

MERCY

Academy

Student/Parent Handbook

PRESIDENT: BECKY MONTAGUE
PRINCIPAL: SARAH PEACE

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PREFACE

Preface

Our Creed

The Academy of Our Lady of Mercy exists to enable each student to be a

- woman of MERCY
- rooted in the values of Jesus
- well-educated and self-disciplined
- enriched by diversity and tolerant of differences
- compassionate and generous
- able to lead and willing to serve . . .

who graciously shares these Mercy values with others.

Our Mission Statement

The Academy of Our Lady of Mercy, founded on the vision of Catherine McAuley and sponsored by the Sisters of Mercy, exists to serve young women by:

- Providing a quality Catholic education within a caring faith community;
- Offering an academic curriculum which provides opportunities for all learners to excel;
- Empowering young women to be responsible leaders in service to others;
- Offering the opportunity to build a sense of community with students of diverse abilities and backgrounds;
- Providing academic and real-life experiences that prepare them for life and work in an age of rapid change.

Our Philosophy

The major concern of Mercy Academy is her students. We strive to develop each young woman to her greatest potential by providing her with a Catholic school environment where she may attain intellectual, emotional and spiritual growth at a level commensurate with her abilities.

We strive to develop in each individual a respect for and a sense of responsibility to herself, church, state and society. Each young woman is responsible for passing on to posterity the spiritual, cultural, social and intellectual heritage, which has been entrusted to her keeping. The prime responsibility of each student is to learn how to learn. Our goal is to have a self-motivated learner, interested in expanding her knowledge and capable of applying what she knows to human problems.

Hopefully, each girl will obtain an awareness of the religious and ethical dimensions of life so that her talent and knowledge will be used with wisdom, compassion and integrity.

We strive to create in each student a sense of her own power and identity as an emerging adult, with self-confidence and knowledge of her strengths and limitations.

Our History

In 1872, the Sisters of Mercy in Louisville began holding day classes at their Second Street location under the name of St.

Catherine's Academy. In 1885, the first high school diploma was awarded under the name of Academy of Our Lady of Mercy. In 1901, the academy moved to 1176 East Broadway where it remained until the Summer of 2007 when we relocated to our current location at 5801 Fegenbush Lane.

Since the first year of the Academy in 1885, Mercy has remained a small school. Our commitment to remain small continues today. A small school atmosphere is unlike any other in terms of personalized attention for each student and the learning environment for our teachers. This atmosphere makes Mercy successful year after year and helps our teachers achieve our goal for each student which is to develop as a self-confident, self-reliant Christian individual with a strong educational and religious background.

The academic program has produced students named National Merit Semi-Finalists and Finalists. In addition, Mercy students are chosen each year to participate in the Governor's Scholars Program and the Governor's School for the Arts. The athletic program has developed athletes who have captured numerous state and regional crowns in recent times. In 2000, Mercy was named a "Nationally Recognized School of Excellence" by the U.S. Department of Education.

Admission

Mercy Academy admits students of any race, color, 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, national and ethnic origin in administration of our educational

policies, admissions policies, scholarships or assistance programs, or athletic and other school-administered programs. Students with disabilities who apply for admission will be judged on a case-by-case basis and will be accepted if Mercy, with reasonable accommodations, can meet programmatic needs.

Expectations of a Mercy Student

- To conduct herself as a Christian woman.
- To learn for the sake of knowledge and creating change in our world.
- To support an atmosphere of learning for others.
- To cooperate with school rules and regulations.
- To show respect to teachers, students, school staff and all persons with whom she comes in contact and to their property.
- To demonstrate school spirit by positive involvement in activities and by promoting Mercy in the community.

SECTION 2

Faculty and Staff

President	Becky Montague
Principal	Sarah Peace
Assistant Principal	Karen Alpiger
School Office Manager	Kathleen Nauert
Receptionist	Gina Hester
Director of Operations	Stephanie Heitz
Finance Office Administrative Assistant	Laura Chapman
Service Learning & Leadership	Kari Sims
Director of Technology	Mark Murray
Educational Technology Specialist	Amanda DeGrella

Drama Director	Amanda Simmons
Retreat Director	Jessica Vivona
Campus Minister	Ned Berghausen
Director of Student Life	Angie Laemmle

Advancement

Director of Advancement	Leslie Hibdon
Director of Admissions	Emily Carnall
Special Events Coordinator	Valerie Downs
Enrollment Coordinator	Paige Stewart
Director of Marketing and Communications	Andrea Mattingly
Office Manager	Diane Napper

Faculty

Art	Jean Belvoix
Science	Bob Bowman
Art	Michael Braaksma
Science	Pat Burton
Business/Technology	Lorraine Carner
English/Spanish	Kendra Chapman

English	Jason Cooper	Social Studies	Melissa Schoenbachler
Science	Angela Crowdis	Health/Social Studies	Allison Shontz
Spanish	Maribel Garcia	Theater Arts	Amanda Simmons
Business/Technology	Erin Glaser	Music	Robin Smith
French	Margaret Goslee	Science/Aviation	Laura Swessel
English	Andrew Gottbrath	Business/Journalism	Beth Turpin
English	Jessica Gottbrath	Theology	Jessica Vivona
Science	Victoria Hale	Math	Janine Volk
Math	Audrey Hehman	Math	Carole Wastog
Instrumental Music Program	Dr. Matt Henson	English	Jenn Watson
Social Studies	Elise Kenny	Heath/Social Studies	Steffan Waston
Theology	Kevin Kramer	Math	Amy Wheatley
Social Studies/Spanish	Abby Kremer	English	Jessica Wimsatt
Spanish	Ernesto Laspiur	Science/STEM	Dr. Eric Wong
Theology	Brandon Lewis	Social Studies	Doug Young
Math	Heather Lozon		
Business/Technology	Kristen Marry		
English/PAC	Andrea Peavler		
Theology	Ryan Renoud		
Math	Matthew Schaab		
		Support Services	
		School Psychologist/Learning Difference Counselor	Dr. Amanda Ables
		Personal Support Counselor	Megan Kramer 10 &12

Testing Coordinator

Jen Lilly

College Success Counselor 11&12

Carrie Mundorf

Personal Support Counselor 9 &11

Jennifer Shanks

Academic Success Counselor 9 &10

Sara Sills

Support Staff

Head Custodian

Clyde Travis

Maintenance

Michael Williams

Cafeteria Manager

Laura Coleman

Cafeteria Staff

Linda Bender

Lisa Callahan

Betty Crawford

Angel Kissel

Teresa Wallace

Basketball

Jennifer Dickerson

Jim Hanson

Steve Sampson

TBD

TBD

TBD

Donnie Shephard

Abigail Walsh

Kayla Richardson

Bowling

Chris Pifine

Lee Brotzge

Cheerleading

Deidre Mackin

Aisha Brandon

Randi Carter

Athletic Staff

Athletic Director

Mark Evans

Archery

Laura Parrish

Cross Country

Heather Lozon

Elise Kenny

Dance Team Alyssa Frommeyer- Sohl

Field Hockey Brittany Johnson

Gina Kimery

Carly Anson

Ali Terrell

Cayla Amshoff

Golf Jeff Nwelson

Lacrosse Tom Hill

Mary Alice Pierce

TBA

Soccer Lora Gralheer

Andrew Gottbrath

Softball TBD

TBD

TBD

Swimming Aaron Cooper

Brittany Ballard

Tennis Emily Barnett

Stacey Rice

Track Wendy Goodman

Heather Lozon

Bob Curry

Volleyball Matt Thomerson

Gosia Właszczyk

Connie Hulsmeyer

Heather Houston

Paige Stewart

Jeff Summers

Nolan Mattingly

Academic Information



SECTION 1

Continuous Enrollment

Acceptance of the registration fee does not guarantee admission for the following year. Continued admission will be based upon student achievement, attendance, behavior and parental cooperation. Continued enrollment is the decision of the school administration.

SECTION 2

Transfer/Withdrawal Policy

Transferring from one high school to another is difficult at best. Even a transfer request for sound, valid and positive reasons must be evaluated carefully to ensure a successful transition and good experience for the student, her family and the school. Transfer requests made for insufficient reasons or to escape situations that are best resolved at the student's current school, have significantly greater risks. Therefore, the following criteria will be used, in addition to the usual admission standards, to evaluate all transfer requests:

- The curricula match without undue exceptions and/or deficiencies.
- The student is not under suspension or expulsion from the previous school.
- An appropriate schedule can be designed.
- There is room in the necessary classes.

- There are no personal circumstances that would seriously hinder success.
- An official transcript of all previous work is furnished.
- Teacher recommendation forms are furnished.
- The student has demonstrated a positive and sufficient desire to attend Mercy and fulfill all requirements.
- The transfer, in the professional judgment of the admissions committee, would be a positive step for the student and the school.
- All transfer students are admitted under a one-year probationary status.

Any student who withdraws from Mercy Academy must do the following:

- Have a parent or guardian call the school indicating the withdrawal date.
- Have a parent or guardian sign the release form.
- Have an exit interview with administration.
- Pay all tuition and fee balances.
- Direct the new school to request official school records in writing.

SECTION 3

Graduation Requirements

Students must earn the required number of credits each year to be eligible for promotion and graduation. Extra credits earned in prior years will be listed on transcripts and will be part of the student's cumulative academic record, but will not substitute for a failed course.

KENTUCKY PRE-COLLEGE CURRICULUM

*Kentucky Department of Education
four-year university pre-college curriculum requirements:*

English	4 credits
Algebra 1	1 credit
Geometry	1 credit
Algebra 2	1 credit
Science	3 credits
Social Studies	3 credits
Health	½ credit
Physical Education	½ credit
Arts Elective (Visual or Performing)	1 credit
World Language	2 credits
Electives (five rigorous)	7 credits
Total	24 credits

Students must take math all four years of high school. The fourth math class can be counted as an elective. Rigorous electives should have academic content at least as challenging as the courses required in the minimum diploma requirements. Electives should be in social studies, science, math, language arts, arts and humanities, world language, and above the introductory level in agriculture, industrial technology, business, marketing, family and consumer sciences, health sciences, and technology education and career pathways. Electives in physical education and health are limited to one-half unit each.

GRADUATION REQUIREMENTS

Graduation requirements for the State of Kentucky are as follows:

English	4 credits
Algebra 1	1 credit
Geometry	1 credit
Algebra 2	1 credit
Math Elective	1 credit
Biology	1 credit
Physics or Chemistry	1 credit
Science Elective	1 credit
World Civilization	1 credit
U.S. History	1 credit
Social Studies Elective	1 credit
Health and Physical Education	1 credit
Fine Arts	1 credit
Electives	6 credits

Total 22 credits

*Mercy Academy requires students to earn
the following additional credits to receive a diploma:*

Religion	4 credits
Technology	1 credit
Elective	1 credit

Total 28 credits

Note: Seniors must meet these requirements to participate in the alumnae luncheon, senior honors, senior mass and the graduation ceremony.

SECTION 4

Grading Policy

Classes at Mercy are year-long courses. Please see the Program of Studies for specific information. In these courses, students receive full credit (1 unit) or no credit. Credit is determined by averaging the grades from each of the two semesters. A student's final average must be 70% or higher to receive credit. It should be noted that Mercy Academy cannot and does not guarantee that every student will pass all classes.

INDEPENDENT STUDY

Mercy will accept a maximum of three credits toward the required credits for graduation from independent study, with the approval of the assistant principal. No more than two credits can be earned in one calendar year. Students and parents assume full responsibility for meeting all the requirements of the independent study course. All required courses must be taken initially at Mercy and each student is required to carry a full schedule of classes regardless of independent study or summer courses.

DEFICIENT AND EXTRA CREDIT

Students must obtain the approval of the assistant principal to register for summer school classes, including independent

study. Students who are deficient in credit forfeit continued enrollment and must make-up lost credits before they will be allowed to re-enroll for the next school year. Students who wish to take summer school classes for enrichment must have the approval of the assistant principal prior to registration, if they wish to have this credit placed on their transcript.

ACCOMMODATION OF SPECIAL NEEDS

Students with physical, emotional and learning differences must provide appropriate documentation, which is less than three years old, to receive accommodations. Documentation must remain current during tenure at Mercy.

INCOMPLETES

When circumstances arise, an incomplete grade will be given. These are to be removed within two weeks of the end of the grading period.

Any exceptions to the above policies are at the discretion of, and subject to approval by, the assistant principal.

