



**Mother of Mercy
Student Handbook
2016-2017**

Mother of Mercy's Mission

A Catholic College Preparatory School for Young Women

Sponsored by the Sisters of Mercy of the Americas

Member of the Mercy Education Collaborative of Cincinnati

inspiring, educating and empowering young women to become faith-filled leaders through
the Core Values of the Sisters of Mercy:

Faith

Compassion

Service

Leadership

Excellence

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CEEB# 361035

SCHOOL CALENDAR 2016-2017

DANCES

GAA Dance - October 1, at Mercy, 7:30 to 11:30 p.m.
Father-Daughter Dance - November 4, at The Woodlands, 8:00 p.m. to midnight
Christmas Ball - December 2, at Donauschwabenhaus, 8:30 p.m. to 12:30 a.m.
Freshman-Sophomore Dance - February 4, at Mercy, 7:30 p.m. to 11:30 p.m.
Prom – March 31, at The Phoenix, 8:00 p.m. to midnight

PERFORMANCES

Fall Musical - November 11, 12, 18 & 19, 7:30 p.m. & November 13, 2:00 p.m. at Mercy
Christmas Concert - December 16 & 17, 7:30 p.m. at Mercy
Spring Play – March 10 & 11, 7:30 p.m. & March 12, 2:00 p.m. at Mercy
Sophomore/Freshman Play – May 5 & 6, 7:00 p.m. at Mercy
Spring Concert – May 20 & 21, 7:00 p.m. at Mercy

OTHER ACTIVITIES

Freshman Parent Liturgy & Picnic - August 14, 5:30 p.m.
Freshman Orientation Day - August 19, 8:30 a.m.
Follow Your Daughter's Schedule - September 12, 7:00 p.m. (Freshman Parent meeting, 6:30 p.m.)
Academic Awards Night – September 18, 7:00 p.m.
Mercy Day Liturgy & Walk - September 23
Athletic Awards Nights - November 1, March 8 & May 16, 7:00 p.m.
Open House for prospective students and their parents – November 6, 1:00 – 4:00 p.m.
Parent-Teacher Conferences - November 10, 3:00 - 9:00 p.m.
High School Placement Test - November 19
Mother-Daughter Fashion Show – December 11, noon at Western Hills Country Club
Mercy Gala - February 18
Family Meetings - March 30
Senior Mother-Daughter Breakfast and Liturgy – April 28, 8:30 a.m.
Art Show – April 30, 1:00 - 4:00 p.m.
Baccalaureate Mass - May 25
Graduation – May 31

CLASSES NOT IN SESSION

Labor Day - September 5
Faculty Professional Development Day - September 19
Faculty-Staff Retreat – September 30
Faculty Professional Development Day – November 4
No classes – November 7
Day following Parent-Teacher Conferences - November 11
Thanksgiving - November 23 - 25
Christmas Break - December 22 - January 2
Martin Luther King, Jr. Day - January 16
Faculty Professional Development Day – February 6
Presidents' Day - February 20
Day following Family Meetings – March 31
Faculty Professional Development Day – April 3
Easter Break – April 14-21
Memorial Day - May 29

RETREATS

Senior Retreat - July 26, 27 & 28 and August 8, 9 & 10 at Jesuit Spiritual Center at Milford & Mercy

Freshman Retreat - September 20 at Higher Ground

Sophomore Retreat - February 3 for entire class & February 9 & 10 half the class each day

Junior Retreat – February 13 & 14, March 20 & 21 and March 27 & 28 at Bergamo

END OF QUARTER

1st quarter - October 21

2nd quarter - January 13 (exams – December 16, 19, 20 & 21)

3rd quarter - March 17

4th quarter - June 2 (exams – May 31, June 1 & 2)

NOTE: All dates and times are subject to change. Please check Mercy's website for updates.

REGULAR SCHOOL HOURS: 7:50 a.m. – 2:55 p.m.

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VISION STATEMENT

Together, McAuley and Mother of Mercy High Schools will be Greater Cincinnati's preferred academic choice for individual excellence that forms faith-filled women leaders for the 21st century.

To achieve this the MECC community will:

- Focus on individualized learning by helping each young woman identify and develop her God-given talents and prepare her for a path to achieve her greatest potential;
- Provide a vibrant Catholic environment, rich in the values set forth by the Sisters of Mercy, where diversity, service and respect for self and others are fostered;
- Continuously improve best practices to prepare students for a globalized world that values creativity, critical thinking, collaboration, and communication, thereby providing the most technologically sophisticated, personalized, and advanced education available;
- Create a professional learning environment that attracts, retains, and develops the most qualified and caring teachers;
- Foster a lifetime experience of the charism of the Sisters of Mercy whereby alumnae, parents and friends remain a vital part of their school's community while also celebrating the unity that is MECC.

PORTRAIT OF THE MERCY GRADUATE

The Mercy graduate is

- a woman of faith
- a woman of compassion
- a woman of service
- a woman of leadership
- a woman of excellence

Faith is the *gift* from God which precedes all others because it initiates, motivates, and animates all other gifts and values. Deeply rooted in the teachings of the Catholic Church, in Catherine McAuley's unique vision, and in the charism of the Sisters of Mercy, the graduate is becoming a **woman of faith**, exploring, deepening and cultivating her relationship with God, and putting her religious convictions into actions.

"A strong lively faith is the foundation of all virtue." – Catherine McAuley

1. Through faith I recognize that I am created in God's image and therefore I am good.
2. I am open to God's influence in my life, and I respond to God's invitation to grow spiritually.
3. I am open to developing a relationship with Jesus.
4. I value being part of a community of faith.
5. I take increasing responsibility for knowing and affirming my faith.
6. I live with sacramental awareness, an openness to finding God in all Creation.
7. More and more I use faith and prayer to guide my decisions.
8. I want to believe and trust in God's love in my life.

Compassion is a deep sense of *presence* with the other even when we are powerless to change anything. It flows through us from God, who is Compassion when we see, hear, and know the suffering of another. Modeling Jesus Christ and Catherine McAuley, the graduate is a **woman of compassion**. Alert to the needs of others, she shows Christ's mercy to others. Her compassion motivates her to work for a world that promotes equality and reverence for others. She acknowledges and values the dignity of life in all its forms, is aware of issues that affect women locally, nationally and internationally and celebrates the beauty and diversity of God's creation.

"We must have a warm, cordial affection for all and manifest it by words, actions, and manner." – Catherine McAuley

1. I want to accept and love others as Jesus and Catherine McAuley did.
2. Because I recognize the dignity of all people, I am moved by seeing Christ in all people, especially those distressed or dispirited.
3. I see suffering in my own life as an opportunity to grow in feeling care for others who suffer and allowing them to care for me.
4. More and more I take initiative to be present in the moments of others, listening with an open mind and heart.
5. I appreciate differences between myself and others as an opportunity for conversation with them and personal growth.
6. I realize the importance of reconciliation with God and forgiving others as God forgives me.
7. I develop my disposition to understand rather than to cast judgment.
8. I consider how my decisions and actions affect people most in need.
9. I am growing in making decisions based on Gospel values, which sometimes conflict with the prevailing values of my culture.

Service is a genuine commitment on our part to *act* for and with the other whenever we are able to do so. We become Christ in our world. Keenly aware of the many injustices in the world and through the many opportunities offered at her school, the graduate is **a woman of service**, endeavoring to show mercy to those less fortunate. She works for systemic change and social justice to create a more just world. She is a person of moral integrity who appreciates the fact that the Catholic Christian faith involves not just individual conscience, but demands that she work actively within and beyond her community for social justice.

“God does not look at the action, but the spirit motivating it.” – Catherine McAuley

1. I show humility through works of service.
2. I see myself as being called to live as Christ and Catherine McAuley would by serving those most in need.
3. I am working on becoming Christ’s hands and feet in the world.
4. Whenever I am able, I try to place the needs of others ahead of my own.
5. I accept responsibility to contribute my talents to my family, school, local community, church community, and the broader world.
6. I try to become more aware of injustices in my community and work for solutions.
7. I experience my service to others as a right relationship in which I offer them who I am and gratefully receive what I learn from them.

Leadership when it is true leadership *flows* directly and inseparably from genuine service, which is rooted in the compassionate nature of God. Reaping the benefits of an all-female educational environment, the graduate is **a woman of leadership**, comfortable with her own identity as a woman and a leader. She is confident in her ability to make a positive contribution toward bettering the world and seeks opportunities to stretch her mind and imagination to make a lasting impact on the world.

“Speak as your mind directs, and always act with courage.” – Catherine McAuley

1. I am growing in my ability to lead with Christ’s love and compassion, with a servant’s heart.
2. I am learning how to lead with humility.
3. I lead by example, demonstrating my leadership through my actions and accepting responsibility for my actions.
4. I am growing in my ability to recognize and follow good and right leadership.
5. I recognize that God calls me to develop my talents so that I can put them in service to others.
6. I am developing the courage to take a stand when Gospel values are at stake.
7. I seek new experiences, even those that involve some risk or the possibility of failure, and I am beginning to discover that failure can bring about powerful learning.

Excellence is the fundamental attitude of moving toward the *full utilization* of all of our God-given gifts so as to make God’s compassion more fully present in the world. Having been nurtured in a student-centered environment

which challenges students' intellects and talents, the graduate is **a woman of excellence**. She is maturing in understanding her accomplishments and areas for growth and in setting and achieving goals for improvement. She is prepared for college as a creative and critical thinker, reader, problem-solver, communicator, collaborator, and researcher. She is becoming a well-rounded individual. She appreciates that learning is a life-long process.

“Our ordinary duties should be performed with all possible care and attention, none of which should be deemed trivial or unimportant.” – Catherine McAuley

1. I more and more consistently choose to grow as a learner.
2. I identify and work to develop the talents God has given me.
3. I work on discerning God’s will for my life.
4. I work on embracing God’s will for my life.
5. I try to live a balanced life: work, play, caring for others, and having a healthy sense of self.
6. I have developed internal standards of right and wrong, and I am growing in holding myself accountable to them.
7. I want to do ordinary things extraordinarily well and with great love.
8. I am open to the challenge and opportunity of greater responsibilities.

The Mercy graduate uses God’s gift of faith to demonstrate compassion through humble service as a genuine leader. In so doing she manifests excellence in all of her God-given talents.

ADMINISTRATION OF THE MERCY EDUCATION COLLABORATIVE OF CINCINNATI

PRESIDENT: MRS. KIRSTEN MacDOUGAL is the chief executive officer for Mother of Mercy and McAuley High Schools. She ensures that all operations are aligned with the mission and vision. She has special responsibility for institutional advancement, strategic planning, external relations, constituent relations, and board relations.

DIRECTOR OF STRATEGIC PROGRAM DEVELOPMENT: DR. MARI THOMAS, PhD has primary responsibility for guiding implementation of the academic strategic plan as well as faculty professional development aligned with the strategic plan. She oversees an integrated program of guidance, counseling, and learning support services at Mother of Mercy and McAuley

VICE PRESIDENT FOR FINANCE: MR. ROGELIO GUERRERO oversees finance, accounting, and facilities management.

VICE PRESIDENT FOR MISSION ADVANCEMENT: MR. HAP DURKIN oversees all advancement operations for MECC including major gifts, annual giving, grant writing, and estate planning. Additionally, Hap is leading the advancement efforts for Mother of Mercy's Centennial Campaign.

ADMINISTRATION OF MOTHER OF MERCY HIGH SCHOOL

PRINCIPAL: MR. DAVID MUELLER has primary responsibility for leading the operations of the school, to include faculty, students, curriculum and academic areas, as well as student extracurricular activities and supervision.

ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS: MRS. HEATHER WAGNER assists the PRINCIPAL with academic affairs, maintaining academic quality and the teaching-learning environment, including close cooperation on teacher selection, supervision, observation and evaluation. The Assistant Principal for Academic Affairs assists the Principal with successful day-to-day operations and in being the “local face of the school” to the community. In the absence of the Principal, the Assistant Principal for Academic Affairs assumes leadership of the high school in conjunction with the Assistant Principal for Student Affairs and Athletic Director as directed by the Principal.

ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS AND ATHLETIC DIRECTOR: MRS. DENISE HARVEY works collaboratively with the PRINCIPAL in leadership of the athletic affairs and student affairs of the school. As a member of the Administrative Team for Mother of Mercy High School, the Assistant Principal for Student Affairs and Athletic Director coordinates policy implementation concerning attendance, student discipline and decorum and supervises all athletic affairs. The Assistant Principal for Student

Affairs and Athletic Director assists the Principal with successful day-to-day operations and in being the “local face of the school” to the community. In the absence of the Principal, the Assistant Principal for Student Affairs and Athletic Director assumes leadership of the high school in conjunction with the Assistant Principal for Academic Affairs as directed by the Principal.

MISSION PROBATION

If a student or her parent or guardian behaves in ways that hinder the school from pursuing its mission, principles, objectives, or disciplinary norms, the Principal may determine that Mother of Mercy is not an appropriate venue for the student to continue her education. In that event, the principal may place the student and her parents or guardians on probation. This probation is a formal and serious warning to the student and her parents or guardians that such behavior is not consistent with an intention to remain a part of the Mother of Mercy community. If the Principal determines that the behavior does not improve satisfactorily, the principal may require the student to withdraw. The student and her parents or guardians may appeal the decision to the president. Such behavior includes, but is not limited to:

1. Lack of respect for the academic, religious, cultural, and social norms of the school;
2. Lack of respect for school employees;
3. Lack of respect for school property;
4. Hindering school employees from discharging their duties; or
5. Refusal to accept the required school curriculum or to attend or participate in class discussion, assignments, liturgies, or other required school events.

This policy should not cause parents or students to hesitate to bring up a question or concern to an administrator, faculty member, staff member or coach in a constructive and civil way. As indicated in the Communication section, open and timely communication between parents, students and the professional staff is essential to the development of the school community. Parents and students who have concerns are urged to communicate them as soon as possible to the staff member closest to the issue who has the ability to address it. Parents and students sometimes fear retaliation from administrators, faculty members, staff members or coaches if they bring up a question or concern. Such retaliation by school professionals is completely unacceptable. Parents or students who suspect it should report it as soon as possible to the Principal. This Mission Probation policy does not supersede the student expulsion policy. Students are subject to immediate expulsion as a result of extremely serious violations.

ACADEMIC POLICIES

ACADEMIC PROBATION

Academic probation is intended to serve as a formal and serious warning to the student and her parents that her academic effort and performance are not satisfactory. During the probationary period improvement is expected. The Assistant Principal for Academic Affairs assigns students to Academic Probation, monitors them while on Academic Probation, and decides when to remove them from Academic Probation. The Assistant Principal for Academic Affairs may require specific actions (such as a behavior contract, assignment to a required study hall, suspension from co-curricular activities, and assignment to the after-school study table). If the Assistant Principal for Academic Affairs decides that the student has not made satisfactory improvement while on Academic Probation, the student may be required to withdraw from Mother of Mercy.

ADMISSION POLICY

Mother of Mercy follows the Archdiocesan guidelines for admissions. Mercy does not deny admittance on the basis of race, religion, national origin or ancestry. We welcome all students who meet our college preparatory admission criteria.

COMMUNICATION

Open and timely communication between parents, students and the professional staff is essential to the development of the school community. Parents and students who have concerns are urged to communicate them as soon as possible to the staff member closest to the issue who has the ability to address it. Students or parents who have concerns about the actions of a teacher or coach should first speak with the teacher or coach. If the concern remains unresolved after the conversation, the next step is to speak with the immediate supervisor, usually the department head. The next step is the Assistant Principals or Principal.

When students or parents express concerns about faculty members or coaches to administrators, administrators ordinarily will abide by this protocol:

1. The first conversation will be between the student and teacher or coach. If the student is reluctant to speak with the teacher or coach, the student will meet with her counselor for advice about how to meet with the teacher or coach.
2. If the problem remains unresolved, the parent will meet with the teacher or coach (with or without the student as decided by the teacher or coach and parent).

3. If the problem remains unresolved, the parent and/or student will meet with the Assistant Principal for Academic Affairs or Principal regarding academic matters, or the Assistant Principal for Student Affairs/Athletic Director regarding disciplinary and athletic matters. (A student may proceed directly from step 1 to step 3 if the administrator approves.)

From time to time busy people lose track of messages. If an administrator, teacher, or staff member does not respond to an inquiry from a parent or student within two class days, the student or parent is encouraged to contact the Principal. If a coach does not respond within two days, the student or parent is encouraged to contact the Assistant Principal for Student Affairs and Athletic Director. Parents or students should not hesitate to bring up a question or concern to an administrator, faculty member, staff member or coach in a constructive and civil way.

CONTACTING ADMINISTRATORS, TEACHERS, AND STAFF MEMBERS

All school employees have voice mail and a school email account and strive to return messages to parents within 1 class day. Voice mail may be accessed by calling the school and using the directory. E-mail addresses may be found on Mercy's website at www.motherofmercy.org; click About Mercy to access the Faculty/Staff Directory. E-mail addresses follow this system: last name_first initial@motherofmercy.org. E-mail is the preferred method of initial contact. Voice conversations can be arranged. Mercy encourages parents to contact the administrator, teacher, or staff member closest to the issue when a concern arises, only after the student has attempted to resolve the issue (see **Communication** above).

COUNSELING

Counseling services are available for every student in the school. The purpose of these services is to help each student in her educational, vocational, social and emotional development. These services include assistance with educational planning, interpretation of test scores, college planning, occupational/career exploration, and help with personal concerns that might be interfering with academic success. Services are delivered through group activities within the classroom, group counseling sessions, individual counseling, and the biweekly Counselor Connections email.

The Counseling Department provides programs for students and/or parents on topics of college/career planning, financial aid for college, high school scheduling, and the college selection/application process. Many resources addressing these areas are distributed to students and parents throughout the school year. Students and parents can link to resources through Mercy's website.

When wishing to contact a counselor, students fill out an appointment slip that can be found in the Counseling Department. Parents wishing to discuss student progress, records, future plans, or special concerns are invited to call or email for an appointment. A complete description of all the counseling services is available on Mercy's website.

CREDIT-FLEX

All students may propose a plan to pursue college preparatory academic work outside of Mother of Mercy classrooms, whether for an individually designed program, a course offered at Mother of Mercy, or for a course or experience not offered at Mother of Mercy. For the sake of accomplishing the formational and social aspects of education essential to the school's graduation outcomes, the student ordinarily must be present in the Mother of Mercy school building, or present at educational programs sponsored by or officially affiliated with Mother of Mercy, for at least 80% of the time during which classes are held each week.

To receive credit at Mother of Mercy for this work, a student must:

- submit a Flexible Credit Proposal Form to the Assistant Principal for Academic Affairs by May 15* of the year preceding the implementation year (*exceptions may be granted by the Assistant Principal for Academic Affairs)
- obtain the approval of the School for the proposal
- demonstrate mastery in the proposed area of study

The Flexible Credit Proposal Form will require the following elements: name of the student, date of the request, signature of parent, counselor approval, and description of the proposed curriculum, measurable outcomes, and proposed assessment methods.

The Assistant Principal for Academic Affairs will review the request with the assistance of the appropriate Department Head or his/her delegate in order to render a decision about whether the School finds merit in the proposal. The School may accept the proposal as submitted, communicate additional requirements and/or modify the proposal, or deny the proposal. If the proposal is accepted or modified, the School will then decide on the unit of credit to be awarded at the completion. A student may appeal the decision of the Assistant Principal for Academic Affairs to the Principal. The Principal's decision is final. When the student completes her work and demonstrates mastery, credit will be posted on her Mother of Mercy transcript and her grade will be determined and included in her GPA. (SEE THE COURSE OFFERINGS GUIDE FOR FURTHER INFORMATION.)

CURRICULUM

The Course Offerings Guide is available on the website. All information and policies regarding credits, class offerings and scheduling are contained in this guide.

EXAMS

Examinations are given **near** the end of each semester. First semester exams will be administered before Christmas Break. The exam grade is included in the second and fourth quarter grades. **No student may miss an exam or reschedule an exam except for serious illness.** Students with a 93% non-weighted average in semester classes only will be exempt from first semester exams. Seniors with a 90% non-weighted average and underclass students with a 93% non-weighted average and all assignments completed will be exempt from a second semester exam. This applies to semester and full year courses. Students may take this exam if they wish to improve their grade. Upon the presentation of good reasons by a teacher, the Assistant Principal for Academic Affairs may require a student to take an exam even though her average meets the qualification for exemption.

FINAL RECOURSE

The Principal is the final recourse in academic matters and reserves the right to interpret and apply any and all regulations.

GPA CALCULATION FOR INTERNATIONAL STUDENTS

Mother of Mercy uses this method to calculate the grade point average (GPA) for transfer students from foreign schools that do not use Carnegie units:

- 1) Include only credits earned at Mother of Mercy in the GPA
- 2) Attach transcripts from the student's foreign secondary school(s) to the Mother of Mercy transcript
- 3) Include this statement on the Mother of Mercy transcript: "For students who transfer to Mother of Mercy from a foreign secondary school that does not use Carnegie units, Mother of Mercy calculates the grade point average based only on courses completed at Mother of Mercy and attaches the transcript from the foreign school to the Mother of Mercy transcript."

Note: This policy does not apply to a student who transfers from an American school abroad or another type of school that uses Carnegie units. For such students Mother of Mercy will include credits from the previous high school(s) in the GPA.

GRADING

Student grades are posted on PowerSchool at regular intervals. Mid-quarter failure notifications will be emailed to parents. Report cards are issued and mailed home four times a year. Grading is on a numerical basis. A student fails to earn credit if the average of her quarter grades in a subject is below 70%.

100-93 = A Excellent Achievement

92-85 = B Above Average Achievement

84-78 = C Average Achievement

77-70 = D Poor Achievement

Below 70 = Failing

HOMEWORK

Home assignments are an extension of classroom activities and must be performed as a vital part of class requirements. The general expectation is that a student will have an average of 45 minutes of homework per subject that meets each day. Homework assignments may be long-term or short-term and include reading, study and written assignments. If a student fails to submit an assignment, the teacher may require the student to attend the next meeting of the Study Table, a supervised study hall that meets from 3:00 p.m. until 4:00 p.m.

HONOR SOCIETIES

National Honor Society Membership*

1. By invitation to rising juniors and seniors with an exemplary academic record in a challenging curriculum: 94% weighted GPA
2. Solid evidence of leadership, service and strong character
3. Recommendations of faculty committee
4. Commitment to serve as a peer tutor for a classmate

* Students must maintain a 93% weighted GPA to remain eligible.

Foreign Language Honor Society Membership

1. Must be enrolled in the third year of a language (They are eligible beginning the second semester of year two.)
2. Must be currently enrolled in French/Spanish to maintain eligibility
3. Must have maintained at least a 95% weighted grade in French/Spanish during the semester of selection, a 93% weighted cumulative for all language classes
4. Must have maintained a 90% weighted cumulative GPA in all other subjects

HONOR ROLL

First honors consists of a weighted average no lower than a 93% with no grade in any subject lower than 85%. Second honors requires a weighted average no lower than an 88% with no grade in any subject lower than 80%. (Vocal Ensemble, PE and Drama are not part of the average.)

STUDENT RECORD AND INFORMATION POLICY

A student's permanent record may be inspected by the student or her parent. Information considered to be inaccurate, inappropriate, or misleading may be challenged. However, any changes made will be at the discretion of the Principal. When a student withdraws and enrolls in another school, Mother of Mercy forwards a copy of the student's permanent record in response to a request from a custodial parent.

Transcripts are forwarded to colleges, universities, or other advanced training institutions only at the request of a student or parent and if tuition and fees payments are current. A fee is charged.

