



PARENT/STUDENT HANDBOOK

2022-2023

SCHOOL ADMINISTRATION

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Principal – Mrs. Kristi Wessling

Assistant Principal - Ms. Holly McCoy

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High School Code for Standardized Tests: 281-719

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NOTICE

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between Mercy High School and any student or any parent of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify or abolish any of the Handbook provisions without notice.

Non enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This Handbook does not create any restriction upon Mercy High School's right to institute any course of disciplinary action which, in Mercy High School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

PARENT/SCHOOL CONTACT

Mercy High School prides itself in its partnership with parents. We notify parents of concerns about student life or behavior, even when off campus. If at any time parents have a question or concern, they are encouraged to contact school personnel according to the listing below.

Academic Concerns: Teacher, then Academic Advisor, then Principal

Physical and Emotional Concerns: School Counselor, then Principal

Special Academic Needs: Academic Success Coordinator, then School Counselor,
then Principal

Athletic Concerns: Coach, then Athletic Director, then Assistant Principal, then Principal

Other Extracurricular Activities: Extracurricular Sponsor, then Assistant Principal, then
Principal

Financial Concerns (Tuition, Fundraising, Workstudy): President

TABLE OF CONTENTS

MISSION STATEMENT.....	1
GOALS OF MERCY HIGH SCHOOL.....	1
ADMISSIONS POLICY	2
MERCY CORE VALUES	2
SISTERS OF MERCY CRITICAL CONCERNS	3
SUSCIPE OF CATHERINE McAULEY.....	4
PRAYER FOR THE BEATIFICATION OF CATHERINE McAULEY	4
FIGHT SONG	4
SCHOOL SONG	4
BELL SCHEDULES.....	5
TECHNOLOGY	
ParentsWeb and Canvas	5
Apple Classroom	5
Computer Access	5
School-Related E-Mail	6
Social Networking	6
Student Computer Use Instructions	6
PART I - SPIRITUAL LIFE	
Suscipe	7
Reconciliation	7
Retreats	7
Kairos Retreat	7
Service Requirement	8
Service Fair	8
Mercy Leadership Conference	9
Eucharistic Ministers of Holy Communion	9
PART II - STUDENT LIFE	
2022-23 Class Activities	9
2022-23 Club, Activities and Sports	9
PART III - ACADEMIC POLICIES	
Graduation Requirements	10
Academic Probation	11

Academic Policy for Extracurricular Activities	11
Academic Policy for Continued Enrollment.	12
Homework	12
Progress Reports	12
Report Cards and Grading	13
Grading Scale/Computation.....	13
Testing	13
Academic Success Center	14
After School Help	14
Homework Lab	14
Tutoring	14
Mandatory Homework Lab	15
Direct Support	15
Honor Roll	16
Class Rank.....	16
National Honor Society	16
Dual Enrollment	16

PART IV – SCHOOL SERVICES

Communications	18
General Office Services	18
Permanent Records	19
Medical Records	19
Student Valuables	19
Bulletins & Announcements	19
Health Services	20
Medication	21
Emergency Response Policy to Asthma & Anaphylaxis	21
Counseling Services	21
How to See Your Counselor	22
Academic Advisors	22
Parent Concerns	22
Discipline Problems	22
Library/Media Center Services.....	22
Online Bookstore	23

PART V – REGISTRATION PROCESSES

Choosing a Course of Study	23
Schedule Changes	23
Withdrawal from School	23

PART VI – ATTENDANCE POLICIES

Classes Meeting 5 Days a Week.....	24
Classes Meeting 2 or 3 Days a Week	24
Medical Exceptions	24
Appeal Process for Failures Due to Absenteeism	24

School & Non-School Related Absences	25
Required Days of Attendance	25
Participation in Outside School Activities	25
Procedures for Reporting Absences	25
Student Admittance to Class Following an Absence	25
Early Dismissals.....	26
Leaving School for Unscheduled Reasons.....	26
Open Campus	26
Makeup Work Following an Absence	27
Acquiring Assignments During Absences.....	27
Class Skipping	27
Skipping Semester Assessment Activity	27
Tardiness	27
Attendance at Assemblies, Pep Rallies, Religious Functions.....	28
Attendance at Retreats	28
Pre-Arranged Absences	28
Absence Due to Prolonged Hospital Stays	28
Prolonged Injuries Preventing Full Class Participation	28

PART VII – STUDENT REGULATIONS

Respect	30
Honor Code	30
Bullying / Harassment.....	30
General Dress & Grooming	31
Uniform Dress	31
Physical Education Attire	33
Spirit Shirt & Dress Down Days	33
Nebraska State Law	33
Cheating	33
Smoking	34
Drug Possession/Use/Suspicion of Use	34
Dangerous Objects/Chemicals/Weapons	34
Forgery	34
Disruptive Actions	35
Cutting/Defacing/Vandalism/Theft	35
Criminal Acts	35
Violations Resulting in Demerits or Fines	35
Violations Resulting in Detentions	36
Expulsion Points	37
Detention	37
Notification of Demerit and Class B Detentions	37
Suspensions, Requests to Leave & Expulsions	37
Immediate Requests to Leave or Expulsions (Zero Tolerance)	38
Discipline Policy Governing Extra-Curricular Participation	38
Student Automobiles	39
Electronic Communication Devices	39

Study Hall Regulations	40
Student Behavior at School Assemblies & Religious Services	41
Parent & Student Behavior at Extracurricular Activities	41
Visiting the Campuses of Other Schools.....	41

PART VIII – FINANCIAL POLICIES

Academic Scholarships.....	41
Tuition Awards	41
Mercy Grants	42
Tuition Agreements	42
Parent Volunteers	42
Work Study Program	42
Student Fundraising	42
Semester Assessment Eligibility.....	42
Graduation Eligibility	43
Tuition Refund	43
Penalty for Returned Payments and Late Payments	43
Post Dated Check	43

PART IX – OTHER INFORMATION

Extra-Curricular Activities	43
Field Trips	43
Student I.D. Cards	43
Backpacks / Bags / Purses.....	44
Lockers.....	44
Locks.....	44
Visitors	44
Fire / Tornado Drills	45
Student Dining Hall	45
Policy for Bad Weather	45
School Hours	46
Transportation	46
Parent Directory	46
Crisis Management Plan	46
Asbestos Notification	46

MERCY HIGH SCHOOL'S MISSION

Mercy High School is a diverse educational community, founded by the Sisters of Mercy, focusing on academic excellence and inspiring young girls to become confident women of Mercy who embody faith, knowledge and compassionate service.

THE GOALS OF MERCY HIGH SCHOOL

Over 150 years ago, Catherine McAuley founded the Sisters of Mercy to minister to Christ's people through service to the poor, sick and ignorant, especially women and children. "No work of charity is more productive of good to society nor more conducive to the happiness of the poor than the careful instruction of women." Mother McAuley's mission and that of Mercy High School are the same.

Women. Mercy is dedicated to the education of young women, providing each with the ideals and principles that ensure wholesome living while challenging all to pursue and accept roles of leadership and responsibility in family, church and society.

Gospel. Mercy is a Catholic school dedicated to and follows the authentic teachings of the Catholic Church. Through religious instruction and planned experiences, each student is called to grow in personal faith toward an ever-maturing response to Jesus. Mercy strives to develop compassionate women, steeped in Catholic belief and tradition, responsive to social concerns, especially of the needs of the poor and aware of a personal supernatural destiny.

Instruction. Mercy is dedicated to quality instruction in the humanities, arts and sciences. Through a comprehensive curriculum, modern pedagogy and diversified methodology, students are guided toward responsible democratic citizenship, reverence for life in all aspects of daily life.

Community. Mercy is dedicated to creating an environment of family where each individual is recognized as unique and important to the welfare of the whole. The foremost emphasis in all school activities is the emergence of responsible women who make choices guided by an integrated values system that acknowledges the importance of God, others and self in all aspects of daily life.

Fiscal Responsibility. Mercy is dedicated to sound fiscal management. Everyone involved with Mercy, the Board of Directors, faculty, students, parents, alumnae are urged to assume responsibility for sustaining the mission of Mercy High School by careful use of our material resources, by participating in fundraising and development, and by bearing a fair share of individual per pupil cost through negotiated tuition. Mercy is dedicated to preserving our human resources through just reimbursement for services rendered, and by providing a safe and pleasant learning environment. No student is denied a Mercy education because of economic reasons.

ADMISSIONS POLICY

Mercy High School of Omaha conforms to the policy of the Omaha Archdiocesan Board of Education and admits students of any race, color, creed, national and ethnic origin and citizenship status to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Mercy admits students of all abilities if, with reasonable accommodations, the student can meet the program requirements.

Further, Mercy High School seeks to attract and make every effort to include in all its programs and activities young women from all geographical areas of the city of Omaha and of all economic situations. Those not able to meet the financial obligations of the school shall be given every opportunity for financial assistance.

While attending Mercy High School students shall reside with a parent, guardian or an adult acting in “loco parentis.”

MERCY CORE VALUES

COMPELLED BY MERCY

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

EDUCATIONAL COURAGE

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

INSPIRED BY FAITH

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

PRINCIPLED LEADERSHIP

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

A VOICE FOR DIGNITY AND RESPECT

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

SISTERS OF MERCY CRITICAL CONCERNS

EARTH

We believe in the need to work toward the sustainability of life and support movements and legislation that secure the fundamental right to water for everyone, and that address climate change. That leads us to examine our own behaviors and policies and to adopt more environmentally sustainable practices. We also advocate against hydrofracking; against mining that impacts indigenous and impoverished communities; for regulations that protect land, air and water; and for national and international agreements that mitigate climate change and ensure support for those most vulnerable to its effects.

IMMIGRATION

We reverence the dignity of each person and believe everyone has the right to a decent home, livelihood, education and healthcare. In the United States we work for just and humane immigration laws, a reduction in deportations that tear families apart, and an end to the detention bed quota. We look at the root causes of immigration, including U.S. policies that contribute to the economic and social conditions that push people to flee their countries, and the global impact of migration through our reality as an international community of women religious.

NONVIOLENCE

We work for peace through prayer, education, and personal and communal practices of nonviolence. We support nuclear disarmament, reduction of arms, and the use of dialogue instead of armed conflict. We work to prevent domestic violence and abuse of women and children, stop human trafficking and reduce violence in our communities. That leads us to advocate for commonsense gun violence prevention legislation, an end to the death penalty, an end to the U.S. military presence in Afghanistan, and dialogue with Syria and Iran.

RACISM

We believe racism is an evil affecting us all. We work to mobilize sisters and associates in recognizing and dismantling institutional racism in order to become an anti-racist multicultural community. We advocate for upholding the voting rights of marginalized Americans and for a fair criminal justice system, and point out racism wherever it exists.

WOMEN

We believe that women's education, health and spirituality need special attention. We continue this mission in our schools, colleges, health-care institutions and spirituality centers. We advocate for equal pay, for services for domestic violence victims, and for the rights of girls and women in especially repressive societies.

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 a lively, unlimited confidence in your compassionate, tender pity. Grant, O most merciful Redeemer, that whatever you ordain or permit may be acceptable to me. Take from my heart all painful anxiety; let nothing sadden me but sin, nothing delight me but the hope of coming to the possession of you, my God and my all, in your everlasting Kingdom. Amen.

PRAYER FOR THE BEATIFICATION OF CATHERINE MCAULEY

Loving God, you chose Catherine McAuley for the service of your people who are poor, sick and uneducated. You inspired her to found the Sisters of Mercy so that these good works might endure. Give to each of us a portion of her compassionate spirit and an ardent desire to serve your suffering people. Graciously hear our prayers for Catherine, and by granting the favors we ask through her intercession, hasten the day when her sanctity will be celebrated by all the church. Amen.

FIGHT SONG

Cheer, cheer for ol' Mercy High.
Roll out the scoreboard as you're passing by.
We know you will put one through
So come on, you girls, we're counting on you.
Some days we win and some days we lose,
But we never ever have the blues.
'Long as we are backing you
It's a victory for Mercy High.
Rah! Rah! Rah!

SCHOOL SONG

The spirit of all Mercy girls will linger through the years.
We'll wear our colors blue & gold through all our joys and tears.
For we are made for greater things in all our work and play.
Come join us and our faculty and praise the Mercy way.

(SENIORS ONLY SING ☺)

Hear O Mary, Queen of Mercy
On this day we pledge to thee
All our faithful loyalty.