SECTION 5

Grading Scale

The purpose of assessment/grading is to establish, recognize and report the level of student achievement. Levels of achievement are established through the school grading scale in quantitative terms and by performance criteria in qualitative terms. All teachers use the following quantitative grading scale.

A+	100-98
A	97-94
A-	93-90
B+	89-88
B	87-85
B-	84-83
C+	82-81
C	80-78
C-	77-76
D+	75-74
D	73-72
D-	71-70
F	69-00

In qualitative terms, letter grades are to reflect, in general, the levels of achievement as described by the following criteria:

A High competency; goes beyond the attainment of essential goals and objectives. Self-direction, critical thinking and initiative are clearly demonstrated.

B Thorough competency; goes beyond the attainment of essential goals and objectives. Evidence of self-direction and critical thinking is attained.

C Satisfactory competency; consistent attainment of essential goals and objectives. Normal or average need for teacher direction and assistance is needed.

D The first level of competency; is the attainment of essential goals and objectives. May depend heavily on teacher direction and assistance and may reflect a student's best effort commensurate with an objectively established and verified ability range in a specific area.

Summary grades, issued at the end of grading periods, are based on a variety of factors, including, but not limited to, homework, quizzes, tests, performance tasks, and assignments.

For the 2020-21 school year, parents will receive mid-quarter academic updates for students in danger of failing for the quarter. These will be posted on PowerSchool and available to you on the following dates.

1st Quarter	September 21
2nd Quarter	November 9
3rd Quarter	February 8
4th Quarter	Seniors - April 12 Underclassmen - April 19

Mercy Academy issues course credit at the end of each year.

Parent-Teacher Conferences will be held on the following date:

1st Semester	October 22
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SECTION 6

Grade Averaging and Ranking

GPA

All grades are equal, regardless of the level of the course when calculating GPA. A student's GPA is used on scholarship applications and for determining honors. GPA is calculated without the use of an index. To determine GPA, students' grades are added together using the following values:

A	4.0
B+	3.67
B	3.33
B-	3.0
C+	2.67
C	2.33
C-	2.0
D+	1.67
D	1.33
D-	1.0
F	0

QPA

Quality Point Averaging (QPA) gives value to course level. Courses are designated as Advanced, Honors, or Academic level. To compute the student's quality point average; (QPA) the following values are used:

- For AP classes: A = 8 points, B = 6 points, C = 4 points, D = 2 points
- For advanced and D/C classes: A = 6 points, B = 4.5 points, C = 3 points, D = 1.5 points.
- For honors classes: A = 4 points, B = 3 points, C = 2 points, D = 1 point.
- For academic classes: A = 2 points, B = 1.5 points, C = 1 point, D = .5 points.

QPA is used for establishing class rank only.

In the case of student transfer, transcripts will be evaluated for QPA calculations according to the judgment of the counselor and the assistant principal.

A student who has earned a credit in Algebra 1 as an eighth grader will be awarded QPA points. These points will be added to the cumulative QPA at the end of the sophomore year to ensure that all students have an equal opportunity for class rank.

SECTION 7

Honor Roll Requirements

To earn academic honors, students must meet the following criteria:

Principal's List: 4.0

First Honors: 3.75-3.95

Second Honors: 3.33-3.74

Academic honors are awarded on a YEARLY BASIS.

SECTION 8

Scheduling/Drop Add Policy

For general information involving scheduling, please see the [2020-2021 Program of Studies](#).

Drop/Add Policy

Every effort should be made to make firm course selections at the time of registration in January. Making wise course selections and staying with those choices gives students the best chance for getting the classes they choose, and the school the best chance for arranging class size and teacher schedules.

We recognize, however, that there are times when students will request a course selection change after registration. For requests made before the school year begins, students will be required to have a parent sign a course selection change sheet. Normal selection will apply depending upon the time and circumstances involved.

Student requests to drop or add a course before or within the first weeks of a new school year will be honored if class sizes and scheduling permits, and if approved by the assistant principal. For the 2020-21 school year, all changes are to be made by Friday, September 11, 2020.

After Friday, September 11, only course change requests of a unique and exceptional nature will be considered. The counselor and assistant principal must approve these with input from the teachers involved. Reasonable accommodations for meeting the requirements of a semester grade will be determined at the time of the course change on a case-by-case basis.

SECTION 9

Homework/Academic Success/Online School

This is an essential part of a learning process. Students should expect homework nightly and on weekends. Completing homework helps learning and boosts grades. Not completing homework or doing homework poorly impairs learning and harms grades. Refusing to complete homework on a regular basis is considered a behavioral situation and will be referred to the assistant principal.

Academic Success

Developing good study habits is essential to academic success. Students who focus attention and effort on their studies see good results. The following suggestions are what students need to do to be successful in their studies.

- Make your studies your primary focus before sports, extra-curricular activities and work
- Know the course expectations

- Be sure you understand your teachers' grading systems, especially the policies and consequences for missing or late work
- Know when assignments are due
- Complete the assignments and study the material regularly
- Speak with your teachers if you miss work. Have a plan to make up the missed work
- Speak with your teacher if you are having difficulty understanding the material or keeping up with the class. Do not let yourself fall behind.

Make-Up Work

When a student misses class for an excused reason, she is expected to obtain the work she missed and complete it prior to the next class period. If a student misses a test or quiz, it will be sent to the student's study for make-up unless otherwise noted by the individual teacher. Students should be prepared to take these upon return. If a student misses several consecutive classes, she should collect all assignments and discuss due dates with individual teachers. Students with an unexcused absence are not allowed to make up any missed work.

Online School

If Mercy is closed for inclement weather, we will utilize online school for up to five days. These days will be counted as regular school days and will not need to be made-up later in

the school year. Notification of online school will be through e-mail and the school's alert system.

Online School Guidelines: *Subject To Change With Long Term School Closers*

- Assignments and specifics for the day will be posted by 10:00 a.m. on Schoology with due dates listed (if applicable).
- If a student is sick and cannot complete the online work, her parent must call the school absentee line by 10:00 a.m. the morning of the online day (502) 671-2010. The student will be recorded absent for the day, and she will need to work with her teachers and the absentee policies put in place for a regular school day.
- Students will receive work that will average 60 minutes per class. This time will vary for different learners. Students are expected to sign into Schoology and complete assignments according to individual teacher deadlines.
- Teachers will be available for questions via email until 3:00 p.m., but may answer questions beyond this time if they are able to do so.
- If a student's power or internet connection is down and cellular data service is not available, a parent must call the school absentee line, on the online school day, to report the issue in order for an assignment extension to be considered.
- Online school work can be made up without penalty when an excused absence is issued or a parent reported technology issue has been approved by the administration.

SECTION 10

Study Block

Study Time

Time in study is a privilege for all Mercy students. There are two spaces created for this time depending on the type of work a student needs to complete. The Learning Commons is a collaborative space where students can work together on classwork and performance tasks. The Study Room (Room 103) is designed to give students a quiet space to study and prepare course work. Students are assigned to one of the spaces for their study block, and, depending on space availability, they can move from one space to the other.

Study Guidelines

Learning Commons - Collaboration is encouraged. Student voices are to be kept low and communication must focus on school work only.

Study Room - This room is to be quiet and is for individual work by students.

1. All students must sign out before they leave either study area and sign in when they return to study, even if they are moving from one study space to the other.
2. Students must return to their assigned study area at least five minutes before the bell rings, so that teachers may take attendance. Students who do not return to the area are subject to a detention.
3. Students may only go to the location listed on the sign-out sheet.
4. Travel to the art rooms or a teacher's classroom is not allowed without a pass from the teacher.

SECTION 11

Learning Commons Use

The Learning Commons opens at 7:45 a.m. each morning and remains open until 3:00 p.m. The Educational Technology Specialist is available to help with reference sources and answer any questions that arise. Students are encouraged to ask for help.

Circulation Procedures

As long as a student is in good academic standing, she may check out standard books for two weeks and selected reference books for one night. Technology items such as iPads, headphones and keyboards must be returned the same day. A student with a fine may not check out or renew any other items.

Overdue/Lost Materials

All students will be expected to pay the replacement cost of the lost items. A bill will be sent to parents if the student makes no response.

Printing Costs

The cost for use of the black and white printer is free for school related items. Color printing is available for twenty five cents per page.

Guidelines for Internet Use in the Learning Commons

Mercy students have access to the Internet. Any parent who does not want their student to be allowed this access must contact the school and make this request.

SECTION 12

Guidelines and Acceptable Use Policy for Electronic Communication, Technology and Internet Use

Internet access is available for students to conduct educational research. The Internet provides students with a vast array of information from databases, libraries, and bulletin boards throughout the world. Families should be warned that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Since not all Internet sites are beneficial or appropriate for education purposes, it is necessary for students to become discriminating users of the numerous sources they will encounter as high school students.

Students are responsible for good behavior while working on all school computers and networks. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right.

Student Email Guidelines and Regulations

- School provided email accounts are to be used only for educational and school related communication.
- School email accounts are monitored by the network administrator who will report inappropriate usage to the assistant principal for disciplinary follow-up.
- Communication through email must be appropriate at all times. The following are not permitted:
 - sending, displaying or receiving offensive messages or pictures
 - harassing, insulting or attacking others through technological means
 - chat groups for entertainment purposes

Violations will result in the loss of Internet access as well as other disciplinary or legal action.

Please note: Students' home and personal use of technology can have an impact on the school environment. If a student's personal expression involving technology such as a threatening message to another student, an inappropriate web site or blog creates a disruption of the educational process, the student may face school discipline as well as criminal penalties.

Electronic communication is not confidential.

SECTION 13

Semester Finals

Finals are given at the end of each semester. Special final schedules are provided. Please see the current year financial policy for circumstances affecting finals when tuition is delinquent.

Any student who misses semester finals must make these up at the assigned time. First semester make-up is scheduled from 3:15-5:30 p.m. on the first day of the new semester. For second semester, make up is 8:30-11:45 a.m. the day following the last final. A doctor's note may be required for the student to make-up a final.

A student is eligible for extended time testing for finals if she has appropriate documentation that is less than three years old. Each final may be extended by fifteen minutes. A student, who meets this criteria and wishes to take finals during the extended time testing, should contact the learning differences coordinator two weeks prior to finals.

Advanced Placement Exams

Students in AP courses are required to take the AP exam. If a student misses the original AP exam, she must pay an additional cost to take the late AP exam on the date selected by the College Board. If a student refuses this option, then the AP designation for the course will be removed from her transcript. Colleges will be notified and extra grade points will be lost. If an AP student has an 80% average for the year, the AP exam serves as her final exam. If her average is lower than an 80%, she must take the course final in addition to the AP exam.

Senior Exemption from Finals

Seniors who have a 90% grade average or above for the first semester, and the third and fourth quarters separately, are exempt from taking the final for the course. Senior teachers will inform seniors on the last day of regularly scheduled classes if they are exempt from the final. Seniors are excused from classes for which they are exempt. If seniors are exempt from all finals on a given day, they are not required to attend school unless they have a specific task to do, such as locker clean out. Exemptions apply to the final period ONLY; they do not apply to the last regular days of classes even though the agenda may be to review for the final.

Senior grades are calculated by averaging the first semester as 50% and the average of the third and fourth quarter grades as 50%, if the senior is exempt from final.

SECTION 14

Transcripts/Student Records

Current students must request an official transcript from the guidance office. Official school records for each student include academic transcripts, the results of standardized tests, attendance information, and health records. Parents have the right to inspect and review educational records of their daughter and may request to do so through the student's counselor. By law, the school may presume that either parent has the authority to inspect these records unless the school has been provided legal notice to the contrary.

College Scholarships and Applications

All college and scholarship application requests must be received by the senior counselor five working days before they are due to be received by the college or agency. This is necessary to eliminate the possibility of any error in processing. The guidance counselor cannot guarantee that a deadline will be met if processing is requested fewer than five working days before the due date.

SECTION 15

Standardized Testing

Students who wish to take the ACT or SAT with extended time must be re-diagnosed or reevaluated by the beginning of their sophomore year. Interested students should see their counselor. Mercy Academy does not provide oral standardized tests.

Mercy Academy prioritizes standardized testing as part of the educational program. Juniors and seniors are advised to take the ACT and/or SAT in preparation for college. Students are strongly encouraged to complete TorchPrep's ACT boot camp during the spring or summer before entering senior year in order to maximize ACT scores.

Mercy also administers the following standardized tests:

- The STS High School Placement Test is given to all incoming freshmen to aid in course selection and placement.
- The PSAT is open to all juniors and required of all advanced juniors. This test is used as practice for the SAT, National Merit Consideration and other academic opportunities and competitions.