Confidential information in the possession of the school is forwarded to another school, agency, or individual only with the written consent of the custodial parent or adult student. The school's ordinary practice is to destroy such materials within the student's official file approximately one year after a student has left the school.

When requested by the school, or in other appropriate circumstances, it is the responsibility of parents to present to the Principal's office accurate documentation of parental custody rights and responsibilities.

STUDY TABLE

Study table is open and available to any student. However, if a student fails to submit an assignment by its due date, the teacher may require the student to attend the next meeting of the Study Table, a supervised study hall that meets from 3:00 p.m. until 4:00 p.m. every Monday, Tuesday, Wednesday, and Thursday. The need to attend Study Table supersedes any school activity including sporting events.

SUMMER SCHOOL

For Recovery Credit

Credits not earned during the school year due to a failing average must be made up in summer school. All such arrangements are made through the Counseling Department. Both at the end of the first semester and at the end of the school year, the counselors send a letter to the parents/guardians of each student who has failed one or more courses. No more than two full credits can be remediated during summer school.

For New Credit

A variety of courses are available for new credit. These are held at Mercy or ONLINE through the Jesuit Virtual Learning Association or Mercy Learning On-Line program. Credit flex options are available as well. See the Course Offering Guide online and your counselor for details and arrangements.

TEXTBOOKS

Through the State Auxiliary Services Program, the school furnishes basic textbooks, which students are expected to keep covered. Unreasonable damage to books will result in fines. Students must pay for lost textbooks. Students are expected to purchase textbooks for some courses, including novels for English courses.

The professional staff selects the materials best suited to the educational needs and objectives of the course. Materials are congruent with Church teaching, the philosophy of the school and the values and mission of the Sisters of Mercy. Inconsistencies with Church teaching in the textbooks and other instructional materials are reconciled within the context of the classroom.

WITHDRAWALS FROM COURSES

A student may withdraw from a class only for exceptional reasons and with the recommendation of the teacher and the approval of the Assistant Principal for Academic Affairs but not prior to the end of the first quarter of the class. If a withdrawal occurs, the course is carried on the transcript with a "WP" or "WF," indicating a passing or failing grade at the time of withdrawal. No course may be dropped beyond two weeks after the first report card for a first semester course or beyond two weeks after the third quarter report card for a second semester or full year course.

WITHDRAWAL OR TRANSFER

Parents should notify Mrs. Wagner if a student is considering withdrawing from school. A transcript of credits will be issued after the return of school property, the payment of tuition and other fees, and a parental signature for release of records.

WITHDRAWAL BECAUSE OF FAILURES

A student must have a minimum number of credits counted toward graduation to advance to the next grade. If a student does not meet this minimum credit requirement, the Administration will determine whether she may return to Mercy or the condition under which she may return.

6 credits to be a sophomore

12 credits to be a junior

18 1/2 to be a senior

ATTENDANCE POLICIES

Consistent attendance and punctuality are necessary for a student to benefit from the entire school program. Parents are expected to be cooperative and honest in dealing with situations that interfere with regular school attendance. Mercy urges students to have no tardies, appointments during the day, or early dismissals. These are considered times out-of-school and count against perfect attendance. Field trips, official college visits, and funerals for death in the immediate family do not count against perfect attendance. If a student is absent from class more than five times in a quarter, the student may lose academic credit. This applies to any combination of excused absences and unexcused absences. When a student is absent from class for the third time, if warranted, the teacher may advise the student that she is in danger of losing credit for the course if she continues to miss class. The teacher will also inform the Assistant Principal for Student Affairs and Athletic Director, who will notify the parents and the Assistant Principal for Academics. The decision to deny credit for excessive absences will be made by the Assistant Principals with the input of the teacher's assessment of the student's efforts to complete missed work. The decision to deny credit because of excessive absences may be appealed to the Principal. The decision of the Principal will be final.

ABSENCE

Absence will be considered Excused only for field trips, official college visits, student illness or death in the family. All other absences will be considered Unexcused. Exceptions to this policy are granted only by **MRS. HARVEY** or **MR. MUELLER**. When a student has an unexcused absence, she may not be permitted to receive full credit for the work she turns in before or after her unexcused absence. Vacations during school days are strongly discouraged and will be counted towards the absence limit. No teacher has the obligation to provide assistance or assignments because of an unexcused absence. If two class periods are missed, the student will be marked one-half day absent.

ABSENCE FOR COLLEGE VISITS/JOB SHADOWING

Students are encouraged to visit colleges or job shadow on Mercy's student off days throughout the school year. Some colleges and other organizations host visit days. Students also have the opportunity to job shadow. If a college visit or a job shadowing experience takes place on a school day, sophomores, juniors and seniors should obtain a COLLEGE VISITATION/JOB SHADOWING FORM from a counselor. This form should be signed by a parent, a counselor, and Mrs. Harvey or Mrs. Wagner. It should also be initialed and approved by each teacher whose class will be missed. After securing all required signatures the student should turn in this form to the **MAIN OFFICE** one week prior to the visit. After the student has completed the visit, she should return to the **MAIN OFFICE** a School Visitation/Orientation Form that has been signed by a college representative. When correct procedures are followed, the college visit or job shadowing is an excused absence. It is the student's responsibility to secure from the teachers missed assignments, notes, etc. and make arrangements for any missed tests or quizzes. Job shadowing and college visits are not permitted during May. The school reserves the right to limit the number of excused college visits and job shadowings.

ABSENCE FOR FIELD TRIPS

The field trip form is distributed by the teacher who is sponsoring the field trip. The student must have a parent signature and

signatures from each of her teachers one week before the event. This form is also used for in-school "field trips or events." If any teacher is not willing to have the student miss class, permission to go on the field trip is denied. Reasons for denial include frequent absence, incomplete assignments or failing grades. The form should be returned to the **MAIN OFFICE** after it is signed.

ABSENCE REPORTING

When a student is absent or tardy, her parent should call the **MAIN OFFICE** before 9:00 a.m. Please do not leave absence information on the answering machine. Upon her return to school, the student must present a written excuse to her homeroom teacher from her parents explaining her absence. If a student fails to bring in an absence note after two days, a conduct point will be given. If a student knows in advance that she will be absent for any reason, the parent should inform the **MAIN OFFICE** in writing.

School Telephone Number: 513-661-2740

Office Hours: 7:00 a.m. to 3:30 p.m.

EARLY DISMISSAL

Students are asked not to make appointments during school hours. For appointments that have to be made during the school day, the school reserves the right to verify attendance at the appointment. For an appointment, the student should bring a note from her parents to the **MAIN OFFICE BEFORE** school. The note should contain the type of appointment (doctor, dentist, etc.) and the means of transportation. If a note is forgotten or an emergency appointment is set, the school office must be notified and **a note signed by a parent must be brought to the office** when the student is picked up. Upon her return to school, the student must present written verification from the medical professional seen. If this is not presented to the **MAIN OFFICE** the visit will be considered Unexcused and could impact participation in athletics and performances. A student bears the responsibility for making up work missed. If two class periods are missed, the student will be marked 1/2 day absent. Students should be picked up and dropped off in the front circle.

EXTRACURRICULAR ACTIVITIES

In order to participate in an extracurricular activity after school, students must be in school the entire day of the activity.

ILLNESS AT SCHOOL

If a student becomes too ill to remain at school, she should report to her classroom teacher to obtain a pass to the **NURSE'S OFFICE**. The teacher will then send the student to the nurse's office. Her parents will be called and arrangements will be made for her to go home. She may not make arrangements for her own dismissal nor should she call her parents herself. Students will **NOT** be permitted to remain in the nurse's office for extended periods of time.

Role of the School Nurse - The primary role of the school nurse is to support student learning. Optimal learning requires good health. The nurse's office is open from 8:05 a.m. to 2:55 p.m. Monday through Friday. The school nurse seeks to maintain, improve and promote the health of students by providing the following services: illness and injury assessments and interventions; identification, assessment, planning, intervention and evaluation of student health concerns; screening for health factors impacting student education; medication administration; and resource for health related issues and health education. Questions or concerns about student health issues may be directed to **MARY HELEN RECKERS** at 661-2740 ext. 323.

Screening Program - All freshmen are screened for vision and hearing. The screening takes place in the fall and parents are notified by phone or mail if the student fails a particular screening.

Medication Policy - It is the duty of the nurse to administer all medications taken at school. **Students may NOT carry and/or self-administer medications.**

The following regulations are in effect for all prescription and over-the-counter drugs:

- Tylenol, Ibuprofen, Aleve, Tums, Op-Con A eye drops, antibiotic ointment, hydrocortisone cream, and Ivarest anti-itch gel will be available in the nurse's office.
- In order for any of these to be administered there must be a signed consent form on file in the nurse's office.
- Other over the counter medications may be administered by the school nurse when supplied by the parent and accompanied by a written request.
- In order for a student to receive these services, the parent or guardian must sign the form labeled **OVER THE COUNTER MEDICATION FORM** and return it to school.
- For medication other than those covered in the Health Standing Orders form (including if the student requires an Epi-pen for severe allergies or if she has migraines or an injury that requires more than the standard dose of Tylenol or Ibuprofen), the parent/guardian must return a **MEDICATION ADMINISTRATION RECORD FORM**.

- The medication must be in its original container and it must be brought to school by a parent or delegated responsible person and picked up when discontinued.
- An Epi-pen must be provided for a student with severe allergies.
- A complete form indicating the name of the medication, dosage, time, duration and possible side effects must be signed by **both the parent/guardian and the physician.**

A new MEDICATION ADMINISTRATION RECORD FORM must be submitted each year to the school nurse. Students must present valid ID to obtain medications. Exceptions are made for students to carry Epi-pens and inhalers if the physician writes that specific order. Please be reminded that the school nurse is available to assess and assist the student if she is having difficulty with asthma.

SERIOUS INJURY

Parents are asked to notify the **MAIN OFFICE** immediately if their child receives any kind of concussion, head injury, or any other serious injury.

TARDINESS

Before 8:00 a.m. all tardiness are handled by the homeroom teacher. From 8:00 a.m. on, the student should report to the **MAIN OFFICE** with a note from a parent and receive a tardy slip before going to class. This slip is to be given to the teacher of the class to which she is reporting. All tardiness are recorded on a student's permanent record. A student will receive a conduct point every time she is tardy. A student who is late to class because she was with a teacher must obtain a note from that teacher in order to excuse the tardiness.

GENERAL POLICIES

ACTIVITY FUNDS

Any funds raised in the name of Mother of Mercy High School must be turned over to the school and used at the discretion of the school administration after consultation with the contributing organization. The Student Activity fund will cover most expenses for clubs and activities. See **MS. MITCHELL** for more information.

ANNOUNCEMENTS

TV announcements will be held every day except Wednesday. All announcements should be sent to tv@motherofmercy.org by 7:00 a.m. Announcements are open for walk-ins from clubs and activities. If making an announcement, please check into homeroom and then report to the TV studio by 7:45 a.m. Any student/teacher who would like the class to make a special video should see the Broadcast Instructor at least two weeks in advance. Anyone wanting to play a video should see the instructor at least two days prior to air time. All announcements should be pertinent to a large segment of the student body.

ARRIVAL AT SCHOOL

The Tech Wing door is unlocked at 7:00 a.m. The lower main entrance and Gym Lobby doors are unlocked at 7:15 a.m. Students should be dropped off at the Epworth lot, Tech Wing lot, back parking lot, or front entrance **ONLY**. Students should arrive with sufficient time to go to their lockers and to be present in homeroom by the time the 7:50 a.m. bell rings.

CAFETERIA / FOOD & DRINK

Students are required to be in the cafeteria area during their assigned lunch periods and must remain until 5 minutes before the scheduled dismissal. All food and drinks are to be consumed in the cafeteria only. (Exception: Water may be carried during the day. Students may not drink from water bottles when working in special areas such as the computer rooms, theatre, library, and gym or by request of the teacher.) Students are not permitted to chew gum anywhere in the building at any time. Each student is responsible for leaving her place in good order. Safety regulations require bookbags to be on bookshelves in the cafeteria.

