

Our Lady of Mercy School for Young Women

Grades 6-12

Life Changing



STUDENT HANDBOOK

2020 – 2021

Note: None of the information contained herein should be understood to contradict our Reopening Plan. Policies and procedures contained therein supercede those contained herein.

An addendum has been incorporated into this document with specific changes to policy in light of hybrid and remote learning.

Stricken-out text in this handbook does not apply at present.

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A ministry of the Sisters of Mercy for 92 years

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ALMA MATER

Glory to Mercy High, our dear old Alma Mater,
Let's sing her praises joyfully,
For well does she deserve them.
Via, Veritas, et Vita to us has sacred meaning.
Glory to Mercy High,
She teaches truth and leads the way.
Mother, thou wilt be proud of us, as we are proud of thee.
Ne'er shall we leave the path of light and truth and loyalty
Thanks and undying love, we owe to her high standards,
Her halls have led us to our guiding star.
Dear Mary, the Mother of Mercy.
Glory to Mercy High, beloved Alma Mater!
Glory, may her banner float aloft a guide for aye.
Wafting heavenward may our hearts
Joyful sing her praises far and near.
Ne'er shall we forget our cherished Mercy High,
Our dear O.L.M.

MISSION STATEMENT

We, the community of Our Lady of Mercy School for Young Women, are animated by the charism of Catherine McAuley, foundress of the Sisters of Mercy and by our motto: "Via, Veritas et Vita." (I am the Way, the Truth, and the Life) The school, opened in 1928, remains a sponsored ministry of the Sisters of Mercy.

We are a sixth through twelfth grade all women's college preparatory school. We are guided by the values of our Catholic identity while respecting and welcoming students of diverse backgrounds.

We empower young women to unleash their potential through a vigorous pursuit of knowledge, service to others, a global perspective and leadership opportunities. This pursuit is guided by a commitment to the virtues of hospitality, compassion, integrity and respect for the inherent dignity of all.

Our Lady of Mercy School for Young Women encourages students to be pioneers of change. Our mission is to provide an enriching balance of learning, serving and loving that creates a community of care and sisterhood.

PHILOSOPHY

Our Lady of Mercy School for Young Women is a Catholic secondary school for young women in grades 6-12 founded in the vision of Catherine McAuley and the ministry of the Sisters of Mercy; we are committed to the education of young women of all faiths and backgrounds.

In an atmosphere of mutual respect and trust, all are encouraged and motivated to develop individual talents to meet the challenges of the 21st century. In collaboration with families in grades 6-12, we promote educational excellence and the development of the entire individual.

At Our Lady of Mercy School for Young Women we expect students to take an active role in their learning and personal development while preparing for a life-long pursuit of knowledge and wisdom in the light of Christ's teachings.

CRITICAL CONCERNS OF THE SISTERS OF MERCY

In keeping with the charism of Catherine McAuley and the Sisters of Mercy, Our Lady of Mercy School for Young Women aims to educate and involve the Mercy community in the Critical Concerns of the Sisters of Mercy. These are:

- to deepen and assimilate more consciously the practice of nonviolence as an integral aspect of the charism of Mercy;
- to deepen our response to the unrecognized and unreconciled racism, past and present, within our community;
- to reverence Earth and work more effectively toward the sustainability of life and toward universal recognition of the fundamental right to water;
- to continue to embrace our particular concern for women;
- to stand in solidarity with immigrants.

Profile of a Graduate: Faith, Leadership, Academics

A Mercy Graduate is a world-class learner and leader who pioneers positive change, animated by the Critical Concerns of the Sisters of Mercy and by the motto, "Via, Veritas, et Vita" (I am the Way, the Truth, and the Life).

A Mercy graduate....

...is grounded in her Faith:

- Applies a faith-based discernment to decisions and actions, and in navigating the ambiguities of the world.
- Gives value to and embraces opportunities for service.
- Acts with compassion, respect, and empathy.

... is a healthy Risk Taker:

- Challenges herself to actively seek new opportunities outside of her own skill set.
- Acknowledges her shortcomings and is willing to be wrong.
- Explores alternative problem-solving strategies.
- Advocates for others.

... demonstrates a Growth Mindset:

- Demonstrates persistence despite setbacks, viewing these setbacks as learning opportunities.
- Is open to diverse perspectives and to new ways of thinking and doing.
- Shows responsibility and self-advocacy.
- Is on a continual quest for knowledge, building on prior learning.

... is Globally Ready:

- Recognizes and demonstrates sensitivity to diverse cultures, perspectives, behaviors, and languages.
- Possesses an awareness of how interconnected she is with the local, national, and global communities.
- Adapts to innovations in technology due to her mastery of foundational skills.

...is Resilient:

- Understands that success takes time and effort.
- Uses her strengths and actively learns from others with different strengths.
- Demonstrates a positive self-image.

...is a Problem Solver:

- Thinks independently and reflectively.
- Uses persistence and resilience to find solutions to real-world problems.
- Examines and solves an issue from multiple perspectives, both independently and collaboratively.

...is a Communicator:

- Speaks and writes with clarity, fluency, structure and command.
- Articulates her passions in a collaborative and flexible manner.
- Actively and respectfully listens when communicating with others.
- Seeks to find her own voice and exercises that voice appropriately.

BELIEF STATEMENT

We believe that...

- a caring community for young women is shaped by our Catholic and Mercy identity, rooted in Gospel values, dedicated to the ministry of service, and respectful of cultural and religious diversity.
- an all-girls education empowers young women to unleash their potential through a vigorous pursuit of knowledge, service to others, a global perspective, and leadership opportunities.
- an effective learning environment is created through communication, collaboration, mutual respect, and a deep understanding of our Mission Statement.
- all should be welcomed in a spirit of hospitality, creating a safe environment that allows students, faculty, staff and parents to feel understood, appreciated, respected, and valued.
- using the lens of the Critical Concerns as a guide, students make moral decisions and are pioneers of change through their service to others.

- leaders are empowered, life-long learners who take responsibility, advocate for themselves, embrace the joy of discovery, and are willing to challenge themselves and their peers.
- wellness begins with “we”, and that a nurturing culture and climate allows individuals to balance the emotional, spiritual, and mental aspects of their lives.

The administration reserves the right to review and update the handbook as it sees fit. The parent(s)/legal guardian(s) will be given prompt notification if changes are made.

References herein to “Our Lady of Mercy”, “OLM”, or “Mercy” as a school pertain to Our Lady of Mercy School for Young Women.

1.0 ACADEMIC POLICIES

Our Lady of Mercy School for Young Women unleashes its students' creative energy for the pursuit of knowledge, and nurtures in them a hope-filled vision to make a difference in the world. We want to develop the potential of our students, and support and celebrate their growth. Our process:

- Matches our belief that academic excellence is defined in terms of specific, challenging, and rigorous learning criteria.
- Rewards the efforts of all our students who have exceeded the most rigorous academic standards in our program of studies.
- Aligns with the procedures that are practiced in most colleges and universities.

1.01 Curriculum, Requirements, and Scheduling

Curriculum

Our Lady of Mercy School for Young Women offers a Middle School Program and a College Preparatory Program in its High School. Both programs take place in an atmosphere that supports the spiritual, intellectual, and emotional growth of all our students.

Credit Requirements

Students in grades 9 and 10 are required to take 7.5 credits each year. Students in grades 11 and 12 are required to take 7 credits each year. Seniors taking three Advanced Placement courses have the option of taking a minimum of 6 credits. Refer to the *Program of Study* for the specific breakdown of credits among the various academic disciplines. Students who satisfactorily complete these credits will receive a High School diploma from Our Lady of Mercy School for Young Women.

All students are required to take one Advanced Placement (AP) course and the associated AP exam or a dual credit course during their tenure in the school.

Program of Study

Our Lady of Mercy publishes its [Program of Study online](#) and in print.

Scheduling Process

Student success and preparation for college and career is a top priority when it comes to scheduling. Each student consults with her counselor to develop a long-range academic program that will best situate her for personal and academic success. Students typically meet with their counselors in February to begin the process of developing their course of study for the following year. This conversation is informed by teacher recommendations. A confirmation letter is sent home in the spring indicating the course selections for the following year. All course selections are finalized within three weeks of receipt of the confirmation letter.

Mercy does not honor requests for particular teachers in the scheduling process.

Schedule Changes

There are many factors that go into building student and teacher schedules. Once staffing and class sizes are determined, changes are difficult or impossible to make. There may be times in the first weeks of school, however, when a student is struggling with content and her teacher determines that a schedule change is advisable. In such cases, counselors and/or administrators will engage in a conversation with the family to consider her options.

If a student withdraws from a course after the first five weeks of classes, she will receive a “WP” (withdraw passing) or a “WF” (withdraw failing). This grade will be included on the student’s transcript.

1.02 Grading and Records

Course Grading System, Course Grade Calculations, and GPA Weighting

Letter Grade Ranges: A+ (95-100), A (90-94.9), B+ (85-89.9), B (80-84.9), C+ (75-79.9), C (70-74.9), D (65-69.9), F (below 65)

If a course has a mid-term, it will be calculated as 5% of the courses overall grade. Final exams will be calculated as 15% of the course’s overall grade.

Our GPA is calculated on a 4.5 scale.

Course Weighting Policy for **cumulative** GPA ONLY:

- AP Course weighted 1.04
- Dual-credit courses weighted 1.04
- Honors Courses weighted 1.02
- All other courses weighted 1.00

Assessment: Midterms and Finals

Some full year courses may have midterm assessments that will be administered in January. The final assessment will be administered in June. Final assessments are administered at the conclusion of semester courses. These assessments may be in the form of examinations, portfolios, or projects. Students are expected to adhere to the schedule set for midterms and final assessments. A student cannot receive credit for a midterm or final which she has not completed, for reasons other than medical or family emergency. Parents must call the Dean of Academics to make other arrangements when a student will miss an exam due to illness. A doctor’s note is required. Middle School students who take high school courses must follow the assessment requirements for that course.