Parents who do not want their daughters to take these standardized tests should request this in writing to the testing coordinator two weeks prior to the test dates.

Attendance



SECTION 1

Schedules

Mercy Academy Schedules 2020-2021

DAILY SCHEDULE		min
1	8:00-9:15	75
2	9:20-10:35	75
3	10:40-11:10	80
	Lunch 1: 10:35-11:10 Lunch 2: 11:15-11:50 Lunch 3: 11:55-12:30 Lunch 4: 12:35-1:10	
	35 min. lunch with 5 min. travel time (40min.) 30 min. mid-day wellness time *5 min. table sanitation between lunches	
4	1:15-2:30	75
	2:30-2:40 (announcements)	
	2:40-2:55 (staggered dismissal)	

LATE OPENING SCHEDULE		min
1	9:30 –10:25	55
3	10:30-12:40	65
	Lunch 1: 10:25-10:55 Lunch 2: 11:00-11:30 Lunch 3: 11:35-12:05 Lunch 4: 12:10-12:40	
	30 min. lunch with 5 min. travel time (35min.) 30 min. mid-day wellness time *5 min. table sanitation between lunches	
2	12:45-1:40	55
4	1:45-2:40	55
	2:40-2:55 (announcements over PA and staggered dismissal)	

SECTION 2

Philosophy and Regulations

Mercy Academy stresses the need for prompt and regular attendance to attain the full benefits of a sound education. Attendance has been shown to be directly related to a student's academic progress. Mercy students are supervised from 7:00 a.m. until 2:55 p.m. Students in the building before or after these hours, unless involved in an activity, have NO direct adult supervision. If students arrive before 7:40, they must go to the café. After the first bell rings at 7:40, students may go to their locker and classroom. The second bell rings at 7:55. Students should then report to first block. The final bell rings at 8:00. If a student is not in first block at 8:00, she is tardy and must report to the school office. (See tardy policy.)

Dismissal Policy

Afternoon dismissal will occur at 2:55. **Under COVID guidelines staggered dismissal will begin at 2:40.**

Students are to be picked up immediately following dismissal and immediately following any extracurricular activity. Students participating in extracurricular activities are required to report to the designated study area until the start of practice or 4:00.

Students who remain in the building after 2:55 must be under the direct supervision of a faculty/staff member. Students may not remain unattended in classrooms, hallways, computer labs, etc. Students who are in unauthorized areas after 2:55 without supervision will be subject to disciplinary consequences.

Students who remain in the building from 2:55 until 4:00, and are not under direct staff supervision, *must report to a designated supervised study area.*

If a student is not participating in an on-campus activity that day, a phone call home will be placed at 3:55 for any remaining students to ensure that transportation arrives on time. After two phone calls, the family will be required to meet with the principal or assistant principal to discuss a solution. A Mercy cannot be held responsible for any student who remains on campus after 4:00. If transportation is an issue, please contact the school office and we can assist in arranging a carpool or provide you with information regarding our bus service. If an emergency would occur and your daughter would need to remain at school past 4:00, please contact the school office so that arrangements can be made for your daughter's supervision.

SECTION 3

Absence

A day of absence indicates that the student has missed more than three hours on a given class day. If one to three hours are missed, the student is charged with one half-day absence. Students who are absent more than three hours will not be allowed to attend or participate in any extracurricular activity on the day school is missed. Unless a student is ill, she is expected to be at school on the Friday before a Saturday event. The assistant principal may request a doctor's note to verify the illness in this case.

Reporting Absences

When a student is sick and cannot attend school, it is the obligation of the parent to call the school office before 9:00 a.m. Messages may be left on the school answering machine prior to 7:30 a.m. at (671-2010). If parent contact is not made prior to 9:00a.m. missed class time is unexcused and work cannot be made up. If we do not have contact from a parent, we will initiate it from the school office after 10:00 a.m.

Excused Absence

Any absence that is related to student illness or death in the immediate family is an excused absence. After three days of absence, due to an illness, a doctor's note must be presented to the school office upon the student's return to school. If a doctor's note is not presented within two days of returning to school, the absences will be unexcused. The assistant principal will make any exception to this policy.

Unexcused Absence

Any absence that is not related to student illness or death in the family will be considered an unexcused absence and work missed may not be made up. All exceptions must be approved by the assistant principal.

If the student is absent before or after a scheduled school holiday a doctor's note is required in order for the absence to be excused. If a doctor's note is not presented within two days of her return to school, the absence will be unexcused and missed work cannot be made up. The assistant principal will make any exception to this policy.

Students are not allowed to call in an absence. If parents are going out of town, they should send a note to the assistant principal stating who should be contacted in case of an emergency or if the student is absent.

Conditional Absence

A conditional absence is an excused absence that meets specific guidelines. Conditional absences are absences from school and are a part of the student's attendance record. In

order for the absence to be considered for approval, a parent must complete and submit a conditional absence request form to the assistant principal **at least one week prior** to the requested date of absence. Request form can be found on the Mercy webpage under QuickLinks, School Forms. The student's school attendance and academic standing will be reviewed before the absence is considered. Each request will be reviewed on an individual basis by the assistant principal. Students are limited to three conditional absences per school year unless extraordinary circumstances can be proven. Upon approval of the absence, the student is responsible for completing all make-up work **prior** to her absence, unless special arrangements have been made with her teacher(s). Circumstances that would warrant a conditional absence would be, but not limited to, leadership conferences, grade school retreats, drama and band productions, educational and athletic travel. Note: A CA cannot fall before or after a school break or holiday without prior approval from the assistant principal.

Early Dismissals

Medical and other appointments should be made after school. Please use early dismissals for scheduling routine appointments. If circumstance requires appointments during class time, students are required to submit a completed early dismissal/late arrival form to the school office one day prior to her appointment, or the day of, if it is a last minute appointment. If emergencies arise, parents should call and speak to the assistant principal. Early dismissal/late arrival request form can be found on the Mercy webpage under QuickLinks, School Forms. A doctor's note is required

for making up any missed work for both early dismissals and late arrivals due to appointments.

Students will not be allowed to leave school with anyone other than a parent or emergency contact unless a note has been sent indicating that this is acceptable. When parents arrive during school hours to pick up students, they should come to the main reception area, in the school atrium, to sign out the student. Students who drive will be allowed to sign themselves out with prior parental permission.

**Until COVID-19 guidelines are lifted, parents/guardians will remain in their car, students will be allowed to sign themselves out with prior written parental permission*

Cumulative Attendance

The assistant principal tracks the cumulative attendance record of each student. This information is communicated to parents through the attendance section in PowerSchool. Parents will also be notified when students have accrued 5 and 10 days of absence. Absences 11-15 are unexcused unless a doctor's note is provided. At 15 days of absence, the parent will be contacted to discuss and review the student's record. Further absences are unexcused and are subject to review by the administration as to whether or not academic credit will be awarded. The administration reserves the right to judge cases of absence and tardiness and expects the understanding and cooperation of the parents. Chronic absence could result in loss of credit, dismissal from school or the denial of continued enrollment.

Extended Absence

If a student is going to be absent for more than one week, the following guidelines should be followed:

- A parent or guardian must contact the assistant principal within two days of the initial day of absence with the following information:

- Provide in writing a medically verifiable reason for absence
 - Location of the student (home, hospital, etc.)
 - Approximate length of absence
 - School work information
 - If the student is enrolled in an educational program during her absence, the parent must sign a Release of Information Form to help facilitate communication with the school counselor
- Schoolwork can be retrieved through email, student Schoology accounts, and in some cases, can be picked up from the school office. Electronic communication between student and teachers will help determine the best way for work to be retrieved.
 - If the student is enrolled in an educational program during her absence, her name will appear on the absence list for the days she is not at Mercy. This will let her teachers know her status. Following her return, her information will be changed to give credit for attendance and grades, if applicable.
 - Parents must notify the school two days prior to the student's return to class so a conference can be scheduled to ease the student's re-entry into school.

When the student returns to school from hospitalization, a re-entry conference is required.

Parents must bring a signed release from a medical doctor and an update from the teacher of record regarding academic progress. Academic records will be reviewed by the case management team to determine if they are applicable to the student's Mercy course work. If deemed applicable, grades will be transferred to the appropriate teacher.

The case management team including a parent, the student, assistant principal, and counselor/teacher will be formed.

The purpose of the conference is to:

- Discuss medications/treatment plans provided to school personnel by the student's physician
- Set or review behavioral expectations
- Set goals for the completion of the year
- Outline a course of action to implement the goals
- Sign an agreement to follow this plan

If a student would need to be away from school for more than four weeks due to an illness or hospitalization, JCPS Home Health School must be contacted. The case management team will help with the transition to Home Health School.

SECTION 4

Tardy Policy

When a student is tardy to school, she should report to the school office. If the lateness is unexcused, she will be required to serve a tardy detention that same day. Tardy detentions are held from 3:05-3:55 on regular school days and will begin ten minutes after dismissal on early days. All tardy detentions last twenty minutes. It is the student's responsibility to call her parents, from the school office, during lunch or study and notify them that she will stay after school. Tardy detentions not served on the same day will result in a disciplinary detention.

Tardiness to school is accumulated on a semester basis. Students are allowed three excused tardies each semester, followed by 3 unexcused tardies that result in 20-minute tardy detentions (see above). Unexcused tardies of four or more in a given semester will result in disciplinary detentions.

The number of tardies accumulated are noted with the attendance information in the student's PowerSchool account.

Any parent having a concern about this information should contact the assistant principal. Parent phone calls or notes regarding tardiness do not excuse the student from tardy detention.

Classroom Tardies

When a student is tardy to class, she must report to the school office to obtain a pass that will admit her to class. Her name is placed on the tardy detention list, and she must stay for tardy detention on that day. No classroom tardy is excused.

If a student has an emergency situation between classes, she should see the assistant principal to appeal the detention. Failure to report to the tardy detention results in a disciplinary detention.

SECTION 5

Illness During the School Day

In the event that a student becomes ill through the school day, she should ask permission to leave her class and report to the atrium office. Students are not allowed to iMessage, text, or use their cell phone to contact parents therefore parent contact needs to be made by school personnel. Parents will be notified and asked to pick up their daughter from the atrium office. If the student had driven, verbal permission from the parent must be given to office personnel in order for the student to be released from school. Please remind your daughter of this policy and the importance of coming to the atrium office to make parent contact.

SECTION 6

Medication Authorization

Medications

All prescription medications to be taken during school day should be dropped off in the school office accompanied by a completed Medication Authorization Form. The form can be found on the Mercy Webpage under Quick Links, School Forms. The medicine must be in the original container with both the student's and doctor's name on the bottle. Students may not carry any medication on them with the exception of asthma and/or diabetes as long as a proper documentation is on file.

Self-Administered Medication

State law allows students to self-administer medication for the following medical conditions: asthma and diabetes. Parents or legal guardians are required to complete the Long Term Medication Authorization Form which can be found on the Mercy Webpage under Quick Links, School Forms.

SECTION 7

Concussion Policy

If a student is diagnosed with a concussion, a statement from the physician including the diagnosis and general recommendations regarding school accommodations should be provided to the Assistant Principal. Attendance and academic accommodations will be provided in accordance with the physician's general recommendations. Absences due to the diagnosed concussion will be excused.

SECTION 8

Vacations

Vacations during the school year are strongly discouraged. If no other arrangements can be made, parents should notify the assistant principal in writing at least two weeks prior to the student's absence. Failure to do so will result in an unexcused absence. If the absence is excused, the student must make arrangements with her teachers concerning work to be completed. Work should be completed before the student leaves unless other arrangements are made with her teacher(s). All work must be completed within three days of the student's return.

SECTION 9

College Days

result in permission being denied and/or an unexcused absence.

Juniors and seniors in good academic standing and with satisfactory attendance records are allowed one excused college day during the junior year and two during the senior year. Sophomores do not have the option of college days, but should instead request a conditional absence if they would need to visit a college campus.

***Seniors are discouraged from using college days during the fourth quarter. Visits during the fourth quarter must be approved by the assistant principal.**

Students who wish to observe campus life and college classes are encouraged to attend on school scheduled breaks. The College visit form can be found on the Mercy webpage under Quick Links, School Forms. The completed form must be returned to the college counselor at least one week prior to the scheduled visit. Upon returning from the visit, the student must re-submit a signed college visit form to the college counselor. Failure to follow this procedure may

SECTION 10

Students over Eighteen Years Old

Although civil law recognizes persons who are 18 years of age or older as adults who can make decisions for themselves in many areas previously controlled by parents/guardians, Mercy Academy is a private, Catholic educational institution and is not legally required to recognize the status of legal adulthood of its students.

