



SALPOINTE CATHOLIC HIGH SCHOOL

Student/Parent Handbook 2025-2026

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Salpointe reserves the right at any time to interpret and/or change the policies herein.

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MISSION

Salpointe Catholic is a college-preparatory high school in the Carmelite tradition of prayer, community, and service. We offer our diverse student/parent population a holistic education which fosters faith, encourages the pursuit of excellence, develops servant leaders, affirms the dignity of individuals, and promotes global social justice.

PHILOSOPHY

Salpointe Catholic High School is Christ-centered and guided by the Carmelite tradition of education in the context of prayer, community, and service. The learning environment is shaped by faculty and staff dedicated to exemplifying and teaching a life-long commitment to academic, intellectual, spiritual, moral, physical, social, artistic, and emotional growth. Salpointe explicitly calls on one another, students and educators alike, to demonstrate conscious awareness of God's loving omnipresence; to appreciate the inherent dignity of each person; and to seek to live our shared vocation to act justly and compassionately as servant-leaders in an ever-changing world.

CARMELITE HUMAN RIGHTS AND SOCIAL JUSTICE STATEMENT

The Carmelites of the Province of the Most Pure Heart of Mary stand in solidarity with Catholic Social Teaching, which highlights building a more just society and living in holiness.

We live in allegiance to and walk in the footsteps of Jesus Christ as we commit ourselves to the dignity of the human person by respecting people of every gender, race, ethnic heritage, creed, sexual orientation and financial resources. The principles of family, community, participation, dignity of work, option for the poor, and care for God's creation inspire our communities and ministries to always teach the truth of our history and work for justice and peace.

As a result, we do not support unjust systems of racism, sexism, homophobia, xenophobia, human trafficking and slavery of any kind, and any unjust system that does not promote the dignity of the human person that is a true gift from God.

May our God, through the intercession of Elijah the Prophet and Mary the mother of Jesus Christ, continue to transform us as we are called to conversion of heart, mind, body, and soul.

INTEGRAL STUDENT OUTCOMES

Believers

By graduation, Salpointe students are not just learners; they are champions of values that resonate deeply within them. They acknowledge the presence of God in their lives and hold dear the worth and dignity of all living beings, tirelessly advocating for the vulnerable and marginalized. They are the voices of justice, committed to making a difference through dedicated service. With steadfast respect for the faith and for the traditions of the Catholic Church, Salpointe students create a vibrant community

characterized by prayer, service, and a shared sense of purpose. Through liturgical ministries, diverse course offerings, engaging service-learning opportunities, and the camaraderie of extracurricular activities, our students embody a commitment to living out our shared faith every day.

Active Learners

By graduation, Salpointe students are perpetual seekers of knowledge, dedicated to the lifelong journey of self-discovery and understanding the intricacies of the world around them. They harness their critical and creative thinking skills to tackle challenges that benefit the greater good, skillfully asking probing questions and synthesizing information from diverse sources. As curious and academically accomplished individuals, Salpointe students are well-prepared to embrace the complexities of adulthood. Through active participation in academic, athletic, artistic, and faith-based activities, they cultivate the art of listening, communicating, and engaging with others in small group and classwide discussions, embodying the essence of holistic learning and collaboration.

Responsible, Well-Rounded Persons

By graduation, Salpointe students are the embodiment of self-awareness and responsibility, not only for themselves but also for the well-being of others. They consistently exhibit responsible and ethical behavior, making decisions that reflect their Christ-centered values. In the face of adversity, they display unwavering resilience, rising above challenges with grace and determination. Their commitment to intellectual pursuits, athletic endeavors, artistic expression, and community service demonstrates a holistic approach to personal growth. By actively participating in retreats, service projects, and a myriad of extracurricular activities, our students take ownership of their actions and exhibit their deep sensitivity toward the welfare of others.

Involved Global Citizens

By graduation, Salpointe students are dynamic global citizens, driven by a shared commitment to create a better world. They embrace their duty to lead and serve others, fully grasping the intrinsic dignity within every human being. Their dedication extends to stewardship of the natural environment, reflecting their deep sense of responsibility for the planet. In practice, Salpointe students actively participate in the corporal and spiritual works of mercy, extending compassionate care to those in need, and wholeheartedly tending to God's creation. Through their actions, they exemplify the values of compassion, service, leadership, and environmental consciousness that define the Salpointe experience. We cultivate leaders who are empowered to make a positive difference in the world.

CONTACT / SCHOOL INFORMATION

School Office

The Main Office and O’Rielly Student Services Center/Attendance Office are open from 7:30 am to 3:00 pm, Monday through Friday. Both offices are closed on school holidays.

Main School Office: (520) 327-6581

Attendance Office: (520) 327-1990 or attendance@salpointe.org

Contact Information

Email addresses for all employees consist of first initial, followed by last name: name@salpointe.org. Website: <https://www.salpointe.org/>

Emergency Notifications

Salpointe utilizes *Parent Square*, a notifications application, in order to deliver emergency alerts to students, faculty/staff and parents/guardians. Parent Square messages are sent to parent and/or student cell phones and/or emails during campus safety drills. Parent Square is the sole source of information during emergencies.

Tip Line – (520) 547-1954

Salpointe maintains a “Hear Something, Say Something” Tip Line. This tool offers a means for parents/guardians, faculty, staff and students to help the school maintain a safe environment and provide for the ultimate health and well-being of our students. The tip line is not a crisis line or hotline. It is confidential and anonymous, and allows the caller to leave a voice message or text. Credible reports are investigated and acted upon appropriately.

Salpointe cannot conduct criminal investigations. Those calling the Tip Line will be advised that if they are the victim of a crime or know someone who is a victim, they should call 911 and file a report with the proper authority.

ACADEMICS

Academic Graduation Requirements

Salpointe is a four year, full time experience and students may not graduate early. Students must accumulate 26 credits in order to graduate. If a student fails a required class during senior year, the student must retake the class before a diploma will be issued.

World Language enrichment is encouraged by taking more than the required two years of coursework in Spanish, French or Latin. Fine Arts, Career and Technical Education and Exercise Science classes are excellent choices for any student and can be used toward fulfillment of the "Elective" requirement.

- | | |
|--------------------|-------------|
| ● English | 4.0 Credits |
| ● Theology | 4.0 Credits |
| ● Mathematics | 4.0 Credits |
| ● Science | 3.0 Credits |
| ● Social Studies | 3.0 Credits |
| ● CTE | .5 Credit |
| ● World Languages | 2.0 Credits |
| ● Exercise Science | .5 Credit |
| ● Fine Arts | 1.0 Credit |
| ● Electives | 4.0 Credits |

Total Credits

26 Credits

Academic Honesty

Honesty and integrity are the foundation of personal character and form the basis of Salpointe policy regarding cheating. A student caught cheating on an exercise, homework or test will receive no credit for the work. Removing a test from class without the permission of the teacher or making digital images through other means without explicit permission of the teacher constitutes cheating. Students using Artificial Intelligence inappropriately may not receive credit for the work. The supervisory teacher will notify parents/guardians of a cheating incident and file a disciplinary report with the Dean(s). Appropriate disciplinary action will be taken.

Click [here](#) to see Salpointe's policy and procedures regarding Artificial Intelligence.

Academic Ineligibility

Students are ineligible for extracurricular activities, including sports, clubs, field trips, non-academic theater productions, etc. if they earn one F or two or more Ds at any designated progress or grade reporting period.

Students are ineligible for the extracurricular activities for two weeks and may not

participate during that time. During ineligibility, students are expected to attend after-school tutoring four days a week. After the two-week ineligibility period, students may resume participating in activities. *The administration reserves the right to review cases on an individual basis.*

Advanced Placement and Honors Program

Admission into Honors and Advanced Placement courses is dependent upon meeting course prerequisites. Preference will be given to students who meet all prerequisites. Students should select courses in accordance with academic goals, ability, and extra-curricular time constraints.

Advanced Placement Program

The Advanced Placement (AP) program of the College Board allows secondary schools to join forces with colleges and universities to provide high school students with an introduction to the rigorous expectations of freshman-level college courses. All courses in the AP program use college-level textbooks and supplemental resources. AP students are prepared for and required to take the AP exams in the spring. Depending on their AP exam scores, students may earn credit and/or advanced placement at participating colleges and universities. Full credit AP courses must be taken for the full school year. Respecting the current AP audit requirements, Salpointe AP course titles match the corresponding College Board AP exam titles.

All students enrolled in AP courses are required to take the AP exam. Students who do not take the AP exam may have the AP course designation removed from their transcripts.

Salpointe AP-designated courses can be found in the [Course Catalogue](#).

Salpointe does not charge an additional fee for AP classes, but the College Board charges a fee for **each** AP exam. See [College Board fees](#). AP fees will be posted to the student's Tuition Management account.

Note: *Some students may qualify for a fee reduction from the College Board for the AP test(s). Contact the Finance Office for additional information.*

Special Request for AP Exams

Students may request to take an Advanced Placement exam for:

- An AP subject not offered at Salpointe
- A subject not offered at the AP level at Salpointe
- An AP subject for which he/she is not enrolled
- The Director of Curriculum and Instruction facilitates special requests to take AP exams. Requests require the signature of parent/guardian giving permission. Requests will be reviewed before final approval is given to

take the requested AP exam(s). Approval will be based on overall GPA and recommendation of a teacher in the subject area and the class counselor. The student will then be directed to complete exam registration.

Course Selection, Changes and Drops

All students are automatically scheduled for seven periods each semester totaling six to seven credits. Courses carrying one credit meet all year (two semesters). Courses carrying .5 credit meet for one semester. Students are responsible for keeping track of their credits to be eligible for graduation. Students should refer to the official course catalog and/or meet with their class counselors on a regular basis. Salpointe provides the opportunity and resources for students to plan and carry out academic programs that meet their needs.

Choosing an appropriate program of studies is an important part of each student's high school responsibility. Parents/guardians are encouraged to participate actively in the annual process of selecting courses that meet the needs of their student. Alternate courses must be selected for every course in case the preferred choices are not available due to scheduling conflicts or changes in enrollment. After a student has been registered and has received his/her schedule, he/she may not change that schedule without prior approval of the counselors and payment of \$50 per change (unless the change has been initiated by Salpointe). Salpointe takes great care in correctly placing and registering students. Schedule changes are permitted only as an exception when one of the following criteria is met:

1. Department approval based on student ability
2. Desire to take a heavier academic load (if space is available)
3. Misplacement in a course

Not needing a course for graduation or wanting to have a different teacher/lunch period is not sufficient reason for dropping a course. The deadline for parent and student-initiated schedule changes is seven days after the first day of the semester. Please refer to the information regarding schedule changes on the resources page in [myPointe](#). In the rare instance of a schedule change, all grades transfer to new teacher/course.

