

**MERCY HIGH SCHOOL**

**STUDENT HANDBOOK**

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**STUDENT HANDBOOK  
TABLE OF CONTENTS**

<b>School Mission and Vision .....</b>	<b>1 – 2</b>
<b>Principles To Live By .....</b>	<b>3</b>
<b>Academic Requirements .....</b>	<b>4 – 6</b>
<b>Attendance .....</b>	<b>7 – 8</b>
<b>General Conduct .....</b>	<b>8 – 10</b>
<b>Uniform and Dress Code .....</b>	<b>11</b>
<b>Campus Policies.....</b>	<b>11 – 13</b>
<b>Code of Conduct: Violations.....</b>	<b>13 – 16</b>
<b>General Information.....</b>	<b>16 – 18</b>
<b>Business Office .....</b>	<b>19</b>
<b>Counseling Department.....</b>	<b>19 – 20</b>
<b>Advancement Office .....</b>	<b>20</b>
<b>Media Center .....</b>	<b>20</b>
<b>National Honor Society .....</b>	<b>20 – 21</b>
<b>Pastoral Ministry .....</b>	<b>21</b>
<b>Student Health .....</b>	<b>21 – 22</b>
<b>Student Government .....</b>	<b>22</b>
<b>Student Clubs .....</b>	<b>22 – 25</b>
<b>Service Program .....</b>	<b>25 – 27</b>
<b>Acceptable Use Policy.....</b>	<b>27 – 31</b>
<b>Traditions .....</b>	<b>31 – 32</b>
<b>Guidelines for Formal Writing .....</b>	<b>32 – 33</b>

**Appendix:**

**School Day Schedules**

**School Day Grid**

# MERCY HIGH SCHOOL

## FOUNDATION STATEMENT

*Mercy High School* was founded by the Sisters of Mercy in 1945 to provide a Catholic education based on holistic learning and academic excellence. It prepares young women throughout the metropolitan Detroit area for their critical roles in contemporary society. Grounded in the heritage of the Sisters of Mercy, Mercy High School nurtures a living, supportive, Christian community.

## MISSION STATEMENT

Mercy High School, a Catholic college preparatory school immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion.

## BELIEFS/VALUES

We believe that the Gospel and the Mercy Values of **Human Dignity, Justice, Service, Option for the Poor**, and **Mercy** are at the heart of everything we do.

We believe our Catholic faith and the examples of Venerable Catherine McAuley and the Sisters of Mercy provide the strong foundation upon which we build our work.

We believe that a spirit of hospitality is essential to our work.

Our ongoing success depends on a strong commitment to these operational values:

- Academic Excellence – We value quality teaching and learning within an active learning community.
- Collaboration – We value partnerships among individuals and groups within and outside the Mercy community which supports our success as individuals and as an organization.
- Diversity – We value and celebrate people of varied cultural, ethnic, faith, and socioeconomic backgrounds.
- Innovation – We value creativity, problem-solving, and divergent thinking, continuous improvement, entrepreneurship.
- Integrity – We value acting in an honorable, moral, and peaceable manner in all circumstances.
- Leadership – We value all members of the Mercy community actively seeking solutions to school, local, and worldwide problems.
- Respect – We value each individual, regardless of differences, because we are all children of God.
- Sustainability – We value acting as good stewards of our financial, physical, and environmental resources.

## VISION STATEMENT

A Mercy High School education is rooted in the Catholic faith and the charism of the Sisters of Mercy. Our school welcomes and nurtures diverse young women, following the example of Venerable Catherine McAuley, Founder of the Sisters. In order to engender life-long discovery, Mercy High School strives to exemplify an innovative learning community with committed educators and engaged students who seek and share knowledge and wisdom. Our students, graduates, and other members of this Mercy family aspire to live out their relationship with God as they:

- recognize their own unique gifts and talents and appreciate those of others.
- seek personal, academic, and professional excellence.
- give voice to and exemplify their ideals.
- pursue compassionate justice through action.

Our cherished community is sustained and advanced by the active support of all members and friends.

## SCHOOL MOTTO

*WOMEN WHO MAKE A DIFFERENCE*

**A Mercy student grows spiritually, intellectually, morally, physically and culturally.**

### **Intellectually**

- is academically astute
- learns independently
- thinks critically
- communicates effectively
- solves problems creatively and analytically
- commits to life-long learning
- has a thirst for truth
- possesses a sense of self worth

### **Morally**

- has a strong sense of integrity
- is a compassionate leader
- clarifies values
- shows respect
- practices social justice
- gives service

### **Spiritually**

- understands her religion
- develops her prayer life
- lives her faith
- knows God is the center of her life
- is a caring person
- is involved in her community

### **Physically**

- is comfortable with her body
- chooses a healthy lifestyle
- develops her abilities
- demonstrates physical fitness

### **Culturally**

- has a global perspective on life
- appreciates the arts
- values cultural diversity
- celebrates and learns about the cultures of others
- shows respect for all

**A Mercy graduate is a compassionate leader committed to living the five Mercy values.**

## PRINCIPLES TO LIVE BY

The following principles have been accepted by Administration, staff, and students and are our guide to appropriate behavior in school. These principles are based on the Foundation, Mission and Vision Statements and the five Mercy Values. The applications stated for each general principle are not intended to be all-inclusive but are key examples of ways in which these principles should be carried out in our school.

Principle 1: WE RESPECT EACH PERSON AS A UNIQUE INDIVIDUAL AND AFFIRM EACH PERSON AS LOVED AND VALUED.

Some of the applications of this principle are that we . . .

- show courtesy to and respect for everyone in our school community: teachers, staff, Administrators, students, parents;
- define Human Dignity as a key Mercy Value and acknowledge, support and respect diversity in our school while striving to protect everyone's right to fully participate in all aspects of school life, free from harassment and discrimination;
- respect another person's right to be heard by listening to those who are speaking in classes, in the auditorium, over the public address system;
- follow policies stated elsewhere in this handbook which keep our school safe or make someone's job easier; (Policies regarding attendance, Cafeteria, parking, Media Center, club and class activities, and dances.)
- behave appropriately in the auditorium during assemblies;
- keep tables, chairs and aisles in the school cleared of books and other articles so that others can use them.

Principle 2: WE RESPECT THE PROPERTY OF OTHERS AND OF OUR SCHOOL.

Some of the applications of this principle are that we . . .

- respect (not take or damage) property that belongs to someone else;
- keep desks, lockers, walls, etc. free of writing and gum; (Note: Chewing gum is allowed, but individual teachers may ask that students not chew gum in their classes.)
- keep Cafeteria, hallways, classrooms, parking lot and open campus area free of litter;
- leave all posters, signs and art work intact;
- eat only in the Cafeteria and at the picnic tables unless a specific exception is made for students with no lunch period (see Lunch Pass).

Principle 3: WE RESPECT THE RIGHT AND RESPONSIBILITY OF EACH STUDENT TO ACQUIRE THE BEST EDUCATION THE COMMUNITY OF MERCY HIGH SCHOOL CAN PROVIDE AND WE ACCEPT THAT WE ARE RESPONSIBLE FOR UPHOLDING THE VALUES OF THAT COMMUNITY.

Some of the applications of this principle are that we . . .

- remain quiet in the halls while classes are in session;
- are quiet in designated study areas;
- are on time for all classes;
- avoid unnecessary interruption of classes to see students or teachers;
- show respect for teachers, students, parents, and ourselves by attending all classes unless excused beforehand;
- will not present someone else's work as our own whether that be from personal, published or internet sources;
- will not allow someone else to call our work her own whether that involves copying homework, test answers, papers, etc.;
- will not dishonor ourselves or our school by cheating, lying or otherwise misrepresenting the facts.

Principle 4: WE: WE RESPECT THE RIGHT OF EACH PERSON TO BE INVOLVED IN SHARED DECISION-MAKING AND WILL SUPPORT THE DECISIONS ARRIVED AT THROUGH THIS PROCESS.

Some of the applications of this principle are that we . . .

- participate in school, class or club activities and share ideas and talents;

- listen to the ideas of others, present ideas, help shape decisions and then support the decisions made;
- follow the established uniform policy and observe the dress guidelines on color days;
- follow the established calendar and avoid additional individual vacation days.

**Principle 5:** WE RESPECT THE LAWS OF THE CITY, STATE AND COUNTRY.

Some of the applications of this principle are that we . . .

- adhere to laws that prohibit smoking, drugs, or alcohol anywhere in school or on the school premises;
- park cars in designated areas only so that fire lanes will be kept clear in case of emergency.

## **SCHOOL SERVICES**

Mercy High School's Website ([www.mhsmi.org](http://www.mhsmi.org)) has current contact information for all staff.

### **TELEPHONE DIRECTORY**

Mercy High School	(248) 476-8020
Admissions Office	(248) 476-2484
Athletic Office	(248) 476-2836
Business Manager	(248) 477-6363
Advancement Office	(248) 476-8922
Alumnae	(248) 476-3270
Fax	(248) 476-3691
24-Hr. Attendance Line	(248) 476-2222

## **ACADEMIC REQUIREMENTS**

Mercy High School is a four year high school. Rules, policies, and procedures apply to all enrolled students regardless of age. All students are required to complete four years of high school and are required to take a minimum of six courses each semester. Administration will make an exception to this policy only under extraordinary circumstances. Depending upon these circumstances a student may forfeit her right to participate in graduation exercises.

**GRADUATION REQUIREMENTS:** Mercy High School is a college preparatory school and thus strongly suggests that students plan their course of studies carefully. A total of 24 credits and 8 semesters of full enrollment (6 classes per semester) are required for graduation. One semester course earns .5 credit. These 24 credits include:

4 credits English	
3 credits Social Studies include:	Two semesters of World History
	One semester of American Government
	Two semesters of American History
	One semester of Economics
4 credits Mathematics include:	Two semesters of Algebra I
	Two semesters of Geometry
	Two semesters of Algebra II
	Two semesters of Additional Math or Math-Related Elective (one semester senior year)
3 credits Laboratory Science include:	Two semesters of Biology
	Two semesters of Chemistry or Physics
	Two semesters of additional Science
2 credits of one World Language	

3.5 credits Religious Studies
1 credit in Visual, Performing, or Applied Arts
.5 credit Design Foundations (Beginning Class of 2016)
.5 credit Speech
.5 credit Physical Education/Swim
.5 credit Health
1.5 credits Electives

All Students must complete a minimum of 40 community service hours (see student handbook).

**Grade Point Average:** Grade point average (GPA) is recorded yearly on the transcript. The Grade Point Average (GPA) is computed each semester and is based upon grades earned and the numerical equivalency (see below) in all subject areas. Please note that a NCR (0.0) is calculated into the GPA.

