



# **Mercy High School**

## **2022-2023**

### **Student/Parent**

### **Handbook**

This handbook will be updated electronically throughout the year, and it is the responsibility of Mercy High School students and guardians to regularly review the handbook. If you have any questions or concerns please contact the Assistant Head of School for Student Life, Jennifer Clifford at [jclifford@mercyhsb.com](mailto:jclifford@mercyhsb.com)

## **Mercy High School**

Main Office/ Attendance Line	650-343-3631
Head of School	650-762-1100
Executive Assistant to the Head of School / Tuition Questions	650-762-1101
Assistant Head of School for Student Life	650-762-1103
Assistant Head of School for Academics	650-762-1102
Director of AMES	650-762-1138
Executive Assistant to the Assistant Head of School For Academics	650-762-1104
Director of Student Services	650-762-1141
Director of Admission	650-762-1113
Assistant Director of Admission	650-762-1175
Director of Campus Ministry	650-762-1149
Director of Mission Effectiveness and Service Learning Coordinator	650-762-1108
Director of Advancement	650-762-1191
Director of Marketing	650-762-1115
Director of Finance and Human Resources	650-762-1122
Director of Athletics	650-762-1107
Registrar	650-762-1111
Mercy Gear	<a href="http://www.crusaderwear.com">http://www.crusaderwear.com</a>

## MERCY HIGH SCHOOL STUDENT/PARENT HANDBOOK 2022-2023

**"No work of charity can be more productive  
to the good of society . . . than the careful instruction of women"**

*-Catherine McAuley, Foundress of the Sisters of Mercy*

Catherine McAuley, an Irish Catholic lay woman and the foundress of the Sisters of Mercy, was born in Dublin in 1778. At a young age, her parents tragically passed away, leaving her orphaned. For years, she moved in and out of her relatives' homes, but was finally given a permanent residence with William and Catherine Callaghan. Eventually she served as both a companion and a nurse to the loving and hospitable Callaghans. William was always impressed by Catherine's empathetic desire to help those in need, and as a result of her unparalleled generosity, he left her his entire estate when he passed away.

Determined to make a difference in the community, Catherine used her inheritance to open the first House of Mercy on Lower Baggot Street in Dublin, Ireland, on September 24, 1827. Catherine opened the home to young women in order to provide them with shelter and education. Recognizing her commitment to her faith and ministry, the Archbishop of Dublin encouraged her to establish a religious congregation; just three years later, on December 12, 1831, Catherine and two of her friends became the first Sisters of Mercy.

Though Catherine only lived for ten years after founding the Sisters of Mercy, she established fourteen educational and medical institutions in Ireland and England. Committed to carrying out Catherine's legacy, the Sisters of Mercy further expanded their order to Newfoundland, Australia, South America, New Zealand, and the United States.

In 1884, with the support and encouragement of Archbishop Alemany, Mother Mary Baptist Russell, a Sister of Mercy, led eight young sisters from Kinsale, Ireland to San Francisco, CA. San Francisco, in its turbulent infancy, proved to be a volatile scene. Despite their challenges, within three years of their arrival, the Sisters of Mercy established St. Mary's Hospital in San Francisco. Then, in 1924, the Sisters purchased the Kohl Mansion in Burlingame, California. The Kohl Mansion originally served as the Motherhouse for the Sisters of Mercy until 1931, when they decided to open their first Catholic high school in the building.

Since its founding, more than 8,500 young women have graduated from Mercy High School. Mercy is proud of its alumnae who continue to walk in Catherine's footsteps as they actively live out the works of Mercy in both their professional and personal lives. Mercy alumnae are living proof that a Mercy High School, Burlingame, graduate is a woman of faith, a woman in pursuit of academic excellence, a woman of influence, a woman of compassionate service, a proactive global citizen, and a woman who embodies Catherine McAuley's spirit of Mercy.

## **MISSION STATEMENT**

We, the community of Mercy High School, Burlingame, a Catholic college preparatory school sponsored by the Sisters of Mercy, educate young women of diverse religious, ethnic, social and economic backgrounds to reverence and foster the dignity of each human person, to create a community of hospitality, to lead with compassion, to strive for excellence, and to proclaim Gospel values in word and deed.

## **CORE VALUES OF A MERCY EDUCATION**

- Compelled by Mercy
- Inspired by Faith
- A Voice for Dignity and Respect
- Principled Leadership
- Educational Courage

## **POSITIVE SCHOOL ENVIRONMENT**

Mercy High School places the highest priority on fostering students' spiritual, moral, intellectual, and physical development by providing various opportunities for personal growth, self-reflection, service learning, academic rigor, and athletic and co-curricular programs. Students, parents and guardians, and the faculty and staff of Mercy High School are called to create a community and climate that are defined by respect, personal integrity, pride in one's work, and achievement. By registering at Mercy High School, students and their parents/guardians indicate their willingness to accept and observe the school's policies.

## **RESPONSIBILITIES OF PARENTS/ GUARDIANS**

Educating a young woman can only be accomplished through the purposeful partnership between the parents/ guardians and the school. The administration, faculty, and staff of Mercy High School strive to work closely, honestly, and cooperatively with our students' parents/ guardians in support of their educational goals. In order to accomplish this, the relationship requires regular communication between school and home that is characterized by mutual trust, respect, and honesty. To honor this partnership Mercy High School will notify parents/ guardians about any academic, disciplinary, and personal concerns that have to do with their daughters. Parents and guardians, in turn, are expected to reciprocate the relationship by replying in a timely manner to all communication that the school initiates. Should a parent or guardian do something to harm this partnership, the child could be asked to leave Mercy High School as it is our expectation that parents/ guardians uphold the same Code of Conduct that is expected of our students.

Parents and guardians of Mercy High School students are encouraged to share their concerns with appropriate Mercy High School personnel. They are asked to first address any issues they may have with the person with whom there is a misunderstanding or conflict. Should the parent or guardian not be satisfied after going directly to the source, they are then asked to speak to that employee's immediate supervisor. Though the administration welcomes conversations and concerns, it is the expectation that parents and guardians first go to the people noted above before the concern is brought to them. Grade issues should be discussed with teachers,

department chairs, and counselors before escalating to administration if a resolution is not achieved.

Parents are asked to treat all Mercy faculty and staff as well as other Mercy parents and students with respect. If conversations and interactions take place in a discourteous, disruptive, threatening, hostile, or divisive manner, Mercy High School will not host the conversation and will ask the parent or guardian to leave the campus or venue in which the conversation is taking place.

Mercy High School reserves the right to determine which actions fail to meet the Mercy High School Code of Conduct and the Christian philosophy that is encouraged within our mission statement. Failure to act in a way that is suitable for a Mercy High School parent may result in a warning, revocation of a parent/ guardian's privilege to attend or participate in school activities or student and family dismissal from the school depending on the severity of the offense.

### **CODE OF CONDUCT**

Students of Mercy High School are expected to be women of character who exhibit and uphold the Christian values set forth in our mission statement at all times. Students of Mercy act as ambassadors of Mercy High School 24 hours a day, seven days a week, 365 days a year, and they are expected to conduct themselves in accordance with school policy at all times, regardless of whether they are on or off campus. Students are expected to refrain from activities that can be defined as illegal, immoral, unhealthy, or highly inappropriate. Students will be held responsible for all of their actions that contradict either the values set forth in our mission statement or the policies and procedures set forth in our student/parent handbook. Students will be held accountable for their actions and words, both written and verbal, through consequences deemed appropriate by the school's administration. These consequences can include, but are not limited to, detention, suspension, removal from school extracurricular activities, and expulsion.

The intent of Mercy High School's Code of Conduct is to encourage students to develop themselves as women of character and integrity who live their lives displaying the same Christian values that Catherine McAuley originally built her mission upon.

Mercy High School administration will render the final decision on the interpretation of the Code of Conduct. Mercy High School reserves the right to amend the Parent/Student Handbook, and commits to ensuring the updated handbook is always available on the school website.

### **ACADEMIC PROGRAMS AND POLICIES**

#### **GRADUATION REQUIREMENTS**

##### **Credit Requirements**

The academic program at Mercy High School is designed to prepare young women for a successful college experience. A student must complete 70 units per year and 280 units in order to graduate, in addition to completing 22 community service hours per year. Students are

required to take Religion every year. Upon completion of these requirements, students will graduate in the June of their senior year.

