

# ST. MARY-BASHA CATHOLIC SCHOOL

## FAMILY HANDBOOK

2025 - 2026



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# St. Mary-Basha Catholic School

## 2025-2026 Family Handbook

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This handbook contains the policies, procedures, and regulations of the Diocese of Phoenix and St. Mary-Basha Catholic School that govern the school. It is important that all parents/guardians and students read and understand the contents of this handbook. Following the procedures presented in this handbook is an integral part of the St. Mary-Basha Catholic School's successful and safe operation.

**This handbook may be amended and/or disciplinary  
action modified at the discretion of administration.**

#### **MISSION STATEMENT**

**St. Mary-Basha Catholic School is dedicated to promoting academic achievement while preparing the student for a life that will positively impact the community through principles rooted in the Gospel and in the teachings of the Catholic Church.**

#### **PHILOSOPHY**

**St. Mary-Basha Catholic School is dedicated to the education of the whole child as a Catholic and as a citizen. The mutual cooperation of the home, Church, school, and community, ensures an atmosphere in which each student is provided the opportunity to develop unique gifts in order to build a life based on the Gospel of Jesus Christ.**

#### **STUDENT LEARNING EXPECTATIONS**

**It is expected that St. Mary-Basha Catholic School students will become:**

##### **ACTIVE CATHOLICS WHO:**

- effectively apply Discipline With Purpose skills
- have knowledge of Sacred Scripture and Church teachings
- express belief through prayer, sacraments, and liturgy
- have knowledge and ability to make good moral choices
- demonstrate stewardship in Church, family, and community

##### **RESPONSIBLE CITIZENS WHO:**

- effectively apply Discipline With Purpose skills
- respect Church and civil authority
- know the foundation and laws of our nation
- understand consequences of action and impact on society
- contribute to the betterment of society

##### **ACTIVE LEARNERS WHO:**

- effectively apply Discipline With Purpose skills
- demonstrate mastery of basic skills in reading, writing, and math
- apply critical thinking skills
- recognize unique gifts of oneself and others
- use technology to enhance learning
- develop an appreciation of and participate in Physical Education, Music, and Art

##### **EFFICIENT COMMUNICATORS WHO:**

- effectively apply Discipline With Purpose skills
- communicate effectively through the arts
- communicate effectively through technology
- communicate ideas in a variety of mediums, including reading, writing, and speaking

## **CATHOLIC IDENTITY**

St. Mary-Basha Catholic School is under the auspices of the Diocese of Phoenix and St. Mary's Parish. The school must adhere to diocesan policies as stated in the *Diocesan Handbook of Procedures and Regulations of Catholic Schools*. St. Mary-Basha Catholic School has a strong and visible Catholic Identity. The curriculum supports daily prayer, sacramental preparation, weekly Mass attendance, service and outreach programs, and daily religious instruction. The school is dedicated to ensuring that students actively practice the faith daily. Students are taught values and morals that align with the teachings of the Catholic Church.

While St. Mary-Basha Catholic School does not discriminate on the basis of race, sex, national origin, or age, the school has a specific spiritual purpose based upon Catholic teaching. The expectation is that school families support this purpose and practice the Catholic faith. All students are, therefore, expected to participate in religious instruction and Catholic faith formation, including required service hours, except actions that are intended only for Catholics (reception of the sacraments).

### **MORNING PRAYER**

Each day begins with a schoolwide gathering in Mary's Garden for Morning Prayer at 7:55 a.m. Parents/Guardians are welcome and encouraged to stay for Morning Prayer. There is a designated parent section for Morning Prayer.

### **LITURGY**

Sunday Mass attendance is an important part of a Catholic education. Parents/Guardians should ensure that students attend Mass each Sunday. Students in grades K-8 attend Mass at least once a week with homeroom classes. Students are active ministers at Mass as altar servers, ushers, gift bearers, choir members, and lectors. Each class (grades 1-8) has an opportunity to lead Mass at least once per year.

Parents/Guardians are welcome and encouraged to attend school Masses. There is a designated section reserved for parent seating. Students (except kindergarten) may sit with their parents/guardians behind student seating.

### **SACRAMENTS**

Second grade students are prepared for the sacrament of Reconciliation by the classroom teachers. Teachers plan and facilitate a group service project and a retreat prior to Reconciliation.

Third grade students are prepared for the sacraments of Confirmation and Holy Eucharist by the classroom teachers in partnership with the parents/guardians. Students participate in service projects, a retreat, and prayer services as part of this preparation. Transfer students above third grade also have the opportunity to prepare for and receive these sacraments.

Students attend Reconciliation with their class twice per school year, during Advent and Lent. Regular confession is the responsibility of the parents/guardians.

### **SERVICE**

In recognition of the call as Catholic Christians, service hours are required for students in grades 4-8. Students preparing for sacraments participate in service projects organized by classroom teachers. Service hour requirements: 8 hours in grade 4, 10 hours in grade 5, and 20 hours in grades 6-8. There are also multiple opportunities throughout the year for students to participate in schoolwide service projects. All student service hours must be logged into FACTS SIS for proper recording.

### **STUDENT OF THE MONTH (ELITE EAGLE)**

Monthly, teachers choose one student from each grade who exemplifies the Fruits of the Holy Spirit in words and actions to receive the Elite Eagle award. Students are recognized at Morning Prayer by the pastor and principal, with parents/guardians in attendance. Students' names are displayed on a hall bulletin board, principal's weekly newsletter, and on school social media sites.

## **OFFICE AND SCHOOL PROCEDURES**

### **OFFICE HOURS**

7:30 a.m. - 4:00 p.m. Monday - Thursday

7:30 a.m. - 3:00 p.m. Friday

7:30 a.m. - 1:00 p.m. Half day

### **SCHOOL HOURS**

Morning Prayer 7:55 a.m. Mary's Garden

Lunch 11:00 - 11:35 a.m. grades 6-8

Lunch 11:40 - 12:15 p.m. grades K-2

Lunch 12:20 - 12:55 p.m. grades 3-5

Dismissal 3:00 p.m. Monday-Thursday grades K-3

Dismissal 3:15 p.m. Monday-Thursday grades 4-8

Dismissal 1:45 p.m. Friday grades K-3

Dismissal 2:00 p.m. Friday grades 4-8

Dismissal 11:45 a.m. Half Days grades K-3

Dismissal 12:00 p.m. Half Days grades 4-8

(exceptions are noted on the monthly calendar)

### **ADMISSION**

#### **New Student Admission**

Enrollment of new students at St. Mary-Basha Catholic School is ongoing as space permits. New student applications open in January for the following school year. The application process, academic placement assessment, interview, enrollment process, and final acceptance continues from February through May. Students are admitted at the discretion of the administration, with preference given to siblings of current students, parishioners of St. Mary/St. Juan Diego Churches, and active Catholics from other parishes. Arizona Statute requires that students be five years of age before September 1 to be eligible for admission to kindergarten.

New students can apply for admission to St. Mary-Basha Catholic School by following these steps:

1. complete online application process
2. schedule and complete academic placement assessment
3. schedule and complete interview with administration
4. complete online enrollment process within 7 days of offer of admission

Application requirements (online):

- Application Form
- Birth Certificate
- Official and Updated Immunization Record
- School and/or medical documentation (IEP, 504, SSP, medical diagnosis, etc.), if applicable
- Custody papers, if applicable
- Most current grade report, if applicable
- Recommendation form, if applicable
- Registration fee, \$35 per application, per child

Enrollment requirements (online):

- Enrollment Form
- Certificate of Baptism (must include address of parish)
- Certificate of First Communion, if applicable
- Certificate of Confirmation, if applicable
- Contact Information: If there is a second household or parent who shares custody of the student, this information must be indicated.
- Tuition Agreement
- Fundraising and Eagle Hours Agreement
- Handbook Acknowledgements
- School Guidance Counselor Informed Consent and Agreement for Services – *hard copy that must be submitted to the office*
- Arizona Department of Health Form – *hard copy that must be submitted to the office*
- Private School Affidavit of Intent – *hard copy that must be submitted to the office*
- Photo/Publicity Release Form – *hard copy that must be submitted to the office*
- Home School Verification Form, if applicable
- Enrollment fee, \$225 per family

### **Returning Student Re-Enrollment**

Current student re-enrollment requirements:

1. Complete Re-enrollment Packet (online by December 31)
2. Re-enrollment fee, \$150 per family paid through FACTS Tuition Management

### **ADMISSION OF DIVERSIFIED LEARNERS**

St. Mary-Basha Catholic School does not discriminate on the basis of race, sex, national origin, age and/or physical/academic handicap, as long as proper assistance can be made for the student's benefit. St. Mary-Basha Catholic School may offer services to diversified learners when possible and within available resources. Please refer to the section regarding the Policies and Procedures for Diversified Learners for further information concerning school policy in this regard.

- Parents/Guardians must give full disclosure of all academic, behavioral, social, emotional, and attendance needs prior to admission.
- Parents/Guardians must provide complete documentation of any testing, evaluations, observations, or reports by former teachers, physicians, and/or counselors. If acceptance is granted, and information regarding academic, behavioral, social, or emotional needs was knowingly withheld from the school, enrollment status will be jeopardized.
- The admissions team will review the application once all documentation has been received.