The majority of 18 year-olds attending Mercy live at home and receive some support from their parents. As a private institution, Mercy can develop and uphold whatever rules of conduct it deems appropriate. Consequently, all students at Mercy, regardless of age, must live with a parent/guardian and have their approval for school activities when approval is requested. Questions or concerns regarding this policy should be directed to the principal.

Conduct



SECTION 1

Respect for Self and Others

Respect for others comes from having pride in the school and in the principles for which it stands. Courtesy and consideration for students and teachers are part of the cooperative spirit that we expect. Students need to embrace the rules and regulations of the school and recognize that cooperation with these rules indicates a willingness to be an active contributing member of the community.

Off Campus Conduct

Students are expected to conduct themselves in a manner that is in compliance with the mission of the school when they are in the community, as well as when they are at school. Any behavior by a Mercy student that reflects negatively on the image of the school could result in disciplinary consequences.

Responsibility for One's Actions

Mercy students are responsible for their own behavior. We expect students to deal in an effective and Christian manner with problems as they arise.

Philosophy of Tolerance

In accord with our Mercy beliefs and values, we uphold the following:

- We recognize the dignity and rights of all people.
- We commit ourselves to global understanding and peace.
- We support the social teachings of the Catholic church.
- Since we promote understanding within a diverse community, it is important that all students act in a manner that respects and upholds this philosophy.

SECTION 2

Detention/Demerit System

Students who do not comply with the rules and regulations of the school are required to serve detention. These are consequences for lack of cooperation. This system is intended to be a deterrent to this behavior. Students who accumulate multiple detentions, exhibit an unwillingness to comply with the rules of the school. The assistant principal will track detentions and notify parents when concerns arise. The following guidelines will be employed to include parents in the intervention with students. Throughout the course of the school year, the student has incurred:

- Three detentions: The assistant principal will notify parents.
- Six detentions: The student and her parents will conference with the assistant principal; the student will be suspended 1-2 days and may be placed on disciplinary probation.
- Nine detentions: A conference will be scheduled with the parents, student, and assistant principal to determine if the student is willing to make the necessary changes needed to

remain in good standing. The student is subject to suspension, probation, and dismissal from school at this time.

Detention is held from 3:05-3:55 p.m., every Friday and on Thursday, when school is not in session on Friday. The detention list will be posted on the student message board the day before detention is held. Students are expected to make arrangements to stay after school. **STUDENTS WILL NOT BE EXCUSED FROM DETENTION. THEY MUST REPORT TO DETENTION TEN MINUTES AFTER SCHOOL DISMISSAL.**

If a student does not attend detention on the designated date, she will be required to serve two 50-minute detentions beginning the following week. If a student fails to attend the extended detention, she will be suspended on the next class day and will not be re-admitted until she and her parents have conferenced with the assistant principal.

Students may not accumulate multiple detentions for the same offenses. Upon receiving the fourth detention for a given infraction, the student will be suspended. The assistant principal will meet with the student and her parents to discuss continued enrollment.

Uniform Detention

A full disciplinary detention is issued to a student when a piece of the school uniform is missing or the wrong piece is worn or added. Some examples are: missing skirt, shoes, socks, shoe strings, or shirt. Wearing the wrong type of shoe, socks/tights, shirt/sweatshirt, sweatpants, scarf, hat, excessive jewelry, etc.

Uniform Demerit System

A uniform demerit is issued when a student is wearing the school uniform incorrectly. Some examples are, the skirt is too short, the skirt is rolled or unzipped, the shirt untucked, shoes untied, etc.

A full disciplinary detention will be issued upon every third demerit received by a student. Disciplinary detentions are 50 minute detentions held on the last day of each week. If a student would receive a fourth disciplinary detention for the same infraction (12 uniform demerits), a suspension would be issued.

If a student fails to follow school guidelines for spirit wear or out of uniform days, she will be issued a full disciplinary detention, not a demerit.

SECTION 3

Suspension/Probation/ Dismissal

Suspension

Suspension is a provision of “space-time” by the administration for a student to consider seriously the consequences of her actions. Suspension may also occur if the student has accumulated a long list of less serious infractions. The student may not attend class, may not make up work she has missed, and may not attend or participate in extracurricular activities. Parents will be required to come to school for a conference before the student will be allowed back into class. The school reserves the right to require the student to meet regularly with her school counselor or to require the student to receive outside professional counseling. A student who has been suspended is automatically placed on probation upon her return to school.

Probation

Probation is used when serious or repeated negative behavior occurs. A student may not attend or participate in extracurricular activities, including club meetings, school dances and

athletics for a minimum of two weeks. Probation may last for an academic quarter or for the entire year.

During probation, the student is required to meet regularly with her counselor for the purpose of guidance and support. The Assistant Principal will monitor and review the student’s progress. Before the end of the probation period, the Assistant Principal may ask the student’s teachers for appropriate feedback. The Assistant Principal makes a recommendation to the Principal as to whether or not the student is to continue her education at Mercy Academy. The Principal’s decision is final.

The school reserves the right to dismiss a student on probation if there is a lack of serious cooperation and/or progress. Should a student seriously violate school policy either during or subsequent to her probation she is subject to immediate dismissal.

Dismissal

Dismissal or separation may occur when the student’s behavior indicates that she is not willing to be a constructive part of the Mercy community or when policy otherwise lists dismissal as a consequence for behavior. Any student who is dismissed forfeits the right to attend any Mercy sponsored event.

Important

In cases where the conduct of a student inside or outside school is detrimental to the reputation of the school or the moral good of the student body, the principal reserves the right to dismiss the student without further reason.

SECTION 4

Inappropriate Behaviors

The following are some of the inappropriate behaviors that are unacceptable. This listing is not exclusive of other behaviors.

Cheating

Cheating includes, but is not limited to, the following behaviors:

- talking during a test or quiz
- sharing or receiving information about specific test or quiz questions prior to the administration of the test/quiz
- having answers/test materials out or available during a test or quiz
- copying homework or allowing another to copy homework
- working together on an assignment that is to be completed independently

- sharing or copying individual digital files
- plagiarism, taking ideas of exact words from published material or other works.

With the first offense, the student receives a zero and is given a detention; parents and the assistant principal will be notified. If cheating occurs again, a parent conference is required, with suspension or dismissal as a consequence.

Plagiarism

Plagiarism is defined as direct copying of information with the use of quotation marks and providing documentation, paraphrasing without documentation, or providing inaccurate documentation.

Plagiarism includes, but is not limited to, the following:

- taking ideas or exact words from published material
- submitting another person's words or ideas as one's own
- form of cheating/stealing because it involves the "theft" of another's thoughts and ideas
- self-plagiarism is using previously-written papers

Bullying

The following defines four types of bullying/harassment and lists examples of behaviors not limited to, but included in, these kinds of conduct:

1. Physical bullying/harassment which Intentionally endangers the welfare of others

- unwanted touching or contact such as shoving, pushing, bumping, hitting, slapping, tripping, poking, kicking and scratching
- assault
- deliberate impeding or blocking movement, or any intimidating interference with normal movement or work
- damaging or destroying another's belongings or property
- physical acts that are demeaning and humiliating but not bodily harmful

2. Verbal bullying/harassment whether in oral or written form

- making derogatory comments, jokes, slurs, off-color language or innuendoes
- using belligerent or threatening words toward another student or employee
- name-calling, teasing, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting
- making fun of another's appearance, physical characteristics, or cultural background

3. Social/relational bullying/harassment which is defined as the diminishment of another's sense of self-worth and/or damaging the social status, relationships or reputation of another.

- Exclusion from activities or social groups, ignoring, isolating or shunning
- Embarrassing or publicly humiliating another
- Spreading rumors
- Circulating inappropriate notes or drawings
- Using other people to threaten, intimidate, or humiliate another

Cyberbullying/Harassment

- Sending of inappropriate or threatening emails or text messages
- Creating or posting inappropriate or threatening information or pictures on websites and social media
- Posting false or defamatory information about a person

Responses and Consequences

Mercy Academy recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. Each bullying offense will be referred to a school administrator who will investigate and conference with all parties involved. After collecting all information, the administration will take the appropriate disciplinary actions congruent with the severity of the situation. The administration of Mercy Academy reserves the right to treat any single act as severe enough to warrant dismissal from school.

Fighting

Students engaged in physical fighting will be sent home with a parent or guardian immediately. The next day, after a conference with the parent, student, and assistant principal, the student will be suspended for a maximum of three days. Repeated offenses will lead to dismissal. If parents or students are aware of problems that could lead to physical confrontation, they are encouraged to contact the assistant principal.

Stealing

When stealing (taking or “borrowing” without the owner’s permission) occurs, the student must return the item(s) to the owner or pay for the article if it cannot be returned. A parent conference will be held, and suspension or dismissal will be discussed.

Cutting School/Class

If a student cuts class (ABSENT WITHOUT PARENTAL PERMISSION AND NOTIFICATION OF SUCH PERMISSION TO THE SCHOOL), her parents will be notified and must conference with the assistant principal before she can return to class. She will receive a detention for each hour of class missed and will not be allowed to make up the work that she missed during that time. A full day cut will result in a suspension. The student will be placed on probation.

Smoking

Mercy maintains a smoke-free campus. Students may not be in possession of or use tobacco products or e-cigarettes on

school property. This includes personal vehicles, school buses, all school-sponsored activities, on or off campus, including retreats and smoking while in school uniform off premises. Violation of Mercy’s smoking policy will result in suspension.

Drugs and Alcohol

Please refer to the stated policy Section 8.2.

Gum and Food

Chewing gum anywhere in the building and eating outside of the cafeteria area are not allowed. A detention will be issued when failing to follow this policy.

Students may carry a water bottle, containing only water, with them throughout the school day. In an effort to avoid carpet stains, no flavored or colored water will be allowed. The water bottle must have a tight seal and be small enough to fit into the student’s purse for storage. Water bottles with a straw do not provide a tight seal, therefore, cannot be carried. A detention will be issued to any student failing to follow this policy.

Students choosing to carry a water bottle must understand the importance of keeping all liquid away from electronic devices. Each student is responsible for the repair or replacement of any materials or electronic devices damaged in their possession, if a spill would occur. Mercy Academy is not responsible for any damage that would occur to electronic devices due to exposure to liquid.

During study blocks students have the option of purchasing coffee from the vending machine located in the Learning Commons area. These drinks can only be purchased and consumed during a student's study block, beginning at 8:00 a.m.

*With the start of first block, 8:00 a.m., all drinks, with the exception of water, must be disposed of or stored in the student's locker.

Threatening Behaviors

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or property damage. Penalties may include suspension or dismissal.

Harassing Communication

KRS 525.080 states that a student is guilty of harassing communication when the student communicates with or about another student, anonymously or otherwise, by telephone, the internet, mail or by any other form of electronic or written communication in a manner which causes the student to suffer fear or physical harm, intimidation or embarrassment. Penalties may include suspension or dismissal.

