



Student/Parent Handbook
2010 – 2011

President

Mrs. Leslie Shultz-Crist, MA

Principal

Mr. Richard Reyes, MA

San Miguel High School
6601 S. San Fernando Rd.
Tucson, AZ 85756

Phone (520) 294-6403

Fax (520) 294-6417

Website www.sanmiguelhigh.org

School CEEB Code: 030602

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MISSION

San Miguel High School, a Catholic, Lasallian learning community empowering youth from underserved families, nurtures a Christian spirit and integrates rigorous academic with practical working experience, thereby transforming students to be prepared for college and career.

SECTION I ADMINISTRATION, FACULTY AND STAFF

Bianca Aguilar	Education Specialist Corporate Internship Program
Richard Alday	Athletic Director
Karen Brady	Teacher, Religious Studies I and III
Mari Calalang	HR Specialist Corporate Internship Program
Clementina Carlyle	Finance Director
Brother Jonathan Cord, FSC	Office Manager Corporate Internship Program /Librarian Assistant
Shanna Corey	Assistant Campus Minister, Assistant to Counseling
Leslie Shultz-Crist	President
Marty Esparza	Assistant Director of Institutional Advancement
Brother Dan Fenton, FSC	Teacher, Biology
Art Fernandez	Computer Technician
Beth Foster	Teacher, English I and World History
Sr. Judy Franz	Librarian
Alex Gamez	Maintenance
Phoebe Goodwin	Teacher, Chemistry and Algebra
Debbie Gordon	Teacher, Algebra II, Senior Math, and Pre-Calculus
Nicola Hartman	Director of Institutional Advancement
Rizza Husband	Teacher, English II and Student Life
Evelyn Jacobs, RN	Faith Community Nurse (Carondelet)
Karen Jacome	Teacher, English III and IV
Brother Jesus Lara, FSC	Assistant Principal, Teacher, AP Spanish III
Melissa Lopez	Teacher, AP US History, US History, and Government/Economics
Alma Mejia-Garcia	Teacher, Spanish II and Lasallian Formation
Erin Mendivil	Teacher, Integrated Science
Jerry Meyer	Teacher, Religious Studies II and IV, Campus Minister
Christine Miranda	Registrar, Federal Programs Administrator
Francisco Moreno	Director of Admissions
Lawrence Moskal	Dean of Students, Power School Systems Administrator
Brianna Mustard	Teacher, Geometry, Algebra I
Mark Neimeyer	Director of Corporate Internship
Luci Paz	Teacher, Spanish III, College Counselor
David Plummer	Teacher, Religious Studies II and III
Jorge Rascon	Maintenance
Janae Renteria	Director of Counseling
Richard Reyes	Principal
Maria Rosales	Teacher, Spanish I
Melissa Schwindenhammer	Teacher, Art and World History
Karan Stewart	Teacher, Academic Skills and Literacy
Arcenio Trujillo	Director of Transportation, Corporate Internship Program
Marilyn Weleck	Teacher, Physics, Algebra I, and Geometry
Ellie Werner	Executive Assistant to the President

BOARD OF TRUSTEES

San Miguel's Board of Trustees is a board of limited jurisdiction responsible directly to a separate legal entity in California and Arizona known as the Lasallian Education Corporation. The Board of Trustees is comprised of the following members:

Francisco Aguilar
Dr. Robin Breault, PhD
Adaline Klemmedson
Oscar Lizardi, JD – Vice-Chair
Lisa Lovallo – Chair
Larry Lippert
Don Nickerson, PhD
Kathy Orr

Lea Marquez-Peterson
Brother Ronald Roggenback, FSC
Debbie Rowe
Sister Rosa Maria Ruiz, CFMM
Gery Short
Humberto Stevens

SECTION II ADMISSION and TUITION ADMISSION POLICY

San Miguel High School, a co-educational institution, admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all schools. San Miguel High School does not discriminate on the basis of race, gender, disability, color, national and ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs.

Registration at San Miguel High School is deemed to be an agreement on the part of both student and parents, or legal guardian, to cooperate with and support fully all policies, rules, and regulations of the school. The administration of San Miguel reserves the right to refuse registration or re-registration. If it is evident that parents and/or students do not support school policies, the administration reserves the right to suspend or dismiss the student from San Miguel High School.

Admission to San Miguel is based on the following criteria, confirming readiness and/or an aptitude for a college preparatory curriculum: academic transcript, recent standardized testing results, teacher recommendations, a personal interview with the parent and student, confirmation of the completion of 8th grade, and the readiness for internship in a corporate setting. San Miguel administers placement tests to applicants for the 9th grade. The placement tests are part of the admission requirements and aid in placing students in the appropriate educational programs. Because San Miguel High School is financed primarily through the San Miguel Corporate Internship Program and an adjusted family contribution towards tuition, families requesting financial assistance are encouraged to apply.

TUITION/FEE POLICIES

The family contribution to tuition is based on an agreement between parents and San Miguel High School. San Miguel will always strive to meet its obligations to our students and asks that parents or legal guardians do the same. Each student's financial account must be cleared at the end of each semester, in accordance with his or her chosen financial plan. In the event that tuition payments are not paid in accordance with the financial plan, the Finance Director must be contacted. Failure to make payments as agreed, or make other arrangements with the Finance Director, acknowledged in writing, may jeopardize participation in some school programs and continued enrollment. If tuition is not paid by the time of final exams, the student will not be permitted to take the final exams. This will result in a grade of "Incomplete" for the semester. Such grades do not transfer to any other school. San Miguel High School provides an affordable means of education for deserving young people and their families. By attending San Miguel High School, students automatically receive a sizable amount of financial assistance.

SECTION III CORPORATE INTERNSHIP PROGRAM

EMPLOYMENT

In addition to enrolling at San Miguel High School, all students are also hired as employees of San Miguel Corporate Internship (SMCI). As SMCI employees, students are expected to balance the multiple responsibilities they have to work, school, family, church, friends, etc. To assist each student in meeting his or her responsibilities as a SMCI employee, each student is paired with an assigned Corporate Internship Program (CIP) Specialist who will serve as the student's primary contact for all job-related issues.

*Each student is an employee of SMCI.
As such, it is expected that each student employee is aware of and responsible for all the expectations and procedures set forth in this handbook, prepared for that purpose.*

JOB ASSIGNMENTS are arranged by the Corporate Internship office for each student. A student's job assignment may change from time to time, and while the CIP office takes into account student preferences and career interests, ultimately job assignments are made based on a pairing between the job description of our business partners and a student's skills and potential as an employee.

THE EMPLOYMENT AGREEMENT is signed each year by the employee (student), the parent and the Corporate Internship Director (employer). According to this agreement, the student must be employed through the Corporate Internship Program in order to stay actively enrolled at San Miguel.

THE WORK SCHEDULE allows each student the opportunity to work approximately five full days per month without missing valuable instructional time in class. Students are to report to work on each workday assigned by the Corporate Internship staff. The daily schedule corresponds to that of most other adults who work in a professional work environment: approximately an 8 hour workday with appropriate breaks and time for lunch.

- **Students** are to use the breaks and lunch time given, as provided by law.
- **Parents** may not visit students at the worksite during the workday.

TRANSPORTATION to and from the worksite is the responsibility of the Corporate Internship staff. Students travel to and from work in marked CIP vans operated by trained drivers.

- **Students** may not transport themselves to/from work. Licensed students may never transport fellow students to and/or from work.
- **Parents** may not drop-off or pick-up students at the worksite without the prior authorization of the CIP office, and only in cases of unique circumstances.

WAGES earned by the student through their Corporate Internship employment are assigned to San Miguel High School to defer the student's cost of education, as agreed to in the Parent-Student Employment Agreement. Please consult a professional tax advisor for specific information related to the W4, W2 and tax reporting.

SAFETY is always an important concern for the Corporate Internship office. Students are immediately to report any safety concerns to their respective CIP Specialist or any member of the CIP team.

ATTENDANCE EXPECTATIONS

At San Miguel, the integration of work and study is very important to the overall success of each student, therefore all student employees are expected to report to work on all assigned workdays. Not only do students develop important real-world skills at work, but through their jobs they also earn money that supports the cost of their education at San Miguel.

Since attendance at work is such an important responsibility, it is best seen as a cooperative effort between student, parent, and Corporate Internship staff.

- **Students** are responsible for being present on-time, in dress code (see Section VI), and ready for work at Morning Assembly on their assigned work days.
- **Parents** are responsible for ensuring their child’s prompt arrival at Morning Assembly in dress code (see Section VI) and ready for work; and for their child’s pick-up from school after returning from work in the afternoon.
- **Corporate Internship staff members** are responsible for verifying student attendance, notifying the workplace of any absences, ensuring the student is in dress code and ready to work, and transporting the student to and from their jobsite.

Any deviations from these attendance expectations are cause for conferencing between student, parent and Corporate Internship staff. When disputes arise, the Corporate Internship Director has the responsibility of ultimately interpreting these expectations for students and parents in a way that promotes the success of every student.

ABSENCES on workdays are a very serious issue as our employers are paying real money for real work and therefore expect our student workers to be at their jobsite every day. No student is excused from work for reasons other than those outlined below. Regular medical or dental appointments, vacations, or other personal activities should not be scheduled to conflict with work. When an absence occurs:

- Student workers are to **notify the Corporate Internship Office before the start of Morning Assembly (7:15am)** on the day of the absence. Parents may fulfill this if the student is unable to due to illness.
- Student workers are to **arrange a make-up work day as soon as possible** with the Corporate Internship Office.
- Student workers or parents **may not contact the worksite** – this is the responsibility of the Corporate Internship Office.
- **Only excused absences may be made-up for credit.** Absences are typically excused for (1) sickness verified with a doctor’s note, (2) advanced planning for summer school or college summer program, (3) senior graduation privilege, or (4) family emergency.
- Absences due to illness are to be verified upon return with a medical authorization to return to work.