- Prior to acceptance, the admissions team may schedule additional meetings with parents/guardians and the student services team. At this time, documentation will be reviewed and a learning/behavior/attendance plan may be established.
- Depending on a student's academic, behavioral, social, and/or emotional needs, the admission team may decide to place a student in a class a grade lower than grade age.
- Students are subject to a probationary period and/or an academic/behavior/attendance plan whereby the following will be considered: student's ability to meet academic requirements, student's ability to follow classroom and school procedures/rules, student's ability to meet behavioral norms, and student's ability to meet the physical requirements of attendance.
- Once acceptance status is confirmed, registration and tuition fees will be due per payment schedule.

### **ATTENDANCE**

Regular attendance is essential for students to succeed; therefore, absences from school should not be treated lightly. Students are expected to be on time and in attendance every day, for the full day. Parents/Guardians are encouraged to plan vacations or appointments when school is not in session. If it is necessary for a student to be absent for five or more days, administrative approval is required. Attendance/times tardy are reported on permanent records.

An excused absence/tardy is defined as non-attendance or late attendance due to individual student illness or injury verified by a note from the medical office submitted to the school office.

An unexcused absence/tardy is defined as non-attendance or late attendance for any other reason.

#### **Absent**

Parents/Guardians must call or email the school at [attendance@stmarybashacatholic.org](mailto:attendance@stmarybashacatholic.org) by 9:00 a.m. to report a student absence. If the office does not receive notification, the parent/guardian is contacted.

Missed classwork and/or homework for absent students must be arranged with teachers. It is the responsibility of the student to make up missed work to the satisfaction of the teacher according to classroom policy. Work not completed within time limits determined by the teacher results in a failing grade. Missed tests are made up at the discretion of the teacher and classroom policy.

Attendance is required to be eligible to participate in any after school or evening events that day/weekend, including athletics practices or games, meetings, band, drama, scouting events, performances, etc. Attendance is defined as four or more hours present at school. If a student leaves school due to illness, he/she may not participate in after school or evening events that day.

#### **Tardy**

Students arriving after 7:55 a.m. must report to the school office to receive a tardy slip.

#### **Excessive Unexcused Absence/Tardy**

A student that misses 18 days or more school days is subject to retention in his/her present grade according to Diocesan Policy and Arizona Revised Statutes 15-802 and 15-803.

A student may accrue 3 unexcused times tardy per trimester, all subsequent unexcused times tardy will result in a \$10 fee (per family) that will be automatically deducted from FACTS Tuition Management accounts.



Ten unexcused absences/times tardy may result in a required meeting with administration and/or the development of an attendance plan. Enrollment status is jeopardized if the student is absent/tardy additional times.

#### **AFTER SCHOOL CARE PROGRAM**

Innovation Learning is a state-licensed program contracted to provide onsite after school care from 3:00 to 6:00 p.m. As a precautionary measure, all families must register with Innovation Learning. Families will be billed \$15 through FACTS Tuition Management accounts for registration. After being billed, families must register through Innovation Learning at <https://www.ezchildtrack.com/innovationlearning/parent/>. Pre-registration with Innovation Learning is required for a student to attend. The program offers both weekly and flexible (drop-in) scheduling.

#### **BIRTHDAY CELEBRATIONS**

The privilege of non-uniform dress is allowed on a student's birthday. Students must conform to the non-uniform policy. No food treats are allowed at school. No party invitations or thank-you notes may be distributed on school grounds before, during, or after school. No flower/balloon/food/etc. deliveries are accepted for students.

Summer birthdays are celebrated during the school year:

June birthdays are celebrated in December.

July birthdays are celebrated in January.

August birthdays are celebrated in February.

Saturday birthdays are celebrated on Friday.

Sunday birthdays are celebrated on Monday.

Parents/Guardians have the opportunity to purchase a birthday message for display on the school marquee. Order forms are available in the school office.

#### **CELL PHONES/CAMERAS/TOYS/ELECTRONICS/ETC.**

Students may not use or turn on cell phones while on school property (their own or anyone else's). Phone use is not permitted at any school event, including games, concerts, performances, Movie Nights, field trips, etc. No student may have a cell phone on their person at any time on school property. Exceptions to this policy may be made for students participating in after school activities with parental consent on file in the school office. Cell Phone Permission Forms are available in the school office and must be filled out annually.

Students may not bring or use cameras/cell phone cameras on school property. Toys/electronics are not permitted at school. Smart watches (with or without cellular connection) are not permitted. No items, including keychains or stuffed animals, should be attached to backpacks.

#### **COMMUNICATION OF CONCERNS**

The administration and faculty of St. Mary-Basha Catholic School welcomes and respects parent/guardian input regarding school matters. Parent/Guardian concerns should first be addressed with the teacher. If further attention is required, parents/guardians may contact administration for resolution. If the administration's decision is questioned, parents/guardians may have recourse to the pastor.

School personnel are not obligated to address any issues made known through anonymous letters, emails, phone calls, or any other means of anonymous communication. Social media is not a proper channel for disparaging remarks or complaints against the school, administration, or faculty.

### **CONTACT INFORMATION**

It is the obligation of the parents/guardians to inform the school office and update FACTS SIS within one school day of any change in address, phone, email, emergency contact, or persons authorized to pick up a student.

### **DROP-OFF/PICK-UP PROCEDURES**

#### **Drop-Off**

- Drop-off is allowed in the north parking lot only. No drop-off is permitted in the south parking lot at any time.
- Use entrance and exit from Iowa Street to access the student drop-off area.
- No driving/parking is permitted in the gravel area of the north parking lot.
- Cars must be backed in when parking in the north or south parking lots.
- If a parent/guardian has business in the school office or is attending Morning Prayer (or is walking in a kindergartener), the south parking lot may be utilized. Drivers must park in a designated parking spot and students must be escorted to the school gate.
- When arriving on campus students should proceed directly to the supervised playground area or join Morning Prayer. Students may not wait near classrooms for Morning Prayer to begin even when parents/guardians are present.

#### **Pick-Up**

- Pick-up is allowed from the north parking lot only. No pick-up is permitted from the south parking lot at any time.
- Use entrance and exit from Iowa Street to access the student pick-up area.
- No driving/parking is permitted in the gravel area of the north parking lot.
- Cars must be backed in when parking in the north or south parking lots.
- If a parent/guardian has business in the school office, the south parking lot may be utilized. Pick-up from the office on a regular basis is not permitted.
- Drivers must park vehicles when picking up students.
- Students waiting to be picked up must remain behind the fence.
- No eating or playing is allowed in the dismissal area.
- Students and/or siblings may not play on the playground, even when parents/guardians are present.
- Students not picked up twenty minutes after dismissal are taken to the Innovation Learning Program.

The school office is not staffed or licensed to provide after-school care. Parents are required to register through Innovation Learning; however, if they have not completed the online registration, a \$25 fee will be charged to families for students who remain in the office for 20-45 minutes after dismissal. If a student remains in the office longer than 45 minutes after dismissal, an additional \$5 per minute fee will be charged.

The parking lots and driveways are under constant video surveillance.

### **FORGOTTEN ITEMS**

Parents/Guardians may not drop-off forgotten items to the office for students on a consistent basis. Occasional drop-off is permitted. This policy applies to: homework, instruments, backpacks, water bottles, books, projects, nap mats, etc.

### **LEAVING CAMPUS DURING SCHOOL HOURS**

Requests to leave the school grounds for any reason should be made only for an emergency. If it is necessary for a student to leave the school grounds during school hours, a parent/guardian must come to the office and sign the student out. The office will call the student from class. Upon returning to school, the student must be escorted to the office and signed back in by a parent/guardian. In order for the release from school to be excused, a doctor's note must be presented to the office upon return. The office cannot release students to anyone other than persons specifically authorized by a parent/guardian.

### **LOST ITEMS**

Please ensure that names are written or sewn on all clothing and personal items brought to school. Lost clothing and lunch items are placed in the cafeteria, while jewelry and valuable items are kept in the school office. At the end of each trimester, we will notify students and parents about any unclaimed lost and found items. Items that are not claimed will be donated.

### **LUNCH**

Students are expected to bring a healthy lunch to school each day. Optional lunches may be available for purchase. Milk is available for purchase. Students may not bring glass containers on campus (this includes water bottles). To ensure the well-being of our students, we do not permit the consumption of caffeinated beverages, including energy drinks, on school premises. For health and safety reasons, please note that the school cannot accommodate the warming up of student lunches on the premises.

Delivery of student lunch is not allowed. A student forgetting lunch is not an exception to this policy. In the event a lunch is forgotten, a lunch will be provided and charged to the family FACTS Tuition Management account. In the event that a hot lunch is not available, parents/guardians will be contacted to bring a lunch for the student. Delivery of food/lunch from restaurants, fast food, or other services is not permitted.