(EVERYONE REPEATS REFRAIN ☺)

The spirit of all Mercy girls will linger through the years
We'll wear our colors blue & gold through all our joys and tears.
For we are made for greater things in all our work and play.
Come join us and our faculty and praise the Mercy way

BELL SCHEDULES					
Period	Regular	Joint HR/Advisor HR	Suscipe	Late Start	Assembly
1	7:40-8:30	7:40-8:26	7:40-8:22	8:55-9:34	7:40-8:22
2	8:34-9:21	8:30-9:14	8:26-9:06	9:38-10:16	8:26-9:08
3	9:25-10:12	9:18-10:02	9:10-9:50	10:20-10:58	9:12-9:54
4	10:16-11:03	10:06-10:50	9:54-10:34	11:02-11:40	9:58-10:40
<i>HR / Suscipe / Assembly</i>	xxx	10:54-11:16	10:40-11:32	xxx	10:45-11:25
5A	11:07-11:54	11:20-12:04	11:36-12:16	11:44-12:22	11:29-12:11
"A" LUNCH	11:03-11:33	11:16-11:46	11:32-12:02	11:40-12:10	11:25-11:55
5B	11:38-12:25	11:51-12:35	12:07-12:47	12:15-12:53	12:00-12:42
"B" LUNCH	11:54-12:24	12:04-12:34	12:16-12:46	12:22-12:52	12:11-12:41
6	12:29-1:16	12:39-1:23	12:51-1:31	12:57-1:35	12:46-1:28
7	1:20-2:07	1:27-2:11	1:35-2:15	1:39-2:17	1:32-2:14
8	2:11-3:00	2:15-3:00	2:19-3:00	2:21-3:00	2:18-3:00
Club Meetings	3:05-3:35	3:05-3:35	3:05-3:35	3:05-3:35	3:05-3:35
Practices	3:50	3:50	3:50	3:50	3:50

TECHNOLOGY

ParentsWeb (Family Portal) and Canvas

ParentsWeb (Family Portal) is our Student Information System (SIS). It is designed to assist with communication between the school and families, track student information, and provide online access to student grades, absences and discipline information. To access ParentsWeb for the first time, go to www.mercyhigh.org > ParentsWeb > Create New ParentsWeb (Family Portal) Account. You must input the email we have for you on file. The use of ParentsWeb (Family Portal) allows access to student grades, attendance, behavior and tuition.

Canvas is a learning management system used for electronic communication between the student and teacher. Class assignments and assignment due dates are posted on Canvas.

Apple Classroom

Apple Classroom is a powerful iPad feature, built natively into the iPad operating system. This tool helps teachers guide learning, share work and manage student devices. All students agree to be subjected to device management during school hours. Failure to comply may result in disciplinary action.

Computer Access

Students may access the school's wireless network on school-approved devices. Inappropriate use will result in disciplinary action.

School-Related Email

All students have school managed email accounts. Any email communication to teachers must be conducted using school issued email. Students are responsible for regularly maintaining and checking their email. Neglecting to check and respond to emails will result in disciplinary action. Students are able to access their email for school-related work. Abuse of this privilege results in three demerits.

Social Networking

Students are not to invite teachers, coaches or staff members to join their social websites.

STUDENT COMPUTER USE INSTRUCTIONS

LOGGING ON TO A SCHOOL COMPUTER

Enter your username. Usernames consist of your first initial, last name and your abbreviated graduation year. Example: Barb Smith's Username: bsmith22.

Enter your Password. You must enter the same password you created and turned in during the beginning of the current school year. Keep your password to yourself; it is for *your* use and knowledge only.

Always log on to a school computer using your username and password. Always log off the computer at the end of your session by going to Start>Log off Student.

SAVING YOUR WORK ON A SCHOOL COMPUTER

Students will save all of their student work to their school issued Google Drive account. To log onto this account from a computer, students should open a web browser, go to drive.google.com, and click "Go to Your Drive." The student will then enter her school issued email and password.

Student emails follow this template:

Example: Barb Smith's email would be: bsmith22@mercymonarchs.org

PART I – SPIRITUAL LIFE

The development of a spiritual environment at Mercy High School is the primary role of the Campus Minister. This includes organizing and assisting students and sponsors in Campus Ministry groups, i.e. Operation Others, Pro Life, Service, Retreats, and Pastoral Council. Special attention is given to all spiritual activities that create a praying and faith-based atmosphere. Morning prayer over the PA, school Masses, prayer services, Reconciliation services, retreats, Theological reflection on service performed are among the important components in creating a Catholic, Mercy sponsored school community.

SUSCIPE

“**S**ustaining **U**s Spiritually as **C**ommunity **I**n Prayer and **E**ucharist” is an acronym using Catherine McAuley’s prayer, her Suscipe, wherein she expresses her commitment to God. The Mercy High School Community gathers in Our Lady of Mercy Chapel on Thursdays, generally, bi-weekly during the Suscipe period. The entire school community, students and teachers, join in celebrating Mass, Prayer Services or an assembly.

RECONCILIATION

The Sacrament of Reconciliation is made available to students during the school year. Generally, students are scheduled into a service during a theology period. Students of other faiths are encouraged to pray with their classmates and may, if they so desire, approach the priest for a blessing.

RETREATS

Every student is required to attend an annual retreat. The purpose of the retreat is to help students grow in their relationship with God. Retreat Days are scheduled in fall and spring. Retreats are planned and directed by appropriate members of the faculty.

KAIROS RETREAT

Upper class women have the opportunity to attend an optional 3-day Kairos Retreat. Kairos is a word that is loosely translated as “God’s Time.” It is a retreat centered in helping retreatants to discern and discover how God is at work in their lives. The goals of the retreat are two-fold. First, for retreatants to build a stronger relationship with God through reflection, discernment, discussions, talks, personal prayer, Mass, Reconciliation, and communal prayer experiences. Secondly, to build a sense of community with the large group on retreat, within small groups, through liturgy and discussion, with the ultimate goal of returning to Mercy and having a positive impact on the culture of our entire school. The retreat experience is an opportunity to get away from the busy-ness of everyday life and take some time to be still and listen and learn more about yourself and the God who loves you.

SERVICE REQUIREMENT

“Do all you can for God and God’s people because time is short” Catherine McAuley

**Mercy High School inspires young women
to become confident women of Mercy who embody
faith, knowledge and compassionate service.**

From Mercy High School Mission Statement

It is in the context of the above mission and the Graduation Standard, “**Graduates of Mercy High School will be Women of Mercy who are compassionate, community-oriented and committed to helping others**” that the following requirements have been developed. To assist with meeting the service requirement, benchmark amounts are due the **first Friday of each December**. Hours continue to accumulate towards your 40-hour graduation requirement all year. However, due to the importance of continued service throughout your high school career, **a minimum of 5 hours toward**

your designated benchmark must be completed each academic year.

<p style="text-align: center;">Benchmark Totals: Freshmen Year: 5 Hours Sophomore Year: 15 Accumulated Hours Junior Year: 30 Accumulated Hours Senior Year: 40 Accumulated Hours</p>

The following items will help you comply with MHS Service Requirements.

- It is the student’s responsibility to record all service activity on their MobileServe app or on a service record form. The record **MUST** be **signed by a supervisor**. It is strongly recommended that service documentation be submitted immediately upon completion of the service. No record will be accepted beyond 30 days after the service is performed.
- Hours completed over the summer **MUST BE** turned in **by the second Friday of September** if you want that service to fulfill your service requirement.
- All service requirements must be completed and submitted (paper or electronically) to the Campus Ministry office **by the first Friday in December each year**.
- An incomplete service requirement is treated as an “Outstanding Obligation.” This means a **student who has not fulfilled her service requirement will not be allowed to participate in Final Assessments in December**.
- Hours beyond the minimal requirement may be submitted at any time during the school year.
- Work done for family members, such as babysitting or cleaning cannot be counted as service hours; these are tasks that are expected as a family member.
- Though we do not do service for recognition, Mercy does give out service awards and many colleges and scholarship applications ask for service records.
- All service records will be processed through the Campus Ministry office and recorded on the MobileServe app. Theological Reflection on student service activities will take place in Theology classes as scheduled by the Campus Minister.

SERVICE FAIR

This is an awareness effort. At least once a year, usually in fall, a number of agencies are invited to come into Mercy during the lunch period to set displays explaining the works of mercy that they perform for members of the Omaha community. Students are encouraged to visit these displays, receive information about volunteering, and, in general, learn about the opportunities for service that exist in our community.

MERCY LEADERSHIP CONFERENCE

Each summer 4 – 6 students, usually Student Council leaders, attend a leadership conference in Philadelphia. Students from several Mercy High Schools participate in leadership workshops on such topics as Meyers-Briggs, team building, leadership in a multicultural community, and how to be a leader of Mercy beyond high school. Hosted by a Mercy sponsored college, the students also learn about life at other Mercy high schools as they share many of the activities and programs that their schools sponsor.

EUCCHARISTIC MINISTERS OF HOLY COMMUNION

In the spring, Juniors are invited to self-select to become Eucharistic Ministers during their senior year. Mercy’s Campus Minister provides formation and information about the application process and the requirements.

PART II – STUDENT LIFE

Extracurricular activities comprise the other half of a Mercy education. While it is extremely important for the student to grow spiritually and excel academically, it is beneficial for the student to be involved in extracurricular activities during her four years at Mercy. A wide variety of extracurricular activities are offered in attempt to meet the needs of all students.

Opportunities for involvement with each class include the following:

- Freshman Year – Freshman Unity Day
- Sophomore Year – Sophomore Talent Show
- Junior Year – P.A. (Prom Announcement)
- Senior Year – Mercy Day and Farewell Day

In addition to the above activities, students are encouraged to select activities listed below and on the following page:

2022-23 CLUBS, ACTIVITIES AND SPORTS		ENTRY METHOD				TIME COMMITMENT
ACTIVITY	Grade Level	Sign-Up	Audition / Try-out	Elected	Meet Qualifying Criteria	
Clubs & Activities						
Abriendo Puertas	9 – 12	X				All Year
Animation Club	9 – 12	X				All Year
Art Club	9 – 12	X				All Year
Book Club	9 – 12	X				All Year
Cheerleading (Basketball)	9 – 12		X			Mid November – Early March
Cheerleading (Volleyball)	9 – 12		X			Mid August – Early November
Class Officers	9 – 12			X		All Year
Craft Club	9 – 12	X				All Year
Dance Team	9 – 12		X			Mid August – Late February

Future Business Leaders of America (FBLA)	9 – 12	X				All Year
Golden Girls	9 – 12	X				All Year
Green Thumb	9 – 12	X				All Year
Math Club	9 – 12	X				All Year
Melting Monarchs	9 – 12	X				All Year
Mock Trial	9 – 12	X				All Year
Musical	9 – 12		X			Early September – Mid November
National Honor Society (NHS)	10 – 12				X	All Year
Operation Others	9 – 12	X				All Year
Pastoral Council	9 – 12	X				All Year
Pro-Life	9 – 12	X				All Year
Recruitment Team	9 – 12	X				All Year
Show Choir	9 - 12		X			Al Year
Spring Play	9 - 12		X			Mid February – Mid April
Student Ambassadors	9 – 12				X	All Year
Student Council	9 – 12			X		All Year
Yearbook	9 – 12	X				All Year
Sports						
Basketball	9 – 12		X			Mid November – Early March
Cross Country	9 – 12		X			Early August – Mid October
Golf	9 – 12		X			Early August – Early October
Soccer	9 – 12		X			Late February – Mid May
Softball	9 – 12		X			Early August – Mid October
Swimming & Diving	9 – 12		X			Mid November – Late February
Tennis	9 – 12		X			Late February – Mid May
Track & Field	9 - 12		X			Late February - Mid May
Volleyball	9 - 12		X			Early August - Early November

PART III – ACADEMIC POLICIES

No work of charity is more productive of good to society nor more conducive to the happiness of the poor than the careful instruction of young women.” Catherine McAuley’s insight 150 years ago guides Mercy High School today as we strive to provide an excellent education for each student entrusted to us. Mercy is dedicated to quality instruction, comprehensive curriculum and effective teaching methods that promote lifelong learning and prepare students for further academic study or employment. Mercy adheres to the Nebraska State Department of Education Policy of providing a minimum of 1080 hours of instructional time yearly.

GRADUATION REQUIREMENTS

All students are required to have a total of 50 credits for graduation. Specific course requirements for graduation are printed in the MONARCH CURRICULUM GUIDE. Seniors who do not have the necessary 50 credits will NOT BE PERMITTED TO GO THROUGH THE GRADUATION CEREMONY, AND WILL NOT RECEIVE A DIPLOMA UNTIL 50 CREDITS HAVE BEEN OBTAINED AND ALL COURSE REQUIREMENTS HAVE BEEN MET. The school administration may reconsider this policy if the student is one credit short and the student provides documentation of enrollment in a make-up course.