Dismissal due to Academics

The following guidelines are used to determine academic dismissal from Salpointe:

- Students who fail three or more semester classes during the academic year.
- OR**
- Students who fail to follow their Lancer Success Plan. See the [Counseling section](#) for more information.
 - Any student with a semester GPA (1st or 2nd semester) of under a 1.5 GPA will be subject to review by administration.

Dual Credit Courses

Salpointe has partnered with University of Arizona, Seton Hill University, and Pima Community College to offer a selection of courses from our curriculum that will also earn college credit. Both Seton Hill University and the University of Arizona charge an additional fee for students choosing the dual credit option. Students should check with universities they are interested in attending to determine if they accept transfer credits. The courses offered for dual credit can be found in the [Course Catalogue](#).

Educational Accommodations

Salpointe provides limited accommodations to students who qualify due to a significant impairment that substantially limits their ability to learn. The goal of the accommodation plan is to provide equal access to the school's educational program and activities.

Students with 504 plans or IEPs from middle school:

Transparency from parents is expected if a student has a 504 plan or Individualized Education Plan (IEP) from middle school. A previous 504 or IEP in lower grades does not necessarily disqualify a prospective student from attending Salpointe.

When presented with a current 504 plan from the student's middle school, the Salpointe's Lancer Accommodations Coordinator will, in most cases, accept the current documentation. The Coordinator will write a Lancer Accommodation Plan (similar to a 504 plan) that provides accommodations for the student within the framework of Salpointe's curriculum and educational environment.

Salpointe does not have a Special Education Program. Consequently, Salpointe does not provide IEPs. If a student has a current IEP in middle school, the Coordinator may be able to write an accommodation plan within our framework for accommodations without any Special Education services.

Students without a diagnosis or 504 plan whose parents/teachers suspect a need for accommodations should meet with the Lancer Accommodations Coordinator.

Learning Lab and Testing Center

The Learning Lab is designed as a resource for students with Lancer Accommodation Plans. Those students are welcome and encouraged to go to the Learning Lab to get assistance with their studies. General study/learning and test-taking help is available. The Learning Lab serves as a place to receive extra help, a place where students can work together with peer tutors on assignments or in study groups for tests and projects.

The Lancer Accommodations Coordinator advocates for students by providing

one-on-one help, in conjunction with the counselors, teachers and parents/guardians. Students with Lancer Accommodation Plans that include extended time testing will take their exams in the Testing Center.

Tutoring Services

Salpointe offers tutoring services for all students free of charge. The program is staffed by our classroom teachers. Students may report to the Click Family Library Monday-Thursday immediately after the last bell. Tutoring is available in English, math, science and world languages.

Field Trips

Field trips for educational purposes may be taken under the direction of a classroom teacher after being approved by the Assistant Principal for Academics. Only students in good academic standing are eligible to participate. Salpointe policies are enforced on all school field trips.

Final Exams

Students must take final exams at the regularly scheduled time. Students are not excused from exams. No exams will be given early. Students who miss final exams due to serious illness or family emergencies should contact the class counselor for make-up procedures. Students who miss final exams will receive an "Incomplete" on their transcripts until the exams are taken. Final exams missed in the first semester must be taken within the two weeks of the second semester. Final exams missed in the second semester must be made up within the first two weeks of the end of the second semester. Students need to contact their counselor to make arrangements for make-up exams. If the final exams are not completed within the two week grace period, the student may receive a zero on the final exam.

Grading and Performance Evaluation

Student performance is evaluated on a regular basis through testing, class participation, projects, homework or other teacher-specified evaluations. Final examinations are administered during the last week each semester and can significantly influence a student's semester grade. The following grading system is used at Salpointe:

- A = Superior (100-90)
- B = Above Average (89-80)
- C = Average (79-70)
- D = Passing (69-60)
- F = Failure (below 60)
- I = Incomplete

Grade Challenges

All challenges to grades must be received as soon as possible and no later than one week after grades are posted. After that time, the grade becomes permanent and may not be challenged or changed.

Grade Point Average (GPA)

Every letter grade is assigned a numerical value in descending order. A=4, B=3, C=2, D=1. No points are given for a failing grade. The GPA for each semester is based on grades from that semester. The cumulative GPA is calculated using all semester grades. More difficult courses, such as Advanced Placement and Honors, are weighted differently in the overall GPA. Weighting of grades is as follows:

- +.50 for AP courses (A=4.50)
- +.25 for Honors courses (A=4.25)
- +.10 for academic courses (A=4.10)
- All non-academic classes have no additional weights (A=4.0)

Substitution Grade: The final grade from a repeated course will be added to the student's official transcript along with the original "D" or "F" grade. Both grades will be calculated in the student's GPA. Courses that are repeated earn credit only once.

Graduation Speakers

Seniors are given the opportunity to submit an application stating why they would like to present one of the two student addresses at graduation. A committee of faculty and administrators reviews all applications and selects two graduation speakers.

Humanities Program

The Humanities Program is a challenging two-year honors program offered to highly motivated students. Established in 1978, the program provides an integrated, interdisciplinary, multicultural approach needed by students to actively take part in their communities and a complex global universe. More information about the Humanities Program can be found in the course catalog.

Math Credits

Students are required to take a math class every year unless they have accumulated five math credits at the end of their junior year.

Off-Campus Credits

For all approved courses made up outside of Salpointe, course approval is given by the Director of Counseling and the Assistant Principal for Academics. It is the student's responsibility to ensure that all transcripts are sent to the Salpointe Registrar and Counseling Department upon course completion.

Plagiarism

Plagiarism is a serious form of cheating. Plagiarism involves presenting the work of another person or Artificial Intelligence as your own, including the ideas, words, or any created product from another source. A student will be considered guilty of plagiarism if he/she copies someone else's paper, project or ideas without properly acknowledging

the source when appropriate.

Standardized Testing

Salpointe offers a comprehensive standardized testing program for all students.

Eighth grade students wishing to enroll at Salpointe must take the High School Placement Test (HSPT) produced by the Scholastic Testing Service, Inc. This test is used to place students in freshman classes.

Students in the 9th grade take the PSAT 8/9® produced by the College Board in October. This test provides a benchmark for each student, helping administrators, counselors and teachers focus on areas of improvement so students are ready for college upon graduation from high school.

Students in the 10th and 11th grades take the regular PSAT/NMSQT® in October. For the 10th graders, this is an opportunity for students to practice for the SAT Reasoning Test™ and practice for when they will take the same test in 11th grade to compete for the National Merit Scholarship. The PSAT/NMSQT® is co-sponsored by the College Board and the National Merit Scholarship Corporation (NMSC).

Seniors can take the SAT Reasoning Test™ and the SAT Subject Tests at Salpointe in October. The test fee is the responsibility of the student/parent.

For additional information regarding standardized testing at Salpointe, please contact the class counselors.

STEM Program

Salpointe's nationally accredited STEM Program encourages students to explore opportunities in STEM-related careers through exciting and award-winning hands-on projects. The courses provide an integrated and interdisciplinary approach to preparing students for admission to elite university programs and for careers in STEM related fields. In support of Salpointe's global social justice mission, students enrolled in STEM courses are required to submit a semester-long capstone project that solves a real-world problem affecting our communities. These projects are presented at Salpointe's annual STEM Showcase. Students entering this program as freshmen will need to interview during course registration evenings.

Summer School

Students taking a summer course to make up for a failure in any course or a "D" or "F" in mathematics must either take that course at Salpointe or receive administrative approval to enroll elsewhere. If the course is not offered at Salpointe, students must contact their class counselor to review alternative options.

Both the original grade and remediated grade are included on the official transcript. A

"D" in any course may affect admission to some colleges.

Note: Learning accommodations are not available during summer school at Salpointe.

Summer School for New Students

Salpointe also offers a mandatory pre-algebra summer course for incoming freshmen who are conditionally accepted based on their math entrance exam score. Upon completion of the summer course with a C or better, the student will then be moved into an algebra I course for freshman year.

Students transferring from a non-Catholic high school must complete one online summer school Theology course.

Withdrawal

Parents/guardians who decide to withdraw their students from Salpointe should carefully consider this decision. Meeting with a counselor is the first step in this process. Such a move should be planned after completion of a school year or at least at the semester. Parents/Guardians must present a written notification stating the intention to withdraw. After meeting with the class counselor for an exit interview and completing the [withdrawal form](#), the parent/guardian then meets with the registrar to complete the withdrawal process. All fees/balances must be paid before an official transcript is issued.

If parents/guardians withdraw their student during the course of a semester and then have a change of mind, Salpointe's consideration for re-enrollment will be for the following semester.

Tuition contracts are made for the entire year and parents/guardians are expected to honor their contractual obligation for tuition and fees.

ATTENDANCE

Absence Policy

At Salpointe, being a Lancer includes a commitment to regular attendance, as it is essential for academic success. The administration, particularly the Principal's office, is dedicated to holding families accountable for ensuring their children attend school consistently. An absence from class is defined as such when a student is not present or arrives 15 minutes after the class begins. The following actions will occur when a student begins to engage in excessive absenteeism:

- **4 Absences:** The dean will send an official email to the parents or guardians, addressing the attendance concern.
- **6 Absences:** The dean will personally call and speak with the parents or guardians of the student to discuss the situation.
- **8 Absences:** The parents or guardians will be required to attend a mandatory meeting with the Assistant Principal for Student Services to address the student's attendance and develop an improvement plan.

Students are permitted 8 absences per semester per class. All school absences, whether approved by the parent/guardian or not, count toward a total of 8, except for school-related activities such as field trips, AIA-sanctioned athletic events, fine arts performances, Kairos, or class retreats. Parents/guardians and students should use personal discretion regarding how these 8 absences are utilized, whether for doctor appointments, illness, college visits, family trips, club tournaments, or other reasons.

Students who exceed 8 absences in a class may be removed and lose credit for the course. In such cases, students would be required to remediate the course in order to maintain their enrollment.

Absences and School Work

All missed assignments, tests, quizzes, etc. assigned during an absence(s) are to be made up for full graded value. Teachers within each department establish and enforce a late work policy that is published in the syllabus for each class.

Students should talk with their teachers, and review Google Classroom as soon as they return to school. If students know they are going to be out ahead of time, they should contact their teacher prior to being absent, though there should be no assumption of receiving assignments in advance.

Absences and Parent Notification

Unless the absence is because of a school activity, parents must contact the Attendance Office regarding the absence of their student. If the school is not notified, the student will be considered truant and disciplinary action can be taken.

Absences Related to Serious Medical Issues

Parents/guardians need to keep the school informed of all serious medical issues/conditions concerning their student. That includes contacting the class counselor and school nurse and providing documentation from health professionals. The class counselor will facilitate the student's return to school and help determine the best course of action going forward after an extended absence due to a medical condition.

The administration reserves the right to review individual cases.