**Graduation Honors:**

- Summa Cum Laude**      **4.00**
- Magna Cum Laude**    **3.85 - 3.99**
- Cum Laude**              **3.75 - 3.84**

**MERCY HIGH SCHOOL SCHOLASTIC GRADES ARE AS FOLLOWS:**

A	100 – 92.5 .....	4.0	C	76.4 – 72.5 .....	2.0
A-	92.4 – 89.5 .....	3.7	C-	72.4 – 69.5 .....	1.7
B+	89.4 – 86.5 .....	3.3	D+	69.4 – 66.5 .....	1.3
B	86.4 – 82.5 .....	3.0	D	66.4 – 62.5 .....	1.0
B-	82.4 – 79.5 .....	2.7	D-	62.4 – 59.5 .....	0.7
C+	79.4 – 76.5 .....	2.3	NCR	59.4 – 0 .....	0.0

- CR      Satisfactory fulfillment of course requirements.
- IP      Work is still in progress. Grade will be determined when course objectives are fulfilled. A student who has an IP in any class has four (4) weeks to complete the missing work. Failure to complete missing work in four weeks will result in a loss of credit in the class (NCR).

**ACADEMIC PROBATION:** Students who fall below the minimum 2.0 GPA or who demonstrate poor academic performance may be placed on formal academic probation. In this case, the student has one semester to demonstrate significant improvement in her academic performance. Failure to do so will result in her being asked to withdraw from Mercy at the end of the semester.

**MINIMUM CLASS LOAD:** All students are required to carry at least six classes per semester. Students will not be permitted to withdraw from a class when it would reduce their class load below this minimum.

**PROTOCOL FOR ADDRESSING ACADEMIC ISSUES:** Every attempt needs to be made to resolve academic concerns; therefore, parent/student concerns must be brought to the instructor first. If further assistance is needed, the following protocol must be followed: department chairperson, counselor, department Administrator, Principal.

**REPEATING CLASSES:** If a student fails a class or wishes to improve her grade, the class may be repeated at Mercy or in summer school with permission. After retaking a course at Mercy, the better of the two grades will be recorded on the student's record. In the case of summer school, CR will be recorded. It is the responsibility of the student retaking a class to notify the Associate Principal of Academic Affairs to initiate the replacement of that grade.

**SCHEDULES:** All classes are scheduled by the Associate Principal of Academic Affairs based on requests made by students at the spring registration. Classes are scheduled to meet either four or five of the six days each cycle. The unscheduled

day(s) for each class is (are) for the use of the classroom teacher to meet with students for extra help or to hold a class for special reasons.

**SCHEDULE ADJUSTMENTS:** All schedule adjustments must be made by the student's counselor. Schedule adjustments will not be made to accommodate student employment during school hours (8:00 a.m. – 2:35 p.m.) or to provide released time.

**SUMMER SCHOOL CLASSES:** Students wishing to transfer summer school class credits to their Mercy transcripts **must have prior permission** through completion of the Summer School Credit Form available through the Counseling Office. Any course required by Mercy for graduation may not be taken in summer school originally. If a course is taken at summer school, a grade of C or better must be achieved for it to be transferred as a CR. The CR is indicated on the permanent record as **SUMMER SCHOOL** as well as where the course was taken. It is the responsibility of the student to request that the summer school send a final copy of the grade to the Associate Principal of Academic Affairs.

Some online courses are available through Mercy Learning Online ([www.emercyed.org](http://www.emercyed.org)). See a counselor for information and permission to enroll.

**TRANSCRIPTS:** Transcript requests will be processed only if tuition accounts are current. All transcript requests are handled through the Counseling Office including senior transcript requests for college applications. Alumnae requests for official transcripts should include the year of graduation, the student's name while in attendance and the complete address where the record is to be sent. All transcript requests require a \$4.00 processing fee. Final senior college transcripts and record requests for students transferring to a different school are processed through the Associate Principal of Academic Affairs' Office.

When school is closed during the summer months, make transcript requests to: [www.mhsmi.org/alumnae/transcript\\_requests](http://www.mhsmi.org/alumnae/transcript_requests)

**WITHDRAWAL FROM SCHOOL:** A student who transfers or withdraws from Mercy must have parents initiate the process in writing with the Associate Principal of Academic Affairs. The cumulative record is forwarded to the receiving school. If fees and/or tuition are in arrears, grades or transcripts may be withheld until such amounts are paid in full. Health records must be forwarded to the receiving school.

**WITHDRAWAL FROM CLASSES:** With the approval of counseling and Administration, students may choose to withdraw from a class up to the end of the 4<sup>th</sup> cycle. This withdrawal option does not apply to Honors or Advanced Placement courses; withdrawal from these classes is permitted only at the semester.

**VALEDICTORIAN AND SALUTATORIAN SELECTION:** The Valedictorian and Salutatorian will be chosen by the administrative team with input from staff and seniors using the following criteria for candidates:

- 1) **Strength of overall academic program:**  
GPA (3.95 minimum qualification for application)
- 2) Verification of leadership in the school
- 3) Verification of service (inside and outside school)
- 4) Writing ability and speaking ability
- 5) Involvement in extracurricular activities (i.e. clubs, sports, etc.)
- 6) Support of school policies (attendance, school rules, etc.)

All qualified candidates who complete the application process and fulfill the criteria will be considered finalists for the selection process.



## ADVISER PROGRAM

Each student at Mercy High School is assigned an adviser. The adviser is a member of the staff who serves as a helping person in a regular one-to-one relationship with student advisees. The student's adviser is helpful in assisting her counselor to oversee her academic progress and participation in Mercy High School. Communication with the adviser occurs on a daily basis. A student checks in with her adviser each morning and sees her/him when signing out at the close of the school day. Parents may contact their daughter's adviser at any time.

## ATTENDANCE

**OFFICIAL ATTENDANCE CHECK:** Each student will sign in with her adviser each morning between 8:00 - 8:10 a.m. or with the Attendance Office if she arrives after 8:10 a.m. (see "Tardiness to School"). **Once a student arrives at school, she may not leave school during the school day without a pass.**

**ABSENCE:** Parents are required to phone the school (248-476-8020, ext. 1512) by 9:00 a.m. or call the 24-hour attendance line at 248-476-2222 by 9:00 a.m. each morning of the student's absence. If an emergency arises, an excuse should be presented at the Reception Area by 9:30 a.m. on the day of a requested early dismissal.

Only seniors are afforded the automatic privilege of arriving to school for their first class rather than by 8:10 a.m. or leaving school for the day after their last class has met. Once again, only seniors are afforded this privilege. Any other student who takes these liberties without permission can expect sanctions.

**Since sufficient vacation time is provided in the school calendar, additional vacation time is not condoned. If special circumstances require a student's absence not coinciding with school vacations, parents should contact the Dean of Student Affairs in writing at least two weeks before such anticipated long-term absence.** The Dean of Student Affairs will make a copy of this note, sign it and have the student circulate it among all of her teachers, her counselor and her adviser for their signatures. This note is then returned to the Dean of Student Affairs. The collected signatures on the note indicate **acknowledgment** of the upcoming absence, **not permission** for it. Teachers are not expected to provide special tutoring or make-up work and are not obligated to re-teach material missed due to these absences.

**ACCIDENTS:** Any accidents occurring in the school should be reported immediately to personnel at the Reception Area.

**CLASS ATTENDANCE:** In the event of the absence of a staff member, all students are expected to report to class unless previous arrangements have been made by the teacher or a general PA announcement is made that a specific class or classes are canceled for the day.

**COUNSELOR GROUP MEETINGS:** Counselor group meetings occur periodically to provide students with information and to assist students through various important processes. Generally, these meeting times are considered mandatory and usually occur during a student's unscheduled time.

**ILLNESS DURING THE SCHOOL DAY:** A student who becomes ill during the school day should report to the Attendance Office (East Wing) or Reception Area immediately. **The Attendance Officer will call home** and provide the student with a rest area while waiting for a parent to arrive. A student who misses class because of illness and does not report to the Attendance Office is considered skipping. When a parent notifies the school that his/her daughter has already left due to illness, there is a conflict with school policy. Leaving school during the school day without a pass will **always** result in sanctions.

**TARDINESS TO SCHOOL:** The school views tardiness to school as an impairment to the development of a responsible person. Promptness to school and to classes is expected. In the event that a student arrives at school after the 8:00 - 8:10 a.m. adviser check-in period, she will report to the Reception Area as soon as possible after arriving. Her tardiness will be recorded and entered on her attendance record.

Sanctions will be imposed on students who have accumulated four or more tardies to school in a given month. Repeated tardiness to school in subsequent months will trigger a communication to parents by the Dean of Student Affairs to discern the reason for the tardiness. Lack of sufficient reason will result in sanctions (i.e., loss of Senior Released Time, detentions, suspension). In addition, let it be noted that the number and frequency of tardies to school accumulated during a student's earlier year(s) may affect Senior Released Time.

## **EFFECT OF TRUANCY AND ABSENCE ON GRADES AND ENROLLMENT**

Truancy: Truancy is considered a verified skip from class. Any absence from class can work to the disadvantage of the student, hinders achievement and lessens prospects for successful completion of a course. When a class truancy is verified in any marking period, the teacher notifies the student's parents. Any work missed on the day of the truancy will be counted as 0% and will be counted in the student's final average. In the event of a third instance of verified truancy in that same class, the student may be dropped from the class. Any truancy will result in sanctions.

Class Absence: The school views **any** absence from class as a serious impediment to a student's education. Class attendance will be closely monitored. Excessive absence in any class may result in a drop from that class. The Dean of Student Affairs will oversee this process.

Appeals: In order for a drop from a class due to excessive absences to be appealed, there will be a meeting of the student, her parent(s)/guardian, her Counselor, and the Dean of Student Affairs. At this appeal the student's attendance record and reasons for absences are reviewed. Students should be aware that the choices they make to attend events that involve absences from classes may have an impact on their appeal status. After input from the teacher and all involved in the appeal conference, Administration will make the final decision regarding a student's continued enrollment in the class in question.

## **GENERAL CONDUCT**

**ANNOUNCEMENTS:** Quiet is observed during morning prayer and the school announcements of the day. All activity ceases and **full attention is expected**. It is the responsibility of each student to listen to all the announcements.

**AUDITORIUM - ASSEMBLIES:** At all times the student's behavior should be courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include eating, shouting, whistling, boisterousness, uncalled-for clapping, slouching in the seats or putting feet on the seats, doing homework or talking during the program. Sanctions can be expected for such conduct. Food or drink and books or book bags are not to be brought into the auditorium.