CONDUCT CARDS

Students are given a conduct card at the beginning of each school year. This card is to be carried by students at all times. (See Code of Student Conduct for details.)

DANCES

Mother of Mercy sponsors several dances each year. These dances are open to Mercy students and their male dates; students do not have to bring a date in order to attend. Students must arrive at the dance within one hour of the scheduled beginning time. Any exceptions to this regulation must be requested in writing by the parents prior to the day of the dance and submitted to the

Assistant Principals. Parents of students who have not arrived by the required time will be called. Any student who is late to a second dance will not be permitted to enter that dance. GAA and 9th & 10th Grade Dance: No one is permitted to leave until one hour before the scheduled ending time of the dance. Christmas Ball/Prom: no one is permitted to leave until after the crowning. After students leave the dance, they may not return. At school dances, school rules regarding drugs, alcohol, smoking, and general behavior must be followed. Dancing that suggests sexual activity or violence is prohibited. Serious penalties result if any infractions occur. Male dates who attend Archdiocesan high schools are subject to the policies of their own schools while attending a Mercy dance. Mercy students are subject to our school dance policies while attending any Archdiocesan high school dance. All dances are chaperoned by parents and teachers. Tickets will be sold online and during the school day. No tickets may be purchased at the door of the dance. **All detentions must be completed and all fines paid before students may attend a dance.**

Dresses worn to dances must be of appropriate length with a modest neckline. No bare midriff or backless dresses are permitted. See **MRS. HARVEY** with any questions.

Mercy students are responsible for the behavior of their dates. All dates must follow school rules regardless of their age. Students attending dances will be randomly checked for alcohol consumption by use of a breathalyzer. If a student or date shows visible signs of alcohol use, he or she may also be asked to use the breathalyzer. If a student or date refuses to be tested, their parents will be called and they will be sent home. Further penalties will follow.

Mercy students and their dates will sign in agreement to the following when checking in at the dance:

I will abide by the following:

- No alcohol or other drugs may be used before, during or after the dance.
- I must arrive at the dance by (list time which is one hour after the scheduled starting time and remain until one hour before the dance ends or crowning).
- My date and I must behave responsibly.

DELIVERIES/MESSAGES

No student deliveries (flowers, balloons, restaurant lunches, cakes, etc.) may be dropped off at school. Only emergency phone messages will be sent to students. Students are responsible for picking up any projects, lunches, etc. that are left for them in the **MAIN OFFICE**.

DRESS CODE

On **"REGULAR SCHOOL DAYS"** the uniform to be worn consists of:

- Students must wear the student photo ID in a place that is ALWAYS visible. The student photo ID must be completely intact and in good condition. Conduct points will be issued when the ID is not visible. Students will be charged \$5.00 to have a new badge made.
- Glen-plaid skirt (no more than 4 inches above the knee) from SchoolBelles OR Educational Outfitters. **A new skirt must be purchased if the skirt does not fit, is not long enough, or has been defaced.** Skirts must be of appropriate length and must be neat, cleaned, and repaired. No defacing is permitted. If shorts are worn under the skirt, they may not show.
- Students may choose to wear navy blue or khaki uniform dress slacks in place of the skirt. The slacks should be straight-legged; no skinny slacks are permitted.
- White or navy uniform Mercy polo shirt – The school polo should have the Mercy logo. All polos must be purchased in the Spirit shop. Mercy royal blue v-neck sweater, Mercy club and class sweatshirts (that are crew neck or quarter zip) or Mercy spiritwear long sleeve tee shirts may be worn over the polo. **NO HOODIES.**
- White, blue, black or gray short sleeve t-shirts may be worn under the uniform knit polo shirt.
- Socks (any color) must be worn. Leggings, stockings, or tights must be solid white, blue, black or gray.
- Rubber soled shoes. Sandals are not permitted. During the months of November – March, boots may be worn.
- Mercy spiritwear sweatshirts or Mercy spiritwear long sleeve t-shirts may be worn over the uniform knit shirt as long as they are purchased in the Spirit Shop or through one of the Mercy clubs. All Mercy spiritwear including those ordered by clubs and teams will be blue, white, black or gray (ink as well). Each club should have only one sweatshirt or long sleeve t-shirt and it is recommended that the design be changed every 3 years. Mercy sweatshirts purchased in the last 3 years may continue to be worn. No other short sleeve t-shirts may be worn. Activity officers should submit a copy of the spiritwear design to Mrs. Harvey **before** placing an order.
- The only jacket that students may wear in the building during the class day is the Mercy jacket sold in the Spirit Shop.

On “**SPIRIT DAYS**” (the last day of each week) the following may be worn:

- In place of the polo shirt, a Mercy spiritwear shirt or Mercy HOODIE in the colors of blue, black, grey, or white may be worn with the skirt.
- Mercy sweatpants purchased from the SPIRIT SHOP ONLY can be worn on Spirit days from November- March.

On “**OUT OF UNIFORM DAYS**”, the following may be worn:

- Jeans, sweatpants, khakis, or shorts of an appropriate **length may replace** the uniform skirt.
- Sweatshirts, sweaters, t-shirts, or tops which adequately cover students’ front and back areas and have straps at least 2 inches wide may replace the uniform shirt.
- Slippers may not be worn.

On “**DRESS UP DAYS**”, the following may be worn:

- The general guideline for students is to dress as if they were applying for an office job.
- Students should wear dress pants, dress skirts, blouses, and dress shoes.
- No short skirts, tight clothing, denim of any color, yoga pants, sweatshirts, or gym shoes.
- No bare midriffs or backless dresses.
- No shorts or rompers.

General Guidelines:

- **BODY PIERCING:** No body piercing, other than earrings in the ears, is permitted. Students will be asked to remove the jewelry. Band-aids may not be worn to cover piercings.
- Gloves, mittens, scarves, hats, visors and other head covering are not permitted.
- **HAIR COLOR/STYLE:** Extremes in hair color, length, & style are prohibited. See **MRS. HARVEY** with any questions.
- No tattoos may be visible.

ELECTRONIC SIGNATURE DISCLOSURE AND CONSENT STATEMENT

Mother of Mercy High School (MMHS) may use electronic signatures for the purpose of obtaining parental authorization and consent to its Handbook as well as various policies, practices, and procedures. I understand, intend and agree that MMHS may electronically provide the MMHS Handbook, as well as certain disclosures, agreements, notices, authorizations and consents that are required of parents and student of MMHS (hereinafter all such documentation is referred to as "electronic records"). Additionally, I understand that my use of electronic signature technology is voluntary and is not required as a condition of doing business with MMHS. I may at any time choose to sign any document with a pen and paper rather than electronically, and if I so choose, MMHS will provide me with a paper version of any such document. However, I understand that my choosing to sign one or more documents in paper form will not affect the enforceability of other documents which I sign electronically during the course of my relationship with MMHS.

I understand I have a right to receive a paper copy of any MMHS electronic record if applicable law specifically requires us to provide such documentation. Also, I understand I may withdraw my consent and revoke my agreement to receive records electronically or to provide my signature at any time. To request a paper copy or to withdraw consent and agreement to receive electronic records or to provide an electronic signature, call or write us.

All electronic records that meet these requirements are deemed valid and authentic, and I intend and agree that those electronic records will be given the same legal affect as written and signed paper records. I agree that electronic copies of records are valid, and I will not contest the validity of the original or copies, absent proof of altered data, or tampering.

I consent and agree that my use of my computer, tablet PC, smartphone or other mobile device to accept the terms and conditions of this Agreement, or to select an item, button, icon or similar act/action while using any electronic service we offer, or in accessing or making any acknowledgements, authorizations, or consents regarding any agreement, constitutes my signature, acceptance and agreement as if actually signed by me in writing. Further, I agree that no certification authority or other third party verification is necessary to the validity of my electronic signature; and that the lack of such certification or third party verification will not in any way affect the enforceability of my signature or any resulting contract between MMHS and me.

EMERGENCY CANCELLATION

Announcements concerning cancellation of classes or a schedule delay because of weather conditions are made on the Mercy website, Mercy sponsored social media sites, television, and through a one-call system. Mother of Mercy makes its own decision

regarding emergencies. Families are asked not to call the school. When school is closed due to snow or some other serious reason, students are to check their BlackBoard accounts for homework assignments.

FUNDRAISING AND SALES

No sale of items or services and no form of fundraising are permitted without the approval of the PRINCIPAL.

HONOR TIME PROGRAM

Sophomores, juniors, and seniors have the privilege of honor time. Freshmen may qualify for the honor time program second semester. Students in the honor time program need not report to study halls during their honor time. The object of the program is to give students an opportunity to grow in personal responsibility by planning and using their time to the best advantage. During her honor time a student may choose to be in one of the following places with restrictions indicated:

- 1.) Quiet Areas - library, study halls (subject to the same regulations as others), chapel, resource centers, counseling resource center, computer rooms, and available classrooms during non-lunch periods;
- 2.) Group Study - in cafeteria during non-lunch periods; in classrooms during lunch period; relaxing or group study for seniors only - senior lounge;
- 3.) Special Areas - counseling offices for counseling; the following rooms upon arrangement with a teacher: science rooms, publication rooms.

Should abuse of any area occur, these rooms will be restricted. The following are not approved areas and students may not go to these: outdoors, department offices, theatre and back stage areas, drama studio, conference room, kitchen, faculty dining room, gym, gym locker rooms, faculty centers, storage areas, hallways. Teacher desks, computers and boards are also off limits to students. Students should not be in the halls and restrooms once classes begin. Loitering in restrooms at any time will be penalized.

The privilege of the honor program may be lost by the violation of school regulations on honor time, by excessive absenteeism, by cutting a class, by failing one or more subjects, by general misconduct, and/or receiving a suspension. Loss of honor time causes loss of early dismissal privilege. Early dismissal on a regular basis will be permitted for juniors and seniors who do not have a last period class if there is a signed form from parents on file in the **MAIN OFFICE** each semester. Students should leave the premises and not return during that school day. Students are required to attend assemblies at the end of the day unless excused. If a student loses the privilege of honor time, she should report to the regular study hall to which she is assigned.

INFECTIOUS DISEASE POLICY

Each instance of an infectious disease shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

LOCKERS

Every student is required to purchase a school lock for her assigned locker. Lockers should always be locked. Each student is responsible for the neatness of her locker. Since the locker is the property of the school, it is subject to inspection by school authorities. All locker signs should be in good taste and relate to current school events. Only masking tape may be used. Signs may be removed at the Administration's discretion. All athletes are assigned a locker in the gym area for their use during their season.

MARRIAGE

Students who are married may be permitted to remain in school only with the approval of the PRINCIPAL.

MONEY

The school assumes no responsibility for the loss of money or other property. Students should not bring large sums of money, credit cards, or other valuables to school. Students should keep their wallets with them at all times or use their lockers.

PARKING

Students may park in designated spaces in the school parking lot if they purchase a parking permit. These permits were sold at the end of the year on a lottery basis beginning with the rising senior class. Each student will receive a decal that hangs from the rear view mirror and can be interchanged within a carpool. Spots are numbered. Parking in the lot without a decal will result in conduct points. Students must drive safely and slowly on school grounds and follow directional arrows. Students who park on

nearby side streets must be careful not to block driveways or park too close to other cars. Students who have physical limitations that require preferential parking should see **MS. MITCHELL** for directives. Any student requiring a short term parking solution due to an injury or surgery should see **MRS. WANDSTRAT** in the **MAIN OFFICE**.

PERMITS

Special permits are needed for the use of the elevators, for being out of uniform, for appointments during the day, and for early dismissal. For these permits, a student should present a parent's note to the **MAIN OFFICE** before school. If the elevator pass is needed for the entire year, there must be a doctor's note.