Since our employers have real work expectations and pay real money for student workers to fulfill those expectations, during each assigned workday, students are required to make-up any time missed at work. If the student does not make-up the time s/he missed at work, the following fine schedule per absence is applied to emphasize the importance of the real expectations set forth by our employers:

ABSENCE #	FINE	FURTHER ACTION
1	\$100	CIP staff advises student and parent/guardian
2	\$100	CIP conference with student and parent/guardian
3	\$100	Written warning to student and parent/guardian
4	\$100	Conference to address student withdrawal

Please note that once a student makes-up the missed time at work and submits the necessary paperwork, the outstanding fine will be waived. The fine schedule is in place to emphasize the importance of making-up the missed time at work, not simply paying a fine for a reasonable absence.

To avoid unnecessary problems and confusion, students are expected to arrange a make-up work day within the same semester in which the absence occurs. Fines resulting from outstanding absences at the conclusion of a given semester are not reduced in exchange for a make-up day.

BUSINESS CLOSINGS happen from time to time for various reasons (for example: special training for adult staff). When a business is closed for special circumstances, the student working at that business will be assigned to work that day in the CIP office.

CO-CURRICULAR ACTIVITIES are an important aspect of the student's life at San Miguel, and participation is therefore strongly encouraged. In the event that any such activity conflicts with attendance at work, the latter takes precedence and students generally may not reschedule workdays to attend co-curricular activities.

CONFLICTING PERSONAL ACTIVITIES such as routine medical appointments, family trips, (etc.) may not be scheduled so as to interrupt work responsibilities.

HOLIDAY SCHEDULES vary depending on the holiday. Consult the school calendar in advance of common holidays to determine which days you work and which you don't. Always communicate with your CIP Specialist when issues about a holiday come up, but here are some general guidelines:

- If CIP is closed on the holiday in question (for example: Rodeo Break), then no students are expected to report to work. Students who missed a work day earlier in the same semester may use this holiday as the opportunity to work a make-up day, provided the business is open that day.
- If CIP is open, but the business is closed on the holiday in question (for example: President's Day), then only those students whose business is closed may observe the holiday (that is, stay home). All other students are expected to report to work on that day.

ILLNESS AT WORK is sometimes unavoidable. In these cases, the student worker is to notify his or her supervisor and then contact the Corporate Internship Office. The Corporate Internship staff will handle communication with parents and arrange for transportation from the workplace back to San Miguel. Due to missed time at work, these situations are recorded as absences (either half-day or full-day depending on the time of departure) and should be dealt with as such.

MAKE-UP DAYS are the responsibility of the student. Make-up days can only be scheduled for excused absences (for more on excused absences, see Attendance Expectations: Absences). When scheduling a make-up day, students are to:

- First, meet with their CIP Specialist. The Specialist facilitates the communication between student and jobsite supervisor, and confirms the make-up day is scheduled. The Specialist also helps the student prepare the necessary paperwork to verify the make-up day.
- Second, upon working the make-up day, the student has the jobsite supervisor sign the make-up form and the student returns the paperwork to the Specialist.

TARDINESS (lateness) to Morning Assembly is a serious issue as ongoing training is conducted during Assembly and tardiness often results in disruption to the valuable training all students receive. Tardy students may expect the following consequences:

#	Result	FURTHER ACTION
1	1 detention	Verbal warning to student
2	1 detention	Written warning to student and parent-guardian
3	1 detention	Verbal warning to student
4	1 detention	Written warning to student and parent/guardian with \$40 fine

Unfulfilled detentions may prompt a conference with CIP staff to address the expectations contained herein.

Students who are so late as to miss their van ride to work are assessed an additional \$10 fine as recompense for staff time and related expenses such as fuel and van use.

PERFORMANCE EXPECTATIONS

Not only are students' jobs and the experience of work integral parts of a San Miguel education, but our Corporate Partners pay real money for real work and therefore have real expectations of high quality performance. All student employees of SMCI are expected to meet or exceed these performance expectations of the job to which they are assigned. This effort requires that students (a) know what is expected of them, and (b) learn and develop the skills to accomplish the work.

A POSITIVE ATTITUDE AND A HEALTHY MOTIVATION are the most influential factors in the success of students at work. Students should always strive to be conscious of their motivations and how their performance is affected by the attitude they display.

COMMUNICATION is done well when it is both effective and efficient. To ensure that channels of communication are used appropriately, the Corporate Internship Office facilitates all communication between student employees or their families and the workplace.

A student's CIP Specialist is his or her first point of contact for all job-related issues. The Specialist will help students communicate properly with the business at which they work.

LOSS OF JOB is a very serious situation as it may mean that the student in question can no longer stay enrolled at San Miguel High School. The Corporate Partner may determine that the student is no longer suitable for employment with them for a variety of reasons. Issues that may cause a Partner to "fire" the student include: poor attendance, poor work performance, violation of company rules, inappropriate conduct, etc. Although it happens very rarely, when a student is "fired," he or she is normally placed on disciplinary suspension, and a conference is scheduled to determine the best course of action. While most students are typically placed in retraining for a period of time, seniors who are "fired" are normally asked to withdraw from San Miguel.

MORNING ASSEMBLY is conducted each and every assigned workday to provide students with a brief training module relevant to their growth as employees. Students are therefore to attend and participate in all Morning Assemblies on their assigned workdays throughout the year. This is also the place at which official attendance is taken and dress code compliance is reviewed.

ON-THE-JOB TRAINING is required from time to time by various job partners, and may include programs such as new employee orientations, 'update' courses in various skills and/or procedures in use at the jobsite. As requested, the CIP office will arrange for students to participate in these valuable training experiences.

PERFORMANCE EVALUATIONS provide valuable feedback and insights into the quality of the work done by students at the workplace. These evaluations are normally conducted in a formal way twice per year: (1) near the conclusion of the Fall Semester and (2) near the conclusion of the Spring Semester. In addition, new students (freshmen and transfers) are formally evaluated near the end of the 6-week mark after beginning work.

RETRAINING occurs when a student is consistently exhibiting poor performance at the worksite. Such a student is likely to be removed from his or her job and assigned to work at the SMCI office for a period of time while learning to improve their performance. Students in retraining are not normally replaced at the same worksite after the retraining period.

SHADOW VISITS may be scheduled from time to time as a student's CIP Specialist plans to visit the student at work, observe the student's performance, provide tailored on-the-job training, and review the goals for improvement with the jobsite supervisor.

SUSPENSION is a period of time during which a student employee does not report to work, normally because an investigation of alleged wrongdoing is being conducted, or because poor conduct on the job has warranted that the student be removed from that jobsite.

GENERAL CONDUCT EXPECTATIONS

As employees of SMCI, all students are expected to conduct themselves according to the Code of Conduct set forth in Section V of the San Miguel Parent-Student Handbook. In addition to that Code, the following procedures are established to help students extend this Code of Conduct to the workplace. Students should consult with their CIP Specialist to resolve other situations that may come up at work.

BUSINESS PROPERTY includes goods, materials, equipment and resources owned by the business or for which the business is responsible. Such property is for work-related use only and may never be used for personal reasons. In particular, student employees should take care not to misuse computers, telephones or other office equipment.

No student employee is allowed to use the computers or other network equipment at work for personal reasons at any time. Such inappropriate usage is grounds for immediate termination.

CELL PHONES, MP3 PLAYERS, GAMING DEVICES are not appropriate for use during work time. As in school, students may access their cell phones and other devices during break time in designated areas. Those students who have trouble with this procedure may be further restricted from taking these items to the workplace.

CONTACTING THE WORKPLACE is the responsibility of the Corporate Internship Office. The CIP staff facilitates all communication between student, school and partnering businesses.

- **Students** are not to contact their supervisor, manager or coworkers without first having received permission from their CIP Specialist. The purpose of this is to avoid any unnecessary gaps in communication between student, CIP office and jobsite.
- **Parents** are not to contact their child at work or to contact the workplace about issues regarding their child. The Corporate Internship Office is available to relay messages between the students' family/home and the workplace.

DRESS CODE is a requirement of all San Miguel Corporate Internship employees. All student employees are expected to maintain the established professional dress code at their assigned workplace (see Section VI Dress Code). Two special circumstances may arise for some students:

- In cases where the workplace requires special clothing due to the nature of the work (for example: scrubs at a hospital), the Corporate Internship Office will verify this need and adjust the dress code appropriately to the clothing provided by the workplace.
- In cases where the workplace requires a more relaxed dress code than that of San Miguel, the Corporate Internship Office will verify this need and adjust the dress code appropriately to comply with San Miguel’s expectations of professional dress.

Student employees are always expected to arrive to school and return to school in dress code. Those individual students who are found to be out of dress code are required to change before continuing to work. For this purpose, the Corporate Internship Office maintains a clothes closet that student workers may access to ensure student employees are always in dress code.

Student employees who are found to be out of compliance with the dress code are also expected to serve detention as assigned by Corporate Internship staff.

#	ACTION
1	Student changes into proper attire and continues to work; verbal warning to student
2	Student changes and continues to work; written warning to student and parent/guardian
3	Student changes into proper attire and continues to work; verbal warning to student
4	Student is sent home for the day without pay; written notice of disciplinary action to student and parent/guardian

After four occasions of non-compliance with the dress code, a student employee is deemed to be in gross violation of our expectations is therefore sent home for the day without pay; this action constitutes a ‘forced absence’ and the student will therefore need to make-up the day at a later date. Absence consequences apply as normal (see Attendance Expectations: Absences).

DRUG AND SUBSTANCE ABUSE can endanger not only the well-being of the employee in question, but also that of coworkers and customers. To help maintain a healthy lifestyle and to help prevent any unnecessary consequences of drug and substance abuse, all SMCI student employees are required to submit to random drug tests in order to maintain employment.

PROFESSIONALISM is expected of every student employee at all times. Students who exemplify professionalism conduct themselves with courtesy, dignity, honesty, clean language, and respect for all people.