### **PARENT CURRICULUM NIGHT AND/OR JR. HIGH ORIENTATION**

Parent Night and/or Jr. High Orientation is scheduled at the beginning of each school year. The purpose of Parent Night/Jr. High Orientation is to communicate information about grade level curriculum and expectations; as well as, specific classroom policies and procedures. It is mandatory for at least one parent/guardian to attend Parent Night/Jr. High Orientation. A \$50 fee will be automatically charged to FACTS Tuition Management accounts for not attending the Parent Night/Jr. High Orientation for each student.

### **PETS**

Pets/Animals are not allowed on campus. Pets may not be brought to school when dropping off or picking up students.

### **PICTURES**

A photographer will take a class picture and individual photographs of each student in the fall of the school year. A basic package of photos will be provided as part of tuition. Additional photos may be purchased. School uniforms must be worn for fall pictures. A photographer will take individual photographs of each student in the spring of the school year. These photos are available for purchase. Students may be in non-uniform clothing for spring pictures. A photographer will take photographs of various performances/events throughout the school year. These photos will be made available for purchase. The Photo Publicity Release Form must be signed in order for pictures to be taken and for student pictures to appear in the school yearbook.

### **PRINCIPAL'S REPORT**

The purpose of the Principal's Report is to share the school's mission and philosophy by communicating the current financial and overall state of the school. The report contains commentary on progress towards the school's goals, details of student programs, and strategies to improve learning. It is mandatory for at least one family representative to attend the annual Principal's Report. A \$50 fee will be automatically charged to FACTS Tuition Management accounts for not attending the Principal's Report.

### **PROHIBITED ITEMS**

Lighters, matches, vapes, explosives, fireworks, weapons, narcotics, alcohol, and tobacco are strictly prohibited on school grounds. Violations may result in disciplinary action, including suspension or required withdrawal. Additional items may be prohibited at the discretion of the school administration.

### **RECORD REQUESTS**

Please contact [admissions@stmarybashacatholic.org](mailto:admissions@stmarybashacatholic.org) for requests related to academic records, including attendance, grades, and test scores. Please allow up to ten business days for processing.

### **SUPPLIES**

School supply lists are given to parents/guardians prior to the start of each school year. Parents/Guardians are responsible for providing and replenishing these supplies, as needed.

### **TUITION**

The cost per student for each school year is determined by the Finance Committee. The cost reflects instructional costs and adequate provision for capital improvements. Tuition is managed by the FACTS Tuition Management system. Families that are verified as registered and contributing to a diocesan parish pay the active Catholic tuition rate. Tuition payments are made in accordance with the Tuition Agreement. The FACTS Tuition Management system will attempt to collect payment 3 times and assesses a \$10 fee for each attempt. FACTS Tuition Management payments that are deemed uncollectible after the third attempt must be paid directly to the school within five days of the date in which the final withdrawal fails.

Families are responsible for ensuring that tuition and incidental charges are paid on time and in full. Late payments are subject to a \$10 penalty fee per month. If a hardship occurs or there is a pending scholarship to cover tuition and/or expenses, the family must communicate with the finance office for arrangements and/or adjustments. Outstanding tuition, completion of Eagle Hours, Family Fundraising balance, library monies, technology fees, replacement cost of lost or damaged textbooks, return or replacement cost for sports uniforms, or any other expenses due, are automatically charged through

FACTS Tuition Management on April 30 of the current school year. The enrollment status of families with unpaid balances after April 30 may be jeopardized.

Families using the Empowerment Scholarship Account (ESA) funds through the Arizona Department of Education ([www.azed.gov/esa](http://www.azed.gov/esa)) must notify the school of acceptance of ESA funds. The school-issued invoice must be submitted to ESA to be paid directly to the school. St. Mary-Basha Catholic School emails invoices at the beginning of the school year. The invoice will divide tuition among 4 quarters and must be submitted by the due date noted for each quarter. If invoices are not submitted on time, the full quarterly tuition will be withdrawn from FACTS Tuition Management.

St. Mary-Basha Catholic School sends invoices for tuition payments only. Payment for other allowable expenses must be made through FACTS Tuition Management accounts. Families must then submit the payment receipt to ESA for reimbursement. For a list of allowable expenses, please refer to the ESA website.

Families using ESA funds are not able to also use School Tuition Organization (STO) funds in the same school year. For this reason, families are required to notify the finance office when accepting ESA funds and when canceling ESA accounts. The St. Mary-Basha Catholic School website lists available School Tuition Organizations that families can apply to for tuition assistance. The list is continually updated. Families with students in Kindergarten through 8<sup>th</sup> grade are required to apply to Catholic Education Arizona (CEA) if not using ESA funds.

#### **VISITOR POLICY**

Parents/Guardians and visitors must sign in at the office, wear an official school badge while on campus, and must sign out when leaving. Parents/Guardians may not interrupt the educational process during school hours. All gates are locked from 8:05 a.m. until dismissal.

#### **WATER BOTTLES**

Students are encouraged to bring water bottles to school. Water bottles must contain only water. Glass water containers are not allowed.

#### **WITHDRAWAL OF STUDENTS**

Student withdrawal must be made known in writing. In some cases, a mandatory exit interview with administration will be required. An official Withdrawal Form must be submitted to the office, along with the Maricopa County Private School Withdrawal Form. Mid-year withdrawal of students results in the loss of the current month's tuition balance. Families who have pre-paid full tuition shall be refunded the amount paid, less a prorated amount for the months attended (full or partial). Grades, transcripts, and yearbooks will not be forwarded until all withdrawal paperwork and financial obligations have been fulfilled. This includes outstanding tuition, Family Fundraising balance, library monies, technology fees, replacement cost of lost or damaged textbooks, return or replacement cost for sports uniforms, or any other expenses due.

### **ACADEMICS**

#### **ACADEMIC COURSE OF STUDY**

Students receive instruction in the following required subjects:

- Religion
- Language Arts

- Math
- Science
- Social Studies
- Physical Education
- Art
- Music
- Spanish
- STREAM
- Junior High elective classes

### **ACADEMIC REPORTS**

Parents/Guardians are expected to check the FACTS SIS often for a student's current progress in classes.

#### **Failure Notices**

Failure notices for students in grades 4-8 are emailed to parents/guardians if a student is receiving a failing grade in any subject. Failure notices are sent approximately every two weeks.

#### **Progress Reports**

Formal progress reports for students in grades 4-8 are emailed to parents/guardians at mid-trimester. The primary function of a progress report is to communicate information to parents/guardians about the student's current progress in classes.

#### **Report Cards**

Parents/Guardians receive report cards at the end of each trimester. Grades reflect student performance in the following:

- Class participation and work
- Test and quiz performance
- Projects
- Homework assignments
- Discipline With Purpose skills and Student Learning Expectations

Report cards are emailed to parents/guardians following the first and second trimesters and at the end of the third trimester when all paperwork, tuition, fees, and other financial commitments are paid and turned in.

#### **Grading Scale (%)**

Scale used for all core academic subjects:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	below 60

Scale used for all specials/electives classes and for conduct grades:

E	90 - 100
G	80 - 89
S	70 - 79
N	below 70

### **Honor Roll**

“Gold” Honor Roll (grades 4-8):

Students who maintain a grade average above 93% (no Ds, Fs, or Ns)

“Silver” Honor Roll (grades 4-8):

Students who maintain a grade average between 85-93% (no Ds, Fs, or Ns)

Grades will not be rounded up under any circumstances. All grades will be recorded and reported as earned.

### **AGENDA BOOK**

Each student in grades 1-8 is provided with an agenda book. Students are expected to use the agenda to record homework assignments and due dates. Parents/Guardians may use the agenda to check on the daily assignments. Lost or defaced agendas must be replaced in the office for \$10.00.

### **CONFERENCES**

Formal parent/teacher conferences take place at the end of the first trimester. Additional conferences may be scheduled as needed. Parents/Guardians may not interrupt class to speak with a teacher. It is mandatory for at least one parent/guardian to attend first trimester conferences. A \$50 fee will be automatically charged to FACTS Tuition Management accounts for not attending the conferences for each student.

### **FIELD TRIPS**

Field trips have an educational or cultural value that meets curriculum objectives. Field trips are considered a privilege. Parents/Guardians receive written notification of field trip details, including departure and return times. Signed permission forms for a field trip must be returned by indicated date in order to participate.

Students may be denied participation in a field trip if academic or behavior requirements have not been met. Parents/Guardians may refuse to permit a student to participate in a field trip. Students cannot be on the school grounds for the duration of the field trip if denied this privilege by the school or by the parent/guardian.

### **HOMEWORK**

#### **Purpose**

To help students develop independent work study habits.

#### **Time**

Minimum (not maximum) time limits are to be followed:

Kindergarten/Grade 1: 15 minute minimum

Grades 2-8: 10 minute per grade minimum

Missed classwork and/or homework for absent students must be arranged with teachers. It is the responsibility of the student to make up missed work to the satisfaction of the teacher according to classroom policy. Work not completed within time limits determined by the teacher results in a failing grade. Missed tests are made up at the discretion of the teacher and classroom policy.

### **PROMOTION REQUIREMENTS**

Students must successfully complete the prescribed course of study in order to be promoted to the next grade level or to graduate.

### **TESTING**

The STAR Assessment is administered to grades 1-8 throughout the school year. This test measures progress in reading and math skills.