Uniform

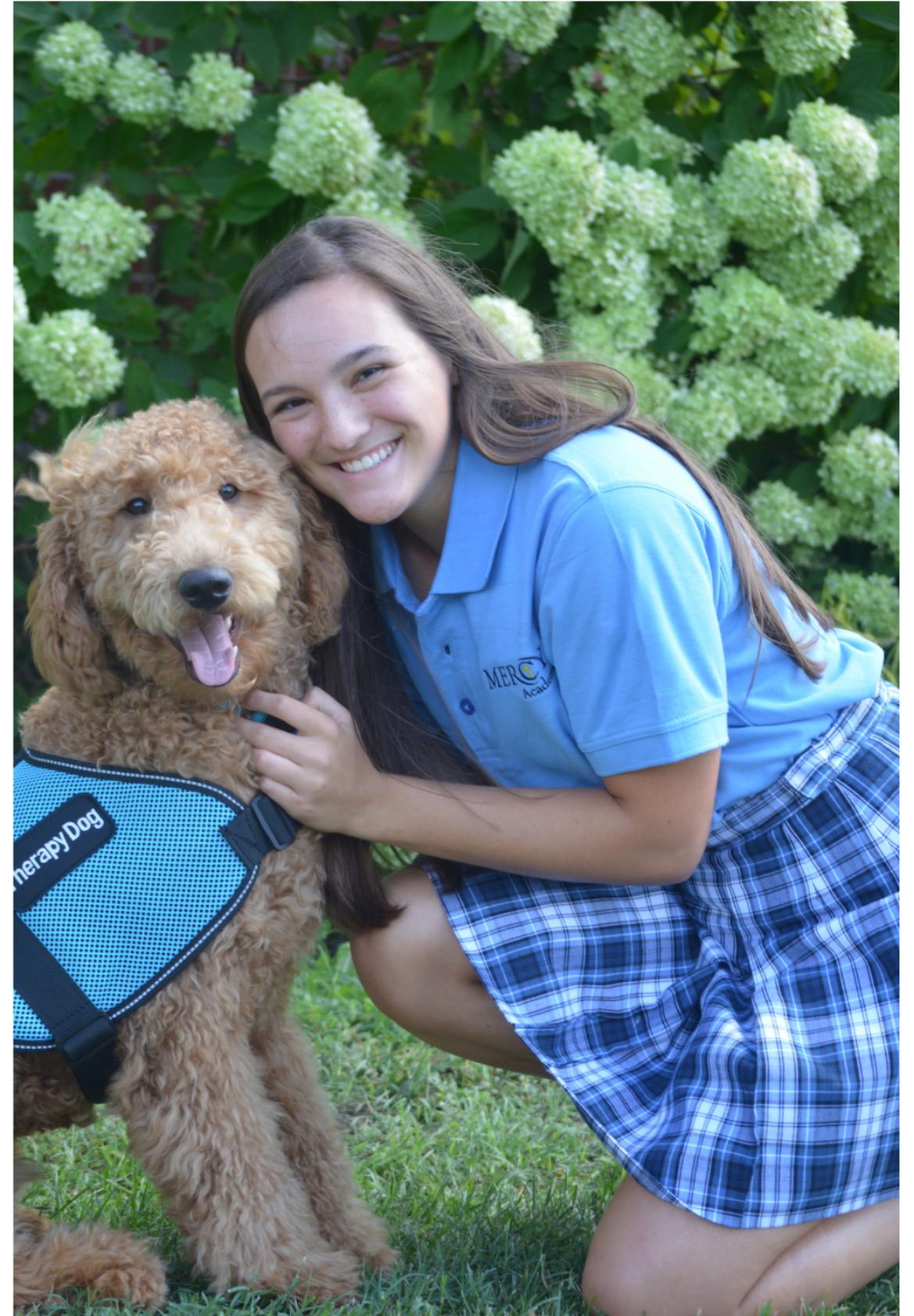
Students are required to be in uniform on a daily basis. If a student is out of uniform, she will receive a demerit/detention. Please refer to the Dress Code/Uniform Policy.

SECTION 5

Due Process

If an issue of serious nature has been discussed with the administration and cannot be resolved, parents and students may take their concerns to the president of Mercy Academy. The president's phone number will be made available with a phone call to the principal's office. The administration reserves the right to revise rules if necessary. Such revisions will be announced to the student body and communicated to parents.

General Information



SECTION 1

Admission Policy

Mercy Academy admits students of any race, color, 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarships or assistance programs, or athletic and other school-administered programs. Students with disabilities who apply for admission will be judged on a case-by-case basis and will be accepted if Mercy, with reasonable accommodations, can meet programmatic needs.

Financial Information

For detailed information regarding financial policies, including tuition and fees, please refer to the financial policies brochure that is available from the business office.

SKIRTS: The uniform skirt hemline should be no more than three inches above the middle of the knee both in the front and the back. Please check this throughout the year, as students often grow taller, and the skirt may need to be adjusted.

SOCKS: White, black or navy socks/tights can be worn. Socks must be visible above the top of the shoe.

SHOES:

Athletic Shoes:

- Athletic shoes must be primarily white, black, brown, or gray.
- Shoes may not be patterned, embellished, fur-lined, or neon except for the shoe logo, which may not cover an excessive amount of the shoe: no neon or bright colored shoelaces.
- Shoes must cover the toes and heels and may not go above the ankle.

Dress Shoes:

- Dress shoes must be leather or suede flats, oxfords, or loafers that are primarily white, gray, black, brown, or navy.
- Shoes may not be patterned, embellished, fur-lined.
- Shoes must cover the toes and heels and may not go above the ankle.

General Shoe Policy:

Boots, slippers, crocs, or sandals are not permitted with uniform attire.

JEWELRY/HAIR: Only Mercy buttons, pins or appropriate jewelry. NO facial or tongue piercings (including spacers) no ear gages are allowed. No unnatural hair colors or extreme haircuts distracting to the Mercy uniform will be allowed.

Visible tattoos are not allowed. Students may not cover obvious body piercings or tattoos with Band-Aids or any other covering.

NO SWEATS, LEGGINGS OR LONG UNDERWEAR may be worn beneath the skirt after 8:00 a.m. Please use the restroom when changing into or out of uniforms. If students wear shorts beneath the skirt, they may not hang below the hemline. Shirt tails must always be tucked. Seniors may wear the senior sweatshirt at any time in place of the uniform sweater or sweatshirt.

ID Cards

Students are **required** to wear their school issued ID card hanging from a Mercy issued lanyard. The ID photo must always be visible and intact. Additional jewelry, pins, stickers, or papers cannot be added to the lanyard or stored in the ID pouch. ID cards are used to purchase school lunch, checking out library books and used to enter home sporting events and drama productions. Failure to wear your school ID will result in a demerit.

Out of Uniform Days

On “out of uniform days,” students may wear jeans, sweat-pants and shorts, appropriate length, no more than three inches above the knee. Yoga pants and leggings cannot be worn on any out of uniform day. Many of these days have themes such as spirit days, class color days, etc. When guidelines for being out of uniform are given, students are expected to comply. Approved shoes must be worn when out of uniform.

Spirit Wear Days

Students who participate must wear a Mercy sweatshirt, t-shirt, or Mercy top with jeans or sweatpants or shorts. Clothing representing any school(s) other than Mercy is not permitted on spirit wear days. School approved shoes or tennis shoes can be worn with spirit wear. Students who choose NOT to wear spirit day attire must be in full Mercy uniform.

There are occasionally days that we ask students to dress up. On these days, students are expected to wear dressy clothes and not be in jeans, t-shirts or tennis shoes. If a student is unsure of what constitutes dressy attire, she should wear her uniform in order to avoid a disciplinary detention.

T-shirts or sweatshirts that display inappropriate language or messages (including beer, drug, alcohol or cigarettes) are not allowed at any time.

*While an attempt has been made to present the dress regulations as completely as possible, there may be cases where the appropriateness of an accessory or article of clothing is in question. The decision of the administration regarding the appropriateness of any item is final.

SECTION 3

Phones and Other Devices

ing school hours (7:55 a.m.-2:55 p.m.). A detention will be issued to any student failing to comply with this expectation.

Phones

Students may use the office phone in the case of an emergency during lunch, study, and before or after school, but not during class time without permission from their teacher or school office.

Students are not to have personal phones during school hours 8:00 a.m. - 2:55 p.m. Personal phones must be kept in the student's locker, in airplane mode, during school hours. If a student chooses to ignore this rule, she chooses disciplinary consequences. If a student is caught with a cell phone during the school day, the phone is taken, a detention is given and the item will need to be picked up from the assistant principal by the student's parents. Parents should call the school office to leave a message for their daughter if an emergency arises.

Electronic Devices

Other than the school approved iPad, all other electronic devices are not allowed in the classroom, gym or cafeteria dur-

SECTION 4

Religious Formation

Prayer Services/Liturgies

Mercy Academy is a community of faith. Various prayer experiences are offered throughout the year in small classroom settings as well as entire school community celebrations. We encourage active participation by everyone. All students are required to attend and behave in a respectful and reverent manner.

Retreat Program

Mercy's four-year retreat program provides an opportunity for students to deepen their faith and personal spirituality. The retreats are open to all students and build on the religion curriculum and the mission of the school. The freshman retreat is required, but all other retreats are optional. Students are strongly encouraged to participate. Several retreats are offered each year. Space is reserved on a first come/first serve basis.

Signed permission slips and payment is required to guarantee a space.

Chapel

The school chapel located on the first floor is available for prayer experiences with teacher supervision. This beautifully decorated space has been dedicated as a prayer space and is to be used for this purpose only.

SECTION 5

Other

Immunizations/Health Records

Students are required by law to have up-to-date immunization records on file with the school office. These are to be turned in by the first day of school. Medication and health concerns are noted on the school enrollment form. This form should be kept current. Please contact the school office if information changes throughout the school year. Students must have a physical examination report from a medical doctor before they are allowed to participate in physical education or on athletic teams. Lack of participation in physical education will have academic consequences.

Announcements/Student Messages

Announcements must be written/or e-mailed to WJAG by 7:30. Please do not submit announcements to the school office for broadcast over the PA system. All messages must be signed by a faculty member and approved for broadcast.

A student message board is located outside room 103. The board is for messages from the school office, teachers and staff. The message board is not to be used for student-to-student messages unless approved by the school office.

Change of Address

Any change of address, parish, or phone number of the home or parent's work should be updated by the parent through their PowerSchool account as soon as possible so that emergency contacts remain up to date.

Insurance

The school provides a secondary carrier school insurance to all students. This insurance covers any injury incurred during a school-sponsored event after the student's primary insurance has been applied. The limit on insurance is \$25,000.00. A catastrophic injury policy for athletes is provided by the KHSAA. It covers travel to, practice for, and participation in KHSAA sponsored regular or post-season contests.

Parking

All student drivers must complete a driver's waiver form and submit it to the school office. Students will be allowed to park in designated student parking areas. Parking in an unauthorized area will result in disciplinary action. Parking on school property is a privilege. Please be respectful of this privilege and do not leave trash on the ground. Be especially cautious when driving in and out of the parking lot and do not speed. Parking permits are required.

Visitors

Students who wish to shadow at Mercy must schedule a visit through the recruitment director. We must have permission from the visitor's parent to allow them to attend. We do not allow students to have visitors who are not prospective students. Please do not let anyone into the doors of school. Visitors should enter the building through main school entrance. If you have concerns about someone in the building, please tell an adult immediately.

Lockers * **Lockers Will Not Be Used During COVID-19**

Students will be issued a locker in which to place coats, books, lunches, and other acceptable items. Only school issued locks may be placed on the lockers, and they should be kept locked at all times. It is important that lockers be kept clean and free of inappropriate items. Items cannot be stored on the tops of student lockers. The school assumes no responsibility for loss of money or other personal items from lockers. The school reserves the right to require a student to open a locker for inspection. Parents and students must understand that lockers are the property of the school and may be searched at any time.

Backpacks

Students will not be allowed to carry backpacks to classrooms. You may use a backpack to carry books to and from school as long as it can be stored in the locker, not on top of the locker, during the school day. Hallways must be kept clear at all times. Athletes should leave gym bags in the locker rooms during the school day. It is important that aisles in the

classroom remain clear. Purses should be small enough to suspend from the student's chair or should fit comfortably under the chair. Purses cannot replace the use of a backpack or locker.

Lost and Found

If a student has lost or found something, she should notify the school office. If an iPad is found after school hours, please inform a faculty or staff member. A lost and found table is located in the cafeteria. Unclaimed items will be given to charitable organizations at the end of each quarter.

Campus Store

The Campus Store is located on the first floor near the front lobby of the school building. Spirit items and a variety of gift items may be purchased. Store hours are posted outside the Campus Store.

College Signees/Athletic Scholarships

Following formal notification of the receipt and acceptance of an athletic scholarship by a student, Mercy will, upon request of the student and parents:

- announce the commitment to *The Courier Journal* and *The Record*
- arrange and hold a signing ceremony at Mercy

Student Information

Mercy Academy student pictures and testimonials are often used in recruitment and advertising materials. Student work is

also published and displayed on the Mercy Academy website and in various printed materials. If parents do not want their daughter's picture or work displayed in these materials, they must contact the school office to make this request.

The Privacy Act of 1974 requires that whenever a social security number is requested, explanation of its use must be stated. We are required to supply student SSN to the state of Kentucky for KEES report. Mercy Academy will not disclose social security numbers without the consent of the individual, to anyone outside of the school except as mandated by law.

CHAPTER 5

Safety



SECTION 1

Safety and Security

Weapons

KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses or carries, whether openly or concealed, for purpose other than instructional or school sanctioned ceremonial purposes, or the purpose permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational institution.

