

# **Mercy High School**

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## **Parent-Student Handbook**

**2017-2018**

## ***INTRODUCTION***

To be uneducated is to be isolated, shut off from the past, or one's true place in the present; shut off, moreover, from any understanding of one's self and one's own strengths and talents, or the problems and needs of our fellow men, and thus from any possibility of using our strength and talent to meet those needs and problems.

To educate means to lead out; to lead the young from the uniqueness of their rich but private experience into the greater whole of mankind's experience, to end their aloneness and loneliness, to help them find and join their fellows, and take their place and part in man's great adventure. It is the business of education to lower, not raise, the barriers that divide each man from all men: barriers of time and place or nation, class or race; of language, custom and occupation so that we may share each other's experience, know each other's condition and work together on our common problems.

Christian education in our time poses no easy task for us as educators, for you as parents, and for your sons and daughters as our future leaders. As always, Faith, Hope and Charity form the base of our enterprise. Added to these we see more and more the need for self-sacrifice and self-discipline. Our ultimate goal is to teach a love for Jesus Christ; a love so strong that the difficult decisions of maturity and adult life may be truly Christian responses rather than simply human reactions to events and situations.

*~Statement of Education, Vatican II*

This document is not an end, but rather a beginning. In it we wish to express what we are about at Mercy Catholic High School. Together then, we may cooperatively undertake the Christian education of your sons and daughters.

Our Lady of Mercy Academy was organized on December 3, 1881, in Red Bluff, California and was opened on March 3, 1882, by Sisters who came from Yreka with Mother Helene Dickenson as the first Superior. Board and tuition was \$87.50. Music and piano use was \$25.00. Painting lessons were \$1.00, and washing was \$10.00. The school was incorporated by the State Legislature in 1882 and served as a day and boarding school. A branch was also established in Tehama in September, 1882 but was short-lived. In 1924, the parochial residence was erected on the southwest corner of Elm and Rio Streets, and in 1925, a (new) Mercy School was erected at a cost of \$50,000. The present building was completed in 1959.

On the opening of the 1961 school year, a long-standing tradition at Mercy High School gave way to the demands of the times when boys were admitted to the ninth grade.

## MISSION STATEMENT

Mercy High School, a Catholic diocesan, college preparatory school is committed to the development of the whole person, empowering our graduates to affect positive change in the world.

## VISION

To form students in the Catholic tradition through the pursuit of academic excellence, spiritual growth, personal integrity, and service to others.

## STATEMENT OF PHILOSOPHY

Mercy High School believes in the development of each student:

### ***Spiritually***

Mercy High School strives to develop basic religious attitudes and awareness through liturgical experiences and through a comprehensive selection of religious courses.

### ***Intellectually***

Mercy High School instills a lifelong appreciation of learning, which will prepare our graduates for both the rigors of college and the challenges of life.

### ***Personally***

Mercy High School develops students who will become contributing members of society. Through the internalization of values, and the expectations of self-discipline, good citizenship, cooperation, and social responsibility, students demonstrate moral development.

### ***Socially***

Mercy High School develops students who communicate well, work in cooperation with others, and build and maintain healthy relationships.

### ***Physically***

Mercy High School encourages students to choose a physically healthy lifestyle and to demonstrate good sportsmanship as spectators and participants.

### ***Aesthetically***

Mercy High School leads the student to an awareness, understanding, and respect for the diversity of artistic expression, personal faith, and human culture

## INTEGRAL STUDENT OUTCOMES (ISO'S)

### ISO #1 Spiritual Growth:

I demonstrate an understanding and ability to apply spiritual and moral ideals revealed by God through Sacred Scripture as told to us by the Church. (Examples: A favorite quote, Bible verse, part of the Mass, Papal encyclical, reflection on a homily, reflection on how an experience affected me spiritually.)

### ISO #2 Intellectual and Aesthetic Growth:

I demonstrate the ability to understand, to appreciate, and to produce intellectual and artistic ideas. (Examples: A favorite subject, book, schoolwork, poem, painting, or something I participated in or created.)

### ISO #3 Service:

I demonstrate respect for human dignity by recognizing that we are all made in God's image and share in God's creation. (Examples: Donating food to a food drive, making a stand to stop social injustice, helping out another person in need, looking out for the environment.)

### ISO #4 Social and Physical Development:

I demonstrate leadership, communication skills, self care, and a healthy lifestyle in order to interact with my community in a productive, helpful way. (Examples: Participation in clubs or organizations, community service, student council, sports, reflection on a time I overcame a challenge or obstacle.)

## ***ADMISSIONS***

Mercy Catholic High School is a co-educational Catholic school administered under the direction of the Board of Directors of the Catholic Schools of the Northern Sacramento Valley. Although the school's orientation is Roman Catholic, the school does not exclude applicants on the basis of religious faith. Every student at Mercy is required to take a theology course of study each semester and is expected to participate actively and respectfully in the liturgical activities of the student body throughout the year.

All new students are accepted on a probationary status for one school semester. This period of time is designed to ensure proper adjustment to the school environment, expectations and curriculum.

### **POLICY OF NONDISCRIMINATION**

Mercy Catholic High School, mindful of its primary mission to be witnesses to the love of Christ for all, admits students of any race, color, ethnicity or gender to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Mercy Catholic High School in the Diocese of Sacramento does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of its education policies, scholarship and loan programs, and athletic and other school-administered programs.

### **PROCESS OF ADMISSION**

All students who seek admission to Mercy Catholic High School must complete the school's official application for admission. Eighth grade students seeking admission for the ninth grade are required to take placement tests in mathematics and in English. Students who are seeking admission and are already enrolled in high school must submit a transcript of grades with the application.

### **CUSTODY**

In the case where a family has mixed or joint custody of a minor child, it is the responsibility of the parents to notify the school office when there is a need for duplicate information or fliers from the school. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes or arrangements. In the absence of any court order, the school will operate with the understanding that both parents have custody of a student, and the student may be released to either parent.

### **STUDENTS NOT LIVING WITH PARENTS OR LEGAL GUARDIANS**

Students attending Mercy Catholic High School are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet

with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include boyfriends or girlfriends.

YOUTH ACTIVITY FORM AND EMERGENCY HEALTH/MEDICAL  
INFORMATION AND CONSENT FORM

This diocesan form will be sent out in the registration packet. This form must be student's emergency information, especially concerning persons who have permission to pick up the student in the parent's' absence. Written permission will be required of the custodial parent if a non-custodial parent is to pick up a child for any reason.

HEALTH REQUIREMENTS UPON ADMISSION

**IMMUNIZATION  
REQUIREMENTS**

To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations as outlined below. 7th grade entry requirements went into effect 7/1/99. A varicella requirement for kindergarten entry went into effect on 7/1/01.

**VACCINE**

**REQUIRED DOSES**

**Polio**

**4 doses at any age, but...** 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.

**Diphtheria, Tetanus, and  
Pertussis**

**5 doses at any age, but...** 4 doses meet requirements for ages 4-6 if at least one was on or after the 4th birthday.

Age 6 years and under (Pertussis is required) DTP, DTaP or any combination of DTP or DTaP with DT (tetanus and diphtheria)

**4 doses at any age, but ...**3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday,

Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DTaP or any combination of these

one more (Td) dose is required.

7<sup>th</sup> – 12<sup>th</sup> grade  
TDAP booster

**The law requires all students entering 7th through 12th grades in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap.**

<b>Measles, Mumps, Rubella (MMR)</b>	<b>2 doses*</b> both on or after 1st birthday.
Kindergarten	<b>2 doses*</b> both on or after 1st birthday.
7th grade	<b>1 dose</b> must be on or after the 1st birthday.
Grades 1-6 and 8-12	

<b>Hepatitis B</b>	
Kindergarten	<b>3 doses</b>
7th grade	<b>3 doses**</b>

<b>Varicella***</b>	
Kindergarten	<b>1 dose</b> or health care provider-documented varicella disease or immunity.

\* Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

\*\* Two doses of the 2-dose formulation given at age 11-15 years along with provider documentation that the 2-dose formulation was used for both doses will also fulfill this requirement.

\*\*\*Effective Date 7/1/01

**EXEMPTIONS** The law allows (a) parents/guardians to choose exemptions from immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem.) See the back of the blue California School Immunization Record (PM 286) for instructions and the affidavit to be signed by parents/guardians electing the personal beliefs exemption. For children with medical exemptions, the physician's written statement should be stapled to the CSIR. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

1. Special needs or handicaps should be reported on the child's health forms. Any change during the year should be reported to the school office immediately. The school may not be prepared to meet the special needs of the student.
2. A sports physical is required for those wishing to participate in sports.

#### TERMINATION OF ENROLLMENT BY SCHOOL OFFICIALS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability, or the conspicuously uncooperative or destructive attitude of students and or parent(s)/grandparent(s)/guardian(s) may be asked to transfer out of the school. Parents, grandparents, guardians, etc. who choose to send their children/grandchildren/wards to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning environment of the school. They also agree that their children will be fully involved in the religious formation and worship activities of the school. Parent, grandparent, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of "an environment permeated with the Gospel spirit of love and freedom" may be asked to withdraw their children from the Catholic school.

(Administrative Handbook 5700)

See section on discipline for other reasons that your student may be asked to leave.

#### ADMISSION/CONTINUING ENROLLMENT OF CHILDREN WITH HIV/AIDS

Decisions regarding the admission and/or continuing enrollment of school-age children with HIV/AIDS shall be based on behavior, neurological development, physical condition of the child, and the expected interaction of the child with others in the school setting.

#### TAKING PRESCRIBED MEDICATIONS AT SCHOOL

Any student required to take a prescribed or controlled medication during the school day must have a school form on file filled out by the prescribing physician. Medications must be kept in a secure location in the school office and are prohibited from being in possession of the student while on school grounds. The student must come into the office and an administrative official will provide the medication to the student. Forms are available in the office.

## ***TUITION, TUITION ASSISTANCE, AND REGISTRATION FEES***

### TUITION AND REGISTRATION FEES

(The sources of income for Mercy High School are: tuition, grants, endowments, donations, and fundraising)

Annual Tuition (Refundable on a pro-rated basis)	\$ 8,400.00
Annual Tuition (Refundable on a pro-rated basis) (Discounted tuition for fully participating family's)	\$ 7,250.00
Annual Registration Fee (\$250 refundable should student not attend) (Includes: Registration, Student Body Card, Class Lab Fees, Student Insurance Fees, and other)	\$ 500.00
Sport Fee (per sport, per student)	\$ 50.00
Technology Fee.....	\$ 175.00
I-Pad Rental..... (Students may bring their own I-pad, or rent one from the school)	\$ 150.00
Books – parents/guardians purchase through online sources.....	\$100.00-\$150.00 est.
Application Fee (one time, non-refundable)	\$ 50.00

### FAMILY PARTICIPATION HOURS

Mercy Catholic High School works together as a community for the benefit of our students. Each family is expected to contribute a minimum of 50 hours of participation in a given year, with 30 hours going toward major fundraising efforts. In order to fully support fundraising efforts each family is expected to donate or purchase an auction item or service valued at approximately \$200.00 in support of the major fundraisers for the year. In addition, families must participate in any raffle or item sale netting the school a profit of \$150.00 (\$300 in sales if the margin is 50%). Any balance unfulfilled in either of these two areas will be billed at the end of the year. In an effort to encourage communication and teamwork parents/legal guardians are expected to attend a minimum of 2 parent guild meetings. There is a direct correlation between a family's involvement and the success of a student's education. Those families who fail to contribute fully in the previous year may be disqualified from eligibility for the Family Participation Credit on tuition in the current year. The parent hours service commitment form lists the available activities and estimated number of hours expected in certain types of activities. For any families not meeting their 50 participation hours:

- Students will not be allowed to take year end final exams or participate in year end extra-curricular activities.
- A \$300 re-registration fee will be assessed.
- Seniors will not be allowed to participate in graduation ceremonies or receive their hard copy diploma.

## PAYMENT OPTIONS

Full Payment by check or cash, made by August 1<sup>st</sup> If payment is 10 or more days late, you will be required to pay through SMART (see below).