VAN/BUS RIDES are provided to student employees as a means of ensuring their safe transport between the worksite and the San Miguel campus. Students are expected to behave according to the guidelines set forth by the CIP staff, and to follow all directions of the drivers, who are charged with the safe operation of the vehicle at all times.

SECTION IV ACADEMIC EXPECTATIONS AND POLICIES

ACADEMIC HONESTY

Our Academic Honesty Policy is a product of cooperation between faculty and students working together for a common goal. The purpose of this policy is to foster integrity in our school, to enumerate fair guidelines for students and faculty, and to outline appropriate consequences for violations of the policy. Each faculty member will incorporate this information into the course syllabus given to students at the beginning of each course.

It is the responsibility of the faculty and students to promote fairness in the community and to incorporate and reinforce values of honesty and integrity inside and outside of the classroom. San Miguel expects students to be positive contributors to a healthy moral environment and to reflect honesty in their academic work. Academic dishonesty is viewed as a serious ethical issue and a violation of the principles of justice and personal responsibility as expressed in our Lasallian Educational Outcomes and other sections of the Student/Parent Handbook.

If a student violates the Academic Honesty Policy, the following consequences will occur:

1. The teacher will confer with the student.
2. The teacher will inform the Assistant Principal and the Dean of Students.
3. The teacher will contact the family of the student.

The following consequences will be assigned when there is a violation of the policy:

Homework: The student will receive a zero for any assignment that has been copied or that she/he allows others to copy.

Cheating on a Quiz or Examination: The student will receive a grade of zero for the specific quiz or exam in question.

Plagiarism: Copying the work of others and passing it off as one's own will result in a grade of zero on any assignment that is plagiarized.

Repeated offenses and/or behaviors that are not included in the previous list will be dealt with on an individual basis with faculty and administration in accordance with our student behavior policies as listed elsewhere in this Handbook. Cheating of any kind may result in the loss of academic honors.

ACADEMIC HONORS

The Honor Roll is published at the end of each semester. Gold Honor Roll requires a GPA of 3.5 and above with no grade of C. Red Honor Roll requires a GPA of 3.0 and no grade of C.

ACADEMIC REMEDIATION

All semester failures must be remediated or made up. San Miguel offers summer school remediation only for limited courses. All other courses must be made up with remediation programs at pre-approved schools. Approval must be granted beforehand by the Director of Counseling. Students must bring in official transcripts from these schools to receive credit from San Miguel. Students will not be allowed to start the next school year until proof has been presented to the school that all failed classes have been made up in summer school.

It should be noted that only two semesters may be made up in a traditional summer school program.

ACADEMIC REVIEW COMMITTEE

An academic review committee consisting of the assistant principal, counselor, dean, and teachers will be appointed by the Principal. The committee will meet to review student grades. Students who fail one to two semesters may remediate or make them up in traditional summer school. Arrangements must be made with the Director of Counseling. The committee will determine the consequences for any student

who fails more than two semesters per school year. Such a student may be asked not to return to San Miguel for the following academic year.

Chain of command for review of Academic Situations:

- Teacher
- Counselor/Dean
- Assistant Principal
- Principal

ACADEMIC STANDARDS

Course grades at San Miguel are progressive, which means that they reflect the current cumulative grade up to the point. Progress reports simply show the current grade, while semester grades are the final grade recorded in the student's transcript. San Miguel factors plus and minus grades into the overall GPA. Letter grades correspond to the following:

A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

A = Outstanding Achievement: This mark reflects consistent performance at a very high level on homework assignments, quizzes and tests. The student exhibits mastery of course concepts to such a degree that the student can apply it to a variety of situations. He/she makes exemplary contribution to class discussions and projects.

B = Very Good Achievement: The student's performance on homework, assignments, quizzes and tests indicates solid understanding, even mastery in some cases, of course concepts. He/she makes serious and positive contribution to class discussions and class projects.

C = Satisfactory Achievement: The student's performance on homework, assignments, quizzes and tests indicates basic understanding of course concepts. Class participation generally meets acceptable standards and understanding/application of subject matter is sufficient for promotion to the next level of study.

D = Minimum Achievement: Performance on homework, assignments, quizzes and tests indicates minimal understanding of course concepts. A large measure of student work is unacceptable or missing. There is evidence of poor study habits. Participation in class often falls below acceptable standards.

F = Unacceptable Achievement: Students earning this grade accomplish less than the fundamental essentials. Performance on assignments, quizzes and tests is consistently substandard, indicating failure to achieve even minimal understanding of the course concepts. Assignments are often turned in late or not at all. No credit is earned.

I = Incomplete: This mark is assigned only if a student has completed passing work but has been unable, because of illness or other unavoidable causes, to complete the work of the course. Incompletes are recorded on semester reports. An Incomplete must be made up within two weeks of the student's return from an excused absence. It is the student's responsibility to contact the teacher to make arrangements. Failure by the student to initiate makeup work with the teacher could result in a grade of F.

Only Advanced Placement (AP) courses have weighted grades.

ATHLETIC AND CO-CURRICULAR ELIGIBILITY RULES

Eligibility for athletic competition and co-curricular involvement will be reviewed during progress reports throughout the school year. When the review occurs, any student who receives a grade point average (GPA) below a 2.00 or have at least one F will be placed on Academic Probation until the next progress report or semester report card (whichever comes first). While a student on Academic Probation should

make adjustments and increase his effort to improve his grades, he may continue only to practice and will not play on a school team and/or participate in co-curricular activities.

Academic Probation and Ineligibility periods become effective on the day following the distribution of progress reports/grade cards or the posting of grades on Power School. Check school calendar for specific dates.

ACADEMIC PROBATION

Any student who receives a grade-point average below 2.00 or receives an F grade at the end of a semester will be placed on Academic Probation. A student must attain a grade-point average of at least 2.00 with no "F" grades by the end of the following semester, or dismissal from the school may follow at that time. While on Academic Probation, a student may be asked to fulfill a specialized academic contract as a means to improve his grades.

ACADEMIC DISMISSAL

Any student receiving three or more semester F grades will be considered for academic dismissal from the school. The Academic Review Board will review students subject to academic dismissal at the end of either the first (January) or second semester (June) of the school year.

ASSISTANCE FROM TEACHERS

Teachers are available on campus during regular school hours, including approximately 30 minutes before the first class of the day and 30 minutes after the last class. Their presence is for the purpose of assisting students on an individual basis.

HOME STUDY AND HOMEWORK

Academic performance as indicated through report cards and progress reports is directly related to student response to homework assignments and home study expectations. Academically successful students complete an average of 2 to 3 hours of home study every night, which includes completing all daily homework assignments. Home study goes beyond just the completion of assignments. Studying textbook concepts and other related reading on a given subject area is required for genuine academic success.

PARENT/LEGAL GUARDIAN/TEACHER DISCUSSION

In the event of academic difficulty, the student and/or the parents or legal guardian should confer with the teacher and a counselor. If problems persist, the student, parents or legal guardian should contact the Principal.

PROGRESS REPORTS

Individual progress reports may be completed by teachers and sent to parents or legal guardians at any time, but especially midway through each grading period, and the weeks prior to the end of the semester. Parents or legal guardians should review these reports with their student and consult with the teacher when lack of progress is indicated. Copies are filed with the Assistant Principal's office.

TRANSCRIPT REQUEST

A transcript is a copy of a student's permanent school record and is used for college admissions, scholarship applications, high school transfers, and employment. Transcript requests by San Miguel students are handled through the Registrar. A Request Form must be completed by the student and approved by the Registrar. Final transcripts are only released if all business and CIP accounts have been cleared.

SECTION V STUDENT REGULATIONS

RIGHTS AND RESPONSIBILITIES OF STUDENTS

As members of the San Miguel High School Community, all of us have the following rights and responsibilities. We all have the right to be safe: physically, emotionally, intellectually, and spiritually.

We all have the right to a challenging learning climate that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials, and to be prepared mentally and attitudinally to learn each day. We have the responsibility to protect each person's right to this learning climate. We have the responsibility to make healthy choices. We will not tolerate tardiness, lack of materials, continual absences, and academic expectations that are not met. We all have the right to our own spirituality. We have the responsibility to learn, understand, and practice our Catholic teachings and to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the school. We will not tolerate beliefs and practices that compromise the human dignity of others. We all have the right to a clean and aesthetic school environment. We have the personal responsibility to contribute to the cleanliness and beauty of the school environment. We will not tolerate spitting, chewing gum, littering, and defacing school property. We all have the right to be free from physical harm and from the fear of physical harm on school property. We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways. We will not tolerate threats, fights, intimidation, and/or corporal punishment. We all have the right to our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner. We will not tolerate verbal abuse, physical and/or public displays of affection, inappropriate language, and/or whistling. We all have the right to our opinions, ideas, and learning perspectives. We have the responsibility to be honest, express ourselves as clearly as possible, and to actively listen to others' viewpoints. We will not tolerate verbal harassment, and/or ridicule. We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others. We will not tolerate conduct that belittles or shows hostility toward an individual.

Given these beliefs, the following Code of Conduct will be enforced at San Miguel High School.

CODE OF CONDUCT

The code which follows applies to any student who:

- is on school property
- is engaged in any school or CIP activity
- whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of San Miguel High School.

Students at San Miguel High School have been admitted because they have expressed a strong desire to work hard and be responsible, thoughtful individuals. The following are more specific, but not comprehensive, examples of responsible or thoughtful conduct:

- respect for God, others, and self
- respect for personal, school, and others' property
- having required materials and completing homework assignments on time
- adhering to classroom procedures
- doing one's own homework and class work
- consistently doing one's best
- being attentive and respectful, particularly during school assemblies
- being respectful of classroom and office activity and teachers preparing classes by keeping conversation volumes to appropriate levels during passing periods.

Lapses in any of these areas will be dealt with by the Dean of Students.