COMPUTATION OF CREDITS

Full year courses meeting 5 days a week	=	2 credits
Full year courses meeting 2 or 3 days a week	=	1 credit
Semester courses meeting 5 days a week	=	1 credit
Semester courses meeting 2 or 3 days a week	=	.5 credit

ACADEMIC PROBATION

Academic Probation is a period during which the student's academic performance is monitored closely by the administration out of concern for academic progress and to provide additional support for students academically at risk. Students with a cumulative **or** semester GPA near or below 1.5 at the end of each semester grading period may be placed on Academic Probation.

1. Any student who drops below a 1.5 cumulatively **or** after any current semester may be placed on academic probation and required to meet with her School Counselor and Academic Success Coordinator to develop a plan for academic improvement. The student and her parent will need to agree to the plan and sign it once it is determined. The student will be required to meet with her School Counselor weekly to review academic progress.
2. Any student who remains below a 1.5 cumulative GPA **or** achieves less than a 1.5 for a second consecutive semester will have her status reviewed by the administration and may be asked to consider other educational options.
3. The progress of all students on academic probation is monitored and reviewed at the end of each semester by the Principal. When warranted, the Principal will make the decision regarding continued enrollment.

ACADEMIC POLICY FOR EXTRACURRICULAR ACTIVITIES

Students who are involved in extracurricular activities must demonstrate academic progress in order to continue participation in the activities. The following extracurricular activities are included:

- | | |
|---------------------|--|
| 1) Cheerleading | 7) Sports |
| 2) Class Officers | 8) Student Ambassadors |
| 3) Dance Team | 9) Student Council |
| 4) Music Groups | 10) Theater Productions |
| 5) Pastoral Council | 11) Any other activities deemed acceptable by the Administration |
| 6) Speech Team | |

1. Academic progress for all students involved in the named extracurricular activities will be reviewed at Progress Report time (mid quarter) **and** Quarter Report time.
2. Any student with two or more F's at the progress **or** quarter report time will be removed from all designated extracurricular activities for ten school days. The student has ten school days to raise her grade from failing status.
3. The student will be required to meet with the Academic Success Coordinator to determine an appropriate plan to improve her grades.
4. At the end of the ten-day period the student is reinstated providing all grades have been raised from failing status. If the student's grades are still in failing

status at the conclusion of the ten-day period, she remains out of the activities until academic progress is achieved. (The student needs to realize that ten days missing from an activity may result in the coach/sponsor/director requiring complete withdrawal from the activity due to the amount of time missed from the activity.)

ACADEMIC POLICY FOR CONTINUED ENROLLMENT

Since 50 credits are required for graduation from Mercy High School, it is important that the student receive class credits for each semester of enrollment. If a student receives **4 or more semester F's** within a semester or academic year, she **MAY NOT** return to Mercy. **No student may begin her senior year in credit deficit.**

HOMEWORK

Each teacher designs homework assignments to reinforce learning in the classroom. Each teacher determines the amount and type of homework given along with how much value homework carries in determining the overall quarter and semester grades. It is essential that students do homework faithfully.

It is strongly recommended that each student include Study Hall in her schedule, at least 5 periods per week. In addition to her study hall time, most Freshman and Sophomore students should expect an average of 1 to 2 hours of homework/study time per day.

Juniors and Seniors, especially those taking AP classes, may average 2 to 3 hours of homework/study time per day. If a student finds that her homework load exceeds these general guidelines on a regular basis, she should consult with her Academic Advisor or her Counselor.

PROGRESS REPORTS

Progress Reports will be emailed to parents/guardians at mid quarter. Progress reports are sent so parents/guardians may review the student's current standing in each class. Students with a D or F in any class at the end of a reporting period must remain in structured Study Hall unless being tutored in the Academic Success Center. This procedure is in effect until the next grading report period.

REPORT CARDS AND GRADING

Report Cards will be emailed to parents/guardians as soon as possible following the end of each quarter. Parents/guardians may pick up first quarter report cards at the parent/teacher conference. On the report card, a letter grade and specific comments are indicated for each course. Following is the traditional numerical scale used to convert a percentage average in a course to a letter grade.

REPORT CARD GRADING SCALE

Grading Scale % Grade	Letter Grade	GPA Points for Regular Classes 5 day / 3 day classes	GPA Points for Honors & Non AP Dual Enrollment Classes 5 day / 3 day classes	GPA Points for AP Classes & Dual Enrollment AP Classes 5 day / 3 day classes
98-100	A+	4.3 / 2.15	4.5 / 2.25	4.8 / 2.4
95-97	A	4.0 / 2.0	4.2 / 2.1	4.5 / 2.25
92-94	A-	3.7 / 1.85	3.9 / 1.95	4.2 / 2.1
89-91	B+	3.3 / 1.65	3.5 / 1.75	3.8 / 1.9
86-88	B	3.0 / 1.5	3.2 / 1.6	3.5 / 1.75
83-85	B-	2.7 / 1.35	2.9 / 1.45	3.2 / 1.6
80-82	C+	2.3 / 1.15	2.5 / 1.25	2.8 / 1.4
77-79	C	2.0 / 1.0	2.2 / 1.1	2.5 / 1.25
74-76	C-	1.7 / .85	1.9 / .95	2.2 / 1.1
71-73	D+	1.3 / .65	1.5 / .75	1.8 / .9
68-70	D	1.0 / .5	1.2 / .6	1.5 / .75
65-67	D-	0.7 / .35	0.9 / .45	1.2 / .6
64 & Below	F	0 / 0	0 / 0	0 / 0

NOTE: IF A STUDENT RECEIVES A SEMESTER GRADE OF “F” IN A REQUIRED COURSE, THE PARENT/GUARDIAN IS RESPONSIBLE FOR REGISTERING THE STUDENT IN SUMMER SCHOOL OR OTHER REMEDIAL COUSEWORK, AT THE PARENTS’ EXPENSE. THE STUDENT’S COUNSELOR CAN HELP PROVIDE INFORMATION ON WHAT IS REQUIRED TO MAKE UP THE CREDIT.

TESTING

Classroom Tests

Each teacher designs and executes tests that are given in the classroom. Each teacher determines the number of tests and the types of tests that are given along with how much value tests carry in determining the overall quarter and semester grades.

Performance Assessment

At the end of each grading period in October, December, March & May, teachers design performance assessments through which students demonstrate their mastery of the subject matter to that point in time, as well as demonstrating their ability to apply that knowledge. These assessments may take the form of oral presentations, group presentations, group work projects, portfolio reviews, video presentations, PowerPoint presentations and/or written examinations. Students must have their school accounts current in order to participate in the December and May assessments.

Standardized Tests

Freshmen and Sophomores take the PreACT test every October. Juniors take the

PSAT/NMSQT test every October. Juniors and Seniors take the ACT and/or SAT test(s) if they are pursuing college plans. The ACT and SAT tests are held off campus and students are responsible for registering for these tests prior to the deadline dates. The School Counselors inform students of these upcoming test dates and can assist with registration.

THE ACADEMIC SUCCESS CENTER

The Academic Success Center is open to all students during study hall and after school until 3:45. It is staffed by the Academic Success Coordinator, ESL Coordinator and two School Counselors.

The Academic Success Center provides a collaborative space for the following purposes:

- Peer tutoring (arranged through the Academic Success Coordinator)
- Regular study group meetings
- One on one consultation with the Academic Success team
- Self-directed individual study
- Group project work
- College and career information searches
- College application help
- College scholarship searches

The Academic Success Center is **not** a place for students to congregate and socialize during study hall. If a student is not actively involved in school-specific tasks, she will be asked to leave.

AFTER SCHOOL HELP

All full-time classroom teachers are available from 3:00-3:45 daily to help students who are struggling with homework, course concepts or are in need of extra assistance—Students need simply to ask. Part-time teachers are available by appointment and should be contacted in advance if possible. **The first line of assistance should always be the classroom teacher.**

After school walk-in tutoring is available in various subjects throughout the year. Students should check in the Academic Success Center for current offerings.

HOMEWORK LAB

The Homework Lab is available Monday through Thursday after school from 3:05 – 3:35pm. This is a walk-in service and no prior sign up is required.

TUTORING

In addition to seeking one-on-one assistance from the teacher, peer tutors are available upon request. The Academic Success Coordinator will match the request with an able peer who is either currently taking the class or has taken it in the past and who shares her study hall. The student being tutored must be a willing and active participant, as the tutor is giving up her study hall to provide this service. If the student requires more than

once or twice weekly tutoring she should seek outside, professional tutoring. One-on-one tutoring is arranged at the request of the student and the classroom teachers.

MANDATORY HOMEWORK LAB (MHL)

The after-school Homework Lab may be deemed mandatory for a period of time as a consequence for habitual missing work or significantly incomplete work. Students are required to attend MHL for four school days each time they have failed to turn in four assignments for any class, or at the discretion of the classroom teacher. In addition, students in MHL must remain in silent study hall during the school day with limited use of their iPad during that time.

Students are informed of Mandatory Homework Lab by the classroom teacher via a specific form. Students are then required to report to MHL the following Monday - Thursday from 3:05-3:35pm to complete the assignments listed on the form. Once the work is complete, students will spend the remaining days working on current homework.

Students are NOT excused from or allowed to be late to MHL due to carpools, club meetings or work study. If a student misses her work study responsibilities she is expected to report to work at 3:35pm or make arrangements with her supervisor to make up the time.

Parents are notified of Mandatory Homework Lab placement via email each Friday.

DIRECT SUPPORT

Direct Support is a program designed to assist struggling students who are in danger of failing or have received an F in any class on a progress report or quarter/semester report card. Teachers may also request that a student be placed in Direct Support when the student has not sought help on her own.

Students in this program will report to the teacher of the failed class for **four separate meetings** from 3:05-3:35pm. Students will sign a Direct Support form on which the meeting times will be listed. The student is expected to mark these meeting times on her calendar. While working with the teacher the student will focus on preparation for upcoming tests and review of current materials.

Parents will be informed of Direct Support via an email from the classroom teacher. Students are NOT excused from or allowed to be late to Direct Support due to carpools, club meetings or work study. If a student misses her work study responsibilities she is expected to report to work at 3:35pm or make arrangements with her supervisor to make up the time. If a student is unable to attend, that day's session must be rescheduled with the teacher in advance. Missed meetings due to absence from school will be re-scheduled if possible. Skipped Direct Support meetings will not be re-scheduled.

Inability to improve with

Direct Support will result in parent contact. Students who are placed in Direct Support for more than two courses will be referred to her School Counselor.

HONOR ROLL

An honor roll will be compiled at the end of each semester. Students who have a semester grade point average of 3.7 or above will receive first honors. Students who have a semester average of 3.3 to 3.69 will receive second honors. Any student with a D+ or below or an incomplete grade on the semester report card is not eligible for that semester's honor roll, regardless of the numerical average.

CLASS RANK

Class rank will be determined by Cumulative Grade Point Average, which is calculated using semester grades earned at Mercy High School. Valedictorian and Salutatorian honors are based on class rank at the conclusion of 7.5 semesters. A student must attend Mercy High School for a minimum of six semesters in order to be eligible for Valedictorian or Salutatorian recognition.

NATIONAL HONOR SOCIETY

All juniors and seniors who have a 3.7 or higher cumulative GPA will be considered candidates for induction into the McAuley Chapter of the National Honor Society. Each candidate will be asked to submit an essay and application for membership and return it to the faculty advisor by the announced deadline. The application will ask for information about leadership positions held, participation in school and community groups, service activities, and any awards received. A five-member faculty council meets to review each candidate's application materials. TO BE SELECTED TO MEMBERSHIP, THE CANDIDATE MUST DEMONSTRATE EXCELLENCE IN EACH OF FOUR AREAS: CHARACTER, LEADERSHIP, SCHOLARSHIP, AND SERVICE.

DUAL ENROLLMENT

Dual enrollment means the student has the option of registering to earn college credit through successful completion of the Mercy course, at a price much lower than typical college tuition. Registration to the college and payment of the fee occurs during the first few weeks of the course.