All other payment options are required to be made through the SMART tuition management plan. Families will choose to either make their payment on the 5<sup>th</sup> or the 20<sup>th</sup> of the month by enrolling on the web or by using a form provided by the school. The plan utilizes automatic withdrawal from your bank account or credit card. Credit/debit payments are subject to a 2.85% convenience fee. SMART charges a \$50 annual account setup fee. For additional information, you may request a SMART brochure from our office.

Semester Payments are made by paying 50% of tuition in both August and December through the SMART tuition management plan.

Quarterly Payments are made in the months of Aug, Nov, Feb, and May through the SMART tuition management plan.

Monthly Payments made through SMART are budgeted over 10 months, beginning in August and concluding in May.

For full tuition payments, please make all checks payable to Mercy Catholic High School. There will be a finance charge assessed for each check returned due to non-sufficient funds. All other methods of payment are required to be made through SMART. No students will be allowed to take semester final exams unless their accounts are paid up to date.

## TUITION ASSISTANCE

Tuition Assistance, or Financial Aid is available based on financial need. Applications may be obtained in the school office. Parents are required to submit certain confidential financial statements in order to apply for assistance. Not all assistance applications are funded. If you have questions or concerns, please call the school. The deadline for applications for financial aid is Apr 30.

Mercy Catholic High School reserves the right to deny or withdraw financial assistance at any time to any student who meets any of the following conditions:

- Fails to maintain a minimum semester grade point average of 2.0.

- Accumulates a total of six hours of detention or has been suspended within a school year.
- Fails to maintain regular attendance.
- Whose family has not contributed the 50 hours of participation.

## ***ACADEMIC POLICY***

### MERCY HIGH SCHOOL GRADUATION REQUIREMENTS

Religious Studies.....	4 years
English.....	4 years
Mathematics.....	3 years (4 recommended).
Social Science.....	4 years
Foreign Language.....	2 years (3 recommended).
Science.....	2 years (3 recommended).
Physical Education.....	3 years (up to 2 semesters may be waived for an academic class)
Fine Arts.....	1 year
Community Service.....	80 hours over 4 years of attendance (See Community Service Policy)
Electives to meet the required number of units for graduation of 260 units.	

### OPTING OUT

Students with special circumstances may not be able to meet the graduation requirements. These students can be promoted from Mercy High School by obtaining a “Certificate of Attendance” through special arrangement with the principal upon admission.

### SUBJECT REQUIREMENTS FOR COLLEGE

#### **Community College**

Meet any of the following requirements:

Age 18 or older

High School Graduate

The equivalent of a high school diploma

California State University

English-4 years

Mathematics (Algebra, Geometry and Intermediate Algebra)-3 years

Social Science-2 years, including one year of US History or US History and Government

Science with a laboratory (Biology, Chemistry, Physics, etc.)-2 years

Foreign Language (the same language)-2 years

Visual & Performing Arts –1 year of the same course

Electives-1 year chosen from the subject areas listed above

### **University of California**

History/Social Science-2 years (1 year U.S. History or ½ year of U.S. History and ½ year of American Government) and 1 year of world history, cultures, and geography

English-4 years

Mathematics-3 years required, 4 years recommended (must include topics covered in elementary and advanced Algebra and Geometry.)

Laboratory Science-2 years required, 3 years recommended (in at least 2 of these disciplines: Biology, Chemistry, Physics)

Languages other than English-2 years required, 3 years recommended (2 years of the same language).

Visual & Performing Arts-1 year of the same course

College preparatory electives-1 year required (Visual and Performing Arts, History, Social Science, English, Advanced Mathematics, Laboratory Science and language other than English, including a 3<sup>rd</sup> year of the first language studied or 2 years of an additional language)

### **Private Colleges**

Please consult the college catalog or the admissions section of the college's website for the most current admissions requirements for a specific college.

Note:

Requirements for all universities both public and private include grade point average and standardized tests. Please consult your counselor or the college catalogs regarding specific admission requirements.

### **PROGRAM PLANNING AND CLASS SCHEDULING**

Each year, instruction and assistance in course selection is given by the Counseling Department. Academic schedules are developed with respect to graduation requirements and to the individual student's future academic plan. However, it is the individual student's responsibility to contact prospective universities regarding their specific entrance requirements. Requirements for admission to the California State Universities and the University of California are reflective of most universities and should be used as a guide in selection of courses.

### **RETREATS**

Retreats are planned for each class annually as a tool for personal growth, community and faith, and are in direct alignment with our mission, vision, and curriculum. Attendance at retreats is MANDATORY for all students. Additional fees are associated with retreats. Students not attending MUST be approved no less than two weeks in advance and only under extreme circumstance (medical) by the administration. refunds will not be issued. A physician's letter must accompany any request. Families should plan schedules around retreat times. Students with vacation plans or athletic obligations will not be approved. Any student not attending retreat will be required to make up missed hours at the discretion

of the Administration (typically 30 for juniors and seniors, and 6 to 10 for underclassmen).

### HOMWORK

It is reasonable to expect that there will be homework most nights in each academic subject area. Any concerns about homework should be addressed first with the teacher and second with the administration.

### ADVANCED PLACEMENT

Any student enrolled in an Advanced Placement Class past the “last day to drop a class” date in the second semester, must take the Advanced Placement Exam for that class in May. Students, who have achieved 85% or better in the class for the second semester, will not be required to take a final exam. Students with second semester grade below 85% will be required to take the final exam. The second semester grade will be an average of the third and fourth quarter grades, unless a student is required to take a final exam. Failure to take the Advanced Placement Exam will result in the Advanced Placement designation being deleted from the student’s transcript.

### APPOINTMENTS WITH FACULTY AND STAFF

All school personnel are happy to meet with parents and students; however, appointments are necessary in order to avoid conflicts in schedules. Parents should not expect to be seen by the Principal or faculty upon arriving at school unannounced, as this can disrupt daily operations and affect the educational experience of our students. Please call or e-mail for an appointment at least 24 hours in advance.

### GRADING POLICIES

Each teacher establishes a grading policy for his/her classes. This policy can be found in the specific syllabus. It is the responsibility of the student to be aware of the policy and all requirements of the course. Should a parent have a question about the course, the teacher should be contacted directly. During each semester grading period there is a progress report at the midway point of the 1<sup>st</sup> quarter of that semester, then a quarter grade report, then another progress report at the midway point of the 2<sup>nd</sup> quarter of that semester. Final exams count for 20% of a semester’s grade. Parents/guardians should track student progress online via Schoolmaster.

Grade Points			Honors	AP
Grade	Definition	Point Value	Point Value	Point Value
A	Outstanding Achievement	4	4.5	5
B	Good Achievement	3	3.5	4
C	Satisfactory Achievement	2	2	2
D	Minimum Achievement	1	1	1
F	Below Minimum Achieve	0	0	0
Inc	Incomplete work	0	0	0

\*Weighted point values are awarded to students in Advanced Placement Classes and in honors level classes. Weighted GPA's are used to determine class rank. Valedictorian and Salutatorian are determined by weighted GPA, along with graded credits earned, and the number of advanced classes taken.

### GRADING SYSTEM

A	100-90
B	89-80
C	79-70
D	69-60
F	59-Or less

### "F" GRADES

A student who receives a semester "F" grade in a required class must make up that class. Questions regarding the appropriate courses to meet any requirement should be directed to the Counseling Office. A student who receives an "F" grade is automatically placed on academic probation. See consequences of an "F" grade in the academic probation section.

### INCOMPLETE GRADES

A grade of "Incomplete" demands immediate attention. After two weeks, an incomplete left uncorrected by the student may become an "F".

### ACADEMIC PROBATION

Academic probations are determined at cinch periods, quarterly, and at the close of each semester. Students who earn less than a 2.0 G.P.A. or who receive an "F" (irrespective of G.P.A.) are automatically placed on academic probation. Students who are on probation for two consecutive semesters may be asked to withdraw from Mercy High School.

Academic probation automatically disqualifies a student from participation in extracurricular activities including: athletics, dances, school picnics, performing arts and special events determined by the administration. In a performing arts class, the student will be required to complete a performing arts component with an in-class performance, which is not an extracurricular activity.

### CHALLENGING A CLASS

In general, it is not recommended that a student challenge a course. This should be an option only if all other options have been exhausted. The petition by a student to challenge a class must be approved by the academic department involved, the Counseling Office and the principal. Challenging a class can be done by taking the final exam in that subject and receiving a grade of 85% or better before the deadline for adding a class each semester. A grade of 85% or better would give the student a "P" (pass) on the transcript with credit.

### PHYSICAL EDUCATION WAIVER

Students who can demonstrate an academic and/or athletic need to waive Physical Education graduation requirements can do so by applying for a Physical Education Waiver. The School Administration approves all Physical Education Waivers.

### ADD / DROP PERIOD

Class changes can only be obtained during the first three weeks of the term. The principal must approve any exception.

### PARENT / TEACHER CONFERENCES

Each student's education and growth is our primary concern and each parent's primary responsibility. Conferences are recommended any time a parent and/or teacher recognizes the need during the year. The Counseling Department will arrange and facilitate a conference with individual teachers or all of a student's teachers at the request of the parent, the student, or the teachers.

### FINAL EXAMS

All students will be required to turn in a signed clearance form before they are eligible to take finals exams. Signatures are required from the Athletic Director, Counselor, and Principal. Failure to do so may impact students receiving a report card.

### FINAL EXAM EXEMPTIONS

Second semester seniors are exempt from finals in any class where they have a combined third and fourth quarter average of 85% or better. If a student with a qualifying average elects to not take a final, his or her final grade will be an average of the third and fourth quarter grades. Students other than seniors who have taken an advanced placement exam and have an 85% or better in the 3<sup>rd</sup> and 4<sup>th</sup> quarter may have the option of not taking a final exam. Please see the section on "Unauthorized Days of Absence for Groups of Students" for exceptions to this policy.

### ACCESS TO STUDENT FILES

Parent(s)/Guardian(s) shall have access to all permanent records maintained by the school related to their children. Students 18 years of age or older have this same right of access. The procedure to access permanent records involves making an appointment to do so with the Principal. Parents may request and receive a copy of their child's records that will be marked as a copy.

### PARTICIPATION IN GRADUATION CEREMONY

Reasons for excluding a student from graduation ceremonies may include but are not limited to:

Student conduct

Parent conduct

Nonpayment of tuition or other fees

Failure to complete parent service hour requirements  
Failure to complete student community service requirements including retreat requirements.

### TRANSCRIPTS

A transcript is a copy of a student's academic record. An official transcript includes the school seal and the signature of the principal or registrar. A request for transcripts must be made in writing to the registrar or counselor. There is a form available in the counseling office, and there is no fee for transcripts. The final transcript will not be marked with a date of graduation until all graduation requirements have been met. The diploma will not be issued until all requirements are met. These include: completion of required number of units, required courses, required community service hours and essays, and submission of the check out list for seniors to the office.

### PROGRESS REPORTS

Parents may have access to their student's grades and attendance on the internet through Schoolmaster, our student information system. Passwords are mailed home for new students, and parents can log on by visiting our website ([mercy-high.org](http://mercy-high.org)) and choosing the Schoolmaster tab. Information is readily available when posted by faculty.

### STUDENT PROGRESS EVALUATIONS (CINCH NOTICES)

These are mailed home at the midpoint of each quarter to the parents of students who have earned a grade of "C-" or lower. The teacher will inform the parent if a student's grade drops to a level of "F" after the official Cinch Notice has been issued. Any student with failing grades in any subject, and/or have an overall GPA below a 2.0 will be placed on Academic Probation.

### ACADEMIC GRIEVANCE

If a student believes that a grade is in error, the following procedures should be followed:  
Meet with the teacher privately and attempt to reconcile the grade.

If unresolved, request a meeting with the department head.

If unresolved after level 2, request a meeting with the Principal.

### GRADE REPORTS

Grade Reports are mailed home at the end of each quarter to the attention of the parent/guardian of the student. Official Report Cards are mailed home at the end of each semester.

### HONOR ROLL

Students are eligible for Honor Roll status on all report card periods. "B" Honors are for students who maintain a grade point average of 3.0 to 3.49. "A" Honors are for students who maintain a grade point average of 3.5 to 3.99. The Principal's Honor Roll is for

students who maintain a grade point average of 4.0 or better for the semester.

