



MERCY
CAREER & TECHNICAL
HIGH SCHOOL

Forging Futures with Faith and Focus

2900 West Hunting Park Avenue
Philadelphia, PA 19129

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www.mercycte.org

TITLE: *MERCY CAREER & TECHNICAL HIGH SCHOOL
PARENT/GUARDIAN/STUDENT HANDBOOK*

Effective: *September 2024*

Review Date: *August 2024*

Updated: *August 2024*

**Next Review
Date:** *August 2025*

**Handbook
Responsibility:** *Principal*

Mercy Career & Technical High School

Parent/Student Handbook

September 2024

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ABOUT US

MISSION STATEMENT

Mercy Career & Technical High School provides a Catholic education and a comprehensive academic, career and technical experience which prepares students for the workforce and/or post-secondary education.

Compelled by Mercy, faculty and students live the Gospel in word and action and promote service to others. Mercy Career & Technical High School graduates a highly competent, compassionate, contributing member of the global community.

MIDDLE STATES ACCREDITATION

Mercy Career & Technical High School is a fully accredited high school by the Middle States Association's Commissions on Elementary and Secondary Schools.

"The Commissions on Elementary and Secondary Schools, building on the rich history of the Middle States Association, aspire to improve the quality of education in the United States and around the world by assisting schools to achieve excellence through the process of accreditation, by affirming to the public a member school's trustworthiness and commitment to continuous improvement, by providing the network and resources for the promotion of proven practices."

Please visit our website (www.mercycte.org) and select Middle States Performance Objectives (under the *Guidance/Student Life* tab) to learn more about Mercy Career & Technical High School's work to remain an accredited school.

NONDISCRIMINATION POLICY

Mercy Career & Technical High School does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in the administration of its educational policies, admission policies or any school-administered programs.

SCHOOL POLICIES

INTRODUCTION

This handbook is intended to acquaint students, parents, and guardians with the policies, programs, and regulations of Mercy Career & Technical High School. This handbook is part of the contract which exists between the school and the parents/guardians and the students. It is intended to create a partnership between parents/guardians and the school in the education process.

Enrollment at Mercy Career & Technical High School indicates the acceptance of these policies and regulations by students and parents/guardians. The Principal retains the right to interpret and apply any and all provisions contained in this handbook at his/her discretion. The Principal retains the right to determine appropriate actions for special circumstances not covered in this handbook. The Principal also retains the right to amend the handbook for just cause. Parents and students will be given prompt notification if changes are made. Please be sure to complete and return to school the form indicating your acceptance of these conditions.

COVID-19

The coronavirus (COVID-19) is highly infectious and in order to maintain school activities, Mercy Career & Technical High School has established rules and precautions to mitigate the spread of COVID-19 which may be updated at any time. Mercy Career & Technical High School students, parents, guardians, employees, volunteers, and visitors must agree to comply with such rules and precautions which may include, but are not limited to, wearing a face covering, hand washing, hand sanitizing, social distancing, vaccinations, and COVID-19 testing.

ACADEMIC AND CAREER & TECHNICAL PROGRAMS

GRADUATION REQUIREMENTS

In accordance with Commonwealth of Pennsylvania requirements and our own philosophy, each student is expected to complete a minimum of 30 credits in grades 9 through 12 in order to graduate.

REQUIRED CREDITS

English	4 credits
Mathematics	4 credits
Theology	4 credits
Science	3 credits
Social Studies	3 credits
Health	1 credit
Physical Education	1 credit
CTE Program	10 credits

Additional course offerings/requirements for Grade 9 students include Freshman Seminar courses entitled Career Exploration, Foundations of English, Foundations of Mathematics, and *Life in a Flash*.

Through the support of faculty and staff, students at Mercy Career & Technical High School are encouraged and supported to use their God-given talents in both the academic and career and technical programs. Achieving their full potential and

performing to the best of their ability are the expectations. Attention during class, completion of all classwork and homework assignments, cooperation with teachers, and seeking necessary extra support will assist students in achieving success. Teachers may request that a student seek extra support outside of the regular class in order to achieve needed goals for academic/career and technical success. *Courses cannot be dropped or changed except under serious or unusual circumstances.*

ACADEMIC HONESTY

Honesty and integrity are key values in the program that is offered at Mercy Career & Technical High School. Learning, to have true value, must be linked to these characteristics. Each student has the responsibility to submit work which is his/her own. All of this work must be done in accordance with established principles of academic integrity. Specific violations of this responsibility include but are not limited to the following:

- Cheating, copying, or the offering or receiving unauthorized assistance or information in examinations, tests, quizzes, reports, assigned papers.
- Plagiarism, the appropriation of information, ideas of other persons or writers as the submission of one's own. Compositions, term papers or computer programs acquired from commercial sources or from other students and submitted as one's own shall be considered plagiarism.

The Principal in conjunction with the teacher and the Dean of Students will decide the appropriate penalty for a student who is not honest in his/her academic (written or oral) work. Depending upon the seriousness of the situation and/or the number of violations, the student may be placed on academic probation, suspended, or dismissed. These consequences are determined by the administration.

Parent/Student/Teacher Conferences

Parent/student/teacher conferences occur twice a year: once each semester. **Students are required** to participate in these conferences along with parents/guardians.

Teachers are always available to consult with parents/guardians concerning the progress of their son/daughter. Questions, concerns, and other issues concerning a student's progress should be addressed directly to the teacher. To set up an appointment, please email the teacher, leave a message on his/her voicemail, or send a written note. The teacher will contact you to set up the time for the appointment. Teachers are not available during their scheduled class time or during other school duties.

GRADE REPORTING

Parents/guardians can view the progress of their child anytime using PowerSchool. A parent or guardian can request interim paper reports if there is no home access to a computer.

Printed report cards are only issued to students at the conclusion of the first semester and at the end of the academic year.

GRADING SYSTEM

Major Subjects: Students earn a numerical grade for academic and career and technical courses. A grade of 70% is considered a passing mark. A grade of 60% is the lowest possible recorded average implemented according to a grade scale to override failing marks in PowerSchool.

Minor Subjects: Satisfactory/Unsatisfactory (S/U) grades are issued for Freshman Seminar during the first and second marking periods during the first semester of ninth grade.

Incomplete Grade: Students who have experienced an extensive illness during the marking period may receive an incomplete grade ("I") for outstanding coursework. Upon the student's return to school all outstanding assignments must be completed/submitted within two weeks.

Honor Roll and Other Awards

First and Second Honors are awarded each quarter to acknowledge academic achievement. The following are the criteria for honors recognition:

- **First Honors:** Students must have a 90% or above in ALL numerically graded subjects and a passing or satisfactory grade in all other courses. The conduct grade must reflect 10 demerits or fewer for the school year.
- **Second Honors:** Students must have 85% or above in ALL numerically graded subjects and a passing or satisfactory grade in all other courses. The conduct grade must reflect 15 demerits or fewer for the school year.
- **Commendable Conduct:** Awarded to students who demonstrated conduct in keeping with the Mercy Career & Technical High School philosophy and have not received any demerits during the school year.
- **Perfect Attendance:** Awarded to students who hold their education as a priority and have not been absent or late during the school year.

QUALIFICATIONS FOR PROMOTION

- A student at Mercy must earn a grade of 70% in *each* subject in order to advance to the next grade level.
- A student must earn a grade of 70% in his/her career and technical program.

DIRECTIVES CONCERNING FAILURES

A student with one or more quarterly and/or semester failures **MUST** participate with his/her parent(s)/guardian(s) in school-requested parent/student/teacher conferences. A student with one or more failures in a marking period will be suspended for a time from all extracurricular activities based on a review conducted by the Principal/Vice Principal.