**BOOK BAGS:** Books and book bags should not be left unattended anywhere in the school. Only during special assemblies may students leave their books and book bags in the classroom, in the Cafeteria, or in the Media Center. Book bags should **never** be left in the hallway, lobby, study carrels or entrances/exits. Students using pull carts are reminded to be careful while passing in the hallways.

**BUSES - CONDUCT:** Conduct on buses should reflect the general policies for behavior at school. Students are expected to be courteous and appropriate in their behavior. A student whose behavior is inappropriate may forfeit her privilege of riding on the bus or other appropriate sanctions may be imposed.

**CAFETERIA:** Unless a student has a lunch pass, food and drink may be consumed only in the Cafeteria and at the picnic tables. All students should use the trays provided and are expected to bus their own trays and clear tables of all refuse. Mercy respects each member of its community. Students are expected to clean up after use of any table area. Mercy honors its maintenance and Cafeteria staff in this manner. The Cafeteria, besides being a lunch room, is also a place where good human relations can develop. Each student is expected to practice the general rules of good manners which one should find in the home.

**CAP AND GOWN:** All seniors are required to have a Mercy cap and gown. Seniors are reminded that the cap and gown are part of formal academic attire and should be worn accordingly. The cap is worn so that the mortar board (flat part) is parallel to the floor with the tassel on the RIGHT. Blouse or dress collars should not show. Turtleneck sweaters or blouses are not appropriate. Jeans and shorts are not appropriate. The gown should be zipped. Dress shoes should be worn. Any senior not properly attired will be asked to leave the procession line. **THIS WILL HOLD FOR ALL CAP AND GOWN ASSEMBLIES.**

**CELLULAR PHONES:** Cell phones must be turned off during the school day (8:20 a.m. – 2:35 p.m.) If this policy is violated, the phone will be confiscated and a parent/guardian will be contacted. A parent/guardian must pick up the phone at the Reception Area. The parent/guardian must take the phone and not return it to the student until her school day is over. (We will provide the parent/guardian the option of the school holding the phone at the Reception Area for the student until the end of her school day.) If a parent/guardian is unable to pick the phone up, it will be returned to the student at the end of the school-day following the day of its confiscation. The student who violates this policy will receive a detention. If the phone in question was borrowed from another student, both the owner and the user will receive detentions. The **owner's** parent/guardian must come to retrieve the phone.

In the event that a student needs to use a phone during the school day, she may come to the Reception Area and use the school phone.

**ENTRANCES FOR STUDENTS:** The flag pole court only and lobby entrances may be used until 8:20 a.m. on school days. After that time, students must enter the building only at the Reception Area entrance.

**HAIR, CLOTHING STYLES AND PERSONAL APPEARANCE:** Administration has the right to approach students whose appearance is viewed as inappropriate and/or a distraction to the learning process. Anyone with questions should see the Dean of Student Affairs for clarification.

**LOCKERS:** Lockers are the property of the school and as such may be opened at any time by school personnel. Lockers should be kept neat and free of all debris or defacement. Students are to use the lockers assigned to them. For the protection of their valuables students must keep lockers locked at all times. The first lock is given to students by the school and is to be used for the duration of the student's stay at Mercy. Only locks issued by Mercy High School may be used. Replacement locks may be purchased at the Reception Area. Locks are to be removed by students at the end of the school year. All lockers must be emptied at the end of the school year. Students will keep the same locker while at Mercy High School.

The locker room area is off limits except for a quick stop to exchange books. There should be no loitering, eating, or drinking there. Locker combinations should not be shared with others. **Lockers must not be defaced in any way. Writing on lockers is considered vandalism and will not be tolerated. The school is not responsible for stolen items.** The school may withhold the final report card and schedule if the student's assigned locker is not left in good condition.

Lockers in the gym hallway are provided for students to use during their gym or swim class periods. Students must provide their own lock and remove all items at the end of the class period.

**LUNCH PASS:** If a student's schedule does not allow her a period for lunch, a lunch pass will be issued to allow the student to eat in a given class period. Lunch passes are to be renewed each semester. A student with a lunch pass must bring a cold lunch from home. In the event that she forgets to bring a lunch, the Cafeteria will be able to sell COLD ITEMS ONLY and provide the student with a brown bag to take to class (no trays, no hot food). The cashier will total the items and then place them in a brown bag for the student to take to class. NO OPEN FOOD OR POP IS ALLOWED IN THE HALLS. Beverages in cups are not permitted outside the Cafeteria and are not part of the lunch pass. Beverages must be in enclosed containers, such as an unopened can, bottle (plastic) or juice box. (Glass containers are not allowed.) **Lunch passes are not valid during ½ days.**

**PARKING LOT SAFETY:** When driving in the parking lot, please drive slowly. Be especially careful when crossing lanes. Pedestrians are reminded to look both ways before crossing lanes of traffic. **Students must cross Eleven Mile Road at the traffic light.** The Mercy driveway to Kroger driveway route is NOT ALLOWED. Students found using any route other than at the light will receive 2 jugs. (There have been occasions when students have been hit by cars as they tried to jaywalk from driveway to driveway.)

**PLAGIARISM AND CHEATING:** The personal integrity of each student is directly reflected in the schoolwork completed and submitted to teachers as representing her own effort. The Mercy Value of Justice calls each student to take credit only for work that is hers and to provide appropriate documentation or citation when another person's work is used as part of an assignment. Failure to do so is called plagiarism. Plagiarism and/or cheating of any type are violations of basic values and are unacceptable. Sanctions appropriate to the nature of the offense will be imposed on those responsible. Credit for the assignment/test will be reduced or denied. Credit for the course may be jeopardized and further disciplinary action may be taken.

**RECEPTION AREA:** The Reception Area is an office area and quiet must be maintained there at all times. Students should not congregate in this area.

**SCHOOL DAY:** The school does not provide direct supervision nor assume responsibility for students who arrive early or stay later than the regular school day. **Students may not enter the building before 7:00 a.m. Students are not allowed in the academic area of the building (all areas east of the Cafeteria) after 4:00 p.m. unless supervised by a staff member.**

**STUDENT ELIGIBILITY:** Students must have a minimum cumulative GPA of 2.0 in order to try out for any school sponsored athletic team, drama production, Mercyaires or any other extracurricular activity (except for Student Council, class offices or HRC which requires a 2.5), requiring significant time for practice and performances. If at any time a student's current semester GPA falls below the minimum, Administration will determine continued eligibility.

A current physical examination dated on or after April 15<sup>th</sup>, must be on file with the Athletic Office before a student is permitted to try out for an athletic team.

**UNSCHEDULED TIME:** The modular schedule provides time when students are unscheduled during the school day. It is each student's responsibility to use this time wisely. Students are encouraged to seek out individual assistance from their teachers when needed. This time may also be used for eating lunch, tutoring, quiet or group study, research work in the Media Center, club or class project meetings.

**VALUABLES:** Personal belongings should be in the student's immediate possession at all times or locked in a locker. Valuables should never be left unattended. The school is not responsible for missing items. If an item is missing, the Dean of Student Affairs should be notified immediately.

## UNIFORM AND DRESS CODE

Students must purchase their kilt and white uniform blouses from the uniform company. The kilt should be worn no more than 2 inches above the knee. **Any student who permanently shortens her uniform skirt to an unacceptable length may be required to purchase a new skirt.** Only V-neck sweaters purchased from the uniform company or quarter-zip sweatshirts purchased from the Marlin Shop may be worn in addition to the uniform blouse and kilt (not in place of the blouse). These additions must comply with the grade's uniform kilt:

Black kilt:	black sweater or quarter-zip
Gray kilt:	gray sweater or quarter-zip
Green plaid kilt:	navy sweater or quarter-zip
Blue plaid kilt:	maroon sweater or quarter-zip

Accessories to the uniform are not allowed (scarves, hats, etc.) Any garment worn under the uniform blouse may not be visible (due to noticeable color or due to construction, shape, or size of the clothing as it may be seen as an addition to/a detractor from the uniform blouse).

Students must wear solid black or white tights or socks with their uniforms. The colors may not be combined. The tights or socks must be without a pattern and they must be footed.

Shoes must be closed toe with no outside fur. The side of the shoe must rest below the ankle.

Violation of uniform or dress code policies will result in sanctions.

**COATS:** Coats/jackets may not be worn in school. If coats are left anywhere else in the building, they may be taken by school personnel and redeemed by students at the Reception Area. Students will receive detention for leaving their unattended belongings around the building.

**COLOR DAYS:** Color days should be viewed as dress-up days rather than dress-down days. Guidelines for color days direct that attire be appropriate for school. It is inappropriate to expose cleavage, mid-section, or hips. There will be no wearing of ripped clothing, jeans, sweatpants, pajamas, shorts, or spaghetti straps. In addition to the other non-school days, the color days, winter break days and vacation periods allow ample opportunity for uniforms to be kept clean and in good condition throughout the year. On a student's birthday, she may dress in Color Day attire.

**SPIRIT DAYS:** Periodically there will be designated Mercy Spirit Days. On those days students may be out of uniform **IF** they are wearing clothing that reflects Mercy spirit. This includes sport team attire, class or club shirts, Mercy sweats, etc. No jeans, shorts or pajamas are allowed.

## CAMPUS POLICIES

The school assumes the responsibility for scheduling all students into advisee groups, classes and special events/assemblies during the school day. It is the individual student's responsibility to schedule the rest of her school day according to campus policies.

### AREAS WHERE STUDENTS MAY GO FOR QUIET STUDY:

1. Media Center
2. Classrooms not in use with the exception of: the lobby, auditorium, choral room, orchestra room, music practice rooms, gym mezzanine, drama studio, and east wing rooms.
3. Corridor study areas in the building
4. Our Lady of Mercy courtyard

## **OFF-LIMIT AREAS**

1. Locker room except for a brief stop to exchange books.
2. The parking lot without a pass.
3. Auditorium/Gym lobby and lobby doors during school day.
4. Drama hall unless going to and from classes.
5. Pool and gym locker room, lavatory and pool corridor unless in physical education class at that time.
6. Reception Area except for school business.

## **OPEN AREAS:**

1. Cafeteria and adjacent courtyard
2. North picnic table area.

## **RULES FOR OPEN AREAS:**

1. Use of open areas is a privilege that may be used only during a student's unscheduled time.
2. Cafeteria trays must be returned to the Cafeteria.
3. Sitting on the floor, sidewalk or grass is not permitted.
4. Unauthorized visitors are not permitted.
5. Sunbathing is not permitted.
6. Do not litter. Containers are provided for waste.