### COURSE SYLLABUS

Each teacher will issue a syllabus for each course that reflects the expectations and grading policies for that course. Teachers will provide rubrics for specific assignments so that students have a clear understanding of expectations.

## *Mercy High School Community Service Program*

### *WHY COMMUNITY SERVICE?*

*Mercy students are committed to the teachings of Jesus, who tells us that “whatever you did for one of these least brothers of mine, you did for me” (Matt. 25:40). For Christians, service is a way of life.*

*The Community Service program at Mercy High School seeks to respond to this Christian call in an intentional way that not only benefits those we serve, but transforms and fosters our own growth. After all, learning about ourselves and our world extends beyond the classroom. And because we take this call seriously, community service is a graduation requirement.*

### *REQUIREMENTS*

*Students need to perform at least 20 hours of service each year with a minimum of 80 hours by graduation. Students who do not complete their annual hours by the end of the academic year will be considered on probation and will have the summer to fulfill the requirement, lest they will not be able to participate in co-curricular activities until their hours are complete. Progress on hours will be sent home quarterly.*

### *WHAT KIND OF SERVICE CAN I PERFORM?*

*You must complete service hours in Categories A, B, and C according to the table on the following pages. If you desire to do community service in an area not listed, it must be approved by the Campus Minister*

*before service is begun. Failure to seek approval beforehand risks your hours being denied after the fact.*

*Service engaged in must meet ALL of the following criteria:*

- *Work that is unpaid (financially or otherwise)\**
- *Work that is not intended for profit*
- *Work voluntarily serving an important human or civic need*
- *Work that is not mandated by any other club or organization*
- *Work that is done for a non-relative*

*\*Just because you do not get paid does not mean it qualifies for service. Any questions regarding whether something qualifies as service should be directed to the Campus Minister.*

*Service hours must be turned in to the Campus Minister by the deadlines noted below. Hours are turned in electronically using the link on the Mercy High website.*

*IMPORTANT ANNUAL DEADLINES*

*1 September: Summer hours due*

*One week before the end of each quarter: Quarterly hours due. Any student with less than 5 reported hours will have a conference and parents will be notified.*

*Before Semester 1 finals: If less than 10 service hours have been reported, the student will be ineligible for extracurricular activities.*

*Before finals end of 2<sup>nd</sup> Semester: All 20 hours due*

*Students must complete the required hours in each category below during their time at Mercy High School. These hours will be prorated if total duration at Mercy is less than 4 years. Hours that do not fit within this list will not be accepted unless approved by the Campus Minister prior to performing the service.*

<i>CATEGORY A</i>	<i>Redding</i>	<i>Red Bluff Area</i>	<i>Chico</i>
<i>20 HOURS (APPROVED LOCAL ORGANIZATIONS)</i>	<i>Care Net</i>	<i>Hope Chest</i>	<i>Jesus Center &amp; Jesus Center Farm</i>

	<i>Northern Valley Catholic Social Services</i>	<i>Villa Columba</i>	<i>Salvation Army</i>
	<i>A Second Time Around Thrift Store</i>	<i>Red Bluff Community Center</i>	<i>Goodwill</i>
	<i>Disability Action Center (DAC)</i>	<i>Salvation Army</i>	<i>Caring Choices</i>
	<i>Life Light Pregnancy Help Center</i>	<i>PATH</i>	<i>Community Action Agency of Butte County</i>
	<i>Living Hope Resource Center</i>	<i>Sacred Heart School</i>	<i>Habitat for Humanity</i>
	<i>People of Progress</i>	<i>PETS</i>	<i>The 6<sup>th</sup> Street Center</i>
	<i>Salvation Army</i>	<i>Discovery Center</i>	<i>Torres Shelter</i>
	<i>Shasta Senior Nutrition Program</i>	<i>Kelly-Griggs Museum</i>	<i>The Peg Taylor Center</i>
	<i>St Joseph's School</i>	<i>Tehama County Museum</i>	<i>Notre Dame School</i>
	<i>St Joseph</i>	<i>Tehama County Animal Services</i>	<i>Newman Catholic Center</i>
	<i>Immaculate Conception</i>	<i>Alternatives to Violence</i>	<i>Our Divine Savior</i>

		<i>Sacred Heart Church</i>	<i>St John the Baptist</i>
<p><i>CATEGORY B 60 HOURS (APPROVED SERVICE CATEGORIES)</i></p>		<ul style="list-style-type: none"> <li>• <i>Health Care</i></li> <li>○ <i>Hospice (patient care not office help)</i></li> <li>○ <i>Hospitals (patient care not office help)</i></li> <li>○ <i>Nursing Care (patient care not office help)</i></li> <li>○ <i>Patient Services</i></li> <li>• <i>Education</i></li> <li>○ <i>Tutoring – other than a fellow Mercystudent (outside of Mercy)</i></li> <li>○ <i>Teacher’s Aide (outside of Mercy)</i></li> <li>• <i>Parish Community (outside of Mercy in your own parish)</i></li> <li>○ <i>Worship/Liturgy (preparation and training)</i></li> <li>○ <i>Altar server</i></li> <li>○ <i>Eucharistic Minister</i></li> <li>○ <i>Lector</i></li> <li>• <i>Religious Education</i></li> <li>○ <i>Teachers</i></li> <li>○ <i>Teacher’s Aide</i></li> <li>○ <i>Vacation Bible School</i></li> <li>• <i>Food Drives</i></li> <li>• <i>Serving the Poor and Needy</i></li> <li>○ <i>Mission Trips</i></li> <li>○ <i>Habitat for Humanity</i></li> <li>○ <i>Rebuild Projects</i></li> <li>○ <i>Soup Kitchens</i></li> <li>○ <i>Making sandwiches</i></li> <li>• <i>Sports Teams – Coach or assist coach, stats</i></li> <li>• <i>4H Junior Leader</i></li> <li>• <i>Coaching Youth Sports Programs</i></li> </ul>	

*CATEGORY B  
(CONTINUED)*

- *Camp Volunteer*
  - *Day Care Volunteer*
  - *Community Event Volunteer*
  - *State Theatre*
  - *Rodeo/Festival/Fair*
  - *Parade*
  - *Senior Citizens (non-family)*
  - *Nursing Homes*
  - *Helping in and around their homes*
  - *Cleaning*
  - *Yard work*
  - *Grocery Shopping*
  - *Driving a Senior Citizen to an appointment*
  - *Local Library Volunteering*
  - *Park beautification*
  - *Fundraisers*
  - *Walk-a-thons*
  - *Color Dash*
  - *Service that furthers the mission of Mercy High School (these may also be used for Category C)*
  - *Helping with major fundraisers (Auction dinners, Spring Soiree) [Max 20 hours]*
  - § *Setup*
  - § *Serving dinner*
  - § *Time performing at auction dinners*
  - § *Time taken to create items sold at school auctions*
  - *Helping with graduation and related events*
  - *Being on a retreat team*
  - *Altar serving or lectoring at a school Mass*
- \*Babysitting and dogsitting does not count as community service*

<p><i>CATEGORY C</i>  <i>20 HOURS</i>  <i>(SERVICE TO SCHOOL)</i></p>	<ul style="list-style-type: none"> <li>• <i>Representing Mercy High at recruitment events</i></li> <li>• <i>Cleaning up after school-wide events, including graduation, potlucks, picnics</i></li> <li>• <i>Helping Jason or other staff members with cleanup or other obligations.</i></li> <li>• <i>School beautification</i></li> <li>• <i>Setup and cleanup for the school musical (beyond actor/stage crew expectations)</i></li> <li>• <i>Assistance in the main office</i></li> <li>• <i>Soliciting for 300 Club Raffle</i></li> <li>• <i>Sports</i></li> <li>○ <i>Setting up and cleaning up after games or sports banquets</i></li> <li>○ <i>Concessions</i></li> <li>○ <i>Yard sale</i></li> <li>○ <i>Stats</i></li> <li>• <i>Service that furthers the mission of Mercy High School (these may also be used for Category B)</i> <ul style="list-style-type: none"> <li>○ <i>Helping with major fundraisers (Auction dinners, Spring Soiree) [Max 20]</i> <ul style="list-style-type: none"> <li>§ <i>Setup</i></li> <li>§ <i>Serving dinner</i></li> <li>§ <i>Time performing at auction dinners</i></li> <li>§ <i>Time taken to create items sold at school auctions</i></li> </ul> </li> <li>○ <i>Helping with graduation and related events</i></li> <li>○ <i>Being on a retreat team</i></li> <li>○ <i>Altar serving or lecturing at a school Mass</i></li> </ul> </li> <li>• <i>Serving on Student Council or acting as a class officer (subject to faculty approval)</i></li> </ul>
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## **MERCY HIGH ONLINE PORTFOLIOS AND PORTFOLIO PRESENTATIONS**

**All students are required to create an online portfolio and make a portfolio presentation. The combined portfolio and presentation (Portfolio Project) is a grade level and graduation requirement. Students cannot progress to the next grade without completing their Portfolio Project. The project counts toward 10% of a student's Religion grade and is a component of a student's Language Arts grade.**

1<sup>ST</sup> SEMESTER: Students create their online portfolio website during class meeting times. Religion teachers have students reflect on the schools' ISO's (Integrated Student Outcomes) through classroom discussions, assignments, research, etc. In students' English classes teachers will prep students for writing their ISO essays through standards-based classroom writing activities and assignments.

2<sup>nd</sup> SEMESTER: By the end of the 3<sup>rd</sup> quarter each student will be expected to have completed his/her ISO essays. Teachers will provide the necessary instruction to write the ISO essays and post those essays onto the online portfolio website. Essays will be written following CC Language Arts standards for each student's grade level. Teachers will teach and grade one of the ISO essays in English class. The other essays are the responsibility of each student to complete on their own. In addition, students will prepare for their presentation by writing out and practicing presentations in class. CC Speaking and Listening standards will guide the preparation of the presentation.

**Portfolio Projects will be due at the end of the 3<sup>rd</sup> Quarter. Students are required to present portfolio projects on a day designated in advance by the school. Any student not presenting on that day must have prior authorization from the administration or a doctor's note. A note from parents will not serve as an excuse. Online Portfolios will be graded using the established Rubric. Presentations will be graded using the established rubric by a panel of graders. Each student's final Portfolio Project grade will count as 10% of his/her 2<sup>nd</sup> semester Religion grade.**

## **ATTENDANCE POLICIES**

Regular attendance is necessary for average progress. For the protection of all, no student is permitted to leave the school grounds at any time during the day without a dated written and signed request from the parent/guardian, with the exception of walking privileges during the lunch period. The principal or his/her representative may make emergency dismissals anytime when a serious condition such as sickness, accident, emergency home conditions, etc. warrant it. If conditions justify early dismissal, the student shall leave the school under conditions requested by the parent(s) or specified on the Emergency Card. Students must be signed OUT and IN in the attendance logs by the principal or his/her representative or parent during school hours. These rules apply to all students, regardless of age. A student leaving school without following these procedures is considered to have an unexcused absence.

### **ABSENCES**

Schoolwork missed during times of absence is the student's responsibility. For each day of excused absence, the student has an equal number of days to complete classwork/homework missed. Students are not exempt for missed classwork and homework during an absence. A prolonged absence may result in an "Incomplete" for that period until all missed work is made up (see Policy of Incomplete grades under Grading Policy). A student's grades may suffer during absence because the grade is based not only on assignments, but also on class participation and discussions.

### **UNAUTHORIZED DAYS OF ABSENCE OF GROUPS OF STUDENTS**

Mercy High School does not sanction what some students or parents refer to as "skip days" regardless of the reason provided by a parent. This particular problem of attendance has pertained primarily to seniors, but has become a significant concern in the past few years. We are required to provide a school calendar with 180 academic days of instruction.

Mercy High School strives to provide many activities that are both curricular and extracurricular that will require students to be off campus and out of class to enrich the academic experience. In addition, the school allows 3 days total for sophomores, juniors and seniors to take as college visit days without the penalty of absence as long as the paperwork has been completed before the trip. Also, Mercy provides mandatory retreat days at every grade level during school time. The school provides a picnic day to celebrate community in the fall and in the spring.