Students are not allowed to use personal cellular phones, pagers, electronic games, CD players, tape players, headphones, or other equipment of the same nature inside the school building during class time or at work. Inappropriate use may result in confiscation of the electronic device. The school is not responsible for lost, stolen or misplaced items.

San Miguel expects each student to make a positive contribution to the morally healthy environment of the school. Expected Christian attitudes and values include respect for individual students, teachers, and staff members as well as compliance with school regulations and policies which are established for the good order of daily school operation. Occasionally, some students do not live up to these fundamental expectations. In such cases the school's discipline policies are enacted according to the circumstances. Infractions, which are considered serious, include, but are not limited to the following:

- Non-compliance, insubordination, or rudeness to a member of the administration, faculty, or staff
- Language or behavior that is immoral, profane, vulgar, or obscene
- Injury or harm to persons or property - or serious threat of same
- Unauthorized absence or continued tardiness
- Theft
- Hazing
- Academic dishonesty
- Outrageous, scandalous, or serious disruptive behavior
- Use or possession of tobacco (smoking or chewing) on campus or at school functions
- Possession of indecent books, pictures, or objects
- Possession of a potentially lethal instrument or weapon
- Alcohol or illegal drug use (see policy)
- Possession or consumption of "energy drinks"
- Misuse of technology – headphones or earphones must be used with electronic music players
- Conduct at school, or elsewhere, which would reflect adversely on San Miguel and be detrimental to the reputation, safety and welfare of the school or the Catholic Church.

Such behavior may result in disciplinary action including Saturday school, confiscation, detention, probation, suspension or dismissal.

NOTE: Groups and/or gangs who, in the judgment of the administration, are detrimental to the positive Catholic atmosphere of San Miguel High School, or who engage in antisocial, criminal or destructive activities or conduct will not be tolerated. Individuals or groups which promote attitudes and ideals that are contrary to Christian and democratic principles and practices will not be tolerated.

Students who join, promote, or recruit others to join such groups will be subject to suspension and/or expulsion. No student on school property or at any school activity shall wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, sign, or other evidence of membership or affiliation in such groups.

A student may be subject to immediate expulsion for the following actions:

- possession of weapons, firearms, or explosives. School officials shall report weapon violations to the local police. Weapons for which students can be expelled include knives, shotguns, brass knuckles, billy-clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used or, in the school official's judgment, are likely or intended to be used to threaten or cause bodily harm.
- processing, supplying, buying, or using alcohol or other drugs anywhere or at anytime.

ALCOHOL/DRUG POLICY

San Miguel High School educates its students and their families on alcohol and drug abuse awareness. We realize that substance abuse, especially alcohol abuse, is a significant problem in our society. We strongly support preventative education, which must begin at home.

San Miguel High School perceives alcohol and drug possession/use to be a serious health issue impacting the individual, the school, and the home. The school considers the possession, use, abuse, transfer or sale of alcohol, legally controlled substances, illegal drugs, other intoxicants, and any drug paraphernalia on campus, at school functions, or at a time and place involving San Miguel a very serious offense which may result in dismissal. Should a student violate this rule, the Principal will:

- Contact and meet confidentially with parents/guardian
- Formulate a plan for treatment
- Conduct an investigation and determine any support or disciplinary actions needed. San Miguel's Principal will require a chemical assessment of the student and refer him/her to an appropriate program. The parents, or the legal guardian, and student will sign a release form allowing the outside treatment center to confer with the school regarding its findings, recommendations, and follow up. The student and parents or legal guardian will agree to participate in any follow-up treatment recommended by San Miguel and/or a professional treatment center. When recommended, the treatment must begin within two weeks of the assessment.

The parents or legal guardian will also agree to random drug testing of the student for a period of up to 2 years after the infraction. If a student fails retesting during this period of time, the failure is considered a substance abuse violation and she/he is subject to the Alcohol / Drug procedures outlined above.

The school is not a treatment center. Rather, we are a cooperating agent, working with treatment centers whether they be outpatient or residential in nature. When students become harmfully involved with chemical substances, San Miguel expects to provide reasonable assistance. This assistance will take the form of evaluation, referral, or counseling.

Corporate Internship partners may have similar drug testing policies at the workplace. Students are expected to comply with all requirements as directed by the Corporate Internship partner.

San Miguel reserves the right to drug test any or all students at its discretion with the informed consent of the student and parent or legal guardian. Since many Corporate Internship Program partners require drug testing, results may be made available to CIP partners (in confidence) at their request. Positive results, or refusal to consent, may be grounds for dismissal from the CIP and expulsion from school.

TOBACCO

San Miguel High School discourages students from smoking and/or using other nicotine products. Students should not be in possession of smoking or chewing tobacco products on school grounds, or off campus at school sponsored events. Such behavior may result in disciplinary action including detention, suspension or dismissal. Situations in which students leave campus in order to smoke or chew tobacco will be handled as a disciplinary as well as a health issue.

HARASSMENT POLICY

San Miguel Catholic High School hereby adopts the Safe Environment Program as promulgated by the Roman Catholic Diocese of Tucson. Further, the reporting requirements of potential or suspected child abuse as mandated by the statutes of the State of Arizona are acknowledged as controlling and taking precedence over any policies outlined in this handbook. Accordingly, in case of doubt regarding any possible sexual misconduct in which a child is the victim, such incident shall in all cases be immediately reported to the proper civil law authorities.

San Miguel High School is committed to providing a learning environment that is free from harassment. Harassment of any student by any other student, or SMHS staff member is prohibited. The school treats allegations of harassment seriously and will promptly investigate such allegations and take appropriate corrective action. A complaint of harassment does not, in and of itself, create the presumption of wrongdoing. However, all substantiated acts of harassment will result in disciplinary action, up to and including termination or removal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment which is hostile or intimidating because of the individual's race, creed, color, national origin, religion, physical disability, gender or any other status protected by applicable law. Harassment can occur any time during school-related activities (whether on or off campus) or when a student is present on campus. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with the normal work or educational environment

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implied as a term or condition of a student's academic status or progress
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment

Specific examples of sexual harassment can include, but are not limited to:

1. Making unsolicited sexual advances and propositions
2. Using sexually degrading words to describe an individual or an individual's body
3. Displaying sexually suggestive objects or pictures
4. Telling inappropriate or sexually related jokes
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances or granting or withholding benefits in exchange for sexual favors or refusal to participate in sexual conduct

It is the responsibility of San Miguel High School to:

1. Make all faculty, staff, students, volunteers, and parents aware of this policy and the commitment of the school towards its strict enforcement
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

It is the student's responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing
3. Consider immediately informing anyone who engages in inappropriate conduct toward him/her that the behavior is offensive and unwelcome. If the student is uncomfortable informing the individual of the offensiveness of his/her behavior, the student may skip to number 4.
4. Report all incidents of discrimination or harassment to a teacher or administrator
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately

COMPLAINT FILING AND INVESTIGATIVE PROCEDURES

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, or if the student is uncomfortable confronting the individual, the student must report the harassment to a teacher, administrator, or the Principal.
2. San Miguel investigates all complaints of harassment. If appropriate, the alleged harasser may be placed on administrative leave or suspended during the course of the investigation.
3. Once the facts of the case have been gathered, San Miguel will decide what, if any, corrective action is warranted. Disciplinary action can include all disciplinary actions up to and including immediate dismissal and/or termination.
4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take appropriate steps, within its power, to investigate and implement prompt, effective remedial measures.

BUS/VAN RULES & POLICIES

The following will apply any time students ride in school supplied transportation. Under all circumstances students are expected to be respectful and courteous to the driver, pedestrians, motorists and other students.

- Students are transported under the authority of the driver and/or proctor/volunteer, and shall take direction from the driver in all matters of safety.
- Students shall remain seated while the vehicle is moving.
- Students shall wear seatbelts.
- Fighting, wrestling, or boisterous activity is prohibited.
- Transporting animals, firearms, weapons or any hazardous materials is prohibited.
- Students shall not extend hands, arms, head, or any other body part through windows.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Food and beverages shall not be consumed on a bus or van.
- Emergency door is to be used ONLY in case of emergency or as directed by the driver.

DETENTION

Students are assigned to serve detention after school or during lunch, taking precedence over any extra-curricular activity (sports, clubs, etc.). Students are subject to further disciplinary action if they do not attend assigned detention. Students are normally assigned detention for the following infractions: unexcused tardiness, unexcused absence, any infraction listed in "Student Behavior Policies." Detention will be 30 minutes long.

ELECTRONIC DEVICES

Cell phones, i-phones, pagers, PDAs, MP3 players and similar devices are not to be turned on during school or work hours. These items are better left at home. If students do bring these items with them, the devices must be stored in their lockers or backpack during the school day. The school is not responsible for any items that are lost, stolen or misplaced. These items are never to be used in the administration/classroom buildings. They may be used only in designated outdoor areas. Violations may result in detention and/or confiscation. If a student's use of a cell phone on campus creates a disruption, the student will be asked to discontinue use and/or have the item confiscated.

PHYSICAL/PUBLIC DISPLAYS OF AFFECTION

Student couples are to avoid any public/physical displays of affection while on campus. Repeat behavior will result in a disciplinary conference conducted by the Principal or Dean, with the student couple and parents or legal guardians to discuss the concerns of the San Miguel High School community.

SEARCH AND SEIZURE

School authorities are allowed to inspect and search places such as lockers, desks, vehicles, as well as personal effects left in those areas by students, without notice to or consent of students, and without search warrants. Inappropriate items will be confiscated at the discretion of school officials.

SKATEBOARD, SCOOTERS AND SKATES

Skateboards, scooters, skates and comparable items, may not be ridden or worn on campus. Students may carry them to school and store them in lockers during the day. Students who violate this policy may have these items confiscated and will be assigned disciplinary consequences.

SUSPENSION

A student will be suspended from classes for serious misconduct on or off campus. Parents or legal guardians will receive notification of the suspension and must confer with the Dean of Students before a student will be allowed to return to class. Absences resulting from suspension are unexcused. If other serious infractions occur during the school year, the student's conduct will be reviewed by the Administration and may result in a recommendation for dismissal.