**Infractions of the above rules may result in sanctions.**

**BUILDING SECURITY:** All members of the school community share in the responsibility for a safe and secure school. Students may not open any exterior doors for anyone.

**VISITORS:** All visitors must enter at and report to the Reception Area upon arrival. At the Reception Area, visitors will sign in and receive a pass to be worn prominently on the front of their upper garments. Visitors will also be required to sign out when leaving Mercy. Students should accompany visitors to the Reception Area (not to any other area of the building) and are not to entertain or encourage loitering in any way. **Serious sanctions will be imposed on any student who encourages unauthorized visitors on the school premises.** This includes before or after the regular school day. Individuals who are picking up students after school must wait in the parking lot in their cars. Unauthorized visitors will be asked to leave the building or grounds and may be prosecuted for trespassing.

**OFF CAMPUS:** Any student found in the parking lot without a pass will be considered "off campus" and will receive appropriate sanctions. No student may leave the building or premises during the school day without the school's knowledge. Sanctions can be expected for failure to comply. Freshwomen, sophomores, and juniors may not leave campus at any time without explicit approval/pass from an Administrative Assistant or Attendance Officer. This approval will be granted only upon the school official's receipt of written permission or phone confirmation from a parent/legal guardian.

## **GUIDELINES FOR SENIOR RELEASED TIME PRIVILEGE**

**SENIOR RELEASED TIME:** Released time is a senior privilege, not a right. Seniors with excessive tardies or trancies as underclassman may not be granted Senior Released Time. Once granted, Senior Released Time may be revoked if guidelines are abused or violated. Seniors will be given the opportunity to request a Senior Released Time pass at the beginning of each semester.

1. Each senior is given three (3) options during the semester for her Released Time pass. This does not include arriving late or leaving early; these are automatic. A senior must have six (6) or more mods of unscheduled time between classes to leave and return during the school day. Seniors are limited to the specific days and times requested which receive approval.

2. Seniors will adhere to first and second semester deadline dates when applying for a senior pass. If there are problems, seniors should see an Administrative Assistant BEFORE the turn-in date.
3. Passes indicating the exact mods and days will be provided and the passes must be presented to staff when requested.
4. Seniors who have 1<sup>st</sup> hour unscheduled will sign in at the Attendance Office prior to their first class. Seniors who do not have 1<sup>st</sup> hour unscheduled must sign in with their advisers between 8:00 and 8:10 a.m.
5. Seniors will sign out with their advisers at the designated areas before leaving school after their last class.
6. Seniors will be required to attend all liturgies, assemblies, convocations, pep rallies, senior class meetings, and any other school activity where seniors are expected to be present. The formal school day is from 8:00 a.m. to 2:35 p.m. It is the responsibility of seniors to be aware of these activities as well as any special schedules.
7. If a special schedule reduces the number of mods between unscheduled classes to less than six (6), a student is prohibited from use of her pass that day.
8. There should be no loitering in the school building or in the parking lot. Seniors are to leave the school grounds promptly and quietly. Seniors are not to disturb classes when leaving the building.
9. No senior shall take an underclassman (freshman, sophomore, junior) off Mercy grounds without permission from Administration. Doing so may result in suspension and loss of the Released Time privilege.

## **STUDENT CODE OF CONDUCT: VIOLATIONS**

### **DEFINITIONS**

In-School Detention: Loss of a student's unscheduled time during the regular school day for a specified period of time.

Detention (Jug 7:10 a.m. - 7:55 a.m. or 2:45 p.m. – 3:30 p.m.): A specified time during which a student will remain in a supervised room. Students may be required to provide school service during this time.

Students have the option of serving detention in either the morning or afternoon on the assigned date. If students elect to serve morning jug, they must sign up for it by noon of the day before it is scheduled in the notebook provided at the Reception Area. Failure to serve an assigned detention will result in further disciplinary consequences.

Temporary Exclusion from School: This is the denial of the privilege of attending school pending administrative investigation of a major infraction of school policy or rules. Administration will determine the status of work missed and any contact between student and teachers.

Suspension: Suspension is the denial of the privilege of attending school for a specified period of time. Major tests or long term assignments that are due while a student is suspended will count for one-half (1/2) of the value of the assignment / 50% of the grade earned. This work will be included in the student's final average. Daily work missed, homework, quizzes etc. will earn a zero. Participation in any extracurricular activities is not allowed during the time of suspension.

It is the student's responsibility to compensate for work missed or material presented while suspended. Teachers are neither required nor expected to provide tutoring for such purposes.

Expulsion: Expulsion is the permanent denial of the privilege of attending Mercy High School. This severe action will be taken when there has been a very serious or frequent abuse of school policy. The decision regarding a student's dismissal will be made by the Administrative Team. The school has the right to use suspension and expulsion if the abuse of school policy is judged to be serious in nature.

### **SANCTIONS/EXPECTATIONS**

Students who are suspended may not be involved in any school-related/sponsored activities for the duration of the suspension (including any extracurricular activities). Suspended students are expected to complete all missed work on their own within one cycle of their return to school.

Students who are assigned detentions must complete them on the date assigned unless a change of date has been granted by the Dean of Student Affairs. Rescheduling of detentions will be considered only due to extraordinary circumstances.

Student Council, class, and club officers run the risk of losing their offices if their offenses are serious. Athletes and club members run the risk of losing membership on a team or in a club if their offenses are serious. This shall be left to the discretion of Administration.

**Once a student has three violations of school policies/rules, her parents/guardian will be contacted by the Dean of Student Affairs and notified that any further violations will result in suspensions.**

### **VIOLATIONS**

This listing of violations and their sanctions is not meant to be inclusive of all behavior considered inappropriate. Additional procedures may be employed as the need arises and/or as seen fit by Administration. Administration reserves the right to interpret the school's policies, principles, rules, and sanctions, especially in light of the gravity and circumstances of the misbehavior and the particular student's history at Mercy.

It is an expectation that any Mercy Student will behave reasonably and appropriately both inside and outside of school. The school reserves the right to impose sanctions up to and including expulsion for any inappropriate behavior and/or involvement in illegal activity.

While attending another school's sponsored events, Mercy students will have the same expectations regarding behavior placed upon them as if they were attending a Mercy function. The same sanctions may apply as well.

It is always the prerogative of Administration to initiate searches based on information or suspicion that a student is in possession of stolen or illegal articles. The search will be without warning and may include lockers, book bags, purses, clothing, vehicles, etc. Though not usual, it is also the prerogative of Administration to initiate random searches of several lockers at any time.

1. Drugs and Alcohol: Possession, use, being under the influence, manufacture, sale or distribution of drugs or alcohol on school premises or at school-sponsored functions (Mercy's and other's) will result in sanctions up to and including expulsion. Being present when such substances are being used assumes some level of participation and may result in the same sanctions.
2. Year-End Activities: Possession or consumption of drugs or alcoholic beverages, participation in vandalism or any other serious infraction of school policies during year-end activities will result in serious consequences for the student(s) involved. Depending on the nature and time of the offense, the student(s) may be suspended, expelled, and/or required to return to school following exam days where she/they will work performing general cleaning duties. Grades, and/or diplomas, will not be released, nor will transcripts be forwarded until such work is completed. Furthermore, seniors run the risk of forfeiting participation in the graduation activities (i.e. Honor's Convocation, Moving Up, Commencement, All Night Party). NB: Seniors are not allowed to paint on or affix signs to cars brought on campus during graduation time.



3. Fire Prevention Equipment or Fire Alarms: Unauthorized use of a fire alarm system or fire extinguisher is a crime and strictly forbidden. Triggering, setting off or other use of this equipment, except in the case of an actual emergency, results in indefinite suspension or expulsion from school.
4. Theft: Students who steal or who are found in possession of stolen material will be suspended or expelled.
5. Vandalism: Vandalism includes writing on or in any way defacing or destroying school property. Acts of vandalism will not be tolerated and appropriate sanctions will be imposed up to and including expulsion.
6. Fire: Students who play with or start a fire can expect sanctions up to and including expulsion.
7. Rudeness and Insubordination: The refusal to follow a reasonable directive, including a request for ID cards/names, by a staff member will be considered rudeness and may result in suspension.
8. Harassment and Bullying: Harassment or bullying of students or staff in person, in writing, or in any electronic format (internet statements, postings, etc.) will result in serious sanctions up to and including expulsion. While Mercy High School has no duty to regulate or review off-campus internet messages, statements, postings, or acts, Mercy **reserves the right** to regulate, review, investigate, and discipline students for cyber bullying or for other disciplinary violations when such internet statements, postings, etc. threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. Retaliation of any kind against a target of the harassment or bullying, against a witness to said activity, or against any person providing information about the activity is strictly prohibited. Initiation activities to sports teams or school organizations are prohibited. **See Policy on Interactions and Communications on school website.**
9. Smoking on School Premises or at School Sponsored Functions is Prohibited.
10. Leaving Campus: Includes any area outside the school building, without a pass, except the picnic table area.
11. Plagiarism and cheating: See General Conduct.
12. Out of Uniform: Students out of uniform will receive jugs.
13. Student Demonstrations: A student shall not obstruct or disrupt, or attempt to obstruct or disrupt teaching, Administration, disciplinary procedures or any school activities. Failure to follow these policies will result in suspension or expulsion.
14. Inappropriate Language: Inappropriate language (swearing, vulgarity, profanity) will not be tolerated. Use of this language may result in detention and parent contact.
15. Eating or Drinking Outside of Specified Areas:
  - See "Cafeteria"
  - See "Lunch Passes"
  - Failure to follow these guidelines will result in detention.
16. Off-Limits Areas (See Campus Policies): Any student in an off-limits area will be given sanctions. The gym/pool locker room is off limits at all times unless using it to go to or from a class, a sporting event or official practice. Other students found in this room without special permission from the Physical Education Department teachers may be suspended.
17. Truancy: Failure to report to school or a scheduled class is considered a serious offense. Parents will be notified and sanctions given.  
School Truancy: Skipping school will result in loss of some unscheduled time.  
Class Truancy: Skipping a class will result in two jugs. Three unexcused tardies to class in a semester are equivalent to a class truancy in terms of sanctions imposed.
18. Forged Notes and Impersonated Phone Calls: Any student involved in either forging notes or impersonating parents may be suspended.
19. Sign in: All students will sign in with their advisers between 8:00 and 8:10 a.m. Once a student has entered the school, she may not leave the building without an appropriate pass.
20. Sign out: All students will sign out with advisers between 2:35 and 2:40 p.m. Seniors on released time should sign out with their advisers when they leave the

building at the end of the day. Signing out early, asking another student to sign you out, or failing to sign out will result in sanctions.