Seniors in particular experience many opportunities for off campus activities. The school allows a day off for an official school authorized senior trip. Seniors currently are not required to take finals during the second semester if they have earned an 85% or better in a class; this results in most seniors finishing their classes 9 full school days before everyone else, though they need to be available on those days to take finals, if required, and to

practice for baccalaureate and graduation.

If 50% or more of the students at a particular grade level miss school on a given day, the following consequences will occur.

**Seniors:**

If the day of absence is before the scheduled senior trip, which occurs during school time for the members of the senior class, then the day provided for that trip in the academic calendar will be a regular school day with no trip planned.

If the day of absence occurs after the senior trip, the privilege of seniors not taking final examinations will be removed for those seniors who were absent on that day.

**Other students:**

If 50% or more of a particular class is absent on a given day, the academic calendar will be extended by one day for that class.

EXCESSIVE ABSENCES

When a student has had 15 days of absences in any one class, excused or unexcused, within a semester, that student will lose credit for the class (three unexcused tardies will equal one day of absence for this policy.) A warning letter will be issued after the 8th absence, a parent teacher meeting will be required following the 10th absence, a local city truancy officer will be notified following a 13th absence, and a formal notice of potential credit loss will be issued following a 14th absence. Refer to the guidelines below:

<b>NUMBER OF ABSENCES</b>	<b>CREDIT LOSS</b>	<b>CREDIT EARNED</b>
<b>0-14 days</b>	<b>None</b>	<b>5 units of credit</b>
<b>15-22 days</b>	<b>Loss of 1 credit</b>	<b>4 units of credit</b>
<b>23-29 days</b>	<b>Loss of 2 credits</b>	<b>3 units of credit</b>
<b>30-37 days</b>	<b>Loss of 3 credits</b>	<b>2 units of credit</b>
<b>38-44 days</b>	<b>Loss of 4 credits</b>	<b>1 unit of credit</b>
<b>45 or more days</b>	<b>Loss of 5 credits</b>	<b>0 units of credit</b>

TARDIES

Students will receive 2 free tardies per semester. After that, all tardies will result in a one-half hour detention. Tardies exceeding 20 minutes of a class period will be considered an absence for that period. Three unexcused tardies will equal an unexcused absence. More than 2 detentions resulting from tardies will result in a parent conference.

MEDICAL APPOINTMENTS

Students are legally credited for attendance when time is spent in verifiable medical and dental appointments when the student is in attendance at school on that day. Attendance rosters will indicate the student was at a medical/dental appt. Parents are urged to keep such absences to a minimum. If it is possible, medical appointments should be after school or on non-school days. As noted earlier, if a class is missed, assignments may be made up, but discussion and participation may not be made up. A written note is required to be excused for a medical or dental appointment. This note should be presented to the office

for administrative approval. Procedures for signing in and out must be followed. Students expecting long term medical absences (more than 5 consecutive days) must submit a doctor's note stating the reason that said student may not attend classes and the expected duration of the condition. Any missing work during the extended medical absence must be made up within the current cinch or grading period to avoid a zero grade on assignments.

#### ABSENCES & TARDIES / RE-ADMITTANCE

In the event that a student must be absent, or will be tardy, the following should be done:

**CALL THE SCHOOL-** A parent or guardian must call the school between 7:00 AM and 9:00 AM on the first morning of the absence.

**BRING A NOTE-** Acceptable notes are those written by doctors, parents or guardians and they must be brought to the Attendance Office prior to the student being readmitted to the first class on the returning day. Parent/guardian note should be specific as to the reason and the date(s) for the student's absence.

**ACCEPTABLE REASONS –** Acceptable reasons are illness, family emergency, medical or dental appointments, or approval from the administration.

**Students with excessive absences (15 days or more) will be excused only with a doctor's note or proper documentation. Telephone excuses on the day the student returns to class are not acceptable. Fax transmissions and/or Emails are not accepted.**

#### PREGNANCY

Human life at all stages, including the unborn child, is a sacred gift from God and abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the administration, teachers, and other students. Therefore, the expectant student will be allowed to remain in school. This is not to condone unwed pregnancy, but rather to protect the sacred gift of life of the unborn child and to extend love and compassion to those involved.

The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling of students involved will be required. Any student who publicizes or advocates an abortion, either planned or already obtained, will be asked to leave school. This policy pertains to the boy or girl directly involved or to any student spreading rumors about an alleged abortion.

## ***EMERGENCY AND MEDICAL PROCEDURES***

The Principal or a representative may make emergency dismissal when a serious condition warrants such dismissal. If an emergency occurs outside of school hours, listen to the radio for instructions on school closures. In the event of a natural disaster, please listen to your radio for further instructions and note emergency instructions via text, cell phone notification, and email through the Beehively communication system. The Parent Phone Chain will be utilized as necessary.

### **EMERGENCY SCHOOL CLOSURES**

In the event of dangerous weather conditions or natural disasters, please tune into the following stations for closure information:

#### **Chico & surrounding communities:**

TV:	KNVN	Ch. 24	893-2424
	KHSL	Ch. 12	342-0141
RADIO:	KPAY	AM 1290	345-0021
	KHSL	FM 103.5	345-0021
	KMXI	FM 95.1	345-0021
	KHHZ	FM 97.7	345-0021 (Spanish)

#### **Red Bluff, Redding & surrounding communities:**

TV	KRCR	Ch. 7	243-7777
RADIO	KBLF	AM 1490	527-1490
	KNCQ	FM 97.3	244-9700

### **SAFETY DRILLS**

Fire drills are held twice annually. Intruder on campus drills and earthquake safety drills are held as necessary to assure preparedness. Students are asked to follow the directives of the teachers during the drill and instructed to remain quiet during the entire procedure.

### **ILLNESS OR INJURY**

Should a student become ill or injured, the school will make every effort to contact the parent(s)/guardian(s) of the student for information and instructions. No student will be permitted to go home before this contact is made. If the parent cannot be contacted, and the illness or injury is believed to be serious enough to require medical attention, the principal

should arrange for the student to be taken to a doctor or to a hospital for treatment. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student. The emergency information on file with the school should be up to date with current contacts and phone numbers.

### INSURANCE

The student insurance program that provides partial insurance coverage in helping to meet hospital, surgical, and medical expenses incurred by reason of student injury covers all students at Mercy High School. The insurance plan covers accidents that occur on school property, at school-sponsored activities and while going directly to and from school with no detours. Football insurance should be purchased separately if it is not covered by parent/guardian's personal policy. Should an accident occur, parents would be notified immediately. Insurance applications are available at the school office if you wish to extend your coverage.

### MEDICATION GUIDELINES

The school may administer medications to a student with written permission from the physician and parent(s)/guardian(s). The school medication authorization form is available in the school office for this purpose. Supplies of medications will be kept in the school office. Parent(s)/guardian(s) are responsible for supplying medications to the school. The school may not furnish any medications for students.

## ***STUDENT BEHAVIOR***

### GOOD CONDUCT POLICY

The Mercy Catholic High School student is expected to conduct himself or herself according to the principles of Christian and civic behavior. Each student is expected to engage in the following good conduct:

Be honest in all dealings with fellow students, teachers and school personnel.

Cooperate positively with fellow students, teachers and school personnel.

Respect the rights and the values of each individual person on the school premises or at school-sponsored events and functions.

Obtain permission from the proper authority for the use of any of the school facilities or materials.

Comply promptly with the directions of school officials.

Be courteous, attentive and respectful when fellow students, teachers, visitors, administrators or performers address individuals, classes, or the assembled student body.

Realize that you are always an ambassador of Mercy High school in your community.

Be responsible for the care of all materials loaned to the student for the course of studies or

activities during the year.

### DISCIPLINE POLICY

The Administration has the authority to impose discipline, including mandatory study hall, upon any student for violation of any of the rules or regulations of Mercy Catholic High School. A student enrolled at Mercy Catholic High School assumes the personal responsibility for his or her conduct. As a member of the school community, each student is obliged to be considerate of his or her fellow students and respectful to school personnel. Each student is asked to accept this opportunity and obligation to become an integral part of the school community wherein he or she exercises the convictions of Christianity, brotherhood and love of neighbor by fully respecting the rights and privileges of all the other members of the school community. The basic attitude of respect characterizes the actions of the student towards oneself, other students, teachers, school personnel, visitors and guests.

### MANDATORY STUDY HALL

Mandatory Study Hall is designed to assist students who may be falling behind in their studies. Students with three or more missing assignments or are on academic probation may be assigned to Mandatory Study Hall. As well, teachers may assign mandatory study hall to students who they feel are falling behind, have a C- or below, or who need to make up assessments, projects, papers, or other outstanding assignments. Students participating in after-school activities, such as sports, performing arts, etc., will miss practices to serve Mandatory Study Hall. Exceptions may be made at the discretion of administration and faculty. Failure to be present at an assigned mandatory study hall will result in a detention.

### DETENTION

Detention is a disciplinary action administered by the staff, teachers, or principal for a violation of the good conduct and discipline policies. Detention will be for one hour and will be served after school. Detentions will be assigned at least one day in advance. Students arriving late will not be admitted for that day and must serve double the original time assigned. Students will not be permitted to bring any homework or electronic devices to detention (see electronics policy for a list of these items) and will be required to participate in a writing assignment, which will be graded on a pass/fail basis. Students failing to pass the assignment will be given a repeat detention for the following day.

**Students participating in after school activities, such as sports, performing arts, etc., will miss practices to serve their detention.** Medical appointments and emergencies are the only acceptable reasons for a delay in serving detention. Other reasonable accommodations can be made with the approval of school administration. Detentions not served in a timely manner may be doubled at the discretion of the school administration. Detentions not served may result in a recommendation to the principal for suspension. Students themselves will be required to notify their parents regarding detention. Student discipline records are accessible on the Internet in the Schoolmaster database. Students who have outstanding detentions will not be allowed to take finals that semester.

## PROGRESSIVE DISCIPLINE

The goal of Progressive Discipline is to provide staff and students a structure in which to positively change non-acceptable behavior. Consequences are clearly stated and communicated. Enforcement is consistent. Students are given the opportunity to change behavior at the lowest consequence level. If behavior does not change at that level, then consequences are increased through a series of incremental steps. Students and parents are made aware of the student's status in regard to these steps.

There are 4 steps staff can use in response to student violation of school rules:

1. Verbal Warning
2. Detention
3. Probation
4. Suspension

Violation of school rules meriting detention include all of the following but are not limited to:

- Not following the directions of adults/insubordination
- Being in un-assigned or un-approved areas
- Dress Code violations
- Disrespect toward adults or other students
- Inappropriate use of electronic devices
- Unexcused absences/tardies
- Use of inappropriate language/gestures/physical contact
- Destruction of school/private property
- Leaving campus without written permission or not following proper sign out procedures
- Driving or riding in a vehicle at break, lunch, or other times during the school day
- Exhibiting aggressive behavior
- Provoking, threatening, gossip, or slander of another student or adult.

A student will be placed on Disciplinary Probation following a 4th detention in a school year or following a suspension. Student-Parent-School conference is mandatory. Violation of school rules while on Probation will result in suspension and establishment of a Behavior Contract, which will stipulate conditions for continued enrollment at Mercy High School.

## SUSPENSION and EXPULSION

The following conduct may, at the discretion of the Principal subject a student to suspension or expulsion:

- Serious disobedience, insubordination or disrespect for authority;
- Language or behavior which is immoral, profane, vulgar, or obscene;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Possession or use of tobacco/Vaping materials;
- Injury or harm to persons or property or serious threat of same including fighting and aggressive physical contact;
- Sale of any material on school grounds without proper authorization;
- Assault with, or possession, of a weapon capable of inflicting injury;
- Theft or dishonestly;
- Lying;
- Harassment (See Policy);
- Outrageous, scandalous, or seriously disruptive behavior;
- Academic dishonesty;
- Sexting, harassment, or any other inappropriate behavior on social media at school or elsewhere;
- Conduct at school or elsewhere, which would reflect adversely on Mercy Catholic High School or the Catholic Church;
- Refusal to meet terms of individual agreements between student and administration;

Suspension is the cessation of all school activity for the student during a designated period of time. Suspension also results in probation. Parents/guardian will be informed of suspension and disciplinary probation in writing. Parents/Guardians are required to make an appointment to speak with the principal prior to the return of the student. Students who are placed on suspension are not to be on or about the school grounds. They will not be allowed to participate in or attend any school-related activity at any time during the period of suspension. Suspension is for a serious offense against the good conduct policies of the school and community.

