



*In the Tradition of  
the Franciscan Fathers and  
Sisters of the Precious Blood*

# Saint Mary's High School

2525 North Third Street • Phoenix, Arizona 85004-1339

Phone (602) 251-2500 • Fax (602) 251-2595

[www.smknights.org](http://www.smknights.org)

*"Home of the Knights"*

July 12, 2010

Dear Saint Mary's Families:

Though we still have a few weeks of vacation left, it is time to look ahead with some information and reminders as we near the opening day of the 2010-2011 school year. Please read the information contained in this document along with the calendar of events in order to prepare for a successful start to the upcoming school year.

Additionally, please review the various forms and flyers that are enclosed. They also contain important information for you to have now, as well as throughout the school year. Remember to check your monthly *Green Streak* parent newsletter and our website ([www.smknights.org](http://www.smknights.org)) frequently for updates to the school calendar and for upcoming school and parent events.

## **August 2 and 3– Locker Assignments, Student Schedules, Athletic Forms Submitted, and Uniform Purchases**

On August 2<sup>nd</sup> and 3<sup>rd</sup>, 8:00 am -2:30 pm, students may pick-up their locker assignments and class schedules in Blaise Hall, at the Main Desk. School uniform shirts and PE shirts and shorts may be purchased in the library – cash and credit cards only, no checks. Athletic forms (physical exam and parent/student signed consent), and any other registration materials should be turned in at the school office. Attendance on either of these two early days is optional.

## **August 5 – Staff Retreat**

The school offices will be closed on Thursday, August 5<sup>th</sup>. Our staff will be participating in the annual day-long Staff Retreat at Mount Claret Renewal Center. Please keep us in your prayers.

## **August 9 – Senior, Junior, and Sophomore Orientation Day**

All students need to attend their assigned orientation day in proper and full uniform attire.

The schedule for these days is as follows:

7:30- 7:55 a.m.	Schedule distribution - gymnasium
8:00- 8:25 a.m.	Assembly for seniors - auditorium; juniors/sophomores continue with schedules/lockers
8:30-8:45 a.m.	Period 1
8:50-9:05 a.m.	Period 2
9:10-9:25 a.m.	Period 3
9:30-9:45 a.m.	Period 4
9:45-10:10 a.m.	Assembly in the auditorium for juniors; break for seniors and sophomores
10:15-10:30 a.m.	Period 5
10:35-10:50 a.m.	Period 6
11:00-11:15 a.m.	Period 7
11:15 a.m.	Dismissal of juniors and seniors
11:20-11:45 a.m.	Assembly for sophomores - auditorium
11:45 a.m.	Dismissal of sophomores

### Orientation Day Notes:

- Class run-through of schedule – 15 minutes per class
- Cafeteria will be open for break
- Athletes should take care of athletic responsibilities: physical forms turned in, athletic fees paid in the Business Office, permission and transportation forms turned in, etc.
- At the conclusion of each orientation day, students may obtain locker information (Main Office Desk), purchase parking permits (Business Office), purchase uniform tops/shirts and purchase PE uniforms (in the school library)
- Students are free to leave campus after completing these tasks

### **August 10 – Freshman Orientation Day**

7:30- 7:55 a.m.	Schedule distribution – Blaise Hall Lobby
8:00- 8:25 a.m.	Welcome Assembly for freshmen - auditorium
8:30-8:45 a.m.	Period 1
8:50-9:05 a.m.	Period 2
9:10-9:25 a.m.	Period 3
9:30-9:45 a.m.	Period 4
9:45-9:55 a.m.	Water/Restroom break
10:00-10:15 a.m.	Period 5
10:20-10:35 a.m.	Period 6
10:40-10:55 a.m.	Period 7
11:00-11:30 a.m.	Student Council Assembly - gymnasium
11:30-12:00 p.m.	<u>Free</u> Lunch for freshmen and faculty - cafeteria
12:05-12:45 p.m.	Administration’s Assembly for freshmen - auditorium
12:50 p.m.	Dismissal of freshmen

### **August 11 – First Day of School**

The first day of classes will be Wednesday, August 11<sup>th</sup>. This will be a full day of school with classes beginning at 8:00 a.m., dismissal at 2:45 p.m. Regular breakfast, break snacks, and lunch service will begin on August 11<sup>th</sup>.

### **August 13 – Freshman Parent Dinner and Orientation; August 20 – Freshman Dance**

The Saint Mary’s Parent Organization (SMPO) invites freshmen parents/guardians to the Freshman Parent Dinner and Orientation. This event will take place 6:30-9:00 p.m. on Friday, August 13<sup>th</sup>. The event will begin in the cafeteria at 6:30 p.m. SMPO will sponsor the **Freshman Dance** in the cafeteria 7:00-9:00 p.m. **on Friday, August 20<sup>th</sup>**.