SECTION VI SCHOOL DRESS CODE

San Miguel High School's dress code corresponds to business dress. Students are expected to adhere to the same dress code for work as for school regardless of the code at work. If a job requires special clothing due to the nature of work, the student must provide CIP with written documentation from work requesting a change in dress code.

Students are expected to adhere to the same dress code each day, for work or school.

Students are to dress and groom themselves in a manner that is modest, clean, and appropriate to a Catholic school academic environment.

Students not conforming to the personal appearance guidelines as outlined may be fined and/or face additional disciplinary action.

Students shall be in full compliance with the dress code at all times while on school grounds, at work, to and from work, at special events and during all field trips, unless otherwise specified by the school. However, after school hours, ladies and gentlemen may roll up their shirt sleeves. Gentlemen may remove (and put away) their ties, but must keep their shirts tucked in.

Students reporting to school while not in compliance with the dress code will be provided with appropriate clothing from the school's clothes closet. The school's clothes must be returned the following day, laundered and pressed. The student's inappropriate attire will be kept until the school's apparel is returned. Students will be charged for damaged or stained school clothing.

"Hoodies" are not permitted for work, but may be worn to school and outdoors, but not in the classroom.

Violations of the dress code will result in disciplinary action.

PROPER ATTIRE FOR MEN

Shirt

Shirts must be long-sleeved with a collar and buttons, and must be made of cotton or cotton/poly materials. They should be fully buttoned and be neatly tucked into pants at all times. Shirts should have no lettering or logos of any kind. Plain white undershirts must be worn underneath the shirt.

Trousers

Pants must have a crease and hem in the leg. Dress style, pleated pants are preferred, although chinos or khaki styles are allowed. Pants should always be worn to waistline, with the belt visible. Denim/jeans are not part of the dress code. Baggy or oversized pants are not allowed.

Tie

Neckties are required at all times, with the knot tied all the way up to the neck.

Belt and Socks

A belt and socks are to be worn at all times. The belt must be solid black or brown and should have no rivets or extreme designs. Socks must be no shorter than crew length and must match trouser or shoe color.

Sweater/Business Jacket

When sweaters are worn, the shirt collar and the knot of tie must show above any crew neck or V-neck sweater. Shirts and ties are required under any sweater or business jacket. There should be no sports logos on sweaters. "Hoodies" are not permitted for school or work. Turtlenecks are not appropriate for men's professional dress.

Jewelry

No earrings or facial piercings are allowed. No body piercing should be visible. Necklaces and bracelets should not be worn on the outside of clothing.

Make-up

Make-up and nail polish are not allowed in the men's dress code.

Hair Color/Style

Conservative hairstyles in natural colors are expected. No extreme lengths or shaved shapes or patterns are permitted. Shaved or bald heads are not permitted. Cornrows are not part of the men's dress code.

Facial hair

Moustaches, beards and goatees are not part of the men's dress code. Boys must be clean shaven. Students will be asked to shave on site if necessary. Sideburns must not go below the earlobes.

PROPER ATTIRE FOR WOMEN

Blouse or Top

Blouses must be modest and professional. A collared blouse with buttons and three-quarter or full length sleeves must be worn everyday. They must be of cotton, cotton/poly, poplin, or similar fabrics; knit fabrics are not allowed. Blouses and tops should have no lettering or logos of any kind. All blouses must have appropriate necklines, and must be worn below waist length with no bare midriffs or waists. Blouses must be buttoned from bottom to top.

Slacks Pants should be relatively loose fitting. Pants must have a bottom hem. All pants must be of cotton or similar fabrics. No Lycra or spandex fabrics are allowed. Denim jackets, capri-style pants, or jeans are not part of the women's dress code. **Jean pants are defined as having outside back pockets, rivets, and/or made of denim.** Skinny pants which narrow or taper to the ankle are not professional and prohibited.

Skirts and dresses are not allowed.

Sweater/Business Jacket

Sweaters must have a professional cut and style; V-shapes are preferred. There should be no sports logos on sweaters.

Jewelry

Earrings must be limited to one per ear. Simple stud earrings are permitted, but no other body, tongue or facial piercing is allowed. Hoop style earrings must be no larger than a quarter. Necklaces, bracelets, and rings should be minimal and simple. Rings must be limited to one per hand, and only one bracelet may be worn. Jewelry must not pose a danger to students working with office machines.

Make-up

If worn at all, make-up must be in conservative, natural colors and amounts. Less make-up is better. It should be in conservative natural colors and styles. Black lipstick and heavy eyeliner are not allowed. Fingernails must be of a short / active length and conservative color. Black nail polish and long extreme nail treatments are not allowed.

Hair Color/Style

Conservative hairstyles and a neat appearance are expected. Hair should be a natural looking color. Long hair should be kept off the face, with safety in mind while working with office machinery. Corn rows and braids must be conservative in style, without beading, and worn off the face.

PROPER ATTIRE FOR ALL STUDENTS

Shoes

Shoes should be leather or leather-like and hold a shine. They must be a solid black, dark brown, or dark navy color. Shoes must be closed toed and have a back. No sandals, construction, athletic shoes, ballerina-style slippers, or work boots are allowed. Heels should be of low-moderate height.

Hygiene

Attention should be paid to showering, shaving, use of deodorant, brushing teeth, combing hair, ironing clothes, etc. Students are expected to maintain a neat and clean appearance. Cologne/ perfume, if used at all, should be in very limited quantities.

Sunglasses

Sunglasses may not be worn inside at school or at work.

Tattoos and body piercings

Visible tattoos and body piercings, including facial and tongue, are not permitted at school or school sponsored events.

Watch

All students are required to have in their possession, and to use a working watch. This helps with being on time and maintaining our schedules. Watches should be conservative in style and inexpensive.

SPECIAL DRESS CODE

(permitted on designated days at school or when attending school-sponsored events such as dances and athletic games)

When deciding what to wear for special dress, students must keep in mind the general principles of the regular dress code, especially with regard to neatness, cleanliness, modesty and good taste. Appropriate shoes and socks/hosiery are required at all times. Anything that violates these principles is not acceptable at any school-sponsored event. The items listed below are specifically not allowed on special dress days.

- Pants/jeans with holes, tears or frayed edges
- Low rise or hip hugger pants, jeans or skirts
- Attire with offensive logos (e.g. alcohol, tobacco, satanic symbols, sexual innuendoes, etc.)
- Form-fitting or clinging tops or shirts
- Revealing clothing (e.g. tank tops, sleeveless or cap sleeve attire, crop tops, halters, off the shoulder or one shoulder, sheer, low-cut, strapless, etc.)
- Any shirt or top which does not provide coverage of the cleavage, midriff and lower back at all times
- Shorts or skirts or dresses may be worn on special dress days, but they must be an appropriate length (not more than two inches above the knee)
- Bike or knit shorts, stretch pants, sweat pants or pajama pants
- Any oversized, baggie, gang-style or related attire
- Sandals or any shoe with an open toe or open back
- No head covering, including sweatshirt hoods, bandanas, baseball caps, etc.

A first violation of the special dress code by a student will result in a detention and suspension until proper attire is provided for the student by the parent/guardian. Students who violate the dress code on special dress days will lose the privilege for future days.

STAFF DRESS CODE

Staff and faculty members are required to dress professionally; however, are not required to strictly adhere to the student dress code.

SECTION VII GENERAL POLICIES and PROCEDURES**ASSEMBLY/LITURGY DAYS**

Liturgies and formal assemblies are held periodically on special occasions or to honor distinguished visitors to the San Miguel campus. Respect, courtesy, and attention are required at all assemblies.

BAD WEATHER SCHEDULE

Hazardous weather may cause San Miguel to adjust its scheduled school day. In such circumstances, one of the following alternatives may be put into effect:

San Miguel may have a "late opening" starting at 10:00 AM; or San Miguel may be closed.

Parents, legal guardians and students are advised to listen to radio and television announcements for information regarding San Miguel High School beginning at 6:00 A.M.

CHANGE OF PERSONAL INFORMATION

Each student is expected to notify the Main Office promptly if there is any change in address, telephone number, parent, or guardian occupation or any other pertinent information.

COHABITATION OR PREGNANCY

A student will be unable to continue attending San Miguel High School if she/he chooses to marry and/or cohabitate.

A pregnant student's ability to continue at San Miguel will be considered on an individual basis, along with the student's complete profile, by administration, CIP, and counseling.

COMPUTER/INTERNET INFORMATION

San Miguel provides Internet access to students as a means to facilitate resource sharing, skills acquisition, and communication. Information gathered from the Internet is viewed in the same manner as other reference concepts in the school; such resources enhance the learning environment. School personnel provide guidance to the student in the use of the Internet and monitor usage to the best of their ability. Controlling all materials on a global network, however, is impossible, and a user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Parents and legal guardians are encouraged to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet. Inappropriate use of the Internet is a serious matter. Files stored on the San Miguel network are not the private property of the student. Any computer files and/or e-mail that originate or reside on San Miguel computers/servers may be monitored at any time without prior notice to the student. San Miguel is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection. The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system. The failure of any user to follow the terms of this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

ACCESSING INAPPROPRIATE WEBSITES WILL NOT BE TOLERATED AT SCHOOL OR AT THE WORK SITE.
ACCESSING INAPPROPRIATE WEBSITES WILL LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING
DISMISSAL FROM SAN MIGUEL HIGH SCHOOL.

Acceptable Use: Access to San Miguel High School's Internet service must be for the purpose of education or research, and be consistent with the educational objectives of the school. School officials may monitor any use of the Internet.