### Academic consequences of suspension:

Homework assignments missed during suspension cannot be made up for credit. Exams missed during suspension must be made up within the time frame stated in the individual teacher's classroom policy, and the student will receive credit. Any research papers due during the suspension time will be accepted for credit on or before the assigned due date.

### Extracurricular impact of suspension:

A student who has been suspended for three or more days is immediately disqualified from participating in any extracurricular activities or sports for 5 school days for each

day of suspension. Student Council officers and Class officers shall forfeit his/her office. (Three days suspension = 15 days of ineligibility)

In accordance with Student Council By-Laws students suspended for 1 or more days are not eligible to run for a Student Council office for the following year.

Expulsion is the permanent termination of student's enrollment at Mercy High School with no possibility of readmission to the school.

### PROBATION

A Disciplinary Probationary period shall be for the remainder of the current quarter and the following quarter and can be deemed necessary at the discretion of school administration at any time. Further infractions during a probationary period will warrant suspension and/or expulsion. Notice of probationary status will be given to the student's parent/guardian in writing. This will take place as the third step in the progressive disciplinary process in order to continue as a student at Mercy High School.

A student who has been deemed athletically ineligible because he/she has less than a 2.0 GPA or an "F" during any grading or cinch period will be placed on a 2 academic week Probationary status. For second semester grades, the probationary period will extend into the fall semester. Mandatory study hall may be assigned at the discretion of the administration. During that time the student may remain on the sports team, but cannot participate in games or meets. If the student has brought their grades up to a satisfactory level by the end of the probationary period, he/she will be reinstated to the team. If his/her grades are not satisfactory by the end of the probationary period, the student will be ineligible for the remainder of that season of sport.

### CONSEQUENCES OF CHEATING

Cheating is plagiarism. It is any unauthorized oral, written, digital or signaled communication of answers or work on tests, quizzes, class work, homework, essays or research papers in any of but not limited to the following ways:

- Copying or attempting to copy someone else's answers or work on tests, quizzes, class work or homework.
- Allowing your answers or work to be copied or be available for copying.
- Passing or receiving or attempting to pass or receive answers during tests or quizzes.
- Having unauthorized notes or aides available for use on tests or quizzes.
- Allowing your notes to be used or available to someone else to use during tests.
- Copying material directly from a reference without indication of proper quotes or footnotes.
- Using a research paper or essay more than once.

FIRST OFFENSE. A first offense is when a student has never cheated in the past.

1. The student will receive a zero on the test, quiz or assignment on which he or she was involved in cheating.
2. The student will meet with the teacher involved and the Principal.
3. Parents will be notified of the offense by mail.
4. Detention

SECOND OFFENSE. A second offense is when a student has cheated only once during the current school year

The student will receive a zero on the test, quiz or assignment on which he or she cheated.

The student will be given a 1-3 day suspension.

The student and parents will meet with the teacher involved, the Principal.

THIRD OFFENSE. A third offense is when a student has cheated twice during the current school year.

The student will receive a zero on the test, quiz or assignment on which he or she cheated.

The student may be recommended for expulsion, and will be suspended during period of expulsion consideration.

#### POLICY ON STUDENT THREATS

Mercy High School will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Anyone hearing or becoming aware of any threat is to report it directly to the principal or to his/her designate. If the threat is judged credible and serious appropriate law enforcement officials will be notified. Threats that are substantiated may result in disciplinary actions up to and including expulsion. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. The school will follow Administrative Handbook regulation 5910 in their handling of the situation. This includes a possible requirement for counseling prior to readmission to school.

The principal will notify the following groups/individuals of the "threat"

Police (depending upon the credibility of the threat)

Parent(s)/Guardian(s) of the student(s) who made the threat

All adults or student (and those students' parent/guardians) who have been identified, either verbally or in writing, as potential victims of the threat

Catholic School Department

The student(s) who made the threat is to be retained in the school office under constant and appropriate supervision until the parents and police (depending on credibility of the threat) arrive. The student(s) making the threat will be suspended and not allowed back to school until the investigation has been completed and final disciplinary action, if any, has been determined.

The principal or his/her delegate shall immediately gather all information about the

threat (e.g. interview reporting/witnessing parties, interview the student(s) who is alleged to have made the threat, interview the student's parent/guardian, etc.). Witnesses and all parties will be encouraged to provide their statements in written form. The principal, after investigation of the threat, will consult with appropriate individuals (e.g. police, parents, teachers, CSD, etc., depending on the circumstances). The principal will determine if there is sufficient evidence of a risk of harm to the student, to others, and/or to property based on the investigation and consultation. The principal is the final arbitrator as to whether the evidence is sufficient. Situations that could be assessed as having insufficient evidence could include misunderstandings, poor decision-making, insensitive remarks, inappropriate slang, false accusations from peers, grade level of student, etc.

In cases that deal with insufficient evidence, the principal is to:

Take appropriate disciplinary action to prevent a recurrence of the problem

Notify the student's parent/guardian of the disciplinary action,

Allow the student to return to school.

If the principal, after investigation and consultation, determine there is sufficient evidence of a risk of harm to the student, to others, and/or to property, the principal will continue the student(s) suspension and not consider the readmission of the student(s) to the school until appropriate counseling occurs (as per Administrative Handbook Guidelines for Requiring Counseling Prior to Readmission to School).

In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

### HARASSMENT/BULLYING POLICY

Mercy High School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited.

Mercy High School will treat allegations of harassment or bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious.

Harassment is unacceptable conduct that is deliberate, severe and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is

hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, coming or going to and from school, outside the school, and other times when it adversely affects the learning environment. It includes, but is not limited to, any of the following:

A. Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written, including social media websites, instant messaging, texting, and email;

B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, posturing, bullying or intimidating interference with normal work or movement;

C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages or gestures;

D. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, email; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

E. Cyber-Harassment: Insulting, defaming, spreading rumors, posting false, demeaning or intimidating information via electronic means, including emails, texting, instant messaging, and social network sites. This policy encompasses incidents that take place during school hours, as well as incidents that take place outside of school hours, including weekends and holidays. The determining factor in whether the harassment will be addressed by the school is if, as determined by the principal, there are repercussions or follow-up incidences that occur during school hours, or if the harassment causes a negative learning environment at school.

It is the responsibility of the school to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment, is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the superintendent.

The following procedures are to be followed for filing and investigating a harassment claim:

Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.

If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.

The individual(s) alleging harassment will be asked to complete a written complaint. The claim will be investigated thoroughly, involving only the necessary parties.

Confidentiality will be maintained as much as possible.

The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.

Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. **The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion.**

Any party involved who is not in agreement with the decision has the right to the Appeal Process for Reconciliation found in the Administrative Handbook.

If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

#### VANDALISM

Students and their parents shall be liable for all damage to equipment or school property caused by the student.

## ***STUDENT GUIDELINES***

#### DRESS CODE

Mercy High School students are to dress and groom themselves in a manner that is modest, neat and clean, and appropriate to a Catholic school academic environment. Sloppy and exaggerated attire often reflects a poor attitude about oneself and a possible lack of seriousness towards one's education. It also gives a poor image of the student body to the local community.

Students need to recognize different requirements for dress as different occasions demand. School is not unlike the work or professional world where a certain dress requirement is expected in representing one's profession and in performing one's tasks. Therefore, Mercy High School, true to its Catholic tradition, in cooperation with parents and students, set forth the following principles that underlie the dress code requirements:

Be in good taste and reflect pride in our school.  
Be modest in style and appropriate in appearance.

Be neat and clean at all times, free of tears and holes. Must be of correct size.  
Support and promote the essential purpose of education ~ learning.  
Discourage excessive vanity, competitiveness, elitism or faddishness.  
Encourage sound grooming habits and self-respect in the individual.

The administration believes that the primary responsibility for dress and appearance belongs to the students and parents. Mercy High School assumes that, when a student enrolls in the school, he or she is fully aware of this responsibility and the school's expectations to observe the dress code. It is the specific responsibility of the school administration to maintain and supervise the dress regulations along with the entire faculty. Violations of these regulations can be cause for disciplinary action. The administration reserves the right to make individual determinations regarding the dress code policy and will be the final judge as to what is in conformity with the dress code.

For those articles of clothing not listed, students should consult with the Principal or Teacher In Charge before the articles in question are worn to school to see if they would be appropriate. Dress code regulations are in effect the entire day and during any extracurricular activities affiliated with the school.

NOTE: Parents of students with major dress code violations will be called to bring appropriate clothing to school or student will be sent home to change. Parents called to bring in a change of clothes must do so in a timely manner (by the end of the period, or before required attendance at mass or other activity). A detention will be issued to any student not in appropriate dress prior to any event or next class period. Loaner clothes are made available at the school. Students must agree to wear clothes provided by the school in the absence of parent delivered alternate apparel. A charge will be issued to students not returning loaner clothing the week following issuance. Student absence from school or class due to dress code violations will be considered unexcused.

## DRESS UP DAYS

### **Males**

Clean and pressed dress shirt, tucked in, with tie (worn correctly) and dress slacks with belt is required. Denim pants or those with elastic at the cuff are not allowed. Sport coat, suit, sweater or school jacket is optional. Students must wear dress shoes. (Vans or similar shoes are not considered dress shoes and athletic shoes are not allowed on these days.) Polo shirts and sweatshirts are not allowed on these days.

### **Females**

Business Professional attire is appropriate for Dress Days. Students may choose

between either a dress, skirt, or pants that conforms in length with dress code standards with an appropriate top that has sleeves, no writing and is appropriately formal. A student may wear a sleeveless dress if she wears a sweater, jacket or blouse over it of a material that is not see-through and fitted in such a way that straps do not show. Strapless, halter, spaghetti strap or party dresses are not allowed. Tight or form fitting styles are prohibited. Polo shirts and sweatshirts are not allowed on these days. Denim in all colors is not allowed on these days. This includes overshirts and jackets. Pants must be appropriately formal. Dress shoes, not exceeding 3 inches in heel height, including dressy sandals, are appropriate. Combat or lace up type boots are not appropriate. Hosiery, although not required, if worn is limited to full nylons or tights. No knee socks or fishnet type stocking are allowed.

NOTE: Students are expected to observe these general rules for neatness, modesty and moderation at all school sponsored events. The dress code will be strictly enforced at all times. ANY QUESTIONS REGARDING APPAREL OR DRESS REGULATIONS SHOULD BE DIRECTED TO SCHOOL ADMINISTRATION FOR CLARIFICATION. The administration and faculty will review the Dress Code policies continually. Adjustments will be made as needed.

In keeping with appropriate attire for certain events and occasions, students may be granted opportunities for dress other than already presented. Spirit days would be such on occasion. These days will be announced in advance for students. No article of clothing or accessory should contain content that is crass, vulgar, racist, sexist, or otherwise deemed inappropriate and/or offensive. Administration will make approvals on content.

#### DRESS CODE FOR MALES:

##### HAIR

Hair must be clean, combed and styled neatly, and pulled away from the face. Extraordinary, distracting hairstyles or unnatural colors are not allowed. All males are to have neatly groomed and trimmed facial hair daily. Sideburns must be trimmed and may not be lower than the bottom of the earlobe.

##### SHOES

All shoes must be tasteful. Students should give consideration to the activity of the day, including exposure to chemicals in science lab.

##### HEADWEAR

Hats, caps, visors, headbands worn across the forehead, beanies, scarves used as headgear, or sunglasses are not to be worn in the building. No piercings are allowed with the exception of ear piercing. Only modestly sized studs are permitted. No gauges or spikes.

## SWEATSHIRTS

Only Mercy High School sweatshirts, college sweatshirts, approved religious-themed sweatshirts, or plain colored sweatshirts, with or without a hood, may be worn. (Hoods may not be worn in the building.) Very small (no larger than the palm of the hand) manufacturers logos or names are allowed on sweatshirts. No sweatshirts on dress up days.