Twelfth graders placed on an academic improvement plan who have academic failures at the end of the first semester and/or third quarter can lose privileges afforded to seniors.

ACADEMIC/CTE DISMISSAL FROM MERCY CAREER & TECHNICAL HIGH SCHOOL

- A student fails three or more academic courses at the end of the school year
- A student fails two academic courses at the end of the school year for two successive years
- A student fails his/her career and technical education program at the end of the school year (This situation will be carefully reviewed by the administration for any possibility of remediation)
- A student may be dismissed for other academic/CTE concerns at the discretion of the administration

SUMMER SCHOOL

A student who fails no more than two academic courses at the end of the school year is required to attend summer school to remediate the credit(s) in order to return to Mercy Tech the following academic year. Students must earn at least a 70% in all summer school courses. Any student who fails a CTE program may not be able to return to Mercy Tech. Decisions will be made on a case-by-case basis.

CONDITIONS FOR STUDENT PLACEMENT ON AN ACADEMIC IMPROVEMENT PLAN

- Two academic failures at the end of the school year
- Other academic concerns at the discretion of the administration

CAREER AND TECHNICAL SUPPLIES/TOOLS

Students are required to leave their CTE program tools in their assigned locker in their shop area. Some of the shop tools pose a dangerous threat to the school community. Students violating this policy will receive disciplinary action that may include suspension or dismissal. Mercy Career & Technical High School is not responsible for lost or stolen tools/supplies.

COMMUNITY SERVICE

In accordance with Mercy Career & Technical High School's mission statement, students will be required to complete community service hours each school year. The requirements for each grade are:

- Grade 9 will be required to perform at least 10 hours
- Grade 10 will be required to perform at least 10 hours
- Grade 11 will be required to perform at least 15 hours
- Grade 12 will be required to perform at least 15 hours

Community service hours must be completed before graduation for twelfth graders and before promotion to the next grade for the other students. Twelfth graders must complete service hours by May 1 in order to prepare for graduation. Ninth, tenth, and eleventh graders must complete service hours by June 1. If the student's hours are not completed by the end of the school year, it is the responsibility of the parent/guardian to ensure that hours are completed before the student returns to school in September.

Mercy Career & Technical High School does NOT typically offer summer service opportunities for students to make up their hours. If a student does not complete the required service hours before the start of the school year then the student cannot begin classes until his/her hours have been completed.

LITURGIES/PRAYER SERVICES/RETREATS

An important component of the theology program is student attendance at liturgies and prayer services celebrated throughout the school year. Student attendance at liturgies and prayer services is required. Included in each year's theology program is a retreat experience. Attendance at these annual retreat days is mandatory for each student. A written note to the Principal will be required to explain the serious reason for missing this spiritual opportunity.

CONDUCT

CODE OF CONDUCT

The expectation of Mercy Career & Technical High School is for every student, staff, and faculty member to demonstrate respect for self, others, and property by:

- Being courteous and polite
- Behaving appropriately in word and action at all times
- Settling differences peacefully
- Responding positively to instructions/requests
- Respecting and maintaining school property
- Being prepared for class
- Talking when appropriate
- Being compliant with Mercy Career & Technical High School dress code

We are privileged to have Jesus present in the Eucharist within our chapel on the second floor. Students are encouraged to use chapel for prayer and reflection. All are asked to be mindful of keeping a respectful silence both within and around the chapel area.

An atmosphere of quiet is also an important part of the learning process. Therefore it is important for all students to be aware of their surroundings. The second bell in the morning and the bell to begin class are signals that talking ceases and students settle down to begin their school work. If a teacher is detained from his/her class, students are to begin some independent work. If after five minutes, the teacher has not arrived, one student should report the teacher's absence to the main office. Students are expected to behave in a mature manner without disruption to others. Students are required to observe the schoolwide routine of respectful silence and standing for daily schoolwide and classroom prayer and the Pledge of Allegiance.

EXTENSION OF CONDUCT

It is our hope that students learn a sense of self-discipline, respect for all people, and a sense of personal responsibility that will enable them to make a positive contribution to society. Behaviors outside of school hours and/or off school property which jeopardize the good reputation of the school may result in disciplinary action.

CLASSROOM/SHOP CONDUCT

Faculty and staff members will always be addressed in a polite and respectful manner. The student is expected to comply with whatever regulations or discipline measures the teacher may impose. A student who is dismissed from class by the teacher for disruptive behavior must report to the Office of the Dean of Students

immediately. Students failing to follow this procedure will be considered “out of bounds” and appropriate disciplinary action will be taken.

COMMUNICATIONS

POWER SCHOOL

PowerSchool provides current information on student academic, attendance, and discipline records. Parents/guardians are expected to access PowerSchool frequently to monitor student progress.

Parents/guardians who have concerns regarding the progress of their son/daughter in a specific class should contact the teacher directly. If an issue remains unresolved after speaking/meeting with the teacher please contact the following personnel for further assistance:

- Academic/Teacher Issues: Principal – ext. 110
- Discipline/Student Issues: Dean of Students – ext. 118
- Guidance/Personal Issues: Director of Guidance – ext. 136

RUVNA

Ruvna is a vital communication system connecting school administrators with parents and guardians using phone message blasts, email communications and/or text messages. Parents and guardians need to provide first contact and second contact phone numbers plus accurate email addresses in order to receive important school communication. It is the parent/guardian responsibility to keep contact information current in PowerSchool. Ruvna uses the contact information in PowerSchool.

DRUGS AND ALCOHOL POLICY

The possession, use, distribution or sale of alcoholic beverages or other drugs by a student is a serious offense wherever it occurs. This includes all school-sponsored activities held on or off the school premises. Parents/Guardians will be notified immediately and the student will be suspended from school pending administrative review/decision. The possession, use, distribution or sale of alcoholic beverages or other drugs may result in a student's dismissal. If it is warranted, notification of and collaboration with legal authorities will be sought with student possession, use, distribution, or sale of alcoholic beverages or other drugs. A student dealing with a drug or alcohol problem personally or within his/her family or friend network is encouraged to seek the services of Mercy Career & Technical High School's Guidance Department. In these cases, all information disclosed to school counseling staff will be confidential.

DRESS CODE REGULATIONS

GENERAL

By choosing to attend Mercy Career & Technical High School, each student has agreed to wear the school uniform as described below.

Uniforms are checked every day; the uniform should be clean and neat at all times

School uniforms must be worn when traveling to and from school. Students traveling to an after-school employer may change into a work uniform following dismissal **only with express permission from the Principal**. Students must be in full school uniform by the start of first period. Students must have and wear their school identification card on a Mercy Career & Technical High School lanyard at all times. A lost ID can be replaced for a fee. Pins, badges, etc. may not be worn on the uniform (or on the ID lanyard) unless they are for an official school activity. **Please note that girls may wear sweatpants and/or jeans under their uniforms in cold/inclement weather as they arrive to and depart from school. Students must remove sweatpants or jeans while in school. Students may wear sneakers or boots to and from school; school shoes must be worn while in school.**

In the spirit of inclusiveness and appreciation of faith traditions different from Catholicism, female students who practice and are committed to the religion of Islam have the opportunity to wear a hijab. Male students who practice and are committed to the religion of Islam have the opportunity to wear a kufi. **This permission is granted once the student schedules a conversation with the Director of School Ministry.** The hijab or kufi must match the colors of the school uniform: black, maroon, or gray. The lower portion of the hijab should be tucked into the neck of the uniform polo shirt.