Additionally, the Diocesan Standardized Testing Program for grades 1-8 is followed annually. Testing occurs in the spring of each school year. Every effort is made to ensure that each student completes the testing. It is imperative that students arrive on time for school and avoid any appointments or vacations during the testing period. Parents/Guardians are notified of the results of the testing.

## **POLICIES AND PROCEDURES FOR DIVERSIFIED LEARNERS**

*“Every student is a child of God, and is deserving of an opportunity for the best Catholic education possible. The overall mission of Catholic education is to teach the gospel and to model Jesus Christ.”*

~The Roman Catholic Diocese of Phoenix

St. Mary-Basha Catholic School has a long-standing tradition of instilling strong Catholic values and providing rigorous academic standards and traditional structure. In partnership with parents/guardians, St. Mary-Basha Catholic School strives to provide a positive and successful educational environment for all learners. A diversified learner is defined as a student that requires additional support to achieve growth in academic, behavioral, social, and/or emotional areas. The school does not discriminate on the basis of race, sex, national origin, age or physical/academic handicap, as long as proper assistance can be made for the student’s benefit. St. Mary-Basha Catholic School may offer services to diversified learners when possible and within available resources. Please refer to the section regarding the Admission of Diversified Learners for further information concerning admission policies in this regard.

St. Mary-Basha Catholic School strives to meet the needs of all students. The following outlines the school’s policies/procedures regarding diversified learners and may be amended at administrative discretion.

### **CLASSROOM AIDES/PARAPROFESSIONALS**

- It is the parents’ responsibility to provide and finance a classroom aide/paraprofessional if the school deems it necessary.
- Classroom aides/paraprofessionals must adhere to all diocesan employment requirements.
- When a classroom aide/paraprofessional is responsible for individual student instruction, it is the aide’s responsibility to make curricular modifications to suit the student’s needs.
- When a classroom aide/paraprofessional is responsible for individual student instruction, it is the aide’s responsibility to grade work and provide academic feedback to the parents/guardians. St.



Mary-Basha Catholic School will not provide a formal progress report/report card in these cases, but attendance records will be kept.

- St. Mary-Basha Catholic School's goal is to eliminate the need for a classroom aide/paraprofessional. The continued need for an aide and the aide's schedule will be determined by the classroom teacher, administration, and parents/guardians. St. Mary-Basha Catholic School does not allow a student's relatives to act as a classroom aide/paraprofessional.
- St. Mary-Basha Catholic School limits classroom aide/paraprofessionals to one per grade level.

#### **CURRENT STUDENTS**

- When a teacher or parent/guardian expresses concern about a student's academic, behavioral, social, and/or emotional progress, testing referral may be suggested. Testing can be completed at the public school district or by private agency. Parents/Guardians are responsible for initiating testing by the public school district.
- Referral for testing will be determined by the following factors: student's current academic, behavioral, social, and/or emotional progress; attendance records; classroom observation; vision and hearing screenings; and an updated general health inventory.
- In the case that school personnel are asked to complete assessments/questionnaires/inventories etc. on a student referred for testing, completed documentation will be sent directly to the doctor, agency, or school requesting the information.
- Parents/Guardians are expected to fully disclose any pertinent information that will assist the referral process.
- The administration may recommend educational alternatives if St. Mary-Basha Catholic School does not have the available resources necessary to serve a student's needs.

#### **EXPECTATIONS**

- St. Mary-Basha Catholic School requires a minimum of two meetings per school year to evaluate student progress and ability to meet expectations. This meeting may include grade level teachers, administration, counselor, and parents/guardians.
- Re-enrollment of diversified learners is subject to annual review. Administration has ultimate discretion with regard to grade level promotion and/or continued enrollment.
- It is the parents'/guardians' responsibility to provide and finance a classroom aide/paraprofessional if the school deems it necessary.
- A Student Service Plan (SSP) may be created. (see 'Limitations')
- St. Mary-Basha Catholic School strives to serve each student's needs; however, the safety of all students is the first priority. The school has a zero-tolerance policy with regard to student safety. Continued enrollment may be jeopardized in accordance with school policy.

#### **LIMITATIONS**

- St. Mary-Basha Catholic School does not have a resource or cross-categorical special education teacher on faculty. Therefore, the school is aware that it is unrealistic to serve all categories of diversified learners.
- Private schools are not required to significantly alter programs or modify standards to accommodate a special needs learner. St. Mary-Basha Catholic School is only required to make minor accommodations for students.
- Generally, curricular modifications are not provided. (See 'Classroom Aides')
- An SSP is written in lieu of an Individualized Education Plan/504 Plan. St. Mary-Basha Catholic School does not follow IEPs or 504 Plans. An SSP does not include curriculum modifications or goals.

- For the benefit of all students, St. Mary-Basha Catholic School limits the overall number of diversified learners in each grade level.
- In some cases, resources may not be available to serve all diversified learners. Other educational placements may provide a better fit for some students.

## **DISCIPLINE**

The St. Mary-Basha Catholic School administration, teachers, and staff promote order within the school and the self-discipline of each student.

Discipline is an aspect of guidance and is necessary to foster:

- an environment in which religious and moral values are instilled and upheld
- the development of character and discipleship
- a classroom environment conducive to the educational process

Discipline is effective when it:

- promotes cooperation and respect among students, teachers, parents/guardians, and administration
- helps students become self-directed
- creates a culture that values cooperation, appreciation of diversity, tolerance, and healthy relationships

## **ANTI-BULLYING POLICY**

### **Bullying**

Bullying is an act of intentional and repeated aggression meant to harm a victim physically or psychologically. This includes intentional exclusion, which is a form of bullying that isolates and inflicts harm through deliberate omission.

Bullying is not the falling out with friends, arguments, or the occasional disagreement. Children sometimes have a falling out, hurt each other, or say things when upset. When occasional problems of this kind arise, it is not classified as bullying. It is an important part of a child's development to learn how to deal with these situations and develop social skills to repair relationships.

Bullying prevention begins with clear communication. If a bullying event is occurring, the child should be encouraged, as a victim or a witness, to notify an adult. Administration and faculty are not always present to witness incidents or areas of concern, and therefore can only intervene when informed. Administration will investigate and follow up with individuals involved and take appropriate action.

Reports of bullying will be handled seriously and promptly by the faculty and administration. The administration will maintain records of all bullying reports for current students. Appropriate confidentiality will be maintained in order to protect the individuals involved.

Incidents of bullying will be thoroughly investigated and may result in serious consequences, including suspension or required withdrawal. (Refer to Diocese of Phoenix Appendix A-6 for reporting and documentation.) The school's priority is to ensure a safe and respectful environment for all students, and all necessary steps will be taken to prevent and address bullying behavior.

### **Cyberbullying/Aggression**

Cyberbullying is an act of intentional and repeated harm or aggression inflicted through the use of digital devices (computers, cell phones, tablets, gaming devices, and other electronic devices). Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. Cyber Aggression is defined as an isolated event of sending, posting, or sharing negative, harmful, false, or mean content about someone else. The use of another person's account, user name, password, image or likeness with or without permission is considered cyberbullying and/or cyber aggression.

Reports of cyberbullying and/or cyber aggression will be handled seriously and promptly by the faculty and administration. The administration will maintain records of all cyberbullying reports for current students. Appropriate confidentiality will be maintained in order to protect the individuals involved.

Incidents of cyberbullying and/or cyber aggression will be thoroughly investigated and may result in serious consequences, including suspension or required withdrawal. (Refer to Diocese of Phoenix Appendix A-6 for reporting and documentation.) The school's priority is to ensure a safe and respectful environment for all students, and all necessary steps will be taken to prevent and address cyberbullying and cyber aggressive behavior.

### **CONDUCT**

A student who engages in conduct contrary to school rules and regulations on campus or at any school function should expect disciplinary action. At St. Mary-Basha Catholic School, students are expected to demonstrate responsible social behavior off campus. Students are expected to act as good citizens in the community, in accordance with Catholic teachings and the law. As representatives of St. Mary-Basha Catholic School, students are expected to demonstrate appropriate conduct at all times whether on or off campus, and whether in uniform or not. St. Mary-Basha Catholic School is not legally responsible or financially liable for the behavior of students off campus.

St. Mary-Basha Catholic School reserves the right to review any occurrence of student behavior off campus or any action or activity on digital devices. The school reserves the right to review behavior that directly impacts the learning environment or has a negative effect upon the school's reputation, other student(s), or faculty/staff member(s).

### **DISCIPLINARY ACTION**

Parents/Guardians are expected to support the decisions of the administration, teachers, and staff and recognize that disciplinary action involves the exercise of judgment.

- Detention refers to a disciplinary action upon which the student is detained on-campus at a time and place determined by the school.
- Suspension refers to the off-campus isolation of a student from all school classes and activities, including extracurricular activities and school events.
- Required withdrawal refers to the permanent dismissal of a student from the school.

St. Mary-Basha reserves the right to search a student and/or belongings upon suspicion of any illegal or prohibited materials, at administrative discretion.

Lighters, matches, vapes, explosives, fireworks, weapons, narcotics, alcohol, and tobacco are strictly prohibited on school grounds. Violations may result in disciplinary action, including suspension or required withdrawal. Additional items may be prohibited at the discretion of the school administration.