## SHIRTS

All shirts must be clean, pressed, free of tears, and of the dress, polo, or sport-shirt style with a full collar and sleeves. An approved shirt must be worn at all times even with a sweatshirt, sweater, open shirt, or jacket. Clothing intended as undergarments may not be seen. Shirts may have no writing, pictures, patches, etc. on them. Very small manufacturer's logos (no larger than the palm of the hand) are allowed. Authorized Mercy High School, college, and approved religious-themed T-shirts are permitted. For questions about authorization, see the Administration. Shirts need not be tucked in, but must be of an appropriate length.

## PANTS

Long pants, including jeans that are neat and clean, may be worn. The following may not be worn: overalls, work pants, military pants, surgical pants and athletic pants of any type. Pants that are altered (not to include tailoring), frayed, torn, stained, patched, scratched, ragged at the cuffs or elsewhere, are not acceptable. Pants that are extreme are not acceptable; this includes those that are either too tight or too baggy. Pants must be worn at waist level. (Sagging, or even slightly sagging is not allowed.)

## SHORTS

Walking shorts are permitted. Shorts meant to be worn as athletic clothing or swimwear are not acceptable. Shorts must be worn at waist level and must be no shorter than 4 inches above the kneecap when standing straight with arms at sides and must not go past the top of the calf.

## MISCELLANEOUS

No visible tattoos are permitted.

## DRESS CODE FOR FEMALES:

### HAIR

Hair must be clean, combed and styled neatly. Extraordinary, distracting hairstyles or unnatural colors are not allowed.

### SHOES

All shoes must be tasteful. Students should give consideration to the activity of the day, including exposure to chemicals in science lab. For safety reasons, shoes with a heel greater than 3 inches are not permitted.

### HEADWEAR

Hats, caps, visors, beanies, scarves worn as headwear, headbands/bandanas worn across the forehead, or sunglasses are not to be worn in the building.

### JEWELRY AND MAKEUP

Jewelry and makeup may be worn in moderation. Excessive use of jewelry and makeup is

considered distracting and inappropriate for school. No nose, tongue or other visible piercings are allowed with the exception of ear piercing. No gauges or spikes.

#### SWEATSHIRTS

Only Mercy High School sweatshirts, college sweatshirts, approved religious-themed sweatshirts, or plain colored sweatshirts, with or without hoods, may be worn. (Hoods may not be worn in the building.) Very small (no larger than the palm of the hand) manufacturers logos are allowed on sweatshirts. No sweatshirts on dress up days.

#### SHIRTS/BLOUSES

All shirts of any type must have sleeves, be of correct size, and in good condition free of holes and tears. **No t-shirts are to be worn** with the exception of authorized Mercy High School T-shirts, approved religious-themed T-shirts, and college T-shirts. A T-shirt is defined as a shirt in the T design that has either a rounded or v-neck collar and a full sleeve that can extend as long as halfway down the arm from the shoulder to the elbow. **An approved shirt must be worn at all times even with a sweatshirt, sweater, open shirt, or jacket.** Shirts may not be halter, tank, strapless or spaghetti straps. Clothing intended as undergarments may not be seen. Shirts may have no writing, pictures, patches, etc. on them. Very small (no larger than the palm of the hand) manufacturer's logos are allowed. For questions about authorization, see the Principal or Teacher In Charge. Shirts need not be tucked in, but must be of an appropriate length. Shirts must not be excessively short, showing bare midriff or back, while performing normal activities at school such as reaching or bending forward toward lockers. Shirts must be modest (i.e. no deep cut neck lines). No see-through, sheer, or loose weave blouses or shirts are allowed, such that bra straps, clothing intended as undergarments, halter tops, bare shoulders, bare backs, or bare midriffs are visible. This includes front or rear panels on a blouse. Sleeves may not be see-through, sheer, loose weave, or peek-a-boo style. The hem may not be altered, such as tied in a knot or with a rubberband.

#### PANTS

Long pants, including jeans that are neat and clean, may be worn. The following may not be worn: overalls, work pants, military pants, surgical pants and athletic pants of any type. Pants that are altered (not to include tailoring), frayed, torn, stained, patched, scratched, ragged at the cuffs or elsewhere, are not acceptable. Pants that are extreme are not acceptable; this includes those that are either too tight, such as leggings, jeggings, yoga pants, or too baggy. Pants must be worn at waist level.

#### SHORTS

Walking shorts are permitted. All shorts must have a sewn hem without fraying. Shorts meant to be worn as athletic clothing or swimwear are not acceptable. Shorts must measure no shorter than 4 inches above the kneecap when the student is standing straight with normal posture with her arms at her sides.

#### SKIRTS/DRESSES

All dresses must have sleeves. Strapless, halter, spaghetti strap or party dresses are not allowed. Tight and form fitting styles are prohibited. Hems must measure no shorter than 3 inches above the kneecap when the student is standing straight with her arms at her sides. The fit of the garment must fulfill the requirement for modesty. Low cut and/or high slit styles are not acceptable.

#### MISCELLANEOUS

No visible tattoos are permitted.

### ANNOUNCEMENTS

Announcements must be in writing, signed by the appropriate faculty sponsor, and then delivered to the announcement basket in the office before school on the first day it is to be read. If a faculty sponsor does not sign an announcement it will not be read.

### SCHOOL ARRIVAL & DEPARTURE PROCEDURE

Students are to park on the perimeter of the school. The north side of the school is reserved for staff and visitors. Once a student has arrived on campus he/she may not leave campus unless there is permission in writing from the parents.

### STUDENT PARKING

All student cars must be registered with Mercy High School prior to being driven to school. Students are not allowed to be around vehicles during the school day, including lunch. Student driver forms can be obtained in the office.

### BEHAVIOR AT ATHLETIC EVENTS

All students and other spectators are expected to comply with the Pursuing Victory With Honor Code of Conduct. (Available in this handbook). Any spectator who does not comply with the Code of Conduct may be subject to disciplinary action and will be asked to meet with the Athletic Director and may be required to sign a contract outlining expectations for behavior for continued attendance at athletic events. A Mercy student's attire at an athletic event will be appropriate as a representative of the school.

### BEHAVIOR AT SCHOOL ACTIVITIES

Whether on a field trip, at a school event, or any activity involving the school either on or off campus, students are held to the Good Conduct and Discipline policies in this handbook. A Mercy student's attire at any school event will be appropriate as a representative of the school.

### SKATEBOARDS, SKATES, ROLLERBLADES

Bikes, Skateboards, skates and roller blades are not to be used **on** campus.

### FOOD AND DRINK

**Students are not allowed to bring food and drink, except water, into the gym, classrooms, library, or campus center at any time.** This includes candy, gum, coffee, Dutch Bros, etc. Use of vending machines during class time is prohibited. Any exceptions must be cleared through the Principal.

### STUDENT VISITORS

Any visitor must be the guest of a current Mercy student and must be considering enrolling as a student at Mercy High. Parents of the host student and the visiting student must submit notes to the school administration approving the visit and verifying

that the visiting student is considering enrolling at Mercy. Both notes must be turned in to the Administration at least one day before the visit is to take place. If a Mercy student brings a visitor without prior approval from school administration, the parents of both student and visitor will be called and the visitor will be sent home. Students who have left Mercy to attend another school or are on holiday from another school will not be approved as visitors.

#### GUESTS ON CAMPUS

All adult visitors and guests on campus must check in and out at the office on their arrival and departure and obtain a visitor badge. This includes the lunch period.

#### DANCES/EVENTS/SOBER-GRAD

Dances and other events are an important ingredient of the communal life at Mercy. Students are expected to:

Be attired according to the dress code advertised for that evening.

Follow the general school rules for behavior.

Present their high school I.D. cards for admittance. This applies to Mercy and non-Mercy students alike.

Show up no later than 1 hour after the dance/event begins. After that, students will not be admitted. Mercy students must complete a Guest Application form for any non-Mercy student. The office must clear guests three days before the dance. The Principal or his or her designee must interview guests over the age of 18. Junior high or elementary school students will not be allowed as guests. Breathalyzer tests may be administered to students at the discretion of the school administration.

#### LOCKS/LOCKERS

Each student will be assigned a locker and lock for his/her use during the school year. These lockers and locks are the property of Mercy High School, and students are responsible for the condition and contents of their lockers. **Students may not change locks or lockers, or use non school issued locks without the permission of the Administration.** For health and safety reasons, the administration reserves the right to hold locker inspections as necessary.

Failure to return school issued locks will result in a \$15 charge.

#### ADDITIONAL SCHOOL SAFETY

To enhance the school safety program the administration reserves the right to conduct periodic inspections for contraband, including drugs, alcohol, tobacco, explosive materials, and weapons. Trained canine units may be brought to the campus for this purpose. Their visits will be unannounced. Sometimes they will alert on legal prescription medication. This may result in embarrassment to the student. It is mandatory that prescription medication be kept in the school office to avoid these types of situations.

### SMART WATCHES

Smart watches including, but not limited to, Apple Watches, Fit Bits, and Androids may not be worn or in the possession of students during school hours. Students may continue to utilize standard analog or digital wrist watches that do not connect to other devices and/or the internet, have data storage, cameras, recording capabilities, text, call, or email capabilities, or any other applications that may distract students or interfere with classroom learning, instruction, and/or assessments.

### OFF-CAMPUS PRIVILEGE

Once a student has arrived on campus, he/she may not leave campus. This policy applies to morning drop off as well. Students may however enjoy open campus walking privileges at lunchtime. Students may not, however, drive themselves or any other student off campus during lunchtime for any reason. Any parent not giving their student permission to leave campus at lunch should have it in writing on file in the school office. Those who abuse this privilege will lose it.

### PERSONAL LISTENING DEVICES

Personal sound equipment may be used on campus during non-class times. **Students may not use this equipment during class time.** Students who choose to bring these items to school are strongly urged to lock them in their lockers during school hours. Personal listening devices include but are not limited to the following: cell phones, iPods, translators, and personal gaming devices. At their discretion teachers may incorporate these devices into instructional lessons, in which case student use of these devices in class is permitted.

### PHONES

Students may ask to make a call from the office phones if necessary. While cell phones are a part of modern technology, they present significant problems for schools. Some of those include: parents calling students at any time of the day, including during class; students calling or texting inappropriately; students texting students in other classrooms; students sharing answers on tests or using them as calculators or translators; etc. Cell phones should be kept in backpacks or lockers. Some teacher policies require students to turn phones into a specific location during the class period. Please refer to specific syllabi for that information.

Students who have received more than three warnings and/or detentions in a school year for inappropriate phone use will be required to turn their phones into administration at the start of each school day and will be able to retrieve them at the end of the school day. Phones will be kept in a secure location during the school day. Access to phones for emergency reasons, or during non-academic times of the school day (break and lunch) is subject to administrative discretion. The length of restricted phone privileges is up to administrative discretion as well.

Any cell phones in use, visible or ringing in a classroom will be confiscated, subject to search, and returned to a parent. Students in hallways using cell phones during class time will be subject to the same disciplinary action as that of a classroom. Parents needing to urgently speak to a student should call the school office.

### PUBLIC DISPLAYS OF AFFECTION

Public displays of affection must be appropriate for a Catholic High School. Hand Holding, brief hugs and embraces are appropriate. Kissing, petting, prolonged hugs, and sitting or lying on others' laps are not appropriate. Couples should remain upright and seated at all times. Common sense is the most important rule here.

### ELECTRONIC INFORMATION RESOURCE USE

The Internet is an electronic highway connecting millions of computers and individuals all over the world. Students, teachers, support staff, parents and community members with Internet accounts have access to:

- (1) Electronic mail (e-mail) communication
- (2) Information and news from a variety of sources and research institutions
- (3) Public domain and shareware software of all types
- (4) Discussion groups on a wide variety of topics
- (5) Access to many university libraries, the Library of Congress and more

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Mercy High School has taken precautions to restrict access to controversial or harmful materials defined by CA Penal Code 313(A). We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility of users procuring material that is not consistent with the educational goals within our school. Our goal is to provide a service to support our curriculum and promote the expansion of learning experiences for our students.