The Kentucky Penal Code, Section 500.080, states that "deadly weapon" means:

-

- A weapon of mass destruction; or
- Any weapon from which a shot readily capable of producing death or other serious injury may be discharged or any knife other than an ordinary pocket knife or hunting knife; or
- Billy, nightstick, or club; or
- Blackjack or slapjack; or
- Nunchaku karate sticks; or
- Shuriken or death star; or
- Artificial knuckles made from metal, plastic or similar hard material.

Should a student be in violation of the above policy, the following steps would be taken:

- parent/guardian is contacted; the student is dismissed from school
- police are called
- superintendent is notified
- reason for dismissal is noted on the student's permanent record

While the Kentucky Penal Code, Section 500.080, does not define hunting knives or pocketknives as "deadly weapons," these knives are not permitted in schools unless prior permission has been obtained from the administration and the items

are used for instructional purposes. Possession without proper permission and purpose will result in confiscation, parent notification, and appropriate disciplinary measures.

Security

We attempt to maintain a safe environment for students at all times. Procedures are followed in regard to visitors, release of students, etc., that help ensure this occurs.

SECTION 2

Disasters

Hazardous Communication Plan

We are committed to and are in compliance with the OSHA Hazard Communication Standard, Title 29, Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDA's, by ensuring that containers are labeled, and by providing all faculty and staff with appropriate training.

The principal has overall responsibility for the program.

A committee consisting of the plant director, science chairperson, and the principal will review and update the program on an annual basis. The revised plan is included in the faculty/staff handbook each year.

Disaster Preparedness

All faculty and staff have specific assignments and are trained to respond quickly in the event of a disaster. Teachers are primarily responsible for the immediate safety of the students they are teaching. Instructions are clearly outlined in the event

of emergency. Students are drilled on how they are to respond.

In the event of an emergency, students will not be dismissed until the administration deems that it is safe.

Teachers have also been trained in proper procedures to prevent them and others from being exposed to blood borne pathogens found in body fluids. Students should follow the teachers' directions in emergency situations.

Alert System

Mercy offers an alert system for parents and students at no cost. Information on enrolling in this program is provided at the beginning of each year. Alerts can be made in the forms of texts messages, emails, and phone messages.

Student Activities



SECTION 1

Academic Competitions

- National French and Spanish Tests
- Speech
- STEM
- Quick Recall

Students are selected by competition and teacher recommendation.

In several subject areas, students are invited and encouraged to compete in academic competitions. Over the last few years, these have included:

- Choral
- Drama
- FBLA
- Future Problem Solvers
- Governor's Cup
- KUNA
- KYA
- Mock Trial
- Mu Alpha Theta Math Tests

SECTION 2

Class Officers

If serious concerns are expressed, students will not be allowed to run for these positions. Appeal of the decision by the moderator can be made to the principal.

Class officers are elected for the junior and senior classes. The elections are open to all members of the class who are in good academic standing and have good attendance records. Mercy reserves the right to disqualify candidates who do not meet these requirements. Criteria for the officers include the following:

- Good academic standing
- Favorable support of the school and activities
- Cooperative and self-motivated
- Good attendance record
- Excellent behavioral record indicated by few detentions
- No more than two concerns reported by teachers

SECTION 3

Clubs and Organizations

Academic Team/Quick Recall

Open to all students. The quick recall team member will have an opportunity to articulate her own area of academic interest and to broaden her interest by contact with team members with different interests. Participation on the academic team should also benefit students in developing poise, confidence and public speaking skills.

Alive in Mercy

AIM is a program sponsored by the sisters of Mercy, with the main objective of sharing the Mercy Mission.

Art Club

Open to all students. The Art Club's main objective is to raise awareness of art at Mercy and to provide service and support to our community.

Book Club

This club is open to students interested in reading material outside of classroom requirements.

Culinary Club

The Culinary Club provides students the opportunity to explore multiculturalism through food, learn basic cooking skills and cook some delicious food.

Drama Productions

The drama department produces two plays each year. Any student in good academic standing, with an interest in drama, is welcome to audition for the plays.

FBLA

Future Business Leaders of America. FBLA helps high school students prepare for careers in business through academic competitions, leadership, development, and educational programs.

Future Problem Solving

FPS is an internationally recognized, award winning program that encourages critical thinking. FPS fosters investigation, ingenuity, creative and cooperative learning. Open to all students.

Glee Club

Glee Club is a student organization for students interested in singing, dancing, playwriting and stage production. Students in Glee Club meet each week throughout the school year working toward a Christmas performance and a spring production. All aspects of both productions are directed, produced, choreographed and performed by Mercy students.

Intramural Sports

Intramural programs allow students to experience a variety of physical activity and games that will contribute to an active and healthy lifestyle without the competitiveness that comes with traditional team sports.

Jag Animal Care Society

Students coordinate service efforts between school and community animal shelters.

Liturgy Planning Committee

Open to all students who are interested in planning the liturgies and prayer services for our community.

Make Mercy Real

Rooted in Catholic Social Teaching and inspired by the Sisters of Mercy, we are a club committed to serving, advocating for and praying for those affected by the Critical Concerns--Anti-Racism, The Earth, Immigration, Non-Violence, Poverty and Women. We partner with local, national and international or-

ganizations and strive to "Make Mercy Real" in order to truly be the change our broken world needs. Activities include directly working with people affected by these concerns in our community and abroad, fundraising for justice focused organizations, and using our voices to educate our Mercy community about current issues of injustice.

Mercy Strong

This club is open to all students. Its purpose is to enhance the overall well being of students and to encourage students to make healthy choices. Students are encouraged to participate in activities that they will continue throughout their lives.

Mock Trial

This is an organization open to students taking the business law class. The club is for those students interested in law and the court system.

Mu Alpha Theta Mathematics Honor Society

Mu Alpha Theta (MAT) is a national high school and two-year college mathematics club and honor society dedicated to inspiring interest in math, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school students. Students who have completed geometry may apply for membership based on their academic achievement in math (3.0 GPA) and other courses (3.7 GPA or 4.3 QPA). New members are selected during the spring semester.

National Art Society

National Art Society (NAS) is a national organization which honors students who are interested in the arts. The organization fosters student interest in the arts, as well as service, leadership and academics. To be eligible, students must be currently enrolled and have been enrolled in art courses in the past. They must maintain a minimum of a 3.0 in their current art course in order to remain a member of the society.

National Business Honor Society

The National Business Honor Society (NBHS) promotes and recognizes academic achievement in business education at the high school level. Open to a high school junior or senior who has completed or is currently enrolled in her third business course and has a 3.0 (overall) and 3.5 (business course) GPA.

National English Honor Society

The National English Honor Society (NEHS) is open to high school students and select faculty who have demonstrated exceptional ability in such areas as literary analysis, media studies, composition, linguistic study, and creative writing, and who meet the requirements of membership. Members must have a minimum overall and English grade point average of a 3.0 prior to induction and have completed two years of English courses.

National French Honor Society

Open to students in French 3, 4 or 5. Students are elected for membership based on their high academic achievement in

French. The society promotes scholarship and the study of the French language. New members are selected and inducted in the fall.

National Honor Society

National Honor Society (NHS) is a national organization which honors those students who have demonstrated excellence in character, services, leadership and academics. Students are selected in the spring of their sophomore or junior years. Selection criteria include a 3.7 GPA or 4.3 QPA (cumulative). Students will also need to meet all requirements of the NHS selection process. Further information can be obtained from the club moderators.

National Science Honor Society

National Honor Society is a national high school honor society dedicated to promoting interest and participation in the sciences. Juniors and seniors with a minimum of 3.5/4.0 GPA overall and 3.5/4.0 GPA in science courses may apply. To remain in good standing through the course of the year, members must complete service hours in science-related areas, and participate in at least one regional or national level science competition, showcase or meeting. New members are selected in September.

National Spanish Honor Society

Open to students in Spanish 3, 4 or 5. Students are elected for membership based on their academic achievement in Spanish and other courses. New members are selected and inducted in the spring.

Outdoor Club

Open to all students. This club is affiliated with the Venture Program of the Boy Scout's Explorer Program. Students will have the opportunity to participate in various outdoor adventures and learn leadership skills and team building. Activities may include hiking, canoeing, rock climbing, rappelling, camping, horseback riding and whitewater rafting.

Peer Leaders

Open to all students who strive to be free from alcohol and other drugs and who want to promote healthy lifestyles among the Mercy community and local grade schools.

Pep Club

Open to all students. The spirit committee's main objective is to promote school spirit by planning pep rallies and encouraging student participation in a variety of school activities.

Photography Club

Open to all students interested in learning about photography, as well as Photoshop editing. The purpose of the club is to show an appreciation for what photography can express through the lens of your camera. No experience or fancy camera is necessary.

Rho Kappa Social Studies National Honor Society

National organization for high school juniors and seniors that recognizes excellence in the field of social studies. Rho

Kappa provides national recognition and opportunities for exploration in the social studies field.

Sign Language Club

This is an opportunity to learn the basics of ASL (American Sign Language). Items such as the alphabet, numbers and colors will be learned and practiced. The students also work on how to introduce themselves and performing a song.

Student Ambassadors

Students must apply to be part of the ambassador team. Members visit grade schools, write letters to prospective students, work phone-a-thons and help with open house.

Student Council

The Student Council is made up of officers elected by the entire student body, and one elected representative from each student activities committee. The role of the leadership team is to coordinate the scheduling of all activities, plan school-wide events and to represent the student body on administrative committees and in the community.

Y-Club

KYA is a Youth in Government program designed to provide hands-on experience in Executive, Legislative, and Judicial branches of government. KUNA is a three-day experience in diplomacy that provides students and adult leaders with greater appreciation for our global community through hands-on involvement with international issues and solutions. The conference is geared toward developing students' interna-

tional consciousness through role-play as they represent one of the members of the United Nations. Open to all students.

SECTION 4

Athletics

A variety of sports are open to the students. These include the following:

Fall

Cross Country

Field Hockey

Golf

Soccer

Volleyball

Winter

Archery

Basketball

Bowling

Cheerleading

Dance

Swimming

Spring

Lacrosse

Softball

Tennis

Track

A separate athletic handbook with information, policies, and procedures is distributed to student athletes and parents and is available to all upon request.

SECTION 5

Service Learning and Leadership Program

Service is integrated into the curriculum all four years at Mercy. Each year the focus and structure of the service experiences are different, and each integrate unique leadership components. Time is provided within the school day for underclassmen to be engaged in service. Seniors complete an action plan that addresses a community need.

SECTION 6

Dances

Dances are an important part of the social life at Mercy. Currently the following dances are held on a yearly basis. Other dances may also be sponsored.

Winter Dance sponsored by the senior class

(8:00 p.m.-11:00 p.m.)

Junior Dance open to juniors only/class sponsored

(8:00 p.m.- 11:00 p.m.)

Senior Prom open to seniors only/class sponsored

(7:00 p.m. -11:00 p.m.)

Dance Dress Code

School dances are events which reflect the philosophy of our school, the teachings of the Sisters of Mercy, and the Catholic Church regarding modesty. Therefore, dresses and attire that reflect modesty are required.

A difficult task for administrators is the determination of modesty. Traditional interpretations are often at odds with fashion and cultural trends. This is easily avoidable when the following guidelines are observed:

- No bare midriff areas, bodices that look like bras or bikini tops
- No plunging necklines (nothing below bra-line)
- No plunging waistlines. Dress back must not fall below the waist
- No dresses with nude colored lace or mesh overlays that give the illusion of skin showing where it should not
- No Bodycon dresses are allowed (a one-piece figure hugging garment that clings tightly to the body from the bust to the lower hem)
- Dress length/slits should be no more than 5 inches above the knee both in the front and back
- No jackets, sweaters or other garments may be used to cover a dress which is inappropriate

Students who are not dressed appropriately for a school dance will be sent home, or required to change, by the admin-

istrator on duty at the dance. Said administrator's judgment as to what is appropriate will be final.

Male Dress Code

- Must wear a dress shirt, dress pants, and tie
- Shirt tails must remain tucked, and ties must be worn throughout the entire dance
- Formal evening attire such as a tuxedo or suit and tie are commonly worn to formal events such as junior dance and senior prom

At all school functions, students are expected to abide by school policies and are responsible for their guest's behavior.

Students are also expected to follow these instructions:

- To help create the safest environment possible for our students and their guest, all persons attending will be screened with a passive alcohol sensor upon entering the dance. We also reserve the right to screen individuals during and upon departure from the dance. Parents will be notified if their daughter or her guest appears to be under the influence of or in possession of alcohol or drugs.