### **August 17 – Parent Back to School Night**

Parent Back to School Night provides parents/guardians with an opportunity to meet the teachers instructing each of their students. Parents/Guardians will be able to pick up schedules in the gymnasium beginning at 5:30 p.m. The evening’s events will begin at 6:00 p.m. and end at 8:20 p.m. Please make plans to attend this very special event.

Note: Two **Report Card Nights** will be held at Saint Mary’s this coming year, October 19 and January 11, in the gymnasium, 5:00-7:30 pm. Parents may pick up report cards and speak with teachers at this event.

### **School Pictures August 16/Retakes September 2**

School yearbook pictures for the freshmen, sophomores, and juniors as well as ID pictures for all students will be taken by Duke Photography at Saint Mary’s on Monday, August 16<sup>th</sup>. Retakes will take place on Thursday, September 2<sup>nd</sup>. Freshmen, sophomores, and juniors will receive their picture order form packet in their English class in the fall. *Seniors should have already received their picture information from Duke Photography and need to remember to contact them at 602-265-2605 to set up appointments to take their senior pictures for the upcoming yearbook.*

### **Bell Schedule/School Calendar**

Included with this letter are copies of the 2010-2011 Bell Schedules and the School Calendar to date. Please notice that classes begin at 8:00 a.m. each day, that break is 25 minutes long on the Monday – Thursday schedule, and that two lunches “A” and “B” exist. “A” and “B” lunch assignments are found on the Bell Schedule enclosure.

### **Tuition and Fees**

All families shall be expected to make tuition payments according to one of the following payment plans. Each family’s preferred manner of payment must be submitted each year at the time of student registration. Payment will be submitted using the FACTS Tuition Management Company. Options for payment shall include:

\* Full Payment: Under this plan, the entire amount of tuition is paid through the FACTS Plan on or before August 6.

\* Semester Plan: Under this plan, the entire amount of tuition is paid in two installments (by August 6 and by December 3) paid through the FACTS Plan.

\* Monthly Plan: Under this plan, the entire amount of tuition is paid monthly over a 10 month period beginning in August through the FACTS Plan. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking account, savings account, or credit card on the 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, or 30<sup>th</sup> of the month.

**Senior Parents Note:** Please remember to include in your budget the Graduation Fee (\$150) and Project Graduation Fee (yet to be determined, budget at least \$100) to defray expenses for the all-night graduate party. Both fees are due no later than May 15, 2011.

### **Student-Parent Handbook**

Students will receive their copy of the *Student-Parent Handbook* on August 11<sup>th</sup> in their respective Theology class. Theology teachers will review various aspects of the handbook on this day. Students are required to review the entire Saint Mary's *Student-Parent Handbook* with their parents/guardians and to return a signed acknowledgement sheet signed by parent(s) and student by Wednesday, August 18<sup>th</sup>.

### **Textbook/Workbook Purchases**

Textbooks are vital for the success of your students! Please make sure your students have the books and supplies that they need in order to be able to fulfill the reading and study requirements of their courses.

Textbooks required for courses may be purchased in one of two manners.

\* Textbooks (new and used) may be purchased from a company/book store.

\* Textbooks (used) may be purchased from families of students who currently own those books.

Workbooks required for courses will need to be purchased from a company/book store.

You should have already received your textbook/workbook ordering information packet (May mailing). If you have any questions about purchasing textbooks/workbooks, please contact:

Catherine Clarke [CClarke@smknights.org](mailto:CClarke@smknights.org) or call her at 602-251-2520

### **Dress Code**

You are asked to review the *2010-2011 Student-Parent Handbook* which is now posted on our website ([www.smknights.org](http://www.smknights.org)). Please make sure your student begins on a positive note by ensuring they have all of the properly fitting uniform items ready to be worn as indicated, beginning on their respective Orientation Day. **Girls:** Make sure all skirts fit properly. Hems must be no shorter than 2 inches above the knee; the waist must be able to be closed and buttoned per the design of the skirt. **Boys:** Slacks/shorts must be worn at the waist with a belt. The slacks/shorts must be Docker or Bugle Boy style dress slacks/shorts in khaki, navy, or black. **Boys and Girls:** Only leather dress or leather athletic shoes may be worn in the following colors -- solid white, black, or brown. NO vans or cloth/canvas shoes are allowed.