Unacceptable Use: The user is responsible for her/his actions and activities involving the network. Some examples of unacceptable uses include:

- using the network for any illegal activity, including violation of copyright laws or other contracts, or transmitting any concepts in violation of U.S. or State of Arizona regulation
- unauthorized downloading of software
- downloading copyrighted materials other than for personal use (in violation of the copyright); wastefully using resources, such as file space or paper; invading the privacy of individuals or using another user's account or password posting concepts authored or created by another without her/his consent; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal concepts
- any form of plagiarism (i.e. claiming another person's work through the Internet as one's own)
- using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes
- using the Internet for unauthorized purchases

CLOSED CAMPUS

San Miguel High School is a closed campus. Permission to be off campus between the hours of 8:00 a.m. and 3:30 p.m. must be requested, in writing, by a parent or guardian and approved by the school administration. Leaving campus during school hours without permission is considered truancy. Guests are not allowed on campus during lunch. All visitors must first report to the reception desk. This includes parents and guardians.

EMERGENCY DRILLS

Evacuation and lockdown drills are held in compliance with city and state requirements. When an emergency alarm is heard, all work is to be immediately suspended. All persons within the buildings are to leave as quietly and quickly as possible. Each classroom has emergency evacuation routes posted. Practice drills will be conducted throughout the school year.

FOOD

Students are requested to bring their lunches or participate in the school lunch program. Vending machines are available for drinks. Parents or legal guardians are strongly discouraged from bringing lunches to school for their students. Students are not to order food for delivery on campus. Eating is not permitted in the administration building or classrooms at any time; eating is permitted only in the designated areas – gym/cafeteria, outdoor basketball court, picnic tables in plaza.

HOLIDAYS

San Miguel does not support or encourage vacations outside of defined school breaks. Such absences will be unexcused. For example, if a family chooses to take a vacation that goes beyond the allotted Christmas break, the student will be subject to appropriate consequences as described in the attendance policy. Teachers are not obligated to allow make-up work or tests.

LOCKERS/PERSONAL BELONGINGS

Lockers are the property of the school. Students are assigned a locker for the storage of materials. This locker is not to be shared with anyone, nor may a student change lockers without the permission of the Dean of Students. The school is not responsible for any loss, theft, or damage to books or other personal property. The school administration reserves the right to investigate any student's locker and/or personal belongings at any time. Students may not use unauthorized locks.

NON-CUSTODIAL PARENTS

If a non-custodial parent wishes to see a student, it must be with the permission of the custodial parent, unless a divorce decree states otherwise. It is up to the custodial parent to present the school with a copy of that portion of the decree stating visitation rights.

PARENT/LEGAL GUARDIAN TEACHER CONFERENCES

San Miguel High School remains faithful to the wisdom of St. La Salle and the teachings of the Catholic Church when designing a curriculum, evaluating professional conduct and establishing policies.

Occasionally a parent or legal guardian may have a concern about an area of the curriculum or teacher behavior. The following procedure is designed specifically to handle such concerns.

- When a parent has a concern regarding a teacher or the curriculum, he or she should first contact the teacher directly, unless the situation involves potentially harassing or discriminating conduct. In those situations, the parent or legal guardian should immediately contact the Principal or President, according to the Harassment Policy. All teachers have a preparation period during the school day. If a conference is desired, please telephone for appointments through the office.
- If the concern is not resolved at this point, the parent or legal guardian will be invited to meet with the teacher and the appropriate administrator. The student should be available to attend this meeting.
- If there is no resolution after both steps have been taken, the Principal and the appropriate administrator will meet with the parent or legal guardian. If appropriate, the student may be asked to attend.

The Principal holds the deciding authority if resolution cannot be reached by following the procedure outlined above.

PARKING LOT

Students are not permitted in the campus parking lots during the school day. Students who drive to school will need to register their vehicles with the Dean of Students and present proof of insurance. Students are not permitted to go to their cars during the school day (including lunch) for any reason. The school is not responsible for any theft or damage to a vehicle.

School officials reserve the right to search vehicles on campus. Violations of this policy may result in the loss of the privilege to park in campus parking lots.

SOLICITATIONS

Student solicitations (fundraisers, collections, etc.) of any kind are not permitted unless first approved by the Principal's office.

STUDENT RIGHTS

San Miguel High School is committed to protecting its students' rights to confidentiality and privacy, and therefore, abides by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 123g; 34 CFR Part 99) and the Arizona statutory equivalent (A.R.S. 15-141, as amended).

TELEPHONE MESSAGES/TELEPHONE USE

Telephone messages will not be delivered to a student while at school unless there is a family emergency (i.e. serious accident, death in the family, etc.) Parents, guardians, and others are asked to cooperate in this regard. The school phone system is not for general student use.

VISITORS

All guests to classes must have approval from the President's or Principal's office prior to their visit. All visitors must report to the reception desk to sign in and indicate their presence at school.

SECTION VIII HEALTH

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all San Miguel policies. San Miguel will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

HEALTH RECORDS

Parents or legal guardians are required to fill out a health questionnaire at the time of registration and present the necessary documentation regarding immunizations. A medical history is maintained on each student from the day of entrance to the day of withdrawal. Health records are kept confidential, and any pertinent information will be provided to appropriate personnel (teachers, coaches, administrators) on a need to know basis.

All students must comply with Arizona law. Students will be sent home for failure to comply.

COMMUNICABLE DISEASES

Students with communicable diseases may be excluded from school where the disease presents a health threat to the student or others. The identity and the health record of the student shall be kept in a confidential manner. Students whose absence from school is due to a communicable disease may be asked to provide the school with a doctor's note certifying that the student is medically able to return to school. The Principal shall inform the local health department of all communicable diseases.

HIV/AIDS POLICY

Students with AIDS are allowed to continue in school settings under ordinary circumstances. Decisions affecting students who have tested positive for human immunodeficiency virus (HIV) or who have been diagnosed with AIDS will be made on a case-by-case basis in cooperation with physicians, parents, legal guardians and public health officials.

ILLNESS DURING SCHOOL

Students who become ill during the school day must report to the office or health office. If the student must go home, the office will inform the parent or legal guardian and release the student to the parent, legal guardian, or their designee. Students are not to call and ask for someone to pick them up. The office must make contact with a parent. Students will be released only to a parent, legal guardian, or to another adult with verifiable consent from the parent or legal guardian.

MANDATORY REPORTING

San Miguel High School joins the efforts of the Diocese of Tucson and the State of Arizona to protect all children. The school is in full compliance with Diocesan requirements for hiring procedures. All employees will participate in annual training on Arizona's mandatory reporting law and the Diocesan safe child procedures.

MEDICAL OR SPECIAL APPOINTMENTS

All appointments with doctors, dentists, etc., should be made during hours which do not infringe upon school time. If circumstances should necessitate appointments during school hours, the student must present a note to the office, before school, in which the parent/guardian states the appointment time and requests dismissal from school for the appointment. Upon returning to school, the student will provide the office with a note from the parent(s) or legal guardian, indicating that the medical appointment could

not have been scheduled outside of class or work hours. The student is responsible for any class work missed while absent.

MEDICATION POLICY

ALL medications, whether prescription or over-the-counter, taken by students must have a medical provider's approval (copy of the script) and parent/guardian's permission form on file. All medications, whether prescription or over-the-counter, must be properly labeled and kept in the Health Office with the exception of prescribed inhalers and emergency anaphylaxis medications which may, with prior school and parent/guardian written approval, be carried by the student. Medications will be given only to students who have these forms on file. No pain relievers or medication of any kind may be administered to students without the proper documentation.

PHYSICAL EXAMINATIONS

All students at San Miguel High School must have a copy of a current (anytime after May 1st for the following school year) physical examination on file upon entrance. Thereafter, an annual physical examination is required only if students will be participating in athletics. The copy of the student physical is to be maintained in the student's health record.

SECTION IX STUDENT LIFE

In response to the students' need for wholesome development during their time at San Miguel, the school provides comprehensive programming in Student Life. This division of the school encompasses all those ministries, events, programs, and other activities which serve to complement Academic Instruction and the Corporate Internship Program:

- Campus Ministry
- Student Interest Clubs
- Student Social Events
- Student Retreats
- Lasallian Youth
- Other student events
- Athletics

All San Miguel students are strongly encouraged to participate in the many different facets of Student Life. Not only are successful students often involved in the life of the school in ways beyond classes and work, but in many cases involvement in Student Life is looked upon favorably by colleges and universities in the admissions process. In order to promote such involvement, the student leaders and staff coordinators work hard to ensure that activities are made available which meet a wide range of interests and talents.

Involvement in Student Life activities, while strongly encouraged, is not a right and may be suspended at any time in deference to other priorities. Such priorities include, but are not limited to:

- Academic performance (see Academic Probation)
- Corporate Internship Program responsibilities
- Maturity in conduct

Suspension of involvement is at the discretion of the Director of Student Life, Athletic Director, and the School Administration.

CAMPUS MINISTRY

Central to our nature as an educational community of faith, Campus Ministry activities offer students the opportunity to awaken to the presence of God in their lives and to deepen their personal and communal

relationship with God. Most of the Campus Ministry activities at San Miguel are generated, led, and sustained by a group of student leaders, and include, but are not limited to:

- Liturgies and prayer for major feasts, seasons, and special occasions
- Seasonal décor of the campus
- Family prayer events
- Retreat experiences
- Prayer services in honor of special events (birthdays, achievement, grief, etc.)

STUDENT SOCIAL EVENTS

In keeping with the Lasallian traditions of our Christian community, Student Social Events offers students the opportunity to develop meaningful relationships and to foster healthy pride and a vibrant school culture. Most of the Student Social Events at San Miguel are generated, led, and sustained by a group of student leaders, and include, but are not limited to

- Dance parties, barbecues, and picnics
- Spirit events
- Family & cultural events
- Group trips around the community
- Student retreat experiences
- Talent shows

LASALLIAN YOUTH

In recognition of our Christian call to take seriously our role as brothers and sisters to all those in our community, especially those most in need, Justice & Service activities offer students the opportunity to develop their social consciousness, to work for justice, and to infuse an ethic of service into all areas of their life. Most of the Justice & Service activities at San Miguel are generated, led, and sustained by a group of student leaders, and include, but are not limited to

- Drives for charitable needs
- Awareness-raisers
- Outreach to the local community
- Retreat and immersion experiences
- Service-Learning opportunities
- With other interested groups, help provide learning, faith experiences, and Christian reflection regarding our Lasallian heritage, the Lasallian Core Principles, and service learning.