Report Cards and Progress Reports

Electronic report cards are available to students and parents at the end of each quarter. Progress reports are available midway through each quarter. Parents can access both reports

through the Mercy Grades link on the Student and Parent Portal on the Mercy web page, or by accessing it at: <https://schooltool.mercyhs.com/schooltoolweb/>.

1.03 Honors

Scholarship and Honor Rolls

Scholarship Roll: A student must achieve an average of A or above and no grade below B.

Honor Roll: A student must achieve an average of B+ or above and no grade below C.

Graduation Honors

Exemplary scholars will be recognized at graduation with the following designations:

- *Summa Cum Laude*: Student must have a 4.3 - 4.5 with completion of at least 3 AP or dual- credit courses.
- *Magna Cum Laude*: Student must have a 3.8 – 4.29 with completion of at least 2 AP or dual- credit courses.
- *Cum Laude*: Student must have a 3.3 – 3.79 with completion of at least 1 AP or dual- credit course.

National Honor Society

The Catherine McAuley Chapter of the National Honor Society (NHS) exists to create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, and develop character in the students of Our Lady of Mercy School for Young Women. The National Honor Society is a service organization and is not meant to be a duplication of the scholarship and/or honor rolls.

At the conclusion of the third quarter, members of the Sophomore and Junior classes who have a cumulative weighted GPA of 4.3 or higher will be invited to apply for membership in NHS. A faculty council evaluates the application materials of those who choose to pursue membership. Equal consideration is given to each applicant's academic achievement (scholarship), leadership, service, and character. Those applicants who earn a majority vote by the faculty council are invited to become members of NHS.

1.04 Failure to Meet Academic Standards

We pride ourselves on our high academic standards that prepare our students for college-level work. All students are held to these standards of excellence and will be supported to achieve them. Teachers monitor their students' progress and alert parents and guardians when they see troubling patterns. Students should monitor their own progress toward proficiency and mastery of their coursework and make use of resources available to them [See Academic Support, Section 1.06].

Academic Probation and Eligibility Policy

All students are required to meet minimum academic and behavioral standards in order to participate in co-curricular and after school activities. Students on academic or disciplinary probation are ineligible to participate in the sports program, plays, clubs, and other school activities, including dances and non-academic trips. Senior privileges are revoked for students on probation.

Students are placed on Academic Probation if they fail a course in a quarter. High school students on Academic Probation will be assigned to Structured Advisement and are expected to meet with their teacher to develop a plan for improving their grade.

After one cycle (eight school days), if a student on Academic Probation is no longer failing any courses, she may be returned to good standing. Students will need to see their counselors to pick up a Reinstatement Form and have it filled out by their teacher(s).

Any student whose grade in a course falls below a C average as reported on progress reports or quarterly report cards will meet with her counselor to discuss resources available to her. She may be required to attend Structured Advisement at the counselor and administration's discretion.

Summer School

A student who fails a course must register within their district for summer school and pass the course(s). If a student fails a course and there is no summer school for that course, she must receive thirty hours of private tutoring, and pass an assessment given by Mercy that is pre-approved by a Principal. The tutor must verify in writing the dates and times of tutoring.

Multiple Course Failures/Return to Mercy

Failures must be remediated. Students may take up to two courses in summer school and move to the next grade level if they pass those courses. Students who fail three subjects will not be invited to return to Mercy.

1.05 Academic Records

Academic Records and Privacy

In accordance with the Buckley Amendment, also known as the Family and Privacy Act, parents and students have the right of access to the student's official record. Each student has an official folder in which are placed academic transcripts and academic testing. If a parent wishes to view the record, the school requires twenty-four hours' notice and a written request from the parent.

Our Lady of Mercy School for Young Women abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school related information regarding the student. If there is a court order specifying

that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. For more information on custodial arrangements, see the Parent/Guardianship Policy in Section 3.07.

1.06 Academic Support

Counseling Department

The Counseling Department at Our Lady of Mercy School for Young Women strives to provide every student with the support that she needs throughout her tenure. Our team of dedicated professionals work to promote mental and physical health, overall emotional wellness, and a sense of belonging. In addition, counselors aide with academic support services, course selection, career exploration, college applications, and post-secondary options. We endeavor to create a safe and accepting space where students receive compassionate and individualized guidance from their school counselors.

Visit the Counseling Department's webpage, www.mercyhs.com/counseling, for contact information, helpful links, and resources.

Academic Advisement

An Academic Advisement period is part of Mercy's daily schedule. The purpose of Advisement is for students to study, work on assignments, or see their teachers for extra help or to make up tests. Students are expected to use Advisement time for academic purposes. High school students may be assigned to Structured Advisement if additional support is needed [See Academic Probation in Section 1.04].

Library Media Center

The Library Media Center and its faculty support the ministry of the Sisters of Mercy by creating and maintaining an environment of hospitality, integrity, and respect. Working in conjunction with the school's Mission Statement to unleash the potential of young women through a vigorous pursuit of knowledge, the Library Media Center contributes to lifelong, 21st century learners by stimulating interest in reading, viewing, and using information and ideas for academic and personal use, providing opportunities for students to become ethical digital citizens when using technology for academic and personal use, and collaborating with teachers to develop authentic learning experiences that embody the Traits of a World Class Learner.

More information regarding using the Library Media Center can be found under Facilities, Section 7.02.

Parent-Teacher Communication, Conferences, and Mini Schedule Night

As partners in education, the school and family work together to nurture the growth of each student socially, emotionally, and academically. Teachers are expected to reach out to parents/guardians when they see patterns of behavior or academic effort that concern them.

Parents and guardians are encouraged to contact their daughters' teachers if they have questions or see areas of concern. [Guidelines for Parent Communication, see Section 10.01]

Parent-Teacher conferences are scheduled for sixth grade families in conjunction with the end of the first quarter. For all other grade levels, conferences are held at a parent's request.

Mini-Schedule Night, usually in September, is an opportunity for parents/guardians to follow their daughter's schedule for a brief overview of courses by her teachers.

Open Gradebook

Students and their parents/guardians have access to their electronic gradebooks. As students mature as learners and agents of their own futures, they need to increasingly take ownership of their learning. In the past, conscientious students tracked their own grades and knew where they stood academically in a course so that their averages at the end of a quarter or a term were rarely a surprise. Having access to their gradebook allows all students to easily access this information and assess where they need to devote their energies. Parents and guardians serve as supports to their children as they grow, while honoring their increasing independence. We hope that with an open gradebook, parents and guardians continue to put the onus of responsibility on their daughters to monitor their own progress and advocate for themselves. Still, an open gradebook allows parents and guardians to intervene with their children when they see patterns emerging that are of concern. When issues arise, students and teachers should begin the conversation about corrective measures, only bringing in parents and guardians when the issues persist.

The gradebook will be opened three weeks into the first term. Teachers are expected to grade assignments in a reasonable amount of time which varies according to the assignment. Gradebooks will generally be updated on a weekly basis, but some assignments may take up to two or three weeks to grade.

To access the gradebook:

1. Go to www.mercyhs.com
2. Click *Student-Parent Portal* at the top right of the screen (this can be found within the horizontal 'three-line menu' if accessing via mobile device).
3. Once on the Portal, click the *MercyLINK* button to be brought to MercyLINK (where you go to view anything grade-related like assignments, progress reports, and report cards).

1.07 Academic Integrity

Our Lady of Mercy School for Young Women is devoted to the highest standards of academic honesty and intellectual integrity. Mercy challenges students to develop sound moral and ethical practices in their study, research, writing, and presentations; in their examinations and portfolios; and in all of their relationships and actions as members of the academic community.

We believe that our pursuit of academic excellence is centered in Christian character formation and values-based education, with academic integrity as a core belief.

Students are expected to work independently unless otherwise directed by their teacher. All work submitted for a grade must be their own unless it is a group assignment. When an assignment requires research, information that is taken from the internet or other sources must include citations. Students are expected to neither give nor receive help on a test or graded assignment unless their teacher grants permission.

Allegations of plagiarism, cheating, and other forms of academic dishonesty will be reported to the Dean of Academics. The Dean will conference with both the teacher and the student to determine consequences. These may include detention and academic probation. In all cases, the assignment must be redone. Repeated offenses may result in obtaining a zero on the assignment, suspension, or expulsion.

2.00 CODE OF CONDUCT AND BEHAVIORAL EXPECTATIONS

By their dress, demeanor, and presence in class, Mercy students demonstrate respect for themselves and others. This section outlines our behavioral expectations and the consequences for violations of Mercy's Code of Conduct.

2.01 Dress Code/Uniform Policy

The purpose of the dress code at Mercy is to foster a sense of community and a safe, secure, and productive learning environment. Students of Our Lady of Mercy are expected to follow the dress code. Our expectation is that parents will act as partners with the school staff in the enforcement of the dress code. Consequences for violations of the school Code of Conduct are covered in the section on Rule Violations and Disciplinary Action [Section 2.04].

The purposes of the Mercy uniform are:

- To identify individuals as members of the Mercy community.
- To promote an awareness of equality among individuals, regardless of economic background, ethnic or cultural differences, or social environment.
- To encourage students to concentrate on academics and not on styles, brands, etc.

Students are expected to be in uniform compliance daily. Students who are not in uniform will not be permitted into class.

School Uniform

Top:

Mercy Polo/White or Navy/Long or short sleeved (undershirt must match color of polo). Available for purchase at [Stitchworks](#) or Mercy Bookstore.