### **Subject Requirements**

Mercy requires the following minimum coursework:

- English: 4 years, 40 credits
- Math: 3 years, 30 credits
- Religion: 4 years, 40 credits
- Science: 3 years, 30 credits
- Social Studies: 3 years, 30 credits
- Visual/Performing Arts: 1 year, 10 credits
- World Language: 2 years, 20 credits
- Health and Wellness: .5 years, 5 credits
- Electives: 75 credits

### **GRADING SCALE**

Mercy High School uses the following scale to determine grades. Honors and AP classes earn an extra point.

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	82-80
C+	77-79
C+	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59

### **GPA**

Mercy High School's grading scale is based on a four-point system. A student's grade point average (GPA) is determined by dividing the total points earned by the number of classes taken.

A+ = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A = 4.00	B = 3.00	C = 2.00	D = 1.00	
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67	

**REPORT CARDS**

Mercy High School issues report cards electronically four times a year, after each grading period. Official transcripts reflect only semester grades.

**GRADING**

Official grades appear on PowerSchool. Parents and students can access PowerSchool for official updated grades. Online grade books are updated regularly with homework and other assignments. Most essays and tests are updated within two weeks of the due date/ testing date. Individual grading policies will be shared with students by teachers at the beginning of the year through the course syllabus.

If a student or parent feels grades are not being properly updated they should contact the teacher prior to going to the department chair, counselor, or an administrator. Schoology is not used for official grades.

Parents have constant access to PowerSchool. If a parent is unable to access PowerSchool or does not receive progress reports, it is the parent's responsibility to contact the main office to reinstate access.

**MAKE-UP WORK/ TEST POLICY**

It is the student's responsibility to communicate with her teacher when she misses class as well as to turn in make-up work and missed assignments by the deadline set by the teacher.

Students with excused absences are required to make up tests that were administered during her absence within three days of returning to school or on the scheduled makeup date. Teachers are not obligated to proctor make-up tests during the school days. When there are repeated absences on days students are aware they have tests, presentations, and major projects due, teachers will exercise their judgment regarding the feasibility of make-up work.

In the case of a prolonged absence due to illness, the teacher, counselor, and Assistant Head of School for Academics will decide on an appropriate course of action regarding missing work.

**DROPPING A COURSE**

Students who wish to drop or add a course must meet with their academic counselor to receive a REQUEST TO DROP OR ADD FORM within the first week of class. This form must be signed by the teacher of the class that they are requesting to drop, their counselor, and their parent. Forms must be turned in within the published deadline. Filling out a Request to Drop Form does not guarantee that the student may be able to drop a course. Requests filed after June 1 will incur a fee of \$30.

**ACCOMMODATIONS FOR STUDENTS IN CRISIS**

Mercy High School will make a reasonable effort to offer special accommodations to those students who have short-term issues that affect their attendance and academic performance.

Special accommodation requests should be brought to the Assistant Head of School for Student Life and the student's counselor.

A student returning to school after a crisis will meet with her counselor, parents, and Assistant Head of School for Academics to establish an academic plan before attending class again.

A student receiving special accommodations will be reviewed regularly to determine if the accommodations should continue and if the student should continue her high school career at Mercy High School.

### **FINAL EXAMS**

All students are expected to be present for the scheduled final exams. Should a family need to petition a change in the final examination time or date, we ask that they make that request at least one month prior to the scheduled exam. Requesting an earlier final does not guarantee that an earlier accommodation can be made for the student and family.

If a student is seriously ill during her scheduled final, a parent or guardian should call the Main Office and speak to the Director of Counseling.

### **INCOMPLETE GRADES**

A student who receives an incomplete on her report card must complete any outstanding work within one month of the end of the semester. Failure to do so will result in a grade change to an F. If there are extraordinary circumstances that cause a student to be unable to meet this deadline the Director of Counseling will meet with the family to determine a new plan to ensure the work is completed in a timely manner.

### **ADVANCED PLACEMENT EXAMS**

**Students who take an AP class are expected to take the AP exam in May.** The May exam is the culmination of a year's worth of study and is the natural extension of taking an AP course.

Students may request an exemption from the exam policy by putting a request in writing. Parent signatures are required. Requests, although rarely granted, will be considered by the Assistant Head of School for Academics. Requests should be made between April 1-15. A \$15 fee is incurred by the student for unused exams.

If an exam exemption is granted, the student must take the final exam in the classroom and will not receive the honors GPA point in the spring term.

All AP fees must be paid by October 14th.

Students who have not taken the AP course at Mercy High School may not take the AP exam.

### **GRADUATION/DIPLOMAS**



While it is the hope of Mercy High School that all seniors take part in the graduation ceremony, families should be aware that there are certain conditions that may result in a student's inability to participate in graduation exercises. These conditions include, but are not limited to:

- Failure to meet academic requirements for graduation
- Serious behavioral issues that require administrative action
- Failure to attend graduation practices

Diplomas may be held if:

- Course credits are incomplete or student is failing the course
- Academic requirements for graduation are not met
- Financial obligations are not met
- Service learning requirement is not met
- Behavior is disruptive during the graduation practice or ceremony

### **ACADEMIC GRIEVANCE**

If a student has a concern over a grade she has received, she should follow the following grievance process:

- Email the teacher and request a private meeting to discuss the grade.
- Email the department chair and request a meeting to discuss the continued concern.
- Email the counselor to request a meeting to discuss the continued concern.
- Email the Director of Counseling to discuss the continued concern.
- Request a conference with the Assistant Head of School for Academics if all steps prove unsatisfactory. The conference will include the student, parent, teacher, counselor, department chair, and Assistant Head of School for Academics.

### **TEXTBOOKS**

Each student is responsible for acquiring all of her necessary textbooks and course materials. Textbooks may be purchased in either a hard copy or e-book. A list of required textbooks will be posted on Mercy High School's website by June 15th.

### **HOMEWORK**

Homework assignments can be found on Schoology. All homework assignments are expected to be turned in at the beginning of class on the date that they are due. Any late or incomplete homework may receive a grade of zero. Students who choose to enroll in honors and AP courses should expect to have additional homework in each higher level course.

### **TESTING**

All Mercy High School freshmen, sophomore, and junior students are expected to take part in the National Testing Day held in October. Freshmen take the PSAT 8/9 test, and sophomores and juniors take the PSAT. Seniors are expected to independently register for the SAT, SAT subject, and/or ACT exams. Students should speak to their counselors for more guidance in this process.

### **CONFIDENTIALITY**

In order to protect the dignity, character, and future of Mercy High School, all school information about students and/or their school, civic, or home life is held in confidence. The information will not be released to any individual or institution unless the request is in writing from the parent/legal guardian and the school authorities are fully satisfied that the requesting party has a right to the information requested.

### **ACADEMIC INTEGRITY POLICY**

Mercy High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage on an assignment or during an examination—is strictly prohibited. The Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The Academic Integrity Policy is both a description of the Mercy's ethical expectations of students as well as a guarantee of students' rights and responsibilities as members of a learning community.

### **PLAGIARISM AND CHEATING**

- Plagiarism is not the same as cooperation or collaboration. Collaboration is to work together, with permission, in a joint intellectual effort.
- Plagiarism is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another.
- Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied, unless explicitly permitted by the teacher. Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.
- Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to academic penalties and/or disciplinary reparations and will be required to meet with the Assistant Head of School for Academics and the Assistant Head of School for Student Life..

*All students will be given one formal warning in their time at Mercy High School with regards to academic integrity from the Assistant Head of School for Academics. On a second offense, students will appear before the Disciplinary Review Board.*

### **ACADEMIC PROBATION**

**Student academic progress will be reviewed every three weeks. Any student with two Ds, one or more Fs, or a GPA that falls under a 2.0 will be placed on either Academic Review, Academic Warning, or Academic Probation.**

#### **ACADEMIC SUPPORT PROCESS**

- **Academic Review** is a designation for students whose grades show two Ds, one F, or a GPA that falls under a 2.0 at the end of a three-week cycle.
- **Academic Warning** is a designation for students whose grades show two Ds, one F, or a GPA that falls under a 2.0 at the quarter grading periods.
- **Academic Probation** is a designation for students whose grades show two Ds, one F, or a GPA that falls under a 2.0 at the end of two consecutive quarter grading periods.