ATHLETICS

The interscholastic athletic program at San Miguel is an integral part of the total educational program. Interscholastic sports operate under the school philosophy and mission statement. San Miguel High School is a full member of the Arizona Interscholastic Association.

Participants learn the value of athletics: to think independently and as team players, to value group ideals, to succeed and to excel, to attain high moral and Christian values, to achieve self-discipline and emotional maturity, to understand the value of rules, to respect others, and to pursue fairness in human relationships. Coaches maintain team rules and procedures. These rules must be consistent with those established by the school.

INTERSCHOLASTIC ATHLETICS

Fall Season	Winter Season	Spring Season
Girls' Volleyball	Girls' Basketball	Boys' Baseball
Co-ed Soccer	Boys' Basketball	Girls' Softball
Cross-Country	Cheer Squad	

The school sponsors a co-ed cheer team and a golf club.

STUDENT LEADERSHIP

To enhance the opportunities for student involvement, most Student Life programming is generated, led, and sustained by a group of student leaders. These leaders are mentored and supported by a group of trained Lasallian educators who challenge the students to develop and utilize their abilities and talents for Christian leadership.

An Executive Board of Student Leaders is elected each spring for the next academic year. At the start of next year, these student leaders then invite other student leaders to assist them.

SECTION X ATTENDANCE PROCEDURES

Students are expected to make every reasonable effort to attend class. Parents and legal guardians are expected to avoid scheduling appointments, family vacations, college visits, etc. during school time. When students are absent from class for any reason, they are expected to take the initiative to meet with their teachers to arrange make-up work and to turn it in. Being absent does not excuse academic work.

STUDENT ABSENCES FROM SCHOOL

- The maximum number of absences per semester is ten days.
- After 3 absences, a letter will be mailed to the student's parents or legal guardians, informing parents of the concern.
- After 5 absences, a conference with parents or legal guardians will be required.
- After 8 absences, a letter will be mailed to the parent or legal guardian indicating that if their child reaches 10 absences, their student will receive no credit for their semester classes.
- When a student reaches 10 absences, no credit will be awarded for that semester.
- Exceptions may be made for a major illness, with documentation from the student's health provider.

STUDENT TARDINESS

- The maximum number of tardies per semester, regardless of reason, will be 10.
- After 3 incidents of tardiness to school, a letter will be mailed to parents or legal guardians; a student will serve one detention for each incident of tardiness.
- After 5 incidents of tardiness, the student will lose Friday activity privileges.
- After 6 incidents of tardiness, a parent/legal guardian conference will be required; students will continue to serve one detention for each incident of tardiness.
- If a 10th tardy is reached, the student will be placed on Ineligibility for co-curricular and athletic participation.

LATE ARRIVAL OR EARLY DEPARTURE

- Parents, legal guardians and students are requested to not miss class time for appointments or travel.
- Three early departures or late arrivals will be counted as one full absence.

San Miguel reserves the right to define any absence as "excused" or "unexcused" regardless of written or oral parental approval.

ATTENDANCE INFORMATION/POLICIES

Attendance and participation in class and resulting instruction and student/teacher interaction are essential to the learning process. Students are expected to be on time for school each day, to attend school daily, and to be prompt in arriving for classes.

The administration does not approve of students being taken out of class or work for family vacations or other non-emergency situations.

Students and parents or legal guardians are asked to refer to the published San Miguel Events Calendar in matters of vacations and days off from school. In unusual circumstances, absence approval for personal reasons will be determined by the Principal. In all cases, the office must be notified prior to the absence from school.

If a student is taken out of school for reasons other than illness, the parents or legal guardians and the student must assume full responsibility for this action and for any academic consequences. Neither the school nor the teachers will assume responsibility for special assignments, tests, etc. to make up for what is missed in class during this type of absence.

In the event a student is temporarily not residing at home, parents or legal guardians are requested to notify the school of the name and contact information of the adult responsible for the student.

In cases of absence for medical reasons of five or more consecutive days, parents or guardians will be asked to present to the Administration a physician's written notice attesting to the medical situation. Further, students whose absence from school is due to a contagious disease (i.e., Hepatitis, Mononucleosis, etc.) will be asked to present a physician's written release before returning to school.

To attend and/or participate in any after-school activity, a student must have attended the equivalent of four academic class periods that day.

A student having an unexcused absence on any day a quiz or test is given or homework is due may receive a zero for that work. Further disciplinary action may be taken according to the circumstances.

Semester Exams are mandatory with the exam dates posted months in advance. Families are not to ask for exceptions.

ATTENDANCE PROCEDURES FOR ABSENCE AND TARDINESS

When a student is going to be absent, the parent or guardian is to call the office (520) 294-6403 before 7:45 a.m. Failure to make contact with the Main Office can result in the absence being considered unexcused.

When a student is tardy

Students are to be inside their respective classrooms when the bell rings for class to begin. Those who arrive late for the first class in the morning or are late for classes during the day must obtain an Admit Slip from the office, and will normally be assigned to detention.

Tardiness will be considered excused only for important reasons. Parents should be in contact with the Main Office. Only the Main Office can excuse tardiness. The Principal/Dean of Students will address the issue and possible consequences of student tardiness.

SECTION XI ROWE LEARNING RESOURCE CENTER

Mission: The Rowe Learning Resource Center (Rowe LRC) serves as the hub of information for the school, enabling the San Miguel community to unite in a collaborative effort, whereby students are empowered through information literacy and technology to emerge as lifelong learners and leaders in a culturally diverse world.

The Rowe LRC maintains a flexible, open-access schedule to meet the needs of the school learning community. Students and staff are encouraged to use the library before, during, and after school. The library will be open from 7:00 am- 4:30 pm.

The library maintains a Library/Media connection to the San Miguel homepage. This should be checked regularly for online resources and updates.

Volunteers are welcomed and encouraged to assist with the many tasks that enable the library to run smoothly. Parents, legal guardians or others interested in volunteering should see the library teacher.

Circulation policy: The library has developed circulation guidelines and procedures in order to ensure fair access to information for all users. In order to check out materials from the Rowe LRC, a person must be a registered staff member or student in the school.

Students may check out a limit of three fiction and two non-fiction resources at a time. Loan periods for resources are as follows:

Books: 5 weeks (no renewal)

Audiovisual Materials: 3 days

Current Issues of Periodicals: 1 day (overnight, due 7:45 am)

Back Issues of Periodicals: 3 days

Reference Materials: 1 day (overnight, due 7:45 am)

Online Databases: San Miguel subscribes to four online databases: GALE Student Resource Center, GOLD, GALE Opposing Viewpoints, the Gale Virtual Reference Library and World Book. These may be accessed at school and at home. It is unethical to share the passwords for access with anyone other than San Miguel personnel.

The Passwords are as follows:

GALE resources: vipers

World Book: ID: sanmiguel Password: vikings

Overdue Materials: Returning materials on time ensures that the information will be available for use by others. Therefore, please return library materials promptly. Overdue notices for students will be distributed to students during the first class period as the need arises. Students with overdue materials will not be allowed to check out additional materials. Students with overdue materials will not be able to obtain grade reports or transcripts.

Lost and Damaged Materials: Students are strongly encouraged to be responsible borrowers and to take advantage of the resources to avoid lost or damaged item fees. The library will automatically issue a non-refundable fee for lost or damaged materials after 30 days. The fee will be determined by the initial cost of the item. Students may lose the privilege of checking out additional materials until the fees are paid or the materials are returned.

Photocopying: Students may have information photocopied in the library by a library staff member or assistant at 5 cents per copy. The library teacher will determine which materials may be photocopied according to copyright laws and the nature of their use.

Acceptable Use policy: The SMHS Acceptable Use Policy applies to the use of all computers in the Rowe LRC. Additional guidelines specific to the library will be posted in the LRC.

SECTION XII ACADEMIC CATALOG

San Miguel High School offers a focused curriculum designed to develop each student's writing, reading, and critical thinking skills. San Miguel follows a semester system which enables the student to focus on six classes per day. The academic year is broken into two nineteen-week semesters. Graduation requirements meet or exceed state requirements and build a competitive transcript for college applications for one of the state colleges/universities in Arizona and colleges/universities out of state.