21. Unauthorized Visitors: Students who entertain or bring unauthorized visitors to our campus or into the building (even after school hours) can expect serious sanctions. The school does have the right under state law and local ordinance to prosecute unauthorized visitors as trespassers.  
For safety precautions, students should report to the Reception Area or a staff member any non-Mercy person not officially identified as an authorized visitor.
22. Weapons: Students are prohibited from bringing a weapon or having a weapon at school or at school-sponsored functions, on school premises, on a school bus, or in the immediate vicinity of sponsored functions (including all of the school grounds and the banking and shopping structures and parking areas in close proximity to the school). A weapon is any object which can be used to injure or threaten another. It includes but is not limited to "dangerous weapons" as defined by State law: Firearms, dagger, dirk, stiletto, knife with a blade over 3 inches, pocket knife opened by a mechanical device, iron bar or brass knuckles. Students found to be in violation of this policy can expect disciplinary action up to and including expulsion.
23. Fighting/physical contact: Fighting, pushing, shoving or any other aggressive physical contact will not be tolerated. Involvement in this kind of activity will result in suspension or expulsion.
24. Identification cards: All students must carry their school issued ID card with them at all times during school. Students must submit them to any staff person upon his/her request. Failure to present your ID card will result in sanctions. Refusal to present an ID or provide an accurate name will result in suspension. Students should see the Administrative Assistant to replace lost ID cards and pay the nominal fee.
25. Unauthorized Publications: Distributions of any publication must be authorized by Administration. Production and/or distribution of unauthorized publications may result in expulsion.
26. Bomb Threats: Making a bomb threat is a criminal offense. The school will act swiftly with law enforcement officers to prosecute to the full extent of the law. Expulsion will result as well.
27. Performance Enhancing Drugs: Possession or use of any performance enhancing drug is not permitted and shall be subject to the same penalties as possession or use of alcoholic beverages or illegal drugs. The Michigan Department of Community Health maintains a list of banned substances based on the policies of the NCAA.

## GENERAL INFORMATION

**CHANGE OF ADDRESS/TELEPHONE**: An Administrative Assistant should be informed of changes in address, telephone number, or email in order to direct mailings or to use in case of emergency.

**CHAPEL**: The Chapel is located at the end of the south hall beyond the Reception Area. It is open all day for students who wish a place for prayer or quiet reflection. Students are expected to show appropriate reverence for the presence of the Blessed Sacrament. The Chapel and the hallway in front of the Chapel are quiet areas. The Chapel may not be used as a meeting room.

**EMERGENCY SCHOOL CLOSING**: If a storm or emergency warrants closing the school on a particular day, it will be announced on local radio and TV stations. Early closing after students have once assembled for classes will also be announced by these means.

**END-OF-YEAR OBLIGATIONS**: Before class schedules or transcripts can be mailed, all obligations must be fulfilled.

**FIELD TRIPS**: Parental approval is required for students to attend off-campus field trips. Attendance on field trips is the option of the student. Absences from classes

during field trips are counted in class absence totals. The student has the responsibility of making arrangements for work missed. Behavior on field trips is a reflection of the school and therefore appropriate behavior is expected.

**FINAL EXAMS:** Final exam days are scheduled each semester. Language orals will be given prior to final exam days. In those departments where final exams or projects are scheduled on exam days, other testing may not occur within the five (5) school days prior to those exam days. Final exams are scheduled to last one (1) hour and twenty (20) minutes and are given on the assigned test day and time unless, for **serious reasons and under rare circumstances**, other arrangements have been made with Administration. Students must initiate that request with an Associate Principal with appropriate documentation, signed by a parent, verifying the need for a change in test time. This is done through completion of a form (available at the Reception Area) to be signed by the parent, approved by Administration and the teacher involved.

**FIRE WARNING:** Students are to leave the building in silence by the nearest outside door, moving a safe distance from the building and beyond the driveways.

**GRADE REPORTING TO PARENTS:** Regular grade reports are available on-line. Semester grades are posted on-line approximately one week following the last exam day.

**GUESTS:** Students wishing to bring a visitor to school must obtain approval from the Director of Admissions or the Dean of Student Affairs at least two (2) days before the visit. Guest passes are for 7th and 8th grade girls who are interested in attending Mercy High School. Visitations for students in grades 9 through 11, who are interested in transferring to Mercy High School, must be preceded by a phone call from their parent/guardian to the Director of Admissions. Younger children are not permitted as guests. Visits should be arranged on guests' non-school days, and if this is not possible a note from parents is necessary. One guest should be invited at a given time. The guest should pay for chartered bus service if she rides. A guest pass is obtained at the Reception Area on the guest's arrival at school. Guests are expected to dress appropriately -- no jeans (see color day guidelines). Guests should wear their passes visibly at all times.

**HONOR ROLL:** A listing of the Honor Roll is posted on Mercy's website after each semester's grades are reported. To qualify, students must earn a 3.2 GPA for the current semester.

**IDENTIFICATION CARDS:** Each student will be issued a Mercy High School identification card. She is responsible for carrying that ID card with her at all times that she is in school and must submit it to any staff person upon his/her request. ID cards are needed for the Media Center. New students receive their ID cards at no charge. Students who need ID cards retaken are charged a nominal fee. Students should see an Administrative Assistant for replacement cards.

**LOCK DOWN:** When there is a building lock down in effect, no one may leave the building. If the lock down includes classrooms, all students must be in their classrooms or in the Media Center or Cafeteria. If these rooms are locked, students should report to the Reception Area immediately.

**LOST AND FOUND:** Lost-and-found articles are kept in the Cafeteria or Reception Area, except for purses and valuables which are given to the receptionist for safekeeping. Owners may claim lost articles by identifying them. Periodically, unclaimed articles are sent to clothing distribution centers for the poor.

#### **PARENT ORGANIZATIONS:**

**Mercy Dads** Mission Statement: Mercy High School's Dads Club supports the overall Mission of the school by providing support services to the entire school community.

Goals and Objectives:

- 1) Fostering closer relationships between dads and daughters.
- 2) Providing financial support to academic and extracurricular programs.
- 3) Providing support services to academic and extracurricular programs.

**Mercy Moms** promote the interests of Mercy High School by: (1) actively serving the school, (2) emphasizing closer communications between mothers and daughters, and (3) furthering better communication among the school, the home and the community.

**Mercy Dads and Mercy Moms Membership:** All parents/guardians of enrolled Mercy High School students are automatically members.

**PARKING:** There should be no parking on the road next to the sidewalk near the building. The east end of the parking lot is reserved for staff members. No student may park her car in the back of the school (pool area). This is reserved for buses and those making deliveries to the school.

**POSTING OF SIGNS:** **Permission must be obtained from an Administrative Assistant to place all posters, flyers, and other forms of publicity in the school building. Signs are not to be posted on doors or windows and should be mounted on the tack strips where provided. No signs are to be posted in the Reception Area.**

**PUBLICATIONS:**

Lore: The yearbook, published by students of the yearbook class, is available to students by subscription.

Mosaic: A periodic publication for Alumnae.

Mercy Memo: A newsletter for parents.

Newsprint: The paper is published by students.

**Distribution of any other publication must be approved by Administration. Production and/or distribution of unauthorized publications may result in expulsion.**

**RECEPTION AREA:** The Reception Area is an office area and quiet must be maintained there at all times. Students should not congregate in this area. **All visitors must report to this area before moving about the building.**

**TORNADO ACTIONS:**

Tornado Watch means there is a chance of dangerous weather later with damaging winds. Be on the lookout for the danger signs and be ready to move quickly to safety if the warning signal is given.

Tornado Warning means a tornado has been sighted nearby and that students should go at once to the locker room or shelter area. If the tornado is seen or heard coming, do not wait for the warning signal -- go to the designated shelter area if there is time. If not, lie face down, draw your knees up under you, and cover the back of your head with your hands. Quiet must be maintained going to and while in the shelter area. The tornado signal will be the local tornado siren and/or a rapid succession of short rings of the school bell or a series of successive, rapid signal tones from the Public Address system.

**TUITION ASSISTANCE PROGRAM:** Tuition Assistance applications defining financial need are available through the President's office after January 1<sup>st</sup>. The Tuition Assistance Committee of Mercy High School reviews the information for each applicant and awards the grants according to the funds available. Tuition grants are not automatically renewed each year. An application must be submitted each year as a student begins registration for the next school year. Parents who receive Tuition Assistance are required to contribute service hours to Mercy High School on a pro-rated basis.

## BUSINESS OFFICE

Office Hours: 7:30 - 9:30 a.m.; 11:30 a.m. - 12:30 p.m.; 2:00 - 3:30 p.m. daily.

**Tuition Payment:** See Enrollment Agreement for information related to payment plans.

**The school reserves the right to request payment in the form of money order, cashier's check, cash, or charge card at any given time.**

**Students who are not in attendance for a complete school year:** There are occasions when a student enrolls well after the beginning of school, or leaves prior to the end of the school year. In these instances, tuition and fees are charged by the quarter. If a student is enrolled at MHS for any part of a quarter, a full one-fourth of tuition and fees is charged. If there are any questions, contact the Business Manager.

**The Business Office does not provide loans to students.**

## COUNSELING DEPARTMENT

**OFFICE HOURS:** 7:45 a.m. – 2:45 p.m. during school year (closed during summer)

**APPOINTMENTS:** Counselors have an open door policy with students. The courtesy of an appointment is requested for parents wanting to meet with a counselor.

**ACT/SAT HIGH SCHOOL TESTING CODE:** 231-005

The Counseling program supports and nurtures students throughout their high school career. Counselors assist students in the process of understanding and taking responsibility for their personal, social, academic, and vocational development. This process is facilitated through individual and/or group conferences. In these conferences, a student is encouraged to explore and understand her concerns so that she can make decisions and set achievable goals on which to act.

Specific areas of service of the Counseling Department include:

**FRESHMAN FORMATION:** Freshman Formation encourages a successful transition to high school, both academically and socially, for all incoming 9<sup>th</sup> grade students. The 9<sup>th</sup> grade counselor provides various Freshman specific, individual, small group, and grade-wide services and support throughout the 9<sup>th</sup> grade school year.

**ACADEMIC GUIDANCE:** Counselors provide guidance in the selection and the scheduling of classes. Counselors review academic progress reports and semester grades. Conferences regarding a student's academic progress are held as needed with the student, parents, teachers, adviser, and/or Administration.