Student ID Card/Lanyard:

Students are required to wear their Student ID card on the provided lanyard during school hours.

Bottoms:

Skirt, shorts, or navy blue pants. Skirt (must hit just above the knee/no shorter than 2 inches) and shorts only available at [Stitchworks](#).

Pants must be relaxed fit, straight leg, with 1-2 back slit pockets (No Capri length or Skinny-Style).

Biker shorts are permitted under the skirt, but must not be longer than skirt.

Optional Uniform Tops to Wear with Polo

(Available at [Stitchworks](#) or Mercy Bookstore)

Official Sweatshirt

Official Sweater

Official Blazer

Shoes:

Sneakers or loafer style shoes only. Students are not permitted to wear knee high boots, crocs, sandals, or heels. Boots are permitted with the Winter weather beginning

November 1. Administration will announce in the Spring when they are no longer permitted.

Socks/Tights:

Socks and tights must be white, navy, black, or grey. Footless tights and leggings are not permitted.

Hair/Jewelry/Accessories:

The student's hair, make-up, and jewelry must be clean and neat. Only natural hair colors are acceptable during school days. Scarves, hats, bandanas, or head coverings are never permitted, with the exception of religious head coverings. Facial jewelry, including tongue piercing and nose studs, are not permitted. Animal style headbands are not permitted. Visible tattoos or temporary tattoos are not permitted, this includes drawing or writing on exposed skin. Headphones/earbuds may not be worn unless being used for educational purposes.

Seniors:

Seniors have the option of wearing khaki uniform pants or shorts. Shorts must be purchased at [Stitchworks](#). Pants policy as listed above. Seniors may wear the approved senior sweatshirt.

Call the Middle School Dean or the Dean of Student Life if you have uniform-related questions.

Non-Uniform Dress Code/Dress Down Days

- Yoga pants and leggings are acceptable as long as the wearer's bottom is covered by shorts or a long shirt or blouse.
- Athletic shorts are permitted. No jean shorts. Athletic shorts must not be shorter than fingertip length.
- In keeping with the standard of modesty and safety in dress, some items of apparel are never permitted, including on dress down days; for example, skin-tight clothing, lingerie- or pajama-style clothing, bare midriffs, slit or ripped skirts/shorts/slacks, micro-mini skirts, cut offs, halters, spandex, low cut shirts/tops, see-through shirts/tops, spaghetti straps, exposed bra straps, exposed underwear, or shoes with heels higher than two inches.

Mercy students are expected to show pride in their appearance at all times. Writing or drawing on any part of a student's dress code clothing is not permitted. Ripped-Style clothing is ever permitted.

The Administration is the final arbiter of whether a student is in dress code. The strict interpretation of this dress code is left entirely to the judgment of the Administration and Our Lady of Mercy School for Young Women faculty. Students in violation will be required to change and their parents or guardians will be contacted. Violators may be subject to further disciplinary action.

2.02 Attendance Policy

Our Lady of Mercy School for Young Women is committed to the philosophy that a Mercy education has value. The Mercy experience is all encompassing, embracing academic, social, emotional, and spiritual dimensions of life. A successful student participates in the life of the school, engaging in collaborative discussions and interactions with teachers and other students both in and out of the classroom. Daily attendance and participation are expected in all classes. The school and the student's family will intervene with students whose absences are interfering with their academic and personal growth.

Reporting an Absence

The Parent/Guardian must call the school no later than 7:45 a.m. (Attendance Clerk: 585-288-7120 ext 370). A robo call from Mercy will be sent out mid-morning to any student listed as absent at that time.

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> ● Child's illness ● Doctor or Dentist Appointments ● Sickness or death of an out of town family member for up to three days within New York State or five days outside of the state. ● Court appearances ● Religious observances ● Participation in a school sponsored event. For example, at the secondary level, field trips which require students to be absent from the other classes. 	<ul style="list-style-type: none"> ● Oversleeping ● Problem with transportation ● Missing the bus ● Family vacations ● Non-school trips <p>All unexplained or undocumented absences are considered to be unexcused.</p>

Absences for 5 or more consecutive days due to health or medical problems must be documented by a doctor's statement.

An anticipated student absence for two or more weeks due to health or medical problems must be documented by a physician's statement and submitted to the Attendance Clerk as soon as possible. This must include a statement saying that the student is not able to attend school and why.

What to Do When Returning to School After an Absence

A note from a Parent/Guardian which contains the following information is to be provided to the Attendance Clerk within one school day of the student's return to school following an absence:

- Student's First and Last Name

- Grade level
- Date(s) of absence
- Reason
- Parent/Guardian Signature
- Telephone number(s) where Parent/Guardian may be contacted

Failure to follow these attendance procedures may result in disciplinary action.

What to Do if a Student is Late to School

A student is considered tardy if she is not seated in her homeroom by 7:45. Upon a tardy arrival to school, a student must report immediately to the attendance office and sign in. **Students must be in attendance by 9:00 AM in order to participate in after school athletic games/practices, performances, events or dances.**

1. If a student has a note for the tardy arrival, she will receive an “admit” to class pass. Notes must include the following information:
 - Time of arrival
 - Date of tardiness
 - Reason for tardiness
 - Parent/guardian signature and phone number where parent/guardian can be reached during the school day
2. If a student does not have a note this will be documented by the Attendance Clerk and parents will be notified. The student will meet with a Dean before being admitted to class.

Any student accumulating five unexcused tardies within a quarter will serve an after school detention. An unexcused tardy includes, but is not limited to, those incurred for the following reasons: oversleeping, traffic, late ride, missing a bus. Any student who continues to arrive late to school will receive escalating consequences such as a parent-administrator conference or suspension.

What to Do if a Student Needs to Leave School Early

To leave school early, the student must:

1. Leave a note or school form signed by a parent or guardian in the school office by 8:00 a.m. Students will not be permitted to leave without a parent note.
2. If a parent needs to pick their daughter up early and cannot get a note to the Attendance Clerk by 8:00, they need to notify the Main Office and sign their daughter out.
3. Complete a pass with all requested information.
4. Keep yellow copy to use as her pass for dismissal.
5. Bring yellow copy to office when she leaves.

Going Home Sick

All ill or injured students must report to the Health Office. The nurse will contact a parent or guardian and arrange for early dismissal and transportation if necessary. Students should not

call on their own and will not be permitted to leave without a note or verbal confirmation from the nurse. Students should not call, text or email their parents. All communication must go through the nurse.

Parents/guardians are encouraged to schedule appointments after school so that student learning is not adversely affected. A pattern of early dismissals may require an intervention by the administration.

Missed Assignments

It is the student's responsibility to obtain classroom notes, assignments and other work from their teacher's Google Classroom page when they are absent. Students must adhere to the teacher's late assignment policy on the class syllabus to ensure timely completion of work. Students are at risk of losing credit for assignments if they are not handed in according to the established deadline.

Course Attendance Intervention Stages and Actions

Stage 1 Absences approach 5 in a quarter
<ul style="list-style-type: none"> ● Teacher notifies parent ● Teacher meets with student and writes a referral to the school counselor ● Teacher and student design a plan for making up work when applicable ● Counselor meets with student for a wellness check
Stage 2 Absences reach 10 total within two consecutive quarters
<ul style="list-style-type: none"> ● Teacher refers student to school counselor and Dean of Student Life ● Dean of Student Life notifies parent ● Teacher and student design a plan for making up work when applicable ● Counselor notifies Dean of Academics/Dean of Middle School who determines further intervention ● Counselor meets with student and parent for a wellness check and to review intervention plan
Stage 3 Absences reach 15 total
<ul style="list-style-type: none"> ● Teacher refers student to school counselor and Dean of Student Life ● Dean of Student Life notifies parent ● Counselor notifies Dean of Academics/ Dean of Middle School ● Dean of Academics/Dean of Middle School arranges meeting with student, parent, teacher and school counselor to develop a credit recovery plan if necessary ● Dean of Academics/Dean of Middle School places student on Academic Probation
Stage 4 Absences reach 20 total

- Teacher refers student to Dean of Student Life
- Dean of Student Life notifies Principal
- Principal arranges meeting with student and parent to discuss consequences and develop a credit recovery plan with Dean of Academics/Dean of Middle School
- Failure to follow the credit recovery plan will result in the denial of credit and withdrawal from course
- Child Protective Services may be contacted for suspicion of educational neglect. [See p12.nysed.gov/sss/pps/educationalneglect/]

2.03 Behavioral Expectations and Infractions

We expect Mercy girls to live lives of virtue and goodness. As a school community we strive for harmonious relationships and care for our physical environment. The following list of infractions does not encompass all the ways that students might harm relationships or demonstrate disrespect for the school. [Policies regarding Academic Integrity, Harassment, Chemical Use, and Computer Network Acceptable Use are outlined in sections 1.06, 3.05, 3.06, and 9.01 respectively.]

Minor and major violations of the Code of Conduct include, but are not limited to:

Minor	Major
Gum chewing Littering on campus Uniform infraction Tardy to school/class Use of cell phone during school hours Lesser violations of the <i>Acceptable Use Policy</i>	Bullying/Cyberbullying Harassment/Threats Fighting Skipping School/Class/Mass/Assembly Violations of the <i>Chemical Use Policy</i> Cheating/Plagiarism Theft Possession of weapon Excessive tardiness Greater violations of the <i>Acceptable Use Policy</i>

There are times when students fail to live up to our high expectations. Disciplinary responses to infractions are outlined in section 2.04.