Please read this carefully. If any user violates any of these provisions, his or her account on the Internet will be terminated; all future access may be denied and disciplinary action may be taken.

### TERMS AND CONDITIONS

**ACCEPTABLE USE:** The purpose of the computers and Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the education objectives of Mercy High School. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, (copyrighted materials include music, videos or games) threatening or obscene material, or material protected by trade secret Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. You will be responsible for assisting with monitoring the account.

**PRIVILEGES:** The use of computers and the Internet is a PRIVILEGE, not a right, and inappropriate use will result in cancellation of those privileges.

The administration, teachers and/or staff of Mercy High School may request the system administrator to deny, revoke, or suspend specific user accounts.

**NETIQUETTE (NETWORK ETIQUETTE):** The use of an Internet account requires that you abide by accepted rules of network etiquette. These include but are not limited, the following:

**BE POLITE.** Do not send abusive messages to ANYONE.

USE APPROPRIATE LANGUAGE. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.

**PRIVACY. Do not reveal the personal address or phone numbers of yourself or any other person. Note that email and social networking are not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.**

In accordance with the Good Conduct policy of the school, a Mercy Catholic High School student is expected to conduct himself or herself according to the principles of Christian and civic behavior. Students who do not reflect these principles through the use of electronics, whether at school or not, will be disciplined up to and including dismissal.

### **Mercy High School iPad Authorized Use Policy**

#### General Purpose and Intent of the iPad Authorized Use Policy

Technological resources, including iPads, at Mercy High School are intended for the purpose of supporting the holistic educational experience and mission of the school. Mercy High School's goal in providing these resources is to promote educational excellence by facilitating creative thinking, resource sharing, scholarship, research, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the *Parent Student Handbook*. Members of the Mercy High community will use all iPads, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times.

#### Specific iPad Authorized Use Policy

1. Students may not use iPads during class time for non-academic purposes (i.e.- playing games, texting, imessaging, sharing photos/videos, Facetiming, watching movies or tv shows, etc.).
2. Any viewing, sharing or transmission of iPad material containing inappropriate content, offensive language, derogatory rumors/gossip, or other content not in keeping with Mercy High School's mission or philosophy is strictly prohibited except as expressly authorized by Mercy High School in connection with approved curricula and course materials.
3. Any iPad use, whether or not utilizing the Mercy High network, which could pose a risk of physical or mental harm to anyone is prohibited. Any iPad use, whether or not utilizing the Mercy High network, which could pose a risk of property loss is also prohibited.
4. Any attempt to connect through iPad to external Internet connections while on Mercy High's campus is prohibited.
5. Students will not share their passwords, addresses, or other personal information on the Internet without the authorization of a parent or Mercy High representative. Students will not share their usernames or passwords with anyone without the authorization of a parent or Mercy High representative.
6. Students have no privacy rights in the use of their iPads. All iPad activity, including communications, Internet history, or other uses, are subject to monitoring by Mercy High School. Mercy High representatives may inspect and, if they deem necessary confiscate, any student's iPad at any time without prior notice.

7. Students may store their own photographs and music on their iPads within standards of good taste and Christian decency as solely determined by Mercy High.
8. Certain Internet materials may not be copied or reproduced without the permission of the author or other right-holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws.
9. The Mercy High network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student's own.
10. Before using their iPads, Mercy High strongly encourages students to consider whether their electronic communications and other iPad uses may be regarded as offensive, hurtful, or otherwise inappropriate by others.
11. Students are solely responsible for the care and safekeeping of their iPads. Any loss or damage to iPads (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students. Those iPads rented from Mercy High School are insured with a \$50 deductible. iPads brought to school by students are not covered under that insurance policy. Students must immediately report damage or loss, including theft, to Mercy High. Mercy High will not issue grades or transcripts to, and will withhold graduation privileges from, any student who fails to return a rented iPad to Mercy High at the conclusion of enrollment.
12. Students are not permitted to repair, alter, modify or replace rented iPads without express authorization from Mercy High (this includes the addition of new apps and/or other software).
13. Proper use, care and safekeeping of iPads includes, but is not limited to, the following:
  - a. Labeling iPad with student user name (student first and last name only)
  - b. Activating and maintaining 'Find my iPhone/iPad' function at all times
  - c. Bringing iPad and necessary accessories to school each day
  - d. Charging iPad battery on a daily basis
  - e. Securing iPad (i.e., do not leave iPad unattended or in unlocked locker/car or any other unsupervised area)
  - f. Maintaining iPad in protective carrying case when not in use
  - g. Using soft cloth to clean screen, do not use cleansers of any type
14. This iPad Authorized Use Policy applies to Mercy High students at all times, whether or not the students are on campus, as Mercy High students are school representatives at all times.
15. Violations of any portion of this iPad Authorized Use Policy may result in disciplinary measures against the student up to and including expulsion.
16. In consideration for receiving the iPad from Mercy High, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Mercy High School and the Catholic Diocese of Sacramento, as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the iPad furnished by Mercy High School to the student.

## **DISPUTE RESOLUTION PROCESS**

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal. Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

## **PROCEDURES**

**Step One:** In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

**Step Two:** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) days of the presentation described in Step One above to the principal for his or her review and decision. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this step.

**Diocesan Review:** If the dispute cannot be resolved in Step Two, any party to the dispute, within ten (10) calendar days of the Principal's decision in Step Two, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not to

review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the principal in writing within ten (10) calendar days of receiving the written petition.

### **ORGANIZATIONS, PROGRAMS, and SERVICES**

(Who's who and what's what)

The Advisory Commission of Mercy High School is responsible to the Superintendent for achieving diocesan goals for Catholic education, for review and approval of the budget, for determining sources of funding and for reporting on the status of Catholic School Education to the school community. The commission serves in an advisory capacity to the principal.

The *Auction* is the annual fall fundraiser held on behalf of Mercy Catholic High School. Parents and families are encouraged to contribute and become an active part of the auction.

The California Scholarship Federation (CSF) is a statewide organization. Membership is earned by scholastic record and standing. Membership entitles those qualified for special recognition. Qualified students initiate membership each semester through an application. Dues are required.

Cheerleaders and mascots are selected each year for Varsity squads by tryout. This activity demands a great deal of time and commitment and is, therefore, based on ability and attitude.

“Cinch Day” is the term given to mid quarter, progress report deadline date.

Counseling and guidance is available to all students from the counseling office. Services available include academic and career counseling, work permits, registration materials for college entrance testing including the SAT, ACT, TOEFL, financial aid information for college, and opportunities to meet with college representatives on campus. Annual workshops include: Senior Parent Forum, Financial Aid Workshop, UC Application workshop. Materials available for review and check out include: SAT and ACT prep materials; catalogs from all UC and CSU campuses, as well as those from many out of state and private universities; information on a wide variety of summer programs available to high school students. The counseling office arranges for and administers standardized testing (PSAT, ACT Aspire, etc.). The counselor holds annual academic conferences for each student to plan the academic course of study and to review results of school wide testing. Students will also work on career portfolios.

The *Trinity Classic Golf Tournament* is an annual fundraiser held on behalf of Mercy High School and sometimes in collaboration with Catholic elementary schools.

Key Club is the name of the local chapter of the Kiwanis International Club on campus. The Key Club is a community service organization for high school students, which operates under the school regulations and draws its membership from the student body.

The Multicultural Club enables students of different cultures to gather and discuss traditions, immersion into new cultures, and the school environment through regular meetings.

The Musical is a Broadway production held annually in the spring. Tryouts for eligible students are held in the winter months. This production involves all aspects of the theater.

The ACT Aspire tests are given to freshmen and sophomores each year.

The Parent Guild of Mercy High School is the official parent organization for the school. The Parent Guild is responsible for the social, fundraising, and spiritual activities provided for the families of Mercy High School.

The PSAT National Merit Scholarship Qualifying Test is given to sophomores and juniors. This test qualifies juniors for the National Merit Scholarship program.

Spanish Honor Society is for students interested in immersing themselves in the Spanish language and culture through extracurricular activities and service. The Spanish Honor Society is reserved for Spanish II and higher level Spanish students who maintain an overall 3.0 GPA and a 3.5 GPA in Spanish classes and are interested in increased academic, cultural, and scholarship activities.

The Student Council sponsors Spirit Days during Homecoming Week. Spirit days are filled with a myriad of activities all designed to bring the student body closer together.

Student Council is the official body of student representatives governed by a constitution. There are student body officers and class representatives for each grade level. The aims of the council include providing a means of expressing student opinion, teaching leadership and responsibility, developing school spirit and pride, and creating a sense of community.

Student Government participation is also encouraged at a class level. Positions include President, Vice President, Treasurer, Secretary, Advertising, Rally Coordinator, and Class Representative to the Student Council. This enables additional opportunities to develop leadership, responsibility, and class unity.

WCEA/WASC- Western Catholic Education Association (WCEA) is the regional

Catholic accreditation organization for Mercy High School. Western Association of Schools and Colleges (WASC) is the regional accreditation organization for Mercy High School.

***EXTRA-CURRICULAR ACTIVITIES***

Extra-curricular activities are an important extension of the total educational curriculum at Mercy High School. We encourage all students to take advantage of these unique opportunities to develop individual skills, team skills, qualities of leadership, sportsmanship and school spirit.

Extra- Curricular Activities are an extension but not a replacement for the basic curriculum at Mercy High School. The first priority and first expectation is that our student status is reflective of the “best” of the Mercy traditions.

It is expected that students who are involved in Extracurricular activities have met the minimum requirements with regard to their studies (2.0 G.P.A. and no (“F’s”), adherence to school policies, effort and attitude at school.) Students may lose their athletic eligibility if they are involved in any activity, which is considered to be a serious offense against the good conduct policies of the school. (Student Handbook)

**CLUBS & ACTIVITIES**

Student Council	California Scholarship Federation	Musical
Fall Play	Key Club	
Class Officers	Multicultural Club	
Spanish Honor Society		

**SPORTS**

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Football	Girl’s Basketball	Baseball
Volleyball	Boy’s Basketball	Softball
Swimming	Alpine	Track
Girl’s Tennis	Soccer	Boy’s Tennis
Cheerleading	Cheerleading	Golf

Clubs and activities are not limited to the above and a new club or activity may exist if approved through the proper channels. Please see the principal if the student is interested in a different activity. In order for a student to participate in, or practice for, extracurricular activities, they must attend at least half of the classes they have scheduled for that day. If a student receives a detention for behavior at school, detention may not be postponed due to participation in an extracurricular activity.

Every athlete and that athlete's parent/guardian will read and sign the athletic handbook prior to participation. Any student quitting a sport after the roster has been determined will not be eligible to participate in the next season of sport.

Mercy High School supports and follows the CIF program "Victory with Honor." Please review the following pages for the CIF Code of Conduct for parents, student athletes, and spectators.

A student who is suspended from school for three or more days is immediately disqualified from participating in any extracurricular activities or sports for five days for each day of suspension. A Student Council officer or class officer shall forfeit his/her office. (Three day suspension = 15 days of ineligibility)

In order for a student to participate in, or practice for, extracurricular activities, they must attend at least half of the classes they have scheduled for that day.

#### Multiple Extra-Curricular Participation Policy

Students may participate in after-school sports as well as other extra-curricular programs offered at Mercy High School. This includes such programs as the Fall Play and the Spring Musical.

In some cases, a limited number of students may be required to choose between a sport and/or a dramatic event. This will be clearly published prior to the beginning of rehearsals and practices. These exclusions, while not limited to, would necessarily include:

- (a) major leads in the fall play
- (b) major leads and support roles in the spring musical\*\*

\*\* These will be published PRIOR to try-outs

Any variations or changes must have the prior written approval by Administration, Athletic Director, and Drama/ Music Chairperson.