Examples (not a complete list) of Zero-Tolerance actions:

- possession, use, drawing, or comments about harmful weapons and/or instruments
- possession, use, drawing, or comments about narcotics, alcohol, vapes, or tobacco
- possession or use of any prohibited items (examples include: lighters, matches, explosives, fireworks)
- outwardly defiant behavior/insubordination
- physical or sexual behavior or comments harmful to self or others
- bullying, cyberbullying, or cyber aggression
- verbal or written threats against the physical or emotional well-being of an individual or the school
- derogatory remarks and/or actions that may be harmful or offensive to an individual or group
- physical altercations, acts of violence, harmful physical contact
- sharing, possessing, or distributing inappropriate or explicit images, videos, or content

Examples (not a complete list) of misconduct that may result in detention/suspension:

- improper behavior at Mass or Morning Prayer
- uniform infractions
- disruption of class/learning
- consistent failure to turn in homework
- failure to transition to class in a timely manner or loitering
- cheating/lying/plagiarism
- stealing school or personal property
- damage to school property (parents/guardians are responsible for repair/replacement costs)
- insubordination to faculty/staff/volunteers
- inappropriate language or behavior
- using equipment inappropriately
- leaving school premises without authorization
- inappropriate displays of affection
- possession and/or inappropriate use of cellphone or other technology in accordance with the policies outlined in the Technology Handbook
- failure to follow policies as outlined in the Family, Elective, or Technology Handbooks

### **Procedures for Detention**

1. Parents/Guardians are notified when a student receives a detention.
2. Detention is served at the discretion of the teacher and/or administration.

Three detentions may necessitate the development of a contract, per administrative discretion. Failure to abide by this contract may result in suspension or required withdrawal, per administrative discretion. A detention may result in exclusion from participation in extracurricular activities, including practices, games, performances, and events, per administrative discretion.

### **Procedures for Suspension**

1. Parents/Guardians are notified when a student is suspended.
2. A letter will follow that explains the suspension.
3. The suspension letter remains in the student's permanent file until the end of the school year.
4. The student is responsible for all work missed as stated in the suspension letter.
5. A conference may be required with the student, parents/guardians, and administration.

A suspension may result in exclusion from participation in extracurricular activities, including practices, games, performances, and events, for a two-week period, per administrative discretion. Additionally, a suspension may result in exclusion from participation in field trips for the remainder of the school year, per administrative discretion.

#### **Procedures for Required Withdrawal**

1. Parents/Guardians are notified when a student is required to withdraw.
2. A conference may be required with the student, parents/guardians, and administration.
3. Decisions are put in writing and placed in the student's permanent file.

#### **Appeal of Required Withdrawal**

Parents/Guardians may appeal the decision of a required withdrawal to the pastor.

Process of Appeal:

1. The appeal must be submitted in writing to the pastor with the following information:
  - Subject of the appeal
  - Appropriate factual data
  - Actions taken to resolve the issue
2. An appeal is to be made within ten working days of the communication of the decision.
3. The pastor may designate another person to hear the appeal.
4. If the pastor or designee determines that there is a legitimate cause for appeal, the administration is asked to give a written explanation of the decision.
5. The decision of the pastor or designee is final and binding.

Students who are required to withdraw must be accompanied by a parent/guardian to attend any school activities, programs, or functions thereafter.

### **DISCIPLINE WITH PURPOSE (DWP)**

The Discipline With Purpose Program is used throughout the school. The program focuses on the task of learning self-disciplined behaviors through the teaching of fifteen self-discipline skills. Self-discipline involves the whole person: physical, social, spiritual, moral, intellectual, and emotional. DWP skills are used as the standard for evaluation of conduct.

Basic Skills:

1. Listening
2. Following instructions
3. Asking questions
4. Sharing: time, space, people, things
5. Exhibiting social skills

Constructive Skills:

6. Cooperating with others
7. Understanding the reason for rules
8. Independently completing a task
9. Exhibiting leadership
10. Communicating effectively

Generative Skills:

11. Organizing: time, space, people, things
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/serving others

## **DRESS CODE**

### **UNIFORM POLICY**

St. Mary-Basha Catholic School is dedicated to the education of the whole child and promotes excellence in all areas of education, including dress. The school uniform policy has the benefit of promoting school identity, community, and pride. These standards reflect the goals of neatness, modesty, and uniformity and are reasonable and will be enforced; however, enforcing the dress code is not the sole responsibility of the school. Parents/Guardians are expected to cooperate in monitoring their child's daily attire. It is the responsibility of parents/guardians to make sure students are wearing the required, proper, and clean school uniform. Students are to arrive at, continue to be in, and leave school in proper uniform.

Teachers and staff check to make sure each student is in uniform. If a student is in violation of the dress code in a manner that is not readily correctable, the student's parent/guardian is contacted and asked to either correct the situation or remove the student from campus. Students are expected to follow uniform code based on gender at birth.

Consistent violation of the uniform policy results in disciplinary action at administrative discretion:

- Student receives detention and parents/guardians are notified.
- A \$10 fine will be charged to the FACTS Tuition Management account.

St. Mary-Basha school uniforms are only available from Anton Uniforms.

St. Mary-Basha spirit wear is only available from 1<sup>st</sup> Place Spiritwear.

Boys' Classroom Uniform - grades 1-8

- Short or long-sleeved navy or white polo shirt with school logo, grades 1-6
- Short or long-sleeved navy, white, gray, or light blue polo shirt with school logo, grades 7-8
- Solid navy shorts with approved vendor logo, length must be past fingertips
- Solid navy pants with approved vendor logo

Girls' Classroom Uniform - grades 1-8

- Short or long-sleeved navy or white polo shirt with school logo, grades 1-6
- Short or long-sleeved navy, white, gray, or light blue polo shirt with school logo, grades 7-8
- Solid navy shorts with approved vendor logo, length must be past fingertips
- Solid navy pants with approved vendor logo
- Official uniform plaid jumper, length must be past fingertips, grades 1-3
- Official uniform plaid skirt, length must be past fingertips, grades 4-8
- Official uniform plaid skort, length must be past fingertips, grades K-8

Kindergarten Classroom Uniform

- Official St. Mary-Basha Kindergarten T-shirt (available for purchase at the school front office)

- Navy blue uniform-style bottoms (pants, shorts, skorts - no jumpers) from any vendor or store, length must be past fingertips
- Official uniform plaid skort (no jumpers), length must be past fingertips

#### Mass Uniform Rules (Kindergarten-8<sup>th</sup> grade)

- For Mass attendance, students are required to be in compliance with all uniform rules.
- Cardigans and crewneck sweatshirts are the only acceptable outerwear allowed to be worn in church. No jackets, coats, hoods, or zip-up sweatshirts are permitted at Mass.

#### Uniform Rules (Kindergarten-8<sup>th</sup> grade)

- Only outerwear (sweatshirts, zip-ups, hoodies, jackets, coats) with school logo is allowed. Outerwear must be worn correctly.
- Shirts must be tucked in all the way around at all times.
- Belts are required for grades 2-8 and must be solid dark brown, black, or navy.
- Socks must be solid, (logo or stripe is permitted) matching navy, white, black, or gray and must be two inches above the highest point of the shoe and below the knee.
- Tights must be solid navy, black, or gray and must be in good condition. No leggings may be worn.
- Shoes must be flat, with a closed toe, a closed heel, and tied/secured (laces must remain in shoes). No slippers, boots, or shoes higher than a standard athletic high-top may be worn. No outlandish shoe styles may be worn, such as: lights, ears, large bows, wheels, or excessive colors or patterns.
- Athletic shoes are required for all students in grades K-8 on P.E. days and must be tied/secured.
- Official school P.E. shirt, current Eaglethon shirt, or Elite Eagle shirt may be worn on P.E. days only for grades 1-8. Shirts cannot be altered or embellished in any way.
- Official school athletic shorts may be worn during P.E. class, only for girls (grades 4-8).
- Official school spirit wear may be worn on the Elite Eagle announcement day. Spirit wear includes: Elite Eagle shirts, State 48 shirts, Eaglethon shirts, athletic and club shirts, and purchased items through 1st Place Spiritwear.
- Other outerwear (scarves, mittens, hats, etc.) must be solid navy, white, black, or gray, worn correctly, outdoors only.
- Hair is to be neat and well-groomed at all times. Hair must be natural in color. No elaborate, outlandish, or distracting hairstyles are permitted (includes excessively spiked or tall, shaved patterns, extreme contrasting length styles). Hair must be cut and worn above the eyebrows. Hair must not cover eyes. Boys' hair must be off the collar and above ears. Boys must be clean-shaven.
- Hair accessories are limited to school colors (navy, white, black, or gray) and must be small in size.
- Make-up is not allowed. This includes foundation, mascara, tinted sunscreen, powder, blush, lip color, lip gloss, eye shadow, eye liner, eyebrow pencil, stickers, tattoos, pen/marker, face paint, glitter, nail polish, eyelash extensions, and artificial nails of all types.
- Jewelry is not allowed, with the following exceptions: One standard (non-smart) watch may be worn. One religious medallion or cross may be worn, but not visible. Girls may wear one stud/post earring, per earlobe (earrings may not hang below the earlobe). No other piercing is allowed. No smart watches are allowed (with or without cellular connection). No scrunchies, bands, ribbons, etc. may be worn around the wrist.
- Hats are limited to school colors (solid navy, white, black, or gray) and must be worn correctly, outdoors only.
- Undershirts must be solid white and short-sleeved. No visible undergarments at any time.
- No tight, oversized, torn, tattered, sagging, or ill-fitting clothing is permitted.
- Rolled waist bands are not allowed.