#### **ACADEMIC REVIEW**

*Academic Review* is a designation for students whose grades show two Ds, one F, or a GPA that falls under a 2.0 at the end of a three-week cycle.

Students on academic review will be required to meet briefly with their counselor and attend daily study sessions during lunch until the next review process. Any student who is late for or does not attend a Lunch Study session will have one lunch study added to the end of their review period.

Students may bring or buy their lunch. Attendance will be taken promptly at 11:05 or 12:35. Students are encouraged to bring their lunch to avoid being tardy.

Rules for Lunch Study:

- Lunch study runs from 11:15 am - 12:00 pm
- Students must bring their work.
- Lunch study is silent. Group work is not allowed.
- No breaks are given.
- iPads must be used solely for academic purposes.

#### **ACADEMIC WARNING**

*Academic Warning* is a designation for students whose grades show two Ds, one F, or a GPA that falls below a 2.0 at the quarter grading periods.

A student who earns two Ds or one F at the quarter will be placed on Academic Warning for the next quarter. A student does not need to be on Academic Review to be placed on Academic Warning.

Academic Warning requires a student to:

- Attend a meeting with her parent, academic counselor, and the Director of Counseling at the beginning of probationary term
- Attend two hours of tutoring per week either at or outside of Mercy High School and submit a record of tutoring when requested by the Director of Student Services.

- Meet with her Mercy academic counselor regularly to review her grades, discuss her current academic standing, and develop an academic improvement plan.
- Schedule appointments with teachers, the Resource Center Coordinator, and other Mercy academic mentors as appropriate.

### **ACADEMIC PROBATION**

*Academic Probation* is a designation for students whose grades show two Ds, one F, or a GPA that falls below 2.0 at the end of two consecutive quarter grading periods. A student does not need to be on Academic Warning to be placed on Academic Probation; any student with two or more Fs is automatically placed on Academic Probation.

A student on Academic Probation must complete the same requirements as Academic Warning and may be asked to add additional tutoring hours.

Students on Academic Probation may not participate in athletics or co-curricular activities.

After being placed on Academic Probation for two consecutive quarters, a final decision as to whether a student will be allowed to continue at Mercy High School will be made on a case-by-case basis.

Parents will be notified of a student's placement on Academic Review, Academic Warning, or Academic Probation by letter from the Assistant Head of School for Academics.

The Academic Counselors will meet with students who earn "Ds" or an "F" in any course to devise a plan for making up the class. Students are required to remediate any F in order to graduate from Mercy High School. Remediation of Ds and Fs should take place the semester or summer following the grade report. Students must remediate all Fs before the start of senior year, or they will not be allowed to enroll.

### **WITHDRAWAL FROM SCHOOL**

The parent or guardian of any student who wishes to withdraw or transfer to another school is required to submit a formal written request to the Registrar. All outstanding charges must be settled with Mercy High School before the withdraw/ transfer may occur.

### **REMEDICATION**

Students who earn an F in any class must remediate the course. Students in need of remediation can receive more information from their counselor or the Director of Student Services regarding the options available.

The Director of Counseling must approve all remedial courses taken outside of Mercy High School prior to the student's registration in order to ensure that the course is UC approved and in line with the Mercy High School curriculum.

**TRI-SCHOOL COURSES**

In partnership with Notre Dame High School and Junipero Serra High School, Mercy High School offers Tri-School courses to students in order to encourage collaboration and co-educational experiences.

Parents and guardians are responsible for transportation to the Tri-School campus in which they are enrolled. When possible, Mercy will provide transportation from Serra High School and the Mercy campus.

Students are eligible to take Tri-School classes with a 3.0 or higher GPA.

**FIELD TRIPS**

Field trips are privileges offered to students in order to enhance their learning experience. Should a student fail to meet academic and/or behavioral requirements, she may be denied the right to participate in a field trip.

Students who plan to attend a field trip must complete the proper paperwork by the stated deadlines. Any student who fails to meet the deadlines may be denied the right to attend the field trip.

It is the student's responsibility to notify teachers of any known absences due to field trips, as well as to make up all assignments.

**STUDENT SUPPORT SERVICES****RESOURCE CENTER**

The Resource Center provides academic support for all students. Testing, tutoring, and study services are available.

**ACADEMIC MENTORING AND EDUCATIONAL SUPPORT (AMES)**

Mercy High School's Academic Mentoring and Educational Support Program (AMES) is designed to assist students with identified and documented learning differences who are in need of additional support to be successful in our college preparatory environment. The goal of the AMES Program is to develop and strengthen learning skills that are essential to academic success. The AMES Program utilizes different techniques which equip the students to use their strengths in the classroom, while learning to accommodate those areas that they find challenging. Students in AMES are instructed in various assistive technologies along with study skills and strategies of self-advocacy. Students who have documented learning differences are introduced to compensatory methods as well as accommodations which will assist them in meeting their academic goals.

Students and parents with questions or concerns about the AMES Program should contact the Director of Student Services.

### **COUNSELING**

The Counseling Department, which is located in Russell Hall, provides academic, wellness, and college counseling. Counselors are available to students throughout the school day. Confidentiality is an essential part of the trust built with students. Counselors will keep student interactions confidential, unless harm to self or others is indicated. Counselors refer students to outside professionals when appropriate.

### **REGISTRAR**

The Mercy High School Registrar is responsible for generating transcripts upon request. Transcripts requested by families are \$10. Transcript requests should be sent to Stephanie Jewett at [sjewett@mercyhsb.com](mailto:sjewett@mercyhsb.com).

### **TECHNOLOGY / IPAD PROGRAM**

Students have access to a variety of computer technologies on campus in the Multimedia Lab and Library. Technology and Internet use at Mercy High School, whether on a student-operated iPad or a school computer, is to be used for educational purposes that serve the school's mission.

It is expected that all Mercy students will use the iPads respectfully and for the sole purpose of deepening and enriching their educational experiences at Mercy. The use of iPads in the classroom is a privilege, not a right. Students are expected to uphold the values and expectations set forth in the Mission Statement and the Code of Conduct as these two documents extend to the electronic world.

The following Acceptable Use Policy (AUP), signed by the student, must be on file with the Assistant Head of School for Student Life before a student is allowed access to the school network. AUP is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, she may lose technology privileges and suffer disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, detention, suspension, loss of iPad privileges, removal of iPad apps, placement of disciplinary probation, parent phone calls and/or meetings, and/or expulsion. When applicable, law enforcement agencies may be involved.

### **TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

The use of technology at Mercy High School is a privilege and may be revoked at any time.

1. The use of the Internet must be in support of education and research consistent with the educational objectives of Mercy High School. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. There is no reasonable expectation of privacy in any information or data that is sent or stored on Mercy

High School equipment.

2. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission or reception of pornographic material is expressly prohibited and will result in the cancellation of all information technology access and privileges.
3. We expect our parents to be equal stakeholders in the implementation of our Acceptable Use Policy (AUP). Parents are expected to monitor their daughter's internet use at home. The safety of each student is paramount. Students who post any type of inappropriate or defamatory statements on the Internet (Instagram, Facebook, Snapchat, Ratelyteachers.com, etc.) about other students, teachers, staff members, etc., will face disciplinary consequences. Deliberate defamation of others is not consistent with Christian values and students will be held accountable for intentional harm they cause others.
4. Student use of online sources, including, but not limited to the internet, is covered under the electronic resource contract, an extension of the school's behavior code. Mercy High school has a behavior code for all students that details appropriate school behavior, outlines rights, and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.
5. Unacceptable use of technology will result in a cancellation of those privileges.

Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes, but is not limited to:

- Cyber bullying or anything that can be construed as cyber bullying, including sending or displaying offensive messages or pictures or harassing and violating others
- Using the network for any illegal activity, including violation of copyright or other contracts
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Accessing inappropriate matter on the Internet
- Using technology capabilities for cheating
- Using technology capabilities for communicating with other students during class
- Disabling or attempting to disable school-installed software such as internet filtering and antivirus
- Invading the privacy of individuals which includes but is not limited to accessing another person's account and/ or files and taking pictures or videos of a student or teacher unknowingly
- Posting personal communications without the author's consent
- Posting anonymous messages
- Use of non-educational social media networks or apps which include but are not limited to Facebook, SnapChat, Instagram, and Twitter
- Using any messaging programs during school hours

- Placing unlawful information on a system
- Using abusive or otherwise objectionable language
- Sending messages that are likely to result in the loss of recipients' work or systems
- Degrading the good name of Mercy High School in any technological communication both within and outside of school
- Sending chain letters, broadcast, chats, texts, or instant messages to a list of others
- Use of the information services for commercial activities for profit or product advertising
- Degrading or disrupting equipment or system performance
- Political lobbying
- Any other use which would violate the policies of Mercy High School concerning proper student conduct and/or which would violate the teachings of the Roman Catholic Church.
- Use of a non-Mercy network or VPN

Whether an incident is a minor or a major incident, the Assistant Head of School for Student Life may deny, revoke, or suspend user access.

6. Students are expected to abide by the rules of network etiquette. These include, but are not limited to:
  - Be polite; use appropriate language; do not post defamatory statements about students or others.
  - Do not reveal your personal address/phone number or those of your fellow students or colleagues.
  - Understand that electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the Burlingame Police Department.
7. Mercy High School will not be responsible for any damages suffered as a result of the use of this service. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or a student's errors or omissions. Use of any information obtained via the Internet is at one's own risk.
8. Security on any computer is a high priority, especially when the system involves many users. If you can identify a security problem, notify the Technology Coordinator. Attempts to log on to any network server as a faculty or staff member may result in cancellation of user privileges, suspension, and possible dismissal from school.
9. To avoid copyright violations (pirated software liability, and/or damaging computer viruses), Mercy High School restricts the use of software brought from outside the campus.
10. Computer vandalism is defined as any malicious attempt to harm or destroy the data of another user, the network, or any of the above listed agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or any physical damage to the computer itself. An act of computer vandalism may result in cancellation of user privileges, suspension, and possible dismissal from the school.
11. Mercy High School reserves the right to review (or monitor) all activities, electronic mail



correspondences, and materials created by students on school computers. The school will remove any material from school computers that is not conducive to its educational mission or is deemed to be objectionable.

12. Students are not allowed to install unauthorized software or download unauthorized files to school computers. Improper use of computers, the network, and/or the Internet will result in a loss of computer privileges at school, as well as other disciplinary actions as determined by the Assistant Head of School for Student Life.
13. Theft of any computer software or hardware may result in cancellation of user privileges, suspension, and possible dismissal from school.
14. Students using iPads must log onto the school network for monitoring purposes. Any student found using her iPad on a different network will receive immediate disciplinary consequences.

### **IPAD PROGRAM**

The focus of the iPad program at Mercy High School is to allow students to maximize their learning by fully integrating relevant technology into the academic arena. At all times students will be expected to use their iPads respectfully, maturely, and professionally.

The policies, procedures, and information laid out below apply to all iPads used at Mercy High School, and they also extend to include any other technological devices. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to familiarize herself with each of her teachers' specific policies.

### **USING THE IPAD AT SCHOOL**

Students are responsible for bringing their iPad to class every day. Leaving an iPad at home is not an acceptable excuse for not having work turned in on time.

### **IPAD UNDERGOING REPAIR**

Students with iPads undergoing repair are responsible for preparing for class and completing all assignments.

### **CHARGING OF IPAD**

iPads must be brought to school each day fully charged. The teacher reserves full discretion to deny a student's request to charge her iPad during class.

### **SCREENSAVERS/BACKGROUND PHOTOS**

Inappropriate media and/or photos may not be used as screensavers or backgrounds. Presence or suggestion of inappropriate, illegal, and/or immoral language and/or behaviors which include, but are not limited to alcohol, drugs, weapons, pornographic materials, and/or gang related symbols or pictures will result in disciplinary actions.

Though a student may keep her iPad secure through the use of a password, the school reserves the right to obtain the password in order to search her iPad.

### **SOUNDS, MUSIC, MEDIA AND PROGRAMS**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Headphones and earbuds are not permitted outside the discretion of a teacher. This includes use in the Cafeteria, halls, Grassilli, and The Green during the hours of 8:30 a.m. and 2:40 p.m.

Games may not be used during class periods or study hall periods. If a student is found to be using a non-educational app or using the internet for a non-educational purpose, she may be required to serve a detention and may have her iPad taken away for the day.

Students may not stream videos or music.

### **PICTURES AND VIDEOS**

Students may not take pictures or record any other students or teachers. Students may not take pictures during class time unless otherwise instructed by their teacher. Students may not post any pictures or videos without the approval of all people captured in the picture or video.

### **BACKING UP WORK**

Backing up files is highly recommended as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### **NETWORK CONNECTIVITY**

Mercy High School makes no guarantee of network connection.

### **SOFTWARE UPDATES AND RESTORATION**

If technical difficulties occur, iPads may need to be restored. Students are responsible for updating all applications needed for the classroom.

### **EMAIL AND SCHOOLOGY**

Students are expected to check their Gmail and Schoology accounts throughout the day, and at least once every 24 hours. Students are required to accept invitations to Gchat and check these notifications at least once every 24 hours.

### **PRINTING**

Students should have all work printed prior to the start time of class. Students may not disrupt classes in session in order to use the printers. Should a student need to use a school printer, she should go to the school library before school.

## **CONDUCT, APPEARANCE, AND DISCIPLINE**

### **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

A student is a Mercy High School student at all times and is expected to behave, both on and off campus, in a respectful manner consistent with the school's Mission Statement and Code of Conduct. Any conduct, both on and off campus, which reflects negatively upon the reputation of the school may be subject to disciplinary action, including, but not limited to, detention, suspension from competitive and co-curricular activities, school suspension, and expulsion. Mercy High School reserves the right to search lockers, cars, and any and all personal possessions brought to school, including, but not limited to backpacks and electronic devices.

### **CONDUCT AWAY FROM SCHOOL**

A student can expect disciplinary action to be taken if she is reported for misconduct at any other school's function, e.g. dances, games, or plays. Misconduct includes any of the following: disrespect, harm, or threat of harm to another person and/or family; use or possession of drugs or alcohol; stealing; any kind of defacing or destruction of another's property. If misconduct occurs while a student is off campus, or if the student can be identified as a Mercy High School student, the rules that apply at a Mercy-sponsored function may apply at the event as well.

A student is expected to uphold the Mercy Code of Conduct at all times both on and off campus at all times throughout the calendar year. If a student chooses to go against the Code of Conduct while off campus, school rules and consequences will apply.

### **SECURITY AND SEARCH OF PERSONAL PROPERTY**

It is each student's responsibility to ensure that all personal possessions are kept secure from possible theft and/or vandalism. Valuables should be left at home, and personal items must be stored in a secured locker at all times. Mercy does not assume responsibility for stolen/vandalized possessions on or off campus.

Mercy High School is now equipped with surveillance cameras, and if there is reasonable administrative suspicion, whether recorded or not, lockers, backpacks, and/or purses can be searched. The school will ask the student for permission to search her backpack, purse, etc. If the student refuses, the parent(s) and/or guardian(s) will be notified and asked to come to school to conduct the search of the article. If warranted, the Burlingame Police Department will be contacted to conduct the search.

It is Mercy High School's policy that if there is a concern of drugs, alcohol, tobacco products, and/or weapons on campus, that a student will be pulled from class and a search will be conducted. Parents and guardians will be contacted prior to the search unless there is concern of an immediate threat to the school community.

### **STUDENT LOCKERS**

Lockers are expected to be locked at all times regardless of whether or not a student uses them. Students assigned to lockers will be held responsible for anything found inside of them regardless of whether or not it is locked. Lockers are the property of the school and can be opened at any time by school officials.