Mercy Course	Dual-Enrolled College	College Course & Credits
*AP US History <i>Fall Semester</i>	Nebraska Wesleyan University	HIS 1010—4 credits
*AP US History <i>Spring Semester</i>	Nebraska Wesleyan University	HIS 1020—4 credits
*AP US Government & Politics <i>One Semester</i>	Nebraska Wesleyan University	POLSC 1000 – 3 credits
French III	Nebraska Wesleyan University	FRENCH 2010—4 credits
Spanish III	University of Nebraska Omaha	SPANISH 1120 – 5 credits
French IV	Nebraska Wesleyan University	FRENCH 2020—3 credits
Spanish IV	University of Nebraska Omaha	SPAN 2110 – 3 credits
Spanish V	University of Nebraska Omaha	SPAN 2120 – 3 credits
Her-Story: Women in the Church	College of Saint Mary	THL 160—3 credits

Theology and the Arts	College of Saint Mary	THL 190 – 3 credits
Honors World History <i>Both Semesters - Sophomores</i>	Midland University	HIS 153 & 154 – 3 credits each

***All Mercy students in AP courses** are **REQUIRED** to take the Advanced Placement exam in May, unless they are dual enrolled in the AP Class. Students are responsible for payment of the exam fee (approximately \$95 per exam.) If the student is dual-enrolled, and elects to take the AP exam the sponsoring university may cover part or all of the cost of the AP exam fee.

How a student applies for and pays for dual enrollment

- Each college or university handles the dual enrollment process differently. Students will receive information about the dual enrollment process in class from the Mercy teacher, including how to register and pay for the course.
- In some cases, students may seek need-based financial assistance towards the cost of dual enrollment courses through the ACE scholarship program. ACE (“Accessing College Early”) is a program sponsored by the state of Nebraska; funds are limited. See Mercy’s school counselors for information and application.
- If a student withdraws from a dual-enrolled course, she must notify the sponsoring college/university of the drop. Refund of fee mirrors the college/university tuition refund policy. (Expect no refund after the college’s drop deadline.)
- Dual enrolled students gain access to the sponsoring college/university library and various other campus resources and activities.

How the dual enrollment course appears on student’s educational records

- Mercy classroom teacher will submit course grades for all dual-enrolled students to the college by their deadline, in addition to submitting the course grade to Mercy as per any other course.
- The course appears on Mercy’s transcript just as any other Mercy course, and the grade counts into student’s high school GPA. There is no notation on the Mercy transcript that the course was taken for college credit under a dual enrollment agreement.
- The course appears on the sponsoring college/university official transcript just as any other college course, and will count towards cumulative college GPA and towards college/university graduation requirements if attending the sponsoring institution.
- Acceptance of Dual Enrollment credit by institutions other than the sponsoring college/university is completely up to each college or university. Course credits are generally accepted by other colleges and universities under their transfer of credit policies. Students should contact the registrar of the college or university they plan to attend to verify transferability of the dual enrollment credit.
- Students are responsible for requesting their official college transcript directly from the registrar of the sponsoring college/university when needed.

PART IV – SCHOOL SERVICES

Beyond the classroom setting, many other services are needed to help the young women of Mercy in their education. All members of the Mercy school community stand ready to assist the students and their parents.

COMMUNICATIONS

Mercy High School uses a variety of methods to communicate information to parents. The methods of communication are ParentsWeb (Family Portal), Mercy's Website, Canvas, Standard Email, Parent Alert Text Messages and US Mail.

Items communicated via ParentsWeb (Family Portal):

- Student Attendance, Grades, Behavior & Tuition
- Weekly Bulletin

Items communicated via Mercy's Website under Current Parents

- School Calendar
- Weekly Bulletin
- General School Information

Items communicated via Canvas

- Student Class Assignments & Assignment Due Dates

Items communicated via Standard Email:

- Athletic Information (physical form, event invitations, coach updates, summer events)
- FIESTA Information
- Invitation to School Events & Extracurricular Events
- Messages from the Principal and Assistant Principal
- Monarch Parents Club Event Invitations
- Student Fundraising Information
- Quarterly Progress Reports
- Quarterly Report Card
- Re-Enrollment Information
- Weekly Bulletin

Items communicated via Parent Alert Text Messages

- Emergency communication
- Reminders from the Advancement Office
- "Day of" evening activity cancellations

Items communicated via US Mail:

- FIESTA Information

It is vital that parents check ParentsWeb (Family Portal) and their email on a regular basis for school information. Notify the school office if your street or email address changes.

GENERAL OFFICE SERVICES

HOURS

The office is open from 7:30am to 3:55pm Monday through Friday. Students may be in

the building from 6:30am to 6:00pm. Access is gained through a buzzer system. Students are never to open the doors for strangers.

FINANCIAL SERVICES

A student may pay tuition in the office any time during office hours. If a student or parent has any questions about tuition accounts, the accountant can provide information during office hours. (See Part VIII concerning financial policies.)

TELEPHONES

The office phones are business phones and are not available for student use except in the case of an emergency or if the student is conducting school business. Telephone messages for students will be accepted only from parents and employers. Please ask your parents to avoid such calls unless the message is very important. Students will not be called from class to take calls except in extreme emergencies.

PERMANENT RECORDS

Student records are kept in the school office so that they are readily accessible. These records contain each student's grades and test scores. According to state law these records are accessible to the student, parent and school personnel only. To have records sent to another school, prospective employer, or any other party requires a written release form signed by the parent or student (if of age).

Students desiring a copy of their records to be prepared should stop in the office and provide the secretary with certain necessary information. There is a \$3.00 fee charged for each transcript requested.

MEDICAL RECORDS

Mercy's Certified Athletic Trainer maintains the medical records of those students who receive treatment in the Athletic Training Room. Students or parents desiring a copy of the records may contact the Athletic Office. There is a \$15.00 fee charged for each medical record requested.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money to school. If it is necessary to bring more money to school than what is needed for lunch, it would be advisable to leave that money in the school office for safe keeping. Students should also take special care in keeping track of their electronic devices, purses, watches, rings and books. Students are advised to keep their locker locked at all times. Students, not the school, are responsible for their personal property.

BULLETINS & ANNOUNCEMENTS

A Weekly Bulletin outlining major meetings, activities and events for the week is posted on Canvas and emailed to all students and parents.

Special notices may be posted on the bulletin board outside the main office or hung as poster signs throughout the school. Posters advertising non-school sponsored events

must be approved by the school administration before they are posted. Posters for school events must be approved by the teacher sponsoring the event. Clearance must be obtained from the school administration in order to circulate petitions in or around school.

HEALTH SERVICES

The goal of the school health program at Mercy High School is the promotion of physical and emotional health. The services are intended to support, not substitute for the health care provided by parents.

Nebraska law states that students will have a physical examination by a licensed physician when transferring from an out-of-state school. Mercy High School requires that all freshmen have a physical examination by a licensed physician before beginning their freshman year. The following immunizations are also required: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella and varicella. Compliance to both sections of the law must be met or the student shall not be permitted to continue in school until compliance occurs. Health records are maintained including information related to physical and dental care, immunization status, and the results of screenings completed in school.

Each fall all sophomores and transfer students undergo a health screening. This screening is not diagnostic nor is it intended to replace regular preventive health care. The goal is to assist parents in the identification of potential health problems so they may seek appropriate medical evaluation. The health screening may include: height/weight, vision, hearing, dental and blood pressure. Students may be screened upon the request of a parent or teacher at any time. Students with abnormal results at the initial screening will be rescreened and a parent will be notified of abnormal rescreening results. Annual hearing testing will be performed for students with abnormal hearing screening results during the previous year.

The "Annual Student Health Update" is completed online during the registration process. It is important that the update be completed prior to fall orientation day so the school is aware of your child's health status. It is the parent's responsibility to notify the school office if changes occur.

Students becoming ill during the day **MUST** report to the office. The school secretary (NOT THE STUDENT) will call the parent and request permission to release the student. When possible, parents will come to pick up their ill daughter and will come into the school office, identify themselves, and leave with their daughter. In circumstances where the parent cannot come to school, appropriate verification of the student's arrival at home will be arranged with the parent. **IN NO CASE WILL THE STUDENT BE ALLOWED TO LEAVE SCHOOL WITH ANY PERSON NOT SPECIFICALLY APPROVED BY THE PARENT.**

Mercy High School contracts with the Visiting Nurses Association for the services of the school nurse who will be in the building twice a month. The nurse's schedule may be obtained from the school office. A student desiring to see the nurse should contact the school office in advance when possible.

MEDICATION

The school will not prescribe nor give out any form of medication. When it is necessary that a student take medication during school hours, it is the parents' responsibility to make arrangements with the school office. **STUDENTS ARE NOT TO CARRY, STORE, OR DISTRIBUTE ANY PRESCRIPTION OR NON-PRESCRIPTION DRUGS OR PILLS. ALL MEDICATION IS TO BE CHECKED INTO THE OFFICE** unless other arrangements have been made through the school. Students may self-carry emergency meds, inhalers and epinephrine if a physician order and self-carry form is provided to the school.

Students taking prescribed medication must have a written order from the physician detailing the name of the drug, dosage and time interval that medication is to be given, and written permission from the parent/guardian requesting that the school comply with the physician's orders. Medication must be checked into the school office in the original, appropriately labeled container. It becomes the student's responsibility to see to it that an adequate supply of medication is available at the home during non-school hours. Non-prescription medication requires written parent permission and the medication must be checked in to the school office.

Students needing to take cough drops during the school day must submit a written note from the parent and receive a cough drop pass from the office.

EMERGENCY RESPONSE POLICY TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS.

Mercy High School has adopted the Emergency Response to Life-Threatening Asthma or Anaphylaxis protocol. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY student or school staff member should an emergency arise in the school building during school hours. Parents will be asked to reimburse the school for any medications used by their daughter.

IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPen, etc. available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

COUNSELING SERVICES

STUDENT COUNSELING

Following the American School Counseling Association framework, some of the services offered at Mercy include:

- Post-secondary planning including college and career planning.
- Classroom instruction of the school counseling curriculum standards from the ASCA Mindsets & Behaviors for Student Success.
- Assessing student abilities, interests and achievement to help them make decisions about their futures.
- School counselors are prepared to recognize and respond to student mental health needs and assist students and families seeking resources.
- Implementation of strategies to support student achievement with parents,

teachers, other educators and community organizations.

- Providing referrals for students and families to school or community resources for additional assistance and information.

HOW TO SEE THE COUNSELOR

Students may make an appointment to see their counselor during study halls. A pass will be issued by the counselor. In the event of a crisis during class, students may ask their teacher for permission to speak with their counselor.

ACADEMIC ADVISORS

In addition to a school counselor, each student will be assigned an Academic Advisor who will help the student with curriculum planning and career choices along with monitoring the student's academic progress.

PARENT CONCERNS

Parents are urged to consult with their daughter's counselor when they feel it is to the benefit of their daughter. Many times, situations arise that need to be shared or communicated to the school that will benefit the student's progress or future. Parents should contact their daughter's counselor if a student has an Individualized Education Plan (IEP), a documented learning disability or is undergoing an evaluation for a potential learning disability. Parents should feel free to call their daughter's counselor or a school administrator anytime.

DISCIPLINE PROBLEMS

In cases of discipline problems, students and parents are urged to discuss the matter with the faculty member involved first. If further discussion is needed, the Assistant Principal may be helpful, however, she should only be involved after contacts with the involved teacher prove unsatisfactory.

LIBRARY/MEDIA CENTER SERVICES

The school Library/Media Center is a pleasant place in which to read or study. Students may use the Library/Media Center before school, during study periods and after school. Hours are 7:20am – 4:00pm. There is quiet study before school and cooperative study at all other times. A black and white printer for school-related use is available in the library/media center. Color print copies are available on request at a cost of 25 cents per page.

Print copy books are checked out for a period of three weeks and may be renewed for another two weeks. Student may also access digital books and research databases with their Mercy High login at any time and from home. The student is responsible for any lost materials. She must pay all replacement costs for the materials. Reference books and teacher reserve materials are to be used ONLY in the Library/Media Center.

Apple TV Conference Rooms are available for group work. The room must be signed out at the Circulation Deck prior to use.

ANY UNAUTHORIZED REMOVAL OF LIBRARY MATERIALS FROM THE LIBRARY/MEDIA CENTER WILL RESULT IN SERIOUS DISCIPLINARY MEASURES.

NO BOOK BAGS, FOOD, DRINK (except the approved Mercy water bottle) ARE ALLOWED IN THE LIBRARY/MEDIA CENTER.

Students, when presenting their Mercy I.D. card, may also use the library at the College of Saint Mary.

ONLINE BOOKSTORE

Mercy High School partners with BNC Services as the school's official online bookstore.

Bookstore access: <https://bnck-12.com/mercyhigh>

Students are reminded to take good care of their textbooks, as it will ensure a greater financial return when they are selling them at the end of the school year.