#### ELIGIBILITY LISTS

Eligibility lists will come from the Principal's office. Eligibility will be determined at each reporting period (CINCHES, Quarter and Semester Reports). A student who is deemed ineligible because he/she has less than a 2.0 GPA or an "F" will be placed on 2 academic week probationary status. During that time the student may remain on the sports team, but cannot participate in games or meets and will be required to attend

mandatory study hall. If the student has brought their grades up to a satisfactory level by the end of the probationary period, he/she will be reinstated to the team. **If his/her grades are not satisfactory by the end of the probationary period, the student will be ineligible for the remainder of that season of sport.**

### TRANSPORTATION OF STUDENTS

No student will be allowed to go on a school-sponsored activity unless the official school permission slip is returned and signed by a parent and/or guardian. The official document for Field Trips, Youth Activity Form and Emergency Health/Medical Information and Consent Form, is the only form acceptable. We recognize that your student may participate in sporting activities throughout the school year. It is not the responsibility of Mercy High School to transport your student to any sporting events, either for home or away games. Therefore, please make sure that you make the proper arrangements for your student's transportation.

Drivers for these activities must be cleared through the school office indicating that they have met the requirements. They must have one seat belt per passenger and appropriate and current insurance for the vehicle used (\$100,000 / \$300,000) on file. Students **MAY NOT** be transported in the rear of a station wagon, truck or camper. Drivers **MUST** complete a private vehicle liability release form. These forms are available in the office. Also, there must be a photocopy of the driver's license and the vehicle insurance policy on file in the office. Students may only ride with persons who have been cleared by the office.

Drivers must be at least 25 years of age.

Transportation to and from out of town athletic events will be arranged as for other field trips. Driver requirements are as for other field trips stated above. As an act of courtesy, families whose students receive rides are encouraged to offer volunteer drivers assistance with fuel costs.

Any other arrangements parents may make for their student(s) outside of team arranged transportation, must be submitted in writing prior to the event and the school accepts no responsibility for those arrangements.

### VOLUNTEERS

Mercy Catholic High School complies with the guidelines set down by the Diocese of Sacramento for parents, adults, volunteers, drivers or any adult person that would have any contact with the students. Volunteers must have a Shield the Vulnerable Certificate, which you get from completing the online course, and a complete fingerprint/background check through Live Scan for the Diocese of Sacramento.

**PURSUING VICTORY WITH HONOR**  
**Code of Conduct for Parents/Guardians/Student Athletes/Spectators**

Athletic competition of interscholastic age children should be fun and should also be a significant part of a sound educational program. Everyone involved in sports programs has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Character”<sup>SM</sup>). The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes, as well as spectators, can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child’s sports experience. This Code applies to all student-athletes involved in interscholastic sports in California; I understand that, in order to participate in high school athletics, I must act in accordance with the following:

**Trustworthiness**

- Trustworthiness*- Be worthy of trust in all that you do
- Integrity*- Live up to high ideals of ethics and sportsmanship and encourage players to pursue victory with honor. Do what’s right even when it’s unpopular or personally costly.
- Honesty*- Live honorably. Don’t lie, cheat, steal or engage in any other dishonest conduct.
- Reliability*- Fulfill commitments. Do what you say you will do.
- Loyalty*- Be loyal to the school and team; Put the interests of the team above child’s personal glory.

**Respect**

- Respect*- Treat all people with respect at all times and require the same of your student-athletes.
- Class*- Teach your child to live and play with class and be a good sport. He/she should be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

- *Disrespectful Conduct*- Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, boastful celebrations, or other actions that demean individuals or the sport.
- *Respect for Officials*- Treat game officials with respect. Don't complain or argue about calls or decisions during or after an athletic event.

### **Responsibility**

- *Importance of Education*- Support the concept of "being a student first." Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion that many universities will not recruit student-athletes who do not have a serious commitment to their education. Be the lead contact for college and university coaches in the recruiting process.
- *Role Modeling*- Remember, participation in sports is a privilege, not a right. Parents/guardians too should represent the school, coach and teammates with honor, on and off the court/field. Consistently exhibit good character and conduct yourself as a positive role model.
- *Self Control*- Exercise self-control. Don't fight or show excessive displays of anger or frustration.
- *Healthy Lifestyle*- Promote to your child the avoidance of all illegal or unhealthy substances including alcohol, tobacco, drugs and some over-the-counter-nutritional supplements, as well as of unhealthy techniques to gain, lose or maintain weight.
- *Integrity of the Game*- Protect the integrity of the game. Don't gamble or associate with gamblers.
- *Sexual Conduct*- Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden. Report misconduct to the proper authorities.

### **Fairness**

- *Fairness and Openness*- Live up to high standards of fair play. Be open-minded, always willing to listen and learn.
- 

### **Caring**

- *Caring environment*- Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

### **Citizenship**

- *Spirit of the Rules*- Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## ***Athletic Handbook***

### Sports Philosophy

**“Sports, well understood and practiced... contributes to the development of the whole person because it demands generous effort, careful self-control, mastery of self and respect for other, complete commitment and team spirit. These values contribute to the building up to tomorrow’s well-ordered society which we have characterized as the ‘civilization of love’.” --- Pope Paul VI**

The after-school athletic program at Mercy High School is designed to enhance the basic physical and moral growths that are a necessary part of the development of our youth. We strive to offer the individual student the opportunity for growth and Christian maturity through various athletic conferences and contests.

The after school athletic program hopes to facilitate the transfer of values learned in community, where youth develop a facility for teamwork, learn to express maturely a variety of intense emotions, and spend the energy characteristic of their age.

The program is planned to meet the needs of many youth and provide for a Christian environment, which can satisfy our youth’s needs for stability, friendship, and meaning.

Through our sports program we hope to educate, instill a positive spirit and self-esteem, and benefit not only those students actually involved in the program, but also other students, teachers and parents.

Participation is to be open to as many students as possible, so that they can learn the practical aspects of working together to achieve these desired goals and attitudes. Our ultimate hope is the enhancement of the total Christian community through the development of the individual relationships and ministries within the sports program.

The Mercy High Athletic Program operates under the direction and supervision of the School Principal, who delegates day-to-day operations and specific responsibilities to the

Athletic Director. Coaches of each sport are responsible for the operation of their particular team.

### Goals

1. To provide a wholesome release for the boundless energy that is characteristic of youth.
2. To instill self-discipline, confidence, perseverance, a sense of values and fair play among those who participate.
3. To offer the opportunity of witnessing a Christian community among the participants.
4. To learn and develop the skills necessary to play sports.
5. To promote the good health of mind and body through physical exercise.
6. To teach the young a healthy sense of competition.
7. To teach the young an appreciation of the lessons learned in sports as they apply them to their future life's experiences.
8. To encourage the student to realize that all skill levels are not equal and, yet, they can still make a contribution to the team.

#### Fall \*\*

Football  
Girls Tennis  
Girls Volleyball  
Cheerleading  
Swimming

#### Season of Sport

##### Winter

Girls Basketball  
Boys Basketball  
Soccer  
Alpine Team  
Cheerleading



##### Spring

Boys Tennis  
Baseball  
Softball  
Track & Field  
Golf



\*\*Note: Practices begin approximately 2-3 weeks prior to the first contest. For these Fall Sports, this means that practices begin in early August.

### Athletic Eligibility

Each athlete must maintain a 2.00 G.P.A. with no “F’s” in order to participate in athletics. He/She must also be in school for one half of the periods on the day of the game (school attendance on Friday will apply if the contest is on a Saturday) and must not be absent for any assessments on the day of a game or practice without special permission from the teacher. Students who miss assessments due to illness or otherwise on the day of a game/practice should make up the missing assessment prior to participation. Eligibility lists will come from the Principal's office. Eligibility will be determined at each reporting period (CINCHES, Quarter and Semester Reports). A student who is deemed ineligible because he/she has less than a 2.0 GPA or an “F” will be placed on 2 academic week probationary status. During that time the student may remain on the sports team, but cannot participate in games or meets and will be required to attend mandatory study hall. If the student has brought their grades up to a satisfactory level by the end of the probationary period, he/she will be reinstated to the team. If his/her grades are not satisfactory by the end of the probationary period, he/she will be ineligible for the duration of that season of sport.

Mercy High School follows the CIF in all other matters of eligibility.

Any athlete ejected from a game (regardless of the reason) is not eligible for any postseason awards other than receiving their varsity letter for sport and will follow any and all CIF consequences.

### Grooming

Players will be neatly groomed and wear appropriate clothing to home and away games. Please refer to the Student Handbook for grooming expectations (i.e., Male team members may NOT wear earrings during practice or games).

### Games

If a player misses practice for any reason during the week, he/she may NOT start a game and play for a specific period of time in the next game.

Volleyball	10 points (for/against)
Football	1 quarter
Basketball	1 quarter
Cheer	1 quarter
Softball	2 innings
Baseball	2 innings

If two practices are missed in one week, the athlete may not participate in the next meet and/or match in the following sports:

Track           Swimming  
Golf             Skiing/ Snowboarding  
Tennis

If the student's behavior becomes a pattern, the student will be asked to leave the team.

All athletes must have a physical examination before participating in any CIF sport. The CIF physical examination form is in the main office, which must be filled out by the doctor. Mercy High School provides the opportunity for all our athletes to receive physicals for a small donation.

In addition to a proof of a physical examination, the following forms must be submitted before a student may participate in practices or games/meets:

- Diocesan Permission Form
- CIF Transfer Form (if applicable)
- Under 15 years of age clearance form (football)

Students must also submit the following forms and pay the \$50 Sports Fee. If any of the following forms and fee is not submitted by the 2<sup>nd</sup> game/meet of the season, the student may not participate further in that sport until all forms and fees are submitted:

- Steroid Form
- Concussion Form
- Signed Player Agreement
- \$50 Sports Fee

Any student quitting a sport after the roster has been determined will not be eligible to participate in the next season of sport.

No Mercy athlete is eligible to practice or play the same sport with outside teams during the season of sport in which they are participating (CIF).

**Participation in sports is a privilege, not a right**, and all student-athletes are expected to represent their school, coach and teammates with honor and good sportsmanship, on and off the field.

#### Transportation of Students to Games or Competitions

If a player is not using the parent organized team transportation and is not going with his/her parents, then the player must submit written authorization permitting this exception from the player's parents/guardian. It must be turned into the athletic director and a copy

to your coach the day before departure. The school accepts no responsibility for these arrangements.

- Drivers for these activities must have one (1) seat belt per passenger and appropriate and current insurance for their vehicle. Students MAY NOT be transported in the rear of a station wagon, truck or camper.
- Drivers **MUST** complete a private vehicle liability release form. These are available in the office.
- Drivers must be at least 25 years in age.
- Drivers must have a copy of drivers' license on file in the office.
- Drivers must have a copy of the appropriate and current insurance for the vehicle used (\$100,000/\$300,000 minimum personal liability limits).
- Student and parent must complete the Mercy High School Athletic Transportation form and return it to their coach.
- Drivers must have a Shield the Vulnerable Certificate, which is obtained from completing the online course.
- Drivers must have a complete fingerprint/background check through Live Scan for the Diocese of Sacramento.
- **A PLAYER MAY NOT DRIVE TO A GAME.**
- If a player is using the organized team transportation and is not returning with assigned driver, the student must return with a school-approved driver, tell the coach and sign a form.
- The coach must turn in the team transportation to the main office before leaving.
- The athletic director and/or principal must approve any exception.
- Transportation to athletic practices is not school arranged and is the responsibility of the student's family to make arrangements.

#### Care of Equipment and Uniforms

Players are responsible for the care of all equipment and materials loaned to them for the duration of the season. Care should be taken especially in the area of cleaning instructions. If in doubt, check with your coach for the proper methods to clean your equipment. Students will be charged the replacement cost for any material, which are missing and/or damaged beyond normal "wear and tear."

## Player Agreement Form

I, \_\_\_\_\_, will abide by all the eligibility rules as stated in the Athletic Handbook for Mercy High School

I realize that my participation on an athletic team or extracurricular activity is a privilege and not a right. As such, my continued participation is a function of whether or not I live up to the expectations outlined for me in this activity and in the *Athletic Handbook*.

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

Please return signed form to Athletic Director prior to participation.

## MERCY HIGH SCHOOL FIGHT SONG

Cheer Warriors, Cheer for your team  
Colors blue and white are supreme  
Send a rousing cheer on high  
Shake down the thunder from the sky

Although the odds may be great or small  
We'll pull right through and win over all  
While our loyal team is playing  
Playing to victory

***RAH! RAH! RAH!***