



**2022 - 23**  
**Handbook For**  
**Parents and Students**

6000 Oakwood Avenue Cincinnati, Ohio 45224  
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[www.mercymcauley.org](http://www.mercymcauley.org)

Office Hours 7:30 a.m. to 4:00 p.m.

## SCHOOL CALENDAR 2022 - 23

Freshman Orientation	Monday, August 8, 6:00 – 8:00
Freshman Orientation	Tuesday, August 9, 8:00-3:00
Employee in-Service	Wednesday, August 10
First Full Day-All Students	Thursday, August 11
Follow Your Daughter's Schedule	Thursday, August 18, 7:00 p.m.
Labor Day – No School	Monday, September 5
End of First Quarter	Friday, October 7
Testing – Sophomores & Juniors	Wednesday, October 12
No School, Employee In-Service	Monday, Tuesday, October 17, 18
No School - Fall Break	Wednesday, October 19
Early Dismissal 2:00	Wednesday, October 26
Parent-Teacher Conferences	Wednesday, October 26, 2:30 – 6:30
Open House	Sunday, October 30
Thanksgiving Break – No School	Wed. – Fri. November 23 - 25
Semester Exams	Fri. – Dec. 16, Mon., Tues. Dec. 19, 20
End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester Ends	Tuesday, December 20
Exam Snow Day/ Exam Make Up Day	Wed., Thurs., December 21, 22
Christmas Break Begins	Wednesday, December 21
Classes Resume – Second Semester	Wednesday, January 4
Martin Luther King Jr. Day – No School	Monday, January 16
President's Day – No School	Monday, February 20
End of Third Quarter	Thursday, March 9
Employee In-Service – No School	Friday, March 10
Easter Break Begins	Friday, April 7
Classes Resume	Monday, April 17
Senior Exams	Wed., - Fri., May 17 - 19
Baccalaureate Mass (required)	Monday, May 22
Graduation (required)	Tuesday, May 23
Final Underclass Exams Begin	Tues., - Thurs., May 23 - 25
End of 4 <sup>th</sup> Quarter - Second Semester	Thursday, May 25
Exam Make Up Day	Fri., May 26 – Tues., May 30
Memorial Day – No School	Monday, May 29

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## CHARISM OF THE SISTERS OF MERCY INSPIRING MERCY MCAULEY HIGH SCHOOL

Mercy McAuley High School's mission statement: Mercy McAuley High School is a Catholic college-preparatory high school for young women sponsored by the Sisters of Mercy. Mercy McAuley High School is committed to excellence in education, compassionate service, and leadership in a Christ-centered community.

The mission of all Sisters of Mercy schools is to inspire and empower students to learn, lead, love, and to become Women of Mercy. This charism is brought to life in Sisters of Mercy schools through the five core values these schools share:

Compelled by Mercy, Educational Courage, Inspired by Faith, Principled Leadership  
Voice of Dignity and Respect

## VISION OF MERCY MCAULEY HIGH SCHOOL

Mercy McAuley High School is where young women gain a broader worldview as part of a community, not part of the crowd. Within this sisterhood, we guide each student to mature in confidence and purpose through a customized plan for personal development. Mercy education provides a diverse range of formative experiences, innovative programs, experiential education, faith formation, and off-campus service learning opportunities. Women of Mercy think and learn beyond their comfort zone and are equipped to bring compassionate change to this world.

## PORTRAIT OF A WOMAN OF MERCY

The Mercy McAuley graduate is

- a woman compelled by mercy
- a woman of educational courage
- a woman inspired by faith
- a woman of principled leadership
- a woman with a voice for dignity and respect

### **Compelled By Mercy**

Mercy students, in the spirit of our founder Catherine McAuley, are steadfastly determined to take Mercy into an interconnected world. Our shared sense of social consciousness is fortified by universal empathy and a conviction that all are worthy of God's mercy. This deep awareness and compassion move us to take principled action and serve the needs of others.

### **Student Attributes:**

**Compassion.** Having concern for the needs of all, including those outside our immediate circle.

**Empathy.** Putting yourself in someone else's shoes to understand their feelings and perspectives.

**Responsibility to Serve.** Fulfilling the duty to not just care about other, but to take action on their behalf.

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

– Catherine McAuley

## **Educational Courage**

Mercy students welcome the challenge of pursuing their full potential in a culture of excellence, critical thinking and curiosity. Their multifaceted journey builds character while it builds essential skills. Our holistic program expects engagement, a thirst for knowledge and personal responsibility, while preparing students to thrive for a lifetime.

### **Student Attributes:**

**Curiosity.** Being open to other ways of seeing the world and exploring new ideas.

**Personal Accountability.** Staying disciplined in decision-making, proactive in correcting mistakes and self-motivated in our studies.

**Critical Thinking.** Gathering and objectively evaluating and analyzing information through reflection and reason.

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

## **Inspired By Faith**

Mercy students become living models of faith and forceful advocates for Gospel values. Grounded in our Catholic identity in the Mercy tradition, we welcome all faiths and are strengthened and shaped by these relationships. As we pursue a personal relationship with God, we strenuously follow Jesus Christ’s example of social justice, love and service.

### **Student Attributes:**

**Spirituality.** Developing a personal relationship with a loving, merciful God, expressed in service and respecting other faiths.

**Modeling of Jesus Christ & Catherine McAuley.** Living life with abundant love, compassion, generosity and hospitality, demonstrating the strength of infinite mercy.

**Ethical & Moral.** Following a personal code based on Gospel values that guides action and choices.

*“A strong lively faith is the foundation of all virtue.” – Catherine McAuley*

## **Principled Leadership**

Mercy students are poised to lead with their unique gifts. Prepared with an ethical and moral compass, we put Mercy values into action and work assertively for what is right. We’re equipped to make difficult choices, learn from our mistakes and develop high emotional intelligence. As an international community, we’re confident in our ability to make a positive difference and push for systemic change.

### **Student Attributes:**

**Integrity.** Standing up for or doing what’s right, including when it’s difficult or unpopular.

**Lifelong Learning.** Always learning something new, gaining skills and wanting to know more, in all walks of life.

**Emotional Intelligence.** Recognizing and welcoming emotions within ourselves and others to build resilience and healthy relationships.

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

## **A Voice For Dignity and Respect**

Mercy students honor the intrinsic value of the individual and recognize God’s presence in each person. We embrace a global vision and value differences of opinion, and are unafraid to confront hostile or hurtful attitudes. By standing up for those who can’t, we go beyond acceptance to help make sure everyone feels recognized and heard.

**Student Attributes:**

**Grace.** Allowing others to be fully human without judgment, while honoring what is God-like within each person.

**Advocate.** Being a forceful defender, supporter and sometimes spokesperson for the values and people we hold dear.

**Inclusivity.** Going beyond tolerance to embrace diversity, while accepting and serving with open arms.

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

## HISTORY

The foundation upon which Mercy McAuley High School dates back to the founder of the Sisters of Mercy, Catherine McAuley. She experienced a calling as a Catholic lay woman to meet the needs of the poor, sick, and uneducated in 19<sup>th</sup> century Ireland. Impressed by her good works, the Archbishop of Dublin advised her to establish a religious congregation. Three years later, on December 12, 1831, Catherine and two companions became the first Sisters of Mercy. Catherine recognized the need to sustain the work she was doing, and she founded the Sisters of Mercy as a religious order in the Catholic Church.

In reflecting upon the work for women who were poor and uneducated, Catherine said, “No work of charity can be more productive of good to society than the careful instruction of women.”

Catherine McAuley’s vision for the “careful instruction of women” expanded beyond Dublin to many parts of the world, including Cincinnati. In 1858, Mother Theresa Maher and the ten Sisters who accompanied her arrived in Cincinnati from Kinsale, Ireland. What drew them to Cincinnati was meeting the needs of the times to provide education, health care, and social services to the people of Cincinnati.

Catholic Mercy education in Cincinnati has evolved over the years, from the Sisters’ arrival in 1858 with the founding of what became Mother of Mercy High School in 1915, to the establishment of McAuley High School in 1958, to the opening of Mercy McAuley High School in 2018. The history of Catholic Mercy education in Cincinnati is a testament to the awareness, vigilance and foresight of the Sisters of Mercy to the importance of education to meet the evolving needs of young women in Cincinnati. Mercy McAuley High School opened its doors in August 2018, continuing the tradition of Sisters of Mercy education in Cincinnati.

## SCHOOL PRAYERS AND SONGS

### THE SUSCIPE OF MOTHER CATHERINE MCAULEY

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

## PRAYER TO OBTAIN THE GLORIFICATION OF MOTHER CATHERINE MCAULEY

O most merciful Father, who hast given us in Thy servant Catherine McAuley, a wonderful example of love of Thee, of zeal for Thy glory in the care of the poor, sick, and ignorant, grant, we beseech Thee, if it be pleasing to Thy Holy Will, that she may soon be glorified here below. We implore this favor through the intercession of Our Lady of Mercy and the infinite merits of Thy Son, Our Lord Jesus Christ, Amen.

## MERCY MCAULEY ALMA MATER

*Lyrics and music by students Shannon Bronson, Cassandra Duker, Audre Frigge, Emily Parsons, Francine Crowe, Elizabeth Schutte, Jenna Daria, Ariea Bess; assisted by faculty members Greg Bouman, Kathy Dietrich, and Mary White*

Mercy McAuley may we sing Our Alma Mater strong and loud! This  
oath of Mercy, let it ring!  
Remember the old and continue proud! United we stand strong and true.  
Orange and gray our identity. Mercy McAuley we pledge to you Forevermore our wolf pack unity.  
Faith and compassion help us lead, Showing the world our values dear, With service and ex'lence  
we succeed; We are the legacy of Cath'rine here.

## WE ARE THE WOLVES (Mercy McAuley Fight Song)

*Lyrics and music by students Shannon Bronson, Cassandra Duker, Audre Frigge, Emily Parsons, Francine Crowe, Elizabeth Schutte, Jenna Daria, Ariea Bess; assisted by faculty members Greg Bouman, Kathy Dietrich, and Mary White*

We are the wolves: Loyal and strong, Noble and true, Here we belong.  
We are the wolves: The orange and the grey, We will come through,  
(Shout) Hey! Hey! Hey! Hey!  
We are the wolves: See our pack pride,  
The best there has been, Vict'ry in our stride. We are the wolves and we're on the  
prowl,  
In for the win, Hear our wolf howl!

(Shout and clap) MMHS! (repeat, each time getting faster) Repeat song and end with a howl



## CIRCLE OF MERCY

*(by Jeannette Goglia, RSM)*

In Mercy, we touch the hearts of those who are in mis'ry.

In Mercy, we're touched by them and feel their strength and courage. In Mercy, we heal the pain of those who are in sorrow.

In Mercy, we're healed by them and see the face of hope.

REFRAIN: For the Circle of Mercy is timeless: it is Spirit of Life itself Which roots us in Faith, and lifts us in Hope,

And holds us in God's loving care, And holds us in God's loving care.

In Mercy, we welcome those the world has left rejected. In Mercy, we're drawn within the loving heart of God.

In Mercy, we forgive the incompleteness in another.

In Mercy, our sins are healed and we are whole again. (REF)

In Mercy, the Spirit Faith will root us in God's Presence. In Mercy, the Spirit Hope will lift us out of doubt.

In Mercy, the Love of God will be our joy in living.

In Mercy, we join with one another on our journey. (REF)

## ADMISSION

Mercy McAuley High School admits students of any race, color, sexual orientation, and national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, sexual orientation, or national and ethnic origin in administration of our educational policies, admissions policies, scholarships or assistance programs, or athletic and other school administered programs. Admission for transfer students, students with disabilities, ESL students, and students with other special needs will be determined on a case-by-case basis. Students may be accepted if Mercy McAuley High School can reasonably provide required and appropriate support services and the student satisfies other admission requirements. It is required that all incoming students take the High School Placement Test and be promoted to the ninth grade.

**A new student is required to present a copy of her birth certificate and to have the school's health form signed by the family physician as proof of immunization. Two completed emergency medical authorization forms and all signed handbook forms are required of each student each year.**

All students will be referred to by their name or female pronouns (she, her, hers).

## ACADEMIC OVERVIEW

### CURRICULUM

Each student must carry a full complement of academic work each year. Any student taking minimal credits each year must earn a minimum of 2 additional credits before graduation. A total of 26 credits are needed. Registration for courses is based on ability, achievement, interest, and for some courses, recommendation.