PART V - REGISTRATION PROCESS

Academics are of primary importance at Mercy High School. The student's academic advisor is prepared to help the student meet with academic success during her four years at Mercy.

CHOOSING A COURSE OF STUDY

Each student will work with her academic advisor in designing a course of study, which will be most beneficial to her. Advisors meet with their advisees several times throughout the year to check on the progress being made. Also, the advisor works closely with each advisee every February when the registration process for the upcoming year begins. Students are given a MONARCH CURRICULUM GUIDE each year which details all the course offerings for the upcoming year. The Advisor will help each student select the classes that are needed to satisfy her course of study. A non-refundable registration fee is due by the specified date in the spring of 2023.

EVERY STUDENT MUST CARRY A MINIMUM CLASS LOAD OF 6 FULL CLASSES EACH SEMESTER.

SCHEDULE CHANGES

When students are registering for the upcoming year, they must be certain about the courses they are requesting. Schedule changes made after June 1, 2023 are \$50.00 per change. The schedule change fee is waived when a teacher makes the recommendation or when the principal needs to make a change to accommodate the student's schedule. If a student feels she is truly in a wrong class, she must approach her teacher or her advisor who will consult with the principal about a possible change.

After the first two weeks of school, students will be unable to drop, add, or change courses. Course changes that occur as a result of a student's lack of careful planning are detrimental to that student, as well as disruptive to the total educational process. Therefore, schedule change policies and deadlines will be strictly followed.

WITHDRAWAL FROM SCHOOL

If it becomes necessary for a student to withdraw from school prior to the end of the

normal school year, she should contact the Principal. A student who does not do this will not be entitled to any refund of tuition (if any is due).

PART VI - ATTENDANCE POLICIES

Truancy is a violation of Nebraska's Compulsory Attendance Law. Therefore, attendance data is a part of every student's permanent record. In addition, the school feels that a student's attendance in class is extremely important to the learning process. Because of this philosophy, the following attendance policy has been developed.

CLASSES MEETING 5 DAYS A WEEK

If 12 days of non-school related absences occur within a semester, the student will be placed in failing status. The parent/guardian and the student will be notified via email when 6 and 9 absences have occurred and will also be notified of the potential for charges of truancy. Upon the 12th absence, the student will be declared to be failing the class(es) involved. The parent/guardian and student will be notified. The student is encouraged to remain in the class(es) even if she is declared failing.

CLASSES MEETING 2 or 3 DAYS A WEEK

The same policy as above applies to classes meeting 2 or 3 days a week with these changes:

- 6 days of non-school related absences in a semester places the student in failing status.
- the parent/guardian and student will be notified via email when 3 & 5 absences have occurred. Upon the 6th absence the student will be declared in failing status for the class(es) involved.

MEDICAL EXCEPTIONS

If a physician has ordered a student to be out of school for an extended period of time, the student must submit a note from her attending physician when she returns to school. When this happens, these days are not counted toward failure in a class. Please note that this exception is in place to create leeway for a student who might get very ill with mono, pneumonia, etc. Normally medical exceptions involve missing more than one consecutive week of school. This exception is not for more ordinary illnesses or an occasional trip to the doctor. In the case of excessive days of absence for health or other reasons, the school may suggest a different educational setting if unable to meet the needs of the student.

APPEAL PROCESS FOR FAILURES DUE TO ABSENTEEISM

The parent/guardian, on behalf of the student, may request an appeal hearing for a semester grade of F due to poor attendance. The appeal committee consists of the Principal, the Assistant Principal, and the student's Academic Advisor. Please note that only medical documentation submitted on the day the student returns from an extended absence will be considered during the appeal hearing. If the appeal is granted the grade issued will be a D-.

SCHOOL AND NON-SCHOOL RELATED ABSENCES

All absences are non-school related except for the times when a student needs to be released from a class in order to participate in school-related activities such as athletic, dramatic, speech and music competitions; recruitment team visits; and/or field trips & educational excursions. **Students are expected to have all assignments, tests, quizzes, projects, etc. completed prior to the absence unless the teacher directs otherwise.** Teachers do reserve the right to deny permission for school-related absences. School-related absences do not count towards placing a student in failing status.

Juniors are allowed 1 day a school year and seniors are allowed 2 days a school year for the purpose of visiting university/college campuses. Students are allowed a half day at a time for visits to local colleges/universities. These days are recorded on the student's attendance record, but do not count toward attendance failure, **IF ARRANGEMENTS ARE MADE IN ADVANCE WITH THE ASSISTANT PRINCIPAL.** The day the student returns to school she must submit a letter from the College Admissions Counselor documenting the date and time of the visit. Once the letter is submitted, the day(s) will be considered excused.

REQUIRED DAYS OF ATTENDANCE

All school days, whether regular class days or special days (such as school picnics and retreats) are a required part of school attendance. The same rules apply to special days as to regular class days. A student should not be kept home on special days if the parent would not keep her home on a regular day. If a student does not attend on special days, she will be counted absent.

PARTICIPATION IN OUTSIDE SCHOOL ACTIVITIES

In order for a student to participate in an outside school activity she must be in school the day of that activity.

PROCEDURES FOR REPORTING AN ABSENCE

If a student is absent from school, the student's parent/guardian must call the school (402-553-9424) between 7:30am and 8:30am stating the reason for the absence. Calls should be made each day of the absence. If a student is reported absent at school but her parent/guardian has not called the school by 8:30am, the office will place a call to the home to determine the situation. Parents can save the office a great deal of time by remembering to call in.

STUDENT ADMITTANCE TO CLASS FOLLOWING AN ABSENCE

The student must report to the school office **BEFORE SCHOOL** with a written excuse from the parent/guardian (even if they called the day before). If a student leaves class to secure an admit from the office she is considered tardy for class and will be issued 2 demerits. Students who present a note will be issued an "excused" admit slip entitling them to makeup missed class work. **Oversleeping, tiredness and exhaustion are unexcused absences even with a parent note.** Students without a note must still report to the office for an "unexcused" admit slip. **NO WORK CAN BE MADE UP UNTIL A NOTE FROM THE PARENT/GUARDIAN IS ON FILE IN THE OFFICE.**

EARLY DISMISSALS

A student requesting early dismissal before the end of the regularly scheduled day for doctor's appointments, dentist appointments, etc., must stop in the school office before the beginning of the school day. Written parental permission must be presented at this time and an early dismissal pass will be issued. When it is time for the student to leave class, the student will present the pass to her teacher who will initial the pass. The student is to stop in the office before leaving for her appointment to surrender her pass & to let the office know that she is leaving. If the student did not drive to school, the parent/guardian picking up the student must come into the building and be prepared to show identification and sign her out.

IT IS STRONGLY RECOMMENDED THAT APPOINTMENTS BE SCHEDULED OUTSIDE OF SCHOOL TIME WHENEVER POSSIBLE. LATE START WEDNESDAYS ARE IDEAL TIMES TO SCHEDULE THESE APPOINTMENTS. THESE DAYS ARE CLEARLY MARKED ON THE SCHOOL CALENDAR & WILL BE REPEATED IN THE WEEKLY BULLETIN.

Seniors who do not have a scheduled 8th period class or any other school function to attend after 7th period, may have permanent early dismissal if they provide written parental/guardian permission at the beginning of the school year. NOTE: Schedule changes will not be permitted to facilitate early dismissal. All Seniors are required to be at any assembly, pep rally, religious function scheduled after 7th period. No Senior should schedule an after-school job to start before 3:35 p.m.

LEAVING SCHOOL FOR UNSCHEDULED REASONS

If a student needs to leave school for an unscheduled reason such as illness or an emergency, she must come to the school office where a school official will call the parent/guardian. Parental/guardian permission will be required in all cases before a student is allowed to leave the building. When a student leaves with parent/guardian permission, the student still must bring a note upon her return to school signed by her parent/guardian in order to gain admission to her classes. This applies even if the parent/guardian personally picked the student up at school. The note is still needed for the student's file. It must be emphasized that a student must have an emergency reason to leave school before the office will even call the parent/guardian. Students may not leave school to pick up papers or books or other materials that have been "forgotten" at home, or to run errands for friends, etc. If a student should leave the school building at any time without permission from the school office, the student will be issued a Class "B" detention.

OPEN CAMPUS

Juniors & Seniors are permitted to participate in Open Campus (leaving campus for lunch) on the designated day. A permission form will be issued at the beginning of the school year which must be signed by the parent/guardian in order for a Junior or Senior to participate. Students do not need to check out of the office at this time. Tardiness following Open Campus will not be tolerated. If a student is tardy following Open Campus, she may not participate in the next two days of Open Campus. Excessive

tardies may result in forfeiture of Open Campus privileges.

Any class or group receiving Open Campus as a reward must submit written parent/guardian permission to participate. Phone calls giving permission will not be accepted.

MAKEUP WORK FOLLOWING AN ABSENCE

Class work missed due to excused absences is the responsibility of the student. The student will be allotted the number of days missed to makeup the work.

ACQUIRING ASSIGNMENTS DURING ABSENCES

When a student is absent from class she should check Canvas for her assignments. All assignments will be posted on Canvas by 4:00pm each day.

CLASS SKIPPING

Class Skipping, defined as not being in class, homeroom, or study hall when not excused from the class, homeroom, or study hall, particularly after the student has reported to school, will result in a Class "B" detention and a "0" grade for the class skipped. When a study hall is skipped, pass privileges will be terminated for an appropriate period of time.

Students who have left home without parental permission and who, at the same time, do not attend school will be subject to discipline and academic consequences as determined by the school administrators.

SKIPPING A SEMESTER ASSESSMENT ACTIVITY

Skipping a semester assessment activity is a serious offense. The student's right to makeup the assessment will be determined by the principal and the teacher involved. THE STUDENT WILL BE WITHHELD FROM ALL REMAINING ASSESSMENTS UNTIL THE STUDENT HAS VISITED WITH THE PRINCIPAL. Consequences for skipping the assessment may include: 1) denial to reschedule which could mean semester failure & loss of credit, 2) rescheduling but automatically lowering the earned grade, 3) forfeiture of right for remaining assessments.

TARDINESS

Punctuality in arrival and attendance at each class or assigned study hall is required of all students. You are tardy if you are not inside the room when the bell rings. If a student is detained by a faculty member and thereby caused to be late for a class, a note from the faculty member should be requested by the student.

A student who is late coming to school must report to school office to obtain an admit slip. **A student is allowed 5 excused tardies to school during the year. All tardies in excess of 5 will result in 2 demerits. All unexcused tardies result in 2 demerits. An unexcused tardy on late start days results in a Class B detention in addition to 2 demerits. Students who accumulate excessive tardies will have additional consequences.**

ATTENDANCE AT ASSEMBLIES, PEP RALLIES, RELIGIOUS FUNCTIONS

Since assemblies, pep rallies and liturgical functions are looked upon as celebrations of what we are as a Christian community, all students are expected to attend.

ATTENDANCE AT RETREATS

Retreats foster the very essence of Catholic education by building a closer relationship with Christ by providing the opportunity for better understanding of self and others. Since retreats underscore the very reason for Mercy High School's existence, and since students receive release time from classes in order to participate, all students (Catholic & non-Catholic) are required to attend one retreat a year.

PRE-ARRANGED ABSENCES

During the course of the year there may be times the student knows in advance she needs to miss school (medical procedures, college visits, funerals, trips, etc.)

The absences MAY be considered excused by the school if the following procedure is followed:

1. The parent contacts the Assistant Principal to explain the circumstances.
2. The student then receives an "Extraordinary Absence Request Form" and sees each of her teachers for assignments.
3. The teacher will sign the form & comment on how the absence will affect the academic status of the student.
4. The student returns the completed form to the Assistant Principal one week prior to the absence. (If the student fails to return the form, makeup work will not be allowed.)
5. A copy of the completed form is emailed to the parents, and the original form is kept at school.
6. The student is responsible for completing the work assigned in accordance with the school's makeup policy unless directed otherwise by the teacher.

THE EARLIER THE SCHOOL IS NOTIFIED, THE SOONER PARENTS WILL BE IN POSSESSION OF THE INFORMATION NEEDED TO BASE THEIR DECISION REGARDING THE ABSENCE.

The school's policy in regard to trips rest upon the premise that the chief responsibility for a child's education rests with the parents. In an attempt to help the parents determine how this trip will affect their daughter's academic work, the system outlined above has been set in place.