## **Mercy Policy Violations and Consequences**

Violations of school policy are referred to the Assistant Head of School for Student Life for review with the possibility of consequences. Consequences can include, but are not limited to, detentions, suspensions, placement on probation, removal from extracurricular activities, requirement of outside therapy and/or behavioral education programs, and/ or expulsion. Detentions and other disciplinary consequences are only issued by the Head of School, Assistant Head of School for Student Life, or Assistant Head of School for Academics. In their absence, additional members of the school leadership team will support disciplinary concerns. Discipline issues may be referred to Administration by all faculty and staff members. All academic integrity issues should be emailed to the Assistant Head of School for Student Life and the Assistant Head of School for Academics.

### **Detentions**

1. Detentions are served on A days during the lunch hour from 11:15 am - 12:00 pm in a location designated by the Assistant Head of School for Student Life. Students are encouraged to bring their lunch from home so they are not late for detention. Students who are late will have their detention rescheduled as a Saturday detention.
2. Detentions must be served on the assigned day. Students who are absent on their assigned detention day must serve the detention on the following A day or the detention will be rescheduled as a Saturday detention. School-sponsored events will be taken into consideration when assigning detention days.
3. Missed detentions will be rescheduled as Saturday detentions.
4. Requests to have detentions rescheduled must be submitted by a parent or guardian to the Assistant Head of School for Student Life for consideration.
5. Students serving detention will participate in restorative activities that are intended to facilitate personal growth. Electronic devices and homework completion are not permitted.
6. Students who receive three or more detentions in a semester will be required to serve subsequent detentions as Saturday detentions (7:00-8:00 am). Excessive detentions may also result in suspension, disciplinary probation, or referral to the Discipline Board.

### **Saturday Detentions**

1. Saturday detentions are served from 7:00-8:00 am. Students will receive sufficient notice of when they are scheduled to serve.
2. Students must be in full Mercy dress code.

3. Students serving Saturday detention will not be allowed to use electronic devices and/or complete homework.
4. Students are required to bring a \$10 supervision fee. In the case of financial difficulties we are happy to work with students and families.
5. Students who receive two or more Saturday detentions in a semester will have subsequent detentions assigned as Saturday Work Detentions and may be referred to the Disciplinary Review Board.
6. Missed Saturday detentions will be rescheduled as Saturday Work detentions.
7. Requests to have Saturday detentions rescheduled must be submitted by a parent or guardian to the Assistant Head of School for Student Life for consideration.

### **Saturday Work Detentions**

1. Saturday Work detentions are assigned for serious or habitual infractions and are served on Saturdays from 8:00 -10:00 am.
2. Work detentions are an opportunity for students to give back some of the time they have taken from their school community because of their decisions. Students will perform light maintenance work in school buildings or on school grounds as directed by the detention supervisor.
3. Students may wear comfortable work clothes.
4. Students are required to bring a \$25 supervision fee. In the case of financial difficulties we are happy to work with students and families.
5. Missed Saturday Work Detention will result in referral to the Disciplinary Review Board.
6. Requests to have detentions rescheduled must be submitted by a parent or guardian to the Assistant Head of School for Student Life for consideration.

### **PROHIBITED BEHAVIORS**

Mercy High School strives to teach students to conduct themselves with integrity at all times both on and off campus. The following examples of behavior provide for major violations of integrity. A student who engages in any of the following behaviors may receive disciplinary consequences that include, but are not limited to, detention, a parent meeting, removal from extracurricular activities, suspension, placement on probation, requirement for outside counseling and/or attendance in a behavioral education program, and/ or expulsion. Depending on the nature of the offense, the police may be notified.

- Serious disobedience or disrespect for authority
- Theft
- Vandalism
- Lying to a faculty or staff member / Dishonesty
- Forgery
- Pulling a fire alarm
- Inappropriate Language and Behavior
- Leaving Campus without Approval

- Public displays of affection
- Smoking and vaping
- Use, sale, distribution, or possession of illegal substances
- Possession of drug paraphernalia
- Harassment
- Assault with, or possession of weapons, or any item capable of causing harm
- Threats with or without imitation weapons
- Bomb Threat
- Injury or harm to persons or property
- Sale of any materials on school grounds without proper approval
- Student-to-student Harassment and Bullying
- Threatening violence
- Threatening email
- Improper use of social media and cyberbullying
- Academic dishonesty
- Violations of the technology use policy and the social media policy
- Conduct which reflects negatively on Mercy High School
- Truancy issues

#### **CYBERBULLYING AND HARASSMENT POLICY**

Mercy High School affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive, deliberate, and emotionally and/or physically endangering for another student. The school reserves the right to discipline a student for actions committed on campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school. Any student who engages in the harassment of another student is subject to disciplinary consequences.

A charge of harassment shall not create the presumption of wrongdoing. Depending on the nature of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home, pending conclusion of the investigation by the school. Confirmed acts of harassment will result in disciplinary consequences, and when appropriate, the police may be notified.

#### **SOCIAL MEDIA POLICY**

Mercy High School recognizes and encourages the need for the social development of its students; however, we expect students to conduct themselves on the Internet and social media sites such as Instagram, Facebook, Twitter, and SnapChat with the same moral standards that we expect out of them in the classroom. Should any inappropriate pictures, videos, and/or comments come to the attention of the school that shows the student engaging in any illegal, immoral, unhealthy, or inappropriate behaviors, students will immediately be held accountable and appropriate action may be taken.

Students are solely responsible for their social media accounts and apps, along with what is posted on them. Students may not take or post photos or videos without approval from all parties involved. Prior to taking any video or recording in a classroom, students must ask for teacher permission. In addition, students are not permitted to create social media accounts using the Mercy High School name in any form. Permission must be granted by the Assistant Head of School for Student Life and the Director of Marketing to create a school-sponsored social media account on a case-by-case basis. School action may include, but is not limited to, a parent meeting, removal from extracurricular activities, suspension, placement on probation, and/ or expulsion. All posts, responses to posts, pictures, and videos are expected to be appropriate in nature. When necessary, the police may be notified. If a student has concerns about what has been posted by others on their account or what has been posted about them on another site, she is advised to speak with the Assistant Head of School for Student Life immediately. Should another student post a picture or video of other students engaging in conduct that is concerning and/or that goes against the Mercy High School Code of Conduct, Mercy High School will address the emotional and/or behavioral concern and reserves the right to provide disciplinary consequences that include, but are not limited to, detention, a parent meeting, removal from extracurricular activities, suspension, placement on probation, requirement for outside counseling and/or attendance in a behavioral education program, and/ or expulsion. Depending on the nature of the offense, the police may be notified.

#### **USE OF CELL PHONE**

Cell phones may not be used inside school buildings unless under the direction of a faculty or staff member. Cell phones may be used outdoors.

Tech infractions will be given to students who are actively using their phones inside the school buildings. Cell phones are expected to be turned off during class time and stored in bags. Some teachers may require cell phones to be turned in prior to the start of class, and students are expected to follow each teacher's individual cell phone policy. On testing days, cell phones must be stored in backpacks.

Any violation of this policy will result in temporary confiscation of the device in question, and the student will be issued a detention.. Confiscated phones will be held in the Main Office. Repetitive inappropriate cell phone usage will result in further disciplinary action.

#### **SMART WATCHES**

Teachers have the right to prohibit smart watches in their classroom. Students are never allowed to wear or handle a smart watch during an assessment, quiz or test.

#### **RESPECT FOR CAMPUS GROUNDS**

Students are expected to keep the Mercy campus clean and graffiti-free. Trash, recycling, and

compost materials are to be placed in the appropriate containers. Any student who is found littering or destroying campus grounds will be brought in for disciplinary consequences. The consequences may include, but are not limited to, parent meeting, detention, removal from extracurricular activities, suspension, placement on probation, and/or expulsion.

No food or drinks are allowed in Sequoia or the Chapel.

Students are expected to keep the Mercy campus drug and alcohol free to maintain the safety of the school community.

#### **SCHOOL ATTENDANCE, ARRIVAL AND DEPARTURE ON DAYS OF EXTRA-CURRICULAR ACTIVITIES**

Students are expected to be in school for the entire day if they wish to attend the activity. The exception to this rule is for students who earn the Student Fundraiser day off for formal or prom. Doctor appointments **will not** be accepted as an excuse for missing school time.