A course offerings guide, containing more detailed information about requirements and scheduling, is published on Mercy McAuley's website each January.

### CREDITS

In compliance with the State of Ohio Minimum Standards, 26 credits are required for graduation. The requirements for graduation include:

- Theology - 4 credits (one for each year at Mercy McAuley)
- English – 4 credits
- Social Studies – 3 credits
- Science – 3 credits – Biology, chemistry, plus one other lab experience science
- Physical education - ½ credit (2 Semesters)
- Health – ½ credit
- Fine Arts – 1 credit
- Mathematics – 4 credits at Mercy McAuley
- Computer Literacy – ½ credit
- World Language – 2 credits
- Other Subjects – 3 ½ credits

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

- To become a sophomore - 6 ½ credits
- To become a junior – 13 credits
- To become a senior – 19 ½ credits

Each student is required to carry a full schedule of a minimum of 6 classes per semester regardless of independent study or summer courses. Any exceptions to this must be with prior approval from the principal.

If a student receives a failing grade in a required course or if she does not have the necessary credits for promotion to the next grade level, the course credit must be recovered by attending summer school at Mercy McAuley and satisfy its requirements. **If the course grade is below a 50% the student will be required to take the full course in summer school in place of the abbreviated summer course.**

If credit is not obtained in this way, the student will not be permitted to return to Mercy McAuley. Before registering for summer classes, the student must receive approval. Any student who fails three or more courses in a school year will not be permitted to return to Mercy McAuley regardless of credits recovered in summer school.

## CREDIT FLEX

Mercy McAuley High School broadens the scope of curricular options available to students and increases the depth of study available for a particular subject. This is being accomplished through Flex Credit in Ohio Department of Education documents. It is possible to earn credit at Mercy McAuley High School in three ways or a combination of three ways:

- Completing traditional coursework
- Testing out or demonstrating mastery of course content
  - System is in place for testing out of Algebra I or World Languages I
  - System and application process is in place for all other courses. Student and parent are encouraged to make an appointment to meet with the school counselor and Principal.
- Pursuing another option of education
  - Examples are but not limited to online courses, distance learning, educational travel, internship, afterschool program, community service and sports
  - System and application process is in place
  - Prior approval when pursuing another option is required

While this option is in place, it continues to be refined, Mercy McAuley High School reserves the right to limit the number of options for credit. The administration of Mercy McAuley High School makes the final decisions for receiving credit. Credit will be recorded on student transcripts in the same way, no matter the method used to earn the credit.

## GRADING SCALE

Mercy McAuley utilizes an alpha system.

Converting Numeric to Alpha Weighted GPA on a 4.0 Scale

<b>Alpha Grade</b>	<b>Numeric Grade</b>	<b>College Prep</b>	<b>Honors</b>	<b>AP</b>
A	95–100	4.0	4.5	5.0
A-	93-94	3.7	4.2	4.7
B+	90-92	3.3	3.8	4.3
B	87-89	3.0	3.5	4.0
B-	85-86	2.7	3.2	3.7
C+	82-84	2.3	2.8	3.3
C	79-81	2.0	2.5	3.0
C-	77-78	1.7	2.2	2.7
D+	75-76	1.3	1.8	2.3
D	72-74	1.0	1.5	2.0
D-	70-71	.7	1.2	1.7
F	0-69	0	0	0

## Grades Over 100

The highest grade that may be given on any assessment is a 100. Bonus questions/problems may be given but the highest grade attainable is 100.

## HONOR ROLL

Mercy McAuley High School has 3 honor roll distinctions which are recognized at the semester.

**Principal's List:** a student must earn a 3.9+ with no grade below A and no failing grade on an exam.

**First Honors:** a student must have a A-average with no quarter grade below B- and no failing grade on an exam.

**Second Honors:** a student must have a B average with no quarter grade below C and no failing grade on an exam.

## RETREATS

Mercy McAuley's retreat program is integral to the development of our students as Women of Mercy. Throughout their four-year journey of faith formation, students are called to examine who they are and who they will become in light of the Core Values and Critical Concerns of the Sisters of Mercy. Through experiences which engage students' heads, hands, and hearts, we strive to care for the whole student as they walk this journey during their four years at Mercy McAuley.

### **Student Retreats:**

#### **Freshman Retreat**

The Freshman Retreat is a one-day retreat held on campus for all members of the Freshman Class. Through this retreat experience, students focus on the question of "Who are we?", as a class, in light of our call to be Women of Mercy. The retreat is designed to allow the Freshman Class to get to know one another more deeply and build community. It is led by trained upper class women. Additionally, members of the Freshman Class participate in St. Bonifce Buddies.

#### **Sophomore Retreat (required) (Day of Service)**

Through Sophomore Retreat students focus on the question of "Who is the other?" are attentive to the Core Value of Service. Together, students will research, plan, and execute a day of service. First, students engage in a study of the Critical Concerns of the Sisters of Mercy as they seek to identify both an area of interest and agencies with whom they can partner for their service experience. The culmination of this study and planning is the one day retreat experience held in the Greater Cincinnati community at a local agency. Following the retreat students will engage in reflection on their experience and celebration with the Mercy McAuley community.

#### **Junior Retreat (required)**

Junior Retreat focuses on the question of "Who am I?" This retreat, held at Jesuit Spiritual Retreat Center, challenges students to examine their value and worth as young women created in the image and likeness of God and called to be models Faith, Service, Leadership, Compassion, and Excellence as Women of Mercy.

### **Senior Retreat (strongly encouraged)**

Oceans, the senior retreat experience, is a two-day, one night retreat held at the Jesuit Spiritual Center in Milford, OH. For our seniors, the focus is on the question of “How is God calling me forward on this journey?” Students are challenged to reflect upon their years at Mercy McAuley and consider how God is calling them to live as Women of Mercy in the next stage of their lives. Through the personal witness of trained peer leaders, students engage in prayer, personal reflection, and community during their retreat.

## **ACADEMIC INTEGRITY**

### **INTEGRITY POLICY**

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

### **DEFINITION**

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

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

Plagiarism is a form of cheating. Plagiarism is a serious form of academic dishonesty. It is the presentation of someone else’s ideas as if they were your own. It occurs when you copy the actual words or work (computer program, graph, illustration) of another without giving credit to the author. This has become easier to do in a digital age when passages can be copied from the internet and then submitted without proper citation, and when students can transfer their work to other classmates through email and flash drive sharing.

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

How do you give credit to the author?

- For direct quotes credit is given by using quotation marks around the words that have been taken from your source and indicating through endnotes/footnotes where each can be found.
- For paraphrases/computer programs/graphs/illustrations, credit is given by indicating through endnotes/footnotes where each can be found.
- When citations are not required: If you use facts that are found in a source but are also common knowledge (i.e. George Washington was the first president), you do not need to cite them. (When in doubt, cite.)
- For more detailed information, visit the Purdue Online Writing Lab at <https://owl.english.purdue.edu/owl/resource>.

## SANCTIONS

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

1. No academic credit will be given for any part of the assignment in question. This automatic zero could result in failure of the class.
2. A letter of notification will be sent home to the parents.
3. Disciplinary actions could include the issuance of conduct points or in some cases suspension.

The following sanctions may ensue:

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

## ACADEMIC COMMUNICATION

### COMMUNICATION

Messages will be forwarded to the teacher who will return the call. Voice mail is available 24 hours each day. Parents/guardians may also email teachers. Email is available 24 hours each day and email addresses are available on the Mercy McAuley website ([www.mercymcauley.org](http://www.mercymcauley.org)).

### CONFERENCES

Parent-teacher conferences are held on October 26. In addition to regularly scheduled conferences, parents/guardians may request a conference with a teacher at any time throughout the year.

### NOTIFICATION SYSTEM

Mercy McAuley has a notification system called, Admin Plus Notify, which notifies students and parents of general and emergency information, including snow days or delays. Notifications are sent via email, text, and text to voice. **In order for this system to be an effective means of communication, Mercy McAuley must have accurate email addresses and phone numbers on file.**

### ONLINE STUDENT GRADES

Current quarter averages can be checked online. Minimally, averages will be updated each week on Tuesdays **after 4 pm** and will be available from the 3rd week of the quarter through the last week of the quarter. Official end of the quarter grades will be printed on report cards only and **will not** be available online. If you have any questions or concerns regarding a particular average, please do not hesitate to contact the teacher with those questions. If you have any technical questions, contact Sharon Kroger at [krogers@mercymcauley.org](mailto:krogers@mercymcauley.org) or (513) 681-1800, Ext.1144

## REPORT CARDS

Report cards are issued quarterly by email and can be accessed in the portfolio on the parent/student portal of PlusPortals on the dates below:

First Quarter – October 21

Second Quarter – January 10

Third Quarter – March 21

Fourth Quarter – June 6

A student will not receive a report card for the following reasons:

- 1) unpaid tuition to date
- 2) overdue library books or outstanding library fines;
- 3) semester books not returned or book fees not paid;
- 4) unpaid athletics fees
- 5) any other outstanding fee.

## STUDENT PROGRESS

If at any time there are concerns about a student's progress, parents/guardians are encouraged to contact the school, teachers, counselors, or administrators.

## TRANSCRIPT OF CREDITS

Before a transcript is issued, a parent/guardian must sign a release form and tuition must be in paid in full to the date of the transcript. Students may request up to 10 transcripts free of charge to be sent for colleges, scholarships, and/or other programs. After the issuance of the tenth transcript, there will be a charge of \$1.00 for every transcript issued.

Each transcript carries one GPA, determined by the type of courses and the grade received. Institutions of higher learning or business firms are able to evaluate the quality of the student's work from this GPA combined with her course rigor and ACT/SAT scores.

## WITHDRAWAL FROM SCHOOL

Notification of withdrawal from Mercy McAuley should be made by the parents/guardian to the Principal or Counselor. A release form is to be obtained from the Counselor and signed by the parent/guardian. The student withdrawing returns her tablet and textbooks to the office and pays tuition and other fees. A transcript of credits is not released until all items have been returned and these procedures have been completed. Withdrawal of a student will not relieve parents of the obligation to pay tuition.

## **ADDITIONAL ACADEMIC INFORMATION**

### **ABSENCES/ MAKE-UP WORK**

**Make-up Work:** When a student is absent 5 days or less, she should contact her teachers in order to make-up all tests, quizzes, and assignments. It is strongly recommended that students check TEAMS for assignments and materials that may have been missed.

A student that misses an assignment, quiz, test or project, for any reason, will receive an "M" for missed work in the gradebook. An "M" will be set to a grade of 0 until work is completed. It is the student's responsibility to contact the teacher for a mutually agreeable make-up time.

**Extended Illness/Injury:** In the case of an extended illness or injury (longer than 5 days), the parents/guardians are asked to first check the student's TEAMS account for make-up work and missed assignments. Parents may also contact the Counseling Office to make arrangements to obtain work that is missed. (Doctor's notes will be accepted for extended absences.) Upon the student's return to school, she should check in with her school counselor who will help facilitate a make-up schedule with the teachers.

**Truancy/Suspension:** If a student is absent due to truancy or out-of-school suspension, no credit will be given for any missed work/test.

### **ACADEMIC ELIGIBILITY**

**Extracurricular and Co-curricular Activities:** A student participating in any extracurricular or co-curricular activity which requires considerable time after school (including, but not limited to athletic teams, drama groups, Mock Trial teams, Student Council, etc.) will follow these specifications for eligibility:

- 1) The process of checking academic eligibility will begin the third week of each quarter.
- 2) A student must be passing (D- or above) all classes in which she is enrolled at the time of the activity.
- 3) If a student is failing, her parents will be notified. A failing student will be placed on probation for the activity for one week. If a student has not been provided an opportunity to raise the grade, the probation may be extended to two weeks. If the student is still failing at the end of the probationary period, she will be ineligible for practice or participation until she is passing. A student can become eligible during mid-week if failing grade becomes passing. Moderators will be officially notified.

**In order for a student to participate in an activity, including but not limited to dances, tryouts, practices, performances, rehearsals and games, students must be in school for the full day or session.** A student may leave school to attend a doctor or dentist appointment, a funeral, court or to take a driver's license test but must return to school. A note with the doctor or dentist's name and telephone number or other information that verifies the appointment should be submitted one day prior to the appointment.