Early Dismissal/Leaving Campus

Students are required to provide the Attendance Office (Student Services Center) with notification via note or phone call from the parent/guardian prior to leaving campus. Students may not leave campus without clearance by the Health or Attendance Office. Parents may not remove a student from campus without prior notification to the Attendance Office. Students being picked up with a dismissal slip should report to the Attendance Office. Violation of this policy may result in an absence and disciplinary consequences may be imposed. *Please be sure to give at least a two hour notice for your request to be processed.*

Note: Students who become ill during the school day and need to go home must check out through the Health Office. The Health Office will assist the student in making the appropriate travel arrangements. Parents/Guardians must pick up students from the Health Office (not the Student Services Center).

Messages/Contacting Students During School Hours

Requests to send messages to students during school hours must be limited to emergencies. Please contact Student Services. The goal is to keep classroom interruptions and student distractions to a minimum.

Medical or Dental Appointments

Parents/Guardians are strongly advised to make any medical or dental appointments for their student(s) outside of scheduled class time. Any class time missed will count against the allowable number of absences per semester. If appointments need to be made during school time, try to rotate times so the same class is not repeatedly missed.

Tardies

Students are expected to arrive on time for school and to all classes during the school day. This demonstrates respect for the teacher, fellow students, and the learning environment.

Tardy to Class

Tardy to class is defined as not being in the classroom when the bell rings to begin the class period. Teachers will advise students when they are considered late and electronically record the tardy in the school attendance program.

As tardies accumulate during a semester and go beyond acceptable limits (4 or more), the deans will contact students and parents/guardians and impose the appropriate consequences. An accumulation of four tardies will result in a detention. Subsequent tardies will result in additional detentions for each violation.

Tardy to School

Tardy is defined as arriving in class after the bell up to 15 minutes into the first period of the day.

When students arrive late, they will sign in with security at the gate of entrance. Security will electronically record the time of arrival, viewable by the Attendance Office.

*Non-driving students who are late come in through the Glenn entrance. Driving students come in through the Mountain or Glenn entrance.

Note: Tardies to school resulting from severely inclement weather, natural disaster, or reported traffic accidents as deemed appropriate by the Dean(s) will be designated as excused.

AWARDS / RECOGNITION

The following awards honor graduating seniors:

Carmelite Medal Awards

The Carmelite Medal identifies a male and female from the senior class who best exemplify the true meaning of a Salpointe education.

These honored students have consistently demonstrated the ideals that reflect the Carmelite values of Salpointe. They stand above all in their balanced and values-centered accomplishments and contributions.

The winners of this most prestigious award are presented with a bronze medallion at graduation and have their names engraved on a permanent plaque displayed in a prominent location at the school.

Salpointe Scholars

The Salpointe Scholar award is presented to seniors on pace to graduate who have achieved a cumulative weighted GPA of 4.000 or higher at the end of the seventh semester. These students are honored at the Honors Assembly and graduation ceremony.

Scholastic Honors

Distinguished Scholar Honor Roll recognizes all students with a 4.0 or better for a semester. Excellent Honor Roll recognizes students with all As and Bs, along with students with As, Bs and one C, if the average for that semester is 3.5 or above. Honor Roll recognizes all students with As, Bs, and Cs with an average of 3.0 or above for that semester.

The following awards honor junior and senior students at spring Honors Assembly:

Academic Departmental Awards

John Hughes Spirit Award

This award is presented to a student who exemplifies true Salpointe spirit. The award commemorates John Hughes '84, who was involved in a car accident the night before graduation. He passed away the following morning while his beloved classmates were participating in the graduation ceremony. To honor John's memory and his affection and devotion to Salpointe, his family created the Salpointe Senior Spirit Award in his name.

Senior Student-Athletes of the Year

The outstanding male and female athletes in the senior class are recognized for their contributions to the Salpointe community as student athletes who have modeled LANCER values on and off the field.

Senior Fine Arts Awards

The students who best exemplify the creativity, self-discipline and excellence of Salpointe's Fine Arts and Performing Arts department are honored.

Junior Student-Athletes of the Year

The outstanding male and female athletes in the junior class are recognized for their contributions to the Salpointe community as student athletes who have modeled Lancer values on and off the field.

The following awards honor two outstanding junior students at Salpointe's annual "Heroes Assembly" in the fall:

The Carlos Valencia '06 Memorial Award

This award honors a junior student who exemplifies Carlos' commitment to faith and service and his spirit of courage, perseverance, compassion and respect.

This person is a model of caring like Carlos. This student should:

- Demonstrate faith, perseverance and courage, especially during difficult times
- Be respectful and compassionate toward others

- Inspire others to do their best
- Demonstrate devotion and commitment to family and friends

The John Glinski '68 Award

This award honors a junior football player who has strong academic ethics, firm moral convictions, a thirst for life, and who has possibly overcome personal hardships.

CAMPUS MINISTRY

Community Eucharistic Liturgies

The Salpointe community celebrates Mass together once a month during the school year. Masses are planned and prepared by the students and faculty. Specific celebrations include:

- Monthly All-School Masses
- Lancer Men's Mass and Breakfast
- Alumni Reunion Mass
- Baccalaureate Mass

Daily Prayer

Salpointe begins and ends each school day with a prayer read over the public address system. Campus Ministers or a member of the Student Council leads these prayers. Teachers also begin class with a prayer, at times inviting the students to offer intentions or lead the prayer.

The Campus Ministry team invites students and families to make prayer requests by contacting the Director of Campus Ministry or through the website.

Kairos

The word "Kairos" means "The Lord's Time." This is an off-campus, four-day retreat typically held at Redemptorist Renewal Center or the Triangle Y Ranch in Tucson, Arizona. Students have the opportunity to reflect upon their experience of God, family, and friends throughout their high school years, and to look ahead to what the future holds with God in their lives. Since students will miss class time, the opportunity will be presented to make up any work or tests missed.

Note on eligibility - Kairos is an important event and Salpointe wants all students to participate in this enriching experience. However, it is important that students plan ahead when scheduling for Kairos. Athletes and Thespians, for example, should not plan to go on Kairos during their sports seasons or during a theater production. In addition, if a student plans to miss multiple days for other extra-curricular activities during the same quarter as a retreat, he/she should sign up for a retreat at another time. A student who is having academic difficulty, poor attendance, or is not in good disciplinary standing may also be encouraged to attend a retreat on a different date. If a student is

failing a course, the class counselor or dean will notify the student's parents/guardians and determine alternative times for the retreat. If no other dates are available, the parents/guardians may give their written permission for the student to attend the retreat. No academic, athletic or other punitive measures may be taken against a retreatant for any reason.

Eligibility for Potential Kairos Leaders

Students wishing to be Kairos leaders must note that their application for the position will include a review of:

- Academic and disciplinary standing
- Attendance record
- Leadership as recognized by teachers and staff members
- Participation in the school's Service Program

Our Lady of Mt. Carmel Chapel

- Monday - Litany at 7:30am
- Tuesday - Morning Mass at 7:30am
- Wednesday - Rosary at 7:30am
- Thursday - Morning Mass at 7:30am
- Friday - Eucharist Adoration at 7:30am

The Chapel is available for prayer during the school day.

Other Opportunities

During the school year, students will have the opportunity to experience other liturgies and paraliturgical services, such as individual class Masses, team and club Masses, Sacrament of Reconciliation and Stations of the Cross.

Student Team for Campus Ministry

Students are invited to join and to take an active role in developing, supporting, and participating in the spiritual ministry of the school. Opportunities for ministerial service for students include:

- Participating in and/or planning school liturgies, prayer services/reflections (servers, lectors, Eucharistic ministers)
- Providing peer leadership for underclassmen retreats
- Supporting Kairos leadership teams (juniors/seniors who have attended Kairos)
- Creating, planning, developing, and reviewing Campus Ministry events in conjunction with adult ministers.

CAMPUS POLICIES / SAFETY

Campus Safety

Salpointe is a drug-free, gun-free, alcohol-free, and tobacco-free campus.

Closed Campus Policy

Salpointe is a closed campus. Students may not leave the school grounds while school is in session unless they have been approved to do so with appropriate parental permission via the Student Services Office or the Health Office.

Delivery of Items to Students

Salpointe does not allow the delivery of food from parents or vendors to students during school hours.

Needed items may be left at the Student Services Center. Parents/guardians must use the Glenn Street entrance to deliver items.

Student Dropoff and Pickup (before and after school)

It is recommended/preferred that parents/guardians drop students off in the morning by entering the Glenn Street parking lot (north gate) and proceeding to the curved drive by the Student Services Center. As an alternative, parents may drop students off in front of the main Administration building on Copper Street prior to the beginning of the first period of the day. Once school is underway, Glenn Street is the only entrance to be used for arrivals.

Pickup typically occurs in the Glenn Street parking lot. To ease traffic congestion, students should proceed to the pickup area immediately at the end of the day. Copper Street and Cherry Avenue are other alternate pickup areas.

Departures during the school day involve a student reporting to Student Services. Parents/guardians can pull alongside the curved drive by Student Services to pick up their student. The only exception occurs if a student is ill and is being released by the school Health Office. In those cases, pickup is at the Copper and Cherry parking lot. (See Illness/Injury While at School).

Student Privacy Policy

Salpointe maintains a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) 20 U.S.C. 1232g. The parents/guardians of students under the age of eighteen years and eligible students who are eighteen years and older have rights under FERPA, including the right to:

1. Inspect the student's educational records
2. Seek correction of the student's educational records
3. Maintain the right to have some control over the disclosure of information contained within the educational records.

Disciplinary actions for violations of school rules are considered school records and are not disclosed because of the FERPA law. There are several exemptions whereby schools can disclose information in a student's education record without parental and student consent. These exemptions include:

1. A judicial order or lawfully issued subpoena
2. In cases of medical and safety emergencies
3. A request by state and local authorities, within a juvenile justice system, pursuant to specific state law.

If a student leaves Salpointe during his/her senior year, the school is obligated to notify the colleges to which the student has applied that the student is no longer a Salpointe student; circumstances for the withdrawal are not disclosed by the school; however, colleges will likely contact the student for an explanation.

Exception: Certain colleges require schools to reply to the discipline questions on the school report form. If a student plans to apply to one of these colleges, Salpointe will obtain written permission from parents and/or students of legal age before answering the college's questions regarding the student's disciplinary record. It is always the student's and parents' decision to give permission to disclose student record information. Please consult the Salpointe College Counselor for advice.

No Fly Zone--Unmanned Aircraft Policy

The use of unmanned aircraft, most commonly referred to as drones, is regulated by the Federal Aviation Administration. The regulations fall into "Fly for Fun" and "Fly for Work" categories. As such, any use of drones on Salpointe campus is considered a commercial purpose and with that designation comes requirements for pilot licensing, specific aircraft requirements, locational regulations and assorted operating rules. As a result, for the purposes of drone usage, Salpointe is considered a "no fly zone" and the use of drones is strictly prohibited. Parties wishing to use drones may apply to Salpointe's President for an exemption to the "no fly" rule on a case-by-case basis and, at a minimum, all commercial regulations must be met. Drone usage as part of the school's STEM program is exempt from this policy.