2.04 Disciplinary Process and Actions

Discipline is the means by which we regulate our behavior. Ideally, we are able to regulate our own behavior in accordance with our conscience and reasonable social norms and rules. This is self-discipline. Mercy students are at various stages in their growth toward adulthood and its responsibilities. Parents, teachers, and mentors are responsible for offering guidance in proper

behavior to those in their care. We take seriously our responsibility to nurture young women as leaders who will one day govern the world. For the time being, they may need help governing themselves. Discipline, therefore, should be a process of correction. With progressively vigorous responses to misbehavior, we strive to educate our girls with dignity.

Administration of in-class discipline is the responsibility of the classroom teacher. Serious or repeated infractions will be referred to the Dean of Student Life or Middle School Dean first and, if necessary, the Principal and/or President. Parents or guardians will be notified of problems with their daughter's conduct. Parents or guardians who have concerns are asked to communicate with the teacher directly.

2.04.01 Search and Seizure

The school administration will exercise its right to search anything brought onto school property including, but not limited to backpacks, cell phones, laptop computers, and cars, if there is reasonable cause to do so. Lockers are school property and subject to search. Any search is to be done in the presence of another staff member.

2.04.02 Disciplinary Process

Accusations of misconduct that are brought to the attention of the administration will be investigated thoroughly and expediently. Every effort will be taken to ensure student confidentiality is maintained. In the case of major infractions, parents and guardians will be contacted and invited to speak with their daughter and the administrator handling the case.

For minor infractions of the Code of Conduct, teachers and/or administrators will address the matter directly with the student. Major infractions or repeated minor infractions will result in further action by the administration as outlined below. In all cases, other than an after school detention, parents will be notified.

While the following actions are generally progressive, sometimes the initial infraction may be egregious enough to demand the most severe action.

2.04.03 Disciplinary Actions

Detention. Detentions require that a student remain quiet and under the supervision of a school teacher or administrator after school and in a designated location. Detentions for rule violations are served on the day of the offense.

After school detention begins at 2:55pm and ends at 3:50pm. After school jobs, appointments, team practices, athletic competitions, or other activities do not excuse a student from detention. A student may receive and be required to serve two days of detention for some infractions.

An Administrator will notify parents or guardians if a student fails to serve her detention.

In-School Suspension. A student who serves an in-school suspension will be suspended from classes and school activities and programs for a period of one to three days. She will report to a designated location at school for the duration of her suspension and will be given class assignments. In-school suspensions will be preceded by a conference with parents or guardians. Suspended students are placed on Disciplinary Probation.

Out-of-School Suspension. A student serving an out-of-school suspension will not be permitted to attend classes, come on to school grounds, or participate in school activities, for a period of one to five days. Some examples of offenses that may warrant out-of-school suspension are: use of illegal substances, including smoking on school property, stealing, and fighting. [See “Chemical Use Policy”, Section 3.06].

Out-of-school suspensions will be preceded by a conference with parents or guardians. Students placed on out-of-school suspension will be allowed to return to school after a re-entry conference with the Principal, Dean of Student Life or Middle School Dean, and her parents/guardians. Suspended students are placed on Disciplinary Probation.

In instances of further disciplinary problems, the administration will call a meeting with the student, her parents, and her counselor to determine whether or not the student should be allowed to continue her education at Our Lady of Mercy School for Young Women. (See Disciplinary Probation, below)

Disciplinary Probation. A student is placed on disciplinary probation for major offenses or if she demonstrates a persistent pattern of violating school rules. Students on disciplinary probation are required to sign a contract for behavior that is signed also by her parents/guardians, her counselor, a Dean, and, in some cases, the Principal. A student on probation places her continuation at Our Lady of Mercy School for Young Women in jeopardy. Any student on probation who continues to violate Mercy’s behavior expectations and school policies may be placed on suspension or be dismissed depending on the severity of the offense.

Students on academic or disciplinary probation are ineligible to participate in the sports program, plays, clubs, and other school activities, including dances and non-academic trips. Seniors privileges are revoked for students on probation.

Disciplinary Probation status will be reevaluated at the end of each quarter.

Dismissal/Expulsion

Our goal is to foster a harmonious academic and faith-filled community that values the contributions of each individual member. Our disciplinary system honors the power of redemption, so we work with students and their families to nurture their personal growth. However, despite our best efforts to correct with measured responses, there are times or incidents that misbehavior is so egregious that the offending student will be dismissed from school for the good of the community.

The family may choose to withdraw rather than face expulsion. Under such circumstances and in some cases, the student will be given a chance to re-apply if she is able to demonstrate growth in self-discipline in another academic environment.

2.05 General Rules and Guidelines Regarding Behavior and Daily Practice

Backpacks

During school hours, students may carry a reasonable-sized purse and one other bag or backpack. They may not carry a large purse or tote bag in addition to a backpack. The backpack must be able to fit under the student's chair. Backpacks with wheels are not permitted during the school day.

Cell Phones/Smartwatches

Smartwatches are not permitted during school hours. Cell phones must be turned off and kept in a student locker/backpack at all times during school hours. Parent-student communication during school hours should go through the main office.

Water Bottles and Other Containers

Reusable water bottles are permitted in school, but because of Mercy's commitment to sustainable practices in keeping with the Critical Concerns of the Sisters of Mercy, ~~non-reusable water bottles are not permitted in school.~~ To ensure the safety of all students, glass containers are not permitted in the building or on the school grounds.

Lost and Found

Found items should be placed on the Lost and Found tables located outside of the Middle School Dean's office or in the cafeteria.

Textbooks

Any damage to student textbooks beyond the normal wear and tear will be assessed and a fine will be imposed at the end of the school year. A student must pay for the cost of a lost textbook. The money will be reimbursed if the textbook is found. Mercy will not send final report cards and transcripts until the student has met this obligation.

Mass and Prayer Services

Students are expected to attend all school celebrations of the Eucharist and other all-school prayer services. Behavior at Mass, during morning prayers, and other liturgical services should reflect the centrality and seriousness that the Mercy faith community associates with worship. Students are expected to be respectful and attentive during the services as well as when entering or leaving the place where services are celebrated. Non-Catholic students should not receive communion during Mass, but are encouraged to approach the extraordinary ministers for a blessing.

Senior Privileges

Senior Privileges are earned each quarter. They are not an entitlement. Senior privileges change from year to year and are determined by the senior class officers and Dean of Student Life and approved by the Principal.

In order for a student to be granted senior privileges, she must be in good standing (i.e. not be on Academic or Disciplinary Probation - Sections 1.03 and 2.04) and:

- Carry a full academic program,
- Not have more than five unexcused tardies per quarter,
- Respect and comply with the rules and regulations of OLM,
- Have no outstanding detentions.

The following are senior privileges that are frequently granted to those who qualify:

- **Early Dismissal Privilege** –may leave at 12:30 pm if she has a study hall scheduled during her last two classes of the day or at 1:55 pm if she has a single study hall scheduled during her last class of the day. Seniors must complete and return the appropriate permission slip and return to the Dean of Student Life. Seniors may not leave early during their sports season on days of games or practices.
- **Senior Sweatshirt** – may be worn over a polo (with dress code bottoms) as approved by the Dean of Student Life.
- **Senior Dress Up** – may dress up on Fridays during fourth quarter.
- ~~Senior lounge area~~ – may report to the Senior lounge area during her scheduled study hall provided she first reports to her study hall for attendance.
- ~~Ordering lunch out~~ – may order lunch out on Fridays beginning second quarter. Guidelines for ordering out will be provided in homeroom.
- **Lunch in the courtyard** - may eat lunch in the courtyard, weather permitting and with the approval of the lunch proctor.

The following guidelines must also be observed in reference to senior privileges:

- Students are responsible and accountable for any announcements or messages missed because of early dismissal privileges.
- Students may not use early dismissal privilege on assembly days (including liturgies), class meeting days, or picture days.
- Senior privileges may be revoked or suspended for skipping any class, assembly, or after school commitment. Parents and guardians may revoke or suspend any privilege by notifying the Principal or the Dean of Student of Life.

2.06 Dance Guidelines/Procedures

General Guidelines (all dances grades 6 – 12)

1. Attendance at dances must be pre-approved by Administration.
2. Students must keep all belongings with them. They are discouraged from bringing expensive items or large amounts of cash to the dance.

3. Backpacks and large purses are not permitted.
4. Students and guests must arrive by the time determined by the sponsoring moderator of the dance and may leave only during the final half hour unless otherwise stated. Once a student enters the dance, the student may not leave and re-enter the building. If a student chooses to do otherwise, her parents (and guest's parents) will be notified.
5. All refreshments must be purchased at the dance. No containers may be brought into the dance.
6. The use of alcohol or other drugs is not permitted. Students and/or guests who arrive under the influence of alcohol or other drugs or become under the influence while at the dance will not be permitted to remain. Breathalyzer tests may be administered to any student suspected of being under the influence of alcohol. Parents or guardians of students in violation will be called to pick up the student and her guest. No ticket refunds will be given. [See "Chemical Use," section 3.06, for further consequences.]
7. Proper attire is required at all times and should be consistent with the event; i.e. formal, semi-formal, casual.
 - a. Formal: tuxedo and tie, matching slacks and dress shoes, suit and tie for boys; full-length gowns, short dressy dresses, modest exposure*, and dress shoes for girls.
 - b. Semi-formal: suit and tie, sports jacket and tie, dress shoes for boys; full-length gowns, dressy dresses, modest exposure*, and dress shoes for girls.
 - c. Casual: slacks, skirts, or shorts (no more than three inches above the knee), casual shoes; no exposed midriffs or low or revealing necklines or backs
 - d. *no plunging necklines, no cutout designs, no back exposure below the belly button level, slits and hemlines must be no more than 3 inches above the knee. Dance moderator and/or attending Administrator will make the final determination on questionable attire. Students in violation will not be permitted to enter the dance. No refunds will be given.
8. Inappropriate or immodest dancing is not tolerated.
9. Mercy students are responsible for notifying their guests of all dance guidelines.
10. Students must be in good standing to attend a dance. Students with unserved detentions, attendance concerns or behavior concerns are not considered in good standing. Administration will determine dance approval for those students in question.
11. Students who arrive without the necessary documentation will not be allowed to enter the dance.
12. Students, who are absent from school for any reason, including in/out of school suspension, may not attend dances.
13. For Junior Prom and Senior Ball, parents/guardians are required to attend a pre-dance meeting in order for their daughter to purchase tickets and attend the dance.