### **ADDING OR DROPPING A CLASS**

A student may add a class to her schedule only where there is an open time in her schedule. **This cannot necessitate a major schedule change.** All schedule changes for both first and second semester must be done within the first seven days of classes.

If a student wishes to drop a class, she must discuss this with her counselor and have written permission from a parent. Each student must take a minimum of six courses each semester of each year. The fee for dropping a class is \$100.00 and must be accompanied by the parent permission form. The counselor will not process the schedule change (dropping a class) without the \$100.00 fee and parent permission in writing. A student



may not change her schedule after the seventh day of class, unless it is recommended by a teacher.

Students who have been granted withdrawal from a class will be given a “WP or WF” (Withdrawal Pass/Fail) for the quarter. This “WP/WF” will appear on the report card and the transcript.

## INDEPENDENT STUDY TIME

For attendance purposes students with independent study time during the first bell need to sign-in at the main office by 8:00 each day.

Independent study time in a student's schedule is any time that the student is not assigned to a class, lunch, den, meeting or assembly. This time fosters student freedom, responsibility, and accountability. The purpose is to encourage independent work, time management skills, and collaboration with other students. Students may choose where they would like to work during this time: library, cafeteria, or Room 120 (Quiet, independent study room).

For students seeking a more structured area to spend their study time, there is a **guided study hall located in room 125**. A student may decide to attend the guided study hall at any time during a quarter. In addition, when a teacher, counselor, administrator or parent is concerned about a student's progress by virtue of performance, attendance, work habits or a specific personal need, he/she can require the student to attend guided study hall for a period of time.

## JON PETERSON SPECIAL NEEDS SCHOLARSHIP (JPSNS)

Mercy McAuley High School is an approved provider for the JPSN. Admission to Mercy McAuley High School is required before an application will be submitted on behalf of an eligible student.

Application deadlines are determined by the State of Ohio. Awards of the Peterson Scholarship will be used for the needed services for the academic year in which the award is received. It is the responsibility of the parent/guardian of an eligible student to pursue the renewal of awarded scholarships under the JP

## SCHOOL COUNSELING PROGRAM

The School Counseling Department at Mercy McAuley High School will provide supportive services to students that align with the Mercy McAuley High School vision and the American School Counseling Association (ASCA) National Model. Based on this alignment, the Mercy McAuley school counseling department encompasses a shared mission, as well as shared beliefs, ethical considerations, and counselor competencies that meet students' unique needs in key domain areas of academics, college and career, and social/emotional development

The focus of the School Counseling Program is to provide a comprehensive, developmental counseling program that addresses the academic, career, and personal/social development of every student in the school. School counselors strive to facilitate a safe and caring environment to assist all students in becoming responsible and productive lifelong learners. Along with collaboration with school personnel, families, and alumni, school counselors work to empower students to live out the core values of the Mercy McAuley High School through:

- Scoir curricular resources
- School-wide initiatives
- School assemblies
- Interdisciplinary curricular development
- Group activities

- Parent workshops and instruction
- Individual and/or small group appraisal and advisement.

## STUDENT SERVICES

### SCHOOL PSYCHOLOGIST

Mercy McAuley High School employs a school psychologist that tailors services to the particular needs of students and their situations. The core services may include but are not limited to consultation with teachers and parents; assessments of academic skills and learning needs; intervention in conflict or crisis situations; and preventative services in mental health education.

### INTERVENTION SPECIALISTS / MATH TUTORS

Intervention specialists are available to assist students who are experiencing difficulties in the classroom. With special education and the learning process as their background, they provide intentional support to students who demonstrate a variety of needs particularly in the areas of behavior and educational challenges. Intervention specialists provide direct, targeted instruction in the general education classroom, in small groups and one on one. They work closely with parents and classroom teachers in the development and implementation of the IEP (Individualized Education Program) and SP (Service Plan). In addition to working with students who have been formally identified through the IEP or SP process, the intervention specialists and math tutors are available to work with students who are experiencing learning challenges in the classroom but who have not been formally identified. The goal is for every student to be successful.

## COLLEGE AND CAREER READINESS

### COLLEGE PLANNING INFORMATION

Mercy McAuley High School offers a comprehensive and systematic approach to college planning designed to allow each student ample opportunity to explore her own individual postsecondary goals and interests. Mercy McAuley High School graduates will have completed a rigorous college preparatory curriculum. The following list will highlight important touchpoints as it relates to future college plans:

**Freshmen:** Doing well academically is important from the start. The school counselors check in and work closely with students who are experiencing academic difficulties. The conclusion of semester one will mark the beginning of a student's cumulative GPA which colleges strongly consider in the admission process and for scholarships.

Counselors encourage students to set a goal to get actively involved in a few activities that interest them, both inside Mercy McAuley and in the community.

**Sophomores:** During a student's second year in high school, counselors provide opportunities to complete career interest inventories and explore the tasks, training, and education necessary for various occupations. Although it is not necessary to decide on a specific college major during high school, researching ideas can lead to developing a robust list of colleges of interest.

**Juniors:** Counselors work closely with juniors in preparation for college admission testing as well as encouraging students to continue to work hard in courses that are comfortably challenging along with involvement in extracurricular activities. Counselors will encourage students to consider broadening the depth of their experiences to include leadership roles and continued service. The conclusion of junior year will determine the cumulative GPA that will appear on college applications. Also, it is recommended that students take the ACT and/or SAT during the spring of junior year.

**Seniors:** Beginning in early fall, school counselors work closely with seniors on college planning and applications. College applications ideally should be submitted before winter break (or earlier depending on college deadlines) to ensure priority consideration for admission and scholarships. Planning to retest on the ACT and/or SAT, if needed and recommended also occurs during the fall. As senior year coursework will be important to colleges, students are encouraged to take a challenging course load of classes and finish senior year with a motivated mindset.

### GENERAL OVERVIEW OF COLLEGE PLANNING TIMELINE

Freshmen:

- Meet your counselor to discuss your academic, extracurricular and social adjustment to high school.
- Establish your personal Mercy McAuley High School Scoir account in order to complete personality and learning style inventories that mark the beginnings of postsecondary goal planning and conversations.

Sophomores:

- Complete career interest inventories and begin to get familiar with college entrance requirements.
- Gain knowledge of college research tools and resources.

#### Juniors:

- Begin a potential college application list that meets individual criteria.
- Plan to visit colleges of interest and meet with college representatives.
- Develop a testing plan and meet any special requirements (such as registering with the NCAA eligibility center for college athletics).
- Understand the main components of college applications and begin formulating ideas and drafts for resumes, college essays, and letters of recommendation.

#### Seniors:

- Finalize a list of college applications and work to have all applications submitted (ideally) before winter break.
- Counselors submit the necessary official, supplemental documentation required for college applications by specific deadlines as requested by students.
- Consider (and/or apply for) possible scholarships, final college decisions, and the transition to college after graduation.

### COLLEGE PLANNING SERVICES

- Freshman transition to high school and future planning.
- College Planning Information Programs for students and parents.
- College Financial Aid, Summer Advantage and College Credit Plus Information Program for students and parents.
- Group informational lessons and individual counseling sessions throughout grades 9-12.
- Visits by college admissions representatives to Mercy McAuley High School.
- Access to personalized Scoir accounts which provide college and career research tools as well as a platform for secure submission of official college application documentation.
- In-depth, comprehensive and individualized guidance for college planning, application, scholarship, interview and transition to college processes.

### ATTENDANCE POLICY FOR COLLEGE VISITS

Juniors and seniors are encouraged to schedule official college campus visits in order to gain firsthand knowledge of what the many different types of colleges/universities have to offer. We strongly advise that students use days when school is not in session (such as teacher professional development days or school breaks) to schedule official college campus visits. Additionally, juniors and seniors are permitted to have no more than 3 absences excused for college visits (per school year). To help ensure that these types of absences are marked excused:

- Student must forward a college visit confirmation email from the college to the student's high school counselor at least one week prior to the visit.
- Upon returning to school after the visit, student must provide a note from the college or a copy of the college visit itinerary to the attendance office.
- Students are expected to notify their teachers of the absence at least one week prior to the visit and are responsible for completing any missed assignments in a timely manner.
- Absences after April 30th are not marked as excused for college visits.
- If a sophomore has a specific interest or need in taking an official college campus visit on a school day prior to junior year, they must speak with their high school counselor for information and obtain excused attendance approval at least one week prior to the visit.

## TESTING CONSIDERATIONS RELEVANT TO COLLEGE PLANNING

- All sophomores and juniors each year will be administered the PSAT.
- All juniors will be administered the ACT in early Spring.

### COLLEGE REPRESENTATIVES

College representatives will be visiting campus on select mornings and during lunch periods.

### TESTING

### EXAMINATIONS

Examinations are held at the end of the first and second semesters. A first semester after-school make-up examination schedule will be published for students who miss due to illness or an emergency. End of the year make-up examinations will be scheduled through the Counseling Department. **All make-up examinations, both those for semester and final exams, must be taken after the scheduled exam date. No exams may be taken at an earlier time. NOTE: Exams comprise 20% of the semester grade.**

### EXAM EXEMPTION POLICY

All students take First Semester exams.

For Second Semester exams:

- Freshmen, Sophomores, and Juniors will take Spring exams.
- Seniors may be exempt from year-long course exams with a B+ or higher year-long average.
- In semester classes, there will not be exam exemptions for seniors.

### STANDARDIZED TESTING

**END OF COURSE:** All classes will be administered the State of Ohio End of Course Exams to fulfill graduation requirements. The State of Ohio has End of Course Exams in the following courses: ELA1, ELA2, Algebra 1, Geometry, Biology, American History and American Government. Students may earn from 1 – 5 points on each exam. An accumulation of 18 points is required for graduation. The state of Ohio develops the test and determines the criteria for passing the test and the accumulation of points. A student may retake End of Course Exams twice a year in order to better her score, if necessary. If testing is not your strength after taking the end of course exam at least twice, a student can show competence by demonstrating two career-focused activities, enlisting in the military, or completing college course work. All students must also earn two seals. For more information go to: <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/18-Points-on-State-Tests>

**PSAT:** All members of the class of 2024 and 2025 will be administered the PSAT. The date for this test is Wednesday October 12, 2022. There is NO make-up. From this testing, juniors are eligible for National Merit recognition.

*Students with special needs (physical, emotional, or learning) must provide appropriate documentation which is less than three years old in order to receive reasonable accommodations on any of the tests stated above.*

## STUDENT HEALTH INFORMATION

### MEDICATION ADMINISTRATION POLICY

The health and safety of all Mercy McAuley students is a high priority. Whenever possible a student's medication, including prescription and over-the-counter, should be given outside of school hours. Mercy McAuley employs a school nurse, 4 days/week, for medication administration. Additional staff are trained in medication administration pursuant to Ohio regulation. Both the nurse and medication administration trained staff will complete a medication administration record for retention in the student's health folder.

**Prescription Medications:** If a student requires prescribed medication during school hours, it is the responsibility of the parent to make the necessary arrangements. All prescription medications requiring administration during the school day must be given to the nurse for safe keeping and administration as prescribed by the physician. No medication prescribed for a student will be administered until the school receives written consent from the parent and licensed medical practitioner. Any changes to the medication order will require the parent and medical practitioner to complete a new form.

All medications will be stored in a secure, tamper proof location and available for the nurse to dispense according to the prescribed schedule throughout the school day.

Students may carry and self-administer an asthma metered dose inhaler or dry powder inhaler, Epinephrine autoinjector and Glucagon for diabetic emergency once Mercy McAuley receives written permission from the parent and licensed medical practitioner.

**Over the Counter Medications:** At the discretion of parents, students may carry and self-administer over the counter medications such as cough drops, acetaminophen, or ibuprofen in quantities appropriate for the school day. Students should not carry more than needed for safe dosing in a single day.

Sharing or giving any medication, prescription or over the counter medication, with another student is strictly prohibited. All medications, prescription and over the counter, must come to school in the original container.

Mercy McAuley High School assumes no responsibility for any consequence of self-administration, non-administration of any medication or the sharing of medication from one student to another.

### FOOD ALLERGIES

Mercy McAuley High School, with the help of parents of students with food allergies, is committed to providing a safe and healthy educational environment. Each case will be addressed individually.