#### **UNIFORM**

We encourage students to dress comfortably for school and take responsibility for being representatives of Mercy High School while in and out of uniform. This responsibility includes dressing within Mercy High School Dress Code on Formal Dress Days, Day to Day Uniform Days, Mercy Community Spirit Wear Days, Free Dress Days, and to extra curricular events.

We ask that all accessories to the uniform promote a positive learning environment and not distract from the learning experience of both the student and others. Students may have pierced ears and multiple earrings may be worn in their ears. Students may have a single post or stud in their nose. Gauges are not allowed. Visible tattoos are not permitted and must be covered. Clothing that is indecent or suggestive, or that endorses alcohol or drugs, is inappropriate and unacceptable. Students can dye their hair any natural hair color and are permitted one, one-inch colored streak of a non-natural hair color. Hoods, hats and beanies must be taken off while inside a Mercy High School building. Students are permitted to wear headscarves in any color found in the Mercy plaid skirt, including blue, black, gray, or white.

#### **REQUIRED FORMAL DRESS UNIFORM**

On formal dress uniform days, Mercy students must be in the following uniform:

- Mercy High School plaid skirt or Mercy Navy Pants
- White polo
- Navy sweater
- Black flat shoes
- Optional white socks- or- black or navy solid colored tights
- Solid black leggings with white socks



Any student who arrives at school or appears to be in school without her formal dress uniform will receive a uniform infraction regardless of whether or not her parent or guardian brings her the required clothing prior to the liturgy.

#### **DAY-TO-DAY UNIFORM POLICY**

**Skirt** Mercy plaid skirt should be at least five inches in length from the back of the knee.

**Pants** Navy chino style pants are allowed without rips or holes. Yoga pants, leggings, and jeans may be worn on free dress days only.

**Shorts** Navy Bermuda shorts are allowed as long as they are at least five inches in length from the back of the knee.

**Polo** White, gray polos with the Mercy High School logo.\*\*\*

**Outerwear** Navy sweater, navy vest, and Mercy spirit wear are allowed. All sweatshirts, fleece, or hoodies must say Mercy and be printed by an official Mercy spirit wear provider. During November through February, non-Mercy winter jackets with hoods and vests are permitted. Acceptable colors are navy blue, black, white, and gray. From November through February, fleece, sweatshirts and windbreakers still must have the Mercy Logo. Rain jackets with a hood within uniform colors are allowed on rainy days.

**Socks** White, black, navy, or gray socks may be worn. Small brand identifiers are allowed.

**Shoes** Predominantly white, navy, gray and black shoes may be worn with shoelaces of these colors. Shoes with shoelace holes must have shoelaces. High top tennis shoes are permitted. Students may wear Doc Martin boots and any shoe without a heel that are **not** slippers, Uggs, Crocs, or moccasins with their Day-To-Day Uniform. The only sandals allowed are Sseko Sandals with black straps. Rain boots may only be worn on rainy days.

**Tights** Black or navy solid colored tights may be worn.

**Leggings** Solid black ankle length leggings without cutouts, patterns, or large print can be worn with socks under a Mercy skirt.

Any faculty or staff member has the right to determine whether a student's attire conforms to uniform regulations. Students must wear their uniforms the entire school day. It is expected that all parts of the uniform will be clean, neat, and properly mended.

Uniform regulations are not dependent upon the weather. However, from November 1, 2022-February 28, 2023, students are allowed to wear non-Mercy winter jackets and vests. Acceptable colors are navy blue, black, white and gray. This does not apply to fleece, sweatshirts and windbreakers. **Please do not wear non-Mercy outerwear on formal uniform and liturgy days. A student will receive a uniform infraction if she fails to comply with the preceding.**

**Free Dress Days:** On Free Dress Days students are expected to dress appropriately for school. Student's shirts and sleeveless shirts must cover at least one inch of their shoulders and must be full length, covering their entire midriff and back. Pants must have solid fabric without holes or rips. **Shorts or skirts must be at least 5 inches above the back of the knee in length.** Pajama pants can be worn on Pajama Day only. Students may wear sandals to school on free dress days, however lab safety rules apply in all science labs. Students may wear shoes or boots without a heel.

**Mercy Community Spirit Wear Days:** On Mercy Community Spirit Wear Days, students are permitted to wear any shirt or sweatshirt that says Mercy with leggings or non-ripped jeans. These days will be designated by the Administration in support and celebration of exciting events or accomplishments in the community.

**Spirit Dress Up Days:** On spirit dress up days, students are expected to abide by the same free dress policy as listed above. Students who do not obviously participate in the dress up day will receive a uniform infraction as the day is not meant to be a free dress day, but a spirit day.

**Birthday Free Dress Pass:** Students may wear appropriate free dress on their birthdays if their birthday falls on a Monday through Thursday. Students must come to the Main Office or see the Assistant Head of School for Student Life to get a free dress pass.

**Uniform Infractions:** Any student out of uniform will be given a uniform infraction and will be issued a detention. Persistent dress code infractions may result in a parent meeting with the Assistant Head of School for Student Life, Saturday detention, Saturday Work Detention or Disciplinary Review.

#### **DANCE DRESS CODE:**

A student must adhere to the following dress code for all Mercy dances inclusive of the Halloween Dance, Father Daughter Dance, Winter Formal and Prom. Dresses, semi-formal in nature with dress shoes are required. Note that shoes should be comfortable, so they can be worn the whole time. You may bring a change of shoes as long as they are still dressy. Dress length must be at least mid-thigh (i.e. not more than 5 inches from the lower edge of buttocks and not less than 5 inches above top of knee during movement). A strapless dress must fit properly, be in good taste, and not be too revealing.

A student may not wear the following dress styles:

- Backless, cut-out, see-through or areas that expose any midriff.
- Low neckline that reveals excessive cleavage.
- Too tight.

If you are unsure about the dress or outfit you'd like to wear, check with the Assistant Head of School for Student Life.

#### **DISCIPLINARY PROBATION**

Many factors are taken into consideration by the Assistant Head of School for Student Life to ensure that a just situation prevails for each student, resulting in the correction of the behavior, while encouraging personal growth and learning opportunities. Students placed on disciplinary probation will be required to meet with the Assistant Head of School for Student Life and their parents/legal guardian.

Students placed on probation will not be eligible to participate in extracurricular activities with the exception of retreats. If a student on probation commits another serious infraction, she will be brought to the Disciplinary Review Board where her future at Mercy High School and any consequences will be decided.

A student on probation for more than one semester may be in jeopardy of losing Financial Aid.

#### **IN-SCHOOL SUSPENSION AND SUSPENSION POLICY**

- **In-school suspension-** A student will be required to attend school and complete all assignments in a supervised classroom for a period of time determined by the Disciplinary Review Board. Students may not participate in any extra-curriculars during In-school suspension. Any papers and assignments due during an in-school suspension must be turned in on time. Students will receive credit for work completed on time during in-school suspensions.
- **Suspension-** A student will be dismissed from all on-campus activities for the period of time determined by school administration. A suspension will be recorded and reported to colleges. Students who are suspended are expected to keep up with the work that they miss- no student will be penalized academically for a suspension. Students may communicate with their teachers during their suspension.

#### **EXPULSION POLICY**

The decision to expel a student shall be final and binding upon the student and her parents or guardians. Expulsions may be determined by school administration and/or the Disciplinary Review Board. School administration reserves the right to expel a student without a formal Disciplinary Review Board meeting.

#### **DRUG, ALCOHOL, TOBACCO, SUBSTANCE USE POLICY**

Administration, faculty, and staff are committed to maintaining a healthy, safe, respectful, and positive environment. We assist students and families as each student grows in the ability to make informed choices and moral decisions in pursuing a healthy lifestyle. Mercy High School is a drug, tobacco and alcohol-free school, and as such, it is our expectation that students refrain from the use of alcohol and other drugs both on and off campus. Students found in possession, use, sale, and/or distribution of drugs will receive disciplinary consequences. Those students who are in the presence of/ accompany those who engage in unlawful behavior may be subject to disciplinary consequences.

If it is brought to the attention of the school that a student may be in possession, use, sale, and/or the distribution of drugs, an investigation will begin. The investigation may require the student to submit to searches and testing for controlled substances and may include the filing of a police report or a request for police investigation. Refusal to submit to searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student will be

suspended pending completion of the investigation by the administration.