UNDER NO CIRCUMSTANCE WILL MAKEUP WORK BE ALLOWED IF THE ASSISTANT PRINCIPAL FOR STUDENT LIFE IS NOT GIVEN ADVANCE NOTICE OF THE TRIP.

ABSENCE DUE TO PROLONGED HOSPITAL STAYS OR INJURIES WHICH PREVENT CLASS PARTICIPATION

In the event a student is hospitalized for 3 weeks or more, the school will assist the student with a modified course of study. However, the following must be understood by

the student & her parents:

1. It is the parent's responsibility to notify the Principal or the Assistant Principal of the hospitalization as soon as possible.
2. The hospital controls the amount of time the student/patient may spend on school work; therefore, the school can make NO GUARANTEE that credit will be earned in classes. This determination will be made by the school after work is completed and evaluated.
3. It may be necessary for the student to drop certain types of activity classes P.E. Art, Music, Speech, Technology classes, etc. from her schedule.
4. The student's Counselor serves as liaison for home, school and hospital communication.
5. BEFORE the student returns to school, the student & parent must meet with the Principal or Assistant Principal and Counselor to best determine the student's status so that she may continue to improve.
6. Classwork is handled on a correspondence basis. The teacher will provide assignments for one day. No new assignments will be issued until all previous assignments given in that subject have been completed and returned to the teacher.
7. The final date for course-completion is determined by the school administration.
8. The student is restricted from all social functions at school until she has been released from the hospital and has been given her physician's permission to return to school for classes.
9. In the event of an injury which prevents full class participation in an activity class for more than three weeks the student may be required to drop the class.

PART VII - STUDENT REGULATIONS

At Mercy High School, we believe that self-discipline is necessary to the formation of Christian behavior, Christian values, and Christian responsibility in our community. These guidelines are to serve as an aid in promoting the Christian atmosphere that is the essence of Mercy High School. Respect & cooperation are the key elements for making Mercy an enjoyable and safe school. No set of rules and regulations could ever cover all the different situations that might arise during the course of a school year. Therefore, students are asked to conform to whatever is asked of them by school officials in a cooperative & respectful manner. However, students do have the right to know the framework within which they are expected to assume personal responsibility for their actions. They should know the disciplinary measures that will be taken when they fail to show this personal responsibility.

The school reserves the right to enter into student affairs if these affairs are damaging to the school's reputation. When on or off campus activities that damage the school's reputation are reported to the school, there may be disciplinary action for the student behavior.

RESPECT

As previously stated, respect and cooperation are the key elements for making Mercy an enjoyable and safe school. Every member of the Mercy community is valued as a person and respected for their unique gifts. Students are called upon to respect the talents and uniqueness of each person and refrain from any actions, which infringe upon the basic principle of respect.

HONOR CODE

The students of Mercy High School, themselves, have requested that all students operate under a Code of Honor. This means that all students will follow the rules and regulations of Mercy High School out of respect and loyalty to Mercy's reputation as a school of excellence. When a violation of rules and regulations that deal with the integrity of the school and its programs is observed, or when actions are observed that endanger or threaten the safety of the school population, students are honor bound to report the violation to the proper school authority.

BULLYING / HARASSMENT

Mercy High School affirms the Christian dignity and value of every person; therefore bullying or harassment, whether verbally, in writing, in person, or in an electronic format, against a staff member or student will not be tolerated.

Bullying is defined as any intentional ongoing pattern of written or verbal expression, electronic abuse, physical acts, or gestures intended to cause distress/harm upon one or more students and includes an imbalance of power. Cyberbullying is bullying that takes place using electronic technology.

Harassment is defined as any physical, verbal, graphic, electronic, or written material, which may be related, but not limited to a person's disability, gender, race, color, national origin, sexual orientation, age, or religion which has the effect of creating an intimidating, hostile, or offensive school environment. Slurs, taunting, derogatory jokes, or language of any kind, which is disparaging, demeaning or threatening to others on the basis of a person's: disability, gender, race, color, national origin, sexual orientation, age, or religion will not be tolerated.

While the school has no duty to regulate student behavior off-campus or review off-campus internet messages, statements, postings, or acts, Mercy students are expected to conduct themselves appropriately as women of Mercy and refrain from activities that can be defined as illegal, immoral, unhealthy, or highly inappropriate and may be held responsible for actions that contradict either the values set forth in our mission statement or the policies and procedures set forth in our student/parent handbook when off campus. Mercy reserves the right to review, investigate, and discipline students for bullying, cyberbullying, harassment or other disciplinary violations when such actions threaten violence against an explicitly named student, compromise said student's ability to receive an education or otherwise disrupt the learning environment or school activities.

If a student is the victim of or suspects someone to be the target of either harassment or bullying they are encouraged to notify their counselor or the assistant principal. When reporting an incident, it is helpful to provide as much information as possible, including a description of the event(s), the number of occurrences, dates and places offenses occurred, names of any witnesses, and any other evidence available.

Confirmed violations of this policy will result in disciplinary action and consequences commensurate with the nature of the act, including but not limited to detention, counseling referral, parent meeting, suspension or expulsion. Retaliation of any kind against a target of harassment or bullying, against a witness to said activity, or against any person providing information about the activity is strictly prohibited.

GENERAL DRESS AND GROOMING

Your grooming should reflect sensitivity to others and respect for yourself and those around you. Unbecoming fashions or anything designed to attract undue attention to the individual are not acceptable. Neatness and appropriateness of hair, clothing, jewelry and your person are part of this framework. **Not acceptable** at Mercy High School:

- ◆ Outlandish hair styles
- ◆ Hair coloring that does not occur naturally (ex. bright red, blue, green, orange, pink, etc.) This policy applies to natural hair, highlights and extensions.
- ◆ Costume make-up
- ◆ Eye altering contacts
- ◆ Excessive jewelry
- ◆ Body piercing (other than ears)
- ◆ Body markings
- ◆ Heavily scented perfumes and lotions
- ◆ Any other items that attract undue attention

These guidelines are subject to administrative discretion.

UNIFORM DRESS

Regular School Days

On regular school days, each student must be in uniform from the beginning of school in the morning until the final dismissal bell in the afternoon. The lunch period and senior study hall are considered part of the school day. **NO UNIFORM PASSES WILL BE ISSUED.**

Regulation Uniform

A. Skirt

Mandatory; **MUST** be purchased at DiGiorgio's Sportswear. Navy and gray plaid; worn no shorter than 3" above the knee; must be fully zipped, not rolled and worn at the waistline. Students are not allowed to change the appearance of the plaid of the uniform skirt.

B. Shirt

Mandatory; **MUST** be purchased at DiGiorgio's Sportswear; Navy short sleeve or

long sleeve polo or Gray short sleeve or long sleeve polo with Mercy logo.

NOTE: A solid short sleeve T-shirt (no printing) **matching the color of the polo** may be worn **UNDER** the uniform shirt. The polo and T-shirt must be tucked in at all times. **A reminder that the T-shirt may be worn “in addition to” the uniform polo not “instead of” the polo shirt.** The T-Shirt sleeves may not be longer than the polo shirt sleeves.

C. Sweater

Optional; must be purchased at DiGiorgio’s Sportswear. One of more of the following:

- 1) navy blue v-neck cardigan or v-neck pull over with Mercy logo
- 2) gray v-neck cardigan or v-neck pull over with Mercy logo

NOTE: **When the polo shirt and sweater are worn, they must be contrasting colors** (navy polo with gray sweater and gray polo with navy sweater). The polo shirt must always be worn and it must be visible.

- 3) royal blue letter sweater for students who have earned an academic or extracurricular letter; only the gray polo may be worn with the letter sweater

D. ¼ Zip Sweatshirt

Optional; must be purchased at DiGiorgio’s; navy blue or gray with Mercy logo;

NOTE: **When the polo shirt and sweatshirt are worn, they must be contrasting colors** (navy polo with gray sweatshirt and gray polo with navy sweatshirt). The polo shirt must always be worn, and it must be visible.

E. Socks

- 1) solid white, solid navy blue, solid uniform gray or solid black; **must be visible above the shoe**
- 2) Tights - solid navy blue, solid uniform gray or solid black (No leg warmers, thermal tights, or runner/aerobic tights allowed). Tights must be full length and cover the entire leg
- 3) Leggings – solid black (no logo, sheer panels, designs or cut-outs); Leggings must be full length and cover the entire leg; capri style leggings are not acceptable.

UNIFORM SOCKS MUST BE WORN AT ALL TIMES.

F. Shoes

Must be worn at all times and they must be COMPLIMENTARY to the rest of the uniform. All shoes must have backs or back straps. **(NO SLIDES, MULES, CROCS, MOCCASINS, SLIPPERS, SLIPPER-LIKE SHOES, BOOTS, BOOT-LIKE SHOES, ETC.)**

G. Scarves and Hair Bands

May be worn to hold hair in place or to tie back hair but cannot be wider than two inches. Hats may not be worn with the uniform.

EACH UNIFORM ITEM MUST BE WELL-KEPT AND IN GOOD CONDITION. A STUDENT IS CONSIDERED OUT OF UNIFORM IF HER UNIFORM IS NOT IN GOOD REPAIR. ANY UNIFORM VIOLATION WILL RESULT IN TWO DEMERITS.

PHYSICAL EDUCATION ATTIRE

- T-shirt with sleeves (Any printing on the shirt must convey an appropriate message.)
- Athletic shorts, sweatpants or wind pants (no boxers, spandex or jeans.)
- Socks and athletic shoes with laces.

SPIRIT SHIRT AND DRESS-DOWN DAYS

If a student chooses to participate in spirit shirt days, a Mercy T-shirt or sweatshirt **must** be worn on the designated day. The Mercy T-shirt or sweatshirt **may not** be covered with any other apparel (jackets, sweaters, sweatshirts, etc.). Jeans or shorts may be worn on spirit shirt and dress down days. The jeans or shorts **may not** be tattered or torn. Shirts must cover the entire upper torso. Crop tops and mid-drift tops are **not** acceptable. Common rules of modesty apply on all spirit shirt and dress down days. Socks and shoes are required for spirit shirt and dress down days. Shoes must have a back or back strap. Hats may not be worn on spirit shirt and dress down days.

NEBRASKA STATE LAW

Any student who acts in violation of any of the laws of the state of Nebraska while in attendance at school, or property directly adjacent to that of the school during, immediately before or after school hours or a school sponsored activity may face serious disciplinary action.

While attending Mercy High School students shall reside with a parent, guardian or an adult acting in "loco parentis."

CHEATING

Cheating is defined as representing another's work as your own, manipulation of information to gain an unfair advantage, and enabling others to use your work as their own. This includes, but is not limited to the following:

- Providing or obtaining answers to test/quiz questions or class assignments from sources other than those allowed by the instructor.
- Appear to be providing or obtaining answers to test/quiz questions or class assignments from sources other than those allowed by the instructor.
- Plagiarizing any portion of reports, essays, papers and other assignments/projects.
- Submitting information from the Internet without proper documentation.
- Altering text/quiz/assignment scores.
- Unauthorized use of foreign language translators (individual units or web based).
- Having another person type papers that are being submitted for a MLA grade.
- Unauthorized use of technology to reproduce a test/quiz or other class work.

In cases when cheating has been determined the student will receive a zero for the test, quiz, assignment or project. A conference will be held as soon as possible with the parent/guardian of the student. After the conference, the student will serve a one day in-school suspension. In cases when cheating occurs on a final assessment, the student will receive a zero for the assessment. A conference will be held with the parent/guardian

of the student. After the conference the student will complete one day of service work at the school.

SMOKING

Students are prohibited from smoking in the school building, at school sponsored events, on school grounds or within one block of the school building. Because students are not permitted to leave campus, except with school and parental permission, no student may leave campus for the purpose of smoking after arriving on campus. Students are requested not to openly display cigarettes, lighters or cigarette packages.

Definition of smoking: Smoking consists of being seen holding a lit or unlit cigarette, or being seen throwing a cigarette away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on campus. Violation of this rule will result in a \$20.00 fine

DRUG POSSESSION, USE OR SUSPICION OF USE

Possession, use and/or sale of alcohol, prescribed and over the counter drugs not cleared through the office, vaping chemicals and vaping paraphernalia and all illegal drugs, and drug related items come under the school's "Zero Tolerance" policy resulting in immediate expulsion or request to leave. This rule applies to the possession, use and/or sale at school events, prior to coming to school events, on school property or prior to arriving on school property. If evidence exists school officials will immediately remove the student from the activity and notify the Assistant Principal and other appropriate authorities. A conference will be scheduled as soon as possible with the Principal, Assistant Principal, the parent(s) and the student. A student found to be in violation of this policy will be expelled from or requested to leave Mercy High School.