### ILLNESS AT SCHOOL

If a student becomes too ill to remain at school, she is to report to class and get permission to visit the nurse. In the nurse's absence, she may visit the Main Office. Ill students should not contact parents/guardians without a school official. A student will not be dismissed until one of her parents/guardians or a designated contact is notified by a school official and assumes full responsibility. When the student returns to school, she is to bring a note signed by a parent/guardian to account for her absence and give it to the Attendance Administrative Assistant.

## SAFETY DRILLS

School Safety Drills are conducted periodically. Students are to be silent during all drills.

When the fire alarm is sounded for a fire drill, students walk quickly and leave the building by the nearest exit. Once outside students should report to their to their den's gathering area on the soccer field. The classroom door and windows should be closed prior to leaving the room.

When the tornado alarm (a tone sounded over the PA system) is sounded students should walk quickly to the ground floor locker area and gather in your den's designated area. If time permits, students are to assist the teacher in opening the windows and securely fastening the opened door.

Other safety drills will be conducted periodically throughout the year. During drills, students should listen carefully for instructions from school personnel in order to ensure their safety.

During all safety drills, students are to remain in the designated area until an administrator signals them to return to the classroom.

If a tornado warning is received near the end of the school day, students will remain at school. Parents/guardians are requested not to come for students when such a warning is issued.

## STUDENT GUIDELINES

### ATTENDANCE

Attendance at school is critical for academic success. Consequently, students are required and expected to be in school every day. Every effort should be made to schedule appointments and plan vacations after school hours.

**Reporting Procedures:** If a student is absent from school, the following procedures are to be followed:

- 1) On the day of absence, a parent/guardian must call the school between 7:30 a.m. and 8:45 a.m. to report absence (681-1800). Voice mail is available 24 hours each day.
- 2) On the day the student returns to school, she must bring, to the attendance office, a note of explanation signed by a parent/guardian or from the appropriate office, if applicable. This note should include:
  - a) the student's name
  - b) the date(s) the student was absent;
  - c) the reason for the absence.

It is a state requirement that these notes be kept on file.

**Early Dismissal:** Early dismissal is granted only for doctors' or dentists' appointments, driver's license tests, court appearances and funerals. When an early dismissal is necessary, the student must bring a note from a parent/guardian. This note must include:

- 1) the student's name;
- 2) the reason for the early dismissal;
- 3) the time and place of the appointment;
- 4) a phone number where a parent can be reached; and
- 5) the telephone number of the doctor's office.

Students who are absent from school for an hour and a half or longer receive a half-day absence. Parents are encouraged to schedule appointments after school hours.

**Extracurricular Participation:** A student must be in school the entire day in order to participate in any extracurricular activity such as dances, practices, games, rehearsals, plays, or tryouts. The only exceptions are doctor or dentist appointments, funerals, court appearances, or a driver's license test are exceptions.

**Absences Due to School Activities:** If a student is participating in a school related or school initiated activity, she is not marked absent.

She is responsible for all missed work.

**Vacations:** Mercy McAuley strongly discourages family vacations during the school year especially during final examinations. However, if a vacation during the school year is unavoidable, parents/guardians are to contact the Assistant Principal/Principal before the planned vacation.

Teachers are not required to allow students to make up missed work or provide work early.

**Tardiness:** Students not in their first class when the 8:00AM bell rings are considered tardy. Tardiness is excused only for doctor and dentist appointments, drivers license test, funerals, and court appearances **when an official office note is provided**. Telephone calls or notes from parents regarding tardiness for other reasons do not excuse students for being tardy. If a school bus is late, students are not considered tardy but must sign in at the attendance office.

Regardless of the reason for the tardiness, students must bring a note from a parent/guardian or the appropriate office. If a student does not bring a note on the day of the tardiness, she must bring the note on the next day. Students who are tardy must obtain a tardy slip from the attendance administrative assistant. On the THIRD tardy and for each tardy thereafter during that semester, students will be given a detention. These detentions occur on Thursdays. This detention is in addition to any detention that may be assigned due to an accumulation of conduct points.

For attendance purposes students with independent study time during the first bell of each day must sign-in at the main office by 8:00 each day.

If a student is late for a class, before going to the next class she is to obtain a note from the teacher who detained her. Otherwise she will be given a conduct point for tardiness to class (See Discipline section)

## BEFORE AND AFTER SCHOOL HOURS

Students are to enter the building by using the doors leading to the student lobby. Once a student arrives at school she is not permitted to leave the building at any time without permission of an administrator.

**Before School:** Students are to be in the student lobby/cafeteria until 7:45 a.m. **Students may not congregate in halls.** At the 7:50 a.m. bell, each student must go to her first class of the day. Students not in their first class of the day by 8:00 a.m. are tardy.

**After School:** After 4:15 p.m. no student is permitted anywhere in the building except in the student lobby or cafeteria unless the student is accompanied by a teacher, club moderator, or coach. This is a for safety reasons.

## CAFETERIA

All students are to go to the cafeteria area during lunch. Families will have the ability to preload lunch money onto the student id. Details are provided on the school website.



Each student is to clean her place in the cafeteria and return all dishes and utensils to the dishwasher counter. Students may not take cafeteria food or snacks outside the cafeteria. Books, book bags, and tablets are to be kept in your previous class before lunch.

## CELL PHONES

Personal cell phone use is permitted at Mercy McAuley. Cell phones cannot be used for any reason during class time, assemblies, masses, or in the chapel. Cell phone behavior that violates this policy or interrupts the educational process is subject to conduct points and confiscation of the cell phone. Confiscated cell phones will be returned only to a parent/guardian by an administrator.

## DANCES

Since the responsibility for the social life of students is chiefly that of the parents, their active cooperation in managing the dances is greatly desired. Only young women currently enrolled at Mercy McAuley High School and their male dates may attend our dances.

## TIME OF DANCES

Fall Dance (grades 9-12)	8:00 p.m. – 11:00 p.m. Students must arrive by 8:30 p.m. Students may leave at 10:30 p.m.
Christmas Ball (grade 12 only)	8:00 p.m. – 11:00 a.m. Students must arrive by 8:30 p.m. Students may leave at 10:30 p.m.
Spring Dance (grades 9-10 only)	8:00 p.m. – 11:00 p.m. Students must arrive by 8:30 p.m. Students may leave at 10:30 p.m.
Prom (grades 11-12 only)	8:00 p.m. – 12:00 a.m. Students must arrive by 8:00 p.m. Students may leave at 11:30 p.m.

## REGULATIONS FOR DANCES

- 1) No student may possess or indulge in alcohol and/or drugs before or during the dance. Every student and her date will be administered a Breathalyzer test before entering the dance. Mercy McAuley students are responsible for informing their dates prior to a dance that they will be given a breathalyzer test.
- 2) Smoking, juuling, or vaping are NOT permitted at dances.
- 3) Conduct and dress must always be judged appropriate by school representatives.
- 4) Students will not be admitted to dances after the above stated time and may not leave the premises before the above stated time.

Conduct points, suspension or expulsion is a possible consequence for violations.

## DEATHS AND FUNERALS

When there is a death in the family of a student, the family is requested to notify the school, even during the summer months. On the death of a member of the immediate family of a Mercy McAuley student, other students are permitted to attend the funeral. Each student must have a note from a parent/guardian to attend the funeral. This note is to be given to the attendance secretary before 7:55 a.m. on the day of the funeral. Depending on the time of the funeral, students should report to school at the usual time. Students are encouraged to wear the school uniform and to return to school promptly after the funeral service.

## DISCIPLINE

\* This applies to both face-to-face and virtual learning.

Students of Mercy McAuley High School are expected to conduct themselves in a manner that is in compliance with the mission of the school at all times. This includes when they are in the community as well as when they are at school. Mercy McAuley High School has developed a discipline system that has the dual purpose of maintaining an exemplary academic atmosphere and ensuring that the rights of others are respected.

## CONDUCT POINTS

Conduct points are used as part of Mercy McAuley's discipline system and are given in relation to the offense. Following are guidelines for issuing conduct points, however, administration and teachers have discretion to assign more/fewer points depending on circumstances:

Late to class	1 pt. each time
Uniform infractions	1 pt. each
Disruption infractions	1-5 pts.
Skipping class	5 pts.
Disrespect infractions	3-10 pts.
Dishonesty infractions	5-10 pts.
Harassment/Threatening behavior	10 pts./Suspension/Expulsion
Integrity Violation	10 pts./Suspension/Expulsion
Theft	10 pts./Suspension/Expulsion
Damage to property/Vandalism	10 pts./Suspension/Expulsion
Other infractions	1-10 pts./Suspension/Expulsion

## DISCIPLINARY CONSEQUENCES

Students who violate school rules are subject to disciplinary consequences including detention, suspension, and dismissal from Mercy McAuley High School. Accumulation of points can warrant the following consequences:

## Points Consequences

5 points	Student reports to detention on the following Thursday
10 points	Student reports to detention on the two following Thursdays and has a conference with the Assistant Principal/Principal. (Each additional point after 10 earns a detention.)
15 points	Student is suspended. A parent conference with the Assistant Principal/Principal is required.

Conduct points accumulate on a semester basis.

## DETENTION

When a student receives a detention, the student and the parents of the student will be notified by e-mail. If a student accumulates 10 points and is assigned two detentions, one notice will be sent to the parents notifying them of the detentions with the dates of the detentions.

If a student fails to report to detention for any reason other than absence from school, the student must serve two detentions as assigned by the assistant principal/principal. Parents/guardian will be notified. Failure to make up detention on the two specified dates will result in additional accumulation of detentions/suspensions. Students must serve all detention hours in order to attend a school dance. Schedules for the next year or diplomas will not be issued until detention hours have been completed.

## POLICY AGAINST HARASSMENT, INTIMIDATION & BULLYING

Mercy McAuley High School is committed to maintaining an environment in which every individual can work, study, and coexist without being harassed, intimidated or bullied.

Harassment, intimidation or bullying means any offense or unsolicited gesture or written, verbal or physical act that is reasonably perceived as being motivated by:

1. any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or gender identity and expression;
2. a mental, physical or sensory handicap;
3. any other distinguishing characteristic; or
4. meanness

Harassment, intimidation or bullying may include, but is not limited to: verbal jokes, innuendo, propositions, threats, non-verbal gestures, touching, assault, or the display of pictures or other visual material. This includes cyberbullying. Cyberbullying encompasses any of the already prohibited actions-such as bullying, discrimination, harassment, intimidation-accomplished through electronic means.

It is everyone's responsibility to maintain a harassment-free educational atmosphere. This includes freedom from intimidation and bullying, not only by fellow students, but also by other persons whom students encounter at Mercy McAuley High School. This policy applies equally to students whether they are on or off campus. Students who have experienced, witnessed or been made aware of any harassment, intimidation and/or bullying must report such conduct to a member of the Administration.

If an investigation confirms the allegations, prompt and appropriate disciplinary action will be taken at the discretion of Mercy McAuley High School, and may include, but is not limited to, suspension, expulsion and/or involvement of law enforcement authorities.

**Social Networking Sites:** All information that is posted to a social networking site, blog or chat (Twitter, Facebook, etc.) must be respectful. Pictures posted and language used on these sites must be appropriate.

**Sexting:** The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) is prohibited. Students found to be sending, receiving or viewing such pictures are subject to suspension, expulsion and involvement of the law enforcement authorities.

## SANCTIONS FOR VIOLATION OF THE INTEGRITY POLICY

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

1. No academic credit will be given for any part of the assignment in question. This automatic zero could result in failure of the class.
2. A letter of notification will be sent home to the parents.
3. Disciplinary actions could include the issuance of conduct points or in some cases suspension.

The following sanctions may ensue:

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

## PROBATION/SUSPENSION/DISMISSAL

Though conduct points are the ordinary system of discipline, a student may be placed on probation for any conduct detrimental to individuals or the reputation of the school at the discretion of the administration.

Notwithstanding the conduct point system, any serious infraction of the rules or conduct endangering the rights and welfare of any member of the school community will result in suspension or dismissal from Mercy McAuley High School. Students who are suspended from school are not permitted to receive credit for any missed work/tests or other classroom activities. Behavior that is subject to immediate suspension or dismissal includes, but is not limited to the following items:

- 1) Conduct, whether inside or outside school, that is detrimental to the reputation of the school is grounds for expulsion.
- 2) Students will be immediately suspended or expelled for possession, use or dissemination of illegal drugs or substances or alcoholic beverages (including counterfeit and/or look alike substance) on school property or during Mercy McAuley or other schools' sponsored activities.
- 3) Stealing will not be tolerated. Students will be suspended or expelled as the result of any theft that occurs on school property or during a school sponsored activity.
- 4) Possession or use of weapons will not be tolerated. Students will be immediately suspended or expelled for possession or use of weapons while on school property or during school sponsored activities. Possession of weapons on school property is a felony and to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by or to any actively held under the auspices of Mercy McAuley

will not be tolerated. The federal Gun-Free Schools Act states that a student should be expelled for bringing a weapon to school. The act defines weapon as guns, bombs, grenades, rockets and missiles. Knives are also included in this category.