If a student is found to have possessed, used, distributed, or sold alcohol or drugs, disciplinary consequences will occur which may include, but are not limited to expulsion, suspension, placement on probation, periodic testing and assessment, education, counseling, inpatient or outpatient treatment and exclusion from school activities. Failure of parents/guardians to cooperate and support the conditions for the student's continuing at the school may result in the school's request that the parents/guardians withdraw their student or a decision not to accept continued enrollment of the student. Persistent refusal by either or both the student and parents/guardians to comply with any provision of this policy will result in expulsion.

Mercy High School reserves the right to conduct random and specific drug and alcohol testing at any and all school events, as well as a normal school day if a situation warrants the assessment. A situation warranting an assessment will be defined as any situation where information comes to the attention of school administration that there is possession and/or use of a substance on campus, a suspicious odor is reported, and/or there are concerns with a change in behavior of a student.

We expect students' activities in private homes to reflect the same values and philosophy as those of Mercy High School. We encourage parents to communicate with other parents to achieve these ends. We expect that parents will not provide students access to alcohol or drugs and that they will supervise students' social activities held in their homes.

#### **POLICIES AND PROCEDURES**

Attendance is mandatory for all students. The school recognizes and honors the importance of class time to student academic success. Mercy families and students should be aware that leaving school before regular dismissal time, and/or accumulating excessive absences or tardies, not only jeopardizes student academic progress, but it also disrupts the learning environment of fellow classmates. As such, we expect that all families and students respect the learning process of their fellow schoolmates.

Students are expected to be in class and ready to begin work at the beginning of each instructional period. A tardy student will be defined as any student who is not physically inside her classroom at the start of each period.

#### **Tardies**

Classes will start promptly on time. To be respectful of the ongoing instruction, students should go to the Main Office or Russell Office and/ or Library if they are unable to be in their classroom before the period's start time. Should a student be tardy for the first period of the day, she must have a parent or guardian call the Main Office or write a tardy note explaining the tardy in order to qualify for an excused tardy; it is the student's responsibility to bring the tardy note to the

main office immediately following the first period of the day. A student will not be let into the classroom without a tardy slip.

After the first and second unexcused tardy, the student and their parent or guardian will be notified via email. If a student accumulates three unexcused tardies in a semester, she will be issued a detention, and will be issued a detention for each subsequent unexcused tardy.

Students may only have a combined total of three excused tardies and early dismissals within a semester. Any student who exceeds this limit will be required to meet with the Assistant Head of School for Student Life and her parent or guardian. If a student is more than 15 minutes late for a class, it is considered a cut and she will face disciplinary consequences.

**Absences are excused for:**

- **Personal illness-** After three or more consecutive days of absence, a student should produce a note from a medical professional stating the reason for the student's absence; this policy includes leaving school early.
- **Medical Appointments\***
- **Death in the family (relative or close family friend)\*\***
- **Court appearances\*\***
- **DMV and passport appointments**
- **Limited number of college visits-** See policy below
- **Religious holidays-** Submit note to the Assistant Head of School for Student Life two weeks prior.

\*Requires a note from a parent/legal guardian and medical professional.

\*\* Requires a note from a parent/legal guardian

**If a student arrives late to class due to one of the situations listed above, it will be marked as an excused absence, not a tardy.**

Other rare exceptions (ie. competitions, academic experiences) must be approved no less than two weeks in advance by the Assistant Heads of School.

Under no circumstance is a vacation considered an excused absence. An excused absence **allows** you to make up work, quizzes, and tests. An unexcused absence **disallows** you from making up work, quizzes, and tests.

Absences are counted per class period. If a student misses a portion of a day for an unexcused reason, her absence will only be counted for the classes she missed. Absences appear on PowerSchool cumulatively. After 3 full days or 3 specific class periods are missed, a notification email will go to parents/guardians. After five partial or entire days excused, the student and parents/guardian will be required to meet with the Assistant Head of School for Student Life, Assistant Head of School for Academics, and the Academic Counselor.

The absence policy states that students who have unexcused absences in 15% (6) of the classes per semester, shall earn no grade higher than a B in the course; 20% (8) unexcused absences, no grade higher than a C; 25% (10) unexcused absences, students will receive a failing grade, and will be required to attend summer school.

All tardies and absences will become part of the student's permanent record. All absences must be called into the Main Office by 9:30 a.m. Mercy High School will call families of students who are not on campus and who have not been called in as absent.

After two unexcused absences, a notification email from the Assistant Head of School for Student Life will be sent to the student and parents/guardians. The student will meet with the Assistant Head of School for Student Life.

After three unexcused absences the student and parents/guardians will be notified and the student will be placed on disciplinary probation. The student will be ineligible for all Mercy High School-sponsored extracurricular activities.

After four unexcused absences the student will be placed on an attendance contract with the Assistant Head of School for Student Life and Counseling Department.

Students and families will be required to meet with the Head of School, Assistant Head of School for Student Life, and/or the Assistant Head of School for Academics regarding truancy issues. The disciplinary consequences may include, teacher meetings, detention and/or Saturday detention, removal from extracurricular events, loss of parking privileges, suspension, and/or expulsion.

#### **ADMIT AFTER ABSENCE**

If a student's absence was not phoned into the Main Office, the student must report to the Main Office with a note signed by a parent or guardian stating the reason for the absence **prior to the start of school**. If a student returns without a phone call or note she will be issued a detention.

#### **Parent Excused Early Dismissal or Absence**

A parent or guardian must notify the attendance office to give permission for their student to leave campus before the official end of the school day. This includes collaboration periods. To be considered an excused absence, the reason must coincide with the seven types of excused absences. If a student is absent for a medical appointment, they must provide documentation from the medical provider before being readmitted to classes the next day.

#### **SCHOOL-SPONSORED TRIPS, FIELD TRIPS, AND KAIROS**

Students are expected to complete all work missed during school trips, field trips, or Kairos. All work due on the day of departure should be turned in before the absence. Tests and quizzes should be made up within 3 days, or as arranged with the teacher before the absence.

**COLLEGE VISITATION**

Mercy encourages students to visit prospective colleges in order to make an informed decision about possible attendance. Families are encouraged to book these trips in line with the scheduled Mercy school holidays. Additional college visit days for seniors will be limited to two days. Students must submit a form signed by a parent and approved by the Assistant Head of School for Student Life and College Counselor prior to the time of the tour.

**FAMILY VACATIONS**

Family vacations should not be scheduled when school is in session.

**EARLY DISMISSAL**

With the exception of school sponsored co-curricular activities, leaving the school grounds requires written permission in the form of an early dismissal slip. Parents should send a note to the Main Office by 10:00 am indicating time of early dismissal, reason, and parent signature.

Since the school is legally responsible for students only the Head of School and Assistant Heads of School can approve a student leaving the school during regular school hours. The student's parents/guardians must have prior knowledge of the early dismissal. No teacher or other school employee may give a student permission to leave the school premises. Leaving school grounds without an early dismissal slip will be treated as truancy and dealt with accordingly.

**CONTACTING A STUDENT DURING THE DAY**

Parents are expected to abide by the same cell phone policy as students and are asked not to text or call their daughters during class time.

If a parent needs to contact their daughter during the school day due to an emergency, they should call the Main Office to request that a message is forwarded to the student

**STUDENT HEALTH AND SAFETY****CLOSED CAMPUS**

Visitors to the high school are required by campus security to identify themselves, state the purpose of their visit, and report to the Main Office prior to proceeding to their intended destination on campus.

Parents/guardians of students who wish to meet with a teacher or other school officials are expected to abide by these same guidelines. Parents/guardians who wish to meet with school personnel must make arrangements in advance.

Students may not access the following areas during the school day:

- Student parking lot, Lake Lot, Forest Lot, Eucalyptus Lot and road areas
- Field and road areas past the Grassilli Center
- Grass along path between Kohl Mansion and Russell Hall

- All areas around Russell Hall or Mercy Center and the office wing on the second floor of Russell Hall
- The lower green outside the classroom wing windows
- The Machines Room, Faculty Lunchroom, Faculty Workroom, cafeteria kitchen, basement, front lobby, and 4th floor, except for official business or appointments
- Mercy Center

After school, students must wait for their rides in front of the mansion or in the mansion foyer. Students may not wait for their rides or be picked up outside of the campus gates, per the Conditional Use Permit with the City of Burlingame.