### **NON-UNIFORM POLICY**

Non-uniform days are a privilege and students are expected to wear school-appropriate clothing. These rules apply at all times for all grades (K-8) on non-uniform days. Teachers and staff check to make sure each student is in compliance. If a student is in violation of the non-uniform policy in a manner that is not readily correctable, the student's parent/guardian are contacted and asked to either correct the situation or remove the student from campus. Students should expect to receive disciplinary action if not in compliance.

The faculty/administration determines if clothing is appropriate and if there is a violation. It is the responsibility of parents/guardians to make sure students are wearing proper and clean attire.

- No clothing with any inappropriate words or pictures. Examples (but not a complete list): images or names of bands/musicians, skulls or similar items, items that insinuate or reference politics or political affiliation, alcohol, tobacco, drugs, weapons, or sex.
- Shoes must be flat, with a closed toe, a closed heel, and tied/secured (laces must remain in shoes). No slippers, boots, or shoes higher than a standard athletic high-top may be worn. No outlandish shoe styles may be worn, such as: lights, ears, large bows, wheels, or excessive colors or patterns.
- Socks must be two inches above the highest point of the shoe and below the knee.
- Hair is to be neat and well-groomed at all times. Hair must be natural in color. No elaborate, outlandish, or distracting hairstyles are permitted (includes excessively spiked or tall, shaved patterns, extreme contrasting length styles). Hair must be cut and worn above the eyebrows. Hair must not cover eyes. Boys' hair must be off the collar and above ears.
- Hair accessories should complement clothing and must be small in size. No flowers, feathers, tinsel, bandanas, head wraps, etc. are permitted.
- Make-up is not allowed. This includes foundation, mascara, tinted sunscreen, powder, blush, lip color, lip gloss, eye shadow, eye liner, eyebrow pencil, stickers, tattoos, pen/marker, face paint, glitter, nail polish, eyelash extensions, and artificial nails.
- Jewelry is not allowed, with the following exceptions: One standard (non-smart) watch may be worn. One religious medallion or cross may be worn, but not visible. Girls may wear one stud/post earring, per earlobe (earrings may not hang below the earlobe). No other piercing is allowed. No smart watches are allowed (with or without cellular connection). No scrunchies, bands, ribbons, etc. may be worn around the wrist.
- No tight, oversized, torn, tattered, sagging, or ill-fitting clothing is permitted.
- No tank tops, spaghetti straps, halter tops, strapless tops, sleeveless shirts, blouses with exposed cleavage, exposed midriffs.
- No visible undergarments at any time.
- Boys' shorts cannot be sloppy or baggy, length must be past fingertips.
- Girls' shorts, skirts, skorts, dresses cannot be sloppy or baggy, length must be past fingertips.
- No skin tight pants or yoga pants.
- Tights or leggings may be worn, but only under a dress or skirt that is past fingertips.

### **ADULT DRESS CODE**

Adults and visitors on campus during school hours and for any school function must adhere to the following guidelines: No tank tops, spaghetti straps, backless tops, halter tops, strapless tops, exposed midriffs, or clothing with inappropriate words or pictures. Additionally, shorts and skirts must pass the fingertip test. The administration reserves the right to determine what is appropriate clothing. If these guidelines are not followed, individuals will be asked to change or leave campus.



## **EXTRACURRICULAR ACTIVITIES/ATHLETICS**

### **ACTIVITIES AND ATHLETICS**

Students may participate in a variety of extracurricular activities and athletics, some of which include:

- Band (grades 4-8)
- Chess (grades K-8)
- Choir (grades 5-8)
- Clubs (grades K-8)
- National Junior Honor Society (grades 7-8)
- Orchestra (grades 4-8)
- Robotics Teams (grades 6-8)
- STEM Clubs (grades K-8)
- Student Council (grades 4-8)
- Theater (grades K-8)
- Athletics (grades 5-8)

Please note that parents are not permitted to observe or sit in on extracurricular activities or athletic practices unless officially signed up as volunteers.

#### **Band**

Students in grades 4-8 have the opportunity to participate in the school band. Members in either beginning or advanced band practice twice weekly. There are two evening band concerts per school year. This program is managed by an external organization and participation is determined solely by the owner/operator. The school is not responsible for its administration and cost. Any concerns or questions should be directed to the responsible organization.

#### **Chess**

Students in grades K-8 may participate in chess club. Students learn and practice playing chess. This program is managed by an external organization and participation is determined solely by the owner/operator. The school is not responsible for its administration and cost. Any concerns or questions should be directed to the responsible organization.

#### **Choir**

Students in grades 5-8 have the opportunity to join grade-level choirs at St. Mary-Basha Catholic School. Choirs may participate in school liturgies, as well as special events.

#### **Clubs**

St. Mary-Basha Catholic School provides the opportunity for boys to join the Boy Scouts and for girls to participate in Little Flowers. The mission of the Cub/Boy Scouts is to prepare boys to make ethical and moral choices over their lifetime. The Little Flower Girls Club is a social group for girls to celebrate the Catholic faith, heritage, and traditions.

#### **National Junior Honor Society (NJHS)**

The NJHS is an international student organization that promotes the values of scholarship, service, leadership, character, and citizenship. Students in grades 6-8 may apply for NJHS and final selections and induction takes place annually each spring. NJHS members are expected to maintain a minimum core class G.P.A. of 90% and may not have any N's in elective classes or conduct. Members must be actively involved in leadership and service activities and be highly recommended by teachers.

**Robotics Teams**

Students in grades 6-8 have the opportunity to apply for robotics teams. The robotics teams participate in Diocesan and state competitions in the fall.

**STEM Clubs**

Students in grades K-8 may participate in an various afterschool STEM club, including coding, science, and Brickz 4 Kids. These programs are managed by external organizations and participation is determined solely by the owner/operator. The school is not responsible for its administration and cost. Any concerns or questions should be directed to the responsible organization.

**Student Council**

St. Mary-Basha Catholic School has an established Student Council. The Student Council officers are elected annually, and grades 4-8 also elect homeroom representatives. The Student Council sponsors a variety of spiritual, educational, and social events throughout the school year. All Student Council officers and class representatives must maintain a C average or above in all subjects and must maintain exemplary conduct on and/or off campus. Questionable conduct or a failing grade on a report card, progress report, or failure notice, may result in dismissal from Student Council.

**Theater**

Students in grades K-8 may audition and participate in the theater program. Rehearsals may take place before and/or after school in preparation for the final production which takes place in the spring. This program is managed by an external organization and participation is determined solely by the owner/operator. The school is not responsible for its administration and cost. Any concerns or questions should be directed to the responsible organization.

**Athletics**

St. Mary-Basha students in grades 5-8 may participate in the Diocesan CYAA School Sports Program. Team formation is dependent upon the availability of volunteer coaches. The purpose of the after-school sports program is to provide an enjoyable, safe, and positive experience as well as the development of skills and preparation for high school sports.

The boys' sports are football, basketball, soccer, and baseball. The girls' sports are volleyball, softball, soccer, and basketball.

Each student is charged a non-refundable participation fee per sport. Fees must be paid prior to participation. Students must provide a completed annual physical completed by a medical professional prior to participation. Registration deadlines must be met in order for students to participate.

All extracurricular eligibility requirements apply to athletics. In addition, two consecutive failure notices results in permanent suspension from the team. A suspension and/or other serious disciplinary action, as determined by the administration, results in exclusion from participation in athletic practices and/or games for a two-week period.

Uniform shirts are provided for athletes at the beginning of the season. Athletes must provide shorts, length must be past fingertips, and no spandex is permitted. Upon completion of the last game, uniform shirts must be returned (clean) to the Athletic Department. A uniform fee is charged to those athletes who damage or do not return uniform shirts.

### **ELIGIBILITY**

Attendance is required to be eligible to participate in any after school or evening events that day/weekend, including athletics practices or games, meetings, band, drama, scouting events, performances, etc. Attendance is defined as four or more hours present at school. If a student leaves school due to illness, he/she may not participate in after school or evening events that day/weekend.

Students must maintain a passing grade in all subjects in order to participate in any extracurricular activities and athletics. A failing grade on a report card, progress report, or failure notice, results in non-participation until the next failure notice is reported.

### **FUN RUNS**

An after-school Fun Run is scheduled once per month. Fun Runs are optional and parents/guardians must complete a registration form. Parents/Guardians are responsible for supervising as students walk or run, unless students are enrolled in the Innovation Learning Program.

### **HEALTH**

St. Mary-Basha Catholic School is not required to employ a health professional. Parents/Guardians are ultimately responsible for the medical needs of the student.