- 5) Threats, intimidation, harassment, and hazing of school personnel or other students will not be tolerated. Students will be subject to suspension or expulsion.
- 6) Fighting will not be tolerated. Students will be suspended or expelled at the discretion of the administration.
- 7) **Any student who is suspended for the third time during her four years at Mercy McAuley is subject to dismissal.**

## STUDENT APPEAL PROCESS

A student will be provided procedural appeal process in discipline proceedings involving suspension or expulsion from Mercy McAuley High School. The two requirements of the student appeal process are:

- 1) Notice of Intent - Prior to being suspended or expelled, a student will receive a reason for the intended suspension or expulsion.
- 2) Hearing - A student will be given an opportunity to meet with the Principal or designee to state her reason(s) why she should not be suspended or expelled from school.
- 3) All decisions are at the discretion of the principal and they are final.

## FOOD AND DRINKS

Food may be consumed only in the cafeteria. Employee sponsored events would be the only exception. Water and coffee containers with a lid may be carried throughout the day with water or a sports drink in it. Contents of container can be checked at anytime for any reason. Chewing gum is prohibited at all times.

## GRADUATION

Attendance at Baccalaureate and all scheduled graduation practices is mandatory in order to be able to participate in the graduation ceremony. Students are to dress appropriately in a white (or light colored) dress with white shoes. All students receive a Mercy McAuley issued cap and gown to be worn at baccalaureate and graduation. National Honor Society is permitted to wear blue and gold cords, provided by the school, at graduation. Recognition of any other kind is not permitted to be worn.

## LOCKERS

Each student is assigned a locker for books, coats, and other personal property. Stopping at your locker is not an excuse for being tardy to class. Students are responsible for the contents of the locker. Lockers are to be kept neat and clean. No locker decorations are permitted. Decorations for raffle may be an exception.

Lockers are to be kept locked at all times. The only locks which may be used are those distributed by Mercy McAuley High School. Replacement locks can be purchased from the Main Office. The school assumes no responsibility for the loss of money or other property. Students are discouraged from bringing valuables with them to school. If this is necessary, students should check the valuables in the Main Office. Since lockers are the property of the school, they may be inspected by the school administration at any time.

## POLICY REGARDING SUBSTANCE USE

Students at Mercy McAuley High School are required to comply with civil laws governing the use of alcohol, nicotine, and/or drugs while on campus or during school sponsored activities at Mercy McAuley High School and at other schools as well. Students may not possess, use, sell, solicit, provide or otherwise transfer, show signs of consumption, and/or be under the influence of any substance which is prohibited by law. This includes, but is not limited to, alcohol and other intoxicants, tobacco, juuling, vaping, intoxicating inhalants, medication not properly used as prescribed, illegal drugs, controlled substances or any substance which is represented as such (counterfeit substances), as well as drug paraphernalia.

The following consequences will be imposed for violation of this policy:

### **Suspension**

If a student is suspected or found to be in possession or under the influence of alcohol or other substances on school property or at school sponsored activities, a school suspension with parent consultation, with a possible recommendation for a professional alcohol/drug assessment\*, and possible notification of local law, enforcement authorities will be imposed.

*\* If a professional alcohol/drug assessment is advised, the student must follow through with the assessment and any treatment/therapy that is recommended as a result of the assessment before she can be readmitted.*

### **Expulsion**

Expulsion from Mercy McAuley High School and possible notification of civil authorities will be imposed for:

- 1) Students who provide, sell, or otherwise transfer alcohol or controlled substances (real or counterfeit) on school property or during school sponsored activities;
- 2) Students who have previously been suspended for alcohol/drug violations and are again found to be in violation of the school alcohol/drug policy.

### **Other Disciplinary Actions**

- 1) Students who are in the presence of others who are in violation of the Mercy McAuley High School policy regarding substance use will also incur disciplinary consequences as determined by the principal in consultation with the Mercy McAuley Intervention Team with due consideration for the student and other relevant factors.
- 2) Guests of Mercy McAuley High School must comply with the school substance abuse policy. Mercy McAuley students are responsible for informing their guests of the policy and consequences.
  - a) Guests of Mercy McAuley High School, who attend another area high school, and who violate drug or alcohol policies will be dismissed to a parent or guardian. The guest's school administrator will be notified.
  - b) Guests of Mercy McAuley High School, who do not attend an area high school, and who violate drug or alcohol policies will be asked to leave the premises. The Mercy McAuley High School student's parents/guardians will be notified.
  - c) Civil authorities may be notified, and legal action taken.
- 3) Students should remember that at all times they are responsible for the good name of Mercy McAuley High School. Off campus behavior detrimental to the reputation of the school is subject to disciplinary action as determined by the Intervention Team. All GGCL and GCL schools respect the discipline policies of each other and report infractions to the appropriate school.

*\*The Intervention Team is comprised of administrators, the student's school counselor, a teacher.*

## CO-CURRICULAR/EXTRACURRICULAR POLICY

Students of Mercy McAuley High School are expected to be exemplary role models and therefore are required to comply with Mercy McAuley High School's policies and civil laws governing the use of alcohol and/or drugs. All students will be subject to consequences for possession, use, dissemination, or being under the influence of alcohol or other substances prohibited by law either on or off school property, during school hours or out of school hours.

### **First Violation**

Immediate loss of participation and leadership privileges in co-curricular activities for a period of time determined by the activity's coordinator/director and the school administration.

### **Second Violation**

Immediate loss of participation and leadership privileges in co-curricular activities for the remainder of the school year.

### **Third Violation**

Immediate loss of participation and leadership privileges in co-curricular activities for the remainder of the student's high school career.

## PREGNANCY

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

If a student is known to be pregnant, she will be encouraged to continue her total education and involvement at Mercy McAuley High School under the following conditions:

- 1) The student and her parent(s) or guardian will meet with the Principal to discuss how Mercy McAuley will be supportive during the pregnancy and afterward. A member of the Counseling Department and/or a faculty member may be invited to the meeting at the discretion of the student, the parents, or the Principal.
- 2) For the health of the mother and baby, pre-natal care is important. If resources are needed, the school will help the family get in contact with the appropriate professionals.
- 3) In order to participate in Physical education and sports there must be a medical release.

## RESIDENCY

Students are required and expected to live with their legal parent/guardian while attending Mercy McAuley High School

## REVISION OF RULES

Policies, practices and procedures whether or not identified in the Handbook may be revised or discontinued by the administration at any time and without prior notice.

## SCHOOL PARKING

Limited student parking places are available for a permit fee of \$100 per year. An annual drawing is held to assign student parking places. To be entered into the drawing for available spaces for the next school year, a student must submit a Parking Permit Application during the fourth quarter. Deadlines for applying will be announced. Only current juniors may enter in the first drawing. (A second drawing for current sophomores will be held if parking places are available.) Spaces will be assigned numerically in the order in which they are drawn. Students whose names are drawn will be notified and they will have one week to pay the fee or another name will be drawn. Permits will be issued at the beginning of the school year. Requests for particular spaces cannot be honored and students may not trade or transfer parking places. Students may carpool and share a permit, however, **resale of parking permits is strictly prohibited**. A parking permit is valid only on school days during regular school hours.

EXCEPTION: Parking spots purchased at the annual gala/auction are reserved parking 24 hours day.

A student parked in a space not assigned to her will be issued a warning citation. Subsequent violations will result in the vehicle being towed at the owner's expense and other disciplinary consequences. Students may not park in the circle in the front of the building. If a student is discovered to have parked in the circle, a warning citation will be issued. Subsequent violations will result in the vehicle being towed at the owner's expense and other disciplinary consequences. Students are encouraged to car pool in order to make the best possible use of the limited parking. Off-campus parking is available in front and behind the school on public streets.

Any vehicle driven to school may be searched by the school administrators at any time, including during extra-curricular activities.

## SCHOOL PROPERTY

Students are to respect all school property. Any student who deliberately destroys or defaces school property is expected to make restitution for the damage and is subject to disciplinary action.

## SCHOOL PROPERTY - OTHER INSTITUTIONS

Students are to respect all school property, including that of other area schools. Students are not welcome at other schools when they otherwise do not have a legitimate reason for being there. Any student who deliberately destroys or defaces another school's property, or any private property located on that school's grounds, including cars, is expected to make restitution for the damage and is subject to disciplinary action.

## SENIOR PRIVILEGES

Senior privileges are earned as a result of developing responsibility and maturity. A final list of **no more than 7 privileges** will be awarded. Privileges, by definition, require maintenance by the members of the senior class and the Mercy McAuley Administration reserves the right to revoke them as circumstances warrant.



## SERVICE PROGRAM

Living Catherine Mercy McAuley's mission is central to the philosophy of Mercy McAuley High School. Every student is encouraged to serve during her years at Mercy McAuley High School.

Our service program is designed to be as student-led as possible, to offer school and community service opportunities, and to educate students about the needs of our community and world. The Service Program is led by the Director of Ministry.

Students will be exposed to various opportunities to participate in service events that take place outside the school day. If students choose to participate and obtain at a minimum 30 hours of service, they will be able to earn  $\frac{1}{4}$  credit per academic year. The following guidelines apply:

1. The student cannot be paid for the service provided.
2. All students **must** log hours and complete the required reflection piece as well as obtain necessary signatures.

If a student questions whether any community service activity would receive academic credit, she is encouraged to contact the Director of Ministry.

## TEXTBOOKS

Each student is responsible for her own textbooks. When available, online books will be used. In addition to online books, hard copies of books will be issued for home use whenever possible. They are to be returned at the end of each school year. Books should be properly covered at all times. A student must pay for a lost textbook before it is replaced. Fines will be assessed for damaged/unreturned books at the end of the school year. (See also Report Cards on page 20).

## UNIFORM/DRESS CODE

Mercy McAuley's school uniform should be worn with pride. It identifies the student as a Mercy McAuley student. The dress code is intended to stress neatness, self-respect, and professionalism. When students attend field trips, service, internships and other activities, they should be especially cognizant of the appearance of their uniform. Please keep it clean and mended at all times. Mercy McAuley students should always be respectful, but especially when in uniform.

The regulation uniform is to be worn every day school is in session unless an out-of-uniform day is announced. All students should be in proper uniform at 8:00 a.m. when school begins.

The proper uniform consists of the following:

- A **dark grey kilt skirt** purchased from Shaheens must be worn. The kilt skirt must be hemmed, and the hemline should be no more than three inches above the knee. The skirt should be buttoned and zipped at all times. Skirts should not be embellished in anyway.
- **Grey uniform pants** that are ordered and purchased through the Mercy McAuley spirit shop can be worn instead of the uniform skirt. These are the only uniform pants that may be worn.
- An **orange or white polo shirt** with the Mercy McAuley name and logo on it purchased from the Mercy McAuley spirit shop must be worn. A plain white t-shirt can be worn under the polo.
- Mercy McAuley approved spirit wear-crew neck sweatshirts, and  $\frac{1}{4}$  zips only, are permitted to be worn with the uniform polo. Mercy McAuley hoodies and jackets are only permitted on Pack Pride days.
- **Rubber soled, closed toe/closed heel shoes** are to be worn. Pull on boots, clogs, crocs, slippers,

moccasins or sandals are not permitted on uniform or non-uniform days. Shoes with laces must be tied.