If a suspicion of any type of drug abuse exists in the opinion of a faculty/staff member, she or he will notify the Assistant Principal of the suspicion. The Assistant Principal will inform the student's Counselor of the suspicion and the parents will be notified. The student's Counselor will arrange a counseling session with the student.

NOTE: Drug abuse includes alcohol as well as other chemicals. Suspicion of drug abuse is based on the behavior of the student, as well as concerns expressed by other members of the Mercy community.

DANGEROUS OBJECTS/CHEMICALS/WEAPONS

Any student on school property or at a school sponsored event found possessing or storing any object and/or chemical deemed to be harmful to another individual will be subject to immediate expulsion.

FORGERY

No student may forge or alter a note, medical form or pass. No student may be in illegal possession of official school forms or passes. Forgery and/or illegal possession of official school forms will result in a Class "B" detention.

DISRUPTIVE ACTIONS

Any individual student who engages in any disruption of the learning environment will be ordered by any staff member to cease the disruption and be subjected to disciplinary action including losing her right to the education provided by the school.

Any student found guilty of setting off a fire alarm falsely will be subject to severe disciplinary action. (Students are reminded that setting off a false alarm is a crime and that it also causes serious danger to the public safety because firefighters must be called to investigate.)

All members of any group of students engaged in any activity such as picketing, boycotting, unauthorized meeting during school hours or unauthorized use of school facilities will cease such action upon immediate order of any staff member and be subject to disciplinary action.

CUTTING, DEFACING, VANDALISM AND THEFT

Action of this sort against school property, or another person's personal property will not be tolerated. If in violation of civil, state or federal law, the case may be referred to the proper authority. Action of this sort can lead to disciplinary proceedings. Students will also be responsible for paying for the loss or damage.

CRIMINAL ACTS

If a student is cited by law enforcement for committing a serious criminal act she will remain at home until the case is decided in court. Pending the court decision, the student may be required to withdraw from Mercy High School.

VIOLATIONS RESULTING IN DEMERITS OR FINES

Demerits will be issued for the rule violations listed below.

ONE DEMERIT will be issued for the following rule violations:

- Loss of admit slip
- No note after absence

TWO DEMERITS will be issued for the following rule violations:

- Beverage, food or gum
- Improper wearing of the uniform
- Tardy to school, class or study hall

THREE DEMERITS will be issued for the following rule violations:

- Littering
- Minor disturbance in the building, shouting, screaming, running, etc.
- Parking in non-student parking areas
- Presence in any unauthorized area
- Unauthorized use of school approved technology
- Uncooperative
- Any other minor action that is disruptive to the proper operation of the school

FOUR DEMERITS will be issued for the following rule violations:

- Inappropriate behavior
- No uniform
- Use of obscene/unacceptable language and/or gesture

ACCUMULATION OF DEMERITS will result in the following:

- Every 5 demerits = Demerit detention
- 10 demerits = Notification (email or phone call) to parent/guardian
- 20 demerits = Parent/Guardian conference and expulsion point
- 30 demerits = Parent/Guardian conference, in-school suspension and expulsion point
- 40 demerits = Possible expulsion

The school reserves the right to impose additional consequences if demerits prove not to change behavior.

At the conclusion of the first semester, any student with four or fewer demerits will have those demerits removed from her record of demerits counting toward detention.

All demerits accumulated during the school year count toward possible expulsion or request to leave Mercy.

Any student accumulating 20 demerits at any time during the school year will be given an opportunity to participate in Mercy's Amnesty Program. (Details of the Amnesty Program will be explained at the 20 demerit parent/guardian conference.)

A **\$20.00 fine** will be issued for smoking. A **\$10.00 fine** that increases with each offense will be issued for using a cell phone or other non-school approved electronic device during the school day. A **\$5.00 fine** will be issued for an unattended backpack/bookbag.

VIOLATIONS RESULTING IN DETENTION

A. Demerit Detention. Penalty = One Hour Detention

Accumulation of 5 demerits results in detention.

B. Class "B" Infractions. Penalty = One Hour Detention PLUS Suspension after accumulating four (4) within a school year.

1. Skipping of class, study hall, homeroom, class meeting, or any all-school event: Mass, Assembly, Picnic, Pep Rally, etc.*
2. Serious disrespect or disobedience to any school authority.
3. Willful damage to school property or personal property of others in the school.
4. Failure to report to detention.
5. Failure to report to teacher when so requested.
6. Forgery and/or possession of school forms.
7. Leaving school without permission.
8. Refusing to sign a demerit card. (Demerits are also issued.)
9. Tardy to school on late start days.
10. Any other action that is disruptive to the proper operation of the school or that threatens the physical or moral well-being of any person in the school.

***NOTE:** skipping school all day will result in two (2) Class "B" detentions.

EXPULSION POINTS

Accumulation of 5 expulsion points may result in expulsion or request to leave Mercy High School. For probationary status students, accumulation of 3 expulsion points may result in expulsion or request to leave Mercy High School. A student accumulates expulsion points when her parent/guardian is contacted by the school administration for discipline issues on such matters as, but not limited to, cheating, stealing, plagiarizing, demerits, detentions, possession of prescription and non-prescription medications, hostile encounters, threats, etc.

DETENTION

- A. Detention will be held every Tuesday from 6:30 – 7:30am.
- B. There are no excuses accepted for not serving detention.
- C. Students late (6:31am – 6:35am) for detention will receive 2 demerits for being late.
- D. Students arriving for detention after 6:35 a.m. will not be allowed to serve detention that day. Instead, they will receive a Class B Detention and will serve detention on the next two consecutive detention days.
- E. Students should fully understand that any teacher or school official in the building has the authority to issue a detention at any time.

NOTIFICATION OF DEMERIT AND CLASS B DETENTIONS:

When a student is issued a Demerit Detention or a Class B Detention she will receive a Detention Notification Form through the school office. The student must take the Detention Form home, have her parent/guardian sign it, and present it to the Assistant Principal when reporting to detention. No further reminder will be given. **NOTE:** Failure to return the Demerit Detention Notification Form with parent/guardian signature will result in 3 demerits. Failure to return the Class B Detention Notification Form with parent/guardian signature will result in an additional Class B Detention. Failure to attend detention at the designated time will result in a Class B Detention.

SUSPENSIONS, REQUESTS TO LEAVE AND POSSIBLE EXPULSIONS

On occasion students can be suspended, requested to leave or expelled. Reasons for suspending, requesting the student leaver or expelling a student include but are not limited to:

- 1) Behavior of the student which presents a moral danger to other students
- 2) Behavior that is incorrigible*
- 3) Cheating
- 4) Criminal vandalism
- 5) Extortion
- 6) False fire alarms and/or bomb threat
- 7) Four (4) semester F's in a semester or academic year
- 8) Frequent absences
- 9) Parental lack of cooperation with school officials
- 10) Stealing
- 11) Any other major misconduct which the school feels warrants suspension or expulsion

*(Incorrigible means the student has been corrected a number of times but refuses to change her behavior.)

Suspension is a withdrawal from school classes and school activities. Suspension may be in-school or out-of-school. A conference will be held with the student, parent/guardian of the suspended student and the Assistant Principal before suspension begins. A suspended student will remain at home until the conference is held.

A student serving an in-school suspension will be required to bring her books to the suspension room. All class assignments due on the day of in-school suspension must be submitted at the beginning of the school day. A student serving in-school suspension will be given special assignments to work on during the day. She may make up missed tests/quizzes after school on the day of suspension. Assignments due in class the next day will be given to the student at the conclusion of her in-school suspension.

A student serving an out-of-school suspension has the responsibility of obtaining her class assignments via Canvas. Assignments will only be accepted on the day the student returns to class after the suspension. The student may not attend any school activities while in suspension. The length of suspension will be determined by the school administrators. Continual misbehavior is ground for expulsion or request to leave. The administration decision will be final.

IMMEDIATE EXPULSIONS OR REQUESTS TO LEAVE (ZERO TOLERANCE)

Students will be immediately expelled or requested to leave for the following reasons:

- 1) Possession, use and/or sale of alcohol at a school event, prior to coming to a school event, on school property or prior to arriving on school property.
- 2) Possession, use and/or sale of prescribed and over the counter drugs not cleared through the office at a school event, prior to coming to a school event, on school property or prior to arriving on school property.
- 3) Possession, use and or sale of illegal drugs and illegal drug related items at a school event, prior to coming to a school event, on school property or prior to arriving on school property. Vaping is using an illegal drug. All vaping chemicals and paraphernalia are considered illegal drugs.
- 4) Fighting defined as striking another student, teacher or staff member.
- 5) Possessing or storing dangerous objects, chemicals or weapons.
- 6) Any other major misconduct which the school feels warrants expulsion or request to leave.

DISCIPLINE POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Since good citizenship is of primary importance at Mercy High School, all girls involved in extra-curricular activities must demonstrate compliance to school rules and regulations. If it is felt that a girl is not following Mercy's rules and regulations and therefore shouldn't be representing Mercy in extra-curricular activities, the following procedure will take place:

- A. A complaint form is filed with or by the Assistant Principal.
- B. The sponsor of the activity is informed of the complaint through the Assistant Principal.
- C. The Assistant Principal will meet with the student to discuss her behavior. At this

meeting the student is given a warning. The student has a stated period of time to improve her behavior. If there is little or no improvement at the end of the stated period of time, the student will be placed on probation. Probation means she is out of the activity for a stated period of time. If there is no immediate improvement at the end of the probationary period, the student must completely withdraw from the activity.

Activities Governed by this Policy include:

- | | |
|---------------------|--|
| 1) Cheerleading | 7) Student Ambassadors |
| 2) Class Officers | 8) Student Council |
| 3) Dance Team | 9) Theater Productions |
| 4) Music Groups | 10) Any other activities deemed acceptable by the Administration |
| 5) Pastoral Council | |
| 6) Sports | |

STUDENT AUTOMOBILES

Students who drive vehicles to school must obey the following rules:

1. Students may park on the neighboring streets around the school and specially assigned parking spaces.

Students are NOT to park in the following areas:

- a. in front of the school.
- b. in the east parking lot.
- c. in the north parking stalls
- d. in front of Holy Cross Church or Holy Cross School
- e. in Holy Cross Parking lots.

PARKING IN THESE AREAS WILL RESULT IN THREE DEMERITS.

2. Sitting in cars during school hours is not permitted.
3. Students should leave their cars immediately after arriving at school.
4. Students should be careful to avoid trampling the lawns or otherwise disturbing home homeowners.
5. Honking horns during school hours is not permitted.
6. Students should not be expected to be permitted to run errands for parents or teachers during school hours.

ELECTRONIC COMMUNICATION DEVICES

Tablets and laptops are the **only** school approved electronic devices that may be used throughout the school day. The Mercy High School Technology and Computer Use Policy AND guidelines for tablet and laptop use provided by each classroom teacher must be followed. Failure to follow the guidelines/policies results in disciplinary action.

Cell phones are **NOT** a school approved device. Students may have their cell phone in their possession, but **MAY NOT** use the phone during the school day. Cell phones must be off and not connected to Wi-Fi.

Failure to follow the cell phone and other non-school approved device policy results in the following:

1st offense: \$10.00 fine; the device is confiscated and returned when the fine is paid

2nd offense: \$20.00 fine; the device is confiscated returned to the parent when

the fine is paid.

3rd offense and following: same as 2nd offense with the exception of the fine increasing by \$10.00 every time there is an additional infraction.

STUDY HALL REGULATIONS

Each study hall proctor may make special regulations for his/her particular study hall. However, the following regulations will be observed by all study halls.