PREGNANCY POLICY

Mother of Mercy High School recognizes the importance of promoting Christian values regarding sexuality and the sacredness of marriage, and in light of Catholic Church teaching that sexual expression is appropriate only within the context of marriage. The school further recognizes the sanctity of each human life. The following policies are based on these values.

When a student is known to be pregnant, she and her parents meet with the **PRINCIPAL** to determine the course of action to be taken. The student may remain in school as long as she has a doctor's permission. In view of the values named above, the student may participate in any school activities open in general to the student body while she is pregnant, but she may not hold a leadership position in a school organization or represent the school to the public. For example, she may participate in classes, field trips, dances, and graduation but she may not participate in a team sport, be a club officer, class representative, act in school plays or musicals, or represent the school in community recognitions or competitions. When the student returns to school following the pregnancy and after consultation with the family, the **PRINCIPAL** will assess the student's readiness to resume her prior school activities. Academic arrangements will be made on an individual basis. The **PRINCIPAL** will have the final authority to implement this policy in whatever manner he/she deems appropriate.

PUBLICATIONS

The school's student publications are under the editorial control of the **PRINCIPAL**.

REMAINING AT SCHOOL

During school hours, students are not permitted to leave the premises without the permission of **MRS. HARVEY**, **MRS. WAGNER** or **MR. MUELLER**. If a student remains in the building after 4:00 p.m., she should be accompanied by a teacher or coach, or be in the gym lobby or tech wing lobby.

RETREATS

All freshmen, sophomores and juniors are **REQUIRED** to attend the retreat, planned and facilitated for them by the Director of Campus Ministry **MRS. BECKER**. An optional retreat is available for seniors.

REVISION OF RULES

School administrators have the right to make revisions of rules at any time throughout the school year. These revisions will be announced to the student body. All school policies and rules apply to all students. Parents will be informed of any changes. Any changes will be reflected in the online student handbook as well.

SENIOR LOUNGE

The Senior Lounge is a special area reserved for seniors for use during their honor time. Seniors may relax or do quiet or group study. They are not permitted to disturb others.

SERVICE PROGRAM

Service is an integral part of Mercy's approach to education as both informational and formational. All students will participate in Mercy's four-year credit-bearing service program as a requirement for graduation.

SIGNS

Signs may be posted on the Student Activities bulletin boards only with the permission of **MS. MITCHELL**, Director of Student Activities. These bulletin boards are located in the following areas:

Main Building: 3rd floor – end of the hall by rooms 301 & 307 and outside room 308,

2nd floor – opposite the elevator,

Ground floor – between doors to the cafeteria, in stairwell B and back wall of Foods Lab near Counseling Lobby

Breezeway: between the doors that lead to the Main Building

In addition, each class has a bulletin board in their class hallway to post class related activities and announcements.

SPIRIT SHOP

Mercy's spiritwear shop is located behind the concession stand. Mercy uniform shirts, t-shirts, sweatshirts, pants, hats, jackets, and various other Mercy spiritwear can be bought here. School supplies and school locks can also be purchased during regular spirit shop hours, 2:00 p.m. – 4:00 p.m. every Monday-Wednesday-Friday of the school year.

STUDY HALL

If a student is in a mandatory study hall for any academic or behavior reason, she is permitted to leave study hall only with a note signed by **MRS. WAGNER**.

TRANSPORTATION

The school official in charge of a student event will communicate with students and parents about transportation arrangements. When the school arranges for bus transportation for local field trips, there is ordinarily a fee charged per student. For some events the school official will ask parents or students to provide transportation. All students are required to have a Rider/Driver permission slip on file in the **MAIN OFFICE**. Junior and senior drivers 17 or older with permission on file in the **MAIN OFFICE** may transport student riders with permission on file in the **MAIN OFFICE** to field trips, service site visits or job shadowing experiences during the school day and after school activities organized by the school. Please note that sophomores and freshmen with a valid driver's license will not be permitted to drive or transport students. Information regarding transportation will be listed on the permission slip for each event.

VISITORS

During the school day, visitors -- students and adults -- are required to enter at the main entrance, check in at the **MAIN OFFICE**, receive a visitor badge and wear it throughout their stay on the Mercy campus. Visitors may be required to show a photo ID. All student visitors should make prior arrangements with **MR. MUELLER** or **MRS. WAGNER**.

WEIGHT ROOM

Prior instruction on how to use the equipment by a physical education teacher or coach is required before a student may use the weight room. Another student must accompany her during each workout. This room is available only after school hours. Students must sign the list in the gym office before going to the Weight Room.

LIBRARY REGULATIONS

HOURS

Monday through Friday, 7:30 a.m. - 3:30 p.m.

General Information

Mercy's Library serves students, faculty and staff, and administration in academic, professional, and personal areas of need. Requests for information, help, materials, and services are encouraged. Please see the Library-Media Specialist to place a request. General School Policies and Code of Student Conduct are applicable and enforced in all library areas. Students using the computers and Internet must adhere to the applicable use policy each student has had signed by her parents.

Fines

A fine of five cents is charged for each school day that library print materials are overdue. Electronic items such as laptops, chargers, eBook readers, etc. are fined at the rate of \$1 per day. Please email, call, or see the Library-Media Specialist to renew items in order to avoid fines. A weekly overdue notice is sent to students through homeroom, and when students receive a third notice, they are sentenced to daily Lunch Detention with the Library-Media Specialist until all fines and overdue obligations are satisfied.

Students with outstanding fines or overdue materials will not be permitted to borrow additional materials until the obligations are satisfied. In addition, report cards will not be sent, and dance tickets will not be sold to those students who have outstanding items or fines. The cost of lost materials is the responsibility of the student.

Circulation

Laptops are loaned for three days. EBook readers are loaned for one week. Print books circulate for two weeks and may be

renewed twice. Magazines circulate for two days and may be renewed once. Reference and Reserve Materials circulate on a case-by-case basis.

TECHNOLOGY

CELL PHONES

Cell phones and other personal electronics may be used for communicating with teachers, classmates, and family members related to school activities, through text or email **during honor time/study hall, flex time and lunch time**. They may be used in the following areas: **Library office, Cafeteria, and resource rooms**. For safety reasons, phones may NOT be used in bathrooms, locker rooms, stairwells, or areas where the activity becomes a risk to the student or others, or is a violation of privacy policies.

If the cell phone is used inappropriately it will be confiscated and held during the day for at least one week. A detention will also be given. On the 2nd offense, the student will be required to report to detention for the remainder of the quarter and the phone will be held during school hours for the remainder of the school year.

All appropriate use and behavior applies - especially as it relates to the content being received, sent or searched, and the purpose or intent of the message, i.e. bullying, etc.

NOTE: **Devices should be put away during class** unless a faculty member gives prior permission. Each teacher sets the guidelines within his/her classroom. A faculty member has the right to ask students to put devices away and/or may confiscate if he/she feels the student is in violation of the policy. Students may photograph or make audio or video recordings of faculty members or classmates at any school event on or off the school grounds **only if they have obtained explicit prior permission from the person(s) to be photographed or recorded**.

COMPUTER USE

Computers are available for student use throughout the building. The Mac Lab, PC Lab and the Library are open from 7:30 a.m. – 7:50 a.m. and 8:15 a.m. – 3:30 p.m. most days. Student access to these areas may be limited due to teacher/class use. The Graphic Arts Lab is primarily reserved for individual class use and may be used only with permission of the Art or Yearbook teachers. Students are expected to take proper care of the equipment; eating and drinking are never permitted in the labs or Library and book bags should be placed on the shelves in each room.

Loaner laptops are available in the Library and may be checked out for a maximum of 3 days. Students may not remove individual laptops from the carts located on each floor except during class and with the permission of the teacher. The complete library laptop circulation policy is posted in the Library.

ELECTRONIC COMMUNICATION WITH TEACHERS

Students should communicate electronically with their teachers only through Blackboard or the teacher's school email address. Texting should be used to communicate only essential, time sensitive information (change of meeting, items needed for an event, etc.). Students are issued school email accounts for the express purpose of academics and communication with classmates and teachers.

INTERNET TERMS AND USAGE POLICY

Internet Terms and Conditions

1. Acceptable Use

The purpose of the Internet connectivity is to support research and education by providing access to unique resources and the opportunity for collaborative work.

Transmission of any material in violation of any US or state regulation, or the policies of Mother of Mercy High School is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials as determined by the Internet Coordinator at Mother of Mercy High School.

2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use as determined by the Information Technology Support Coordinator, MR. ADAMS, will result in the privilege being revoked. MR. ADAMS will decide

what is inappropriate use and his decision is final. Also he may close an account at any time as required. The administration, faculty, and staff may request that he deny, revoke or suspend a specific user.

3. School computers may never be used for social networking sites, chat rooms, and/or instant messaging unless specifically assigned and monitored by a teacher. Any student found using social networking sites or chat rooms will lose computer privileges for up to 1 year.
4. General Internet Rules
 - a. Certain internet resources contain material that is or could be considered to be obscene. Students are denied access to such resources. On occasion the firewall which protects against such materials may fail to deny a questionable resource. It is the responsibility of the student to inform the Internet Coordinator of such a resource so that this may be corrected. If an internet resource is of a questionable nature, the burden of responsibility lies with the student to check with the Internet Coordinator or a faculty member to determine if the student should or should not access that resource.
 - b. Any type of vandalism will result in cancellation of privileges.
Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, Internet, or any of the agencies or other networks that are connected to the Internet. This includes the uploading or creation of computer viruses.
 - c. Mother of Mercy High School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

STUDENT-OWNED TECHNOLOGY POLICY

Students of Mother of Mercy High School will have access to their iPads and multiple laptop carts and computer resource centers throughout the building. In addition, students will be permitted to bring their own technological devices to school for educational purposes.

The following is a description of the policies pertaining to the use of these personally-owned devices.

1. Devices Allowed for Educational Use
 - a. Laptops / iPads
 - b. Handheld devices / cell phones with Internet access capabilities including Blackberry, iPhone, iPod Touch, etc.
2. Usage policy (in addition to our current usage policies)
 - a. Individual teachers will set guidelines for technology usage within their classrooms. This includes the Library/Media center and all computer labs.
 - b. Usage may be restricted to certain areas of the building, or be prevented in certain areas or during certain times (i.e. homeroom, printing only to the labs).
 - c. Students are responsible for following school rules and guidelines REGARDLESS of whether they are using a school-owned or a personally-owned device. Outside of class time, students may not stream video or music.
 - d. Students connecting personally-owned devices to Mercy's wireless network must have current anti-virus software on their devices.
 - e. There will be no expectation of staff, faculty, or other students to trouble-shoot or repair personally-owned devices.
 - f. Mother of Mercy High School, and all employees, officers and directors of said organizations are hereby released of any liability for any damage, loss, or theft that occurs to a personally-owned device while connected to the school's wireless network or any electrical power source or while the device is at Mother of Mercy.
 - g. Violations of internet and electronic usage guidelines can result in suspension of all technology usage privileges.
 - h. The parents/guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Mother of Mercy for any damage that their student may cause arising out of and relating to the use of the wireless network with their personally-owned device.
 - i. All computer files, accounts and network activity are subject to monitoring and review by the school REGARDLESS of whether students are using a school-owned or a personally-owned device. Any time misuse is suspected, the device can be confiscated by the teacher and searched by an administrator.
 - j. These policies are subject to change at the discretion of the school's administration. Students and parents shall receive written notice of any changes.

CODE OF STUDENT CONDUCT

PURPOSE

Mother of Mercy has always been proud of the high quality education available through the programs offered to students. Achieving and maintaining this excellence is contingent upon many factors, one of which is the student's cooperation to help create a learning atmosphere for herself and others. Each student recognizes that she has the responsibility to promote order and discipline necessary for effective learning. Disciplinary measures must be employed for those who would weaken or deny such an environment. This code is designed to provide the guidelines and procedures governing student conduct, which will provide an environment conducive to learning. This code also attempts to standardize procedures and to ensure fair and equitable handling of disciplinary problems. It indicates the concern of the Mercy community and informs the students and staff of their responsibilities and obligations.