- **Socks** are to be worn.
- Solid black, opaque, or footed knit cotton- spandex footed **tights** or plain solid black ankle length **leggings** may be worn under the uniform skirt.
- Students are required to wear their school issued **ID card** hanging from a Mercy McAuley lanyard. A replacement lanyard is available for purchase in the Main Office for \$2. A replacement ID may be ordered in the Main Office. The cost is \$5. NOTE: Students will receive a new ID at the start of the school year.
- Coats, jackets, bandannas, scarves, mittens, visors, hats and other head coverings may not be worn during the school day. Students may not carry these items during the school day.
- The approved “uniform sweat pant” is permitted to be worn under the skirt from December 1 to March 1. The approved sweat pant can be purchased in the spirit shop only.
- Mercy McAuley High School offers programs and experiences that focus on professionalism, accountability and respect. A clean, neat appearance is important for all students; therefore, excesses of any kind are not permitted. Anything that detracts from the learning process will be addressed. Reminders: No visible tattoos or body piercings are permitted. Earrings in the ears or a small nose stud are permitted. Neither ear gages nor tongue piercings are allowed.
- Some program offerings may have specific guidelines that need and must be followed.

## PACK PRIDE DAY

Every Friday is Pack Pride Friday.. Students who participate must wear a Mercy McAuley sweatshirt or t-shirt. Students may wear jeans, Mercy McAuley sweatpants, leggings, and shorts of appropriate length. Yoga pants, pajamas, and flannel pants, cannot be worn on any out of uniform day. Many of these days have themes. When guidelines for being out of uniform are given, students are expected to comply. Approved shoes must be worn when out of uniform. Clothing representing any school(s) other than Mercy McAuley is not permitted on spirit wear days.

- **Dress Up Days:** Students should dress as if they were interviewing for a professional job.

PLEASE NOTE: All spirit wear must be purchased from the Mercy McAuley Spirit Shop.

## USE OF BREATHALYZERS

Staff members at Mercy McAuley High School have been trained to use Breathalyzers. Students of Mercy McAuley High School will be administered a Breathalyzer test by a person who is qualified. Mercy McAuley staff may administer a breathalyzer test to all students, randomly selected students, or whenever there is reasonable suspicion to suspect the use of alcohol. This applies during the school day and at any Mercy McAuley function beyond the normal school day.

## VISITORS

All visitors to Mercy McAuley must report to the Main Office. No student visitors from other schools are to be invited to school as guests unless arrangements have been made in advance with the Director of Admissions or the Assistant Principal/Principal. Arrangements for visits by grade school students are made with the Director of Admissions and arrangements for visits by high school age students are made with the Assistant

Principal/Principal. Student visitors must have a note from the principal of their school and from their parent/guardian giving them permission to visit Mercy McAuley. The deadline for student visits is April 1.

## LIBRARY/ MEDIA SERVICES

The Mercy McAuley library/media center contains a variety of resources and equipment to support the school's curriculum and extracurricular activities.

The library's hours are 7:30am to 3:30pm. Students are encouraged to use the library during school hours unless the space is reserved for special events. Notice of the library's closure will be given with as much advanced notice possible.

Students are responsible for returning materials on time and are emailed notices regarding overdue items. All materials not returned must be paid for at the present value of the item.

Access to the library's online materials is available on the Library Resources. Information can also be found at <https://mercymcauley.libguides.com>

## TECHNOLOGY

### RESPONSIBLE USE OF TECHNOLOGY POLICY

#### CATHOLIC SCHOOLS OFFICE, ARCHDIOCESE OF CINCINNATI

### INTRODUCTION

#### Catholic School's Mission Statement

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.
- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

*Aetatis Novae, #2, #3; Rose, 1992*

### GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

## AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

## SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

## USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

## DISCIPLINARY ACTION

The school may take disciplinary action against, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

## MERCY MCAULEY HIGH SCHOOL INTERNET POLICY

**Acceptable Use:** Internet/computer or other device usage must be in support of education and academic research, and consistent with the educational objectives of Mercy McAuley High School. Use of network's or computing resources of other organizations must comply with their rules.

**Privileges:** The employees of Mercy McAuley High School are delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time.

**Monitoring:** Mercy McAuley High School reserves the right to review any material in a user's file.

**Security:** No user should ever use another person's account, even with that person's permission. Contact the Coordinator for help in gaining access to resources through your own account. Any user who identifies a security problem must notify the administration. The user may not attempt to correct the problem.

**No Warranties:** On a global network such as the Internet, it is impossible to confine student access only to appropriate materials. Certain Internet sites contain material that is unacceptable. Although the Internet provider has a firewall, a persistent user may discover such material. The student is responsible for informing the administration so that the problem can be corrected.

If an Internet resource is of a questionable nature, the responsibility rests with the student to check with the administration or course instructor to determine if the student should access the resource.

Mercy McAuley High School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

### Miscellaneous Internet/Library Guidelines:

- Students may not use any form of electronic communication or computer game for non-educational purposes or participate in "chat rooms"
- Information transmitted over the Internet, including e-mail, is not private. Systems operators have access to all mail and other files. Messages relating to or in support of illegal activities may be reported to the authorities.

**E-mail Accounts:** Students may access only their official Mercy McAuley e-mail accounts at school. These accounts are intended to provide an additional vehicle through which students and teachers can communicate about classroom concepts and are to be used **for educational purposes and school use only**.

**Agreement Form:** The Internet/Computer User Agreement Form governs the user's access of the Internet resources with a school account, school-sponsored account, or adult personal account accessed with school equipment; and/or on school premises. The electronic signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing

Internet access and computer lab use as stated in this Internet/Computer Acceptable Use Policy and will not hold the Mercy McAuley High School, its personnel and/or the Archdiocese of Cincinnati or any personnel liable in the event of a breach of this policy by the user.

**No Expectation of Privacy:** Network, Internet, and computer access is provided as a tool for your education. Mercy McAuley reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer, network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain school property and no user shall have any expectation of privacy regarding such materials or devices.

Specifically, students shall have no expectation of privacy in any email, instant message, document, text message, or other electronic communication sent, received, or stored by or through Mercy McAuley's computers, computer network, electronic messaging systems, or other devices. Students must not consider these communications to be private or confidential. All student emails, instant messages, documents, text messages, and other information that is accessed, stored, created, received, or sent by or through any of Mercy McAuley's computers, computer network, electronic messaging systems, and other devices are Mercy McAuley's property. Authorized school personnel may view student files, communications, data, or any other electronic communication at any time for any reason.

**Social Networking Sites:** All information that is posted to a social networking site, blog or chat (Twitter, Facebook, etc.) must be respectful to Mercy McAuley High School and its members. Pictures posted and language used on these sites must be appropriate.

Student use of social media during school hours or using school computer networks, the Internet or devices must be authorized by a teacher for an approved educational purpose. Any social media activity of a student while using school computer networks, Internet, or devices are subject to the Policy. Any social media activity that is directed at the Mercy McAuley community (including administration, teachers, and students) and violates this Policy shall result in discipline.

**Sexting:** Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, or possessing photos, messages, audio, images, or emails that contain sexually explicit or suggestive content, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation may result in school discipline, up to and including expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator. Students who report such activity and who are determined to have had no other role in the incident will not be subject to punishment.

## INTERNET SAFETY

**General Warning:** Individual Responsibility of Parents and Users, Internet access at Mercy McAuley is filtered. However, even using network filters, all users and their parents/guardians are advised that access to Mercy McAuley's network may include the potential for access to materials inappropriate for school-aged pupils. All users must take responsibility for their use of the Mercy McAuley network and Internet and stay away from these sites. Parents of minors are the best guides in deciding what materials to avoid. Any student that finds that other users are visiting offensive or harmful sites should report such use to the person designated by Mercy McAuley.

**"Hacking" and Other Illegal Activities:** It is a violation of this Policy to use Mercy McAuley's computer network or the Internet to gain unauthorized access to other computers or computer systems. Or to attempt

to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, without the student's permission. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers or Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**Active Restriction Measures:** The school will utilize filtering technologies designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Mercy McAuley will also monitor students' online activities, through direct observation and/or technological means, to help prevent users from accessing such depictions or any other material that is inappropriate for minors.

**Consequences of Inappropriate Use:** If a student uses or attempts to use another user's account, uses a Mercy McAuley e-mail account for non-educational purposes, or does not follow Mercy McAuley High School's Internet/Library and Computer Lab Guidelines, she will receive 5 conduct points for a first-time infraction. For a second infraction, the student will receive an additional 10 conduct points and loss of computer use privileges for 30 days. For a third infraction, the student will receive an additional 10 conduct points and the loss of computer use privileges for 365 days. Mercy McAuley High School reserves the right to alter these rights and consequences at any time. Additional disciplinary action may be taken by school administration and this may include revocation of access to technological resources, suspension, expulsion and/or possible legal actions.

## TABLET PC POLICIES AND PROCEDURES

**The Tablet PC is a learning tool and during the school day, it is to be used for educational purposes only.** School day is defined as 8:00 am - 3:00 pm.

### Property of Mercy McAuley

- The tablet PC is the property of Mercy McAuley High School, but each student is responsible for its use and basic care.
- Mercy McAuley High School reserves the right to return the tablet to its original software image state whenever we feel it is appropriate.
- If the addition of personal software or files impedes the performance of the tablet, Mercy McAuley High School reserves the right to return the tablet to its original software image state. Any student whose tablet needs to be reimaged due to negligence on the part of the student, such as repeated virus infection or loading additional software that impeded the tablets performance, will be charged \$10.00 for each reimage.
- Students are responsible for backing up all academic files as directed and a secondary backup method such as a USB flash drive or SD card. Personal files, such as pictures or music should be backed up using a USB flash drive or SD card. SD cards are available for purchase at the Tech Help Desk. Please note, if a student's hard drive crashes or the student's tablet is reimaged, the only way to recover academic and personal files is from backups that the student is responsible for making.
- Mercy McAuley High School is not responsible for any alterations, electronic or otherwise, that are made to the tablet.
- Mercy McAuley High School is not responsible for maintaining or providing technical assistance for

any applications not part of the standard Mercy McAuley software image or any hardware other than the tablet itself.

- The use of video sharing websites, such as YouTube, are permitted for academic use.

#### Network

- Internet connections can ONLY be made on the Mercy McAuley wireless network during the school day.
- Other internet connections are prohibited. i.e.: Broadband cards, portable access points, cell phone based internet connections, etc.

#### Unauthorized use of school computer systems (Responsible Use)

- Students may not violate copyright laws.
  - Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
  - Data, programs, hardware, software, and other material, including material protected by copyright, may not be transmitted or disclosed.
  - All file sharing software is prohibited.
- **Students may not access inappropriate material on the Internet.** Parent(s)/guardian(s) are responsible for monitoring tablet PC use after school hours.
- Students may not use translation software or copy on-line translations.

#### Security

- Students are responsible for their tablets at all times.
- Tablets must be in a student's possession or secured in a locked space at all times.
- Tablets may not be left unattended; tablets found unattended will be turned in to an administrator.

#### Privacy and Safety

- Students must secure and maintain private passwords for network and e-mail use as well as tablet access. Passwords should never be shared with others.
- Students may not give out any personal information regarding themselves or others utilizing this tablet.

#### Email

- Students may access only their official Mercy McAuley e-mail accounts at school. These accounts are intended to provide an additional vehicle through which students and teachers can communicate about classroom concepts and are to be used **for educational purposes only**.
- Mercy McAuley email accounts are the property of Mercy McAuley High School. The Mercy McAuley technology department and administration can read any e-mail sent by a student.
- Students may not access and/or use non-Mercy McAuley email providers (hotmail, yahoo, gmail, etc.) on their tablets at Mercy McAuley.
- E-mail during class is prohibited unless authorized by faculty or administration.
- E-mail etiquette should always be observed.
- Students are responsible for the content of their emails in keeping with all other policies in the Student Handbook.

#### Cyberbullying

- Using electronic means to communicate abusive or harassing messages is strictly prohibited.

#### Using electronic means to facilitate cheating

- Students may not use email, the Mercy McAuley network, instant messaging, or any other electronic means to communicate during quizzes, tests or exams or to facilitate other cheating.



#### Loaner tablets

- Loaner tablets will only be available for tablets needing repair.
- Loaner tablets **will not** be available for students that forget to bring their tablet to school. Students are responsible for all class work missed and may receive a zero for all work not completed because of a forgotten tablet.

#### Loaner chargers for uncharged tablets

- It is the responsibility of the student to bring the tablet to school fully charged each day.
- Loaner chargers **will not** be available for uncharged tablets.
- Students are responsible for bringing their power cords with them to school each day.
- If the tablet is not charged upon arrival to class, students are responsible for all class work missed and may receive a zero for all work not completed due to an uncharged tablet.

#### Loaning/borrowing another student's tablet

- Students may not loan or borrow another student's tablet.
- Students may not trespass in another person's folders, work or files by using her password and login.