### **LEGAL CUSTODY ISSUES**

Mercy High School will provide parents with access to academic records and other school information regarding their child. If there is a court order specifying that there should be no contact with a parent and that no information should be shared with a parent, it is the custodial parent's responsibility to provide the school with a court- certificated copy.

At least one emergency contact on your daughter's medical form must be available between the hours of 8AM and 4PM in order to assist with any illnesses and emergencies.

### **PARKING LOT AND VEHICLES**

Since Mercy High School has limited parking, students must have a permit in order to park in the student lot. Seniors may apply for parking; once all seniors are accommodated, juniors may apply for the remaining unassigned spots.

Students are expected to abide by the parking policies that are stated on the Parking Permit Application. Any violation to this application will result in loss of driving privileges. In order to accommodate those students who wish to drive, but who do not receive a permit, Mercy High School and the City of Burlingame offer shuttles to and from the Millbrae BART station. For more information on this please contact the Assistant Head of School for Student Life.

Mercy High School has a Conditional Use Permit with the City of Burlingame which outlines that our students may not park outside of the Mercy gates. All parents and students are expected to abide by these rules. Any student in violation of these terms will receive disciplinary consequences.

Mercy High School is not responsible for damage to vehicles or items taken from vehicles at any time on or off campus.

### **ILLNESS OR INJURY DURING THE SCHOOL DAY**

Any student who becomes ill during the day must report to the Main Office. If the student needs to go home, the school will call the parent/guardian to pick up the student or give the student



permission to leave school. A student will not be permitted to leave campus unless the parents/guardians are contacted.

All school injuries are to be reported to the teacher or coach in charge as soon as they occur. Injuries will be reported through the Magnus online system.

### **MEDICATION**

Mercy High School personnel are unable to distribute medication and to apply/ change dressings on pre-existing injuries. Any need for the use of prescribed medication should be noted on a student's emergency health card.

### **IMMUNIZATION/MEDICAL FORMS**

California State law requires that a completed immunization record be on file at the start of the school year. Magnus forms must be completed and received PRIOR to the start of the school year. Students will be sent home after three (3) days at the start of the school year unless the immunization record is on file with Magnus and in the Registrar's Office.

Mercy High School requires that tuberculin testing for incoming students be current within one year and that all students have their DTAP Booster.

Reference: Health and Safety Code, Sections 120325-120375; California Administrative Code, Title 17, Sections 6000-6075 (July 1999).

### **EMERGENCY PROCEDURES**

Mercy High School has established procedures to be followed in the event of fire, earthquake, and other disasters. These are posted in all classrooms and are reviewed with students by teachers. In addition, the school holds intruder, fire, and earthquake drills throughout the year. All students and school personnel are required to familiarize themselves with these procedures and to be prepared to immediately follow them. The school's emergency preparedness plan includes provision for emergency food and shelter for all students and staff for three days.

As a condition of enrollment, all students must have current and accurate emergency contact information on file. Please notify the Main Office immediately if you or your daughter has a change in name, email, address, emergency contact, work phone, cell phone or home telephone number.

If an emergency takes place during non-school hours and school will be canceled for the day, parents will be contacted using our emergency communication system.

### **SERVICE LEARNING**

Mercy integrates meaningful community service with instruction and reflection to enrich the learning experience, teach involvement in the community, participation in the world, and becoming women of compassionate service and women of influence. Students are required to

complete 22 hours of service-based learning each year. 10 of the 22 hours must be Core, 2 hours must be Learning hours and 10 Supplemental hours.

**As a graduation requirement, students are required to complete twenty-two (22) hours of service-based learning each year they attend Mercy High School. 10 of the 22 hours must be Core hours. \*All students must complete and submit their service learning hours online through Seholo before May 17, 2023\*\***

- Students will receive an “A” on their report card if forms are completed and submitted by 3:00 pm, May 17, 2023.
- Students will receive a “B” on their report card if forms are completed and submitted after May 17th but before the end of the semester.
- Students will receive an “F” on their report card if no hours were completed and/or not all hours were completed.
- Students who receive an “F” must still complete their hours to fulfill the 88 hour graduation requirement. The "F" will be changed to a "C" to show that they did in fact complete their hours but not in the required timeframe. Diplomas will be held for any seniors who have not fulfilled this graduation requirement.
- Students may do community service during the summer to count for the next school year.

Please make sure to submit all hours through Seholo.

\* Core hours are direct service with a 501(c)(3) Non Profit organization that puts you in contact with people from low income backgrounds, people with physical or developmental disabilities, elderly, sick, homeless or immigrants the environment is also included as CORE such as beach clean up, animal care and welfare. (During the pandemic, this will include any online tutoring or phone conversations with the elderly and any interactions done online with people in need.)

**\*\*Senior deadline is April 19, 2023**

The additional 10 hours can also be CORE hours or can be Supplemental hours which are indirect service at a 501c3 nonprofit such as food banks, second hand clothing stores such as Goodwill, leading church retreats, or teaching Religion Education classes. Being an altar server, Lector and Eucharistic minister or singing in a church choir does not count as CORE or Supplemental hours.

Learning hours (2 hours out of the 22 hours)

Learning hours requires the student to attend a presentation, lecture or APPROVED educational opportunity on one of the Critical Concerns: Women, Immigration, Non-Violence, Racism or Environment topic. The objective is for the student to learn more about a Critical Concern issue so as to understand the root causes of injustices and how to work towards changing it.

## **FINANCIAL AID PROGRAM**

Mercy High School is conscious that a Mercy education involves a significant financial commitment on the part of parents and responsible management of those finances on the part of Mercy High School.

Each year resources are set aside for financial assistance to help parents in their quest for a Mercy education for their daughters. Financial Aid requests are completed through TADS and must be renewed each year. The application process begins in December.

Each November the Mercy parent e-news will include weekly reminders of the Financial Aid process and deadlines. Financial Aid awards are made in March for the following academic year.

Students receiving Financial Aid must maintain a semester average 2.5 GPA to remain eligible to continue receiving aid. Students whose GPA falls below 2.5 during the school year will have until the end of the quarter to improve their grades or aid will be rescinded. Returning students receiving aid who have less than a 2.5 GPA will be eligible for aid for a new school year; however, their GPA must be raised to 2.5 by the end of the first semester to remain eligible. Students new to the school whose families qualify for and who receive Financial Aid must have a 2.5 GPA at the semester to continue receiving the aid. Families of students whose aid is in jeopardy because of grades will receive letters outlining the issue, the possible solution and a deadline.

## **TUITION**

Tuition payments may be made annually, semi-annually, or monthly. Enrollment in the FACTS Tuition Management program is mandatory for all families.

Before any senior can receive graduation accessories, or participate in any of the graduation activities (practices, Mass, Graduation ceremony), tuition accounts must be current.

For a more detailed explanation, please refer to the Board of Directors' Tuition Policy distributed at the time of re-registration.

## **PHOTO AND NAME RELEASE**

During the course of the school year, your daughter may be included in various photo opportunities. These photos may be used for the Yearbook, for promotional items including advertisements for Open House, the Website (no names used/photos only), Annual Report and general school use. These photos may also be used in conjunction with Press Releases sent out to the local newspapers and the San Francisco Catholic.

Should you desire not to have your daughter be included in these photos, please send a written note to the Advancement Office notifying them of your decision and we will make every effort to honor your wishes.

## **CHANGES TO THE HANDBOOK**

Mercy High School reserves the right to amend the Parent/Student Handbook, and commits to ensuring the updated handbook is always available on the school website.

The Parent/Student Handbook posted online supersedes and replaces all prior Parent/Student Handbooks and any inconsistent verbal or written policy statements. Mercy High School reserves the right to revise the provisions of this Handbook at any time with or without notice. All such revisions, deletions or additions to the Handbook will be in writing and available on the school website. No oral statements or representations can change the provisions of this Parent/Student Handbook.