**PERSONAL GUIDANCE:** Counselors serve as a resource for students with any presenting concern. Topics addressed include, but are not limited to, stress from academics, peer pressure, family and friend relationships, communication skills, and general mental/physical health and well-being. Individual meetings with the counselor are encouraged and small group meetings are established as needed. Counselors will not keep a confidence that, in their opinion, could adversely affect a student's or another person's life, health, safety, or welfare. Additionally, the guidance staff works with outside referrals/resources to ensure proper support is given to students both emotionally and academically.

**COLLEGE COUNSELING:** Counselors provide assistance in making post-secondary plans, namely college selection. Information about the college search and application process is provided through various mediums, including but not limited to, individual, family, and/or small group conferences, parent and student presentations/events; use of the college resource system, Naviance. The student and her family meet with the counselor in the junior year to explore college options.

The counseling staff believes that the college application process offers an important opportunity for students to build confidence and competence – two important traits that colleges look for in successful applicants. We believe that the college search, application, and decision-making process should be student-focused. The counselors view their role as being partners in the process. We want to help students discover who they are and articulate what they are hoping for from the college experience. We help students identify their goals and provide practical and timely information about applying to college.

## ADVANCEMENT OFFICE

The Advancement Office oversees fundraising to bridge the gap between tuition and the actual cost of educating students. Special events as well as fundraising for capital improvements, tuition assistance, and the endowment fund are under the auspices of this office. All fundraising activities carried out on school premises must be cleared through the Advancement Office. This applies to club, athletic, and organization fundraising. **Private and personal fundraising are not allowed.**

## MEDIA CENTER

The Media Center is open for students from 7:30 a.m. to 3:00 p.m. each school day and staffed by certified personnel. All types of media are available to students of Mercy High School, both in our facility at school and 24/7 through online resources linked from the Mercy Media Center webpage. Student ID cards are used to check out materials. **Areas available for student use include: main, silent and two group study rooms.**

The Mercy library provides an atmosphere conducive to study. *Eating and drinking anything other than water are not permitted.* The library is not a storage space for coats, book bags, etc.

The Silent Study Room contains individual study carrels for students who need a very quiet place to study. Group Study Rooms are set up for students working on group projects or who want to chat with friends while they work. Students in the Main Room, in consideration of their peers, need to study quietly with a minimum of quiet conversation.

The Media Center staff is eager to help students with their academic research. **All materials in the library collection are available for circulation to Mercy students.**

## NATIONAL HONOR SOCIETY

The National Honor Society at Mercy High School recognizes students who have demonstrated outstanding scholarship, leadership, character, and service to the school community. Seniors who have a cumulative GPA of at least 3.4, have 20 hours of verified in school or out of school service (not counting the MCAP service requirement for graduation) may be considered for membership. Juniors may apply during the second semester of their junior year while seniors may apply the first semester of their senior year. The following guidelines, from the National Honor Society national handbook, give further help in the definition of leadership, service, and character.

Leadership: A student who exercises leadership -

- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals
- exemplifies positive attitudes and influence
- demonstrates academic initiative
- is thoroughly dependable in any responsibility accepted

Character: The student of character -

- upholds principles of morality and ethics
- cooperates by complying with school regulations
- demonstrates the highest standards of honesty and reliability
- shows courtesy, concern and respect for others
- actively models and promotes positive school spirit

Service: The student who serves -

- participates in some outside activity: church groups, volunteer services for the aged, poor or disadvantaged
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- does committee and staff work uncomplainingly

## **PASTORAL MINISTRY**

The Pastoral Ministers coordinate Mercy High School's efforts to provide a vital campus ministry program. They accomplish this by promoting the spiritual growth of all students through the creation and maintenance of a religious environment and by providing opportunities for liturgical and personal worship, retreat experiences, as well as service and peace/social justice projects. The Pastoral Ministers also direct the activities of the Pastoral Team, composed of students and staff who offer their leadership in these areas.

### **Four Year Retreat Program**

We offer a different retreat for each grade level with the hope students will enrich their relationships with others and especially their relationship with God.

### **Freshwoman Retreat**

This mandatory retreat takes place in October. The 9<sup>th</sup> graders come together as a class and are encouraged to see the gifts and talents that God has given them and to begin to think of ways they are called to use those gifts.

### **Sophomore Retreat**

This mandatory retreat takes place at Mercy in April over a two-day period. Each sophomore is assigned to one of those days. It is a high energy retreat facilitated by a team of trained young adults from NET Ministries, based out of St. Paul, Minnesota. The goal of the retreat is to help our young people further understand God's love for them, to encourage them to grow in their commitment to God, and share God's love with others. There are a variety of activities including skits, small groups, drama, and prayer.

### **Junior Retreat**

Juniors have the option of attending an overnight retreat offered by the Pastoral Ministry department. A variety of activities make up the retreat including small group discussions, journal writing, creative art expression, Eucharistic celebration, prayer, and other activities. This retreat is offered a number of times during the school year.

### **Senior Retreat (Kairos)**

This is the culmination of the retreat program. Over three and a half days the students have the opportunity to enrich their personal relationship with Jesus Christ through prayer, personal reflection, small group discussion, and the sacraments of Reconciliation and Eucharist. This retreat is led primarily by a six-member student team formed in faith-sharing and witness, along with staff members. Kairos is offered three times a year. (optional)

## **STUDENT HEALTH**

**CHILD ABUSE**: All cases of suspected child abuse and/or neglect shall be reported to the appropriate state or county officials as required by law.

**COMMUNICABLE DISEASES (Including HLTV-III [AIDS]):** The Mercy High School Administration will notify and, when necessary, will work with county health officials, parents, and physicians in developing a logical course of action, in accordance with Michigan law, in the event that a student of Mercy High School is identified as infected with a communicable disease.

**HEALTH FORMS:** Mercy High School, in compliance with the State of Michigan, County of Oakland, and School Office of the Archdiocese of Detroit, must observe the policy regarding immunization of students which states: "Since the physical health of students plays a major role in learning, and outbreaks of vaccine-preventable diseases in schools are damaging to children, disruptive, and unnecessary, the strict enforcement of the state immunization law can be effective in reducing and/or eliminating disease outbreaks. Therefore, the school will exclude non-exempt students in any grade for failure to complete the minimum State of Michigan and Oakland County Immunization Schedules, prior to admission to school." All new students to Mercy (grades 9 - 12) must, at the time of entering, present a current physical (dated on or after April 15<sup>th</sup> of the previous school year) and complete immunization records.

**MEDICAL NEED AND MEDICATION:** It is the responsibility of the parent(s) or guardian(s) to inform the Attendance Officer and appropriate teachers if a student is subject to any medical need that may merit regular or periodic attention while at school.

**PHYSICALS:** For the safety and protection of the students, the Physical Education Department requires all students (grades 9-12) who are taking swim or gym classes to have on file a current physical (dated on or after April 15<sup>th</sup> of the previous school year). **Athletes please see STUDENT ELIGIBILITY.**

**PREGNANCY:** The Church's teaching affirms and supports human life. Mercy High School will therefore safeguard human life and support the pregnant student in a sensitive and loving manner. Administration will work with the counseling department, parents, and the young woman on an individual basis in the event of a pregnancy. Mindful of the sensitivity of the situation, respect for life, the needs of the student and her family, and the good of the school, Administration will make decisions regarding issues such as limitation of activity (in and outside of the classroom), health care, attendance, and continued enrollment.

## **STUDENT GOVERNMENT**

Through the framework of student government, Mercy strives to establish an informed community in which students, faculty, and Administration contribute to decisions, policies, and activities.

**STUDENT COUNCIL:** Mercy's Student Council is comprised of the four officers of the school (President, Vice President, Secretary, Treasurer) as well as the class officers (President, Vice President, Secretary, Treasurer, Class Representative). They function in their small groups as class officers who represent their classmates and as the four Student Council officers who perform their duties in the school at large. The Student Council functions as an entire group as they sponsor various school activities throughout the year.

**THE HUMAN RELATIONS COUNCIL:** This Council has four representatives from each class plus a maximum of five at large positions. It is responsible for promoting positive human relations among the Mercy School Community. The council meetings are open to all students on their unscheduled time. Students are encouraged to bring issues that could cause disharmony or injustice in the school community to the attention of the council.

## **STUDENT CLUBS**

The school recognizes and approves the following clubs:



**B.A.S.E. (Black Awareness Society for Education)**

Purpose: To raise everyone's awareness about issues in the African American community, while bringing people from all ethnic backgrounds together to discuss these issues. The club's goal is to unite and educate students of various backgrounds on issues and events that occur in the world and which impact racial harmony.

Membership: Any student may join. Members must pay \$10 dues each year and attend meetings regularly. Meetings will usually occur twice per month, after school.

**BUSINESS PROFESSIONALS of AMERICA (BPA)**

Purpose: BPA is a national career and technical student organization that helps students gain experience now for their future. In addition to a multitude of service and leadership activities, members participate in the Workplace Skills Assessment Program, which allows members to demonstrate occupational competency, applying knowledge and skills to realistic job scenarios. The organization offers more than 50 events in various areas related to video/film, financial, administrative support, information technology, management, marketing, and human resources. Members compete against students from area schools at the one-day Regional Leadership Conference (RLC), typically in January. Winners from RLC are eligible to compete at the three-day State Leadership Conference (SLC) held in March in Grand Rapids. Winners from SLC are eligible to compete at the National Leadership Conference (NLC) in May.

Membership: Open to all students. Members must pay dues each year to cover local chapter, state and national membership, as well as registration for RLC. Cost to attend SLC or NLC is additional. Meetings are held after school.

**FRENCH CLUB**

Purpose: To gain insight and knowledge about France and the Francophone World through various fun and interesting activities which focus on the French Culture. Students will have the opportunity to share their personal experiences and enjoy learning about the Francophone World outside the classroom.

Membership: Open to students presently taking French.

**FRENCH HONOR SOCIETY**

Purpose: To provide members with rich social and learning experiences and activities and to provide services to the school and community which further promote the study of the French language, history and culture.

Membership: The FHS is open ONLY to current members and second, third or fourth year language students who are qualified to join. Students must have a 3.4 GPA in French and a 3.2 GPA overall at the time of application and acceptance. Members are expected to participate in 75% of the activities sponsored during the year. Attendance at all meetings is mandatory.

**GREEN: GIRLS REACHING ENVIRONMENTAL ENLIGHTENMENT NOW**

Purpose: To make students aware of environmental issues and to provide them with information on sustainable living as well as opportunities to make a difference in the community through environmental service, beginning with the recycling efforts at Mercy.

Membership: Open to all students; it is required that members attend at least two of the four meetings each year.

