

# SM's Quick Guide



## Attendance Hotline

Absences must be reported before 9 a.m.  
Call: 602-251-2501

**For Questions About Our Attendance Policy**  
Contact the Office of the Dean  
602-251-2502



## Contact Us

2525 North Third Street  
Phoenix, AZ 85004  
602-251-2500 (Main)  
602-251-2595 (FAX)  
info@smknights.org



## School Office Hours

M–Th: 7:15 a.m. to 3:30 p.m.  
F: 7:15 a.m. to 1:30 p.m.

## School Release Hours

M–Th: 2:45 p.m.  
F: 1:10 p.m.

## Key Contacts

**President-Rector: Rev. Robert Bolding**  
[rbolding@smknights.org](mailto:rbolding@smknights.org)

**Principal: Mrs. Tanya Bartlett**  
[tbartlett@smknights.org](mailto:tbartlett@smknights.org)

**Asst. Principal of Curriculum & Instruction**  
**Mr. James Atkinson**  
[jatkinson@smknights.org](mailto:jatkinson@smknights.org)



## Sacraments

**All-School Mass:** Once a month at 8:10 a.m.  
(Note: See school calendar for dates)

**Daily Mass:** 7:15 a.m. and during lunchtime

**Sacrament of Reconciliation for Students:**  
Daily during lunchtime



## Athletic Department

**Director of Athletics: Mr. Matt Mayo**  
[mmayo@smknights.org](mailto:mmayo@smknights.org)

**Asst. to the Dir. of Athletics: Miss Nikki Salgado**  
[nsalgado@smknights.org](mailto:nsalgado@smknights.org)

Saint Mary's is a member of the Arizona Interscholastic Association (AIA). Our athletes compete at the 4A level.



## Saint Mary's Spirit Shop

Uniform shirts, athletic gear, and gifts  
Hours: Only on M, W, F (7:30–8:30 a.m.)  
and T, Th (2:30–3:30 p.m.)  
Email: [rplacencia@smknights.org](mailto:rplacencia@smknights.org)

## Dennis Uniform

<https://www.dennisuniform.com/schools/Q&M>



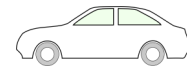
## Chaplain

Rev. Estevan Wetzel

## Deans

Of Men: Mr. Jose Lucero

Of Women: Mrs. Christine Swingle



## Drop-off and Pick-Up

Via 7th Street: Only on Saint Mary's Way  
Via 3rd Street: Only in front of the parking lot  
by Piper Building

**NOTE:** No drop-off or pick-up in front of the  
Main Office or Visitor Parking Lots



## Guidance Department by Grade Level

Mr. Brian Rollo (9th & 10th) : 602-251-2555  
Mrs. Ashley Mager (11th) : 602-251-2568  
Ms. Nora Talavera (12th): 602-251-2567

## Registrar

Mrs. Christine Swingle: 602-251-2565



## Health Office

### Nurse

602-251-2518

### For Emergencies

Contact the Main Office  
602-251-2500



## Cafeteria

A la Carte Menu

We can accept payments only through the  
Student ID or exact cash.

### Cash Deposits to Your Child's Account

Through our website

<https://wearesm.org/cafeteria-menu>

Or call 602-251-2507



## Communication and Social Media

To receive **texts** from the administration text Y to 67587.

**Greenstreak** (quarterly newsletter sent via email)

**Parents' Weekly** (emailed on Sundays)

### Find us on the Web

<https://wearesm.org/>

<https://www.facebook.com/SaintMarysKnights/>

<https://www.instagram.com/saintmarysknights/>



## Business Office/Tuition and Financial Aid

Mrs. Michelle Hernandez:

[mhernandez@smknights.org](mailto:mhernandez@smknights.org) or 602-251-2510

Bilingual

Ms. Veronica Acosta

[vacosta@smknights.org](mailto:vacosta@smknights.org) or 602-251-2512

Ms. Esther Valerio

[evalerio@smknights.org](mailto:evalerio@smknights.org) or 602-251-2517

Scrip Sale Hours: Monday, Wednesday, and Friday  
7:15 a.m. to 3:30 p.m. (only)



## Parent Service Organization (PSO)

PSO Liaison: Mrs. RoxAnn Placencia

[rplacencia@smknights.org](mailto:rplacencia@smknights.org)

<https://wearesm.org/pso>

### Volunteering

Contact: Ms. Veronica Acosta: 602-251-2512

<https://wearesm.org/volunteer>

<https://wearesm.org/service-hours>

Please record your hours after serving. Thank you!