Video Surveillance

Video surveillance cameras at Salpointe are used for the purpose of ensuring the safety of students, employees, and guests. Security cameras monitor the movement of persons on campus and survey entrances and exits to school property. The release of video-recorded images is restricted to police for criminal investigations and to school administrators for review and potential action.

Visitors on Campus

All visitors to campus during school hours check in with the security attendant at the

Glenn Street entrance (north side of campus) and have their valid driver's license scanned into our Verkada security system. A visitor's badge will be issued in the Student Services Center to those visitors who have appointments with faculty, administration, staff and/or other Salpointe personnel.

CODE OF CONDUCT FOR STUDENTS

Behavioral Goals and Expectations

Salpointe students are required to adhere to the conduct standards set forth by the school and society. When students fail to meet standards, it is necessary and appropriate for the school to take disciplinary action. Situations are addressed when students fail to live up to stated responsibilities.

Consequences are necessary prescriptions for breaches of Salpointe's Code of Conduct and range from warning to expulsion. As deemed appropriate by the Deans and/or administration, students may be prevented from attending school dances, extracurricular activities, community periods, athletic events, or other school functions for violating the behavioral goals and expectations. The administration of Salpointe **reserves the right** to investigate and review occurrences of student misconduct. The administration also **reserves the right** to enact consequences for behavior, up to and including expulsion.

Bullying/Harassment

Bullying/Harassment includes verbal and/or non-verbal forms of conduct, communication or physical contact which intends and/or has the effect of degrading, humiliating, intimidating, or threatening another. Any such behavior will not be tolerated and will result in severe disciplinary action. Specific types of bullying/harassment include, but are not limited to:

Verbal Harassment

Derogatory comments and jokes, threatening words spoken to another person.

Physical Harassment

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment includes but is not limited to:

- Sex-oriented verbal “kidding,” abuse, or harassment
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching such as patting, pinching, or constant brushing against another’s body

Hazing

Forcing students to perform ridiculous, humiliating, or painful actions.

Cyberbullying

The intentional act of causing harm to others by threatening or spreading rumors with the use of electronic devices and social media. Salpointe will investigate all reports of cyberbullying that take place on campus.

Reporting Bullying/Harassment

Any student who feels that he/she is a victim of bullying/harassment should immediately bring the problem to the attention of the school administration. This can be done by contacting the class counselor, one of the Deans, a member of Campus Ministry, a teacher, or reporting directly to the Assistant Principal for Student Services or the Principal. Bullying/Harassment may also be reported anonymously via the Tip Line or the online bullying report form (accessed through the Parent Resource page in myPointe).

The school will treat directly reported allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. In order to mediate a resolution and follow due process, it is vital for incidents to be reported in a prompt manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Persons found to have filed false or frivolous charges shall be subject to disciplinary action.

Note: Understand that Salpointe cannot conduct a criminal investigation. If any aspect of bullying/harassment rises to the level of a crime, call 911 and file a report with the proper authority.

Retaliation

Retaliation by an alleged perpetrator against a student after a complaint of bullying/harassment has been filed will serve as confirmation of the original charge.

Cell Phones

From the start-of-day bell at 8:10 a.m. to the end-of-day bell at 2:30 p.m., cell phones must be powered off and stored in backpacks. Smart watches, AirPods, wireless earbuds, smart glasses, and any other Bluetooth or wireless devices are not permitted during the school day. Wired earbuds (with a cord) may be used only when explicitly allowed by a teacher for instructional purposes.

Any student found using or possessing a phone during class will receive an automatic zero on the assignment they are working on at that time, whether it is an in-class assignment, quiz, or test.

The administration reserves the right to search a student's phone when there is reasonable suspicion that it may contain evidence of policy violations. School authorities may also confiscate cell phones at any time for failure to follow school policy. Confiscated cell phones cannot be picked up until the end of the school day. Salpointe is not responsible for confiscated items.

Detention

Students assigned a School Detention are required to report on the designated date and time of the detention. Parents/guardians must pay a fee of \$30. If students fail to report for a detention as scheduled, they will be immediately re-assigned for the next and may be assessed an additional \$30. Failure to attend detention may result in the student being placed on a signed Behavioral Contract.

Drug and Vaping Possession

The use of any substance that alters perception or behavior conflicts with the educational mission of the school. Salpointe students are prohibited from using, possessing, or distributing at school or at school-related events, any substance that alters perception or behavior that could modify that individual's ability to function appropriately in the school environment. This includes drugs, alcohol and vaping materials.

The Salpointe campus, and all persons and property on the campus, may be subject to random inspection for drugs, alcohol or vaping materials, including lockers, cars, backpacks, etc. Salpointe employs the use of canine drug detection, cameras, vape sensors, and/or other technologies to aid in campus inspections.

A student in possession of vaping materials will be subject to a drug test and may be suspended for two days, regardless of the outcome of the drug test. See Drug Testing Procedures below for more information on the consequences of a positive drug test. The Diocese of Tucson requires that all Catholic schools file a report with the Diocese and contact law enforcement regarding any incidents related to vaping on campus.

Salpointe's mandatory, random drug testing program screens students throughout the

school year for drug use. If a student produces a positive drug screen, he/she must follow specific guidelines to remain at Salpointe. See Drug Testing Procedures below for more information on the consequences of a positive drug test.

Note: **Medical Marijuana Act.** Though the Medical Marijuana Act (ARS 36-2802) recognizes the legal use of marijuana for those 18 years and older, Salpointe does not. Medical professionals involved in counseling patients with drug dependency point to the inherent risk of further addiction with the use of medicinal marijuana and advise finding other courses of treatment. Students who test positive for marijuana use through our random drug testing program will face the outlined consequences below.

Drug Testing Procedure

Students are tested for drug use through a recognized drug testing laboratory. Standard testing procedures include the collection of a small amount of hair from the base of the scalp. Hair is tested because it provides for the longest period of potential drug use (90 days). Under specific circumstances a saliva sample or other tests may be required if deemed necessary and/or effective. Testing method is at the discretion of the administration. If a student refuses to be drug tested at school, he/she will be required to produce a clean drug test within three days from Priority One Drug Testing, LLC.

- The majority of students are selected randomly for testing using a computer program. Students may be tested due to suspicion of drug use. Students selected for leadership positions on Kairos are also tested.
- Trained school personnel administer the tests in the Health Office and the samples are mailed to Omega Laboratories.
- The lab sends the results directly to the Assistant Principal for Student Services.
- Parents/guardians are contacted with the positive or negative test result.

If a student produces a positive drug screen, consequences include, but are not limited to: suspension (up to 4 days), community service and involvement in rehabilitation treatment as directed by the school administration at the parent/guardian's expense. Students must also demonstrate a negative drug screen in subsequent tests. A second positive test may result in expulsion.

Fire Alarms

Any time a fire alarm is pulled on campus as a prank, the person(s) responsible will be subject to a \$500 fine for a civil infraction.

Infractions and Consequences

Level 1 Infractions/Consequences

Accumulation of 3 or more infractions at this level will result in detention.

- Excessive Noise (in hallway or other school area)

- Eating/Drinking/Gum Chewing (in classroom, library, and designated non-eating areas; i.e. Atrium in Foundation Hall) - Only water is allowed for drinking
- Littering (anywhere on campus)
- Horseplay (pushing/shoving)
- No Hall Pass (during scheduled class period)
- Public display of affection beyond holding hands
- Being In the parking lot or other unauthorized area during the school day
- Cell Phone/Technology Noncompliance
- Dress Code violation
- Minor class disruption (as determined by the teacher)
- ID - removed/not being visibly worn while on campus during the school day (Students must wear their 2025/2026 ID on campus *with* lanyard provided by the school or purchased through the Spirit Store. Students forgetting their ID must retrieve it from home or purchase a new one before going to class. A student's ID must not be defaced or damaged in any way. Replacement cards may be purchased in the Salpointe Spirit Store.)

With the above infractions, a teacher may record the incident on his/her myPointe page. It is then sent to the Deans for verification. Once verified and approved, an auto-generated email is sent to the student and parents. Once a student reaches three infractions at this level, he/she will be assigned a detention. Detention has a fee of \$30. If a student reaches six infractions at this level, a parent/student meeting will be held. At nine infractions at this level, the student will be suspended.

Level 2 Infractions/Consequences

Level 2 infractions will result in an automatic consequence of a detention. After school detention includes **a \$30 fee**. Accumulation of two or more Level 2 infractions will result in a suspension.

The following are Level 2 infractions:

- Minor Graffiti (i.e. writing on desk)
- Careless/Reckless Driving (on or around campus)
- Leaving Classroom (w/out permission)
- Ditching class (any assignment during class will be given 0 points)
- Profanity in Words/Gesture
- Delinquent Classroom Behavior (continuous or flagrant = student sent to Deans Office immediately)
- Forging/Copying on a minor assignment (doing so or allowing another student)
- Insubordination/Disrespect
- Accumulation of four Unexcused Tardies

- Accumulation of four Dress Code Violations

The above infractions will be recorded by the Deans. Once recorded, an email is sent to the student and parents and the student is assigned detention.

Level 3 Infractions/Consequences

Level 3 infractions involve more frequent and/or serious digression in student behavior. Student actions are considered to be a serious hazard to the physical safety or moral/social well-being of other students, adults or the school community.

Level 3 infractions have an automatic consequence of a school suspension, and students will be placed on a Disciplinary Probation Contract. Students may make up assignments for full credit when suspended.

The following are Level 3 infractions:

- Second Incident of Delinquent Classroom Behavior
- Truancy (partial or full day - any assignment during class will be given 0 points)
- Cheating/Plagiarism/Use of Artificial Intelligence
- Harassment/Bullying/Threat/Derogatory slurs (remarks that are racist, sexist, homophobic, xenophobic or in any way directly attack the dignity of a human person) *****This includes any type of social media posting, whether designating a specific person(s) or any other general comment(s)*****
- Theft/Possession of Stolen Property
- Vandalism (parent/guardian is financially responsible for damage)
- Indecent/Immoral conduct
- Violation of Technology/Internet Policy
- Fighting/Physical Abuse
- Engaging/Damaging Safety Equipment
- Use/Possession of Tobacco/E-Cigarette/Vaping materials
- Positive Drug Test
- Under the Influence of Drugs/Alcohol or Being in Possession (at school or a school function)

In addition to the suspension, the student will be placed on Disciplinary Probation and a mandatory conference will be held with the parents/guardians, student and administrative representative before the student is allowed to return to class. The conference will include signing a Disciplinary Probation Contract.

Level 4 Infractions/Consequences

Level 4 infractions are the most serious and may involve intervention by local law enforcement authorities. The consequence for Level 4 infractions is expulsion.