GOALS AND OBJECTIVES

Mercy students are encouraged to develop inquiring minds, a Christian code of ethics, courtesy, pride in personal appearance and speech appropriate for a young woman of faith. Students are expected to embrace the Mercy values as expressed in the Portrait of a Mercy Graduate and to promote an atmosphere of good order and discipline, which is necessary for learning.

HARASSMENT/BULLYING

Our Judeo-Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, harassment in any form including but not limited to race, gender, religious belief, nationality, disability, or sexual orientation is prohibited.

Harassment and/or bullying conduct includes but is not limited to the following: negative comments regarding socio-economic difference; slurs; negative stereotyping; threatening, intimidating or hostile acts that relate to race, religion, gender, national origin, disability or sexual orientation; written or graphic material that demeans or shows hostility towards an individual or group, whether that be in print, on electronic devices or on the Internet; verbal jokes; innuendo; propositions; threats; non-verbal gestures; touching; assault or the display of pictures or other visual material. Students and teachers should report any type of harassment and/or bullying to the Administration. Detention, suspension, and expulsion are possible consequences of this behavior.

INTEGRITY POLICY

The Integrity Policy is derived from Mother of Mercy's philosophy. The school encourages in its students an intellectual curiosity, a growing sense of personal integrity for one's own education and an openness to lifelong growth. Furthermore, the school provides enough freedom for the students to make moral decisions, yet enough accountability so that they face the consequences of their decisions and actions. In order to ensure that opportunity for excellence exists for every student, this Integrity Policy regarding scholastic honesty has been adopted by the faculty and administration.

Cheating is defined as representing others' work as your own, manipulation of information to gain an unfair advantage, or enabling others to use your work as their own. Cheating occurs when

- a student copies another student's work
- a student uses a translator to complete world language assignments

Plagiarism is a form of cheating. Plagiarism is a serious form of academic dishonesty. It is the presentation of someone else's ideas as if they were your own. It occurs when you

- copy the actual words or work (computer program, graph, illustration) of another without giving credit to the author. This has become easier to do in a digital age when passages can be copied from the internet and then submitted without proper citation, and when students can transfer their work to other classmates through email and flash drive sharing.
- use ideas, information, or even a pattern of organization without giving credit to the author

Warning! Substituting a few of your own words or modifying the program/graph/illustration does not make it your work. You still must give credit to the author. It is the student's responsibility to be aware of the "rules." Ignorance is not a valid excuse.

How do you give credit to the author?

- For direct quotes credit is given by using quotation marks around the words that have been taken from your source and indicating through endnotes/footnotes where each can be found.
- For paraphrases/computer programs/graphs/illustrations, credit is given by indicating through endnotes/footnotes where each can be found.

- When citations are not required: If you use facts that are found in a source but are also common knowledge (i.e. George Washington was the first president), you do not need to cite them. (When in doubt, cite.)
- For more detailed information, visit the Purdue Online Writing Lab at <https://owl.english.purdue.edu/owl/resource/747/01/>

In all cases when cheating has been determined, the following sanctions will ensue:

1. No academic credit will be given for any part of the assignment in question. This automatic zero could result in failure of the class.
2. A letter of notification will be sent home to the parents.
3. Disciplinary actions will include one or more detentions or suspension.
4. Loss of honor time; grounding in study hall.

The following sanctions may ensue:

1. Additional work assigned and the student(s) put on probation until the work is turned in.
2. The student(s) being barred from leadership positions, clubs, activities, induction into National Honor Society, and/or any event in which the participant is representing Mercy (e.g. sports events, music/drama performances and competitions, exhibits, scholastic competitions, etc.). Repeated cheating offenses could result in expulsion.

SEARCHES

The school reserves the right to search lockers, iPads, personal belongings, baggage, and cars parked on school property if there are reasonable grounds to suspect that contraband is present.

SEXTING

Suspicion of sexting (sending of sexually explicit messages or images by cell phone/electronic device) by an individual will result in the police being notified immediately to conduct the investigation as required by law.

CONDUCT POINTS

Inappropriate behavior in or out of the classroom may be punished by the issuing of conduct points. Conduct points will be given for the following behaviors but are not limited to these behaviors. Students will be given a conduct card on which these conduct points will be recorded. Students must carry the card at all times during the school day.

The following is recommended but the final decision is the teacher's.

1 POINT

- tardy to school or class
- chewing gum/eating/drinking other than water outside the cafeteria
- uniform not worn correctly
- book uncovered
- late forms
(1 point issued daily until form is returned)
- no lock on locker/locker unlocked
- library book notice ignored twice/unpaid fines for late book return
- using the elevator without a pass
- absence note not turned in after two days
- homework late/ not turned in

2 POINTS

- inappropriate use of honor time
- being on the outside campus without permission
- lost conduct card
- talking/disturbance in class/assembly
- illegal parking (in an unassigned space, blocking driveways, etc.)
- not returning to study hall/failing to sign out

DETENTION

A detention is the result of accumulating 5 conduct points OR a detention may be assigned immediately for incidents such as the following, but not limited to these behaviors. The card is then turned in to the **MAIN OFFICE**.

- Use of cell phone or other electronic device during restricted times (first offense)
- Inappropriate behavior in computer labs/violation of computer use policy
- Defacing of property
- Failure to attend Study Table
- Failure to report to study hall
- Failure to attend detention (except with a note from a parent indicating a serious reason)
- Cutting a class/assembly (includes loss of honor time and grounding in study hall)
- Leaving the campus during school time without permission (includes loss of honor time and grounding in study hall)
- Lying or making false accusations or giving false testimony to school personnel
- Being required to leave class because of unacceptable behavior
- Cheating or plagiarism as defined in the Integrity Policy
- Being in a restricted area of the building without permission
- Indecent or profane language or behavior

Detention is held on Fridays from 3:00-4:00. Each detention received carries one hour of time to be served.

QUARTERLY DETENTION

If a student accumulates 15 conduct points or 3 detentions or the equivalent combination of conduct points and detentions OR is involved in a serious violation of rules, she is to report to detention every week for the remainder of the quarter. Her conduct grade will also be lowered, she will lose the privilege of Honor Time, and she will be required to report to Study Hall at her scheduled time.

A student can be automatically sent to quarterly detention for the following, but it is not limited to just the following:

1. Disrespect or rudeness to a teacher, staff member or another student verbally, in print, or on the Internet.
2. Abusing, vandalizing or destroying school equipment or property. The student also pays for the repair or replacement of the damaged property.
3. Being truant from school for part or all of a school day. (Students will make up the school time missed in addition to taking the Quarterly Detention.)
4. Falsifying signatures on permission slips, absence notes, report cards, progress reports, etc. or falsifying times, dates, grades, addresses or other dates on school forms or correspondence.
5. Smoking in on school premises, during the school day, or during school related activities, including all activities sponsored by any Archdiocesan high school (1st offense)
6. Possessing, using, or threatening to use any instrument which would inflict bodily injury.
7. Being in a restricted area of the school building or property without permission from proper school authority.
8. Stealing or attempting to take without consent school or personal property (any money or thing of value). Along with suspension, paying the cost of replacing the property, if damaged, is also required.
9. Cheating, plagiarizing, or other acts of lack of integrity during testing, report preparation, etc. (2nd offense)
10. Initiating a fire alarm or a false warning of a fire or an impending bomb or other catastrophe without cause.
11. Writing threatening notes, in print or electronically.
12. Serious arguments.
13. Serious violation of rules when attending overnight field trips and/or when representing Mercy.
14. Serious violation of the computer use policy.
15. Second cell phone offense.
16. Embarrassment to the school.

CONDUCT REPORTING

5 conduct points = 1 detention

10 conduct points = 2 detentions and unsatisfactory on report card

15 conduct points, 3 detentions, or the equivalent combination of conduct points and detentions = Quarterly detention, unsatisfactory on report card, and grounding in study hall.

SUSPENSION

Suspension is a serious penalty imposed only for serious offenses. During this time the student may not attend classes or other school functions nor participate in co-curricular activities. However, the student is still responsible for class work and assignments. The length and type of suspension may vary in accordance with the seriousness of the offense. The Principal or Assistant Principal for Student Affairs may suspend a student up to a total of ten school days for each infraction or suspected infraction.

DISCIPLINARY PROBATION

Probation is intended to serve as a formal and serious warning to the student and her parents. During the probationary period the student must be all the more intent upon improving her conduct and avoiding an accumulation of demerits. All decisions regarding probation are at the discretion of the Assistant Principal for Student Affairs. At the discretion of the Assistant Principal for Student Affairs, probationary status may include one or more sanctions. Failure to carry out the written expectations of disciplinary probation may lead to expulsion.

DISCIPLINE CONFERENCE/BOARD

When a student commits an act which, in the judgment of the Assistant Principal for Student Affairs, merits a consideration of expulsion, or when a student reaches an excessive number of detentions, her parent(s) or guardian(s) will receive a written notification which will include:

- A statement of the offense or offenses,
- A summary of the evidence with regard to the offense(s),
- The date and time of the Disciplinary Board review of the case.

At the discretion of the Assistant Principal for Student Affairs, the student may be suspended from school and from all school events and activities pending the outcome of the Disciplinary Board hearing.

Response: On the school day after the issuance of notice, the student's parent(s) or guardian(s) will be expected to acknowledge receipt of notice by telephoning the Assistant Principal for Student Affairs office. At the same time, the parent(s) or guardian(s) should indicate whether the student wishes to stand for review by the Disciplinary Board or wishes to withdraw from Mother of Mercy High School.

Meeting: Within five (5) school days of issuance of notice, a Disciplinary Board hearing will take place. The Disciplinary Board consists of the Assistant Principal for Student Affairs and four faculty members.

At least two faculty board members and the Assistant Principal for Student Affairs will be present at the meeting as well as the student and her parent(s) or guardian(s). If the student wishes to invite her counselor to be present, she may do so. If the student wishes to present witnesses, she must inform the Assistant Principal for Student Affairs prior to the day of the board hearing. If she wishes, the student may present written materials such as a letter of recommendation. Any aspect of the student's experiences at school will be subject to consideration.

Representation of the student or her parents by legal counsel or other advisors is not permitted at any stage of the disciplinary process. After all parties are satisfied that the facts in the case have been sufficiently presented, the members of the Disciplinary Board will go into private session to deliberate the case and make an advisory recommendation to the Assistant Principal for Student Affairs. As soon as possible, the Assistant Principal for Student Affairs will communicate her decision to the student and her parent(s) or guardian. A written statement of the decision will follow.

Appeal: Should the student or her parent(s) or guardian(s) wish to appeal the decision, they may do so by contacting the Principal's office. If the Principal grants a review of the case, both the student and her parent(s) or guardian(s) will be expected to be present. After reviewing the case, the Principal will provide the student and her parent(s) or guardian(s) a written statement of his/her decision. The decision of the Principal is final.

EXPULSION

Expulsion may be the result of extremely serious conduct. The school reserves the right to involve the police in serious matters.

Incidents that may result in expulsion include:

1. Selling, possessing, using or being under the influence of alcohol, drugs, or mind-altering substances; or selling, possessing, or using any drug paraphernalia or counterfeit drugs on school grounds or at school-related events on or off school grounds.
2. Physical fighting at school or at school related activities
3. Extended unexcused absences or truancy
4. Serious disrespect for a teacher, staff member or student verbally or in writing
5. Threatening to assault or assaulting any person on school property or while in attendance at any school-related activity
6. Failing a breathalyzer test
7. Having a weapon in one's possession
8. Using an instrument to inflict bodily injury
9. Theft or vandalism of school property or the property of others
10. Failure to comply with disciplinary or academic probation. This includes misconduct by a student who has been previously placed on probation or suspended.
11. Conduct, whether inside or outside school, that is detrimental to the reputation of the school.
12. Conduct inconsistent with the philosophy of the school or the school's mission, principles or objectives.
13. Conduct detrimental to the well-being, health, or safety of others (e.g. bomb threats, false fire alarms, tampering with fire equipment, possession of any kind of weapon or explosive or their look-alikes, physical or verbal abuse of another).
14. Serious computer violation
15. Harassment

OUT OF SCHOOL SUSPENSION, EXPULSION, OTHER DISCIPLINARY PROCEDURES

Major disciplinary actions such as out of school suspensions or expulsions from school are used in the most serious disciplinary cases. It is possible for the **PRINCIPAL** or **ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS** to suspend a student up to a total of ten school days or to expel a student from school for any portion of the duration of the school year in which the student is enrolled. The **PRINCIPAL** has the option of refusing admittance in the following academic year.