Middle School Dances (6-8)

1. Middle School dances are not open to the public. They are for Mercy 6th, 7th, and 8th grade students and their invited friends.
2. Guests must be registered in 6th, 7th, and 8th grade.

3. Guests from McQuaid's 6th – 8th grades may enter by showing their McQuaid I.D. They do not have to be sponsored by a Mercy student.
4. Guests, (either male or female) from any other middle school, must be sponsored by a student from Mercy's 6th, 7th or 8th grade. A Mercy student may sponsor a maximum of two guests. A guest pass must be filled out completely, signed by both the Mercy student and her parent, and submitted to the main office at Mercy no later than 8:00 a.m. on the day before the dance. That document indicates that the parent of the Mercy student will be responsible for the actions of the guest as well as any damage to Mercy property caused by the guest. Parents should not sign a guest pass for someone who is not well known by the parent or their daughter.
5. In order to enter the dance, guest students from schools other than McQuaid must have a completed guest pass file AND show either a school I.D. or a note on school letterhead signed by his or her principal or assistant principal/dean.

Senior High School Guidelines

1. Senior high is considered grades 9 through 12. This applies to Mercy students as well as their guests. Guests may be no older than 20.
2. All specific guidelines for these events must be followed.
3. The Winter Formal (grades 9-12 only), Junior Prom (grade 11 only), and Senior Ball (grade 12 only) are for students presently attending Mercy. Each student may bring one guest who is approved by the Dean of Student Life.
4. All guests must provide picture ID; e.g. school ID or driver's license.
5. Mercy parents must sponsor all guests. Unless otherwise stated by the moderator of the event, the completed guest form must be turned into the dance moderator no later than two school days before the event.
6. Junior Prom or the Senior Ball. Parents/Guardians must attend a pre-dance meeting scheduled by Mercy in order for their daughter to purchase tickets and attend the Junior Prom or the Senior Ball.

3.00 HEALTH AND SAFETY

3.01 Drills and Crises

Emergency Drills

State law mandates that the Administration conduct twelve fire and other emergency drills yearly. To ensure the safety of all persons, the following guidelines will be enforced.

Fire Alarm. When the fire alarm rings students should be silent and:

1. Use the assigned exit path for the room.
2. Leave immediately in silence - take purse only.
3. Go in single lines on either the right or left side of the corridor.
4. Move quickly to exit, use handrail to avoid tripping.
5. If the assigned exit is not passable, move to the nearest alternate exit.
6. The first girls at outside doors open both sides and hold the door for others.
7. Line up in specified areas on the athletic field.
8. Move out far enough from the building so the last people are at least 200 feet from the building.
9. Remain quiet while attendance is taken and listen for instructions.
10. Return to classroom quickly and quietly when a signal is given.

Lockdown. During a Lockdown, students are to remain in their rooms and move to the corner of the room that avoids doorway sightlines. Students and staff in hallways are to seek the closest available room. Lock doors. Silence must be maintained, including cell phones. Administrators or first responders will release students and teachers from their rooms. Do not respond to fire alarms or knocks on the door.

Lockout. During a Lockout classes will proceed as normal. Lock all exterior windows. Leave blinds/lights as they are. No one is to be admitted into the building except by an administrator or teacher.

During Emergencies and drills students are to respond and follow procedures as directed by their teacher or administrator.

In the event of an actual emergency, parents/guardians will receive communication via an e-blast as soon as possible.

3.02 Illness and the Nurse

All ill or injured students must report to the Health Office. The nurse contacts the parent or guardian of an ill or injured student and arranges for early dismissal and transportation. Students should not call on their own.

3.03 Medical Information

Medical information may be shared among staff on a need-to-know basis to ensure the safety of a child while in the care of the school. Parents or guardians who do not want protected health information shared on this need-to-know basis must contact the school nurse. Parents and guardians must sign a release form for their health care providers to share protected health information with the school.

Mental Health. Parents/guardians are encouraged to contact their daughter's counselor and/or School principal if she is experiencing mental health issues. The extent to which this information is then shared will be determined by the parent/guardian in conversation with the counselor and/or Principal.

Physical Examinations and Immunizations

Valid New York State Physical examinations, dated within the previous year from the start of school are required for all NEW students entering Mercy and those entering grades 7, 9, and 11. These must be on file in the Mercy health office no later than mid-October.

All NYS Immunizations mandated for school attendance are required by Our Lady of Mercy School for Young Women.

Please be advised of the elimination of the Religious Exemption directive as of June 2019.

Sports. Any student participating in a sports program must have a physical (within a year of the sport tryout), a tetanus vaccine within ten years, and a parent permission form returned to the health office. These requirements are due a week before tryouts, for each sport season. For more information on sports requirements follow this link: [Athletic Forms/Info](#) or look in the section of the [Students/Parents page devoted to the nurse](#).

Medications: Non-Prescription (OTC) and Prescription medications

The school nurse must have a written order from the student's doctor as well as written permission from a parent to give any and all medications. Verbal orders from a parent or guardian are not accepted.

- All medicines must be in original containers.
- A written note is necessary from her health care provider as well as a parent/guardian; this information may be included on physical form.
- Authorization for medicine must be updated each year.
- Medication must be picked up at the end of the school year or it will be discarded.
- New York State Law (Education Article 19) now requires that students who are permitted to independently carry and use medications will need to provide written attestation from their health care provider confirming the diagnosis and that the student has demonstrated effective self-administration.

3.04 Pregnancy

Our Lady of Mercy School for Young Women values concern for one another and respect for all persons. Our Catholic belief in the sanctity of life further demands that we give compassionate

and caring support to a student if she becomes pregnant. The Administration, in conjunction with the Counseling Department, will deal with each student individually and provide educational options for her during pregnancy.

3.05 Bullying/Cyberbullying/Sexual Harassment

Students and employees of Our Lady of Mercy School for Young Women have a right to live and work in an environment free of harassment, bullying, and cyberbullying.

Social Media: Social Media can be defined as text or internet-based means of communication that permit social interaction between individuals. Parents are expected to monitor their daughter's social media accounts and are responsible for all postings.

Definitions:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time (<https://www.stopbullying.gov/what-is-bullying/index.html>). Bullying can occur before and after school hours, in a school building, on a playground, on a school bus while a student is traveling to or from school, or on the Internet.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. (<https://www.stopbullying.gov/cyberbullying/what-is-it/index.html>)

Harassment is defined as the creation of a hostile environment by conduct or verbal threats, intimidation, or abuse that has or would have the following effect: reasonably and substantially interfering with a student's educational performance, opportunities or benefits; or would reasonably be expected to cause a student to fear for his or her physical safety. (<http://www.p12.nysed.gov/dignityact/documents/TrainingMaterialsFn18-31-16.pdf>)

Sexual Harassment is conduct that is sexual in nature, is unwelcome, and denies or limits a student's ability to participate in or benefit from a school's education program. (https://www2.ed.gov/about/offices/list/ocr/docs/ocrshpam.html#_t1a)

In the event that a student or employee believes they are the subject of harassment, students are to report the incident to a teacher, counselor, or administrator, employees are to report to the Principal or President.

The Administration will investigate all instances of student harassment/bullying with the assistance of the counseling department and will subsequently make a determination of

consequences which may range from detention to dismissal. Parents/guardians will be contacted. Legal authorities will also be contacted when warranted. [See Search and Seizure, Section 2.04, for Mercy's policy regarding searches of digital technology in the course of the investigation.]

3.06 Chemical Use Policy

Our Lady of Mercy School for Young Women recognizes that the responsibility for our students' spiritual and personal growth is shared among students, parents, faculty, and administration. Additionally, possession, use, or abuse of illegal substances and alcohol are against the law. We believe with early intervention, the abuse of mind-altering substances is a treatable illness. Effective identification of drug problems coincides with consistent, progressive consequences incurred for violations of our school's chemical use policy. Therefore, violations of the chemical use policy incur simultaneous disciplinary action and referral to the student's counselor, emphasizing Mercy's Code of Conduct and our commitment to the well-being of all students.

The counseling department provides school-based, short-term educational counseling and referral services for students and their families. A referral to our counseling department, in coordination with disciplinary action, is made to address any incident involving the use of drugs as stated in this policy.

Consistent with New York State Law, smoking is not permitted anywhere on the school campus and this includes all electronic smoking devices. Disciplinary and referral measures as stated in this policy are in response to the use of any drug, including, but not limited to, nicotine and alcohol. This policy also refers to misused prescription or over-the-counter drugs, illegal drugs (including steroids), look-alike drugs, pills or other substances, which are misrepresented and sold or distributed as restricted or illegal drugs, or products misused for the purpose of mind-altering effect (aerosols, solvents, etc.).

The following actions involving alcohol, illegal drugs and chemicals, or paraphernalia associated with their use will result in appropriate intervention and disciplinary action.

- Attempting to secure or purchase.
- Using or having used.
- Possessing.
- Intending to, or attempting to, sell or distribute.
- Selling or distributing.
- Being knowingly present when used, possessed, or consumed.
- Posting on Social Networks that may cause scandal for the school and are brought to the attention of the administration.

The "Chemical Use Policy" is in effect at all times, on and off campus, during the school year and on breaks.