Any consideration of a student remaining at Salpointe would, at minimum, involve consequences listed under Level 3. Continuation at Salpointe is at the discretion of the school administration.

The following infractions are considered Level 4

- Violating Disciplinary Probation Contract
- Arson
- Second Positive Drug Test
- Distribution/Selling of illegal Substances
- Possession of Weapon
- Threat against the school, verbal or in writing. Actions that interrupt the normal operations of the school.
- Physical/Verbal (written or oral) Abuse of School Personnel
- Actions Contrary to School Mission
- Violation of terms stated in a Probation Contract

The above infractions will be documented by the Deans after consultation with the administration. After a meeting with the Principal, the student may leave campus with their parent/guardian. The infraction level is at the discretion of school administration.

Disciplinary Appeal Board

If a student is expelled or asked to withdraw from Salpointe for disciplinary reasons and if the parents/guardians feel there is pertinent information that was not part of the original decision, they may contact the school President who, at his/her discretion, may convene the Disciplinary Appeal Board to review the case.

The Disciplinary Appeal Board shall consist of the following members:

- President (chairperson)
- Principal
- Dean
- Two members of the faculty/administration
- Student Advocate
- A member of the Salpointe Board of Directors, appointed by the Board
 - The chairperson shall oversee the discipline hearing but shall not vote on discipline decisions except to break a tie vote among the other board members.

Procedure

Decisions made by the Discipline Appeal Board shall be consistent with Salpointe's policy. During the process, the student and his/her parents/guardians shall have a right to present additional information to the board, after first having a summation of the case presented to those gathered. A student advocate (non-voting), selected by the student, will represent the student. The advocate

shall be a member of the faculty or staff (not an administrator or a member of the discipline board). The decision on appeal shall be final and not subject to further consideration. An official record of the Disciplinary Appeal Board proceedings will be retained by the school.

Communication of Discipline Appeal Board Decisions

All decisions shall be communicated directly to the student and the parents/guardians. No other communications with regard to disciplinary actions shall be communicated, either within or outside the school, without those communications first being approved by the President. All communications shall conform to applicable law, including student privacy rights. The members of the board and any Salpointe faculty and staff involved in the process shall not communicate anything with regard to disciplinary matters to anyone other than the student and the student's parents/guardians. Board members shall direct all other inquiries to the President.

Conflict of Interest

Where a member of the Disciplinary Appeal Board has a conflict of interest, that member shall be excused from participating in the discipline matter. The individual with the conflict shall be replaced by an alternate. Where the President or Appeal Board member has a conflict, the Board of Directors shall appoint an alternate to act in the President's or board member's place.

Using myPointe – Conduct/Discipline

The school's myPointe system provides a conduct/discipline element that will help school personnel, parents/guardians, and students monitor conduct infractions and keep all parties informed of actions and consequences in a timely manner.

Disciplinary infractions are listed according to level of seriousness. When a student commits a specific infraction, he/she will have incurred a specific consequence.

With any infraction incurred by a student, an auto-generated email notice will be sent to the parent/guardian and student. Infractions will also appear on the myPointe page for that particular student and will be visible to parents/guardians.

COLLEGE COUNSELING

Salpointe recognizes the importance of comprehensive four-year planning for college admission. We respect and promote all types of higher education and expect our graduates to be both eligible and ready for college. Each year 98% of Salpointe students enroll in college upon graduation.

Our college counselor serves as the liaison between families, students, and the colleges to which they apply. The college counselor meets individually with students and parents/guardians to formulate a college admissions plan, focusing on appropriate fit of institution and career interests and advises students on standardized test preparation, applications and financial aid. Our goal is to be proactive in distributing college planning information to students and parents/guardians through presentations and resources such as:

- Senior College Planning Night
- Junior College Knowledge Night
- Sophomore College Planning Night
- Freshman College Planning Night
- Playing Athletics in College
- Financial Aid Workshops
- Get Out-of-Town Workshop for students applying out of state
- College Application Blitz Week
- College Admissions newsletters and Scholarship resources
- College Planning Guides
- Military Options in College

More than 100 colleges from across the country and across the academic spectrum present information to the entire student body at our annual fall College Fair. Military representatives provide information about the academies, ROTC programs, and enlistment.

Students in all grade levels use the online service Scoir to research and track college planning. They explore career and college majors, build a resume, and apply to colleges through their Scoir account

College Applications

Students and parents are expected to adhere to the following:

1. **Students are Responsible** - Students are responsible and accountable for attending required college planning meetings and submitting college admissions documents, including but not limited to:
 - Following college planning deadlines and documents set by Salpointe.
 - Attending a Get Out of Town Workshop if applying out of state or if an athlete.

- Registering with the NCAA Eligibility Center and submitting appropriate documentation, if planning to play sports in college.
 - Completing the senior brag sheet packet as a summer assignment.
 - Contacting teachers for recommendations and submitting teacher recommendation packets to the College Counselor.
 - Requesting transcripts through Scoir
 - Setting up accounts for SAT and/or ACT testing
 - Composing original college essays
 - Completing and submitting college applications
 - Submitting to the College Counseling office copies of college acceptances and scholarships.
2. **Letters of Recommendation** - Students are expected to waive their right to see any letters of recommendation. This conveys to a college admissions office that you are confident in your record and recommender. Be assured that no one at Salpointe who has agreed to write a letter on your behalf is going to write negatively about you. Colleges highly value confidential communication. It is our practice not to give students a copy of their recommendation letter. Students must give teachers and counselors a minimum of four weeks advance notice for writing a recommendation letter.
3. **Discipline Records** – Salpointe does not disclose discipline records to third parties. However, if a student leaves Salpointe during senior year and we are contacted by a college for documents or information, we are obligated to notify the college that the student no longer attends Salpointe. No reason for the departure will be provided. Colleges will likely contact the student for an explanation.
4. **Parent Involvement** - We want parents involved in the college process to guide students. Parents have the ability to collaborate with their students in the college planning process through our college planning resource Scoir. All parents have access to an account that will be linked to their student(s). However, no parent should set up accounts, complete applications, write essays or excessively contact colleges on the student's behalf. A parent's role is to assist in completing important tasks. It is unethical for parents to impersonate their student in any way in the college application process.
5. **Ethical Standards** - Salpointe is a professional member of the National Association for College Admissions Counseling. Salpointe's College Counselor is the delegate to that organization. We abide by NACAC's *Guide to Ethical Admissions Practices*. Therefore, please understand that:
- Students are expected to be truthful and accurate on college applications, and to submit their own original work. Applications are based on the premise that information provided is honest and completed **by** the

student.

- It is unethical for us to support an application that we know has been submitted with false, plagiarized, or fraudulent statements.
 - We will not support students or families who break rules or act unethically during the application process. We refuse to be any part of a falsified application and will withhold the submission of recommendations or other documents. We cannot protect nor advocate for a student accused of dishonest or unethical behavior.
6. **Deadlines** - Students are responsible and accountable for knowing and honoring all deadlines in the admissions process. Research the exact requirements for each college. Discuss unexpected issues with the College Counselor immediately. Failure on the student's part to order appropriate transcripts, complete online application materials or follow **all** deadlines may result in required documents being late or missing. Consideration needs to be given to the time it may take for documents/tasks to be completed.
 7. **Changes to Plans** - It is the student's responsibility to notify the College Counselor about any change in his/her list of colleges as soon as possible (via email and in your Scoir account).
 8. **Notification of Admission/Denial** - Students are expected to notify the College Counselor of offers of admission from colleges as they happen. Seniors must submit copies of college acceptances, denials, wait list offers, and merit/academic scholarships. These become part of our permanent file.
 9. **Commit to one college only** - Students are expected to submit only one enrollment deposit, indicating the intent to enroll at only one college by the May 1st deadline. Submitting multiple deposits violates the ethical guidelines of the National Association for College Admissions Counseling.

The Salpointe school Registrar provides official transcripts for the college application process.

COUNSELING AND GUIDANCE

Counseling Resources

Class counselors provide academic counseling throughout the school year. They assist students in developing their four-year plan and reviewing it annually. The focus of the counseling visits changes as the student progresses through high school. Counselors also meet with students who are struggling academically to initiate plans for improvement. Students will have two individual scheduled visits with a counselor per year but are encouraged to meet more frequently to discuss short and long-term academic goals. Students may make appointments or come in on a walk-in basis.

- Five counselors support our students. Students are alphabetically assigned to their counselor and are under their care for the full four years at Salpointe.
- Counselors are available for personal counseling on a short-term basis. They also make referrals to outside mental health providers.
- Each semester, counselors work with students in groups and individually to assist them in selecting courses for the next school year. Parent information nights are part of the registration process.
- Counselors work with students to implement summer school plans, whether for required make up of units, improving a grade, or accelerating.
- Counselors assist with standardized test administration, including AP (Advanced Placement exams).
- Counselors assist students in working with teachers to solve academic challenges.

Lancer Leaders

Salpointe Peer Mentors are Juniors and Seniors who have had extensive training in communication and relationship skills. They are available to work one-on-one with students who are struggling with issues that may arise during the high school years, such as making the transition to high school, relationships, academic concerns, anxiety, and belonging. Students may set up a time to see a Lancer Leader by speaking with their class counselor.

Lancer Success Plan

A student will be placed on a Lancer Success Plan based on the following guidelines and after review by the Assistant Principals and Class Counselor:

- Failing two or more classes at any progress report period following the first three weeks of each semester.
- Receiving one or more failures at the end of a semester.
- Earning a semester GPA (1st or 2nd semester) of under a 1.7 GPA
- Receiving a reference from:
 - Class Counselor
 - Deans

The Lancer Success Plan may include, but is not limited to, the following requirements:

- After-school tutoring
- Meeting with specific teachers during office hours
- Working with a peer mentor or tutor
- Meeting with the counselor

The Lancer Success Plan takes precedence over any extracurricular activities. Students may have to miss practice, competition, club meetings, etc. in order to complete the plan. Teachers, coaches, and other moderators will be notified of requirements.

Students and parents/guardians must be present at the meeting with the Class Counselor, agree to terms, and sign the Lancer Success Plan. Parents/Guardians are expected to support the student in following the plan by:

- Allowing time for tutoring after school
- Monitoring time spent following the plan
- Checking the student's grades
- Limiting electronic/social media use
- Staying in touch with the class counselor regarding progress

The class counselor will monitor student progress. If after the next three week progress report the student has not followed the plan, another parent/student/counselor meeting will be convened to discuss the lack of progress and the long-term consequences. If a student does not follow the stated requirements in the Lancer Success Plan and grades have not improved by the next progress report, he/she may be withdrawn from Salpointe.

We have confidence that if the Lancer Success Plan is followed, learning and grades will improve and the student will begin to flourish. Once significant progress has been made by the student, the plan will be suspended.

Pregnancy

Students who become pregnant will receive full support of the administration, teachers, and other students.