The health office is available during school hours. Please direct any health or illness questions directly to the health office. All required forms are available on the school website.

St. Mary-Basha Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve full academic potential, physical and mental growth, and lifelong health.

During the school year, vision screening, audiometric screening, scoliosis screening, and a general health screening is administered.

### **GUIDELINES AND REGULATIONS**

Parents/Guardians are responsible for not sending a child to school when any signs of illness (fever, vomiting, red or inflamed eyes, skin rash, diarrhea, and upper respiratory illness) are shown. Parents/Guardians must report any contagious illnesses (pink eye, lice, confirmed flu, strep throat, etc.) or communicable disease to the health office. Students with an illness or injury (sprains, fractures, concussions, surgeries, etc.) that require the use of durable medical equipment or devices (crutches, braces, boots, etc.) or specific care protocol must have parent/guardian permission and/or a doctor's note on file in the health office. Parents/Guardians with a student diagnosed with a condition that requires daily medication and/or monitoring must meet with administration. Administration may recommend educational alternatives and/or support services (ex. classroom aide/paraprofessional) if the school does not have the available resources necessary to serve the student's needs.

Fever: Any child with a temperature of 100 degrees and higher (or 99.5 with symptoms of illness) will be sent home. The child is to remain at home until the temperature is normal for 24 hours without fever reducing medications.

**Vomiting:** Any child who vomits at school will be sent home. The child must remain at home until the vomiting has stopped for 24 hours. Do not send a child to school that has vomited in the night or in the morning.

**Diarrhea:** Any child who has diarrhea will be sent home. The child must remain at home until diarrhea-free for 24 hours.

**Pink Eye:** Any child with conjunctivitis (pink eye) should remain at home for 24 hours after treatment has been initiated by a doctor and signs and symptoms are greatly reduced.

**Strep Throat:** Any child with strep throat must be treated with antibiotics for a minimum of 24 hours and fever-free before returning to school.

**Lice:** Any child known to have head lice/nits should remain at home until head lice/nits are treated. Parents/guardians are notified if it is determined that a student has head lice/nits.

### **IMMUNIZATIONS**

Arizona law requires that immunization records or exemption forms for all students be on file prior to school attendance. Immunization records must also be updated as each booster dose is administered. Any student without required immunizations will be excluded from school if there are exposure risks (this exclusion could be several weeks). (A.R.S. 15-871-874)

### **MEDICATION**

School personnel may administer over-the-counter and prescription medication at school in accordance with specific regulations:

- All medication must be in the original container with the prescription label or the original factory container with all warnings and directions intact. No medication in envelopes, foil, baggies, etc. is accepted.
- A completed Medication Permission Form must be on file in the health office.
- All medication (including cough drops) must be brought to the health office by an adult and picked up from the health office by an adult.

Students with current Medical Action Plans (for allergies/diabetes/asthma/etc.) must provide a copy to the health office each school year.

- In order to minimize the possibility of overdose, nonprescription medications are not dispensed to students the first and last hours of the school day.
- To ensure that an over-the-counter medication is not masking the symptoms of a serious condition in a student, a doctor's note must be submitted to the health office for administration of nonprescription medication beyond three consecutive days.
- If a student has a prescribed EPI-PEN, two must be made available to the health office for emergency use.
- Medication (Tylenol, Motrin, cough drops, etc.) is not supplied by the school.
- Aspirin and aspirin-containing products are not given unless prescribed by a physician.

## **GUIDANCE COUNSELOR**

At St. Mary-Basha Catholic School, the guidance counselor plays a vital role in supporting the academic, emotional, social, and spiritual development of students. Rooted in Catholic values, the counselor strives to help students grow into compassionate, faith-filled individuals by providing guidance that aligns with the teachings of the Catholic Church.

What the Guidance Counselor *Is*:

- A resource for students needing support with friendship concerns, social skills, anxiety, time management, conflict resolution, and personal growth.
- A safe, confidential adult that students can turn to when needing assistance to process challenges or emotions.
- A collaborator with teachers, staff, administration, and parents/guardians to promote a healthy and supportive school environment for all students.
- A facilitator of classroom lessons and group activities that foster positive character development, emotional wellness, and Catholic values.
- A supporter of the school's mission, promoting the academic, emotional, social, and spiritual well being of all students.

What the Guidance Counselor *Is Not*:

- A therapist or long-term mental health provider. While offering short-term support and/or strategies, students requiring extensive mental health care will be referred to outside licensed professionals.
- A disciplinary figure. While supporting students involved in a behavioral incident, the counselor does not administer consequences or manage discipline.
- A replacement for parental guidance. The counselor works in partnership with parents/guardians but does not take the place of guiding a child's upbringing.
- A crisis responder for immediate safety threats. In emergency situations, school administrators and appropriate authorities will respond directly.
- A liaison for concerns regarding teachers, academics, or school policies. Parent/Guardian concerns should first be addressed with the teacher. If further attention is required, parents/guardians may contact administration for resolution.

The guidance counselor is an integral part of the whole-child approach. Students and families are encouraged to reach out to the counselor when in need of support, knowing that the door is always open to listen, guide, and walk with students in both struggles and successes.

## **MEDIA CENTER**

### **LONG MEDIA CENTER**

The primary goal of the media center is to ensure that students become competent, confident, and responsible users of information. The media center provides a wide selection of books and materials, including computers, printers, scanners, and other technology equipment, to meet the educational and recreational needs of the students.

Kindergarten through second grade students visit the media center on a weekly schedule for story time and/or to check-out books. All students have access to the media center as needed for curricular support and recreational reading.

## **POLICIES**

- The Long Media Center is open Monday through Thursday from 7:30 a.m. until 4:00 p.m.
- The Long Media Center is open Friday from 7:30 a.m. until 2:30 p.m.
- Students in grades 1-8 may have a total of three items checked-out at a time.
- Kindergarten students may have a total of two items checked-out at a time.
- Overdue items must be returned before any other items can be checked-out.
- Any damaged items should be brought to the attention of the librarian. Do not attempt to repair damaged items. Any damages beyond repair must be replaced at the expense of the patron.
- Lost items and/or damaged items must be replaced at the cost of the item plus a \$3.00 processing fee charged through the FACTS Tuition Management account.

## **PARENT INVOLVEMENT**

### **ADVISORY COUNCIL**

The School Advisory Council:

- adheres to the Diocesan policies.
- assists in providing feedback on policies presented in the public forum.
- is accountable to the administration and the Pastor.
- relies on the Parish Finance Council for regulation of fiscal matters.

Members of the Advisory Council: Pastor, Principal, President, Secretary, Parish Finance Council Liaison/Finance & Development, School Consultant Rep/Finance & Development, Catholic Identity, Parish Council Liaison, Teacher/Staff Representative, HSA Co-Presidents, Director of Advancement, Director of Admissions, Marketing/Communications, Finance Coordinator.

### **HOME AND SCHOOL ASSOCIATION (HSA)**

The Home and School Association is an organization of parents/guardians sharing their talents and dedication to St. Mary-Basha Catholic School. The mission of the HSA is to support the administration and the Advisory Council by:

- providing service to St. Mary-Basha Catholic School through a mindset of servant leadership.
- enhancing the sense of community through parental involvement.
- publicly supporting the strong tradition at St. Mary-Basha Catholic School.
- raising public awareness of the successes of St. Mary-Basha Catholic School.

Home and School Association members: (2 positions in each role) Co-President, Co-Secretary, Co-Treasurer, Co-Publicity Coordinator, Co-Room Parent Coordinator, Co-Hospitality Coordinator, Co-Community Outreach, Staff Dine-Out Chairperson (1 position), Staff Liaison (1 position)

HSA dues of \$35 per family, per year will be charged to FACTS Tuition Management accounts. Additionally, a \$10 per child fee will be charged to each family's FACTS Tuition Management account. Eighty percent of the fees go directly to the homeroom program to assist with teacher birthday and Christmas gifts, grade level teacher luncheons, and the class Christmas party. The remaining 20% goes to the HSA general fund to support HSA sponsored activities and programs.

### **FAMILY EAGLE HOURS**

St. Mary-Basha Catholic School expects involvement from each family. This commitment is coordinated through the Family Eagle Hours program. Each family is required to provide 20 hours of service to the

school. Ten of these hours must be completed in the fall and the additional ten hours in the spring. Eagle Hours must be logged online. Families are responsible for entering Eagle Hours in the FACTS SIS system.

#### **MANDATORY EVENTS**

St. Mary-Basha Catholic School expects parent/guardian attendance at a limited number of events throughout the school year. These events are designed to deepen parent/guardian connections to child(ren)'s education and the school community as a whole.

Mandatory events include: Parent Night and/or Jr. High Orientation for each student, Parent/Teacher Conferences for each student, and the Principal's Report. Attendance at these events is required and a \$50 fee will be automatically charged to FACTS Tuition Management accounts for each missed event.

#### **PARENTS AS PARTNERS**

St. Mary-Basha Catholic School recognizes parents as the primary educators. In partnership with the pastor, administrators, and teachers, parents/guardians are expected to support the efforts of the school with regard to grading, behavior, discipline, and attendance. This partnership requires mutual respect and a shared commitment to the development of each student.