**INTERNATIONAL THESPIAN SOCIETY**

Purpose: To promote and strengthen theater arts at Mercy and to recognize students who have performed meritorious work in the Performing Arts Department.

Membership: Open to students who have participated in at least two Mercy productions in two different aspects (acting or crewing) of theater arts and have accumulated a minimum of 100 hours of excellent work according to the International Thespian Society's guidelines. Members are required to participate in some way in both major Mercy productions as well as in the troupe's activities.

### **JUNIOR CLASSICAL LEAGUE (JCL)**

Purpose: Through an acquaintance and study of the civilization of Greece and Rome, JCL seeks to help students understand and appraise the world of today in its government, laws, literature, language, and arts. JCL seeks to develop responsibility, foster community, promote enthusiasm, encourage competition, inspire dedication, and enrich students' total growth through State and National JCL Conventions.

Membership: JCL membership is open to any student currently enrolled in Latin, who pays both State and National JCL dues. Club activities are open to all students.

### **JUST PEACE**

Purpose: To actively promote, within and beyond the school community, issues of world hunger, violations of human rights and other social issues. Just Peace will incorporate the activities of Bread for the World, Amnesty International and Pax Christi.

Membership: Open to all students.

### **M-HUB PROJECT**

Purpose: To build a central networking website that will connect students with adult experts throughout the Mercy community. The club offers opportunities for students interested in technology, marketing, or 21<sup>st</sup> century education. Members will be actively involved in collecting data, promoting, and launching this site. Meetings will be held after school, usually two times per month.

Membership: Open to all students.

### **MERCY WORKS**

Purpose: Mercy Works is a pastoral ministry service club that provides social outreach to the Sisters of Mercy at McAuley Center. The club will visit the Sisters three times each semester. First semester sophomores and second semester freshmen may use the visits to fulfill their sophomore service requirement. All students may use the visits to fulfill MCAP service hours.

Membership: Open to all students.

### **MODEL UNITED NATIONS**

Purpose: MUN is an academic club which simulates issues at the United Nations. Each participant represents a country and debates the policies of that country as they relate to world situations. Qualified students may attend out-of-town simulations.

Membership: Any student may join. Members must pay \$10.00 dues each year, attend club meetings, participate in MUN sponsored functions and attend 2 local weekend simulations at Mercy and/or other schools.

### **NATIONAL HONOR SOCIETY**

See previous pages for a full description of this organization and its requirements for entry.

### **PASTORAL TEAM**

Purpose: Members of the pastoral team are involved in the following three areas: worship, service and promoting the Mercy values throughout the building. This team consists of students and staff who offer their leadership in assisting with retreat planning, school liturgies and prayer services, special events such as food collections, clothing drives and outreach projects to service agencies.

Membership: Any interested student of any faith may become a member. The only requirements are attendance at scheduled meetings and participation in a pastoral team project.

### **PRO-LIFE CLUB**

Purpose: To promote and raise awareness of pro-life issues and events in the metropolitan area. This will be accomplished through discussions about abortion and other pro-life issues at club meetings. Club members will also communicate and advertise to the school at large what events are available outside of school (i.e. walks, rallies, concerts).

Membership: Open to all students.

## SCIENCE CLUB

Purpose: To help coordinate science activities at Mercy; to provide opportunities for student exploration in the field of science including hands-on experience; to promote an enthusiastic approach to science. Members must pay \$5.00 dues each year. Dues are used to pay for supplies for club activities and for guest speakers.

Membership: Any Mercy student who is interested in science and in furthering the purpose of the Science Club.

## SPANISH HONOR SOCIETY

Purpose: To stimulate interest in and enthusiasm for the Spanish language and the various Hispanic cultures and to perform community service through a variety of activities.

Membership: The SHH (La Sociedad Honoraria Hispánica) is open ONLY to current members. **Qualified** sophomores, juniors, and seniors who are enrolled in second, third, and fourth year Spanish classes **may apply at the beginning of the school year**. Students must have a 3.4 GPA in Spanish and a 3.2 GPA overall at the time of application and acceptance. Members **and applicants** are expected to maintain the GPA's mentioned as well as participate in 75% of the SHH activities each year. Attendance at club meetings is mandatory.

## TRI-M MUSIC HONOR SOCIETY

Purpose: To strengthen the performing arts by recognizing achievements in music by individuals through their music class involvement at Mercy High School as well as their outside music study and performance experiences.

Membership: Open to students who are each registered for at least one semester of music classes each year at Mercy and who accumulate at least 40 points by being an active musician in school and in the community through private study, ensemble performing, competitions, etc. Members are required to participate in all Tri-M activities.

In addition to the above, the following organizations are active:

Forensics Team, Mock Trial Team, and Quiz Bowl Team.

# THE MERCY SERVICE PROGRAM

## Mercy Spirit – Service to OTHERS

In the spirit of Catherine McAuley a Mercy education nurtures growth of the whole person – spiritually, intellectually, and morally. Students at Mercy schools participate in community service – a hallmark of Mercy values.

--Sisters of Mercy of the Americas website

The Service Program of Mercy High School stresses Christian Service to the school and the greater community. Students are encouraged to help others in need. The volunteer program promotes the school's philosophy of learning how to care and serve, and how to put Christian values into action. How to be the hands of God to one another! How to be a **Woman Who Makes a Difference!**

Below you will find the 2 different Service Programs. Please note that **40 hours from the MCAP category are required for graduation**. If you do not see the service that you plan to perform listed below, check with Mrs. Dennis for review and approval of your plans prior to completing your service.

### 1. Mercy Volunteer Service Program (M V S P) – In-School Service

- Teacher's Aide
- Tutoring a Fellow Mercy Student
- Library Media Center Aide
- Advancement Office Aide
- Alumnae Office Aide
- Admissions Department Aide
- Athletic Office Aide

- Administration Aide
- Special Events: Auction, Open House, Fashion Show, Benton Harbor Drive, Thanksgiving Food Drive, Christmas Toy Drive, Dances (i.e. Father/Daughter)
- Voluntary service to an entity outside of the Mercy Community may apply in this category. See Mrs. Dennis for verification.

## 2. Mercy Community Service Program (M C A P)\* – Community Volunteering

**HEALTH CARE:** Hospice, Hospitals, Patient Services

**EDUCATION:** Tutoring – other than a fellow Mercy student (outside of Mercy),  
Teacher's Aide (outside of Mercy)

### **PARISH COMMUNITY**

- **Worship/Liturgy:** Altar server, Eucharistic Minister, Lector, Choir
- **Religious Education:** Teachers – (If Catholic you must be confirmed),  
Teacher's Aide, Vacation Bible School
- **Special Events:** Festivals, Dances, Food Drives

### **SERVING THE POOR AND NEEDY**

- **Mission Trips**
- **Soup Kitchens**
- **Community Outreach Programs**

### **YOUNG PEOPLE**

- **CYO Catholic Youth Organization:** Rainbow, Boys and/or Girls Camp  
Volunteer, Sports Teams
- **Camp Volunteer** (example Spring Hills)
- **Day Care Volunteer**

### **SENIOR CITIZENS**

- **Nursing Homes**
- **Helping in and around their homes:** cleaning, yard work, grocery shopping,
- **Driving a senior citizen to an appointment**

### ***\*Service Requirements for Graduation (MCAP):***

**2 components of MCAP Service will be required of all students for graduation. See details below.**

### **REQUIREMENTS**

1. 40 hrs. MCAP volunteer service required over your 4 years here at Mercy (please refer to above lists).
2. MCAP community student volunteer service **outside** Mercy High School through an agency, church, community center, hospital, etc. is to be supervised, work evaluated and a completed Individual Service Form signed by your project supervisor.
3. **Components of Mercy Community Action Program:**
  - a. The **MCAP service experience** itself – with supervisor signed back-up paperwork.
  - b. A **Reflection Paper** describing the experience and what the student has learned from it. (Guidelines for the paper are available from Mrs. Dennis or online).
4. All service verification sheets are due in the MCAP office and reflection papers must be submitted via e-mail to Mrs. Dennis at [jgdennis@mhsmi.org](mailto:jgdennis@mhsmi.org) no later than the first Friday of March of senior year.

### **PROCESS**

1. Students are encouraged to make their own arrangements for service opportunities with the assistance of their parents, through their youth groups, churches and other connections. If you need further assistance in finding a service

opportunity, guidance will be given by the Service Coordinator. Also, see postings on the Service Bulletin Board.

2. The service requirement may be accomplished during the summer months with the approval of the Service Coordinator.
3. Both components of the **MCAP** program MUST be completed by the first Friday of March of the student's senior year.

**NOTE:** Students who turn in service hours above and beyond the graduation requirement will be given service credit for each hour volunteered. These service credits will be accumulated over the years that the student is at Mercy and will be recorded on the student's official final transcript.

Hours may start to accumulate after graduation from 8<sup>th</sup> grade.

## **MERCY HIGH SCHOOL STUDENT ACCEPTABLE USE POLICY**

The Acceptable Use Policy for access and usage of Mercy High School's computing system applies to all students and guests. Mercy High School reserves the right to block access to inappropriate sites on the World Wide Web and to block access to chat/instant messaging sites. Parent/Guardian permission for allowing student access and agreement to the policies included herein are assumed as part of the Mercy Enrollment Agreement completion process. Access is a privilege-not a right.

Mercy High School is providing students access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Mercy High School electronic network.

- The Mercy High School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Mercy High School electronic network has not been established as a public access service or a public forum. Mercy High School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- It is presumed that students will honor this agreement. The school is not responsible for the actions of students who violate it beyond the clarification of standards outlined in this policy.
- Mercy reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Mercy High School electronic network.

### **General Unacceptable Behavior**

While utilizing any portion of the Mercy High School electronic network, the following describe, though not inclusively, unacceptable behaviors.

- Students will not post information that, if acted upon, could cause damage or danger of disruption.  
Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, she must stop.

- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the U.S. President, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."  
Students will not display, access, or send offensive messages or pictures.
- Students will not use the Mercy High School electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Mercy High School electronic network for political lobbying. Students may use the system to communicate with elected government representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.

Students will not use any wired or wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school.

Students will not use the school equipment, network, or credentials to threaten any member of the Mercy community, or cause a disruption to the educational program.

Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

### **EMail**

- Students will be provided with email accounts for educational purposes.
- Students will not establish or access Web-based email accounts on commercial services through the school network unless such accounts have been approved for use by the school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.
- Student accounts may not be used for sending "All Students" messages.
- Students must not use another person's MHS digital identity when publishing or communicating.

### **Message Board/Usenet Groups**

- The school will provide access to selected newsgroups that relate to subjects appropriate for educational use. Messages posted locally that are in violation of this policy will be removed. The school reserves the right to immediately terminate an account of a student who misuses the message boards or Usenet groups.