In order to ensure the best interests of the students, parents/guardians, and the Salpointe community, the following guidelines will be followed:

- Both the expectant mother and father are responsible for the pregnancy. When school personnel learn of the pregnancy, the Principal will meet with the involved students and their parents/guardians.
- The school will facilitate the student(s) in completion of their high school education.
- A leave of absence for pregnancy/childbirth (if needed) will not prohibit the student's return to full, regular enrollment at the school.

Registrar/Transcripts

The School Registrar coordinates the issuance of accurate transcripts. Students may request copies of their official transcripts through their Scoir account. Alumni may request a transcript by contacting the Registrar. Please indicate where the transcript should be sent, and how you need it submitted (online link, email, or via U.S. mail).

Official transcripts requested for a current student's transfer to another high school will be processed only after an exit interview, financial obligations have been fulfilled and additional steps have been completed.

DRESS CODE

Salpointe maintains the right to establish a dress code for students. The dress code is intended to promote excellence and affirm human dignity. Salpointe intends for our dress code to promote school pride, unity, and professionalism in the classroom. The dress code is important to promote a conducive learning environment, cultivating a serious approach to academics, relieving social pressure to keep up with current trends or styles and limiting comparisons or competition among students. Students are expected to dress appropriately while on campus and during all school-sponsored activities. The Deans are the interpreters of proper attire. For students who arrive out of dress code, they will receive an infraction and have to change into appropriate clothing for the remainder of the day. Student Services has clothing that students will borrow for classes and return to the office at the end of the day. The parameters for appropriate dress and grooming are set forth below:

Dress Code Policy

Shirts

All students are required to wear collared polo style (short or long-sleeved) shirts with a Salpointe logo. There are a variety of colors available. These shirts may be purchased through the Salpointe Spirit Store. Approved Salpointe team and club polo shirts are acceptable.

Pants/Shorts

All students are required to wear solid-color khaki, black, or navy pants without rips or fading. No jeans are allowed. Shorts must be *ingertip* length or longer.

Outerwear

All students are required to wear Salpointe approved outerwear bearing the Salpointe logo. This includes hoodies, sweatshirts, and sweaters. A variety of outerwear can be purchased through the Salpointe Spirit Store.

Footwear

All shoes must have closed toe and heel. Any exception to this requires a detailed doctor's note. No skate shoes, roller blades, roller skates, slippers,

flip-flops, birkenstocks, Crocs, foam runners or sandals are allowed.

Headwear

No hats, caps, stocking caps, durags, or bandanas may be visible on campus between the first and the last bell of the day. Stocking caps may be worn only in the winter months outside the classroom.

Hair

Hair should be kept neat and clean at all times. Tinting, dying, or bleaching with an unnatural hair color is not permitted. Highlights are subject to review by the Deans. Hair must be worn off the face at all times. The following hairstyles are NOT ALLOWED: mohawks or rat tails. Male students must be clean-shaven. Hairstyles and/or ornamentation that are deemed by administration to be outlandish, inappropriate, or gang-related are prohibited. *The administration reserves the right to modify dress code regulations in regards to hair as deemed necessary.*

Jewelry/Accessories

Jewelry should be worn in moderation and in good taste. Large wallets, wallet chains or key chains that extend outside the pants or shirts are prohibited. Male students may not wear earrings/spacers. Students may not have their nose pierced. Piercings are not to be covered with an adhesive bandage (i.e. Band-Aids). No sunglasses are to be worn on campus between the first bell and the last bell of the day.

Body Art

No visible tattoos, brands, piercings (other than ears for females) or other body art are allowed. Tattoos must be covered at all times while on campus or participating in school activities.

Special Dress Days

Occasionally, a dress-up/dress-down day will be allowed. Dress will be according to the themes dictated by the special days. All clothing shall be within the guidelines of decency and good taste as appropriate for school. No garment may be worn that is cut-off, ragged, or torn. Footwear regulations are always in effect for special dress days.

FINANCIAL INFORMATION

Tuition and Fees

Full tuition for the 2025-2026 academic year is \$14,200 for incoming freshmen and transfer students, \$13,800 for returning students. Registration fees are \$300 for freshmen, sophomores and juniors, and \$525 for seniors. Other expenses may apply such as books, athletic fees, uniform shirts, outerwear, exercise science uniforms, classroom fees, Advance Placement test fees and retreat fees.

Billing

Tuition is billed either monthly, quarterly or annually through Blackbaud Tuition Management..

- Monthly billing begins in June with each installment due the first of the following month. (July 1 through April 1). Unpaid balance of \$250 or more will be assessed a \$40 late fee after the 10th.
- Quarterly billing is recommended for families utilizing Empowerment Scholarship Accounts (ESA). For quarterly billing, out-of-pocket payments are due at the beginning of each quarter (July 1, October 1, January 1 and April 1) and past due at the end of said quarter.
- Annual billing is due July 1. Tuition paid in full by July 10 will receive a \$100 discount.

A family becomes past due on their account, Blackbaud Tuition Management will notify the family. If a family fails to honor their payment arrangements, Salpointe's policy states that account balances must be current in order for students to take semester exams. Quarterly financial eligibility checks are done on all tuition accounts. Accounts not in good standing will result in students not being able to attend classes. Payments may be made online through Blackbaud Tuition Management (<https://tuition.blackbaud.school/>) by credit card or ACH, automatic withdrawal from checking or savings accounts.

All tuition payments must be completed by the end of the school term. Registration for classes and continuation of enrollment are dependent upon good financial standing.

Tuition Assistance Policy

Salpointe provides tuition assistance to the extent allowed by the budget each year. It is provided to families who qualify based on an independent analysis by Financial Aid Independent Review (FAIR) during the published application period. FAIR uses a need-based calculation methodology (i.e. income, expenses, assets) to determine the financial need requirements of each applicant. Salpointe may adjust the recommended

FAIR award based on the following criteria:

- Life changing event
- New information not known at the time of original application
- Extreme adjustment of an award from one year to the next

In order to maintain a Salpointe tuition assistance award, families must meet two requirements:

- Families must apply each year for tuition assistance. Receipt of an award does not guarantee an award in subsequent years. Award levels may be impacted by available funds, number of applicants, need pool or need qualifications.
- Beginning in the sophomore year, students must maintain a 2.0 GPA and/or demonstrate a serious commitment to their education including attitude, effort, involvement, etc. In some cases, students who fall below a 2.0 GPA will be given one semester plus summer school to bring up the GPA in order to continue to receive tuition assistance.

Additional financial aid is available from private School Tuition Organizations (STOs), the Empowerment Scholarship Account (ESA) program, or through the Recommended/Referral Tax Credit program. Please contact the Finance Office for more information.

Merit scholarships are awarded based on scores earned on the HSPT entrance exam for freshman year only. Students scoring exceptionally high on HSPT may be eligible for merit scholarships. Merit funds may be supplemented with tuition assistance funds.

Tuition Policy for Current, Withdrawing and Graduating Students

Seniors may not receive cap and gown nor graduation tickets nor be able to participate in graduation exercises or Baccalaureate Mass until accounts are paid in full.

In order for Salpointe to release an official transcript, whether for a withdrawing student or a graduating student, the student's account must be paid in full.

FOOD SERVICE

Daily breakfasts and lunches are served in Foundation Hall.

- Breakfast is offered from 7:45 a.m. until the bell rings at 8:10 a.m. Price is \$6.00 for breakfast.
- Lunch includes seven different food options and a salad bar. Price for lunch is \$7.00.
- The Lancer Bistro (snack bar) offers a myriad of choices. The Lancer Bistro is open 30 minutes after the dismissal bell for last minute snacks and drinks.

Students are required to wear IDs during the school day and must have it to make purchases. Purchases for breakfast and/or lunch may be made with cash or a preloaded ID card through [MySchoolBucks](#). Students may not use another student's ID card to make purchases. Doing so will result in revocation of ID and disciplinary action. Note: Students must use cash if their ID card has a zero balance in the account (no credit purchases are allowed).

HEALTH OFFICE

The Health Office is located on campus in Room 107 (off the main lobby at Copper Street entrance). It is open every day throughout the school year. Staffed by a registered nurse, this office serves the students' health needs and maintains necessary medical records.

Chronic Illness

Parents/Guardians need to enter information on the student's profile in myPointe and contact the Health Office with the nature of the chronic illness and required documentation.

- **Diabetes** - An updated doctor care plan for 2025-2026 is required. Extra supplies may be kept in the Health Office and students need to carry daily medication in a backpack for self-administration.
- **EpiPens** - Students are required to carry in a backpack at all times and be able to self-administer. Names of allergies need to be documented in myPointe by parent/guardian.
- **Asthma** - Required inhalers must be kept in student backpack for self-administration (no form is required to carry inhaler)
- **Other Chronic Illness** - Please contact the school nurse to discuss any needed health accommodations.

First Aid while at School

When a student becomes injured during the school day, the student should go directly to the Health Office with a pass for evaluation by the school nurse. The nurse will evaluate the injury and provide minor first aid. Parents/Guardians will be notified

regarding any injuries. Emergency personnel (911) will be called for any serious injury.

Illness/Injury While at School

If a student becomes ill or is injured during the school day, the student should go directly to the Health Office with a pass for evaluation by the school nurse. Based upon the evaluation, the student may be sent back to class if feeling better within a reasonable amount of time (i.e. class period) or a parent/guardian or designated emergency contact will be notified to review the best course of action.

Although the parent/guardian may have input as to whether the student will remain in school, some situations may involve the need for further assessment by a physician and the student may not remain in school (i.e. contagious condition).

If the parent/guardian decides to have the student go home, the nurse can accept verbal consent for the student to drive home, provided the student reports no dizziness or other hazardous condition. If the parent/guardian is picking up the student, please do the following:

- Park in the faculty/staff parking lot located on the corner of Copper and Cherry
- Call to notify your student of your arrival
- Proceed to Gate 7 with a photo ID
- The nurse will escort the student to Gate 7 to meet you
- Students are required to be picked up in a timely manner

Please be aware if a student stays in the Health Office longer than 20 minutes, he/she will be recorded as absent from the specified class(es) by the Attendance Office. It is also imperative that a parent/guardian be readily available when called by the school nurse to review an illness or injury. If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

Please call the Health Office with any questions or concerns (520) 547-9395 or email at nurse@salpointe.org. Salpointe's goal is to provide a safe and healthy environment for all faculty, staff, students and visitors.

Immunizations

Arizona state law requires that students are current with all immunizations (A.R.S. §15-871-874 and A.A.C, R9-6-701-708). Students will not be allowed to attend Salpointe Catholic without current immunizations.

For incoming students from an Arizona school, students must provide proof of current immunizations from one of the following:

- A current copy of the school health records from physician's office
- Documentary Proof of Immunization (Immunization Blue Book) provided by the

family physician or the County Health Department.