DUE PROCESS

For situations that could possibly lead to expulsion for disciplinary reasons, Mercy has a due process procedure involving notice of the charges and evidence, an opportunity for a review by the Disciplinary Board, and the right to appeal an unfavorable decision. At the time of the serious disciplinary problem, the student and her parents are given complete information about due process. Any appeal must be made within five days by the student accompanied by her parent(s) or guardian(s). Representation of the student or her parents by legal counsel or other advisors is not permitted at any stage of the disciplinary process. The **PRINCIPAL** is the final recourse in disciplinary situations and reserves the right to interpret and apply any and all disciplinary rules in his or her discretion.

INVESTIGATIONS

School officials have the right and duty to question students concerning misconduct or crimes which may have occurred during school hours or on school property or at school related functions. Police should secure permission from school officials before interrogating any student during school hours or on school premises. A school official should normally be present during such questioning of students by police.

ALCOHOL, TOBACCO AND OTHER DRUGS SCHOOL POLICY (ATOD)

With the philosophy of Mother of Mercy High School in mind, we address the issues of abuse and dependency as related to ATOD as factors which interfere with the student's ability to develop to her maximum potential. Any possession, sale or use of tobacco/nicotine product by anyone under the age of 18 is prohibited by the State of Ohio. In addition, any use of AOD (alcohol and other drugs) by anyone under age 21 is illegal and considered abuse. Therefore, the policy to support this philosophy is as follows:

SUSPECTED USE, POSSESSION, OR SALE OF TOBACCO/NICOTINE PRODUCT

1. on school premises
2. during the school day
3. during school related activities, including all activities sponsored by any Archdiocesan high school
 - A. Immediate action is taken to confront the student and notify the administration.

- B. The administration notifies the parent(s).
- C. If evidence indicates use, possession or sale, the student is immediately assessed Quarterly detention for a first offense.
- D. The Administration and a Counselor meet to develop a contract to determine consequences and expectations of the student.
- E. An assessment conference is set up immediately with parent(s), student, administration and a counselor involved.
- F. Results can include any or all of the following:
 - 1. Loss of honor time
 - 2. Out of extra-curricular activities for a period of time
 - 3. Suspension for repeat offenses
 - 4. Expulsion
 - 5. Assessment and follow-up from an outside professional source

Follow up conferences with student and a member of Student Assistance Team - parent(s) and administration will be involved as needed.

SUSPECTED USE, POSSESSION, OR SALE OF AOD (alcohol & other drugs)

- 1. on school premises (if use is suspected, a breathalyzer test will be given)
- 2. prior to or during the school day
- 3. prior to or during school related activities, including all activities sponsored by any Archdiocesan high school
 - A. Immediate action is taken to confront the student and notify the administration.
 - B. The administration notifies the parent(s). If appropriate, the police are also notified.
 - C. If evidence indicates use, possession or sale, the student is immediately placed on out-of-school suspension until an assessment conference is completed.
 - D. The Administration and a Counselor meet to develop a contract to determine consequences and expectations of the student.
 - E. An assessment conference is set up immediately with parent(s), student, administration and a counselor involved.
 - F. Results can include any or all of the following:
 - 1. Loss of honor time
 - 2. Out of extra-curricular activities for a period of time
 - 3. Assessment and follow-up from an outside professional source (drug test)
 - 4. Suspension
 - 5. Expulsion

Follow up conferences with student and a member of Student Assistance Team, parent(s) and administration will be involved as needed.

SUSPECTED USE, POSSESSION, OR SALE OF AOD BY A GUEST

- 1. on school premises (If use is suspected a breathalyzer test will be given)
- 2. prior to or during the school day
- 3. prior to or during school-related activities
 - A. Immediate action is taken to confront the student and guest and notify the administration.
 - B. The administration notifies the parent(s) of both the student and the guest. In addition, Mercy will notify officials at the high school the guest attends, and guests who attend any Archdiocesan high school will be treated according to their school's policy by their administration. If appropriate, the police are also notified.

WHOM TO CONSULT

Absentee notes	Homeroom Teacher
Academic scheduling and changes	Mrs. Kroger
Athletics	Mrs. Harvey
Change in address or phone	MAIN OFFICE
Classroom use after school	Ms. Mitchell
Computers/Technology	Mr. Adams
Co-curricular activities	Ms. Mitchell
Early dismissal	Mrs. Harvey, Mrs. Wagner, Mr. Mueller
Good student discounts	MAIN OFFICE
Power School accounts	Mrs. Kroger
Locks and lockers	Mrs. Brady, Mrs. Harvey
Lost and found (misc.)	Gym Locker Room/Cafeteria
Lost and found (valuables)	MAIN OFFICE
Metro bus passes	MAIN OFFICE
Parking	Ms. Mitchell
Performances	Ms. LaNicca, Mrs. Zang
Prolonged illness or absences	Counselors
Retreats	Mrs. Becker
Scheduling of events/fund raisers	Mrs. K. Jones
Service	Mrs. Starkey
Shadowing for elementary school students	Director of Admissions
Signs	Mrs. K. Jones
Student visitors	Mrs. Wagner, Mr. Mueller
Ticket sales for dances	Moderator
Ticket sales for performances	MAIN OFFICE
Transfer Students	Mrs. Wagner
Tuition payments	Mrs. Folzenlogen
Use of display areas	Mrs. K. Jones
Withdrawal	Mrs. Wagner
Work permits	Mrs. Wandstrat

FINANCES/FUNDRAISING

TUITION

Tuition for the next year is determined annually by the Finance Committee and approved by our Board of Trustees. Tuition for the 2016-17 school year is \$10,950 + \$100 for the iPad Individual Excellence Program fee. Tuition and other fees must be paid up to date in order for final transcripts to be issued, report cards and class schedules received, and access to PowerSchool and Blackboard sustained.

AFTER SCHOOL/SUMMER STUDENT WORK PROGRAMS

Student work programs are available both after school and during the summer. A limited number of spots are available in the summer program, however the program is open to all students with priority selection given to current workers and those demonstrating a financial need. Students perform light housekeeping/cleaning up to one hour per day immediately after school and for 6 hours per day (Monday-Friday) for up to one week in the summer. Workers receive tuition credit in the amount of \$8.10 per hour worked that students may choose to endorse toward payment of tuition. Full participation can earn up to \$1,200 toward tuition.

Applications will be mailed to you in the spring with tuition information, and are available in the school Main Office. Contact **LISA FOLZENLOGEN** at (513) 661-2740 ext. 316 for more information.

OTHER OPPORTUNITIES

Mother of Mercy families are able to work Cincinnati Reds games for tuition credit. The two outside organizations Mercy accepts tuition checks from are the Advocates for Catholic Education and the Westside Scouters. Please contact the organizations for more details.

EDCHOICE PROGRAM

The EdChoice program provides students from underperforming schools the opportunity to attend participating private schools with a portion of tuition paid by state funds. Mother of Mercy High School is an approved provider for the EdChoice Scholarship Program. Admission to Mother of Mercy is required before an application will be submitted on behalf of an eligible student. It is the responsibility of the parent/guardian of an eligible student to complete all necessary applications and to submit all required documentation each year.

FUNDRAISING

Students are encouraged to support the Mercy Fund through active participation in The Walk and the Student Raffle. Parents are strongly encouraged to also support the annual Mercy Fund, to whatever extent they are able, and take part in Mercy's Gala and other school-wide fundraisers, all of which help make up the substantial difference between *actual* per pupil education costs and tuition.

STUDENT ACTIVITIES AND LEADERSHIP

The benefits of participating in our Student Activities Program will complement what students learn in the academic program. Teamwork, creativity, time management, self-confidence, leadership, dedication, goal setting and problem solving are just a few of the skills that can be developed through participation in one or more clubs and activities. These skills will help lead to success in college and career. Clubs and activities offer a student the opportunity to meet new people, discover new skills or talents, and challenging oneself to reach beyond her comfort zone. Organizing a dance, helping senior citizens improve their technology skills or serving meals to those in need are examples of ways of becoming a well-rounded member of the "Circle of Mercy".

AREAS OF RESPONSIBILITY

The DIRECTOR OF STUDENT ACTIVITIES, MS. KATE MITCHELL, is responsible for coordinating all extra curricular activities, scheduling class-year, club, and activity meetings and events, and developing leadership opportunities. The Director of Student Activities works closely with class, club, and activity moderators and student leaders to create and maintain a cohesive and successful Student Activities program.

The DIRECTOR OF CAMPUS MINISTRY, MRS. JOHANNA BECKER, is responsible for leading pastoral programs and spiritual growth activities for students. She coordinates the student retreat program, all-school liturgies and related activities.

The SERVICE COORDINATOR, MRS. KELLY STARKEY, oversees service requirement expectations for each grade level, assists students with arranging service assignments as needed, runs the Blazin' Bobcat Buddies program for the freshmen, and assists the Director of Campus Ministry with the sophomore service retreat. She continues to bring about new and innovative service learning ideas to the overall program.

The EVENTS COORDINATOR, MRS. KATHY JONES, is responsible for coordinating school events in order to prevent conflicts, create efficiencies, and ensure thorough planning. The Events Coordinator builds and maintains the school calendar in collaboration with the Director of Student Activities and the Athletic Department; and assists in logistics for major school events. The Events Coordinator ensures that event planners address all dimensions of event planning and ensures thorough planning and communication with the school's maintenance and custodial staff and parent clubs.

ACTIVITY MODERATORS are responsible for the supervision of their club, class year or activity including planning and moderating meetings, record keeping, and budgeting. Student officers are expected to work closely with their moderator(s) when scheduling meetings and planning activities.

LIST OF CLASS, CLUB, AND ACTIVITY MODERATORS

Academic Team - Mr. Bouman
Advancement Leadership Team – members of Advancement Office
Athletic Opportunities – Mrs. Harvey
Art Club - Mr. Dwertman & Mrs. Murphy
Cosmos/Astronomy Club - Mr. Burton
Digital Journalism - Mrs. David
Dramatic Productions – Ms. LaNicca
Fearless Initiative - Mrs. Hively & Mrs. Long
French Club - Mrs. Smock
French Honor Society - Mrs. Smock
Freshman Class Moderator – Mrs. Minnelli
Freshman Focus Coordinators - Mrs. Becker, Ms. Blum, Mrs. Hively, & Mrs. Long
Girls' Athletic Association (GAA) - Mrs. Harvey
Handbell Choir - Mrs. Zang
INTERalliance – Ms. Whitford
Junior Class Moderator - Mrs. L. Miller
Key Club - Ms. Blum
Leadership Council - Ms. Mitchell
Leading Scholars - Mrs. Richardson
Life Club - Ms. Herrmann
Mercy Works - Mrs. Schroeder
Mission Collection - Mr. Bonnici
Mock Trial Team - Ms. Antons
National Honor Society - TBD
PALS - Mrs. Harris
Poetry Out Loud - Mrs. David
Prayer and Justice Team - Mrs. Becker
Pride of LaSalle Band - Mr. Cotton (La Salle faculty member)
Robotics – Mr. Burton
Sapphire Dance Team - Mrs. Raleigh
Senior Class Moderator – Mrs. Brandel
Service Trip Coordinator – Mrs. Starkey
Sophomore Class Moderator - Mrs. Broering
Spanish Club - Ms. Herrmann
Spanish Honor Society - Ms. Herrmann
Student Council – Mrs. Utah
Student Recruiting Committee - TBD
Tech Doctors - TBD
(International) Thespian Society - Ms. LaNicca
TSA Team - Mr. Baker
Vocal Ensemble - Mrs. Zang

EXPECTATIONS AND POLICIES

A student can be a member of no more than two club/activity executive boards.