### **Real-time, Interactive Communication Areas**

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the school.

## **Websites**

- Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number). Students may be identified by their full name with written parental approval. Group or individual pictures of students with student identification are permitted with written parental approval.
  - Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar, and accuracy of information.
  - Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on websites unless formal written permission has been obtained.
- All student Web pages should have a link back to the home page of the classroom or school, as appropriate.

## **Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to educational institutions for educational purposes, companies, or other entities for career development purposes, or without administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

## **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should a student provide her password to another person.
- Students must immediately notify a teacher or the system Administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Mercy High School electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing."
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access websites blocked by school policy, including the use of proxy services, software, or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

## **Software and Files**

- Software is available to students to be used as an educational resource.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Mercy High School electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

### **Technology Hardware: School-Owned**

- The school provides hardware and peripherals as tools for student use for educational purposes. Students are not permitted to relocate school-owned hardware (except for portable devices), install peripherals, or modify settings to equipment without the consent of the school technology department.
- Students are responsible for and must reimburse the school for any damage or loss of school-owned equipment.

### **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students'.
- All copyright laws must be observed in digital publishing.

### **Student Rights**

- Students' right to free speech applies to communication on the Internet. The Mercy High School electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

### **Due Process**

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the school will investigate the allegation and determine sanctions if appropriate.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of her network account.

### **Limitation of Liability**

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

### **Violations of this Acceptable Use Policy**

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:



- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school Administrators.

### **Personal Responsibility**

Students are ultimately responsible for their own actions. Mercy High School expects students to adhere to tenets of its Mission Statement and Mercy Values when using its computing system and the internet. The personal integrity of each user will ultimately determine the behavior, responsibilities, and consequences associated with the use of the computing system.

## **TRADITIONS**

- Patroness: Our Lady of Mercy
- Foundress of the Sisters of Mercy: Blessed Catherine McAuley
- Feast: Mercy Day-Feast of Our Lady of Mercy  
September 24
- Foundation Day: Feast of the Founding of the Sisters of Mercy  
December 12
- Colors: Maroon and Gold
- Mascot: Marlin
- Motto: Women Who Make A Difference
- Prayer: Suscipe of Catherine McAuley

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

- Song: **WE ARE MERCY HIGH**
- We are Mercy High School  
We're building tomorrow with our lives today.  
Learning and growing we are seekers of truth.  
We're proud to be called Mercy.
- We are Mercy Marlins  
Holding our colors for the world to see.  
Reaching for the best we can be.  
We're proud to be called Marlins.
- Guided by the spirit of wisdom and guided by the spirit of light  
We pledge to keep the goal of excellence  
Ever in our sight.

We are Mercy High School  
We're building tomorrow with our lives today.  
Learning and growing, we are seekers of truth.  
We're proud to be called:  
We are Mercy  
Reaching for the best we can be.  
We are Mercy High.

#### Historical Sketch

Located at Southfield and Outer Drive in Detroit, Mercy High School first opened its doors in 1945. The Sisters of Mercy established the school to offer young women the opportunity to receive a value-centered education in an environment of academic excellence. As enrollment grew, Mercy relocated to a new and larger building in Farmington Hills in 1965. Mercy is proud of its 13,000 alumnae throughout the world who are now making a difference.

#### Meaning of the School Seal

The book symbolizes the school where moral courage (virtus) and knowledge (scientia) are fostered under the guidance and protection of Mary, Our Lady of Mercy. The lilies are Mary's coat-of-arms. The Maltese cross is the symbol of the Religious Sisters of Mercy.

### **MERCY HIGH SCHOOL ENGLISH DEPARTMENT'S GUIDELINES FOR FORMAL WRITING**

#### **MLA FORMAT:**

1. Give proper formal heading in upper left corner, double spaced.
2. Use margins of one inch on all sides.
3. On all pages, in upper right corner, ½ inch from top, put last name and page number.
4. Titles, when used, are centered, one double space after the heading and one double space before the first paragraph.  
Titles must be properly punctuated.  
Titles are not underlined nor are they put in quotation marks.
5. Double space all copy. Use font size 12; use black ink.
6. Indent the first line of each paragraph ½ inch.
7. Proofread your final copy.  
Make all corrections by drawing a single, straight line in black ink through the copy to be corrected and print the correction in black ink above the corrected copy.

#### **PUNCTUATION:**

8. Titles of novels, plays, and films are underlined or italicized.  
Titles of poems and short stories are put in quotation marks.
9. Page numbers require no "p." or "pg." before the numbers.
10. Page numbers appear in parentheses after the quote you are using.  
Punctuation, like periods or commas, follows the parentheses if such punctuation is required by the context of the sentence.  
If the quoted material includes a question mark or exclamation point, the punctuation goes **inside** the final set of quotation marks.
11. **Regarding apostrophes:**  
Virtually no plurals ever require an apostrophe before or after the "s."  
**No** verb forms ever require an apostrophe before or after the "s."  
Check for correct usage of apostrophes.
12. Check for correct punctuation, especially the use of commas, semi-colons, and quotation marks.
13. An **ellipsis** is typed as three spaced points. ("A rose . . . smell[s] as sweet.")

### SENTENCING:

14. Work to create sentence variety.
15. In general, avoid the use of conjunctions such as **and**, **but**, **however**, **therefore**, and **though** at the beginning of a sentence.
16. Fragments and run-ons are unacceptable.

### STYLISTIC BASICS:

17. Use a consistent verb tense throughout the paper.
18. Limit the use of “to be” verbs (am, is, are, was, were, be, been, being).  
Limit the use of passive voice verbs.  
Use concrete verbs.
19. Use correct diction.  
Examples: I smooshed the cooking dough. (No such word as “smooshed.”)  
My brother eats so little meat that he might be a veterinarian.  
(The word is “vegetarian” in this context.)
20. Correct spelling is mandated for all overnight work.
21. Numbers from **one** to **nine** are usually written as words.  
Numbers **10** and over, unless at the beginning of a sentence, are written as numerals.
22. Use correct pronoun-noun agreement.  
Use correct pronoun-pronoun agreement.  
Use correct subject-verb agreement.  
**Someone, anyone, anybody, everyone, everybody, nobody, no one, a person** are always singular; the proper pronoun to use is “**she**” or “**her**” not “they.”
23. Check the correct usage for the following:

there, their, they're	you, your, you're
it's, its	than, then
affect, effect	accept, except
too, to, two	woman, women
no one	cannot
lay, laid, laid (for placing)	lie, lay, lain (for reclining)

### STYLISTIC CRIMES AND MISDEMEANORS:

24. Avoid the following in formal writing:
  - first or second person (I, me, my, mine, we, our, us, you, your)
  - needless repetition of words and phrases
  - colloquial phrases
  - abbreviations
  - contractions.
25. In formal writing also avoid:

really	a lot
different than	alright
could of, would of, should of	

### WHATEVER: (Individual Instructions from Individual Instructors)

**Early  
Dismissal - 11:25 a.m.**

A..... 8:20 – 9:00 a.m.

PA..... 9:05 Announcements

B..... 9:10 – 9:50 a.m.

C..... 9:55 – 10:35 a.m.

D..... 10:40 – 11:20 a.m.

11:25 a.m. – Dismissal

**Day 1, 3, 5  
Dismissal - 2:40 p.m.**

1<sup>st</sup> .....8:20 – 9:00 a.m.

PA.....9:05 Announcements

2<sup>nd</sup> .....9:05 – 10:05 a.m.

3<sup>rd</sup> .....10:10 –11:05 a.m.

4<sup>th</sup> .....11:10 – 11:50 a.m.

5<sup>th</sup> .....11:55 – 12:50 p.m.

6<sup>th</sup> .....12:55 – 1:35 p.m.

7<sup>th</sup> .....1:40 – 2:35 p.m.

2:40 p.m. – Dismissal

**Early  
Dismissal - 1:40 p.m.**

1<sup>st</sup> ..... 8:20 – 9:00 a.m.

PA..... 9:05 Announcements

2<sup>nd</sup> ..... 9:10 – 9:50 a.m.

3<sup>rd</sup> ..... 9:55 –10:35 a.m.

4<sup>th</sup> ..... 10:40 – 11:20 a.m.

5<sup>th</sup> ..... 11:25 – 12:05 p.m.

6<sup>th</sup> ..... 12:10 – 12:50 p.m.

7<sup>th</sup> ..... 12:55 – 1:35 p.m.

1:40 p.m. – Dismissal

**Day 2, 4, 6  
Dismissal - 2:40 p.m.**

1<sup>st</sup> .....8:20 – 9:15 a.m.

PA.....9:20 Announcements

2<sup>nd</sup> .....9:20 – 10:05 a.m.

3<sup>rd</sup> .....10:10 –11:05 a.m.

4<sup>th</sup> .....11:10 – 12:05 p.m.

5<sup>th</sup> .....12:10 – 12:50 p.m.

6<sup>th</sup> .....12:55 – 1:50 p.m.

7<sup>th</sup> .....1:55 – 2:35 p.m.

2:40 p.m. – Dismissal

	Odd Day Schedule	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Even Day Schedule	
	8:00-8:10	Sign-in	Sign-in	Sign-in	Sign-in	Sign-in	Sign-in	8:00-8:10	
1	8:20-8:35							8:20-8:35	1
2	8:35-8:50							8:35-8:50	2
3	8:50-9:00							8:50-9:05	3
4	9:05-9:25							9:05-9:15	4
5	9:25-9:40							9:20-9:40	5
6	9:40-9:55							9:40-9:55	6
7	9:55-10:05							9:55-10:05	7
8	10:10-10:25							10:10-10:25	8
9	10:25-10:40							10:25-10:40	9
10	10:40-10:55							10:40-10:55	10
11	10:55-11:05		Adv Grp					10:55-11:05	11
12	11:10-11:25							11:10-11:25	12
13	11:25-11:40							11:25-11:40	13
14	11:40-11:50							11:40-11:55	14
15	11:55-12:10							11:55-12:05	15
16	12:10-12:25							12:10-12:25	16
17	12:25-12:40							12:25-12:40	17
18	12:40-12:50							12:40-12:50	18
19	12:55-1:10							12:55-1:10	19
20	1:10-1:25							1:10-1:25	20
21	1:25-1:35							1:25-1:40	21
22	1:40-1:55							1:40-1:50	22
23	1:55-2:10							1:55-2:10	23
24	2:10-2:25							2:10-2:25	24
25	2:25-2:35							2:25-2:35	25
	2:35	Dismissal					Dismissal	2:35	