- Records must be in English (records can be translated at any Pima County Health Department location).
- For incoming students from outside the state of Arizona, students must comply with Administrative Regulations of the Arizona Department of Health Services, Chapter R9-6-503 - Standards for Documentary Proof.
- Students must have proof of **all** required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available from schools and at the [Arizona Department of Health Services](#)
- The immunization record for each vaccine dose must include the **complete** date and the doctor or clinic name.

Medications and Treatment Supplies

Please be advised that students are required to have all medications and treatment supplies that may be needed while they are at school ***in their backpacks at all times*** to prevent unnecessary absences from class. This includes but is not limited to: over-the-counter medications, prescription medications, epi-pens, eye drops, contact lens solution, orthodontic wax, personal care supplies, topical creams/lotions, orthopedic devices, etc. No medications are allowed in lockers and may never be shared with anyone. Special exceptions may be made but must be reviewed with the Health Office Nurse and/or a school administrator.

Tylenol and Ibuprofen are available in the Health Office.

[Authorization for Medication Administration](#)

Surgery and Hospitalization For Any Reason

Parents/Guardians should contact the Health Office and the student's class counselor regarding any surgical procedure or hospitalization of their student. When the student is able to return, a physician release form is to be presented to the Health Office.

ID CARDS

Salpointe students will be issued photo ID cards with lanyards. Students must wear their current school year ID with the lanyard (Lanyard provided by the school or purchased through the Spirit Store) during the school day and the ID must be visible and worn around the neck at ALL times. Students will be checked for ID on entering campus and will be required to produce it in order to be admitted.

Students must bring their ID to all school functions. Students should report lost ID cards to their parents/guardians and to the Salpointe Spirit Store immediately. ID cards are "preloaded" charge cards that students use to purchase food on campus and check out books from the Library. Students may not allow another student to use their ID.

Students will be admitted to all regular season home athletic and arts events free of charge with current Salpointe ID cards. Students without an ID will be required to pay regular admission.

Replacement cards may be purchased in the Salpointe Spirit Store.

INTELLECTUAL PROPERTY

Students are occasionally photographed and/or videotaped within the course of their Lancer life and activities. Student images, creative work, and/or names may be used in Salpointe publications such as yearbook, newspaper, programs, alumni and community news, brochures, social media, and the website. Additionally, student images may be used in media placements for Salpointe's advertising, marketing, and PR campaigns. If a student/parent/guardian does not want their student's images, creative work, and/or name used in Salpointe publications or marketing, please notify the Advancement Director in writing at advancement@salpointe.org.

LIBRARY

Click Family Library and Technology Center

The Click Family Library and Technology Center is located in the east section of the Sayre Stevens Student Center. It is open Monday-Friday from 7:00 a.m. until 3:30 p.m. The center offers space for individual and group study, internet access, and checkout of technology, books, and research resources. The purpose of the center is to promote academic excellence, which includes curriculum-based study, research, career development and computer skills.

Students may check out books and other materials with their student IDs. Books are checked out for three weeks and may be renewed. There are no fines for late return of a book, but if the book or other material checked out is lost or not returned when requested, the student account will be charged for the cost of the materials.

In addition to traditional books, the Click Family Library and Technology Center has videos, audio books and electronic books for use and checkout by teachers, staff, and students. Chromebooks may be available if the need arises.

Please check the Click Family Library and Technology Center website that can be accessed through the school website. There you can find more information on the library's services, research help, and online resources including databases and eBooks.

Anyone wanting to check out an ebook from the library needs to follow these steps which can be found [here](#).

LOCKERS

A school locker is assigned to each student every year according to grade level. All students are to use assigned lockers. Students must purchase a school lock from the Salpointe Spirit Store for all lockers. Use of a non-school lock will result in the lock being removed. Defacing a locker in any manner, including the use of decals and stickers, is prohibited.

Students are reminded that lockers should always be shut and locked to avoid items being taken. Tampering with another student's locker, lock, or any school property, is not tolerated. Any damage or breakage incurred should be reported to the Dean(s) in the Student Services Center.

PARENT / GUARDIAN EXPECTATIONS

Salpointe views the education of a student as a partnership between the parents/guardians and the school. Parents/guardians and students are expected to comply with the school rules and policies and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forums. Students and parents/guardians may respectfully express their individual concerns about school policies and personnel but must refrain from doing so in a manner that is discourteous, disruptive, threatening, or divisive.

If a parent/guardian has lost confidence in the programs and curriculum at Salpointe, or if they find themselves in dispute with staff and administration, the school respects the parents'/guardians' right to enroll their child(ren) elsewhere. Just as a parent/guardian can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines, at its discretion, that the parent/guardian or student partnership with the school is irretrievably broken.

Audio or Video Recordings

The audio or video recording of conversations either in person, by telephone, iPads, or by other electronic means by or among students, parents, teachers, or school administrators on school property or involving the use of school communication devices is strictly prohibited without the express written permission of the school Administration.

Communication and Concerns

Salpointe encourages open and positive communication between the home and the school. From time to time, parents may have a concern regarding their student's progress in an academic course or co-curricular activity. When this happens, parents are asked to address their concerns to the appropriate

person, respecting the chain of responsibility, in a respectful and professional manner.

The Chain of Responsibility

This is the expected procedure to address concerns. Student self-advocacy is an important skill that must be learned and practiced; therefore, it is always the first level of addressing a concern.

	Academic Concern	Disciplinary Concern	Co-Curricular Concern	Athletic Concern
First Step	Student addresses concern with teacher	Student addresses concern with teacher	Student addresses concern with moderator	Student addresses concern with coach
Second Step	Parent addresses concern with teacher	Parent addresses concern with teacher	Parent addresses concern with moderator	Parent addresses concern with coach
Third Step	Parent addresses concern with Department Chairperson	Parent addresses concern with Dean of Students	Parent addresses concern with Director of Student Activities	Parent addresses concern with Head Coach (where applicable)
Fourth Step	Parent addresses concern with Counselor	Parent addresses concern with Assistant Principal for Student Services	Parent addresses concern with Assistant Principal for Student Services	Parent addresses concern with the Director of Athletics
Fifth Step	Parent addresses concern with Assistant Principal for Academics	Parent addresses concern with Principal	Parent addresses concern with Principal	Parent addresses concern with Principal
Sixth Step	Parent addresses concern with Principal			

Exception to the Chain of Responsibility: It is always appropriate to call any administrator when there is a concern regarding student safety, abuse, neglect, or any imminent threat to student or school safety.

Parent/Guardian Access to Grades, Assignments, and Attendance

Parents/guardians are able to follow the progress of their students in classes and check schedules, transcripts and attendance through myPointe.

Parents/guardians are notified during the year about the academic progress of their student(s). Official progress reports and quarter grades are posted online at approximately three week intervals. Semester grades are posted online. Since credits are accumulated by the semester, the grades on the semester report card are those that will appear on the permanent transcript. One parent/teacher conference is scheduled each semester. Parents/guardians are also invited to meet with a teacher at any mutually agreed upon time; teachers may be contacted through their Salpointe email address.

Parent/Student Contact Information

Parents/guardians are expected to inform Salpointe immediately when there is a change of address, phone (home and/or work), email address. Parents are requested to keep myPointe updated for communication purposes. If parents have any questions, they should contact the Main Office.

If living arrangements, legal custody, legal name, etc. change, contact the school Registrar.

Residential Status

Students are required to reside with their parent(s) or legal guardian(s). In cases when special circumstances necessitate that the student must live separately from parents, the student must reside with an adult guardian (age 21 or older) with authority to act on the parents' behalf. The parent/guardian must update custodial information as needed with the Registrar.

All school regulations apply to students who are eighteen years of age or older as long as they are enrolled in school. If the student is still living at home and/or financially dependent upon parents/guardians for his/her education, Salpointe will continue to report to the parents/guardians concerning grades and discipline. Salpointe will require parental permission for absences, off-campus requests, and health issues related to the student.

PARKING / VEHICLE GUIDELINES

Salpointe is committed to maintaining safe parking areas. Students are expected to abide by all state, county, city and school traffic laws and regulations at all times. The following guidelines have been established to promote this policy.

- If a student is driving (sophomore, junior and seniors only) and wishes to park in secure lots on campus, he/she will need to purchase an annual parking pass. The form is online and can be found on the Spirit Store website ([Permit Form](#)). Once the form is complete and submitted, a student can come to the store and purchase a pass for \$40 in the Glenn/Mountain lots or \$20 in the overflow lot. Parking passes must be displayed at all times when parking on campus.
- Only cars with a registered Salpointe permit may park on Salpointe property during the school day. This includes the gravel lot on Cherry Ave., Mountain Ave., and Glenn St. Proof of insurance is required.
- Student drivers are encouraged to park on campus. Parking spaces are not assigned, with the exception of approved painted senior parking spots. Students may not park in faculty or visitor parking areas or on the streets adjacent to the campus that require a city permit. Students who park illegally or without a permit will be cited and risk having their vehicle booted or towed.
- Students parking on neighborhood streets should be respectful of resident driveways, mailboxes, trash receptacles and fire hydrants. The Tucson Police Department may ticket students who park in violation of traffic laws.
- Students are encouraged to carpool. All parking spaces (except those marked reserved or visitor) will be available on a first-come, first-served basis.
- All student drivers must have a current driver's license and be covered by insurance. Salpointe is not responsible for any student's automobile or its contents.
- Student drivers, as well as passengers, must wear their seat belts at all times.
- Students may not go to their cars during the school day without specific permission from the Dean(s) or an administrator.
- Students should only be in the parking lot when arriving at school and when preparing to leave campus. The parking lot is not a place to congregate.
- Students should not play loud music or idle for long periods in the parking lot.
- The Salpointe parking lot is for use by the Salpointe community only. Visitors should park only in designated visitor areas or on adjacent residential streets.
- Students will be cited and fined per offense for parking anywhere that is restricted and/or for inappropriate parking. This includes any area reserved for visitors, school vehicles, faculty, or staff.

The school administration reserves the right to tow vehicles at the owner's expense when a vehicle is parked improperly or is obstructing emergency access lanes. Administration may revoke permission to park on campus for failure to follow these guidelines or for students that are speeding in the parking lot.

PERSONAL PROPERTY

Students are encouraged to use locks on their lockers. Students' names should be put on all personal belongings, including school textbooks. Other valuables such as AirPods, jewelry or cash should not be brought to school, nor stored in lockers. The school is not responsible for lost or stolen items.

The school Lost and Found area is located in the Student Services Center. Students who find articles that do not belong to them should bring the article to the Student Services Center immediately. Students who have lost articles should check regularly in the Student Services Center to ascertain whether the article has been found. All lost and found items not claimed by the end of each semester will be donated.

In administrative efforts to ensure a safe environment, authorized school personnel may open lockers at any time. Student backpacks and handbags will be subject to search if the school has reasonable grounds to believe that drugs, alcohol, weapons, or stolen property might be contained within one of these items.