#### Screensavers/backgrounds/wallpaper

- No inappropriate backgrounds may be displayed on your tablet.

#### Tablet bag/case

- The tablet must always be carried in the case supplied by Mercy McAuley High School.

#### Markings on tablets or cases

- No permanent markings or stickers may be put on the tablets or cases.
- Any Mercy McAuley identification on the tablet or case may not be removed.

#### Games/ movies/ instant messaging/ Internet shopping

- Students may not play games, watch movies or television shows, instant message, surf the internet, or shop on the internet during class time.

#### Care of equipment

- All tablet equipment should be used in a proper manner. If the tablet cannot function as intended and impedes a student's ability to perform in the classroom, the student should notify the technology help desk immediately. Repairs that do not affect a student's ability to perform in the classroom should be taken care of before or after school.
- Tablet PC's may not be brought to the cafeteria lunch tables during the lunch periods.

#### Printing

- Printers are available for student use in the library.
- Black and white printouts: 5 cents/ color printouts: 10 cents.

#### Consequences

- A first offense warrants 5 conduct points. Any additional offenses warrant 10 conduct points.
- Situations will be handled individually by the administration. Severe infractions of this agreement could lead to suspension and/or expulsion.

The most updated version of the policies and procedures can be found on Mercy McAuley's website.

#### Tablet PC Financial Agreement

##### Cost

- The cost of the tablet PC is determined each year and is paid in four installments one each Freshman, Sophomore, Junior, and Senior year.
- Mercy McAuley High School maintains ownership of the tablet PC until the student graduates.

### Warranty & Repair

- Four year Accidental Damage Protection covers damages incurred through normal usage. Second plus occurrence will result in a fee being assessed to the student at the current market price. The fees could range from \$50 - \$350 depending on the parts being fixed and/or replaced.
- Stylus, AC adapters and batteries have a one year limited warranty. Stylus, AC adapters, and batteries are available upon request after year one and the appropriate fee will be assessed.
- All fees will be charged to the student's account.

### Loss or Theft

- Parent(s)/guardian(s) are responsible for reimbursing Mercy McAuley High School for the entire replacement cost of a stolen or lost tablet PC or accessories.

### Reimaging

- It is required that all tablet PC's be returned to the technology department for software reimaging by Mercy McAuley High School during the summer. Specific dates will be announced.
- Student tuition/fee accounts must be current for tablets to be reimaged.

### Non-Returning Students

- Students that do not return to Mercy McAuley High School, prior to completion of their senior year, have the option of purchasing their tablet PC or returning it to Mercy McAuley High School. A prorated fee will be assessed.

## PERSONAL ELECTRONIC DEVICES

If personal electronic devices are used on the school's network or on school property or at a school event (even when the student is using her personal data network), use of the personal device must be consistent with the Reasonable Use Policy. Internet access on the Mercy McAuley school network is recorded, and misuse of personal devices, on or off the school's network while on school property, will be subject to normal disciplinary action.

"Personal device" includes computers; laptops, tablets (e.g., iPads and similar devices); electronic readers/"e-readers" (e.g., Kindles and similar devices); cell phones (e.g. mobile/cellular telephones); smart phones (e.g., BlackBerry, iPhone, android devices, Windows Mobile devices, etc.); and/or other Web-enabled or cellular network-enabled devices of any type.

**Personal Device Use:** Personal devices on campus will be set to "silent" or powered off during class unless they are being used for educational purposes as defined by the instructor. Texting, messaging, surfing the Internet, or other activity during class is prohibited unless permitted by a teacher as part of an instructional activity. Personal devices must be stored out of sight during the school day. During non-class time, the regulations of the student handbook define how personal devices may be used, so long as they are not disruptive and such uses comply with this Policy. Any misuse will be subject to normal disciplinary action. Use of personal devices on the Mercy McAuley campus or network, or on a personal data network while on school property or at a school event, must comply with this Policy; misuse will result in disciplinary action.

**Personal Devices and Student Privacy:** Personal devices, including but not limited to devices with cameras, may not be activated or utilized at any time in classrooms or in any location where students have a reasonable expectation of personal privacy, including but not limited to gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether at Mercy McAuley or at another school where a school activity or athletic event is occurring. The school administration has the authority to make

determinations as to other specific locations and situations where use of a personal device is absolutely prohibited.

**Personal Devices during Extra-Curricular Activities:** Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of personal devices after school hours or on after-school bus trips. Coaches and advisors will set their rules and enforce consequences involving the use and/or misuse of these devices.

**Loss or Damage to Personal Devices:** Mercy McAuley assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personal devices brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess personal devices at school, to ensure the devices are not left unattended or unsecured.

**No Expectation of Privacy:** Mercy McAuley reserves the right to monitor, inspect, copy, review and store information contained on students' personal devices while these personal devices are used on school property or at a school event. Students recognize that they have no expectation of privacy in their own personal devices while on school property.

## FINANCIAL INFORMATION

### TUITION

Everyone at the Mercy McAuley High School appreciates the sacrifices that each of our families make to acquire a Catholic education in the Sisters of Mercy tradition. Tuition for the 2022-23 school year is \$11,950 plus a \$900 student engagement and tech fee.. Mercy McAuley awards academic and Catherine McAuley scholarships, and as much financial assistance as our funds allow. We also offer a student work program which may help provide additional resource for families.

Financial resources include:

- Merit Scholarships
- Catherine McAuley Excellence Scholarships (incoming freshmen)
- Ohio Ed Choice Scholarships
- Jon Peterson Special Needs Scholarship Program

### FINANCIAL ASSISTANCE

Financial assistance is available through the Circle of Mercy Education Aid fund. Families who wish to apply for Mercy McAuley financial assistance must complete and submit a FACTS financial aid application. There is a fee of \$30 to submit the FACTS application. FACTS is an independent third-party service used throughout the Archdiocese of Cincinnati to determine financial need. Visit the FACTS site for details and to apply for financial assistance at <https://online.factsmgt.com/signin/4LD09> . Applications for the 2022-2023 school year will open on 10/01/2022 and are due by 11/20/2022.

#### Multiple Child Allowance

A multiple child allowance is granted to families with at least three students in Archdiocesan high schools.

#### Work Credit Program

Mercy McAuley also offers an after-school work credit program. The administration of this program complies with the Department of Labor regulations. All monies earned by the student are processed through Mercy McAuley's payroll. Students will be paid the State of Ohio prevailing minimum wage

(currently \$8.80/hour). Families must have completed the FACTS Financial Aid application to be eligible for this program.

## EDCHOICE PROGRAM

The EdChoice Program was created to provide students from underperforming schools the opportunity to attend participating private schools. Mercy McAuley High School is an approved provider for the EdChoice Scholarship Program. Admission to Mercy McAuley High School is required before an application will be submitted on behalf of an eligible student. It is the responsibility of the parent/guardian of an eligible student to complete all necessary applications and to submit all required documentations each year.

## FINANCIAL POLICY

The Mercy McAuley High School Board of Directors has adopted the following financial policy. MMHS outsources tuition management to FACTS, a third party tuition management services provider. MMHS families are required to register with FACTS and set up a payment plan for either automatic withdrawal from a bank account, or charge to a credit card. Every family must establish a FACTS account by June 30, even if tuition is paid in full, as certain school fees will also be billed via FACTS. If a payment plan has not been established by June 30, the student may be ineligible to begin classes for the current school year. Lack of a FACTS payment plan does not excuse a parent/guardian from responsibility for the tuition charges/fees.

MMHS families have the following options for payment:

1. Payment in full (single pay option no later than June 15)
2. ½ of the tuition paid to FACTS by June 15, and the remainder paid by December 31
3. Quarterly tuition payments (June, September, December, March)
4. Part of the tuition paid to FACTS by June 15 and the remainder financed from July to April of the academic year
5. 10 monthly payments – begins July 1 or 15 and ends April 1 or 15
6. 11 monthly payments – begins June 1 or 15 and ends April 1 or 15

All student accounts must be kept current throughout the school year, in accordance with the FACTS payment plan selected by the family, with the following consequences for delinquent accounts:

- Students with outstanding tuition or fees balances (including damaged text books, lost library books, etc.) from a previous school year will not be permitted to register for a subsequent school year;
- Students who are attending first semester classes but are not current with tuition by December 15 of any school year will not be permitted to return for second semester and will not be permitted to keep their tablets, books, etc. until the account is paid in accordance with the FACTS payment schedule;
- Students who are attending second semester classes and are not current with tuition and fees by April 30 will not receive their report card or diploma and transcript (for seniors), and if registered for the subsequent school year, will be in forfeit of registration until the account is paid in full.
- Students with accounts 90 days past due are subject to withdrawal for non-payment of tuition.
- Access to student or parent information (including grades, report cards, and transcripts) may be withheld until a tuition account is current on any past due balances. If the family has extenuating financial circumstances and does not believe they have the ability to honor their current commitment using the payment schedule established for their FACTS account, they are required to contact the Tuition Coordinator immediately, and may be required to attend an in-person meeting with the Business Office. At the meeting, the circumstances will be discussed and a payment plan will be proposed, which then must be approved by the MMHS Tuition Committee, before the child may continue classes for the following semester or the next school

year. Circumstances such as this are deemed to be unusual in occurrence and will be addressed by the Tuition Committee on a case-by-case basis.

## OTHER COSTS

Payment for the optional school yearbook cannot be combined with payment for tuition. This payment is made directly to the publisher.

## UNIFORM EXPENSES

In order to maintain consistency, all uniform skirts must be purchased from Shaheen's, 2656 E. Sharon Rd., 513- 771-1234.

Uniform shirts must be purchased from Mercy McAuley's Spirit Shop.

## WITHHOLDING OF TRANSCRIPTS OR STUDENT SCHEDULES

Transcripts or student schedules for the following school year will be withheld for the following reasons:

- outstanding tuition or fees
- outstanding library fines
- outstanding book fees / textbooks not returned
- failure to complete academic requirements
- detention hours not completed
- athletic fee obligations not met

The administration reserves the right to withhold any student transcript or schedule for reasons not listed above as circumstances may warrant.

## EXTRACURRICULAR ACTIVITIES AND CLUBS

Mercy McAuley High School sponsors a variety of extracurricular activities and clubs. A complete listing can be found on the website.

Students may propose additional activities and clubs which they believe will benefit Mercy McAuley High School and address student interests.

Proposals for new clubs and activities are carefully considered. Students who are interested in establishing a new activity or club are invited to submit a proposal form for review. Proposals must include the purpose of the activity or club, the organization's activities, and the ways in which the organization will support the mission and core values of Mercy McAuley High School. Proposal forms may be obtained on the Mercy McAuley website and will be reviewed on a rolling basis.

## FAMILY INVOLVEMENT

The administration, faculty, and staff of Mercy McAuley High School partner with parents/guardians to provide an excellent Catholic education for each student. Parental involvement and volunteerism are essential to fulfill Mercy McAuley's mission and ensure student success.

Information about adult organizations and opportunities to volunteer will be communicated through the

## STUDENT ORGANIZATION GUIDELINES

Student organizations at Mercy McAuley exist to provide all students opportunities to explore areas of interest outside of the classroom and to reinforce the Core Values. Students are encouraged to participate in a variety of activities which allow them to grow into Women of Mercy. All student organizations are counted on to incorporate the Core Values as they plan and execute programming and to be mindful of the Critical Concerns.

## STUDENT ORGANIZATIONS AND THE MISSION OF MERCY MCAULEY HIGH SCHOOL

Student organizations are key partners in fostering a spirit of Mercy at Mercy McAuley High School. Organizations are encouraged to access the resources available to them in order to support the development of every student into a Woman of Mercy. Below you will find some helpful guidance in regard to this endeavor.

### PRAYER

Every meeting of a student organization should include prayer. This may be an opening or closing prayer, a time for thanksgiving or reflection, a meditation, or another appropriate faith sharing experience for the group. Resource materials are available from the Director of Mission and Ministry. Additional support can be obtained from the Director of Mission and Ministry upon request.

### SERVICE

It is the hope that EVERY student organization at Mercy McAuley will engage in some level of service throughout the year. Members can design a service experience which aligns with both the Core Values and Critical Concerns of the Sisters of Mercy and the mission of the student organization. The Director of Ministry is available to assist in the identification of agencies which match an organization's desired goals as well as to answer any questions regarding the planning of such events. All student organization service activities are to be approved by the Director of Ministry as part of the Student Activity Request process.