Unbecoming dress, which detracts from a professional student appearance, will not be permitted. This regulation also applies to dress-down days, school functions, and school trips. Students are expected to wear appropriate and modest attire on these days. Students violating this regulation on dress-down days will lose the privilege of future dress-down days. Students violating this regulation at school related functions (including dances, proms, and trips) will not be able to participate in the event and a parent will be called and the student sent home. The administration will determine if a student's hairstyle or appearance is unacceptable.

Students should be aware that faculty and staff will conduct uniform inspections and, if necessary, issue demerits for dress code violations. Students will not receive a demerit for the first dress code violation. The violation will be recorded in PowerSchool but it will be assigned a zero in the demerit column. All subsequent

dress code violations will be assigned one demerit and detentions will be scheduled according to the current policy listed under School Procedures/Demerit System. Students in chronic violation of the dress code policy will receive an in-school suspension. Students in violation of the dress code policy ten times will receive an out of school suspension. Administration also reserves the right to exclude students from school until the dress code issue has been rectified by the student.

DRESS CODE FOR YOUNG WOMEN

Skirt: Gray 2 kick pleat skirt purchased from FlynnO'Hara Uniforms

- The skirt length should be one inch above the knee and **should not exceed *three inches above the knee.***

Dress Pants: Gray or black dress pants purchased from FlynnO'Hara Uniforms

Shirt: Short sleeve or long sleeve yellow, maroon, navy and/or ash gray golf shirt with the school logo purchased from FlynnO'Hara Uniforms

Undershirt: If worn, white, gray, maroon, or yellow (**no other colors permitted**)
No long sleeve undershirts are permitted.

Sweater: Maroon or gray pullover V-neck sweater with the school logo purchased from FlynnO'Hara Uniforms

OR

Heather gray or wine V-neck cardigan sweater with the school logo purchased from FlynnO'Hara Uniforms

Fleece Pullover: Iron or navy blue heather quarter-zip fleece pullover with the school logo

Socks: Either maroon tights, maroon knee Socks, gray tights, or gray knee socks (if both socks and tights are worn, they must be of the same color)

Shoes: Low-top black or brown Eastlands purchased from FlynnO'Hara Uniforms (**positively NO boots, Crocs, sneakers, sliders, etc.**) Shoes must be laced and tied and students are not permitted to walk on the back of the shoes.

Hairstyle: Hair must be kept neat and clean. No bizarre hairstyles are permitted. Only natural color highlights/lowlights are permitted. If a headband is used, it should coordinate with the uniform colors and be small in width. Head scarves are not permitted.

Cosmetics: Only simple use of cosmetics is permitted.

Jewelry: Earrings: Only one pair (one per ear) of **small** earrings (not larger than the circumference of a quarter) are permitted. Large hoop earrings, gauges, dangling earrings, etc. are prohibited.

Nose Piercing: The **only** permissible body piercing for a female student is one single stud nose piercing (with a 1MM stud). Nose ring piercings, multiple nose piercings, and septum piercings are not permitted.

Jewelry: Excessive jewelry (rings, bracelets, necklaces, etc.) is prohibited.

Watches: Watches without alarms are permitted.

Tattoos: Tattoos are not preferred. Inappropriate and or offensive tattoos as determined by the administration must be covered at all times by wearing the full school uniform.

Body piercing: Body piercing jewelry including facial piercings **are not permitted** to be worn in school.

DRESS CODE FOR YOUNG MEN

Dress Pants: Black or gray dress pants purchased from FlynnO'Hara Uniforms

- Must be the proper length and worn at the waist
- No baggy or oversized pants will be permitted

Shirt: Short sleeve or long sleeve yellow, maroon, navy and/or ash gray golf shirt with the school logo purchased from FlynnO'Hara Uniforms

Undershirt: if worn, white, gray, maroon, yellow (**no other colors permitted**)
No long sleeve undershirts are permitted.

Sweater: Maroon or gray pullover V-neck sweater with the school logo purchased from FlynnO'Hara Uniforms

OR

Heather gray or wine V-neck cardigan sweater with the school logo purchased from FlynnO'Hara Uniforms

Fleece Pullover: Iron gray or navy blue heather quarter-zip fleece pullover with the school logo

Shoes: Low-top black Eastlands purchased from FlynnO'Hara Uniforms (**positively NO boots, Crocs, sneakers, sliders,** etc.)

Hair: Hair must be kept neat and clean. Gentleman with longer hair must have it pulled back. No bizarre hairstyles are permitted. Only natural color highlights/lowlights are permitted.

Shaving: It is preferred that gentlemen are clean shaven. Neatly trimmed facial hair is permitted as a privilege that can be denied by the administration if necessary.

Jewelry: **Earrings:** Only one pair (one per ear) of small, stud earrings are permitted. **Hoop earrings, large earrings, gauges, dangling earrings,** etc. **are prohibited.**
Jewelry: Excessive jewelry (rings, bracelets, necklaces, etc.) is prohibited.
Watches: Watches without alarms are permitted.

Tattoos: Tattoos are not preferred. Inappropriate and or offensive tattoos as determined by Administration must be covered at all times by wearing the full school uniform.

Body piercing: Body piercing jewelry **including facial and nose piercings are not permitted** to be worn in school.

School sweaters or fleece pullovers are the only permissible garments to be worn over the uniform polo. **Non-uniform hoodies, sweatshirts, jackets, coats,** etc. **are prohibited** in the main building and Mercy East during the school day.

WHERE TO PURCHASE UNIFORMS

Uniforms for both boys and girls must be purchased from:
Flynn and O'Hara Uniform Company (or any of their outlets)
10905 Dutton Road
Philadelphia, PA 19154
215 637-4600 or 215-637-4601
<http://www.flynnohara.com/>

GYM UNIFORM

Students are required to have a gym uniform (t-shirts and shorts) for physical education class.

CAREER AND TECHNICAL UNIFORMS

Students are required to wear regulation shop uniforms during their shop periods. Being out of shop uniform will result in demerits/detentions and the student will be considered unprepared for class. *Shop uniforms must be kept neat and cleaned on a regular basis.*

HARASSMENT, HAZING, DEMEANING BEHAVIORS AND BULLYING POLICY

Mercy Career & Technical High School will not tolerate any instances of harassment, hazing, demeaning behavior, or bullying. All allegations should be brought to the attention of the Principal. These allegations will be taken seriously and investigated promptly. Confidentiality will be maintained to the extent possible for both the suspected perpetrator and the alleged victim. These behaviors may take, but are not limited to, the following forms: sexual, verbal, physical, and visual.

DEFINITIONS OF HARASSMENT

- Sexual harassment involves unwelcome sexual advances, implicit or explicit requests for sexual favors, inappropriate verbal comments, or physical conduct of a sexual nature.
- Verbal harassment involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family.
- Physical harassment involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement.
- Visual harassment involves derogatory, demeaning, or inflammatory material, such as posters, cartoons, writing, artwork, photographs, and gestures.

Sexual, verbal, and visual harassment communicated through electronic means is unacceptable.

DEFINITION OF HAZING UNDER PENNSYLVANIA LAW:

- Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any

activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

- All athletic coaches involved in organizations within the school shall be provided with a copy of this anti-hazing policy, its rules, penalties and program of enforcement. This policy shall apply to acts conducted on or off campus or other school property whenever such acts are deemed to constitute hazing.

Retaliation in any form against an employee, volunteer, or student who exercises his or her right to make a good faith complaint of harassment, hazing, demeaning behavior, or bullying under school policy is strictly prohibited. Any employee, volunteer, or student who retaliates against another employee, volunteer, or student for making a complaint of one of these behaviors will be subjected to disciplinary action. Disciplinary action may include termination of employment in the case of an employee or suspension or dismissal from school in the case of a volunteer or student.

PROCEDURES FOR COMPLAINTS OF HARASSMENT, HAZING, DEMEANING BEHAVIORS, OR BULLYING

- Any employee, volunteer, or student who believes that he or she has been subjected to harassment or hazing has a responsibility to report the harassment or hazing as soon as possible to an administrator.
- All employees, volunteers, and students are responsible for ensuring that the school is free from all forms of harassment.
- The administrator will promptly and thoroughly investigate the complaint of harassment or hazing and document the complaint and findings.
- All information will be kept confidential and will be disseminated on a "need to know" basis.
- As soon as possible after the completion of the investigation, the administrator will advise the employee, volunteer, or student who brought the complaint of the findings and what conclusion came from the investigation.

- Disciplinary action may include termination of employment in the case of an employee or suspension or dismissal from school in the case of a volunteer or student.

COMPUTER USE POLICY

Please see Mercy Career & Technical High School's Acceptable Use Policy (on the school's website).

GRADUATION

Students who have successfully completed all academic, career and technical, service, and financial requirements are issued a diploma and permitted to participate in the graduation ceremony. The principal maintains the right to exclude a student from the graduation ceremony due to just cause.

LIVING ARRANGEMENTS

While attending Mercy Career & Technical High School, a student (including students 18 years of age or older) MUST reside with a parent/guardian (or their designee) until graduation. The school needs up-to-date information regarding changes of parent/guardian addresses, phone numbers, and email addresses.

LOCKERS

Each student is assigned one locker. It is a student's responsibility to see that his/her locker is kept locked and neat and orderly at all times. Students may not share or exchange lockers. Students may only go to their lockers before the beginning of first period, before lunch, and at the end of the school day. It is considered a locker violation to go to lockers between classes. Lockers must be locked when unattended. The school assumes no responsibility for lost or stolen articles due to student negligence. Lockers remain the property of Mercy Career & Technical High School, and the school reserves the right to search lockers if a cause exists. If a student loses his/her lock, a fee will be charged for a replacement. All locks are distributed by the Office of Student Services. No student is permitted to use his/her own lock.

NEIGHBORHOOD STORES

For safety reasons, students should not visit any neighborhood stores before, during, or after school.

PROPERTY

PERSONAL PROPERTY

Students are responsible for all their personal property. All items should be marked clearly and indelibly with the student's name. If a student must bring a large sum of money to school, he/she is asked to take it to the Office of Student Services where it will be held until the end of the school day. The school assumes no responsibility for lost or damaged personal property.

SCHOOL PROPERTY

A student's locker, and classroom, as well as all school property and school equipment (including school issued textbooks and technology), reflects his/her concern for Mercy Career & Technical High School, the people who are members of the school community, and his/her sense of personal responsibility. Any damage done to school property will result in demerits, detentions or other serious consequences depending upon the extent of the destruction. Any student who willfully destroys school property through vandalism, graffiti, arson or larceny or who creates a hazard to the safety of others, or who commits or attempts to commit a theft, will be subject to serious disciplinary measures. Depending upon the gravity of the offense, the student will be suspended, dismissed and/or referred to the proper law enforcement agency.

CAFETERIA

The Nutritional Development Services of the Archdiocese of Philadelphia provides breakfast and lunch to students free of charge. Information regarding the lunch program can be found on Mercy Career & Technical High School's website (www.mercycte.org) at the bottom of the homepage. There you will find monthly breakfast and lunch menus.

According to Nutritional Development Services program standards, **no outside food** is permitted to be brought in for consumption before school and during lunch. Students must report to the cafeteria immediately at the start of their lunch period. Tutoring and other activities authorized by faculty/staff occur after students report to the cafeteria to eat lunch.

Like any public eating facility, students are to maintain order and cleanliness in the cafeteria at all times. Trash and recyclable materials are to be placed in the proper receptacles. Food and beverages are to be consumed in the cafeteria. Students may not carry or consume food or beverages elsewhere in the building. Students are not permitted outside the cafeteria during the lunch period and may only come to the cafeteria during their assigned lunch period. Students are not permitted in the cafeteria between classes.

Students may use **only** the school-issued Chromebook during lunch. **Student cell phone use is permitted in the cafeteria and auditorium in the morning only until the first bell rings.** Students are directed to power down their cell phones and store devices in schoolbags for the entire school day with the ringing of the first school bell.

Per the cell phone policy, the cell phone may be used before school and following dismissal.

RESTROOMS

Students are asked to be respectful of all restrooms. Restrooms are available for use before and after school, between class periods, and at the beginning of the lunch period. In the event of an emergency, a student is requested to ask faculty or staff about using the restroom during class periods. Students are not to loiter in the restrooms or use cell phones in these areas. Hall passes are issued by faculty to students for restroom use during class periods.

RELATIONSHIPS

Following the teachings of the Catholic Church, it is our hope that students reserve the intimacy of a sexual relationship to the time of marriage. Some students may make choices which have the consequences of creating the gift of life. Although Mercy Career & Technical High School does not condone these situations, the administration, the school Social Worker, and the parents of the student will outline an educational program which is in the best interest of the students. (Policies regarding pregnancy, abortion and marriage are available through the office of the Social Worker.)

SCHOOL-SPONSORED ACTIVITIES

The goal of the Student Activities Program at Mercy Career & Technical High School is the involvement of students in extracurricular activities. Our hope is that through a student's participation in activities he/she will grow in a spirit of generosity, in the ability to make lasting friendships, and in the characteristics of good sportsmanship. It is through Mercy Career & Technical High School's activities program that students develop desirable social attitudes in situations providing opportunity for individual, small groups and entire school participation. It also provides for the development of understanding and cooperation among social, ethnic, and racial groups within the student body. Students are encouraged to participate in as many activities as possible provided it does not interfere with scholastic work. Students are also expected to maintain a disciplinary standard that is acceptable to the school.

School policy remains in force for all school sponsored activities and socials. Dress code for all school sponsored activities is determined by administration. Specific dress code instructions will be given before every school sponsored event.

Any student or student's guest possessing drugs, alcohol, etc. will not be admitted and parents will be contacted to pick up that student or guest. The police will be called if the situation warrants it. If, in the judgment of school officials, a student/guest appears intoxicated, the parents will be contacted to pick up the student/guest. Parents will also be called if a student is dressed inappropriately. The parents will be asked to come to the social event or see to it that the student returns home safely by other suitable means. The Dean of Students will conduct an investigation of the incident and appropriate disciplinary action will be taken. Once the student enters any social event, the student may not leave and be readmitted, unless accompanied by a school chaperone. Students must remain at social events the entire length of the event.

All approved chaperones must be at least twenty-one years of age, submit required background clearances prior to chaperoning an event, and are not permitted to bring younger children to events.

SMOKING/VAPING

Smoking, vaping, and/or use of any type of nicotine or tobacco product **including electronic cigarettes** is forbidden in all areas of Mercy Career & Technical High School buildings or grounds or in the vicinity of the school. Students are not permitted to smoke at any school related functions. See the conduct section for further details.

TELEPHONE/CELL PHONE POLICY

Parents are asked to refrain from communicating with their child on the child's cell phone during school hours. In a case of an emergency parents can call the main office. Students may ask permission to use the school phone in the main office and/or the Office of Student Services during the school day to communicate with a parent or guardian for urgent matters. A Parent should also be aware that any official call to them about the well-being of his or her son or daughter will come from school personnel. Students do not need to text or call parents/guardians about an illness.

Mercy Career & Technical High School has developed the following policies regarding cell phone use:

- **All students must power off cell phones during the school day and keep devices in their schoolbags throughout the entirety of the**

school day including during lunch periods, while traveling between the main building and the east campus for change of classes, while traveling the corridors in both campus buildings between classes, and while in restrooms.

- Students observed using cell phones and/or smartwatches at any time during the school day will be considered in violation of the cell phone policy.
- Before school cell phones may be used in the main lobby, auditorium, and/or student cafeteria. Students must power down devices by 8:20 A.M. If a student arrives to school after 8:20 A.M. he or she must power off the cell phone and place the device in the schoolbag before exiting the first-floor lobby of the main building.
- Students may power on cell phones and access devices following the daily dismissal bell.
- Students may not wear audio accessories including earbuds and headphones at any time during the school day. The only exception is when a faculty member permits students to utilize such accessories along with school-issued Chromebooks within the classroom during class.
- Students violating these regulations will have their cell phones and/or smartwatches confiscated. Devices will be collected and turned into the Office of Student Services and appropriate disciplinary action will be taken.
 - A student who refuses to surrender his or her cell phone or smartwatch upon request will be required to turn in his/her cell phone/smartwatch for a period of thirty school days following the incident.

Students violating the cell phone policy will receive the following disciplinary consequences:

- 1st Violation - A student will receive 2 demerits. The confiscated cell phone/smartwatch will be returned to the student at the end of the school day.
- 2nd Violation - A student will receive 2 demerits. The student's parent/guardian will also be notified. The confiscated cell phone/smartwatch will be returned to the student at the end of the school day.
- 3rd Violation - A student will receive 5 demerits. The student's parent/guardian will also be notified. The confiscated cell phone/smartwatch will be returned to the student at the end of the school day. The student will be required to turn in his/her cell phone/smartwatch daily to the Student Services Office before the start of the school day for a period of thirty school days.

- 4th Violation - A student will receive 5 demerits. The cell phone/smartwatch will be returned to the student when they leave the building to begin the suspension. The student will be required to turn in his/her cell phone/smartwatch daily to the Student Services Office before the start of the school day for the remainder of the school year.
- 5th Violation - The student will receive 10 demerits, be suspended from school and be required to serve three detentions. The student will still be required to turn in his/her cell phone/smartwatch daily to the Student Services Office before the start of the school day for the remainder of the school year.
- 6th Violation - The student will receive a second suspension and be dismissed from school for violation of the school suspension policy.

LOST OR STOLEN CELL PHONES/SMARTWATCHES ARE THE RESPONSIBILITY OF THE STUDENT.

TRANSPORTATION

ARRIVAL AND DISMISSAL

Upon arrival at school, students are to enter the main building directly through the Allegheny Avenue door. Students are not permitted to stand in the parking lot/school yard and should not enter the building by way of the cafeteria door. Students arriving to school before 7:30 A.M. must sit in the auditorium under the supervision of the security guard. At the time of breakfast, these students will have the option of remaining in the auditorium or choosing the cafeteria. Students should partake of the free breakfast items and then proceed to either the cafeteria or the auditorium. Mercy Career & Technical High School assumes no responsibility for students who do not enter school grounds upon arrival. Students are asked to immediately exit school buildings following dismissal unless they are involved in a school-sponsored activity or have been directed by a faculty member to remain after school.

The administration of Mercy Career & Technical High School continues to work closely with the Philadelphia Police Department and SEPTA to ensure the safety of our students at all times.

SEPTA FARE CARD POLICY

Each student who is eligible will receive a SEPTA Fare Card at the beginning of each academic year. The fare card is provided by the Commonwealth of Pennsylvania through the Philadelphia School District. It is the school district that decides if a student lives within the required distance to be eligible for a fare card. Only

students living in Philadelphia are eligible. Students living outside the city need to contact the school district where they live for bus transportation arrangements.

TUITION INFORMATION

TUITION POLICY

Enrollment of a student is understood to be a full-year contract. A student dismissed for conduct reasons will not receive a refund. A student leaving Mercy Career & Technical High School will be charged tuition based upon completion of academic quarters or parts thereof. If a student has completed 3 weeks of an academic quarter the charge will be for the full quarter.

- A student can begin school only when required payments have been received.
- When the amount on an account becomes 2 months overdue, then the student may be asked to leave Mercy Career & Technical High School.
- No student will be allowed to attend proms, class dances, or end of year trips unless all financial obligations of that student have been met.
- PowerSchool will not be accessible around the close of all four quarters if tuition is not up-to-date.
- Reports cards, transcripts, diplomas, and recommendations will not be issued until all financial obligations of the students have been met.
- Re-registration for the following school year cannot occur until current obligations are fully met

TUITION ASSISTANCE

Mercy Career & Technical High School is fortunate to receive generous support from the Sisters of Mercy, the Connelly Foundation, The Ellis Foundation, and many other benefactors and foundations in order to provide Catholic career and technical education to our students. Many parents/guardians receive tuition assistance for their portion of the total tuition. The Mercy Career & Technical High School tuition assistance application process must occur in April/May each year for the next school year. Benefactors provide financial support to assist parents/guardians to afford private education for their children, but expect student and parental cooperation in return.

The following criteria are in effect for receiving and/or continuing to receive tuition assistance:

- Students will maintain semester grades of 70% or above in all subjects.
- Student report cards will reflect positive teacher comments regarding cooperation, work ethic, attention in class, and completion of homework.

- Students will maintain an attitude of respect, will comply with all discipline policies, and will accumulate no more than 20 demerits for the school year.
- Students will maintain good attendance and punctuality.
- Parents/Guardians will attend all parent meetings regarding their son/daughter.
- Parents/Guardians will cooperate with school administration and faculty in all aspects of school policy as contained in the Mercy Career & Technical High School Parent/Guardian/Student Handbook.

Student performance will be evaluated on an individual basis by the administration. Continuation of tuition assistance is at the discretion of the President and Principal. Tuition assistance is not guaranteed from year to year. The President and Principal, according to the above criteria and the amount of funding available, make evaluations on a yearly basis.

WEAPONS

Possession of any object that might be considered a weapon is prohibited. A violation of this policy subjects a student to dismissal, and referral to police authorities.

SCHOOL PROCEDURES

DEMERIT SYSTEM

Teachers and faculty may issue demerits to those students who fail to adhere to school discipline policy. The Office of Student Services will issue the appropriate number of detentions. Student Services will review all infractions that could potentially result in suspension or dismissal. A specific number of demerits are issued when an infraction occurs (Please refer to the consequences chart below.). Every student begins the school year with **zero** demerits. Report cards will reflect the number of demerits a student has accumulated for the school year as of that marking period. Students with over 15 demerits cannot earn academic honors.

Students who accumulate ten demerits in a marking period will be suspended for a period of time from all extracurricular activities including sports based on a review conducted by the Dean of Students.

Parents/guardians will be notified if a student acquires 10 demerits, 20 demerits, and 30 demerits. A student who accumulates 20 demerits and/or is suspended will be required to identify a faculty support person. The support person will meet with the student to evaluate his/her conduct and offer advice and encouragement. Should a student accumulate 35 demerits for the school year, he/she will be placed

on a disciplinary improvement plan and mandated to attend a disciplinary summer school program (*Survive and Thrive*) provided he/she is invited back to Mercy Career & Technical High School the following year. *Any student accumulating 45 demerits during the school year will be immediately dismissed from Mercy Career & Technical High School.* It should also be noted that students' conduct records are continually evaluated during the school year. Students who have been suspended or have a poor conduct record may be required to attend a disciplinary summer school program or will be informed that they are not invited back for the following school year. This decision will be made in the fourth quarter after careful consideration by the administration. Parents/guardians can access PowerSchool to monitor logged demerits by selecting *Discipline Log*.

CONSEQUENCES

The following examples of violations make a student subject to demerits, detentions, probation, suspension, or dismissal. This list is intended only as a guideline. It is not exhaustive. The administration reserves the right to address any situation not covered by the directives at their discretion.

1 Demerit	
<ul style="list-style-type: none"> • Locker Violation • Chewing Gum • Failure to Carry I.D. Card • Failure to Return Requested Signed Documents • Shop Uniform Violation • Sleeping in Class 	<ul style="list-style-type: none"> • Eating/Drinking Outside Cafeteria • Talking in Class • Late for Class/Homeroom • Dress Code Violation* see Dress Code Disciplinary Policy • Inappropriate Language/Gesture/Behavior
2 Demerits	3 Demerits
<ul style="list-style-type: none"> • Unauthorized Use of Cell Phone/Smartwatch* <i>Please review the cell phone/smartwatch policy</i> • Failure to report to Private or General Detention 	<ul style="list-style-type: none"> • Disruptive Behavior • Out of Bounds • Violation of Technology Acceptable Use Policy* <i>Please review Acceptable Use Policy</i> • Obstinacy
4 Demerits	10 Demerits/1 Suspension/Possible Dismissal
<ul style="list-style-type: none"> • Disrespect • Foul/Offensive Language/Gesture/Behavior • Racial/Ethnic Slurs 	<ul style="list-style-type: none"> • Co-Op Violation • Gross Disrespect • Harassment/Bullying • Forgery

<ul style="list-style-type: none"> • Cutting Class • Minor Property Damage (Restitution Must Be Made) 	<ul style="list-style-type: none"> • Smoking/Vaping/Tobacco/Nicotine Product Possession • Verbal Confrontations* (See Verbal Confrontations Section) • Truancy • Leaving School Without Permission • Failure to Report to Co-Op Without School Notification • Stealing (Restitution Must Be Made) • Graffiti/Major Property Damage/Vandalism (Restitution Must Be Made) • Immoral Conduct • Threats Made to School or Any Member of School Community (Includes Digital Media) • Repeated Offenses of Plagiarism and Cheating • Possession and/or Use of Alcohol* (See Drugs and Alcohol Policy) to/from/in School or at a School-Sponsored Activity • Possession and/or Use of Drugs* (See Drugs and Alcohol Policy) to/from/in School or at a School-Sponsored Activity
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Immediate Dismissal

<ul style="list-style-type: none"> • Fighting/Physical Altercation* (See Fighting/Physical Altercation Section) • Acts Involving Criminal Violation Within the School • Possession of a Weapon • Possession/Creating Potentially Dangerous Items • Physical Acts and/or Threats of Aggression Made to School or Any Member of School Community (Includes Digital Media) • Purchase, Sale, and/or Distribution of Drugs* (see Drugs and Alcohol Policy) to/from/in School or at a School-Sponsored Activity
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Notes

**Electronic devices and excessive jewelry will be confiscated and sent to the Student Services Office.*

DETENTION

Detentions for non Co-op students are held after school for 40 minutes Monday through Thursday. Detentions for Co-op students will be held from 7:45 A.M to 8:20 A.M every morning and/or arranged through the Student Services Office. Students will receive a detention notice indicating the date of the detention(s), the

reason for the detention, and the place to report for the detention. Detention notices will be issued at least one day in advance of the detention date. If there is an urgent reason that a student cannot report to detention on the assigned day, the student must inform the Dean of Students. The detention will then be reassigned. A student who fails to report to a general detention (without prior excusal from the Dean of Students) will receive demerits. A student who fails to report to additional detentions without prior excusal will be subject to additional demerits/detentions and a possible suspension.

VERBAL CONFRONTATION

Any student engaged in a verbal confrontation will be subject to school suspension. Verbal confrontations disrupt the school environment and are characterized by **any** of the following actions:

- Student is on his/her feet and/or leaves his/her seat and/or aggressively confronts another student or reciprocates the confrontation
- Student advances towards another student
- Students are in each other's face/advancing toward one another
- Student is loud
- Student uses foul and/or abusive language

Any student who promotes, initiates, and/or brings people up to school with the intent to engage in a physical/verbal altercation will be subject to suspension and/or dismissal.

FIGHTING/PHYSICAL ALTERCATION

Any student engaged in a physical altercation/fight will be immediately dismissed from Mercy Career & Technical High School. Physical altercations include a student throwing punches or displaying physical acts of aggression directed towards another individual.

Any student who responds and/or physically retaliates against another student's initial physical act of aggression **will also be dismissed.**

Any student that promotes, initiates, and/or brings people up to school with the intent to engage in a physical/verbal altercation will be subject to suspension and/or dismissal.

DISCIPLINARY DISMISSAL

For any very serious offense, or series of multiple offenses, a student is subject to dismissal from school. The determination to dismiss a student will be made by the administration after careful consideration and consultation with the Dean of

Students. Additionally, a faculty Discipline Review Board will examine all relevant evidence/information related to a dismissable offense to provide a recommendation to administration regarding the most appropriate disciplinary action for a student or students. *Any student involved in a physical altercation/fight will be immediately dismissed from Mercy Career & Technical High School. Any student who accumulates 45 demerits or 2 suspensions in any one school year will be immediately dismissed from Mercy Career & Technical High School.* A student who is dismissed may not attend any of the extracurricular activities that are sponsored by Mercy Career & Technical High School (prom, dances, etc.) including school-sponsored events in subsequent school years. The administration, in conjunction with the faculty, reserves the right to implement any necessary disciplinary measures in order to provide for the common good and the order of the school.

In conjunction with our commitment to the Safe Schools Act of 1997, it is the policy of our school to notify the school to which a student transfers if a student is dismissed, withdrawn from school, or is involved with any of the following infractions:

- An act or offense involving weapons
- Possession of a weapon
- Terroristic threats made toward school or school community
- Sale, possession, or use of controlled substances on school grounds
- Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school

SUSPENSION

A student is suspended from Mercy when he/she has committed a suspendable offense. Suspensions will carry a minimum of one day out of school. Administration reserves the right to administer longer suspensions if warranted. A suspended student may not return to school until he/she and his/her parent/guardian attends a scheduled suspension reinstatement meeting with the Dean of Students and a school administrator. When a student is suspended, the Dean of Students will contact the parent/guardian to inform them of the suspension and to schedule the reinstatement meeting. A student who receives a second suspension during the school year will be immediately dismissed from Mercy Career & Technical High School.

IN-SCHOOL SUSPENSION

An in-school suspension is used for students who continually violate school rules (either the same violation or for multiple violations). It may also be used for students in conflict with each other if, after mediations are utilized, the students

continue to be in a state of conflict. If an in-school suspension does not work a student may be subject to an out-of-school suspension. A parent/guardian will receive notification if their child is given an in-school suspension and the conditions of the suspension.

DISCIPLINARY IMPROVEMENT PLAN

A student will be placed on a disciplinary improvement plan for the following reasons:

- for serious conduct issues determined by administration
- for an accumulation of 35 demerits over the course of the current school year

DISCIPLINARY IMPROVEMENT PLAN CONDITIONS

- A student on a disciplinary improvement plan must meet twice a month with their identified support person (the support person is identified when a student is suspended and/or accumulates 20 demerits)
- A student on a disciplinary improvement plan who accumulates 10 additional demerits or is suspended while on the improvement plan will be immediately dismissed from Mercy Career & Technical High School
- A student on a disciplinary improvement plan is ineligible for participation in any extracurricular or school-sponsored functions unless approved by administration
- A student on a disciplinary improvement plan will be mandated to attend and successfully complete a summer program

DISCIPLINE/ATTENDANCE SUMMER SCHOOL PROGRAM

The summer school ***Survive and Thrive*** Program held at Mercy Career & Technical High School is a one-time opportunity provided to students who are placed on conduct probation or are mandated to participate due to attendance concerns. The student must successfully complete and adhere to all requirements of the 4 day long summer school program in order to return to Mercy Career & Technical High School in September. This includes attending the program each day and being on time each day. The dates of the summer program will be determined during the school year.

Students are not permitted to repeat the Survive and Thrive program in future years. If a student did successfully complete the Survive and Thrive Program but accrues more than 35 demerits or exceeds attendance limits in a subsequent year then that student is not invited back to Mercy Career & Technical High School the next school year. If that student is a senior, who completed the S&T Program, then

that senior will not be permitted to participate in senior activities including prom, senior class trip, and graduation.

STUDENT SERVICES

The Student Services Office is responsible for assisting all students on an array of topics including, but not limited to, emotional, and academic problems. When warranted, students are referred to the Guidance Office, or to the proper academic department for additional assistance. The Student Services Office is responsible for discipline and attendance at Mercy Career & Technical High School and maintains attendance and discipline records for the school. On a daily basis, the office investigates all absences. Please see the school's website to learn about the Guidance Office and the services offered.

ATTENDANCE/PUNCTUALITY

It is clear that in order for a student to achieve success at Mercy Career & Technical High School, attendance at school is imperative. Attending class, participating in class discussions, and all hands-on learning experiences serve to prepare the student for both future education and/or job employment. The school's attendance record includes both absence and lateness. Parents/Guardians are encouraged to review the attendance record by regularly accessing PowerSchool. Future employers and/or school admissions staff carefully review attendance records. A student is expected to make every effort to attend school daily and to be on time for all school classes and activities. In order to be marked present for the school day, a student must be in class for at least half of his/her rostered time.

ABSENCE PROCEDURES

When a student is absent the parent/guardian is required to call the Attendance Office (215-226-1225 ext. 119) or submit an email to attendance@mercyccte.org before 7:30 A.M. on the date of the absence and provide the student's name, the grade, the relationship of the person to the student, and the reason for the absence. The school will contact the parent/guardian if a student is absent and parent/guardian contact is not received by the Attendance Office. A student will be considered truant if parent/guardian verification is not made related to a student's whereabouts. Medical documentation is required to be submitted to the Attendance Office when a student's absence exceeds three consecutive school days. Family vacations during the school year are **strongly discouraged**. **Absent students may not participate in/attend school activities including the prom and athletic events on the date(s) of absences.**

EARLY DISMISSAL

Early dismissals disrupt the educational program. Every effort should be made to schedule appointments outside of school time whenever possible. An early dismissal before noon will be recorded as an absence for that day. A Student is only permitted 10 Early Dismissals during a school year. Students could be placed on an attendance improvement plan after 7 early dismissals. Students who exceed 10 Early Dismissals will be mandated to attend the *Survive and Thrive* program in the summer.

PROCEDURE FOR EARLY DISMISSAL

- Parent/Guardian requests for early dismissal should be received by the Attendance Office at least one day in advance of the early dismissal date.
- On the day of the early dismissal, students must report to the Attendance Office before the first class period to obtain their early dismissal pass. No student will be permitted to leave class without this early dismissal pass.
- Before leaving school, students must report to the security desk to sign out for early dismissal.
- Students returning the same day must report to the Student Services Office for a pass to return to class.
- **No early dismissals shall be approved on the day of school activities, athletic events, or the prom for students participating in these school-sponsored functions.**

LATENESS

Arriving at school on time sets the tone for the academic day. A student who is not in the main building by the 8:25 A.M. late bell is considered late for school. Mercy Career & Technical High School classifies school lateness into two categories.

- Tardy is an unexcused lateness which occurs when a student arrives to school after the 8:25 AM late bell.
- A late arrival occurs when a student arrives after the 8:25 AM late bell but has a valid reason, such as a doctor's appointment. Notification from a parent/guardian is essential to receiving this designation although school official discretion may be used (i.e. extreme inclement weather.)
 - o If there is a public transportation delay, students must present the bus route and bus number to Student Services.

Tardies and late arrivals will be recorded in PowerSchool.

A student who was not late for school but is not in first period by the second warning bell (8:30 A.M. for A, C, E Bell Schedules) is considered late for class and will be issued a demerit and a detention.

ATTENDANCE IMPROVEMENT PLAN/DISMISSAL

A student will be placed on an attendance improvement plan when he/she has accumulated 10 absences or 5 tardies for the school year.

When the student is placed on an attendance improvement plan due to tardies, he/she will be required to serve a detention at 7:30 AM the following morning that school is in session and on the morning of the school day following any subsequent tardies.

Students are limited to either a maximum of 15 absences or 10 tardies in a given school year. If a student exceeds either maximum, they will be mandated to attend a summer school program. Students who are either absent or tardy 20 times may be dismissed or not invited back to Mercy Career & Technical High School the following school year pending administrative review. Students who are truant are suspended under the discipline code of Mercy Career & Technical High School and are subject to attend a summer school program. Certainly, the administration will review situations of serious chronic illness and/or hospitalization.

LATE FOR CLASS

An unexcused lateness for class will result in one demerit to the student. If a student has been detained at the office or by a teacher, he/she should request a late pass from the person who detained him/her.

FIRE DRILLS/LOCK DOWN DRILLS/SHELTER IN PLACE DRILLS

Fire drills/lock down drills/shelter-in-place drills are conducted at regular intervals as required by law. An evacuation plan is posted in every room. All students and school personnel are to be familiar with the plan and the routes to be taken to evacuate the building in a quiet and orderly manner. It is essential that when the first signal is given, everyone follows the directions given and moves quietly and quickly. Silence is to be maintained throughout the entire drill.

HALL PASS

Each classroom will be provided two laminated hall passes and a student sign out sheet that will be mounted in the classroom. Students may not leave class or shop without a hall pass issued by the appropriate faculty member. Students will be required to fill out the sign out sheet prior to leaving the classroom and sign-in upon returning to the classroom. Non-instructional faculty will issue a hall pass in advance when a student is needed and will provide a pass for a student's return to a class already in session.

LOST AND FOUND

Students are asked to take all found articles to the Office of Student Services. If a student has lost any article, he/she is to check in at that office.

HEALTH ISSUES

HEALTH SERVICES

Updated medical information is a state requirement for all students entering Mercy Career & Technical High School.

If a student is ill, he/she must inform the appropriate faculty member to obtain a hall pass in order to go directly to the Main Office. If the nurse is available, students will go to the Infirmary. If a student is being sent home due to illness, the parents/guardians will be contacted and requested to pick up the ill student. If the parents/guardians are unable to do so, the school will request verbal permission to send the student home via public transportation.

Students who have to take medication throughout the day must present documentation from their parent/guardian/physician along with the medication to the School Nurse. The notification must state the type of medication and the time for taking it. Students will receive further information from the School Nurse. Students may not carry or have in their possession any form of medication including over the counter medications.

SCHOOL CLOSED DUE TO INCLEMENT WEATHER

In the event of severely inclement weather which causes school to be closed (classes will be online), delayed start time, or early dismissal, an announcement will be made in the following ways:

- Listen to KYW News radio 1060 AM on your radio and listen for Philadelphia County and the school number, 246.
- Watch on TV: FOX 29 local news and CBS 3
- Receive a Ruvna notification – you will receive a text message and email alert. Please review the entire message.
- Check the school website for a message stating Mercy Career & Technical High School is closed or opening late.
- Call school and there will be a recorded message.

When school is announced as *closed* because of weather or some other unplanned event, **the school lessons will be conducted online**. This will be a *Flexible Instruction Day* (FID) with students and teachers working online so a school day is not missed.

FLEXIBLE INSTRUCTION DAY PROCEDURES

- Teachers will post assignments in Google Classroom by 8:30 A.M.
- Teachers will be available online for two hours to answer questions. Teachers will let the students know their online hours.
- Teachers will also check email later in the day to answer questions too.
- All assignments need to be completed and submitted to the teacher by 8:00 P.M.
- For those students indicating they do not have Internet access at home, hardcopy assignments will be distributed to those students. These assignments must be completed and turned into the teacher the next day school is in session.
- Should the student's Internet not be working on the FID then the parent/guardian must call the attendance line in the morning (before 8:30 A.M.) and report it. The student will be marked absent. The student is still responsible for making up the missed work and submitting within one day of returning to school. The student should not be penalized for submitting work late.
- If a student is sick and unable to do the work, then the parent/guardian needs to call the attendance line as you would on a regular school day. The student will still need to make up the missed work. The student will be marked absent.
- Each student is expected to complete his/her assignments for all the student's courses. As always, missing assignments impact grades and financial aid.
- A student will be marked as absent if he/she does not complete the work, and the student will still need to make up the missed work (submit within one day of returning to school).

STUDENT INSURANCE

Because of the possibility of accidents involving students, it is recommended that students be insured. Mercy Career & Technical High School provides accident insurance protection for all students. This insurance covers a portion of the medical expenses as well as some other losses incurred as a result of school related accidents. This insurance does not take the place of individual student health insurance. It is strongly urged that all students be insured by an independent carrier.

SCHOOL SONG

*Under Mercy's shield with its gold-red field,
We march with our hearts aflame.
With our heads held high we will do or die,
To honor our dear school's name.
All the works we do are a service true
To our God and our country dear
Our faith is our shield that will never yield
'Till we reach the end of our goal.*

*O Mercy High, dear Mercy High
The school that we love so well.
We sing your fame, we praise your name,
That will never, never fail.
O Mercy High, dear Mercy High
We are pledging allegiance true,
Our hearts and hands we gladly give
Dear Mercy High to you.*

Change Log		
Date	Change	Affected Sections
	Updated verbal confrontation and fighting physical altercations	Verbal Confrontation / Fighting Physical Altercation
	Dress code update to reflect new school name and facial hair	Dress code
	Combined CTE grade	Academic and Career and Technical Programs
AUG 2018	Student conduct during daily prayer and pledge	Code of Conduct
	Addition of dress code policy regarding the wearing of a hijab	Dress Code Regulations (General)
	Dress code update to include a cardigan v-neck sweater for young men and young women	Dress Code Regulations (Dress Code for Young Men and Dress Code for Young Women)
	Update to school policy regarding suspension from extracurricular activities for accumulation of demerits	School Procedures (Demerit System)
AUG 2019	Revision of school website description of Middle States performance objectives	About Us (Middle States Accreditation)
	Revision of course offerings/requirements for grade 9 students	Academic and Career & Technical Programs (Required Credits)
	Revision of statement regarding academic honesty (deletion of Assistant Principal)	Academic and Career & Technical Programs (Academic Honesty)
	Revision of description of minor subjects under grading system	Academic and Career & Technical Programs (Grading System)

	Revision of statement regarding directives concerning failures (deletion of Assistant Principal)	Academic and Career & Technical Programs (Directives Concerning Failures)
	Revision of statement regarding schoolwide and classroom prayer and the Pledge of Allegiance	Conduct (Code of Conduct)
	Revision of statement regarding the parental/guardian contact if student issues are not resolved with teachers (deletion of Assistant Principal)	Communications (PowerSchool)
	Revision of statement regarding uniforms and the start of school (replacement of homeroom with first period)	Dress Code Regulations (General)
	Revision of school policy regarding the wearing of hijabs (addition of kufis)	Dress Code Regulations (General)
	Revision of statement regarding the wearing of school uniforms while traveling to and from school	Dress Code Regulations (General)
	Revision of dress code jewelry policy including the prohibition of smartwatches	Dress Code Regulations (Dress Code for Young Women and Dress Code for Young Men)
	Revision of smoking policy to include the prohibition of electronic cigarettes	Smoking
	Revision of cell phone policy to include smartwatches	Telephone/Cell Phone Policy
	Revision of demerit system consequences related to drugs and alcohol	Demerit System (Consequences)
	Revision of the lateness policy	Lateness
	Revision of the times for student use of the Learning Commons	Learning Commons
	Revision of absence procedures	Absence Procedures

	Revision of early dismissal procedures	Early Dismissal (Procedure for Early Dismissal)
SEP 2020	Addition of statement regarding the COVID-19 Pandemic	School Policies
	Revision of additional course offerings for grade 9 students	Required Credits
	Revision of list of minor subjects with satisfactory/unsatisfactory grades	Grading System
	Revision of gym uniform requirement	Dress Code Regulations
	Revision of times for student cell phone usage	Telephone/Cell Phone Policy
	Revision of time for lateness policy	Lateness
	Academic/CTE Failure policy updated	Summer School
SEP 2021	Revision of School Mission Statement	Mission Statement
	Revision of Middle States Association Statement	Middle States Association
	Revision of COVID-19 Statement	COVID-19 Pandemic
	Addition of Dress Pants for Dress Code for Young Women and addition of fleece pullover for Dress Code for Young Men and Young Women	Dress Code Regulations
	Revision of the SEPTA Fare Card Policy	Transportation
	Revision of school Detention Policy	Detention
	Deletion of Learning Commons Section	Learning Commons
AUG 2022	Addition of Navy Blue Option for School Fleece	Uniform
	Revision of Warning Bell Time	Lateness

	Cell phones must be powered off and in your school bag.	Telephone/Cell Phone Policy
	Deleted "smartwatches are prohibited"	Telephone/Cell Phone Policy Dress Code Regulations
	Deleted "students will serve one detention for every three demerits they receive in one quarter"	Demerit System
	Deleted meeting with vice principal or principal when a student reaches 25 demerits	Demerit System
AUG 2023	Revision of COVID-19 statement	COVID-19
	Revision of statement pertaining to additional course offerings for ninth grade students	Required Credits
	Revision of statement pertaining to printed report cards	Grade Reporting
	Revision of academic probation to academic improvement plan	Conditions for Student Placement on an Academic Improvement Plan
	Revision of the dress code regulations for young women and men	Dress Code Regulations
	Revision of disciplinary consequences for the third violation of the cell phone policy	Telephone/Cell Phone Policy
	Revision of disciplinary probation to disciplinary improvement plan	Demerit System
	Revision of attendance probation to attendance improvement plan	Attendance Improvement Plan/Dismissal
AUG 2024	Replacement of SchoolMessenger with Ruvna	Communications
	Removed dress belt requirement and tucked uniform shirt requirement for young men	Dress Code Regulations
	Revision of statements pertaining to student cell phone use	Telephone/Cell Phone Policy

	Addition of statement pertaining to audio accessories	Telephone/Cell Phone Policy
	Revision of criteria for tuition assistance eligibility	Tuition Assistance
	Revision of demerit system consequences related to drugs	Demerit System (Consequences)
	Addition of statement pertaining to Discipline Review Board	Disciplinary Dismissal