Response to Chemical Use Violations by Students

The response the administration takes in cases of chemical use violations will vary depending on the severity of the situation. In all cases, a thorough investigation will be conducted, administrators will confer among themselves and with the child's counselor, parents/guardians will be called in for a meeting, appropriate drug-treatment or counseling services will be suggested or required, and disciplinary action will be taken ranging from suspension to expulsion. Students will be placed on disciplinary probation [see Rule Violations and Disciplinary Actions, section 2.04].

3.07 Parent/Guardianship Policy

Any student who is not living with natural parent(s) or stated guardians is required to submit a written release statement from the natural parent(s) within ten days of the occurrence. The Dean of Student Life and a counselor will set up an appointment with the parent/guardian to sign the necessary document. The school will not be held responsible for failing to honor arrangements that have not been made known. Any changes which occur during the school year, must be reported to an Administrator. All legal agreements pertaining to child custody and visitation rights must be on file with the Principal at Our Lady of Mercy School for Young Women. Students will not be released to any individual without proper identification and custodial approval. Please notify the school in the event of short-term change of guardianship due to parent illness or vacation.

3.08 Notification of Student Photos for Marketing Purposes

At Mercy, we love to showcase all of our students' amazing educational and extracurricular experiences. During the school year, your daughter's image and name may be captured in photos or videos for use:

- in promotional materials
- on the school's web site
- on social media sites
- in newspaper/television advertising
- in other projects promoting Mercy

Your daughter may appear alone, in a small group, or in a large crowd. If you would like to place restrictions on usage of your daughter's image/video/name, you must e-mail Dave Carro, Vice President for External Affairs, at dcarro@mercyhs.com prior to September 17, 2020. All students whose parents/guardians do NOT notify Mr. Carro will be assumed cleared to photograph.

4.00 GENERAL SCHOOL PROCEDURES AND ADMINISTRATION

4.01 School Hours

The school day begins 7:45 am and ends at 3:00 pm. [See Attendance Policy, Section 2.02, for further information regarding tardiness.]

4.02 School Closings and Weather Emergencies

In the event of inclement weather, students and parents/guardians should tune to local TV and radio stations for updates on school closings. Families will also receive a recorded phone or text message from the Principal or a Dean for snow days and or other unexpected school closings. Families are expected to keep their contact information current with the school.

4.03 District Transportation and Busing

Transportation forms are available at the school office or from the school district transportation office. The form must be completed and returned by April 1 each year. For any change in the school schedule, the school will be responsible for contacting the transportation department or the school districts. Some districts will not transport students to Mercy on days when their district schools are closed and Mercy is open. It is the responsibility of Mercy families to provide transportation to and from school and to be informed of their district of residence transportation arrangements and calendar.

4.04 Visitors to Mercy

~~Parents, alumnae, and guests are most welcome to visit Mercy during the school day. To ensure the safety of students and staff, all visitors must check in at the school office, present a valid NYS ID to receive a visitor's pass. Visitors spending all or part of a day need to contact an Administrator prior to the visit.~~

4.05 Admissions Information

Admission. Our Lady of Mercy School for Young Women will admit any young woman with adequate elementary or middle school preparation regardless of race, creed, culture, or socioeconomic background; in addition, successful applicants are dedicated to the Mercy core values of compassion, hospitality, and community. Non-discrimination is practiced as a matter of philosophy as well as of policy. All incoming students are required to take an entrance examination to determine educational preparation; this exam and a student's current academic record are considered as part of the admissions process along with individual conversations with students' families and student conduct during campus visits. The exam is also used to assist the counseling department and administration in course placement. Recommendation letters and/or a student interview may be required as part of the admissions process. The Admissions Committee will determine if Our Lady of Mercy can serve the educational needs of all applicants and recognizes that Mercy may not have academic programs appropriate for all students. Once admitted, a student must submit the registration form, registration fee, enrollment contract, and all other necessary paperwork to officially secure enrollment at Mercy.

Admissions Shadow Visits and School Tours.

All prospective applicants are encouraged to visit Mercy for a “shadow day,” although this is not required as part of the admissions process. Shadow days are held at various times throughout the academic school year. Parents and students wishing to take a tour of Mercy can do so at the shadow day. During the summer, tours are available upon request. Interested families should contact admissions@mercyhs.com for more information and we encourage online event registration via our website.

5.0 ATHLETICS AND CO-CURRICULAR ACTIVITIES

Our Lady of Mercy School for Young Women strives to educate the total person by helping students to grow academically, physically, spiritually, socially, and culturally. All students are encouraged to participate in at least one club, organization, or activity. The life skills that are learned add valuable memories to the high school experience.

Eligibility

All participation in co-curricular activities is approved and monitored by the Administration. A student must be considered in good standing (i.e. not be on Academic or Disciplinary Probation - Sections 1.04 and 2.04) to be considered for election, selection, or appointment as an officer of a club or organization, a member of a team or theatrical production, or as a staff member of a publication.

Students not in good standing may not participate in school athletics or co-curricular activities. [See Academic Probation and Eligibility, in section 1.04.]

More information regarding the sports program and its policies and procedures can be found in the Student Athlete Handbook posted online on the [Athletics page](#) of the school website..

6.0 SPIRITUAL LIFE

Our Lady of Mercy School for Young Women is a Catholic school and a ministry of the Sisters of Mercy, as such it is committed to the spiritual development of its students and the entire Mercy community. Aside from the daily immersion in a faith community that promotes love of God and of neighbor, our students participate in liturgical services, retreats, Christian service, and receive instruction in theology.

7.0 FACILITIES

This section describes various elements of the campus and the hours or restrictions that may pertain to them.

7.01 Driveways and Traffic Patterns Entrances - Mercy Blossom

The only ~~two~~ one traffic entrances to the Mercy Blossom campus are on Clover Street. The north entrance is one way. During arrival and dismissal times (7:00 am – 9:00 am and 2:00 pm – 4:00 pm) the right-hand side of the driveway is reserved for buses and visitors. ~~Buses then circle out the Blossom Road exit.~~ The left-hand side of the driveway is for families to drop off their daughters. Cars then circle counter-clockwise around the parking lot and out the south entrance on Clover Street.

~~The south entrance is two-way and provides access to the parking lot.~~

McAuley Wing/Motherhouse Circle. The Motherhouse circle and McAuley Wing parking lots are properties of the Sisters of Mercy and are not for school use. Students and families must use the school's Clover Street entrances for all arrivals and departures.

The Blossom Road Exit and Driveway serve as our bus loop from ~~7:00am—9:00am~~ and 2:00pm – 4:00pm on school days and is closed to other traffic at those times.

Student Parking

On campus parking space is limited. Parking permits will be issued on a first come, first served basis. Preference will be granted in the following order: any licensed senior, licensed juniors who live in districts that do not provide transportation to Mercy and finally, licensed sophomores who live in districts that do not provide transportation to Mercy. If space remains, parking may be open to other licensed juniors. Students must obtain a permission form from the Dean of Student Life available in June for the following school year. Parking permits cost \$30.00.

A student driving a car to Our Lady of Mercy School for Young Women must adhere to the regulations stated on the permission form. Failure to do so may result in her parking privilege being revoked. No refunds will be made.

7.02 Hours and Expectations Regarding Facilities

Bookstore. ~~The bookstore is located on the ground floor of the motherhouse near the cafeteria. It is open Monday-Thursday from 10am-1pm during advisement and lunch periods. It is closed on Fridays.~~ Items available in the bookstore are Mercy uniform polos, sweatshirts and blazers, required paperback novels for the school year, Mercy spirit wear, jewelry, assorted school supplies, birthday balloon-a-grams, and a selection of candy and snacks.

Cafeteria. ~~The cafeteria is open before school, during advisement, and during the lunch periods. Breakfast and lunch are available at posted times and snacks are available during advisement.~~ Students are responsible for leaving the cafeteria in good order, that is, uneaten

food, food wrappers, and other debris must be picked up and discarded in the receptacles provided, and trays must be returned. Due to limited seating space during the lunch period, students must eat lunch during their assigned lunch period only. ~~The McAuley Room is available for lunch overflow at the discretion of the administration and lunch proctors.~~

Mercy does not participate in the Federal Free or Reduced Lunch Program.

Library Media Center. ~~The Library Media Center is open from 7:00 a.m. to 5:00 p.m. every school day unless announced otherwise. It is a quiet environment conducive to learning.~~

~~Passes to the Library are needed during school hours and students are expected to sign in at the circulation desk for attendance purposes. Students will remain in the Library during the entire period, and any devices used in the Library are for academic purposes. The Library staff will ask disruptive students to leave.~~

Circulation of Materials: All materials are checked out at the circulation desk before leaving the Library. It is expected that the materials are returned in a timely manner and in good condition. There is a replacement fee for books and textbooks that are damaged while on loan to students. Examples of damage include broken bindings, and wet, stained or missing pages or covers.

Links to the Library's online resources, such as research databases and the Library's online catalog, can be found on the *Student/Parent Portal* on Mercy's web site (www.mercyhs.com). You can also access Tech Resources directly at <http://tech.mercyhs.com/>.

Lockers. Each student is assigned a hall locker in September for use during the school year. Locker assignments may not be changed without the permission of Administration. ~~The combination lock that is to be used on the locker is available in the Media Center during the last week in August or in homeroom in September. Afterwards a student may obtain a lock from the Dean of Student Life. Students must use Mercy locks. The student is responsible for safeguarding the combination and keeping the locker closed and locked at all times. The school is not responsible for stolen items.~~

~~A member of the Physical Education staff assigns students a gym locker. The student is responsible for providing a lock and must leave a copy of the combination in the gym office.~~

Lockers are school property of Our Lady of Mercy School for Young Women and are subject to inspection by the Administration. Lockers must be kept clean inside and out and should not be defaced in anyway. Defacing includes, but is not limited to, writing, drawing, and use of stickers. On birthdays and holidays, the outside of lockers may be tastefully decorated.