### **PE Uniforms**

PE uniforms (t-shirts and shorts) are required for everyone who takes a PE class (both freshmen and advanced classes). PE uniforms will be available for purchase on August 2<sup>nd</sup> and 3<sup>rd</sup> in the library.

### **Student Schedules**

Please remember that students may pick-up their schedules, Blaise Hall Lobby, on August 2<sup>nd</sup> and 3<sup>rd</sup>. If you or your student have a question or concern about a student schedule, Academic Counselors will be available to address those questions in the Guidance Office. The hours for the counselors on August 2<sup>nd</sup> and 3<sup>rd</sup> are:

Mr. DiBianco: 6:30 a.m. – 2:00 p.m., 602-251-2523, [jdibianco@smknights.org](mailto:jdibianco@smknights.org)

Mr. Johansen: 10 a.m. – 6 p.m., 602-251-2524, [djohansen@smknights.org](mailto:djohansen@smknights.org)

### **Attendance**

If a student is absent, a parent should call the school office at (602) 251-2501 between 6:00 a.m. and 10:00 a.m. If no parent phone call is made, the student, upon their return to school, must present a written note signed by the parent stating the student's name, date of absence, and reason for absence. Students who become ill during the school day must report to the school nurse.

### **Athletics**

Swim will begin practice on Tuesday, August 3<sup>rd</sup>. Football, Girls' Volleyball, Boys' & Girls' Cross Country, Boys' & Girls' Golf, and Spirit Line will begin practice on Monday, August 9<sup>th</sup>. Each student/athlete's physical/permission form and Exception to School Transportation Form are due no later than August 2<sup>nd</sup>. Athletic fees are \$150 per sport/per season. All forms and athletic fees are due prior to competition beginning. Please plan to pay the athletic fee 7-10 days prior to the first game (time frame when uniforms are issued). For athletic information, call Mrs. Schmaltz, at (602) 251-2502 or Ms. Vargas, Athletic Director, at (602) 251-2513.

**Parking/Traffic Flow**

Students driving to school must have a permit attached to their vehicle(s). Parking permits cost \$50 for the first vehicle with an added charge of \$25 for each additional vehicle. The registration and purchase of permits will take place on August 9<sup>th</sup> from 11:00 a.m. to 11:30 a.m. in the front lobby of Blaise Hall and August 11<sup>th</sup> from 7:00 a.m. to 7:30 a.m. in the Dean's office. Drop-off, pick-up, or parking is no longer permitted in the Virginia Plaza parking lot north of Saint Mary's. The owners of this building sent us a written correspondence requesting our use of this lot to cease immediately. Thank you for your cooperation in helping us to be "good neighbors". The traffic flow map, with drop-off and pick-up areas noted is enclosed with this mailing.

**Physicals – July 24**

Enclosed is a flyer important for any families of students who still need to get a physical. Physicals will occur 9:00 a.m. - 1:00 p.m. at Saint Mary's on July 24<sup>th</sup>. Cost is \$25 cash or money order (no checks). Sign up for an appointment at [Physico2go.com](http://Physico2go.com). Walk-ins are welcome as time permits. Remember, as part of the Physical Education requirement all freshmen need a physical exam upon entering Saint Mary's, whether they participate in athletics or not.

**Medications**

Please make sure the nurse is made aware of all medical conditions and medication needs. Students may NOT carry any medicines with them, whether they are over the counter or prescription medications. Please see the *Student/Parent Handbook*, pg. 49 for detail of procedures to follow when students need to take medication at school. School nurse: Mrs. Cindy Albaracin, 602-251-2518. Mrs. Albaracin will be in her office beginning August 3<sup>rd</sup>.

**Exception to School Transportation Form**

Enclosed is an important diocesan-required document for students who travel to school sponsored events at various times throughout the school year. Please complete this form, have it *notarized*, and returned to Mrs. Linda Schmaltz, Office Manager, in the front office. Questions about the form should be directed to Mrs. Schmaltz at 602-251-2502.

**Registration Process**

Please remember the importance of completing the registration process for the 2010-2011 school year. If you have any questions about the registration process, please contact Ms. Alycia Benites by e-mail at [abenites@smknights.org](mailto:abenites@smknights.org) or by phone at (602) 251-2517.

Please keep this correspondence for future reference. You can see that it has a lot of information which will assist you with the needs of the coming school year.

May you all be enjoying the blessings of the summer season. See you in August!

Peace and blessings,

Mrs. Suzanne M. Fessler  
Principal

Note: The enclosures referred to in this letter (2010-2011 Master Calendar, Bell Schedule, Transportation Form, Physical Exam Flyer, Traffic Flow Map) are available at other locations on the school website or at the Main Office.