SERVICE PROGRAM

The Service Program at Salpointe is part of our holistic approach to education and reflects an important element of the Carmelite charism. As we pray and come together to form a community, we are called to follow the example provided by Jesus. We are called to serve.

**Students are required to complete ten (10) hours of service each year.
Students must complete 40 hours of service over four years.**

Completing and Submitting Record of Service Hours Service Opportunities

Students can complete service hours in a variety of ways, including

- Working with local service organizations (a link to non-profit organizations can be found on the website, along with links to information about service needs and contact information).
- Working at different fundraisers, special programs or assisting with maintenance in support of activities at Catholic parishes and other church denominations. (This includes schools that may be part of the parish or church). Serving the community as part of participation in Salpointe clubs or athletic teams. Completing service hours as part of their membership in school organizations that require service hours (e.g. National Honor Society, Salpointe Ambassador Leaders)
- Creating a personal service project individually or with a group.
 - Identify a particular need in the local community (immediate or long-term)
 - Describe what you would hope to accomplish in doing this service
 - Submit your plan to service moderator for review and approval to ensure project success
 - Complete service

****Note** - Volunteer service is intended to support individuals or groups who are not able to help themselves. Accepting compensation or doing work that you normally do, such as job or household chores, does not qualify for service.

Submitting Service Hours - MobileServe Software Program

Salpointe's community service tracking software is to be used by students to record all completed service hours. The software also allows students and Salpointe to track service hours from year to year. All students have accounts they can access using a username and password.

MobileServe can be accessed through a link on the Salpointe website. A downloadable app for smartphones is also available.

Service Transcript

College admissions officers agree that community service demonstrates self-motivation, leadership skills, an ability to collaborate with others, and a balance between school and life outside of the classroom. A very tangible result of doing service is the impact it can have as students apply to colleges, as well as jobs once they graduate.

As part of the process of applying for college, students may print a transcript of completed service hours to submit with college applications.

Additional Service Opportunities During School

As part of the mission to promote community and service, Salpointe is involved in a variety of activities to help support local and worldwide organizations that serve the poor and disadvantaged. A number of drives are sponsored by different classes and/or student groups throughout the school year that help us put our faith into action, such as Mission Trips, Operation Rice Bowl, and Quarter Campaign. We also respond to immediate local and global needs that arise.

SPIRIT STORE

The Salpointe Spirit Store is located on campus between the east entrance to Foundation Hall and the Student Services Center. Hours for the Salpointe Spirit Store vary daily. Parents are welcome to come on campus during school hours to shop! For store hours, please visit [Salpointe Spirit Store](#).

All Salpointe student uniform polos are purchased on campus at our Spirit Store. Dress code outerwear and PE uniforms are also sold through the Spirit Store. School and gym combination locks must be purchased from the Spirit Store as well. Students receive a photo ID at the beginning of the school year, but if lost they can purchase a new one at the store.

Students can also purchase spirit gear and school supplies from the store. The Spirit Store carries a wide selection of Salpointe clothing, accessories, gifts and more. Gift cards can be used for any Spirit Store purchase. The Spirit Store accepts cash, credit, debit and checks. Students are not allowed to charge purchases to their accounts.

STUDENT ACTIVITIES

Clubs

Salpointe offers a wide range of programs, activities and services to meet the educational, cultural, social, spiritual and recreational needs of the Salpointe student. Co-curricular activities help prepare a student for a healthy and active life in high school and beyond. Below is a sampling of co-curricular opportunities available at Salpointe.

- **Athletic Training**
- **Book Club**
- **Campus Ministry Student Leadership Team**
- **Crossing the Goal Club**
- **Engineering Club**
- **Forensics**
- **Homeroom Delegates**
- **Kino Teens**
- **Model UN**
- **National Honor Society**
- **Outdoor Adventure Club**
- **Salpointe Ambassador Leaders (S.A.L.)**
- **Student Council**
- **Thespian Society International**

NOTE: Club presence and activities do fluctuate from year-to-year based on student interest.

The Director of Student Activities is responsible for all clubs and club activities. Students have the chance to initiate the creation of a new club (or resurrecting one from the past) by first contacting the Director of Student Activities. For more descriptions/information about Student Clubs contact the Director of Student Activities.

Dances

Students attending any dance or sporting event are expected to present their school ID card. Students who wish to bring a non-Salpointe guest to the Homecoming Dance, Winter Formal or Prom must complete the dance guest permission form (other student activities are limited to Salpointe students only). The form needs to be submitted to the Director of Student Activities for approval in a timely manner. Students and their guests are subject to a Passive Alcohol Sensor test at all school events. Salpointe students and guests must comply with all requests to be tested and meet all dress code requirements.

Salpointe Dances: One parent must attend a Salpointe Parent Forum every year in order for their student to attend the spring dances. Salpointe will offer four Parent Forums

each year at various times leading up to the dances. Parents with multiple children only need to attend once per year.

Any student and/or guest failing the Passive Alcohol Sensor test will not be permitted into the dance and the parent/guardian of the student will be called (also see Level 4 Infractions and Process/Consequences). Inappropriate dress, as determined by an administrator or designee, will result in not being permitted into the dance - ticket price will not be refunded. Inappropriate dancing will result in being removed from the dance with no refund of the ticket price.

Athletics

Salpointe strives to be a model program. We promote dedication, commitment, pride, loyalty, confidence, class, and competitive spirit. Our tradition of athletic greatness began many years ago and it is the responsibility of every Lancer to maintain. We believe that the field, court, pool, track, and gymnasium are an extension of the classroom ... a place where we promote the development of the whole person by incorporating Christian values, moral leadership, and community spirit.

Twenty-seven competitive sports at a variety of levels are offered at Salpointe. Students and all who are interested should visit the website, check monitors, or listen to the daily announcements for times and places for organizational meetings and competitions.

Eligibility for AIA Activities

Salpointe is a member of the Arizona Interscholastic Association and abides by the eligibility regulations of that organization. In addition, Salpointe has its own additional protocols for determining eligibility.

- If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of the school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.
- Students must have current physical documents and upload them to the website Register My Athlete (www.registermyathlete.com). Physicals must be dated after March 1 to be valid for the upcoming school year.
- Students in good academic standing will be eligible at the beginning of the school year to participate in team tryouts and competition.
- Eligibility to participate in practice and/or competition is dependent upon at least a half-day attendance at school on the day of the event or, if there are extenuating circumstances, the Athletic Director's approval.
- Students will become ineligible for competition during the season if they are earning one or more F's and/or two or more Ds at any progress or grade reporting period listed below.
- Students will become ineligible for a period of time and will not be allowed to practice or compete for the duration. During the time of ineligibility, the student should work with his/her parents/guardians, teachers, and counselor to develop a plan for academic improvement.
- After the suspension, the student will become eligible.
- A student receiving an "I" (incomplete) is ineligible but becomes eligible upon receiving a passing grade to replace the "I." The incomplete must be made up within two weeks from the beginning of the next grading period.
- Students who fail a course in the first semester are ineligible to practice for two weeks, and ineligible to compete until the spring semester begins in January.
- Ineligible students may not miss any class time to travel with the team at any

point.

- Athletic eligibility dates can be found on the website.

Name, Image and Likeness (NIL):

A student-athlete may benefit from the use of their name, image and likeness (NIL) provided the NIL is not connected to his/her AIA sanctioned high school team or activity program. NIL activities consistent with the guidelines in AIA bylaw 15.11.1.2 will not result in loss of amateur status. NIL activities may not be utilized to violate AIA bylaw 15.12 (Recruitment Rule). A student that is in violation of this bylaw and shall immediately lose eligibility if that student, his/her family member, or anyone else on behalf of that student, enters into an agreement with an individual, corporate entity, partnership, association, or any other party or organization which violates the guidelines in AIA bylaw 15.11.1.2. for use of that student's NIL which in any way relates to the student's connection to his/her high school team or activity program, or to any other non-school athletic team or activity program with which the student is connected.

For More Information please see the Arizona Interscholastic Association (AIA) Bylaw 15.11.1.2 NIL Guidelines.

Varsity Letters

Varsity Letters are awarded to student-athletes at the discretion of the Head Coach. Salpointe competes in Interscholastic Sports, meaning competition between other high schools. Teams that compete against clubs (not high school affiliated) are not eligible to be awarded letters.

TECHNOLOGY

Salpointe provides information technology resources that include a filtered high-speed wireless local area network, shared network software and storage space, filtered Internet access, and computing facilities. These resources are provided to the Salpointe community to support the educational program and administrative operations of the school and they may not be used for private gain for any individual or organization.

The information technology resources of Salpointe may not be used for illegal activities, whether the activities are conducted on or off campus. Using computing resources in a way that violates the law, other Salpointe policies, and/or the rights of others, can be a serious matter that will be dealt with by the applicable disciplinary procedures as established in this Parent/Student Handbook. By sharing and using these resources, individuals accept full responsibility for their actions and agree that they will use these resources in a responsible manner, consistent with the policies of the school and comply with local, state, federal and international laws and regulations governing the use of such resources. The fact that certain activities are technically feasible does not mean that they are necessarily acceptable. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means. Users may not access any areas of the information technology resources of the school to which they do not have authorization and may not exceed any access for which they are authorized.

Use of technology is a privilege. Students and staff who use technology must abide by this policy, all applicable federal/state laws, and any posted classroom procedures. Students will lose privileges for misuse. The use of computer resources for non-educational activities is strictly prohibited.

Read complete [Technology Policy](#) here.

WELLNESS PROGRAM

At Salpointe, we believe that wellness is more than health. It is a positive perspective on life achieved by fueling your body, engaging your mind and nurturing your spirit. Our goal is to serve students by providing a caring environment and helping them create a healthy, balanced lifestyle that will last a lifetime.

Salpointe's Wellness Program focuses on eight areas: emotional, environmental, financial, intellectual, occupational, physical, social and spiritual. Our Catholic faith and our commitment to the Carmelite values of prayer, community and service are woven through our wellness program, guiding our actions and growth.

A growing body of research evidence indicates that students who have higher levels of wellness: (a) are happier, more engaged, productive, and satisfied, (b) perform at higher levels, including academics, (c) miss less school, (d) are at lower risk for the development of chronic disease, (e) are less likely to engage in high-risk behaviors.

The program is directed by the Director of Wellness. The Wellness Team will assess and monitor our community needs, researching and implementing best practices that enhance all of the dimensions of wellness listed above.

Salpointe Parent Forums on Pertinent Issues

Salpointe Parent Forums address issues that have become more prevalent in our societal environment (e.g. depression/stress, suicide, use of social media, interpersonal communication). We ask parents/guardians, in their role as primary educators, to be active participants in these opportunities to support their students.

One parent must attend a Parent Forum every year in order for their student to attend the spring dances. Salpointe will offer four Parent Forums each year at various times during the year leading up to the dances. Parents with multiple children only need to attend one forum per year.