Student Council Co-Presidents are not eligible for any other board positions. These officers are expected to make their demanding Student Council leadership position their primary activity and therefore are expected to limit their commitments in time-consuming athletics and fine arts activities. Students interested in running for this position should speak with Ms. Mitchell and Mrs. Utah.

A student must be in school the entire day in order to participate in a co-curricular activity on that day.

A student may be removed from co-curricular activities if her behavior is inappropriate. This removal may be arranged by the moderator of the activity or by an administrator.

Mercy students are responsible for the behavior of their guests at school related activities. By accepting the right to participate in school programs on or off school property, students accept the responsibility to conduct themselves and to see that their guests conduct themselves according to the regulations governing of these programs.

Any student who serves as a board member or officer of a club or activity, holds a position on a non-athletic team or is in a cast or ensemble is expected to be passing all the classes in which she is enrolled. Student athletes must follow the guidelines set up by the Director of Athletics, Mrs. Harvey, and the Ohio High School Athletic Association.

Senior leaders of activities are required to attend a summer two-day overnight leadership workshop along with their counterparts at McAuley High School. Before accepting an activity leadership position, students should ensure that they know when the leadership retreat will be held and confirm that they can attend.

Athletic and Co-curricular Eligibility

Mother of Mercy follows the standard of the Ohio High School Athletic Association (OHSAA) with regard to eligibility for athletics as well as all other co-curriculars except those of a religious or service nature. A student who fails to earn passing grades in five academic subjects (courses that earn a half credit per semester) in a quarter may not be a member of an athletic team or an officer of a club during the next quarter. Of course, the school expects students to maintain passing averages in all of their courses. Academic success is a must; participation in clubs and teams is a privilege. The school reserves the right to exclude a student from participation in clubs and athletic teams when the school determines that her academic situation warrants it, even though she may be eligible according to the OHSAA standard. To help a student focus on academics, the Athletic Director or the Director of Student Activities may exclude a student from participation in a club or athletic team or place her on probation from participation at any time.

Procedure for checking academic progress:

1. Progress will be checked at the end of every quarter using final quarter grades.
2. If a student is failing at the end of the quarter, she will be on probation for the following quarter (except for athletes who have failed to pass five subjects and are immediately ineligible because of OHSAA standards). Students who are failing must meet with the Director of Student Activities, **MS. MITCHELL**, to discuss their academic progress.
3. If a student fails a course for two consecutive quarters, she will be suspended from that class, club, or activity until she is passing all of her courses. Moderators have the option to remove a student from her position if she is suspended for an extended period of time.

SCHEDULING

See **MS. MITCHELL** to schedule an activity or meeting before school, after school, during homeroom, or during Flex time. These events must be confirmed before posting times/dates with other classmates. All activities and meetings previously scheduled will have top priority. See **MRS. K. JONES** for scheduling of facilities or special events outside of the realm of clubs/activities.

STUDENT ASSISTANCE TEAM

The purpose of the Student Assistance Team is to provide identified students with the skills, knowledge, and support necessary to succeed throughout their four years of high school. The program utilizes a holistic approach of education, social support, and self-awareness to increase a student's academic success and overall social/emotional well-being. The School Counselors, School Psychologist, Assistant Principal for Academic Affairs, Intervention Specialist, Math Tutor, and Student Assistance Services Coordinator form the Student Assistance Team. They will identify and provide assistance to students who are academically at risk; have a history of excessive tardies and/or absences; have an accumulation of conduct points and/or detentions; are experiencing excessive situational stress; and/or students in need of outside intervention.

Mother of Mercy recognizes that some students experience difficulty in their studies due to a learning difficulty, attentional problem, or mental health issues. The school has created the Student Assistance Team to examine such cases and to develop a reasonable accommodation plan for the student.

Interested families should provide the school psychologist with a written evaluation by a mental health professional and/or educational specialist that

1. States the specific disability.
2. Is current (within three years of the request for accommodations).
3. Describes presenting problem and history.
4. Describes the comprehensive testing.
5. Describes functional limitations.
6. Describes specific accommodations.
7. Establishes the professional credentials of the evaluator(s).

ADULT ORGANIZATIONS

BOBCAT ATHLETIC CLUB

The purpose of the Boosters is to encourage and promote participation in the athletic program and provide necessary funds by sponsoring and administering activities while encouraging and maintaining a mutually beneficial relationship between the school and the athletic program. Payment of dues constitutes membership; meetings are held bi-monthly.

MOMS CLUB AND DADS CLUB

We strive to support and promote the philosophy, goals and spirit of the Mercy traditions. The **Clubs** help connect alumnae, parents, guardians, alum parents and other special people with the Mercy Spirit and empower the young women of Mercy to have an amazing high school experience. This helps give them a framework to navigate through the Mercy community both socially and spiritually, following examples of Sr. Catherine McAuley. There are no dues for membership. Because **Clubs** rely entirely upon fundraising to support our activities, many of our events are free – so any financial donation is greatly appreciated and directly benefits the students.

SCHOOL PRAYERS AND SONGS

THE SUSCIPE OF MOTHER CATHERINE MCAULEY

My God, I am Yours for time and eternity. Teach me to cast myself entirely into the arms of Your loving Providence with the most lively, unlimited confidence in Your compassionate, tender pity. Grant me, O most merciful Redeemer, that whatever You ordain or permit may be acceptable to me. Take from my heart all painful anxiety; suffer nothing to sadden me but sin; nothing to delight me but the hope of coming to the possession of You, my God and my All, in Your everlasting kingdom. Amen.

MMH FIGHT SONG

Mother of Mercy, ring out your name
It's you MMH we proudly proclaim
Our Alma Mater, greatest and best.
Glad to show it, and we'll let the whole world know it!
Loyal we stand and true we remain
It's our voices that shout our happy refrain.
Our white and blue means Dare and Do
For Mother of Mercy High
We're NUMBER ONE!

SCHEDULES

1 - Regular

HMRM	7:50 – 8:05
Period 1	8:10 – 8:50 8:55 – 9:35
Flex	9:40 – 10:00
Period 2	10:05 – 10:45 10:50 – 11:30
Lunch 3.1	11:35 – 11:55
Period 3.1	12:00 – 1:25
Period 3.2	11:35 – 12:20
Lunch 3.2	12:23 – 12:43
Period 3.2	12:45 – 1:25
Period 3.3	11:35 – 1:00
Lunch 3.3	1:05 – 1:25
Period 4	1:30 – 2:10 2:15 – 2:55
Dismissal	2:55

2 – Flex First/Late Arrival

Flex	7:50 – 8:35
HMRM	8:40 – 8:50
Period 1	8:55 – 9:35 9:40 – 10:15
Period 2	10:20 – 11:00 11:05 – 11:40
Lunch 3.1	11:45 – 12:05
Period 3.1	12:10 – 1:30
Period 3.2	11:45 – 12:25
Lunch 3.2	12:28 – 12:48
Period 3.2	12:50 – 1:30
Period 3.3	11:45 – 1:05
Lunch 3.3	1:10 – 1:30
Period 4	1:35 – 2:15 2:20 – 2:55
Dismissal	2:55

3 - Two-Hour Delay

HMRM	9:50 – 10:00
Period 1	10:05 – 10:35 10:40 – 11:10
Period 2	11:15 – 11:45 11:50 – 12:15
Lunch 3.1	12:20 – 12:40
Period 3.1	12:45 – 1:45
Period 3.2	12:20 – 12:50
Lunch 3.2	12:53 – 1:13
Period 3.2	1:15 – 1:45
Period 3.3	12:20 – 1:20
Lunch 3.3	1:25 – 1:45
Period 4	1:50 – 2:20 2:25 – 2:55
Dismissal	2:55

4 – 2:15 p.m. Dismissal/ Assembly

Period 1	7:50 – 8:30 8:35 – 9:10
Flex	9:15 – 9:35
Period 2	9:40 – 10:20 10:25 – 11:00
Lunch 3.1	11:05 – 11:25
Period 3.1	11:30 – 12:50
Period 3.2	11:05 – 11:45
Lunch 3.2	11:48 – 12:08
Period 3.2	12:10 – 12:50
Period 3.3	11:05 – 12:25
Lunch 3.3	12:30 – 12:50
Period 4	12:55 – 1:35 1:40 – 2:15
Assm/Flex	2:15
Dismissal	2:15 or 2:55

5 – Liturgy/Assembly

HMRM	7:50 – 8:05
Period 1	8:10 – 8:45 8:50 – 9:25
Liturgy/Assm	9:30 – 10:30
Period 2	10:35 – 11:10 11:15 – 11:50
Lunch 3.1	11:55 – 12:15
Period 3.1	12:20 – 1:35
Period 3.2	11:55 – 12:35
Lunch 3.2	12:38 – 12:58
Period 3.2	1:00 – 1:35
Period 3.3	11:55 – 1:10
Lunch 3.3	1:15 – 1:35
Period 4	1:40 – 2:15 2:20 – 2:55
Dismissal	2:55

6 – 1:45 p.m. Assembly

HMRM	7:50 – 8:05
Period 1	8:10 – 8:45 8:50 – 9:25
Period 2	9:30 – 10:05 10:10 – 10:45
Lunch 3.1	10:50 – 11:10
Period 3.1	11:15 – 12:25
Period 3.2	10:50 – 11:25
Lunch 3.2	11:28 – 11:48
Period 3.2	11:50 – 12:25
Period 3.3	10:50 – 12:00
Lunch 3.3	12:05 – 12:25
Period 4	12:30 – 1:05 1:10 – 1:45
Assembly	1:50 – 2:55
Dismissal	2:55

**7 – 2:30 p.m. Dismissal/
Assembly/Flex**

HMRM	7:50 – 8:05
Period 1	8:10 – 8:50 8:55 – 9:35
Period 2	9:40 – 10:20 10:25 – 11:05
Lunch 3.1	11:10 – 11:30
Period 3.1	11:35 – 1:00
Period 3.2	11:10 – 11:55
Lunch 3.2	11:58 – 12:18
Period 3.2	12:20 – 1:00
Period 3.3	11:10 – 12:35
Lunch 3.3	12:40 – 1:00
Period 4	1:05 - 1:45 1:50 - 2:30
Assm/Flex	2:30
Dismissal	2:30 or 2:55

8 – Homeroom/Flex

HMRM	7:50 – 8:05
Flex	8:10 – 8:30
Period 1	8:35 - 9:15 9:20 - 10:00
Period 2	10:05 - 10:45 10:50 - 11:30
Lunch 3.1	11:35 – 11:55
Period 3.1	12:00 – 1:25
Period 3.2	11:35 – 12:20
Lunch 3.2	12:23 – 12:43
Period 3.2	12:45 – 1:25
Period 3.3	11:35 – 1:00
Lunch 3.3	1:05 – 1:25
Period 4	1:30 - 2:10 2:15 - 2:55
Dismissal	2:55

**9 – 2:30 p.m. Dismissal
with Flex**

HMRM	7:50 – 8:05
Period 1	8:10 – 8:50 8:55 – 9:30
Flex	9:35 – 9:55
Period 2	10:00 – 10:40 10:45 – 11:20
Lunch 3.1	11:25 – 11:45
Period 3.1	11:50 – 1:10
Period 3.2	11:25 – 12:05
Lunch 3.2	12:08 – 12:28
Period 3.2	12:30 – 1:10
Period 3.3	11:20 – 12:45
Lunch 3.3	12:50 – 1:10
Period 4	1:15 – 1:50 1:55 – 2:30
Dismissal	2:30