### CRITICAL CONCERNS

In planning for service, philanthropic support of organizations, and other activities, the Critical Concerns of the Sisters of Mercy should be kept at the forefront, and when possible, addressed through a student organization's activities.

#### Critical Concerns:

Women    Non-Violence    Anti-Racism    Immigration    Care for Earth

## STUDENT ORGANIZATION TOOL BOX—Answers to “How do I...?”

### ANNOUNCEMENTS (Daily and Café TV)

Student organizations are encouraged to advertise meetings and special events by using both the daily PA announcements and the cafeteria TV announcements.

*For daily announcements:* please complete the announcement form (available in the main office) by 10:30 a.m. on the day you wish to have the announcement made. Announcements submitted after that time may not be made on the same day. Please **do not** submit announcement requests via email.

*For cafeteria TV announcements:* please submit a power point slide to Student Programs Administrative Assistant by Friday at noon in order to be included in the following week’s announcements. TV announcements may run for a maximum of two weeks so please plan accordingly.

### DISTRIBUTION OF MATERIALS & USE OF SOCIAL MEDIA

Permission should be obtained from Assistant Principal/Principal prior to distributing any paper or digital materials to students. This includes any flyers to be hung in the hallways.

All flyers hung in the halls are to be removed after no more than two weeks. It is the responsibility of the student organizations’ members to remove all flyers in a timely manner. All flyers **MUST** be hung on the tack strips in the hall with push pins or staples. No flyers are to be hung up with tape unless special permission is received.

All Social Media accounts for student organizations must have an adult moderator on the account **AND** must follow the guidelines established by the Director of Marketing.

### ENGAGE ALUMNAE

Student organizations who would like to have Alumnae support for activities are invited to contact the Managing Director of Advancement. The Managing Director of Advancement will work with individual student organizations to find Alumnae guest speakers or experts in any given area.

### FUNDRAISING

Guidelines regarding student organization fundraising will be published this fall. When available, they will be added to the online handbook and distributed, as is appropriate, to student organizations.

### MEETING SPACES

Any organization wanting to use a space (other than the Moderator’s classroom space) for a meeting or activity should have their moderator check availability and sign out the space using the electronic calendar for common spaces. Questions regarding meeting spaces can be directed to the Assistant Principal/Principal.

Meetings held during lunch time must be held in designated spaces.

## MEMBERSHIP

Each student organization will ideally have a written criteria for what constitutes membership. Each moderator is charged with maintaining a list of members and an organization member should be tasked with taking attendance. Officers or organization leaders should have written job descriptions.

Membership fees can only be charged by an organization when it is associated with a local/state/national organization membership. The membership fee must be approved by the Assistant Principal/Principal.

## PURCHASING

Any items purchased for use by a student organization should be purchased through the school if at all possible. Student organizations should plan ahead in order to have enough time to obtain permission to purchase items and place orders. Student leaders should prepare a budget showing the requested items to purchase and indicating preferred vendors. Student organizations must have the proper funds available to them in order for purchases to be approved.

## SCHEDULING ACTIVITIES & MEETINGS

The Assistant Principal/Principal coordinates the scheduling of student activities. Please submit a Student Activity Request Form in order to receive approval for an on campus or off campus activity. This form needs an advisor or moderator's signature. Please obtain approval **prior to** making any further plans. Upon approval, your activity will be added to the calendar and you can make further plans. Requests should be submitted at least three weeks in advance (or earlier if your event also requires the reservation of a space within the building).

When planning events in the building, please use the event planning checklist in order to make sure that consideration is given to all of steps necessary for hosting an event at Mercy McAuley. Additionally, this will insure that all appropriate Mercy McAuley staff members are informed of the event.

Organizations are expected to hold regular scheduled meetings on their selected dates and times. At the start of each school year, organizations will work in coordination with the Assistant Principal/Principal to develop a regular meeting rotation. Requests to cancel meetings and/or activities should be made to the Assistant Principal/Principal.

## SHOWCASES/BULLETIN BOARD SPACE

Requests to use a showcase or bulletin board for your student organization can be made to the Student Programs Coordinator. Requests should be made at least two weeks in advance. Limited space for student organization use is available.

## SPIRIT WEAR

Student organizations are invited and encouraged to design spirit wear for their membership. Guidelines are provided on the Spirit Wear Approval Form. Students should consult with their advisor/moderator and Student Program's Administrative Assistant in order to begin the approval process. **All spirit wear must be ordered through Mercy McAuley's approved vendors and must be approved by the Director of Marketing for appropriate branding.** All funds must be collected and deposited with the finance office before spirit wear orders are placed.



## FORMS

The following pages contain forms that parents/guardians sign electronically. These pages are for your reference.

### HANDBOOK ACKNOWLEDGEMENT (COPY)

By typing my name and date in the boxes below I acknowledge and agree to the following:

I have read the 2022-2023 edition of the Student Handbook of Mercy McAuley High School (posted on Mercy McAuley 's website, [www.mercymcauley.org](http://www.mercymcauley.org)) and agree to abide by the rules and regulation stated therein. I agree to cooperate with the school in carrying out these directives. I also understand that failure to meet obligations as outlined in the Handbook, including but not limited to paying tuition, may result in the student being required to withdraw from Mercy McAuley at any point in the school year. I understand that the Handbook is not an exhaustive summary of all the policies, practices, and procedures of Mercy McAuley High School. I am aware that the policies, practices, and procedures of Mercy McAuley High School, whether or not identified in the Handbook, may be revised or discontinued by the school administration at any time.

I specifically acknowledge that I have read the terms and conditions of the Responsible Use of Technology (also stated in the next paragraph) and Internet Acceptable Use Policies contained in the Handbook. I understand that technological resources are provided for educational purposes only. I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that the consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law in prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden

I specifically acknowledge that I have read the information regarding deficiency reports and report cards contained in the Handbook. I am aware of the dates that report cards will be issued. I understand that report cards and deficiency reports do not have to be signed by a parent/guardian or returned to Mercy McAuley High School.

Student name \_\_\_\_\_

Student signature \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

## COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at Mercy McAuley High School ("School") and as parent(s) of that student, entering in the School or being on the premises, having personal contact with teachers, classmates, volunteers, visitors, and other School staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at School, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any School function. The same is true for parent(s) of a student at School.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School functions is the choice of each family, including ours. If student or parent(s) who visit School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to School, attend any School function, or visit School. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at School or any School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to School, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19. Specifically, we agree that neither student nor parent(s) will come to School or attend any School function in person, if in the 5 days prior to coming to School or any School function, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), chills, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea. This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such case, we agree to obtain supporting documentation from our healthcare provider and share such documentation with School. Additionally, we agree that neither student nor parent(s) will come to School or any School function if in the last 5 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19. Further, parent(s) agree to promptly pick up his/her/their child from School if student shows any sign of illness or symptoms such as those described above.

Student name \_\_\_\_\_

Student signature \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

## BREATHALYZER TESTING RELEASE

By typing my name and date in the boxes below I give permission for my daughter to be administered a breathalyzer test at Mercy McAuley High School or while she is attending school related activities on or off campus. I understand that such test may be administered randomly or if there is reasonable suspicion that she and/or other students with whom she may have had contact may have consumed alcoholic beverages. Students will not be permitted to attend school dances if this form is not signed.

## PUBLICITY RELEASE

By typing my name and date in the boxes below I give permission for Mercy McAuley High School or its designee(s) to videotape and/or photograph my daughter while she is at Mercy McAuley High School or while she is attending school related activities on or off campus. These video recordings and/or photographs may be used, along with my daughter's name and community of residence, by Mercy McAuley High School for publicity purposes in the following media: Mercy McAuley's web site, social media sites, marketing materials, direct mail, recruitment/marketing videos, email marketing, advertising, press releases, media interviews, etc.

## OVER THE COUNTER MEDICATION CONSENT

I give permission to the Mercy McAuley High School nurse or the Mercy McAuley principal's designee to give my child the medication(s) for comfort measures. I further agree to indemnify or hold harmless Mercy McAuley High School and its agents from all claims as a result of any and all acts performed under this authority. I will inform the school if there is a change in any of this information.

By selecting "None/Not Applicable" above, I do not give permission to the Mercy McAuley High School nurse or the Mercy McAuley principal's designee to give my child the medication(s) for comfort measures.

## CONSENT FOR MEDICAL TREATMENT

In the event reasonable attempts to contact parent(s)/guardian(s) and emergency contact(s) have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by above named doctor, or, in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

By typing my name and date and choosing "I Grant Consent" in the boxes below I hereby give consent for the above medical care providers and local hospital to be called.

## REFUSAL TO CONSENT FOR MEDICAL TREATMENT

By typing my name and date and choosing "I DO NOT Consent" in the boxes below I do NOT give my consent for emergency medical treatment of my child.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>A BELL</b> 8:00 - 9:12	<b>A BELL</b> 8:00 - 9:12	<b>B BELL</b> 8:00 - 9:12	<b>A BELL</b> 8:00 - 9:12	<b>B BELL</b> 8:00 - 9:12
<b>C BELL</b> 9:15 - 10:27	<b>B BELL</b> 9:15 - 10:27	<b>C BELL</b> 9:15 - 10:27	<b>C BELL</b> 9:15 - 10:27	<b>D BELL</b> 9:15 - 10:27
<b>DEN</b> 10:30 - 10:50	<b>CLASS MEETINGS</b> 10:30 - 10:50	<b>SET BELL</b> 10:30 - 11:00	<b>DEN</b> 10:30 - 10:50	<b>E BELL</b> 10:30 - 11:45
<b>LUNCH</b> 10:50 - 11:30	<b>LUNCH</b> 10:50 - 11:30	<b>LUNCH</b> 11:00 - 11:30	<b>LUNCH</b> 10:50 - 11:30	
<b>E BELL</b> 11:30 - 12:42	<b>D BELL</b> 11:30 - 12:42	<b>E BELL</b> 11:30 - 12:42	<b>D BELL</b> 11:30 - 12:42	<b>LUNCH</b> 11:45 - 12:25
<b>H BELL</b> 12:45 - 2:00	<b>F BELL</b> 12:45 - 1:57	<b>H BELL</b> 12:45 - 1:57	<b>F BELL</b> 12:45 - 1:57	<b>F BELL</b> 12:25 - 1:37
<b>PLC MEETINGS</b> 2:00 - 3:30	<b>T.E.A. BELL</b> 2:00 - 3:00	<b>T.E.A. BELL (U)</b> 2:00 - 3:00	<b>T.E.A. BELL (V)</b> 2:00 - 3:00	<b>H BELL</b> 1:40 - 3:00

## Two Hour Delay Daily Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>A BELL</b> 10:00 - 10:47	<b>A BELL</b> 10:00 - 10:47	<b>B BELL</b> 10:00 - 10:42	<b>A BELL</b> 10:00 - 10:47	<b>B BELL</b> 10:00 - 10:48
<b>C BELL</b> 10:50 - 11:40	<b>B BELL</b> 10:50 - 11:40	<b>C BELL</b> 10:45 - 11:30	<b>C BELL</b> 10:50 - 11:40	<b>D BELL</b> 10:51 - 11:39
<b>LUNCH</b> 11:40 - 12:20	<b>LUNCH</b> 11:40 - 12:20	<b>SET BELL</b> 11:30 - 12:00	<b>LUNCH</b> 11:40 - 12:20	<b>E BELL</b> 11:39 - 12:33
<b>E BELL</b> 12:20 - 1:07	<b>D BELL</b> 12:20 - 1:07	<b>LUNCH</b> 12:00 - 12:30	<b>D BELL</b> 12:20 - 1:07	<b>LUNCH</b> 12:33 - 1:13
		<b>E BELL</b> 12:30 - 1:12		
<b>H BELL</b> 1:10 - 2:00	<b>F BELL</b> 1:10 - 1:57	<b>H BELL</b> 1:15 - 1:57	<b>F BELL</b> 1:10 - 1:57	<b>F BELL</b> 1:13 - 2:04
<b>PLC MEETINGS</b> 2:00 - 3:30	<b>T.E.A. BELL</b> 2:00 - 3:00	<b>T.E.A. BELL (U)</b> 2:00 - 3:00	<b>T.E.A. BELL (V)</b> 2:00 - 3:00	<b>H BELL</b> 2:07 - 3:00