The first line of communication for any concern is the student's teacher. Parents/guardians must address concerns directly with the teacher before contacting the principal. Only after a meeting with the teacher has taken place and concerns remain unresolved should the principal be contacted.

Respectful and constructive engagement with the school's efforts is essential for the success of our mission. Families may be required to withdraw from St. Mary-Basha Catholic School if a breach in this partnership occurs.

#### **SAFETY**

##### **ACCIDENT INSURANCE**

All students enrolled in a Diocese of Phoenix school are provided accident insurance while on school grounds while school is in session, while taking part in school sponsored and supervised activities worldwide, or while attending school sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury", he/she is eligible for benefits after submitting the proper claim documentation that is available in the school office. The program pays the first \$100 of claim expenses and then in excess over any collectable medical insurance. This description is for informational purposes only. Please refer to the policy for actual coverage, conditions, and restrictions that may apply. The policy is available in the school office.

##### **ASBESTOS STATEMENT**

The Environmental Protection Agency requires all schools to inspect their buildings and facilities and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act further requires that all parents/guardians, teachers, and employees of schools be notified where asbestos is found. This requirement is part of an inspection and management plan that is on file at the school. The Asbestos Office of the Diocese of Phoenix has conducted an inspection of the entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations

of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and be re-inspected visually every six months for any physical damage.

Repair and removal are done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all the school areas are safe and free of asbestos fibers.

#### **CONFIDENTIALITY**

With certain exceptions, information shared with the counselor and/or administration at St. Mary-Basha is kept confidential. Under the following circumstances confidentiality cannot be guaranteed: threat of suicide, physical harm to self or others, court orders, release of records (including test results, evaluations, attendance records, report cards, and progress reports), referrals, consultations, and behavioral situations where disclosure is required by law (abuse, pornography, illegal substances, sexting, bullying, etc.).

#### **CONTACT INFORMATION**

It is the obligation of the parents/guardians to inform the school office and update FACTS SIS within one school day of any change in address, phone, email, emergency contact, or persons authorized to pick up a student.

#### **CRISIS PLAN**

The school has a crisis plan in place. In the event of an emergency, parents/guardians are contacted by the school either by phone or email.

#### **FIRE/LOCKDOWN/EVACUATION DRILLS**

A loud, continuous sound signals a fire alarm. Fire drills are scheduled monthly. Students are required to follow these procedures:

- Follow the teacher's directions.
- Leave all work and line up immediately for exit.
- Walk in silence with hands behind back to the designated area.
- Remain in silence until the teacher directs students to return to the classroom.
- Return to class in silence with hands behind back.

A lockdown prompt is initiated from the office. Lockdown drills are practiced throughout the school year. Students are required to follow these procedures:

- Follow the teacher's directions.
- Leave all work and go immediately to the designated space in each room.
- Stay silent in the designated area until further directions are given.

An evacuation prompt is initiated from the office. Evacuation drills are practiced periodically. Students are required to follow these procedures:

- Follow the teacher's directions.
- Leave all work and line up immediately for exit.
- Walk in silence with hands behind back to the designated area..
- Remain in silence until the teacher directs students to return to the classroom.
- Return to class in silence with hands behind back

#### **MANDATED REPORTING**



Arizona's Mandatory Reporting Law (ARS 13-3620) provides that all persons having responsibility for the care of children are obligated to report suspected child abuse and neglect. The law specifically names school personnel, parents, counselors, or any other persons having responsibility for the care or treatment of children. Any form of non-accidental injury, physical abuse, sexual assault, molestation or exploitation, inadequate supervision, improper/inadequate medical care or physical neglect that constitutes a potential health hazard, and circumstances suggestive of emotional abuse or neglect are reported.

#### **PARENTAL RIGHTS/NON-CUSTODIAL PARENTS**

If a family situation involves separation or divorce, it is the obligation of the parents/guardians to notify the school of changes to custody arrangements and/or child routine.

If the court determines that there is to be no contact between child and a non-custodial parent, a copy of the court order must be supplied. St. Mary-Basha Catholic School abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents. A non-custodial parent will be given access to academic and attendance records, unless there is a court order that specifically states that non-custodial parent is denied access to such information. Requests for academic records may take up to ten business days to process.

#### **REASONABLE CONTACT**

The administration is committed to maintaining a safe environment. In order to maintain the safety and welfare of the school community, situations may arise in which administration or staff may restrain, redirect, escort or otherwise use such physical contact as is reasonable and appropriate to prevent a student from doing, or continuing to do, any of the following:

- committing a criminal offense
- causing personal injury to, or damage to the property of, any person (including him/herself)
- significantly disrupting the maintenance of good order and discipline at the school or any school function

#### **SAFE ENVIRONMENT TRAINING**

The Diocese of Phoenix is committed to the safety of children on all its campuses. Our Safe Environment Training (SET) program provides ongoing education and fosters awareness of healthy environments and relationships. To ensure the well-being of our students, all employees and volunteers at Diocese of Phoenix schools and facilities must maintain current SET certification and pass a background check before volunteering. St. Mary-Basha Catholic School, in alignment with Diocesan policy, requires all volunteers, including parents/guardians, to complete SET annually. Renewal is due by July 1 each year and expires on June 30 of the following year. Please note that parents/guardians must complete their annual SET certification before they can volunteer in any capacity on campus, including field trips and coaching. The initial and renewal training, along with the criminal background check, are administered online through our partner, [Catholic Mutual Group \(CMG\) Connect](#).



### **Disclosure and Acknowledgment of Risks of School Participation St. Mary-Basha Catholic School**

All parents and guardians must understand that there is always some potential for injury and illness inherent in School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing such recommendations of federal, state and local health authorities as the School administration determines appropriate in light of the unique needs and circumstances of the School community. While these efforts may help lower the risk of exposure and spread of certain diseases during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards inherent in their children's participation in all school activities. All parents and guardians understand that their children will be associating with teachers, administrators, staff, and other children and may be exposed to or contract viruses and diseases through their children's participation in activities at school. By allowing their children to attend the School, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire a virus or disease despite the good faith, reasonable efforts of the School administration, and that virus or disease may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities, and acknowledge that the School may not have a medical professional on staff. Parents and guardian agree that they will notify the School and will not send a child to School or School functions if the child develops a fever or other symptoms of a transmissible illness. By allowing their children to attend the School, all parents and guardians are further agreeing that they follow, and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff from illness and injury.

## **SPONSOR/DONOR POLICY**

We, St. Mary–Basha Catholic School refuse to accept any donations from and/or advertise for any business/organization whose operations do not support the mission of St. Mary–Basha Catholic School, the Diocese of Phoenix and the Catholic Church, nor from any business/organization who fails to operate in accordance with the following social responsibilities including but not limited to the association, funding, manufacturing, and participation:

- Abortion – We will refuse to accept donation from and/or advertise for any business/organization whose operations are associated in any way with abortion in view of the nature of abortion.
- Contraceptives – We will refuse to accept donation from and/or advertise for any business/organization who manufactures contraceptives, nor from any medical practice prescribing contraceptives and/or performing sterilization procedures in view of the Church’s clear teaching on the immorality of contraceptive intercourse.
- Military Spending/Nuclear Armament – We will refuse to accept donation from and/or advertise for any business/organization primarily engaged in military production or the development of weapons inconsistent with Catholic teaching on war (e.g., biological and chemical weapons, arms designed or regarded as first strike nuclear weapons, indiscriminate weapons of mass destruction, etc.)
- Human Rights Issues – We will refuse to accept donations from and/or advertise for any business/organization that is not actively operating on a basis of equal pay and opportunity for all.
- Tobacco – We will refuse to accept donations from and/or advertise for any business/organization producing tobacco products.
- Pornography – We will refuse to accept donations from and/or advertise for any business/organization involved in the production or sale of pornography.
- Embryonic Stem Cell Research – We will refuse to accept donations from and/or advertise for any business/organization pursuing embryonic stem cell research, fetal tissue research or human cloning.

Upon later findings that a donation has been received from such a business/organization, all funds will be returned and any advertisements immediately removed from St. Mary-Basha publications, etc.

St. Mary-Basha Catholic School, in cooperation with St. Mary’s Parish, reserves the right to accept or refuse any donations and/or advertise any business/organization based on its findings at any time.

## **CATHOLIC DIOCESE OF PHOENIX CODE OF ETHICS**

**It is the policy of the Catholic Diocese of Phoenix that any sexual, physical, emotional abuse of a minor is not acceptable and will not be tolerated.**

**Employees and volunteers while working in their scope of ministry shall:**

- Abide by the *Diocese of Phoenix Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the office of Youth and Child protection for clarification when in doubt of policy or procedure

**Employees and volunteers while working in their scope of ministry shall not:**

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors*.

By signing the “Statement of Knowledge of Contents of the 2025-2026 Family Handbook” I am stating that I have received a copy of this Code of Ethics, I have read it, understand it, and I agree to abide by it. I also understand the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors* and will abide by it as it helps me observe this Code of Ethics. A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs.