



Student & Parent/Guardian Handbook

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Preface

Our Creed

The Academy of Our Lady of Mercy educates each student, each in her own right, to be a woman of Mercy:

- rooted in the values of Jesus;
- well-educated and self-disciplined;
- enriched by diversity;
- compassionate and generous;
- able to lead and willing to serve;

...who graciously shares these Mercy values with others.

Our Mission Statement

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

- Providing a quality Catholic education within a caring faith community;
- Offering an academic curriculum which provides opportunities for all learners to excel;
- Empowering young women to be responsible leaders in service to others;
- Offering the opportunity to build a sense of community with students of diverse abilities and backgrounds;

- Providing academic and real-life experiences that prepare them for life and work in an age of rapid change.

Our Philosophy

The major concern of Mercy Academy is the individual student. We strive to develop each young woman to her greatest potential by providing her with an environment for maximum growth at a level commensurate with her abilities.

We strive to develop in each individual a sense of responsibility to herself, community and society. Each young woman is encouraged to pass on the spiritual, cultural, social and intellectual heritage, which has been entrusted to her.

We believe the prime responsibility of each student is to learn how to learn and think critically. Our goal is to have a self-motivated learner who is interested in expanding her knowledge and who is capable of applying what she knows to real life.

We teach each student an awareness of the religious and ethical dimensions of life so that her talents and knowledge may be used with wisdom, compassion and integrity.

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

Our History

In 1872, the Sisters of Mercy in Louisville began holding day classes at their Second Street location under the name of St. Catherine's Academy. In 1885, the first high school diploma was awarded under the name of Academy of Our Lady of Mercy. In 1901, the academy moved to 1176 East Broadway where it remained until the Summer of 2007 when we relocated to our current location at 5801 Fegenbush Lane.

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

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

Admission

Mercy Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarships or assistance programs, or athletic and other school-administered programs. Students with disabilities who apply for admission will be judged on a case-by-case basis and will be accepted if Mercy, with reasonable accommodations, can meet programmatic needs.

Expectations of a Mercy Student

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

Faculty and Staff

President

Becky Montague

Mercy Heritage Coordinator

Corinne Burt, RSM

School Administration

Principal

Dr. Cynthia Smith-Ough

Assistant Principal

Karen Alpiger

Dean of Curriculum

Andrea Peavler

Dean of Students

Kristen Marry

Academic Office Manager

Kathleen Nauert

School Office Manager

Gina Hester

Director of Technology

Estill Frodge

Educational Technology Specialist

Amanda DeGrella

Director of Student Life

Angie Laemmle

Operations

Director of Operations

Stephanie Heitz

Business Office Manager

Laura Chapman

Accounting Assistant

Karen Shuler

Executive Assistant/ Campus Store
Manager

Shelly Ball

Head Custodian

Clyde Travis

Plant Operator

Michael Williams

Property Maintenance

James Bretlinger

Admissions & Advancement

Director of Advancement

Leslie Hibdon

Director of Admissions

Emily McCullough

Special Events Coordinator

Valerie Downs

Enrollment Coordinator

Paige Stewart

Director of Marketing &
Communications

Andrea Mattingly

Social Media Coordinator

Amber Harris

Advancement Office Manager

Candace Cox

Faculty Department Chairs

Business/Technology

Beth Turpin

English

TBD

Fine Arts

Amanda Simmons

Foreign Language

Ernesto Laspiur

Math

Audrey Hehman

Science	Pat Burton
Social Studies	Abby Kremer/ Melissa Schoenbachler
Theology	Kari Sims
Guidance Office	Sara Sills

Faculty

Director of Service Learning & Leadership	Kari Sims
Theatre Director	Amanda Simmons
Retreat Director	Jessica Vivona
Theology	Frances Ashbrook
English	Bailey Barnett
Art	Jean Belvoix
Science	Bob Bowman
Art	Michael Braaksma
English	Amanda Brown
Technology	Deica Brown
Science	Pat Burton
Math	Nick Cann
Spanish/ English	Kendra Chapman
Art/Technology	Hallie Epperson
Theology	Beth Freeman

Spanish	Maribel Garcia
English	Trisha Gilbertson
Business	Erin Glaser
French	Margaret Goslee
Health	Wendy Goodman
Science	Victoria Hale
Math	Audrey Hehman
Social Studies	Elise Kenney
Theology	Dawn Heuglin
Theology	Kevin Kramer
Social Studies	Abby Kremer
Spanish	Ernesto Laspiur
Math	Heather Lozon
Business	Kristen Marry
English	Andrea Peavler
Theology	Ryan Renoud
Math	Matt Schaab
Social Studies	Melissa Schoenbachler
Social Studies	Allison Shontz
Theatre Arts	Amanda Simmons
Science/Aviation	Laura Swessel
Business/Journalism	Beth Turpin

English	Heather Varda
Theology	Jessica Vivona
Math	Janine Volk
Math	Carole Wastog
Choral Music	Noel Weaver
P.E./Social Studies	Steffan Weston
Math	Amy Wheatley
Science	Jon Wiseman
Science/STEM	Dr. Eric Wong
English	Meghan Wright
Social Studies	Doug Young

Guidance/Support Services

Director of Community Wellness & Learning Differences	Dr. Amanda Ables
Math Interventionist	Joe Bergamini
Math Interventionist	Wesley Hurt
Sophomore Counselor	Megan Kustes
Testing Coordinator	Jen Lilly
Learning Differences Coordinator	Stephanie McGarry
Dual Credit Coordinator	Kristen Marry
College & Career Counselor	Carrie Mundorf

Math Interventionist
Junior Counselor
Freshman Counselor
Senior Counselor
Academic Interventionist
In-House Substitute Teacher

Support Staff

Cafeteria Manager
Cafeteria Staff

Matt Schaab
Jennifer Shanks
Sara Sills
Amy Wheatley
Jessica Wimsatt
Bruce Bohn

Laura Coleman
Linda Bender
Betty Crawford
Angel Kissel
Sara Phelps
Terri Bowling

Athletics

Athletic Director
Assistant Athletic Director
Trainer
Athletic Office Staff
Archery
Basketball
Bowling

Angela Passafiume
Lorraine Carner
Stephanie Ulrich
Nick Cann
Laura Parrish
Nick Cann
Chris Pifine

Cheerleading	Randi Carter
Cross Country	Heather Lozon
Dance Team	Megan Hill
	Alyssa Frommeyer-Sohl
Field Hockey	Brittany Johnson
Golf	Bailey Wiegandt
Lacrosse	TBD
Soccer	Andrew Gottbrath
Softball	James Brentlinger
Swimming	Aaron Cooper
Tennis	Emily Barnett
Track	Heather Lozon
Volleyball	Connie Hulsmeier

Academic Information



Continuous Enrollment

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

Transfer/Withdrawal Policy

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

- The curricula match without undue exceptions and/or deficiencies.
- The student is not under suspension or expulsion from the previous school.
- An appropriate schedule can be designed.
- There is room in the necessary classes.
- There are no personal circumstances that would seriously hinder success.
- An official transcript of all previous work is furnished.
- Teacher recommendation forms are furnished.
- The student has demonstrated a positive and sufficient desire to attend Mercy and fulfill all requirements.
- The transfer, in the professional judgment of the admissions committee, would be a positive step for the student and the school.

- All transfer students are admitted under a one-year probationary status.

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

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

Graduation Requirements

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

GRADUATION REQUIREMENTS

Mercy Academy four-year university, pre-college curriculum requirements:	
English	4 credits
Algebra 1	1 credit
Geometry	1 credit
Algebra 2	1 credit
Math Elective	1 credit
Science	3 credits
Social Studies	3 credits
Health	½ credit
Physical Education	½ credit
Arts Elective (visual or performing)	1 credit
World Language (two consecutive years of the same language)	2 credits
Theology	4 credits
Technology	1 credit
Electives	5 credits
Total	28 credits

Mercy Academy's credit requirements fulfill and exceed the Kentucky Pre-College Curriculum. All students seeking unconditional admission to state universities are required to have two credits in a world language.

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

Grading Policy

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

Independent Study

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

Deficient and Extra Credit

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

Academic Accommodations

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

Incompletes

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

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

Grading Scale

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

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

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

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

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

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

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

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

For the 2022-2023 school year, parents/guardians will receive mid-quarter academic updates for students in danger of failing for the quarter. These will be posted on PowerSchool and available to you on the following dates.

1 st Quarter	September 19
2 nd Quarter	November 15
3 rd Quarter	January 31
4 th Quarter	Seniors- March 28 Underclassmen- April 18

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

Parent/Guardian Mock Schedule Night will be held on the following date:

1 st Semester	September 1st
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Conferences with the teachers are available upon request.

Grade Averaging and Ranking

GPA

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

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

QPA

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

- For AP classes: A = 8 points, B = 6 points, C = 4 points, D = 2 points
- For Advanced and DC classes: A = 6 points, B = 4.5 points, C = 3 points, D = 1.5 points.
- For Honors classes: A = 4 points, B = 3 points, C = 2 points, D = 1 point.
- For Academic classes: A = 2 points, B = 1.5 points, C = 1 point, D = .5 points.

QPA is used for establishing class rank only.

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

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

Honor Roll Requirements

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

Principal's List: 4.0

First Honors: 3.75-3.95

Second Honors: 3.33-3.74

Academic honors are awarded on a YEARLY BASIS.

Scheduling/Drop Add Policy

For general information involving scheduling, please see the [2022-23 Program of Studies](#).

Drop/Add Policy

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

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

Student requests to drop or add a course before or within the first weeks of a new school year will be honored if class sizes and scheduling permits, and if approved by the Dean of Students. For the 2022-23 school year, all changes are to be made by Friday, September 2.

After Friday, September 2, only course change requests of a unique and exceptional nature will be considered. The counselor and Dean of Students must approve these with input from the teachers involved. Reasonable accommodations for meeting the requirements of a semester grade will be determined at the time of the course change on a case-by-case basis.

Daily Schedules

Monday-Tuesday-Friday

1	8:00-9:25
2	9:30-10:55
3	11:00-12:55
	Lunch 1: 10:55-11:25 (30)
	Lunch 2: 11:25-11:55 (30)
	Lunch 3: 11:55-12:25 (30)
	Lunch 4: 12:25-12:55 (30)
HT	1:00-1:15 (House Time)
4	1:20-2:55 (News at 2:45)

Wednesday-Thursday

1	8:00- 9:15
2	9:20-10:40
3	10:45-12:40
	Lunch 1: 10:40-11:10 (30)
	Lunch 2: 11:10-11:40 (30)
	Lunch 3: 11:40-12:10 (30)
	Lunch 4: 12:10-12:40 (30)
4	12:45-2:00
	Wednesday HT & News 2:05-2:55 Thursday Dismissal 2:00

Homework/Academic Success/Online School

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

Academic Success

Developing good study habits is essential to academic success. Students who focus attention and effort on their studies see good results. Students should take the following suggestions to be successful in their studies:

- Make your studies your primary focus before sports, extracurricular activities, and work
- Know the course expectations
- Be sure you understand grading systems, especially the policies and consequences for missing or late work
- Know when assignments are due
- Complete the assignments and study the material regularly
- Speak with your teachers if you have missing work. Have a plan to make up the missed work

- Speak with your teacher if you are having difficulty understanding the material or keeping up with the class. Do not let yourself fall behind.

Make-Up Work

Any time a student is absent from school, she is expected to make up all the work she missed. She is expected to obtain the work upon her initial return to school and complete it prior to the next class period. Typically, the student will have the number of days absent, plus one, to complete her make-up work. Students need to confirm due dates with the teacher.

If a student misses a test or quiz, it will be sent to her study block for make-up unless otherwise noted by the individual teacher. The student should be prepared to take these upon initial return from her absence. If a student misses several consecutive classes, she should collect all assignments and discuss due dates with individual teachers.

If the absence is unexcused, the student will be awarded 50% of the grade earned for the missed coursework. Any exceptions to this policy must be approved by administration.

Late Policy

If a student does not complete her course assignments by the deadline given by her teachers, she will have the opportunity to complete it for late credit. The assignment will have a 10% grade deduction for **each calendar day (including weekends)** that it is late, up to 5 days total. If the assignment has not been turned in by the end the 5th day, the student cannot be given any credit for the assignment, and it will be a zero in the gradebook.

***Additional guidelines may come from individual departments.**

Online School (Asynchronous Learning)

If Mercy is closed for inclement weather, we will utilize asynchronous online school for up to five days. These days will be counted as regular school days and will not need to be made-up later in the school year. Notification of online school will be through email and the school's alert system. You can sign up for REACH Alerts [here](#).

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

- Assignments and specifics for the day will be posted by 10:00 a.m. on Schoology with due dates listed (if applicable).
- If a student is sick and cannot complete the online work, her parent/guardian must call the school absentee line by 10:00 a.m. the morning of the online day: (502) 671-2010. The student will be recorded absent for the day, and she will need to work with her teachers and the absentee policies put in place for a regular school day.
- Students will receive work that should average 60 minutes per class. This time will vary for different learners. Students are expected to sign into Schoology and complete assignments according to individual teacher deadlines.
- Teachers will be available for questions via email until 3:00 p.m. but may answer questions beyond this time if they are able to do so.

- If a student's power or internet connection is down and cellular data service is not available, a parent/guardian must call the school absentee line, on the online school day, to report the issue for an assignment extension to be considered.
- Online schoolwork can be made up without penalty when an excused absence is issued, or a parent/guardian reported technology issue has been approved by the Dean of Students.
- If a student fails to contact the school about her absence/connectivity issues and fails to complete the online work by the deadline, a zero will be recorded in the gradebook and cannot be made up.

Late Opening Online School (Synchronous)

If a late opening schedule should be needed, we will utilize an online school day with synchronous learning. These days will be counted as regular school days and will not need to be made-up later in the school year. Notification of late opening online school will be through email and the school's alert system. You can sign up for REACH Alerts [here](#).

Late Opening Online School Guidelines:

- Live classes will begin at 9:30 a.m., via Zoom, in your student's regularly scheduled class. Students do not login to a Zoom session for their Study block.
- If a student is sick and cannot login for class, her parent/guardian must call the school absentee line by 9:30 a.m. the morning of the online day: (502) 671-2010. The student will be recorded absent for the day, and she will need to work with her teachers and the absentee policies put in place for a regular school day.
- If a student's power or internet connection is down and cellular data service is not available, a parent/guardian must call the school absentee line, on the online school day, to report the issue for an assignment extension to be considered.
- Online schoolwork can be made up without penalty when an excused absence is issued, or a parent/guardian reported technology issue has been approved by the Dean of Students.

Study Block

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

Study Guidelines

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

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

1. All students must sign out before they leave either study area and sign in when they return to study, even if they are moving from one study space to the other.
2. Students must return to their assigned study area at least five minutes before the bell rings, so that teachers may take attendance. Students who do not return to the area are subject to a detention.
3. Students may only go to the location listed on the sign-out sheet.

4. Travel to the art rooms or a teacher's classroom is not allowed without a pass from the teacher.

Learning Commons Use

The Learning Commons opens at 7:45 a.m. each morning and remains open until 4 p.m.

Circulation Procedures

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

Overdue/Lost Materials

All students will be expected to pay the replacement cost of the lost items. A bill will be sent to the parent/guardian if the student does not respond.

Printing Costs

The cost for use of the black and white printer is free for school related items.

Color printing is available for twenty-five cents per page.

Guidelines for Internet Use in the Learning Commons

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

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

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

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

Student Email Guidelines and Regulations

- School provided email accounts are to be used only for educational and school-related communication.

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

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

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

Electronic communication is not confidential.

Semester Finals

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

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

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

Semester finals represent 25% of the final course grade.

Advanced Placement Exams

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

she must take the course final in addition to the AP exam. Students are expected to continue with coursework during class time even if they are exempt from the course final.

Senior Exemption from Finals

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

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

Dual Credit Course Finals

Seniors enrolled in dual credit courses are required to take a final exam if required by the university. If a final exam is not required by the university, the above senior exemption policy applies.

Sophomore and Juniors enrolled in AP or dual credit courses are expected to continue with coursework after seniors' last day. Dual credit students must complete some form of a final assessment during finals week.

Transcripts/Student Records

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

College Scholarships and Applications

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

Standardized Testing

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

Mercy also administers the following standardized tests:

- The STS High School Placement Test is given to all incoming freshmen to aid in course selection and placement.
- The PSAT is open to all sophomores in advanced classes and juniors enrolled in academic or honors classes. It is required for all juniors enrolled in advanced or AP courses. This test is used as practice for the SAT, National Merit Consideration and other academic opportunities and competitions.
- The practice ACT is given to all sophomores and juniors. This test is used as practice for the national ACT.
- The MAP Test is given to all students twice per year. This test is designed to measure achievement in mathematics and reading and target a student's individual achievement level.

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

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

Attendance



Philosophy and Regulations

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

Dismissal Policy

Afternoon dismissal is at 2:55 p.m. Students are to be picked up immediately following dismissal or immediately following any extracurricular activity. Students participating in extracurricular activities are required to report to the designated study area until the start of their practice/meeting or when it is 4:00 p.m. At that time, student-athletes should report to the athletic hallway for supervision.

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

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

If a student is not participating in an on-campus activity, a phone call home will be placed at 3:55 p.m. for any remaining students to ensure that transportation arrives on time. After two phone calls, the family will be required to meet with the administration to discuss a solution. Mercy cannot be held responsible for any student who remains on campus after 4:00 p.m. If transportation is an issue, please contact the school office. If an emergency occurs and your student needs to remain at school past 4:00 p.m., please contact the school office so arrangements can be made for your student's supervision.

Item Drop Off

Forgotten items are not permitted or accepted for drop off. The only exception to this is medication.

Absence

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

Reporting Absences

When a student is sick and cannot attend school, it is the obligation of the parent/guardian to call the school office before 9:00 a.m. Messages may be left on the school answering machine prior to 7:30 a.m. at (671-2010). If parent/guardian contact is not made prior to 9:00 a.m., missed class time is unexcused and the student will be awarded 50% of the grade earned for the missed coursework. The student is expected to obtain the work upon her initial return to school and complete it prior to the next class period. Students need to confirm due dates with her teacher. If work is not submitted, a zero will be recorded in the gradebook.

Any exceptions to this policy must be approved by administration. If we do not have contact from a parent/guardian, we will initiate it from the school office after 10:00 a.m.

Excused Absence

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

Unexcused Absence

Any absence that is not related to student illness or death in the family will be considered an unexcused absence and work can be made up for 50% of the points earned for completed coursework.

If a student is absent before or after a scheduled school holiday, a doctor's note is required in order for the absence to be excused. If a doctor's note is not presented within two days of her return to school, the absence will be unexcused.

The student is expected to obtain the work upon her initial return to school and complete it prior to the next class period. Student needs to confirm due dates with her teacher. If work is not submitted, a zero will be recorded in the gradebook. All exceptions must be approved by administration.

Students are not allowed to call in an absence. If her parent/guardian is going out of town, a note must be submitted to the school stating who should be contacted in case of an emergency or if the student is absent.

Conditional Absence

A conditional absence is an excused absence that meets specific guidelines. Conditional absences are absences from school and

are a part of the student's attendance record. For the absence to be considered for approval, a parent/guardian must complete and submit a conditional absence request form via email or in-person to the school at least one week prior to the requested date of absence. Request forms can be found on the Mercy webpage under [QuickLinks, School Forms](#).

The student's school attendance and academic standing is reviewed before the absence is considered. Each request is reviewed on an individual basis by the Dean of Students. Students are limited to three conditional absences per school year unless extraordinary circumstances can be proven. Upon approval of the absence, the student is responsible for completing all make-up work prior to her absence, unless special arrangements have been made with her teacher(s). Circumstances that would warrant a conditional absence would be, but not limited to, leadership conferences, grade school retreats, drama and choral productions, educational and athletic travel. Note: A conditional absence cannot fall before or after a school break or holiday without prior approval from the Dean of Students. Additional documentation for the absence may be requested.

Early Dismissal/Late Arrivals

Medical and other appointments should be made after school. If circumstances require appointments during class time, students are to bring a note to the school office one day in advance. Early dismissal/late arrival request forms can be found on the Mercy website under [QuickLinks, School Forms](#). A doctor's note is required for making up any missed work for both early dismissals and late arrivals.

Students will only be allowed to sign themselves out only if an early dismissal form, completed with a parent/guardian signature, has been turned in to the attendance clerk. If a form is not submitted, the parent/guardian will need to come inside to the main reception area, in the school atrium, to sign out the student. In last minute situations, forms may be emailed from a parent/guardian email account to attendance@mercyjaguars.com, along with a phone call.

Early dismissals/late arrivals for events other than medical and other appointments must be approved, at least one week prior, as a Conditional Absence by the Dean of Students.

Cumulative Attendance

The school tracks the cumulative attendance record of each student. This information is communicated to parents/guardians through the attendance section in PowerSchool. Parents/guardians will be notified when their student has accrued 5 and 10 days of absence. Absences 11-15 are unexcused unless a doctor's note is provided or approval from the Dean of Students is given. At 15 days of absence, the parent/guardian will be contacted to discuss and review the student's record. Absences after 15 days are unexcused and are subject to review by the Dean of Students as to whether academic credit will be awarded.

The Dean of Students reserves the right to judge cases of absence and tardiness and expects the understanding and cooperation of the parents/guardians. Chronic absence could result in loss of credit, dismissal from school or the denial of continued enrollment.

Extended Absence

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

- A parent/guardian must contact the school within two days of the initial day of absence with the following information:
 1. Provide, in writing, a medically verifiable reason for absence
 2. Location of the student (home, hospital, etc.)
 3. Approximate length of absence

School work information:

- If the student is enrolled in an educational program during her absence, the parent/guardian must sign a Release of Information Form to help facilitate communication with the school counselor.
- Schoolwork can be retrieved through email, student Schoology accounts, and in some cases, can be picked up from the school office. Electronic communication between student and teachers will help determine the best way for work to be retrieved.
- If the student is enrolled in an educational program during her absence, her name will appear on the absence list for the days she is not at Mercy. This will let her teachers know her status. Following her return, her information will be changed to give credit for attendance and grades, if applicable.

- Parents/guardians must notify the school two days prior to the student's return to class so a conference can be scheduled to ease the student's re-entry into school.

When the student returns to school from her extended absence, a re-entry conference is required with the student, parent/guardian, school counselor, and the Dean of Students.

Parents/guardians must bring a signed release from a medical doctor and an update from the teacher of record regarding academic progress. Academic records will be reviewed by the school counselor and Dean of Students to determine if they are applicable to the student's Mercy coursework. If deemed applicable, grades will be transferred to the appropriate teacher.

The purpose of the re-entry conference is to:

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

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

Tardy Policy

When a student is tardy to school, she should report to the school office. Tardiness to school is accumulated on a semester basis. Students are allowed **three excused tardies** each semester, all tardies after the initial three will be unexcused and result in 20-minute tardy detention (see below). Seven or more tardies in a semester may result in the student meeting with the Dean of Students to discuss and review her tardy record.

If the lateness is unexcused, she is required to serve a tardy detention that same day. Tardy detentions are held from 3:05-3:25 p.m. on regular school days and begin ten minutes after dismissal on early dismissal days. All tardy detentions last twenty minutes. It is the student's responsibility to call her parent/guardian, from the school office and notify them that she will stay after school. Tardy detentions not served on the same day may result in a 50-minute disciplinary detention if alternative arrangements are not made with the school office.

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

Any parent/guardian who has a concern about this information should contact the school. Parent/guardian phone calls or notes regarding tardiness do not excuse the student from tardy detention.

Half Day Tardies

Students arriving after 9:00 a.m. will be charged with a half day absence. If the student does not provide a doctor's note, the

half day, for the class blocks missed, will be counted as unexcused. Any classwork missed because of the half day tardy can be made up for 50% of the points earned for missed coursework. If work is not submitted according to teacher due date, a zero will be recorded in the gradebook. All exceptions must be approved by administration.

Classroom Tardies

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

If a student has an emergency situation between classes, she should speak to the Dean of Students to appeal the detention. Failure to report to the tardy detention could result in a 50-minute disciplinary detention.

Illness During the School Day

In the event that a student becomes ill during the school day, she should ask permission to leave her class and report to the atrium office. A student is not allowed to iMessage, text or use her cell phone to contact her parent/guardian. The student may contact her parent/guardian using the school's phone in the atrium or school office. Parents/guardians will be notified and asked to pick up their student from the atrium office. If the student has driven, verbal permission from the parent/guardian must be given to the school in order for the student to be released from school. Please remind your student of this policy and the importance of coming to the atrium office to make parent/guardian contact.

Medication Authorization

Medications

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

Self-Administered Medication

State law allows students to self-administer medication for the following medical conditions: asthma and diabetes.

Parents/guardians are required to complete the Long-Term Medication Authorization Form which can be found on Mercy's website under [QuickLinks, School Forms](#).

Concussion Policy

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

Vacations

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

College Days

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

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

Students who wish to observe campus life and college classes are encouraged to attend during Mercy's scheduled breaks. The College Visit Form can be found on Mercy's website under [QuickLinks, School Forms](#). The completed form must be returned to Mercy's college & career counselor at least one week prior to the scheduled visit. Upon returning from the visit, the student must re-submit a signed College Visit Form to the counselor. Failure to follow this procedure may result in permission being denied and/or an unexcused absence.

Students over Eighteen Years Old

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

As a private institution, Mercy can develop and uphold whatever rules of conduct it deems appropriate. Consequently, all students at Mercy, regardless of age, must live with a parent/guardian and have their approval for school activities when approval is requested. Questions or concerns regarding this policy should be directed to the principal.

Conduct



Respect for Self and Others

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

Off-Campus Conduct

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

Responsibility for One's Actions

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

Philosophy of Tolerance

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

- We recognize the dignity and rights of all people.
- We commit ourselves to global understanding and peace.
- We support the social teachings of the Catholic church.

- Since we promote understanding within a diverse community, it is important that all students act in a manner that respects and upholds this philosophy.

Administration reserves the right to waive any/all regulation and rules, in this student handbook, for just case at their discretion.

Detention/Demerit System

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

- Three detentions: The school administration support will notify parents/guardians.
- Six detentions: The student and her parents/guardians must attend a conference with school administration; the student will be suspended 1-2 days and may be placed on disciplinary probation.
- Nine detentions: A conference will be scheduled with the parents/guardians, student and school administration to determine if the student is willing to make the necessary changes needed to remain in good standing. The student is subject to suspension, probation and dismissal from school at this time.

Detention is held from 3:05-3:55 p.m. every Friday and from 2:10-3:00 p.m. on Thursday if school is not in session on Friday. Students are expected to make arrangements to stay after school, and should check in at the school office for the designated detention room.

STUDENTS WILL NOT BE EXCUSED FROM

DETENTION. If a student is unable to serve on the assigned day, she must speak with the Dean of Students to reschedule the detention. The rescheduling of detentions is at the discretion of the Dean of Students.

If a student does not attend detention on the designated date, she will be required to serve the original 50-minute detention the following week and a penalty detention assigned by administration. If a student fails to attend the penalty detention, she will be suspended on the next class day and will not be re-admitted until she and her parents/guardians have attended a conference with the school administration.

Students may not accumulate multiple detentions for the same offenses. Upon receiving the fourth detention for a given infraction, the student will be suspended. The Dean of Students will meet with the student and her parents/guardians to discuss her disciplinary record.

Uniform Demerit System

A uniform demerit is issued when a student is not in proper school uniform. Some examples are, the skirt is too short, the skirt is rolled or unzipped, the shirt untucked, no shirt under sweatshirt or wrong type of shoe/socks, wearing sweatpants, wearing non-uniform jacket, scarf, hat, etc.

A full disciplinary detention will be issued upon every third demerit received by a student. Disciplinary detentions are 50-minute detentions held on the last day of each week. Upon receiving a 4th detention for accrual of uniform demerits, student will receive a one-day suspension on the following school day.

Uniform Detention

A uniform detention will be issued if a piece of the uniform is missing, such as no uniform shirt or missing uniform skirt/pants. On Mercy spirit wear and out-of-uniform days, a uniform detention can be issued for failure to wear Mercy spirit wear shirt or dressing down on out-of-uniform day when incentive was not earned.

Suspension/Probation/Dismissal

Suspension

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

Probation

Probation is used when serious or repeated negative behavior occurs. A student may not attend or participate in extracurricular activities, including club meetings, school dances and athletics for a minimum of two weeks. Probation may last for an academic quarter or for the entire year.

During probation, the student is required to meet regularly with her counselor for the purpose of guidance and support. The school will monitor and review her progress, and before the end of the probation period, the school may ask the student’s teachers for appropriate feedback. School

administration will make a recommendation to the principal as to whether or not the student is to continue her education at Mercy Academy. The principal’s decision is final.

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

Dismissal

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

Important

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

Inappropriate Behaviors

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

Cheating

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

- talking during a test or quiz
- sharing or receiving information about specific test or quiz questions prior to the administration of the test/quiz
- having answers/test materials out or available during a test or quiz
- copying homework or allowing another to copy homework
- working together on an assignment that is to be completed independently
- sharing or copying individual digital files
- plagiarism, taking ideas or exact words from published material or other works

Plagiarism

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

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

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

With the first offense of cheating and/or plagiarism, the student receives a zero and is given a detention; parents/guardians and the Dean of Students is notified. If plagiarism occurs again, a conference is required with a parent/guardian, with suspension or dismissal as a consequence.

Bullying

KRS 158.148 defines bullying as any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

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

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

- unwanted touching or contact such as shoving, pushing, bumping, hitting, slapping, tripping, poking, kicking and scratching
- assault
- deliberate impeding or blocking movement, or any intimidating interference with normal movement or work

- damaging or destroying another's belongings or property
- physical acts that are demeaning and humiliating but not bodily harmful

2. Verbal bullying/harassment in oral or written form

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

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

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

4. Cyberbullying/Harassment

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

Responses and Consequences

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

Threatening Behaviors

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

Harassing Communication

KRS 525.080 states that a student is guilty of harassing communication when the student communicates with or about another student, anonymously or otherwise, by phone, internet, mail or by any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate

communication. Penalties may include suspension or dismissal.

Fighting

Students engaged in physical fighting will be sent home with a parent/guardian immediately. The next day, after a conference with the parent/guardian, student and administration, the student will be suspended for a maximum of three days.

Repeated offenses will lead to dismissal. If parents, guardians, or students are aware of problems that could lead to physical confrontation, they are encouraged to contact the administration.

Stealing

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

Cutting School/Class

If a student cuts class (absent without parent/guardian permission and notification of such permission to the school), her parent/guardian will be notified and a conference with the school administration must occur before she can return to class. She will receive a detention for each hour of class missed and will not be allowed to make up the work that she missed during that time. A full day cut will result in a suspension, and the student will be placed on probation.

Smoking

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

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

Drugs and Alcohol

Please refer to the stated policy in Chapter 8.

Gum and Food

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

Students may carry a water bottle, containing only water, with them throughout the school day. In an effort to avoid carpet stains, no flavored or colored water will be allowed. The water bottle must have a tight seal and be small enough to fit into the student’s purse/bag for storage. A detention will be issued to any student who fails to follow this policy.

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

During study blocks, students have the option of purchasing coffee or tea in the Learning Commons. These drinks can only be purchased and consumed during a student’s study block, beginning at 8:00 a.m.

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

Due Process

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

General Information



Admission Policy

Mercy Academy admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarships or assistance programs, or athletic and other school-administered programs. Students with disabilities who apply for admission will be judged on a case-by-case basis and will be accepted if Mercy, with reasonable accommodations, can meet programmatic needs.

Financial Information

For detailed information regarding financial policies, including tuition and fees, please refer to the financial policies brochure that is available from the business office or found on Mercy's website [here](#).

Dress Code/Uniform

Mercy's school uniform should be worn with pride. It identifies the student as a Mercy student. It is important that students respect this image and always conduct themselves appropriately in places when they are in uniform. Properly wearing the uniform displays unity, modesty, neatness, and dignity; demonstrates respect for self, education, teachers, and fellow students; facilitates focus on learning and service, rather than on clothing and accessories; and reminds students of their commitment to live by the Mercy values.

When students attend field trips, service and other activities, they should be especially cognizant of the appearance of their uniform. Please keep it clean and mended at all times.

Uniform

Students should be in proper uniform before 8:00 a.m. They may not use class time to remove sweatpants, coats, jackets, etc. All of these items should be removed and placed in lockers prior to class. Failure to do this will result in students being asked to go to the locker and return to class with a tardy slip. This tardy will be marked as UNEXCUSED and result in a tardy detention.

The uniform consists of the following items:

Skirt/Pant	Royal blue/white plaid skirt or navy skirt *Five inches from the top of the knee (front and back)
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	Navy blue uniform pant with Mercy monogram. *Navy, black or brown belt must be worn with pants
Shirt	White, button-down collar, oxford blouse (short/long sleeve). *The oxford must be worn with a sweater, vest or pullover Light blue, navy or white polo with Mercy monogram (short/long sleeve). *The monogrammed polo shirt can be worn alone with the uniform skirt or pant
Sweater/Vest/Pullover	Navy long sleeve, V-neck sweater with Mercy logo Navy cardigan sweater with Mercy logo (optional navy tie) Navy sweater vest with Mercy logo (optional navy tie) Navy or white quarter zip pullover with Mercy logo

	<p>Seniors have the option to wear the senior sweatshirt</p> <p>*An oxford or polo shirt MUST be worn underneath all the sweater, vest or pullover options</p>
Socks/Shoes	<p><u>Socks:</u> White, black or navy socks/tights can be worn.</p> <p><u>Leggings:</u> Plain black, or navy ankle length leggings can be worn under the uniform skirt, but must be free of any logos, words, or designs. Socks must also be worn.</p> <p><u>Dress Shoes:</u> Must be leather or suede flats, oxfords, or loafers that are primarily gray, black, brown or navy</p> <p><u>Athletic Shoes:</u> Must be primarily white, gray, black, brown or navy.</p> <p>* Shoes may not be fully patterned or embellished. Colors other than those listed above may not cover an excessive amount of the</p>

	<p>shoes; no neon or bright colored shoelaces.</p> <p>**Boots, slippers, crocs, or sandals are not permitted with uniform attire.</p> <p>Note: Socks must be visible with shoes. Small logos on socks are permissible. All uniform shoes must be closed toe and cover the back of the heel entirely.</p>
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Students may not roll the sleeves of their long-sleeve oxford shirts.

Students must tuck in the oxford and polo shirt. When wearing the oxford shirt, the collar must be buttoned down. If t-shirts are worn beneath the blouse, they must not be visible.

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

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

Headwear worn for religious reasons is permitted. All other clothing items must follow the uniform policy above. Hats or other distracting headwear is not permitted with the Mercy uniform.

Only tights or leggings may be worn beneath the skirt after 8:00 a.m. If students wear shorts beneath the skirt, they may not hang below the hemline.

Seniors may wear the senior sweatshirt at any time in place of the uniform sweater/vest/pullover. An oxford or polo shirt must be worn underneath.

A uniform detention will be issued if a piece of the uniform is missing, such as no uniform shirt or missing uniform skirt/pants.

ID Cards

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

Failure to wear a school ID will result in a demerit.

Out-of-Uniform Days

On “out-of-uniform days,” students may wear jeans, pants, sweatpants or shorts of appropriate length (no more than five inches above the knee).

Yoga pants, spandex, and leggings cannot be worn as pants on any out-of-uniform day. Many of these days have themes such as spirit days, class color days, etc. When guidelines for being out of uniform are given, students are expected to comply.

SHOES: All approved uniform shoes can be worn with the addition of crocs, boots, patterned, embellished and neon shoes. All shoes must cover the toes.

JEANS/PANTS: Holes in jeans or pants is acceptable, but the holes may not appear more than 5 inches above the knee. No holes should be on the thigh area exposing skin.

On out-of-uniform incentive days, a student who is out-of-uniform but did not earn the incentive will receive a disciplinary detention.

Spirit Wear Days

Students who participate must wear a Mercy sweatshirt, t-shirt or Mercy top with jeans, pants, sweatpants or shorts. Mercy spirit wear top may not be covered by non-Mercy spirit wear, such as hoodies and jackets. Clothing representing any school(s) other than Mercy is not permitted on spirit wear days. “Out-of-uniform day” approved shoes can be worn with spirit wear. Students who choose NOT to wear spirit day attire must be in full Mercy uniform or a disciplinary detention will be issued.

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

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

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

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

The administration reserves the right to determine the appropriateness of attire and/or appearance during the school day and at all school-related events. Mercy Academy reserves the right to modify this policy at any time.

Phones and Other Devices

Phones

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

Students are not permitted to have personal phones during school hours 8:00 a.m. - 2:55 p.m. Personal phones must be kept in the student's locker, in airplane mode or off, during school hours. If a student chooses to ignore this rule, she chooses disciplinary consequences. If a student is caught with a phone during the school day, the phone will be taken, a detention given, and a parent/guardian could be asked to pick up her phone from the school administration.

Parents/guardians should call the school office to leave a message for their student if an emergency arises.

Electronic Devices

Other than the school approved iPad, all other electronic devices are not allowed in the classroom, gym or cafeteria during school hours (8:00 a.m. - 2:55 p.m.). A detention will be issued to any student who fails to comply with this expectation.

Religious Formation

Prayer Services/Liturgies

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

Retreat Program

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

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

Chapel

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

Other

Immunizations/Health Records

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

Change of Address

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

Insurance

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

Parking

All student drivers must complete a driver's waiver form. The form can be found on the Mercy webpage under [QuickLinks, School Forms](#).

Parking permits are required. Upon completion and approval of the driver's waiver form, a parking permit for the student's car will be issued. Students are allowed to park in designated student parking areas on a first-come basis. Parking in an unauthorized area will result in disciplinary action. Parking on school property is a privilege. Please be respectful of this privilege and do not leave trash on the ground. Be especially cautious when driving in and out of the parking lot, and do not speed.

Visitors

Students who wish to shadow at Mercy must schedule a visit through the Admissions Department. Mercy must have permission from the visitor's parent/guardian to allow them to attend. Students are not allowed to have visitors who are not prospective students.

Please do not let anyone in through the school's doors. Visitors should enter the building through the main school entrance. If there is a concern about someone in the building, an adult should be notified immediately.

Lockers

Students are issued a locker to place coats, books, lunches and other acceptable items. Only school issued locks may be placed on the lockers, and they should be kept locked at all times. It is important that lockers be kept clean and free of inappropriate items. Items cannot be stored on the tops of student lockers.

The school assumes no responsibility for loss of money or other personal items from lockers.

The school reserves the right to require a student to open a locker for inspection. Parents/guardians and students must understand that lockers are the property of the school and may be searched at any time.

Backpacks

Students are permitted to carry their books and materials, throughout the school day, in a backpack or tote of their choice. All bags must be worn on the shoulders or back, no rolling bags are allowed. Bags should not display inappropriate language or messages. Students are limited to carrying ONE bag at a time, this includes purses, lunch bags or additional totes. All belongings carried throughout the day must fit inside the bag. If belongings cannot be stored in the bag, students will need to place those items in their locker for the duration of the school day.

Lost and Found

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

Campus Store

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

College Signees/Athletic Scholarships

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

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

Student Information

Mercy student pictures and testimonials are often used in recruitment and advertising materials. Student work is also published and displayed on the Mercy's website and in various printed materials. If parents/guardians do not want their student's picture or work displayed in these materials, they must contact the school office to make this request.

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

Lunch Accounts

Mercy utilizes the LunchTime cash register system. Students may pay in cash or create a LunchTime account. As part of the LunchTime suite of software, School Payment Portal is being offered as a safe, secure and convenient way for parents or guardians of students to manage school payments. You will have the opportunity to track purchases, create reminders and set up automatic payments. The automatic payment portion is

ready for you to set up your account and view their daily transactions.

Mercy understands that students sometimes forget their lunch or to bring money. Students without money in her account will be allowed to charge for two days, but must then pay off the balance. Student accounts falling below \$10.00 will be notified via email if a LunchTime account has been set up. Please set up your Lunchtime account to receive low balance notices.

At the end of the school year, any remaining balance on the lunch account will carry over to the next year in the LunchTime System. **However, for Seniors, no refunds will be given for remaining balances.**

Safety



Weapons

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

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

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

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

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

While the Kentucky Penal Code, Section 500.080, does not define hunting knives or pocketknives as "deadly weapons," these knives are not permitted in schools unless prior permission has been obtained from the administration and the items are used for instructional purposes. Possession without proper permission and purpose will result in confiscation, parent/guardian notification and appropriate disciplinary measures.

Security

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

Disasters

Hazardous Communication Plan

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

The director of operations has overall responsibility for the program.

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

Disaster Preparedness

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

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

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

Alert System

Mercy offers an alert system for parents and students at no cost. Information on enrolling in the REACH Alert program can be found on Mercy's website. Alerts can be made in the forms of texts messages, emails, and phone messages.

Student Activities



Academic Competitions

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

- Choir
- Drama/Theatre
- FBLA
- Future Problem Solvers
- Governor's Cup
- KUNA
- KYA
- Mock Trial
- Mu Alpha Theta Math Tests
- National French and Spanish Tests
- Quick Recall

Students are selected by competition and teacher recommendation.

Eligibility Requirements

Students are expected to give priority to schoolwork and to keep extracurricular opportunities from interfering with her studies.

To be academically eligible to participate in the above listed academic competitions, students must meet the following criteria:

- Failing no more than 1 class for the current quarter and for the semester
- Attendance record is in good standing
- Disciplinary record is in good standing

While a student is ineligible, she may not participate in competitions/performances with the academic team until she is meeting the above criteria. She is permitted to attend practice and rehearsals to keep up with skills she may have developed up to that point in the season. Additional stipulations may be added to the above eligibility criteria by the moderator.

Class Officers

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

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

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

Clubs and Organizations

Academic Teams/Quick Recall

Quick Recall is an academic team which meets and competes against other high schools, testing knowledge in areas such as history, math, science and more. It is a great opportunity to develop poise, confidence and public speaking skills. Each member brings her own area of academic interest to the table.

Alive in Mercy

Alive in Mercy (AIM) is an organization for students interested in learning more about the Sisters of Mercy. Once a month, AIM students have lunch with sisters at school, forming friendships and deepening their formation in the Mercy charism. Each year, AIM members can attend an annual retreat outside of Louisville with other Mercy students around the nation. Occasional visits to the sisters' convents and other Mercy schools also happen.

Art Club

The Art Club is composed of students of all ability levels who are interested in continuing art outside the classroom. They work to raise awareness of art at Mercy and to provide service and support to our community.

Big Sis/Lil Sis

Juniors and seniors are invited to be big sisters to our incoming freshman class. They serve as mentors as their little sisters transition into high school. They write letters, participate in fun bonding experiences, and check in with their little sisters throughout the year to make sure they are having a good first year.

Book Club

The Book Club is a student-led club open to any Mercy student with a passion for reading. Each month they discuss a book they have voted to be our book of the month. After the discussion, nominations are made for the next month's book.

Culinary Club

The Culinary Club is for any student interested in exploring multiculturalism through food. They learn basic skills in the kitchen and make delicious food.

Diversity Club

The Diversity Club is a student-led club open to any Mercy student with a passion for diversity. Each month they get together and discuss different places to try as well as how we can better serve our diverse community through education and practice.

Fashion Club

Fashion Club provides students the opportunity to share their interests in current fashion trends with their peers. Students work with one another in a creative space to support various non-profit organizations. These organizations are specifically geared toward women and young women who are in need of particular clothing, shoes and jewelry in our community.

Future Business Leaders of America

Future Business Leaders of America (FBLA) is an education association that prepares students for careers in business and business-related fields. Students participate in challenging competitions, and receive career preparation, as well as network with other high school business students from around the state of Kentucky.

Future Problem Solving

Future Problem Solving is an internationally recognized, award winning program that encourages critical thinking. It fosters

investigation, ingenuity, creative and cooperative learning. Mercy's team meets prior to competitions, like Governor's Cup.

Glee Club

The Glee Club is an organization for students interested in singing, dancing, playwriting and stage production. The Glee Club meets each week and works toward Christmas and spring performances. All aspects of both productions are directed, produced, choreographed and performed by members of the club.

Intramural Sports

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

Jags Animal Care Society

The Jags Animal Care Society works to advance animal welfare protection and champion best practices in prevention, sheltering and placement of companion animals. Often times, the group brings furry friends to the school to learn about fostering, adoption and service animals.

Liturgy Planning Committee

The Liturgy Planning Committee is for those students who are interested in planning school liturgies and prayer services. They help select the readings and music.

Make Mercy Real

The Make Mercy Real club is focused on the five critical concerns of the Sisters of Mercy: Earth, Immigration, Nonviolence, Racism and Women. Members of the club work partner with local, national and international organizations and strive to "Make Mercy Real" in order to truly be the change our broken world needs.

Mercy Strong

Mercy Strong works to enhance the overall well-being of students and encourages students to make healthy choices. Students are encouraged to participate in activities, such as community walks and runs.

Mock Trial

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

Mu Alpha Theta Mathematics Honor Society

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

National Art Society

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

National Business Honor Society

The National Business Honor Society promotes and recognizes academic achievement in business education at the high school level. It is open to juniors and seniors who have completed, or are currently enrolled in their third business course and have a 3.0 (overall) and 3.5 (business course) GPA. Mercy Academy is the only high school in Kentucky to offer admission into this honor society.

National English Honor Society

The National English Honor Society (NEHS) recognizes academic achievement for high school students who excel in English classes. It is open to juniors and seniors who have completed two semesters of English prior to induction and maintain an overall and English 3.0 GPA.

National French Honor Society

The French Honor Society is open to students based on their academic achievement in French and other courses. Members must have an “A” average for four semesters of study of the French Language, and no lower than a “B” average in all other classes during these semesters. The aim of the society is to stimulate interest in the study of the French, to promote higher standards of scholarship, to reward high scholastic attainments, and to create enthusiasm for an understanding of French culture and Civilization.

National Honor Society

The National Honor Society is an organization which honors students who have demonstrated excellence in character, service, leadership and academics. Students are selected in the spring of their sophomore or junior year. Selection criteria includes a 3.7 GPA or 4.3 QPA (cumulative).

Science National Honor Society

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

National Spanish Honor Society

The National Spanish Honor Society is open to students enrolled in Spanish 3, 4 or 5. Students are elected for membership based on their academic achievement in Spanish and other courses.

Outdoor Club

The Outdoor Club is for students interested in exploring the outdoors and different sports. Activities include hiking, canoeing, rock climbing, rappelling, ropes courses, camping, horseback riding and whitewater rafting.

Peer Leaders

Mercy Peer Leaders are a group of students who strive to be free from alcohol and other drugs. They promote healthy lifestyles with the Mercy community and at local grade schools.

Pep Club

The Pep Club promotes school spirit. They work to plan pep rallies and encourage student participation in a variety of school activities, like sporting events, theatre productions and more.

Photography Club

This club is for any student interested in learning about photography, as well as Photoshop editing. Students in the club learn the appreciation for what photography can express through the lens of a camera. No experience or fancy camera is necessary.

Retreat Leaders

Current Mercy students and alumnae are invited to be Retreat Leaders for retreats they have previously attended. They lead small group discussions, give big group talks and help facilitate the retreats.

Rho Kappa Social Studies National Honor Society

Rho Kappa is a national organization for high school juniors and seniors which recognizes excellence in the field of social studies. Members must have completed two core social studies courses, plan to complete at least three social studies courses, have an overall cumulative GPA of 3.00 or the numerical equivalent, have participated in activities that demonstrate civic engagement in their school or community, and provide a letter of recommendation.

Stilettones

The Stilettones is Mercy's a cappella group who perform in the community and at school functions. Students who are interested in participating must audition with Mrs. Adams at the end of the school year.

Student Ambassadors

Mercy Ambassadors work as representatives of the school. Students must apply in order to be part of the Mercy Ambassador team. They visit grade schools, write letters to prospective students, work phonathons and help guide tours at our Open House.

Student Council

Student Council is made up of officers elected by the entire student body, and one elected representative from each of the student activities committees. The leadership team coordinates the scheduling of all school activities, plans school-wide events, and represents the student body on administrative committees and in the community.

Theatre Productions

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

Thespian Society

Mercy's Thespian Society is for students interested in participating or performing in theatre activities outside the two school-wide production. They compete nationally and locally, as well as visit schools in the community to help their students grow their theatre programs.

Underwater Research Team

The Mercy Underwater Research Team is a group of students who work together to further underwater research by designing, building, and ultimately deploying remote-controlled submarines (also known as ROVs, or remotely operated vehicles). The primary research project is in the pools and waterways deep underground at Mammoth Cave. Team members meet every other week for lab sessions, and approximately once a month (depending on weather) in the fall and spring, they visit the cave for research trips.

Walk Committee

Walk Committee is a group of seniors who help to plan and execute the activities for the Walk Kickoff, Penny Competition and Walk Day. Meetings are held July through October.

Y-Club

Kentucky Youth Association (KYA) is a three-day experiential learning program in which students serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth. Kentucky United Nations Assembly (KYA) is a three-day experience in diplomacy that provides students with greater appreciation for our global community through hands-on involvement with international issues and solutions. The conference is geared toward developing students' international consciousness

through role-play as they represent one of the members of the United Nations.

Athletics

15 sports over 3 athletic seasons are open to students. These include the following:

Fall

Cross Country

Field Hockey

Golf

Soccer

Volleyball

Winter

Archery

Basketball

Bowling

Cheerleading

Dance

Swimming

Spring

Lacrosse

Softball

Tennis

Track & Field

Service Learning and Leadership Program

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

Dances

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

*Winter Dance sponsored by the senior class
(8:00-11:00 p.m.)*

*Junior Prom open to juniors only/class sponsored
(8:00- 11:00 p.m.)*

*Senior Prom open to seniors only/class sponsored
(7:00-11:00 p.m.)*

Dance Dress Code

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

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

- No bare midriff areas, bodices that look like bras or bikini tops
- No plunging necklines (nothing below bra-line)

- No plunging waistlines. Dress back must not fall below the waist
- No dresses with nude colored lace or mesh overlays that give the illusion of skin showing where it should not
- No Bodycon dresses are allowed (a one-piece figure hugging garment that clings tightly to the body from the bust to the lower hem)
- Dress length/slits should be no more than 5 inches above the knee both in the front and back
- Female attendees may wear suits, pants, and/or jumpsuits tailored in a women's cut
- No jackets, sweaters or other garments may be used to cover attire which is inappropriate

Students who are not dressed appropriately for a school dance will be sent home, or required to change, by the administrator on duty at the dance. Said administrator's judgment as to what is appropriate will be final.

Male Guest Dress Code

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

Dance Guests for Prom

Students attending the junior and senior proms may wish to take a current Mercy student as their guest. To preserve the tradition and privilege of attending each dance, the following apply:

- Junior Prom- outside guest (under 21 years of age) or current Mercy junior or senior.
- Senior Prom- outside guest (under 21 years of age) or current Mercy senior.

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

Students are also expected to follow these instructions:

- To help create the safest environment possible for our students and their guests, all persons attending will be screened with a passive alcohol sensor upon entering the dance. We also reserve the right to screen individuals during and upon departure from the dance. Parents/guardians will be notified if their student or her guest appears to be under the influence of or in possession of alcohol or drugs.
- Students and their dates must arrive and be admitted within the first hour of the dance and must remain until the last hour of the dance, unless given special permission.
- Students leaving the dance will not be re-admitted.
- Students and their dates may not smoke on campus.
- Students and their dates are expected to conduct themselves properly and according to school policies.

- If a student or her date have been drinking or using drugs, parents/guardians will be notified to pick them up, and the Mercy student will be dealt with according to school rules.

Academic Eligibility

Athletics

Eligibility for the School Year

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

Progress During the School Year

- All athletes must be passing all classes to satisfy the requirements for continuous academic progress to participate.
- Each week, the athletic director will pull PowerSchool student grade reports of current athlete failures.
- If a student is failing a course, she has one school week before being declared ineligible, providing she is passing at least five classes.
- Any student not passing five classes is ineligible, as of the Friday that the athletic director was informed of the failures.
- Ineligibility means the student cannot practice or play until grades are passing.

Complete guidelines for eligibility can be found in the athletic handbook. This handbook is distributed to all student-athletes

and their parents/guardians and is available to all upon request.

Theatre

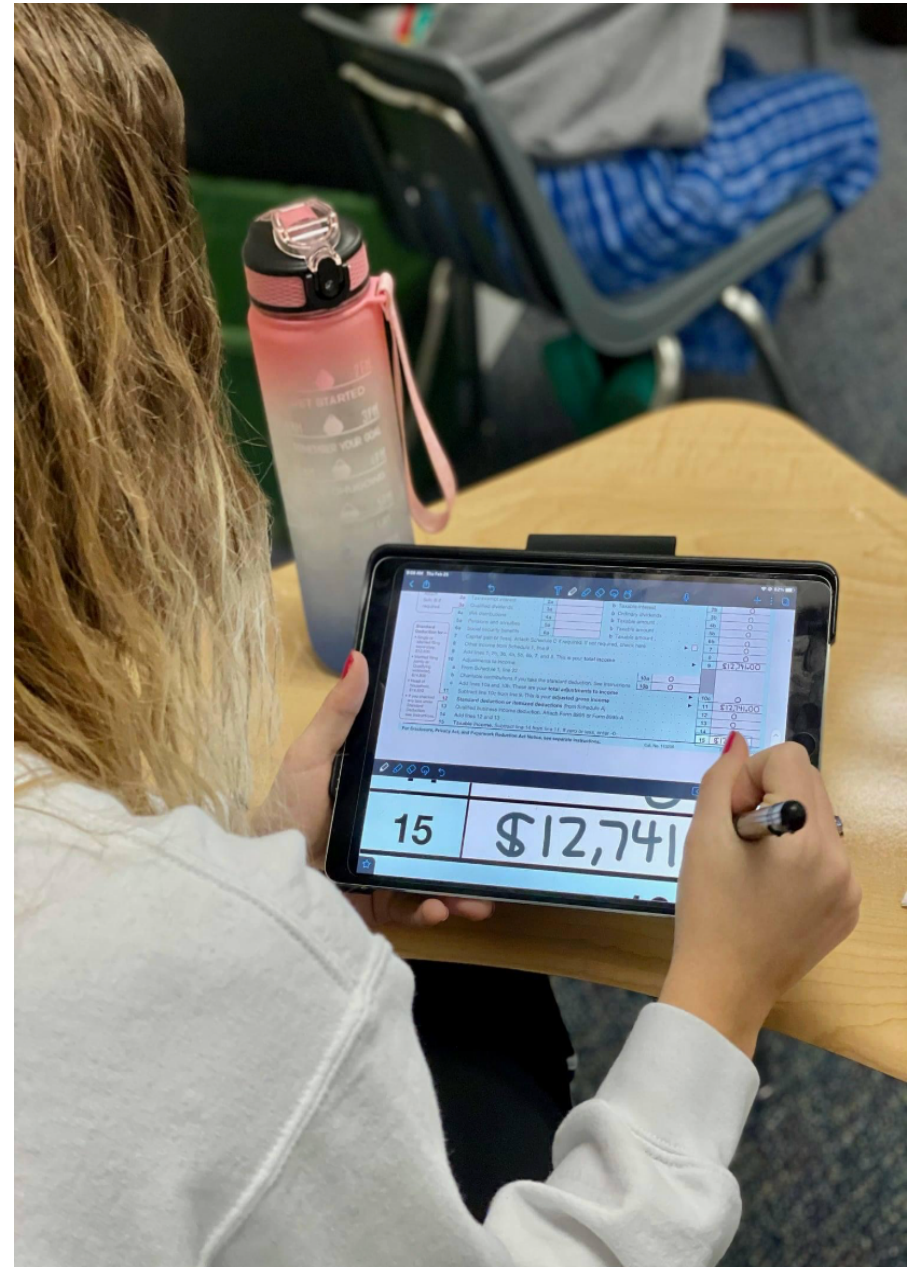
Students who plan to audition for theatre productions will have grades checked by the theatre director. If the student's grades are not at least 70%, she will not be allowed to audition. Once she has been named to a cast, the theatre director will continue to check on grades. If grades become a problem,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

Clubs and Organizations

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

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

iPad Policy and Procedure



Possession and Ownership

Ownership

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

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

Collection and Inspection

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

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

Receiving an iPad

iPads are distributed to freshmen at the beginning of the school year during JagLife. Parents and students must sign and return

the Student iPad Agreement and Parent/Guardian iPad Agreement documents before the iPad can be issued to the student.

Taking Care of Your iPad

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

General Precautions

The guidelines below must be followed:

- iPads must always be kept in a protective iPad case. This case is purchased by the student and can be any brand or style as long as it protects the front, back and sides.
- Avoid placing too much pressure and/or weight on the iPad screen.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any inappropriate writing, drawing, stickers or labels.
- iPads must never be left in an unlocked locker, unlocked car or any other unsupervised, unsecured area.
- iPads must not be used or stored in proximity to food or liquids as a liquid spill can do serious damage to the device.

Screen Care

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

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

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

Care of Accessories

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

Protecting and Storing Your iPad

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

Using Your iPad at School

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

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

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

iPads Left at Home

If a student leaves her iPad at home, she is responsible for getting the course work completed as if she had the device present. Loaner iPads will be available on a limited basis to students who forget to bring their iPads to school or fail to charge their iPads, as they are not permitted to be dropped off to the school office. Loaner iPads can be checked out from the Learning Commons daily.

iPad Undergoing Repair

iPads that are broken or fail to work properly should be taken to the Learning Commons for an evaluation of the equipment. The school will assist in repairing malfunctioning iPads. iPads that have been accidentally damaged will be repaired or replaced at a cost of \$49 per incident while under Apple Care

warranty. Each covered iPad is eligible for up to two service events every 12-month period from the date of the student's iPad purchase. Students are responsible for the entire cost of repairs to or replacement of iPads after the warranty is expired. **Students are responsible for taking their iPad to be repaired.** iPads that are stolen must be reported immediately to the Educational Technology Specialist and the police department.

A student may check out an iPad to use during the school day if her iPad is waiting to be repaired. Loaner iPads can be checked out from the Learning Commons daily.

Passwords

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

School Firewall

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

Personalization

Media and Content

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

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

Photos and Video

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

Sound, Music, Games, or Programs

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

- Students should backup their devices using their own personal Apple ID.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Ear buds or headphones may be used in the classroom (with teacher permission), during study, lunch and before and after school. Earbuds or headphones cannot be worn in the hallway during passing time, so students can hear announcements. When not in use, headphones and earbuds must be stored and cannot hang around the student's neck or remain in her ears.
- Students may not jailbreak or in any way tamper with the iPad's operating system (iOS). Failure to abide by this rule can result in disciplinary action and loss of iPad privileges for a time determined by the administration.
- Students may not access games, music and other apps during class time that are not intended for educational use. Teachers have the right to determine what constitutes as educational use.

Managing Your Files and Saving Your Work

Saving Work

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

Cloud Backup

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

Software on iPads

Original Apps

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

Remote Installations

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

Additional Apps

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

Reconfiguring iPad Due to Technical Issues

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

Software Upgrades

Students are responsible for updating the apps and operating system.

Device Backup

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

Acceptable Use

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

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

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

Parent/Guardian Responsibilities

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

- Monitor your student's treatment and care of the iPad in order to help instill in her a pattern of responsible ownership
- Encourage your student to charge the iPad every night at home

- Encourage your student to refrain from participating in negative social networking and all types of cyber bullying and harassment

School Responsibilities

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

Student Responsibilities

- Use computers/iPads in a responsible and ethical manner
- Follow all policies regarding responsible care of the iPad and accessories
- Obey school rules concerning behavior and communication that apply to iPad/computer use
- Turn off and secure the iPad after you are finished working to protect your work and information
- Back up all work

Student Activities Strictly Prohibited on iPad

- Illegal installation, appropriation, or transmission of copyrighted materials
- Any action that violates existing Mercy policies, Mercy student handbook or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic,

obscene or sexually explicit materials, or any material that can be interpreted as harassing or demeaning

- Using the iPad camera, video, FaceTime or other apps in any way that is offensive, profane, threatening, obscene or damaging to another person
- Taking photographs or video of other students, guests or school personnel without their permission
- Use of bit torrents or illegal file sharing sites
- Any form of jailbreaking or in any way tampering with the iPad's iOS operating system
- Deleting the profiles the school has installed on the iPad
- Changing the iPad's name that the school assigned
- Spamming, sending mass or inappropriate emails
- Gaining access to another student's accounts, files and/or data
- Use of the school's Internet, network or email accounts for financial or commercial gain or for any illegal activity
- Use of any form of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment

- Bypassing the school's web filter through a proxy server

Legal Propriety/Copyright

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

Plagiarism is a violation of the Mercy Handbook Agreement. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.

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

Policy Violations and Disciplinary Consequences

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

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

iPad Insurance

School Protection

Mercy Academy has purchased AppleCare for each student's iPad. AppleCare provides repair or replacement coverage for iPad, USB cable and power adapter for three years (seniors) or for four years (freshmen, sophomores and juniors) from purchase. In the case of accidental damage, Apple will replace an iPad for up to two incidents for a cost of \$49 each (to be paid by the student). After the warranty is expired, or two incidents, the parent/guardian is responsible for the entire cost of replacement/repair.

Claims

Students and parents/guardians are responsible for taking the iPad to the Apple Store and obtain a replacement or repair.

Parent Protection

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

Please contact the Educational Technology Specialist for a list iPad Insurance of recommended repair establishments. In the case of a theft, the parent/guardian is also responsible. Mercy encourages parents/guardians to include the iPad in their homeowners' insurance.

Student Services



Academic and Support Services Program

School Counselors

Our Professional School Counselors will provide individual counseling on a personal level for students navigating the social and emotional aspects of high school while building resilience. The counselors will incorporate goal setting, self-reflection, and assessment of learning styles throughout the school year through programs in Naviance, a college and career readiness software. Furthermore, they offer classroom guidance on topics such as drug and alcohol use as well as suicide prevention, self-injury prevention, positive body image, and teen dating violence. The counselors will work with students providing guidance in organization, study skills, class planning, as well as exploration of career & college planning.

Our school counselors will monitor grades, assist students in finding tutors, work with teachers in academic intervention, and will provide students with foundational tools in preparation for college and career readiness. They work closely with teachers and members of the PAC to identify students needing more support either through tutoring sessions or the After School Program.

In addition to the academic and social/emotional support, during freshman year students will receive guidance in making a successful transition into a high school environment covering topics such as communication, positive relationships, adjustment to block scheduling, and building social connections. After the 9th grade year, students

will begin working with a consistent counselor for the next three years.

College and Career Counselor

Our college and career counselor will provide guidance each year to help students in the major aspects of the career counseling and college planning/placement process. The counselor will assist students in discovering their strengths and interests, exploring career alternatives, and finding institutions of higher learning which will meet these interests, strengths, and values. Moreover, the college and career counselor will help with academic preparation for college, meeting both graduation and college acceptance requirements, college searches, school and financial aid application, scholarship searches, testing, recommendations, and transition to college.

Learning Differences Program

Our learning difference program will work closely with students and their families who have a diagnosed physical, emotional, or learning difference for which they have appropriate documentation. Documentation must be no more than 3 years old to receive accommodations.

This program works with students, families and teachers to identify strategies, modifications, and/or accommodations helping our students achieve success. The program coordinator will work with administration to identify and develop support within the Mercy curriculum, as well as assisting students both inside and outside of the classroom to provide academic and emotional support.

If a student wishes to make an appointment with her counselor, she may do so by contacting the counselor directly. Counselors offer both individual and group counseling to

students. If the parents/guardians do not wish for their student to participate in the group counseling offered, they are asked to contact the school.

Sr. Prisca Achievement Center (PAC)

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

Outside Resources

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

Chemical Abuse & Dependency Policy & Philosophy

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

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

Self-referral to Counselors

In light of the above philosophy, Mercy will work with and counsel any student involved with alcohol and drugs as long as the student follows the stated policy of the school regarding drug use, distribution or trafficking, and is making reasonable progress toward wellness. Such counseling will be held in the strictest confidence. The exceptions to confidentiality, which are mandated by law, are imminent danger to the life of self or others and suspected physical or sexual abuse.

If, after working with the student for a period of time, the student's counselor determines that a student's abuse of alcohol or other drugs constitutes a health risk, the counselor

will notify the administrators and the student's parents/guardians. The parents/guardians are required to take the student for a professional assessment and to follow through with the recommended treatment for the student to remain in school. The parents/guardians must provide the assessment summary and medical recommendations to Mercy. The school is not responsible for the costs incurred for the assessment or the treatment.

Referral by Others to Counselors

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

Possession/Use of Chemicals

Possession/Use of Authorized Medication

If a student requires prescribed medication, parents/guardians are asked to complete a medication authorization form. This is necessary so the school can respond appropriately in the event of an emergency. In a case where a student is found taking prescribed medication without this form, parents/guardians will be contacted.

Possession/Use of Drugs or Alcohol

Single incident: When a student is found, for the first time, in possession or under the influence of alcohol or other drugs, look-alikes or paraphernalia on the way to or from school, at school, or before, during or after a school sponsored event, the

substance will be confiscated from the student. Parents/guardians will be called to take the student home unless emergency help is necessary; the student and her family are responsible for the cost if emergency help is necessary. A conference with the student, parents/guardians and administration will follow such an incident. At this point, the student may be dismissed. If she is allowed to remain at Mercy, she will be placed on probation and/or suspension and will be required to attend a minimum of three counseling sessions with her counselor. Upon recommendation of the counselor, administrators may require a professional assessment at the family's expense. An assessment summary must be provided to the school.

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

Professional Assessment and Treatment

When a professional assessment is required, the student's counselor will provide the family a list of licensed adolescent chemical dependency counselors/agencies that can be chosen for the assessment. Should a family refuse the professional assessment or the recommended treatment, the student will be dismissed. Information regarding absence for inpatient treatment can be found under the Extended Illness section of this handbook.

Suspected Possession/Use

When administrators suspect a student may be using, distributing, in possession of or selling drugs, look-alikes or alcohol, the administrators will meet with the student, discuss

the situation and contact the parents/guardians. If the suspicion is confirmed, Mercy will follow its policy for possession and use. If no evidence is found to support the expressed concern, the matter will be dropped.

Searches

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

Distributing/Selling

If a student is found distributing or selling drugs or alcohol, an administrator will confiscate the substance or paraphernalia and police will be notified. The parents/guardians will be called to take the student home. A conference with the student, parents/guardians, administrators and counselors will be required, as well as a professional assessment for chemical dependency. The assessment results and conference will be considered prior to dismissal. Authorities are notified as required by Kentucky law and legal requirements regarding reference on records and transcripts are followed.

Pregnancy

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

- A meeting is held with the student, parents/guardians, school counselor and principal.
- Verification of the pregnancy by a medical doctor and a note from the doctor explaining that attendance in school does not endanger the health of the student or the baby.
- The pregnant student must visit a TAPP school to fully understand other educational options open to her.
- The pregnant student must see a qualified counselor outside of school. Parents/guardians and the student must sign a Release of Information Form.
- A school case management team will be formed to support the pregnant student. This team will include parents/guardians, a school administrator, school counselor, (and outside counselor, if needed). The team will meet as often as necessary during the pregnancy and as needed following the baby's birth.

Problem Solving

Academic

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

Personal

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

Peer

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

Adult Organizations

Alumnae Association

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

MAPA (Mercy Academy Parent Association)

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

Parent/Guardian Responsibilities

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

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