Parking Lot. The parking lot and other exterior locations are off limits to students during school hours unless under the supervision of a faculty or staff member.

Rest Rooms. Students should use these facilities for the purpose for which they are intended. Students are to be considerate of the needs of others by leaving the area clean for those who will use it next.

Before School. ~~Students are not permitted in halls, classrooms, or at their lockers before the 7:45am bell. They may gather in the cafeteria, gallery space, or Library Media Center. At 7:45am, students report to homeroom.~~

After School. ~~When a student is on campus after 2:45 p.m. or after her supervised activity, she is to abide by the following rules:~~

- ~~● Remain in the designated supervised area; e.g. gallery or the media center. The library media center is open until 5:00pm~~
- ~~● Middle School students must be in the media center with a teacher supervising after school.~~
- ~~● Students who are found in an unsupervised area after 3:00pm are subject to disciplinary action.~~

8.0 FINANCIAL

8.01 Tuition Policy

Families may elect any one of the following three tuition payment arrangements: 1) Full payment July 15. 2) Two payments: First half due by July 15, second half due December 15. 3) Ten-month payment plan beginning in July.

8.02 Financial Checkpoints

Report cards, progress reports, and transcripts will not be released if tuition is not current to the school. In addition, neither graduation tickets nor a diploma will be issued to any student who has an outstanding balance due to the school.

9.00 TECHNOLOGY

Internet/Computer Use

Parents and students must sign the Our Lady of Mercy School for Young Women *Computer Network Acceptable Use Policy* and other forms posted on [MercyLINK \(https://mercy.myschoolapp.com\)](https://mercy.myschoolapp.com) in order to have the privileges of internet/computer use in school.

9.01 Computer Network Acceptable Use Policy

The use of the Our Lady of Mercy School for Young Women (OLM) Computer and Electronic Communications Network is a privilege. All members of the OLM community have access to the Internet and the ability to access computers. In addition to the Internet, OLM users have access to library resources and approved software. This privilege brings with it responsibilities. The Internet, by its nature, provides access to unlimited amounts and types of information. The student, by using the OLM Computer Network, or accessing outside information using the OLM Computer Network, accepts responsibility for appropriate behavior. OLM communication systems are not to be used in ways that are unlawful, disruptive or offensive to others. Under no circumstances may any transmission, communication, voicemail or email be used in a way that violates the letter or the spirit of OLM's anti-harassment policy. Any action performed or initiated through the network or via cell network while on school grounds is expected to reflect the integrity and honesty of the OLM Circle of Mercy.

The following policy applies to all computers, devices and network connections (including connections to the network through private computers or remote connections).

- Interfering with the normal operation of the network is prohibited.
- Use of another person's access code without permission is prohibited.
- Removal of OLM provided/approved protective case is prohibited.
- Users must respect the need of others for access. School use has priority over personal use.
- Using the network to harass others is prohibited. Students accessing the network are representatives of OLM and are expected to behave accordingly as stated in the handbook.
- OLM network resources are considered property of OLM and may be inspected at any time. Accounts will be investigated when suspicious activities occur on the school network or originate from the network.
- Using the network for commercial purposes or in an attempt to penetrate computer or network security of any company or other system, or to gain unauthorized access (or attempted access) to any other person's computer, email accounts or equipment is prohibited.
- Transferring files, downloading and/or distributing offensive or explicit material are prohibited.
- All members of the school community will respect the equipment and physical environment related to the network.
- Using the network to access pornographic materials is prohibited.

- Using the network to carry any defamatory, derogatory, discriminatory, sexually explicit, harassing, offensive or obscene material is prohibited.
- Using the network in connection with any infringement of another person's intellectual property rights (e.g. copyrights) is prohibited.
- Using the network in connection with the violation or attempted violation of any other law is prohibited.

VIOLATIONS OF THE ABOVE RULES WILL RESULT IN LOSS OF ACCESS PRIVILEGES AND MAY RESULT IN DISCIPLINARY ACTION DETERMINED BY ADMINISTRATION, UP TO AND INCLUDING IMMEDIATE DISMISSAL.

Guidelines for use and general care of OLM-owned or leased devices

- Devices will only be used for school related activities, projects, and assignments.
- Device cases provided by OLM must be kept on the device at all times. OLM Leased Surface Insurance Policy will only be honored if the device has an OLM protective case.
- Student devices used in the classroom are to be at the direction of the teacher.
- Devices are student-specific, the student will only use that device assigned to her and will be responsible for its care, not allowing other persons {including but not limited to parents, guardians, family members, and/or other students} to use the device.
- OLM and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment (such as, but not limited to, the device, batteries, cords, and chargers).
- OLM assumes no responsibility for any unauthorized charges made by students included but not limited to credit card charges, long distance phone charges, equipment and line costs, or for any illegal use such as copyright violations.

Reporting damaged/lost devices, viruses, and other issues

- Students and their Parent/Guardians are personally responsible for the proper care, use, and handling of the assigned device and for knowing where the assigned device is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The Parent/Guardians of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment (such as, but not limited to, the device, batteries, cords, and chargers) may be required to pay for the replacement equipment.
- If a student's device is lost or stolen, the student and/or their Parent/Guardians are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
- Students are requested to report any weaknesses/compromises in OLM's computer security, any incidents of possible misuse or violation of this agreement to the proper authorities (teachers, principals, or vice principals).

- Students and Parent/Guardians shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

Device and network security

- Students shall not download, install or run security programs or utilities which reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from OLM-owned or leased devices.
- Students will not intentionally develop programs or engage in activities that disrupt other users or infiltrate computer/network security and computing systems. Students are forbidden from using techniques designed to cause damage to, deny access by legitimate users of computers or network components connected to the Internet or result in the loss of the recipient's work.
- Students shall not attempt to hack or otherwise breach security of any OLM-owned or leased digital devices, OLM server, or any other person's account.

9.02 1:1 Privacy Statement

In an effort to provide the best classroom experience while also ensuring a safe and reliable environment, OLM has employed the following services for each school provided device entered into the 1:1 program.

Web Filtering by Lightspeed

In addition to the web filtering already in place at OLM, we will be using a mobile web filter to restrict access to any sites not necessary to the learning process. This application will be in effect both in school and at home.

Policy Enforcement and Location Tracking

OLM will be enforcing strict policies on all devices that will prevent actions such as installing or uninstalling applications. These policies are primarily for the purposes of Antivirus/Anti-malware protection. In addition, these policies will enforce location tracking. This policy is set purely for the purposes of assisting parents with any lost or stolen device. The location of each device is only accessible by the OLM Technology Department and will never be used to determine the location of a student.

9.03 OLM Leased Surface Pro Insurance Policy

Each device leased through Mercy will be covered under the Mercy Insurance Policy provided by Worth Ave. Group. The term length of the policy is for the current school year and will be renewed annually contingent up re-enrollment status. This policy provides the following:

- Surface Pros that require normal or routine fixes for software failures will be fixed in-house. No additional fee or co-pay.
- Surface Pros that require any fixes covered by the manufacturer's warranty will be fixed. No additional fee or co-pay.
- Surface Pros in need of physical repair will be covered by Worth Ave. Group, Electronic Device Insurance Company and are subject to a \$50 copay per reported incident. [Worth Ave Device Protection Policy](#)
- Mercy Reserves the right to determine when a Surface Pro must be sent out for repair.
- In the event of any intentional or willful damage to their device or another student's device, that student will be responsible for the full replacement or repair cost.
- Students will be held to the same level of responsibility for a loaner device as for their original device.

Please contact the OLM Tech Department if you have any questions or concerns regarding the insurance policy.

9.04 Chromebook Loan Agreement

Our Lady of Mercy School for Young Women will be issuing students in grades 6-8 Chromebooks at the start of the school year. All devices provided are the property of Our Lady of Mercy School for Young Women. The chance to use this device is a privilege that we are able to provide to students and expect students to use caution and exercise responsibility in caring for the device.

- Mercy will do all software and hardware repairs for chromebooks in-house. Any costs associated excessive damage to the device will be passed along to the parents.
- Chromebook cases provided by Mercy must be kept on the device at all times.
- In the event of any intentional or willful damage to their device or another student's device, that student will be responsible for the full replacement or repair cost.
- In the event of loss or theft of their device, the student will be responsible for the full replacement cost. Mercy will provide as much assistance as is within its power to help locate the missing device, but ultimately cannot be held responsible.

Student Responsibilities

My student agrees to take care of the Our Lady of Mercy Chromebook while it is in her possession.

She will NOT:

- throw, drop, or damage the device in any way.
- remove the protective case from the device.
- carry the device in her book bag.
- give the device to another student to use.
- leave the device unsupervised (in lunchroom, on desk, in hall, in car, etc.).
- download any content to the device without permission from Our Lady of Mercy.

She will:

- use the device in an appropriate manner.
- return the device in good condition at the conclusion of the loan period.

9.05 Mercy Logo Usage Policy

The Mercy logo is one of the most recognizable expressions of Mercy's brand. The following policy was written so we may protect this important asset. It provides requirements regarding use of the Mercy logo and logotypes (this includes but is not limited to the two main Mercy logos and crest/shield, their variants, and all Mercy sub-brands, event logos, etc.). The Mercy logos, sub-brands, and variants are the sole and exclusive property of Mercy.