- Students and their dates must arrive and be admitted within the first hour of the dance and must remain until the last hour of the dance, unless given special permission.
- Students leaving the dance will not be re-admitted.
- Students and their dates may not smoke in the gym or outside the gym.
- Students and their dates are expected to conduct themselves properly and according to school policies.
- If a student or her date have been drinking or using drugs, parents will be notified to pick them up, and the Mercy student will be dealt with according to school rules.

SECTION 7

Academic Eligibility

Athletics

Eligibility for the School Year

On the first day of school, a student must be at her proper grade level and be on schedule to graduate, in order to be eligible to participate on an athletic team. This includes having made up and received credit for any course/credit deficiencies for the previous year. If a student is ineligible at the beginning of school, she will remain ineligible for the entire year.

Progress During the School Year

- All athletes must be passing all classes to satisfy the requirements for continuous academic progress in order to participate.
- Each week, the athletic director will pull PowerSchool student grade reports of current athlete failures.

- If a student is failing a course, she has one school week before being declared ineligible, providing she is passing at least five classes.
- Any student not passing five classes is ineligible, as of the Friday that the athletic director was informed of the failures.
- Ineligibility means that the student cannot practice or play until grades are passing.

Complete guidelines for eligibility can be found in the athletic handbook. This handbook is distributed to all student athletes and their parents and is available to all upon request.

Drama

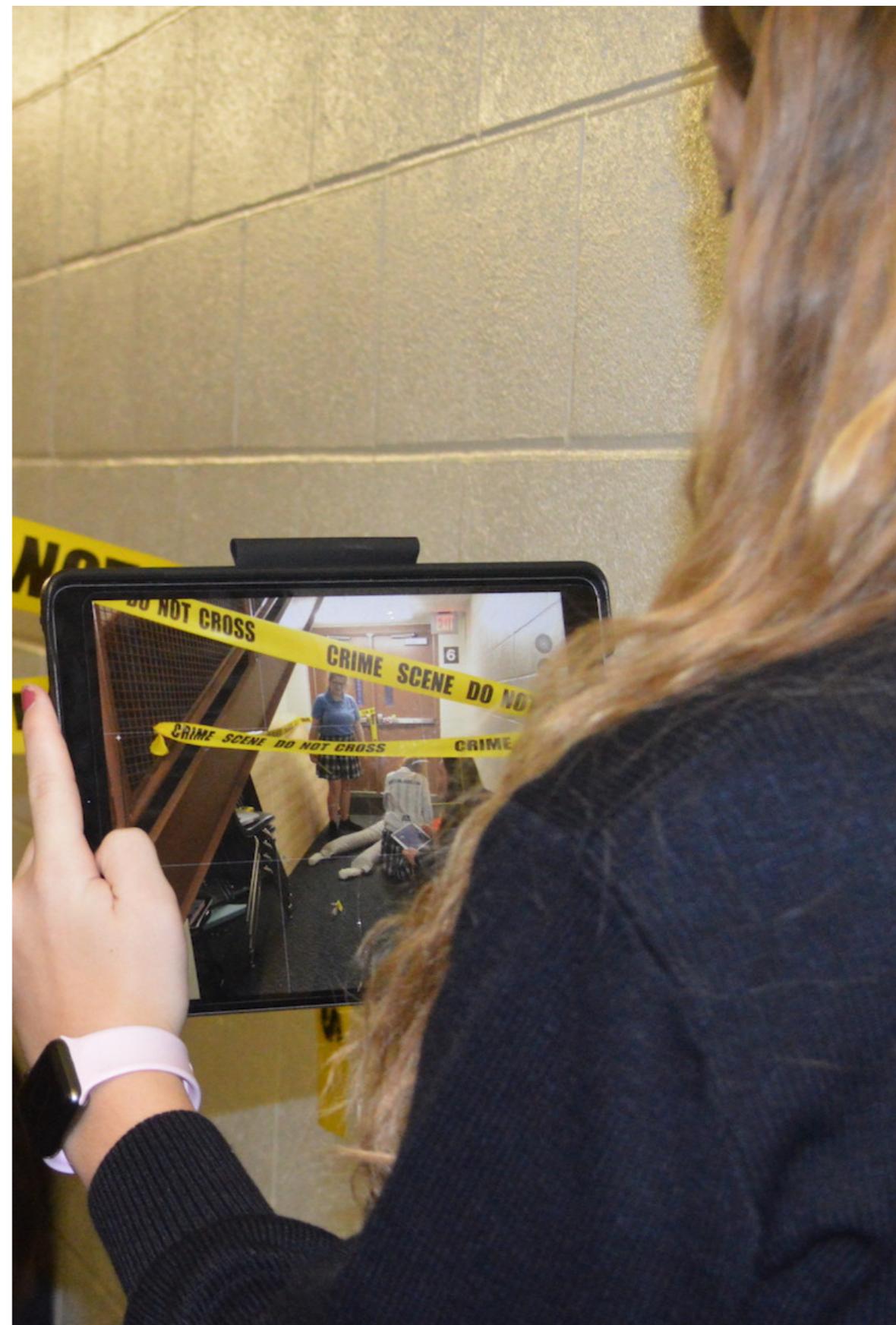
Students who plan to audition for drama productions will have grades checked by the drama director. If the student's grades are not at least 70%, she will not be allowed to audition. Once she has been named to a cast, the drama director will continue to check on grades. If grades become a problem, the student can be removed from the production.

Clubs and Organizations

Various clubs may have requirements to join or participate; please see club moderators for guidelines.

Any student who is suspended or on disciplinary probation cannot participate in an extracurricular activity.

*iPad Policy
and Procedure*



SECTION 1

Possession and Ownership

Ownership

The iPad is owned by the student, but will be maintained and monitored by Mercy technology staff while she is enrolled. Once a student graduates from Mercy, she will take sole ownership of her current device and will no longer be monitored by Mercy.

Students who transfer, withdraw, or are dismissed from Mercy will retain their iPad as long as the full purchase price has been paid to the Mercy Business Office.

Collection and Inspection

While the student is enrolled at Mercy, administrators retain the right to collect or inspect her iPad at any time, and can alter, add or delete any software or content. iPads will be treated similarly to school lockers in that Mercy reserves the right to:

- review, monitor, and restrict information stored on or transmitted via Mercy owned equipment and to investigate inappropriate use of resources.
- return any iPad to its original software image state as deemed appropriate.
- remove any software or content that impedes the performance of the device or is deemed to be in conflict with the school's philosophy and mission.

Receiving Your iPad

iPads for freshmen will be distributed at the beginning of the school year during Jag Life 101. Parents and students must sign and return Student iPad Agreement and Parent/Guardian iPad Agreement documents before the iPad can be issued to the student.

SECTION 2

Taking Care of Your iPad

Each student is responsible for the basic care of her iPad - keeping it safe, charged and in good condition.

General Precautions

The guidelines below must be followed:

- iPads must be kept within a protective iPad case at all times. This case must be purchased by the students and can be any brand or style as long as it protects the front, back and sides.

- Avoid placing too much pressure and/or weight on the iPad screen.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of Mercy Academy.

INTERACTIVE 7.1 Page 126 in Appendix C "Safety, Handling and Support" of the iPad Users Manual (http://manuals.info.apple.com/en_US/ipad_user_guide.pdf)

- Avoid getting moisture in openings.
- Don't use cleaning products or compressed air.

The front of iPad is made of glass with a fingerprint-resistant oleophobic (oil repellent) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating, and may scratch the glass. Abrasive media may also scratch iPad.

Using connectors, ports, and buttons Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don't join with reasonable ease, they probably don't match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

Lightning Discoloration of the Lightning plug after regular use is normal. Dirt, debris, and exposure to liquids may cause discoloration. To remove the discoloration or if the cable becomes warm during use or won't charge or sync your iPad, disconnect the Lightning cable from your computer or power adapter and clean it with a soft, dry, lint-free cloth. Do not use liquids or cleaning products when cleaning the Lightning connector.

Operating temperature iPad is designed to work in ambient temperatures between 32° and 95° F (0° and 35° C) and stored in temperatures between -4° and 113° F (-20° and 45° C). iPad can be damaged and battery life shortened if stored or operated outside of these temperature ranges. Avoid exposing iPad to dramatic changes in temperature or humidity. When you're using iPad or charging the battery, it is normal for iPad to get warm.

If the interior temperature of iPad exceeds normal operating temperatures (for example, in a hot car or in direct sunlight for extended periods of time), you may experience the following as it attempts to regulate its temperature:

- iPad stops charging.
- The screen dims.
- A temperature warning screen appears.
- Some apps may close.

Important: You may not be able to use iPad while the temperature warning screen is displayed. If iPad can't regulate its internal temperature, it goes into deep sleep mode until it cools. Move iPad to a cooler location out of direct sunlight and wait a few minutes before trying to use iPad again.

For more information, go to support.apple.com/kb/HT2101.

iPad Support

- iPads must never be left in an unlocked locker, unlocked car or any other unsupervised, unsecured area.

- iPads must not be used or stored in proximity to foods or liquids as a liquid spill can do serious damage to the device.

Screen Care

The iPad does not include a screen protector; however, screen protectors are encouraged. Screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or place heavy objects on the top of the iPad.

- Do not place anything near the iPad that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Do not bump the iPad against lockers, walls, car doors, floors, etc., as this will eventually break the screen.

Care of Accessories

iPad cables and chargers should be cared for and stored in such a way as to prevent them from being tangled or damaged.

Protecting and Storing Your iPad

- When students are not using their iPads, they should be stored in their own locked locker.
- Nothing should be placed on top of the iPad.
- If the iPad is temporarily stored in a book bag or purse, care must be taken to place it gently on the floor, desk, or other storage place.
- Under no circumstances should iPads be left in unsupervised or unsecured areas. This includes the athletic fields, the cafeteria, library, unlocked classrooms, and hallways.
- Students should take their iPads home every day after school, regardless of whether or not they are needed.
- iPads should not be stored in a student's vehicle; please take care to protect the iPad from extreme heat or cold.

SECTION 3

Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad.

Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. It may take up to five hours to fully charge the iPad.

Students who fail to bring their iPad to school fully charged may leave it in the Learning Commons to charge. No chargers will be loaned to students.

iPads Left at Home

If a student leaves her iPad at home, she is responsible for getting the course work completed as if she had the device present. Loaner iPads will be available on a limited basis to students who forget to bring their iPads to school or fail to charge their iPads.

iPad Undergoing Repair

iPads that are broken or fail to work properly should be taken to the Learning Commons Desk for an evaluation of the equipment. The school will assist in repairing malfunctioning iPads. iPads that have been accidentally damaged will be repaired or replaced at a cost of \$49 per incident while under Apple Care warranty. Each covered iPad is eligible for up to two (2) service events every twelve (12)-month period from the date of your iPad purchase. Students will be responsible for the entire cost of repairs to or replacement of iPads after the warranty is expired. **Students are responsible for taking their iPad to be repaired.** iPads that are stolen must be reported immediately to the Educational Technology Specialist and the police department.

A student may check out an iPad to use during the school day if her iPad is waiting to be repaired.

Passwords

iPads will be passcode-protected. The technology staff may reset this passcode as deemed necessary. Students are prohibited from sharing this passcode with anyone else except their parents.

School Firewall

The Firewall at school will prohibit access to certain types of social media and streaming video services from 7:00 a.m. - 3:00 p.m. on school days. You may not attempt to circumvent the firewall to access prohibited services during the school day.

SECTION 4

Personalization

Media and Content

Mercy Academy administrators recognize that students will want to personalize their iPads. This will be allowed provided the following conditions are met:

- Students may not have a VPN installed on their iPad.
- Inappropriate media and content of any kind is prohibited. Including, but not restricted to, photos, wallpapers, images, music, sound, documents, files, iOS apps or games.
- Any type of material, media or likeness that is already prohibited by the Mercy student handbook is also prohibited on the iPad, whether or not it is explicitly noted in this section.
- Media and content of any kind must in no way restrict the student from his or her ability to use apps or content necessary for the classroom.

Photos and Video

Photo and image storage on the iPad will be permitted for both class and personal use, provided the same media and content conditions are met that are listed above. Photos and video may not be taken of teachers, staff, or students without their permission, and if during a class, without the knowledge and express permission of the teacher of the class. The nature of all photos and video must align with the school's philosophy and mission. Disciplinary consequences will be issued if inappropriate subject matter is used in photos or video.