1. Each student (except seniors) must report promptly to her study hall room any time she does not have a scheduled class.
2. A student who wishes to go to a classroom to work during her study hall must obtain in advance (before school or during the noon hour) a pass from the teacher to whose room she will be going. At the time of her study hall, that student will take the pass to study hall and present it to the proctor. The student can then go immediately to the room specified on the pass. She may not stop in the restroom, in the office, at her locker or any other place except the room indicated on the pass.
3. Only one student's name may be on the pass.
4. Students are free to use the library/media center and academic success center during their study periods after reporting to study hall.
5. If a student needs to run any errands such as paying tuition in the office, going to the restroom, etc. she must approach the study hall proctor and ask permission. The proctor may give or deny permission. At no time may a student leave the study hall room without express permission from the study hall proctor.
6. There are no permanent passes from study hall.
7. **Seniors** may report to the commons during study hall.
Once in the commons the seniors must observe the following rules.
 - a. Study time in the commons is considered part of the school day. **All school policies are in effect during the study time.**
 - b. Seniors may not wander through the school during their free time.
 - c. Seniors wishing to spend their free period in the library/media center, computer room, art room, etc. must sign out from the commons before their free period begins.
NOTE: Failure to sign out could result in forfeiture of commons privileges and/or demerits for presence in an unauthorized area.
 - d. The commons must be used quietly. At no time will students in the commons be allowed to disturb any classroom.
 - e. The commons is not to be used as a locker for senior students. Books and other personal belongings must be kept in each student's regularly assigned locker.
 - f. Backpacks/bags are not allowed in the commons.
 - g. Seniors are to leave the commons in a clean and orderly manner at the end of each period. **NOTE:** Any time the commons is found not clean, the administration can close it for an indefinite period of time.
 - h. Any teacher or school official may lodge a complaint with the Assistant Principal if there is any evidence that any rule listed has been violated. The complaint will be investigated and any student found in violation will forfeit commons privileges

and/or receive a detention.

- i. In the event that a teacher feels the commons is interfering with academic progress that student will be placed in a structured study hall until improvement is demonstrated.
- j. If a student receives an Unsatisfactory Progress Report in one or more classes required for graduation she will be placed in structured study hall until the conclusion of the quarter.

STUDENT BEHAVIOR AT SCHOOL ASSEMBLIES AND RELIGIOUS SERVICES

The student body often gathers together for special assemblies that furthers the educational mission of the school, such as guest speakers or fine arts presentations. We celebrate Mass and Suscipe on a regular basis. At these gatherings, respectful attention to the speaker and reverent manner are expected of all students.

PARENT AND STUDENT BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

Students and parents are expected to represent Mercy in a positive manner when present for all extracurricular activities. Failure to comply with the expectations may result in the student or parent being banned from all Mercy home and away extracurricular activities.

VISITING THE CAMPUSES OF OTHER SCHOOLS

Mercy students are to avoid the buildings and campuses of other schools outside the times when such are open to the general public for specific events. Complaints from the school administrators about the behavior of Mercy students will be treated as a disciplinary matter.

PART VIII – FINANCIAL POLICIES

Mercy High School strives to be a good steward of its financial resources. In turn, the school requires parents and students to take their financial obligations with the school seriously. This includes timely payments of fees and tuition, fulfillment of fundraising obligations, maintaining scholarship requirements and participating in full with the negotiated tuition plan.

ACADEMIC SCHOLARSHIPS

All academic scholarships are endowed in the Sister Mary Brendan O'Malley Endowment Fund. Academic scholarships are issued each year to incoming first-year students on the basis of placement test scores. These academic scholarships are annually renewable with the maintenance of a B+ average.

At the end of each school year, special scholarships and tuition awards may be awarded. These are based on GPA and/or donor preferences. Some of these are one-year and some are renewable. Renewable scholarships require the maintenance of a B+ average.

TUITION AWARDS

All tuition awards are endowed in the Sister Mary Brendan O'Malley Endowment Fund. Tuition awards are distributed at the discretion of the administration at the time of the

tuition conference. They are based on financial need and donor preferences.

MERCY GRANTS

Mercy Grants are an integral part of negotiated tuition. Forms are emailed to families each Spring in preparation for tuition agreements for the following year. Mercy Grants are awarded on the basis of need as demonstrated by the family adjusted gross income (AGI) reflected on the most current income tax return. Mercy Grants are funded by money donated and fundraising activities.

TUITION

Tuition agreements are binding between the parent and Mercy High School. All families will enroll in FACTS tuition, which will allow the parent or guardian the opportunity to select a tuition payment option that suits their financial needs. Contact the Mercy Business Office for instructions on how to set up your online account.

PARENT VOLUNTEERS

Parents are expected to fulfill their volunteer obligations to Mercy High School.

WORK STUDY PROGRAM

Students receive tuition remission (\$400-\$800) grants for either summer or school year work study. Students are expected to approach this job as they would any type of employment, through thorough and reliable performance of assigned duty. Credit amount may be adjusted due to absence or neglect of duty; students are required to pay any unworked portion of the grant. A student may be terminated from the program for excessive absence or neglect of duty.

- A. Should work study be terminated, or no job be available, tuition contract will be revised to show the amount due to the school.
- B. Work study requires families to complete the tuition aid form and to submit tax information.
- C. Seniors who have participated in work study will pay \$400 of their senior year tuition.

STUDENT FUNDRAISING

All Mercy students agree to participate in student fundraising. Any unmet goal becomes part of the student's tuition account and must be paid prior to final academic assessments in May.

SEMESTER ASSESSMENT ELIGIBILITY

Tuition accounts must be current at the end of each semester. Included are the following:

1. Tuition and fees for the semester.
2. Work study owed.
3. Course fees owed.
4. Student fundraising owed.

Students may not participate in the semester assessment until all accounts are cleared.

GRADUATION ELIGIBILITY

All senior tuition and fees must be paid in full prior to the ceremony. Seniors will not receive a diploma nor participate in graduation ceremony until all accounts are paid in full. Transcripts of student records will not be prepared nor sent until accounts are settled. No exceptions.

TUITION REFUND

The Negotiated Tuition deposit is non-refundable. Full-pay tuition is refunded on a pro-rated basis based on the time of withdrawal, provided all accounts are current.

PENALTY FOR RETURNED PAYMENTS OR LATE PAYMENTS

A \$35 fee will be charged to your tuition account for any payments that are returned due to non-sufficient funds in your bank account or tuition payment and fees not paid by the due date. These payments include monthly automatic tuition payments and all check payments.

POST DATED CHECK

Mercy High School will not accept post-dated checks.

PART IX – OTHER INFORMATION

EXTRA-CURRICULAR ACTIVITIES

A wide variety of extra-curricular activities are offered at Mercy. Some activities require a try-out or audition and others are open to all girls interested in the activity. All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

FIELD TRIPS

Field trips are provided to enhance the classroom learning. All students participating in a field trip must submit the signed Field Trip Permission Form to her teacher/sponsor by the designated deadline. Failure to submit the form results in forfeiture of the opportunity to participate in the field trip.

STUDENT IDENTIFICATION CARDS

Students will be photographed at the beginning of the school year for an I.D. Card. It is recommended that students carry their I.D. at all times, as it is often necessary to present this card for Mercy functions or for other schools' functions in order to receive student admission price. I.D. cards must be submitted when checking out computer materials or reserve books from the library. There is a \$5 fee to replace a student I.D. card.

BACKPACKS / BAGS / PURSES

Backpacks, bags or cases used to carry books are not allowed to be used during the school day (including the lunch period.) If a student brings a backpack, book bag or case to school it must be stored **inside the locker** during the school day with the locker door closed. Books may not be carried in any type of bag or case. Failure to comply reflects uncooperative spirit resulting in demerits. Students may carry their laptop or iPad in a case specifically designed for the device.

Purses may be used to carry personal items. Tote bags, tote style purses or backpack style purses are **not** to be used during the school day.

Before and after school backpacks, bags and cases must be in the student's possession. All unattended bags of any kind will be taken to the office. The student must pay a \$5.00 fine for the return of her bag. When in the dining hall before or after school all bags must be placed under the dining hall table.

LOCKERS

Each student is assigned a locker. All personal possessions must be stored **INSIDE** the locker and **NOT OUTSIDE** the locker. Locker doors must remain **CLOSED** at all times. Students may not change lockers without permission of the Assistant Principal. Lockers will be checked at the year's end. Students will be responsible for those lockers assigned to them. If a student fails to follow the locker check-out procedures all items left in the locker become property of Mercy High School. The locker remains the property of the school, and school officials have the right to search/or investigate any locker which may be thought to contain illegal or dangerous goods. Students are not permitted to sit on the floor by the lockers or in the other halls before, during or after school.

LOCKS

Each student will be assigned a lock for her locker at the beginning of each year. This lock must be kept locked at all times and no student is permitted to tamper with another student's lock for any reason. Students should never reveal their lock combination to another student. If at any time a lock is lost, the student to whom it belongs should report the loss to the Assistant Principal. The student will be assessed a \$10 fee to replace the lost lock. Students may not at any time use a lock other than the one issued to them by the school.

Students may rent a second locker for \$8.00. This is paid at the time of issuance. Availability of a second locker may not always be on the same floor as the originally assigned locker.

VISITORS

All visitors must register in the School Office and receive a pass at the time of entry into the building, whether they intend to remain just a few minutes or for some time.

Students wishing to bring visitors must ask permission of the School Office and each teacher whose class the visitor will attend. This should be done two days in advance of the visit. On the day of the visit, a visitor's pass must be obtained in the School Office.

As a general rule, students should not bring visitors to the school unless the visitor is interested in attending Mercy. Permission to bring other visitors may be refused. Younger sisters and brothers are not to be brought to school for any part of or all of any day. Parents wishing to visit classes must make arrangements with the Principal at least 24 hours in advance of the visit. Visitors may be asked to leave at any time by any school authority if the visitor is in violation of school policies or causes any disturbance.

FIRE AND TORNADO DRILLS

Fire and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions.

STUDENT DINING HALL

The student dining hall provides a pleasant place to eat breakfast or lunch. Vending machines supply a variety of food. Most students choose to bring their own food from home and supplement it with vending machine items. Outside caterers are contracted for lunch three times per week for those who wish to participate. Microwave ovens are available. When the student is finished eating, she should always clear all waste from the table and properly dispose of it in the baskets provided.

NO FOOD ITEMS OR DRINKS ARE ALLOWED OUTSIDE THE STUDENT DINING HALL unless the student has special permission from a teacher. Therefore, students should never be in the cafeteria between or during classes. Students eating or drinking between or during classes are subject to demerits. The only exception to this policy is use of the approved Mercy High School water bottle. Students may have water in the approved water bottle. No other beverages are allowed in the approved Mercy High School water bottle. Failure to comply will result in demerits and other disciplinary action. Students are not allowed to have any other beverage containers in their possession during the course of the school day. Students possessing non-approved beverage containers with any liquids in them are subject to demerits.

Students who are finished eating lunch must remain in the dining hall. Students should not go to their lockers or be on any of the classroom floors unless they have teacher permission. A bell will ring at the end of the lunch period. Students have five minutes after that bell to go to their lockers and get ready for the next class.

POLICY FOR BAD WEATHER

School will be in session every school day if possible. In case of severe weather, the local television and radio stations announce closings. If an announcement is made that Omaha Public Schools and Omaha Catholic Schools are closed, this will automatically include Mercy High School. In other words, Mercy will do whatever the Omaha Public & Catholic Schools are doing. Mercy will NOT be named separately. Please do NOT attempt to call the principal or the school office.

SCHOOL HOURS

The school day begins at 7:40am and ends at 3:00pm. On Late Start Days and Faculty Meeting Days classes begin at 8:55am and conclude at 3:00pm. Prior to the start bell, student presence is limited to the office, library, chapel, gymnasium, or student dining hall. Failure to comply results in three demerits.

At the conclusion of the school day, students should leave the school grounds as soon as possible. Unless students are working directly with a teacher or coach they must be off the floors at 3:50pm and out of the building by 6:00pm. On days when after school activities are cancelled due to inclement weather or other circumstances, student must be out of the building by 4:30pm. Authorized areas after 3:50pm are limited to the student dining hall, plaza or mezzanine. Students may wait in the front lobby only if they expect their ride in five minutes or less. Failure to comply results in three demerits.

Parents are requested to pick their daughter up immediately following the conclusion of any activity. Failure to do so on a repeated basis may require your daughter to be removed from the activity.

TRANSPORTATION

Mercy High School does not provide any transportation to and from school. If you need carpool information, Mercy will provide zip code lists for you to arrange your own carpools.

PARENT DIRECTORY

Parents may access a family directory by logging on to [parentsweb>school information>directory](#).

CRISIS MANAGEMENT PLAN

The State Department of Education requires that all public and private schools have a crisis management plan. Mercy's plan, developed in cooperation with local authorities, addresses student safety issues. A copy of Mercy's Crisis Management Plan is on file in the Principal's' office.

ASBESTOS NOTIFICATION

The Asbestos Hazard Emergency Response Act (AHERA) regulations require all public & private school districts to inventory all asbestos containing materials in the school building and to develop a management plan for handling the asbestos containing materials in each building. The asbestos management plan for Mercy High School is on file with the Nebraska Department of Health. The plan is available for public inspection. Copies of the Management Plan will be provided to requesting parties for the cost of reproduction only. Requests for copies of the Management Plan should be sent to Mercy High School's principal.