As a general rule, third parties may not use the Mercy logo. However, there are limited circumstances under which third parties may use the Mercy logo and only with the approval of the Vice President for External Affairs. Any use that falls outside of the approved scope is strictly prohibited and may constitute trademark infringement under federal and state laws. Mercy reserves the right in its sole discretion to terminate or modify permission to display the logo and may request that third parties modify or delete any use of the logo that, in Mercy's sole judgment, does not comply with its guidelines or might otherwise impair Mercy's rights in the logo. Mercy further reserves the right to object to unfair uses or misuses of its trademarks or other violations of applicable law.

We understand and appreciate that Mercy parents, vendors, and other outside parties may want to show affiliation with Mercy. However, use of the Mercy logo to imply affiliation with or endorsement by Mercy without express written permission by Mercy is strictly prohibited. Affiliation with Mercy or Mercy programs does not imply the right to use the Mercy logo.

10.00 PARENT INFORMATION AND COMMUNICATION

10.01 Communication Guidelines for Parents and Students

Clear, civil, and timely communication helps to ensure that students' needs are addressed, parent/guardian questions and concerns are heard and answered, and faculty, staff, and administration time is valued. The principle of subsidiarity calls for matters to be handled at the lowest possible level of an organization that can competently handle them. Therefore, the following steps are to be taken for any concern in a course, sport, or classroom:

1. Student should contact the teacher or coach.
2. Parent should contact the teacher/coach.
3. If no resolution is reached, parent should contact the following in the order listed:
Department Curriculum Leader or Athletic Director, Dean of Academics or Dean of the Middle School, Principal
4. If the concerned party feels the problem has not been addressed by any of the above personnel, then they should contact the President.

Email is usually the most efficient means of contacting school personnel, but phone calls or direct conversations allow for nuance and tone to be communicated and are preferred if there is any suspicion that one's thoughts may be misinterpreted.

Teachers are expected to contact parents/guardians when they see emerging patterns of concern or individual episodes that might be alarming, whether academic or behavioral.

Communication Flowchart

When faced with a question or concern, use the following table to determine with whom to communicate.

Question or Concern	Step 1	Step 2	Step 3	Step 4	Step 5
Instruction and Curriculum	Classroom Teacher	Subject Curriculum Leader	Dean of Academics	Principal	President
Attendance	Attendance Office	Counselor	Dean of Student Life/Dean of Middle School	Principal	President
Schedules/Placement	Current Teacher	HS/MS Counselor	Dean of Academics/Dean of Middle School	Principal	President
Athletics	Coach	Athletic Director	Principal	President	President
Student Behavior	Teacher/Counselor	Dean of Student Life/Dean of MS	Principal	President	

School Safety/Educational Climate	Classroom Teacher	Counselor	Dean of Student Life/Dean of MS	Principal	President
Budget/Financial	Vice President of Finance	Principal	President	Board of Trustees	
Co-Curriculars/Clubs	Club Moderator	Counselor	Dean of Student Life	Principal	President
Health Issues	Attendance Office	Counselor	Nurse	Principal	President
Transportation	Bus Driver	Transportation District Office	Dean of Student Life	Principal	President
Building Use	Main Office	Principal	President		
Buildings/Grounds	Main Office	Dean of Student Life	Principal	President	
Safety & Security	Dean of Student Life	Principal	President		
Food Service/Lunch Account	Cafeteria Manager	Vice President of Finance	Principal	President	
Public Relations, Social Media, Web Site	Vice President for External Affairs	President			
Technology	IT Helpdesk (support@mercyhs.com)	Director of Technology	Principal	President	
Faith/Religion	Theology Teacher	Campus Minister	Principal	President	

10.02 Messages Between Parent and Daughter

All emergency phone messages from a parent or guardian are handled promptly and should be made to the main office (585-288-7120). The main office is a busy place and cell phone use is not permitted during the school day, please make every effort to communicate routine messages to your daughter before school. Do not contact your daughter on her cell phone. It will be off during school hours.

10.03 Parents Association

Preamble. Our Lady of Mercy Parents Association is comprised of all Mercy parents and guardians. Its goals are to promote greater family involvement in Mercy, to strengthen and encourage close bonds among parents/guardians, faculty, staff, Sisters of Mercy, and administration, and to support the many Mercy traditions and new initiatives.

Purpose. The Advisory Board shall work to encourage greater family involvement in Mercy, particularly directing its activities toward the participation of the members of the Parents Association in public relations and the religious and the social activities sponsored by the Parents Association or the school.

Parent Association Meetings. Meetings are published on the School's Academic Calendar in Google.

Ways to Get Involved

- **Spirit Day** The Parents Association provides and serves pizza lunch on the last day of Spirit Week as well as helps deliver the canned goods that students collect (October).
- **Open House** Help welcome prospective students and their families and share a parent's perspective of the value of a Mercy education (October).
- **Faculty and Staff Appreciation Luncheon** Provide a luncheon for Mercy's staff during their annual retreat day. Parents provide food and/or help serve during this celebration of our staff (Spring).
- **Accepted Students Picnic** Help serve food and beverages to the incoming students (Spring).
- **Parents Association Award Committee** The Parents Association annually awards a total of \$2,000 in recognition to five outstanding seniors. These awards are based on the embodiment of the character and spirit of our foundress, Catherine McAuley. Committee members work with the staff to select award recipients based on an application process (April/May).
- **Senior/Parent Breakfast** Help us celebrate Mercy's senior class and their parents. Volunteers are needed to plan, prepare, set up, and serve breakfast (just prior to Graduation).
- **Various Middle School Events** Assist in planning and executing events specifically for the Middle School (various dates).

11.00 COVID-19 ADDENDUM: ON CAMPUS AND ONLINE SCHOOL POLICIES

A Mercy student, whether attending school online or in person, is expected to conduct herself in a manner consistent with our values and the expectations laid out in the Student Parent Handbook. Violations of our code of conduct will be treated as described therein.

The policies described below augment our student handbook based on our approach to schooling in the 2020-2021 school year.

11.01 On Campus Policies

Health Screening Assessment

Students are required to complete the online health assessment each day before arriving on campus (<https://screening.mercyhs.com/>). A temperature scan performed at home is required as part of the health screening assessment. Proof of a passed screening, in either electronic or paper form, will be required to enter the building each day. If a student does not have proof of a passed health assessment, she will be screened immediately upon arriving on campus. A failed health screening requires the student to stay home from campus and to immediately contact the Coronavirus Coordination Officer (ayandek@mercyhs.com). A failed health assessment while on campus requires the student be placed in a supervised isolation area until a parent, guardian, or responsible adult can pick her up and take her home.

Masks

While on campus, students are required to wear one of the masks provided by Mercy. Students will not be permitted into the building if they are not in compliance with this rule. We are providing three different types of masks. Should a student's mask become soiled during the school day or they forget to bring their mask, Mercy will provide a disposable medical mask to be worn during that day. If at any time a student refuses to wear a mask, contact an Administrator immediately.

Lockers

Students will be assigned a hallway locker only. Students will not be receiving a PE locker. Students are to use the hallway locker upon arrival before reporting to homeroom to store a coat, lunch box, bag or boots during the winter. Students will not be permitted to visit their lockers throughout the school day unless it is to get their lunch or take home items because they are leaving early. Locks will **not** be permitted on lockers in the high school so no valuable items should be left in the lockers. Middle school lockers at Mercy East have built in locks that will be used.

Student ID Badges/Lanyard

All Mercy students will have their photo taken within the first few days of school. This photo will be used to create their 2020-2021 student ID card. This ID will be required to be worn daily while students are on campus as part of the uniform. We will be providing the required navy

blue lanyard. Posed portrait pictures will be taken in early November. Those pictures will be used in the yearbook and available for you to purchase.

11.02 Online Policies

Attendance Policy (2.02)

Students must adhere to the same Attendance Policies and expectations while online. Students must be on-time to homeroom and all classes. If your daughter cannot attend an online school day due to illness or other reason, parents must follow the same protocols as listed in our Student Handbook.

Dress Code/Uniform Policy (2.01)

Students are expected to be in a uniform polo at all times while online.

Surface Pro/Chromebook Cameras

Students are expected to have their computer camera on at all times unless otherwise directed by their teacher. Students will want to arrange their camera so that the background seen by others ensures their privacy. Class participation will be monitored by the classroom teacher.

Cell Phones (2.05)

Cell phones must be off and away during all online classes.

Use of Headphones

Students are expected to use headphones while attending online class. The use of headphones will prevent unnecessary interruptions from unexpected sounds that may occur at home.

At-Home Work Space

Students are expected to attend online classes at a consistent location that allows for table/desk space within their home environment. Students should be seated in a location that is free of distractions to maximize learning.

Academic Integrity (1.07)

Students are expected to work independently unless otherwise directed by the teacher. All instances of academic dishonesty will be reported to the Dean of Academics. Please review the Student Handbook for more information.

Online Etiquette Review

Students working from home are expected to fully participate in class and follow all instructions provided by teachers. Below is a list of etiquette rules to be followed:

1. Be on time to homeroom and all classes
2. Wear proper attire: Mercy Polo required when in class and on camera
3. Choose an appropriate and consistent location for a workspace
4. Mute yourself when directed

5. Wear headphones to eliminate background noise
6. Come to class prepared and ready to work
7. Give your full, focused attention
8. Participate fully in class
9. Ask questions when you need
10. Keep up with all of your assignments
11. Eliminate distractions to ensure the class is not interrupted

11.03 On Campus/Online Policies

Advisement

While on campus, students will report back to their homeroom for Advisement in both the middle and high school. Advisement time will be academic in nature and also used for getting students outside for mask breaks. Online students do not need to report to homeroom for advisement unless a community event is being held.

Detention/In-School Suspension

If a student receives a detention or an in-school suspension, she will serve the time with an Administrator. Parents will be notified of the disciplinary referral and time/location of detention/in-school suspension.