Sound, Music, Games, or Programs

Provided that all media and content conditions are met as listed above, Mercy administrators will allow students to add their own music, apps and content to their iPad.

- Students should backup their devices using their own personal Apple ID.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Ear buds or headphones may be used in the classroom with teacher permission, during study, lunch, and before and after school. Earbuds or headphones cannot be worn in the hallway during passing time, so that announcements can be heard by students. When not in use they must be stored and cannot hang around the student's neck or remain in their ear.

- Students may not jailbreak or in any way tamper with the iPad's operating system (iOS). Failure to abide by this rule can result in disciplinary action and loss of iPad privileges for a time to be determined by the assistant principal.
- Students may not access games, music, and other apps during class time that are not intended for educational use. Teachers have the right to determine what constitutes educational use.

SECTION 5

Managing Your Files and Saving Your Work

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

Cloud Backup

Students will have the ability to back up content to "the cloud" using iCloud, Dropbox and/or Google Drive. Students will be responsible for maintaining these backups and keeping them updated.

SECTION 6

Software on iPads

Original Apps

The software and apps originally installed by Mercy must remain on the iPad in usable condition and must be easily accessible at all times.

Remote Installations

Software and content may be added remotely by the school to student devices at any time. Students will be responsible for accepting the installation of the content and typing in their personal Apple ID when prompted.

Additional Apps

Personal content should be kept to a minimum to allow for these remote installations. Personal apps and content may be removed at any time if necessary to make room for required content.

Reconfiguring iPad Due to Technical Issues

If technical difficulties occur relating to inappropriate content or tampering, the iPad will be restored to its original software configuration. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

Software Upgrades

Students are responsible for updating the apps and operating system.

Device Backup

Students are responsible for using iCloud to backup their device using their personal Apple ID. In the event of a device malfunction or breakage, Mercy will assist the student in retrieving the backup from iCloud.

SECTION 7

Acceptable Use

The use of the Mercy technology resources is a privilege, not a right. The privilege of using the technology resources at Mercy is not transferable or extendible by students to people or groups outside the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary and/or legal action shall be applied.

Violations may result in disciplinary action up to and including expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow on the use of the iPad just as you do on the use of all media information sources such as the Internet, television, telephones, movies and radio. In addition,

- Monitor your child's treatment and care of the iPad in order to help instill in them a pattern of responsible ownership
- Encourage your child to charge the iPad every night at home
- Encourage your child to refrain from participating in negative social networking and all types of cyber bullying and harassment

School Responsibilities

- Provide Internet (at school) and email access through the iPad to its students
- Provide educational apps for use with the iPad
- Provide staff guidance to aid students in doing research and help assure student compliance with the acceptable use policy

Student Responsibilities

- Use computers/iPads in a responsible and ethical manner
- Follow all policies with regard to responsible care of the iPad and accessories

- Obey school rules concerning behavior and communication that apply to iPad/computer use
- Turn off and secure their iPads after they are finished working to protect their work and information
- Back up all work

Student Activities Strictly Prohibited

- Illegal installation, appropriation, or transmission of copyrighted materials
- Any action that violates existing Mercy policies, Mercy student handbook, or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning
- Using the iPad camera, video, FaceTime or other apps in any way that is offensive, profane, threatening, obscene, or damaging to another person
- Taking photographs or video of other students, guests, or school personnel without their permission
- Use of bit torrents or illegal file sharing sites
- Any form of jailbreaking or in any way tampering with the iPad's iOS operating system

- Deleting the profiles the school has installed on your iPad
- Changing the iPad's name that the school assigned
- Spamming, sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of the school's Internet, network or e-mail accounts for financial or commercial gain or for any illegal activity
- Use of any form of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Bypassing the school's web filter through a proxy server

Legal Propriety/Copyright

All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Plagiarism is a violation of the Mercy Handbook Agreement. Give credit to all sources used, whether quoted or summa-

rized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to Mercy student handbook policies. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.

Policy Violations and Disciplinary Consequences

If a student violates any part of the above policy, the following consequences may apply as determined by the assistant principal in consultation with the technology integration specialist.

- Teacher conference with intent to remedy the problem
- Detention
- Removal of iPad features for a length of time determined by Assistant Principal
- iPad privilege suspension (student still responsible for all required work)
- Reporting of violation to local police/appropriate authorities
- Expulsion

SECTION 8

iPad Insurance

Please contact the Educational Technology Specialist for a list of recommended repair establishments. In the case of a theft, the parent is also responsible. We encourage parents to include the iPad in their homeowners insurance.

School Protection

Mercy Academy has purchased AppleCare for your iPad. AppleCare provides repair or replacement coverage for iPad, USB cable and power adapter for three years from purchase. (two years for iPads purchased in 2017). In the case of accidental damage, Apple will replace your iPad for up to two incidents for a cost of \$49 each (to be paid by the student). After the warranty is expired, or two incidents, the parents will be responsible for the entire cost of replacement/repair.

Claims

Students and parents will be responsible for taking the iPad to the Apple Store at Oxmoor Mall and obtain a replacement or repair.

Parent Protection

After the warranty has expired, the parents will be responsible for the repair/replacement cost if accidentally damaged.

*Student
Services*



SECTION 1

Academic and Support Services Program

There are academic support counselors and licensed personal support counselors available for all students. If a student wishes to make an appointment with one of the counselors, she may do so by contacting the counselor. The counselors offer both individual and group counseling to the students. If a parent does not wish his/her daughter to participate in the group counseling offered, the parent is asked to contact the school.

Sr. Prisca Achievement Center (PAC)

The Sister Prisca Achievement Center, located within our Learning Commons. The state-of-the-art facility is designed to increase student math, reading and writing skills. Students can receive supplemental one-on-one and small group instruction from our full-time literacy and math specialists at any point throughout the school day. Teachers will work closely with our specialists to identify skills that allow each individual student to maximize her full potential. The PAC will be open before, during, and after school.

Outside Resources

If students are in need of outside counseling and/or testing or assessment, we can provide parents a list of licensed professionals and agencies. Counselors can also supply a list of persons who may be employed at the student's expense to tutor; however, Mercy does not endorse or guarantee the effectiveness of these services.

SECTION 2

Chemical Abuse and Dependency Policy and Philosophy

Mercy Academy, in its mission as a Catholic community, is committed to a policy on chemical abuse and dependency that provides for the physical, emotional, educational and spiritual well-being of its students.

Mercy recognizes that chemical dependency is a primary disease, which is treatable. It also recognizes that the earlier a person receives treatment, the higher the chances of success; therefore, Mercy will strive for early intervention with students who are chemically dependent. Mercy also focuses on prevention activities to help students avoid problems with alcohol and other drugs and offers support to students experiencing problems related to alcoholism within the family structure.

Self-referral to Counselors

In light of the above philosophy, Mercy will work with and counsel any student involved with alcohol and drugs as long as the student follows the stated policy of the school regarding drug

use, distribution or trafficking, and is making reasonable progress toward wellness. Such counseling will be held in the strictest confidence. The exceptions to confidentiality, which are mandated by law, are imminent danger to the life of self or others and suspected physical or sexual abuse.

If, after working with the student for a period of time, the student assistance counselor determines that a student's abuse of alcohol or other drugs constitutes a health risk, the counselor will notify the assistant principal, the principal and the student's parents. The parents will be required to take the student for a professional assessment and to follow through with the recommended treatment in order for the student to remain in school. The parent must provide the assessment summary and medical recommendations to the school. The school is not responsible for the costs incurred for the assessment or the treatment.

Referral by Others to Counselors

Faculty and staff members, peers, and parents are encouraged and supported to refer students to counselors when they exhibit such warning signs as high absenteeism, plummeting grades, erratic mood swings, or any other warning signals that could be attributed to drug and alcohol abuse. The counselor will schedule a conference with the referred student under conditions outlined above.

Possession/Use of Chemicals

Possession/Use of Authorized Medication

If a student requires prescribed medication, parents are asked to complete a medication form. This is necessary so the

school can respond appropriately in the event of an emergency. In a case where a student is found taking prescribed medication without this form, parents will be contacted.

Possession/Use of Drugs or Alcohol

Single incident: When a student is found, for the first time, in possession or under the influence of alcohol or other drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school sponsored event, the substance will be taken away from the student. Parents will be called to take the student home unless emergency help is necessary; the student and her family will be responsible for the cost if emergency help is necessary. A conference with the student, parents, and administrators will follow such an incident. At this point, the student may be dismissed. If she is allowed to remain at Mercy, she will be placed on probation and/or suspension and will be required to attend a minimum of three counseling sessions with the student assistance counselor. Upon recommendation of the student assistance counselor, the assistant principal may require a professional assessment at the parent's expense. Assessment summary must be provided to the school.

Repeated Incident: With any repeated incident, the above procedure will be followed except the professional assessment will be required in all cases in which the student is not dismissed.

Professional Assessment and Treatment

When a professional assessment is required, the student assistance counselor will provide the family a list of licensed

adolescent chemical dependency counselors/agencies that can be chosen for the assessment. Should a family refuse the

professional assessment or the recommended treatment, the student would be dismissed. Information regarding absence for inpatient treatment can be found under the Extended Illness section of this book.

Suspected Possession/Use

When administrators suspect that a student may be using, distributing, in possession of or selling drugs, look-alikes, or alcohol, the administrators will meet with the student, discuss the situation and contact the parent. If suspicion is confirmed, Mercy will follow its policy for possession and use. If no evidence is found to support the expressed concern, the matter will be dropped.

Searches

The school has the right to search a student's locker at any time. A student may be asked to empty her purse, book bag, or pockets when reasonable cause warrants this. Any searches will be conducted with an administrator in the presence of another adult. Parents will be notified if a search of personal property has been conducted.

Distributing/Selling

If a student is found distributing or selling drugs or alcohol, an administrator will confiscate the substance or paraphernalia and police will be notified. The parents will be called to take the student home. A conference with the student, parent, administrators, and student assistance counselor will be required, as well as a professional assessment for chemical

dependency. The assessment results and conference will be considered prior to dismissal. Authorities are notified as required by Kentucky law and legal requirements regarding reference on records and transcripts are followed.

SECTION 3

Pregnancy

As a Catholic high school, we do not condone a Mercy student engaging in pre-marital sex, as this conflicts with Catholic teaching and places the student and the child conceived at risk physically and emotionally. Nevertheless, pregnancy itself is not reason for dismissal. Mercy has a concern for the health and well being of the student, her family and her child. The student or her parent should notify the assistant principal or a Mercy counselor. At that point, the following will be required:

- A meeting is held with the student, parent, assistant principal, school counselor and principal.
- Verification of the pregnancy by a medical doctor and a note from the doctor explaining that attendance in school does not endanger the health of the student or the baby.

- The pregnant student must visit a TAPP school in order to fully understand other educational options open to her.
- The pregnant student must see a qualified counselor outside of school. Parent/student must sign a Release of Information Form.
- A school case management team will be formed to support the pregnant student. This team will include parents, school administrator, school counselor, (and outside counselor, if needed.) The team will meet as often as necessary during the pregnancy and as needed following the baby's birth.

SECTION 4

Problem Solving

Students are often the first to know of difficulties in their friends' lives. It can be an act of genuine friendship to tell a responsible adult when friends are having difficulties. Many times a student in crisis will not go to see a counselor, but is relieved when the counselor asks to see her. The counselor will offer support to the student, and if asked to do so, will protect the identity of the friend.

Academic

A student experiencing academic difficulty in a class should consult with her teacher. If she is experiencing problems in many classes, she should also contact her counselor. Mercy has procedures for those who are academically at risk. These involve students, parents, teachers, counselors, and the assistant principal. The purpose of these procedures is to identify the problems and seek solutions.

Personal

Students have a counselor available to help with problems that may be encountered in their personal lives. What a student tells a counselor is confidential unless she presents danger to herself or others, or in the case of suspected physical or sexual abuse.

Peer

SECTION 5

Adult Organizations

The administration reserves the right to revise rules and regulations if necessary. Such revisions will be announced to students and communicated to parents.

Alumnae Association

The Alumnae Association is an active organization with events scheduled during the year. We welcome all Mercy graduates. Contact the Advancement Office for information.

MAPA (Mercy Academy Parent Association)

Open to all Mercy parents and supporters. The primary purpose of this organization is to promote, sustain and further the development of Mercy's educational and extracurricular programs.

Parent Responsibilities

Parents must understand that failure to meet obligations as outlined in this handbook can result in their daughter being required to withdraw from Mercy at any point in the school year.