San Miguel high School graduation Requirements:

Religious Studies - 4 credits
English - 5 credits
Math - 4 credits
Science - 3 credits

Foreign Language - 3 credits
Visual Art - 1 credit
Elective - 1 credit
Social Studies - 3 credits

Total Required - 24 credits

A brief description of core courses by departments follows:

RELIGIOUS STUDIES

Religious Studies I

Introduction to Catholic Christianity: This course is for students who have not had exposure to the basic teachings and practices of the Roman Catholic Church and who have had little or no practice in Catholic Christianity. The course will provide students with an overview of Catholic teaching and practice to prepare them for success in subsequent Religious Studies courses at San Miguel. Main topics are God, Revelation, Jesus, sin, grace, church, scripture and tradition, worship, sacraments, morality and the saints. (.5 credit)

Introduction to Old Testament: The first trimester is a survey of the Old Testament as a basis for understanding both Judaism and the person of Jesus. Students study the Torah; gain an overview of the history of ancient Israel; learn about major theological developments such as covenant, ethical monotheism, and resurrection; and explore the power of biblical narratives and poetry to teach us about God. (.5 credit)

Religious Studies II

Introduction to New Testament: The second trimester is a survey of the New Testament. Students will study the story of Jesus as told by Hebrew and Christian scriptures, novelists, journalists, filmmakers, church leaders, and other individuals. Hebrew Scriptures and Judaism will form a background for better understanding the life of Jesus. The life of St. John Baptist de La Salle will be studied as a particular response to Jesus' story. (.5 credit)

Introduction to Christology: This course is an examination of the Catholic understanding of Jesus of Nazareth. The course explores the historical realities of the era in which Jesus lived and the theological development of the Church's teachings on Jesus as the Christ. (.5 credit)

Religion Studies III

Introduction to Social Justice: This course challenges students to the social implications of Christian faith in theory and practice. It explores Church documents regarding current relevant social, economic, and political issues. (.5 credit)

Introduction to Christian Morality: This course examines the various elements which influence personal morality and decision making. It offers guidelines and practice in making good moral decisions by viewing current societal issues in light of Church teaching. (.5 credit)

Religious Studies IV

World Religions: This course uses speakers, projects, reading and discussion to help students learn about major religious traditions of the world. While studying Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Islam and more, the class learns to appreciate, understand, tolerate and be enriched by the diverse forms of religious expression, which have always existed among humankind. (.5 credit)

Christian Lifestyle: This course addresses significant issues teens face as they choose among the many life paths they may travel—single or married life, religious life or ordained ministry. Topics include: identity and autonomy, love, communication, sexuality, friendship, creativity and learning, work, money and possessions, and suffering and healing. (.5 credit)

ENGLISH

Academic Skills and Literacy: The purpose of this course is to support students as they transition from middle school to the more rigorous demands of San Miguel. The ultimate goal is for students to improve their meta-cognitive awareness (monitoring and controlling one's approach to reading to make sure it makes sense) in their content area classes. The course covers:

1. Reading comprehension in the content areas
2. Exploration of various genres with an emphasis on contemporary young adult literature
3. Basic computer, study, and organizational skills (1 credit)

English I: English I establishes a foundation in both writing and literature allowing the student to continue to be successful during his or her high school career. Because the 9th grade is typically comprised of students from many different grammar or middle schools, an emphasis is placed on written communication skills as well as the various genres of literature. Through the study of mythology, drama, poetry and short fiction, students will develop the reading skills needed for future courses. While students are offered various ways to communicate through writing, special emphasis is placed on introducing students to the essay and reinforcing the basics of grammar and mechanics they may have studied in previous years. (1 credit)

English II: The literature studied during the sophomore year focuses on the idea of the hero, both ancient and modern, as well as the coming of age archetype. Through studying various novels and plays, students will make connections across time and be able to see similar patterns in their own lives. The writing portion of the course includes development of the thesis and the essay along with various opportunities for creative expression. Editing and grammar skills are reinforced in this course. (1 credit)

English III: This course is the basis of literary study during the 11th grade. Although much of the year is spent in a survey of notable American writers, students also learn to write a college research paper, work on vocabulary building, and improve expository writing skills. Successful completion of the research paper is a prerequisite for advancement to the next level. (1 credit)

English IV: Senior English is designed to analyze the various ways in which the literature we read tells a story and to explore the reader's experience with the text based upon what he/she brings to the text from his/her life. Students will approach each piece of literature with the following questions in mind: Whose

story is this? Is the story true? What purpose does the story serve? How does this story relate to me? In addition, students will demonstrate knowledge of literary terms as they apply them to the literature studied; uphold grammar, punctuation, and capitalization standards in writing; and utilize research skills acquired in American Literature. (1 credit)

FOREIGN LANGUAGE

Spanish I: Students attain an acceptable degree of proficiency in listening, speaking, reading, and writing Spanish. Students are presented the language within the context of the contemporary Spanish-speaking world and its culture. A combination of instructional exercises is used: dialogues, questions, drill/game, dictation, and vocabulary quizzes. The workbook supplements the student text. Students explore the history of Latin America through a series of projects and reports. (1 credit)

Spanish II: Intensified study of grammar is combined with a more complex vocabulary. A more detailed study of geographic regions focuses on Central America. The past tense is introduced. Listening comprehension and free discussion is encouraged. Oral testing and written compositions are part of the program. (1 credit)

Spanish III: This course completes preparations for college admission. In Spanish III, more advanced grammar study is coupled with vocabulary which emphasizes real-life applications. All verb tenses are introduced as well as other, more detailed grammatical structures. In comprehensive investigations of South America, students are given an introduction to true literature and more in depth cultural aspects. Films and music add variety to the program. Students may earn college credit for this course by taking the Advanced Placement Test. (1 credit)

MATHEMATICS

Algebra I: In addition to the translation and manipulation skills which form the traditional content of this course, students are involved in the application of mathematical concepts, critical thinking, and logical reasoning. Significant work in the areas of statistics, probability, and geometry engages the students in critical thought in the selection of approach and the development of strategy in problem solving. (1 credit)

Geometry: This course is a study of the logic and reasoning of mathematics through theorems from geometric figures. The text integrates synthetic, coordinate, and transformational approaches to geometry. Students gradually develop an understanding of formal proof. Instruction reinforces and extends knowledge of algebra. Emphasis is given to real world applications. (1 credit)

Algebra II: The course begins with a review of equations, inequalities, graphing, linear functions, polynomials, rational functions, and exponential functions. Students then study advanced concepts in matrices, logarithmic functions, and trigonometry. Instruction reinforces and extends knowledge of geometry. (1 credit)

Pre-Calculus: In preparation for calculus and other college level mathematics courses, this course studies polynomials, systems of inequalities and linear programming, exponential and logarithmic functions, complex numbers, extensive work with functions and the graphs of functions, and in-depth study of trigonometry. (1 credit)

SCIENCE

Integrated Science: This laboratory course sets the foundation for all future science study at San Miguel. It introduces the student to the scientific method, conducting research, and writing up results. It also introduces students to the fundamentals of biology, chemistry, and physics. (1 credit)

Biology: This laboratory course investigates the fundamental concepts of biology. Students will focus on the principles of cytology, genetics, evolution, and ecology. Laboratory investigations are supplemented with a variety of interactive technologies. (1 credit)

Chemistry: This is the study of the composition, structure, and properties of matter and the changes it undergoes. Students are introduced to the important concepts of chemistry including atomic theory and structure, chemical bonding, and kinetic theory. This course is recommended for those students who wish to pursue any field of science, medicine, nursing, architecture, or engineering. Algebra II may be taken concurrently. (1 credit)

Physics: This is the study of the laws of nature and the relationship between matter and energy. Topics include mechanics, heat, sound, light, electricity, and nuclear physics. Labs reinforce the concepts previously stated with computer enhancement. The goal of this course is to gain an understanding of our physical world. (1 credit)

SOCIAL STUDIES

World History: This course studies the history of mankind as civilization develops around the world. It explores the impact of geography on the development of culture. Current global events are examined through the lens of history. (1 credit)

US History: The time period from the end of the formative years of the United States to the present is the focus of this course. Problems and issues that have stirred American society from the time of gradual abandonment of 19th century isolation and the emergence of the United States as a world power to the present time are covered. The nature of social change in American society and the American political process and its evolution are investigated. (1 credit)

Advanced Placement US History: This course focuses on the study of US history while preparing students to take the Advanced Placement exam in order to obtain college credits. (1 credit)

American Government: This course focuses on the basic roles of government and various types of modern governments. The course covers the foundations of American government and includes an in-depth study of the Constitutions of the United States and Arizona. The three major departments of our Federal government - Executive, Legislative, and Judicial - are covered in detail. A study of state and local governments is included. Students examine the uses of violence, civil disobedience, courts, and legislatures in the struggle for power. Emphasis is placed on contemporary political issues. (.5 credit)

Economics: This course is designed to study the principles, concepts, and application of choice and scarcity made by individuals, firms, and governments. Basic economic principles are analyzed in light of the present situation existent in the present United States and global economies. (.5 credit)

VISUAL ART

Students will be introduced to the basic skills needed for creative expression in the visual arts. The skills of perception, drawing techniques, composition, design, as well as the principles of color theory will be explored through a variety of media. The skills acquired will prepare the student for future study and exploration in the visual arts. Students will also develop an appreciation for art as a vital aspect of human and cultural documentation. Students will be introduced to important developments, key works, and artists within the history of art. The study of drawing, painting, sculpture, and architecture will provide context and historical precedents for more contemporary works of art, while providing points of departure for the creation of student work. Most importantly, students will come to understand that the skills of drawing and art creation can be learned just as any new skill is acquired, through patience and a desire to succeed and learn. (1 credit)

UNDERSTANDING AND COOPERATION AGREEMENT

Parents, legal guardians and students: please read and sign this Cooperation Agreement and return it to the school. It is the responsibility of both the student and the parent(s) or legal guardians to read, understand, and abide by the policies as described in the handbook.

**2010 - 2011
Student/Parent/Legal Guardian
Cooperation Agreement**

Understanding and Cooperation Agreement

Student: By signing below, I acknowledge that it is my responsibility to read this handbook and abide by the policies and ask questions about or otherwise seek clarification on any information in this handbook that I do not understand. My signature serves as my pledge to conduct myself in a cooperative manner and to abide by the rules and policies stated herein.

Parent or Guardian: By signing below, I agree to cooperate with the teachers and administrators to help enforce conduct, rules and policies outlined in this handbook, and will be an active participant in the education of my child.

Student Internet Access Consent Form

Student: By signing below, I agree to follow the Student Ethics and Conduct Rules as outlined in this handbook. I understand that my use of the internet is a privilege and may be revoked at any time for my misuse of the network.

Parent or guardian: I give my permission for my child to be granted access to the Internet through San Miguel High School. I also understand that San Miguel High School does not routinely monitor student access to any of the interconnected systems and does not warrant the accuracy or appropriateness of any information contained in any of the interconnected computer systems. I also understand that some material contained in the interconnected systems may be inappropriate for students under 18 years of age. I agree to indemnify San Miguel High School from any and all claims arising out of or related to the usage of the Internet.

Print Parent or Guardian's Name: _____

Signature of Parent or Guardian: _____

Print Student's Name: _____

Student's Signature: _____

Date: _____

Please fill out this form and return it to the school library/media center as soon as possible. This form is also found on the school's website