MERCY MCAULEY HIGH SCHOOL HANDBOOK FOR STUDENTS AND FAMILIES 2026-27 SCHOOL YEAR

6000 Oakwood Ave
Cincinnati, OH 45224
School Office (513) 681 1800
Fax (513) 681 1802
www.mercymcauley.org

Office Hours
7:30 a.m. – 4:00 p.m.

TABLE OF CONTENTS

WELCOME.....4
History of School
Mission Statement
Charism of the Sisters of Mercy
Vision Statement
Portrait of a Woman of Mercy
ACCREDITATION
ADMINISTRATION
RIGHT TO AMEND
ADMISSION AND REGISTRATION..... 6
Non-Discrimination Statement
Registration Requirements for All Students
Educating Students with Special Needs
Admissions Process
Accuracy of Information Statement
Voluntary Withdrawal of Students
FAITH FORMATION.....8
Religious Education
Sacramental Preparation
ACADEMIC PROGRAM 10
Academic Expectations
Homework
Guidelines for Homework Completion
Grades and Grading
Field Trips
Promotion and Retention
Records Review
Withdrawal/Disenrollment for Academic Reasons
Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians
Curriculum
Standardized Testing
Reporting Student Progress
Awards
Student Support Programs
Temporary Home Instruction
ATTENDANCE 17
The School Day
Daily Attendance
Appointments, Scheduled Events, Vacations
Make Up Work
Excessive Absence and Tardiness
Reporting An Absence
ATTENDANCE UNDER SPECIAL CIRCUMSTANCES 21
Student Pregnancy
HEALTH AND SAFETY.....22
Medical Information
Administration of Medication
Medication Administered at School
Diabetic Care Policy
School Administration of Diabetes Medications
Student Administration of Diabetes Medications
Non-Restriction Disclaimer

Seizure Action Plan
Policy on Student Use of Marijuana
Child Protection
Immunizations
Health Screenings
Safety Plan
Wellness Plan
STUDENT CODE OF CONDUCT……26
Conduct In or Out of School
Illegal Substances
Harassment, Intimidation and Bullying
Criminal Misconduct
Conduct Disclaimer
General Behavioral Expectations
Bus Conduct
Detentions, Suspensions, and Expulsions
Procedures to be Followed in Cases of Suspension and Expulsion
Search and Seizure
Cheating and Plagiarism
Finality of Decisions
SCHOOL UNIFORM……..36
PARENT/GUARDIAN INFORMATION……37
Communication
Confidentiality Regarding Students
Cooperation as Condition of Enrollment
Custody Policy
Emergency Closings
Parent/Guardian Service Requirements
Volunteer Organizations
Procedures for Communicating with School/Staff
Social Media
Student Directory
Technology
Theft or Loss of Personal Property
Tuition
Use of Student Pictures/Information
Visitors
Volunteer Opportunities
Volunteer Organizations
Volunteers
GENERAL SCHOOL INFORMATION……47
Extra-Curricular Activities and Sports
Gifts
Library/Media Center
Lost and Found
Lunch Program

WELCOME

History of School

The foundation upon which Mercy McAuley High School dates back to the founder of the Sisters of Mercy, Catherine McAuley. She experienced a calling as a Catholic lay woman to meet the needs of the poor, sick, and uneducated in 19th century Ireland. Impressed by her good works, the Archbishop of Dublin advised her to establish a religious congregation. Three years later, on December 12, 1831, Catherine and two companions became the first Sisters of Mercy. Catherine recognized the need to sustain the work she was doing, and she founded the Sisters of Mercy as a religious order in the Catholic Church.

In reflecting upon the work for women who were poor and uneducated, Catherine said, “No work of charity can be more productive of good to society than the careful instruction of women.”

Catherine McAuley’s vision for the “careful instruction of women” expanded beyond Dublin to many parts of the world, including Cincinnati. In 1858, Mother Theresa Maher and the ten Sisters who accompanied her arrived in Cincinnati from Kinsale, Ireland. What drew them to Cincinnati was meeting the needs of the times to provide education, health care, and social services to the people of Cincinnati.

Catholic Mercy education in Cincinnati has evolved over the years, from the Sisters’ arrival in 1858 with the founding of what became Mother of Mercy High School in 1915, to the establishment of McAuley High School in 1958, to the opening of Mercy McAuley High School in 2018. The history of Catholic Mercy education in Cincinnati is a testament to the awareness, vigilance and foresight of the Sisters of Mercy to the importance of education to meet the evolving needs of young women in Cincinnati. Mercy McAuley High School opened its doors in August 2018, continuing the tradition of Sisters of Mercy education in Cincinnati.

Mission Statement

Mercy McAuley High School is a Catholic college-preparatory high school for young women. It is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of Mercy Education. Mercy McAuley is committed to excellence in education, compassionate service and leadership in a Christ-centered community.

Charism of the Sisters of Mercy Inspiring Mercy McAuley High School

Mercy McAuley High School’s mission statement: Mercy McAuley High School is a Catholic college-preparatory high school for young women sponsored by the Sisters of Mercy. Mercy McAuley High School is committed to excellence in education, compassionate service, and leadership in a Christ-centered community. The mission of all Sisters of Mercy schools is to inspire and empower students to learn, lead, love, and to become Women of Mercy. This charism is brought to life in the Sisters of Mercy schools through the five core values these schools share:

Compelled by Mercy, Educational Courage, Inspired by Faith, Principled Leadership,
Voice of Dignity and Respect

Vision of Mercy McAuley High School

Mercy McAuley High School is where young women gain a broader worldview as part of a community, not part of the crowd. Within this sisterhood, we guide each student to mature in confidence and purpose through a customized plan for personal development. Mercy education provides a diverse range of formative experiences, innovative programs, experiential education, faith formation, and off-campus service learning opportunities. Women of Mercy think and learn beyond their comfort zone and are equipped to bring compassionate change to this world.

Portrait of a Woman of Mercy

The Mercy McAuley graduate is:

- A woman compelled by mercy
- A woman of educational courage
- A woman inspired by faith
- A woman of principled leadership
- A woman with a voice for dignity and respect

Compelled By Mercy

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

Compassion. Having concern for the needs of all, including those outside our immediate circle.
Empathy. Putting yourself in someone else's shoes to understand their feelings and perspectives.
Responsibility to Serve. Fulfilling the duty to not just care about others, but to take action on their behalf.

"We must have a warm, cordial affection for all and manifest it by words, actions, and manner." – Catherine McAuley

Educational Courage

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

Curiosity. Being open to other ways of seeing the world and exploring new ideas.
Personal Accountability. Staying disciplined in decision-making, proactive in correcting mistakes and self-motivated in our studies.
Critical Thinking. Gathering and objectively evaluating and analyzing information through reflection and reason.

"Our ordinary duties should be performed with all possible care and attention, none of which should be deemed trivial or unimportant." – Catherine McAuley

Inspired By Faith

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

Spirituality. Developing a personal relationship with a loving, merciful God, expressed in service and respecting other faiths.
Modeling of Jesus Christ & Catherine McAuley. Living life with abundant love, compassion, generosity and hospitality, demonstrating the strength of infinite mercy.
Ethical & Moral. Following a personal code based on Gospel values that guides action and choices.

"A strong lively faith is the foundation of all virtue." – Catherine McAuley

Principled Leadership

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

Integrity. Standing up for or doing what's right, including when it's difficult or unpopular.

Lifelong Learning. Always learning something new, gaining skills and wanting to know more, in all walks of life.

Emotional Intelligence. Recognizing and welcoming emotions within ourselves and others to build resilience and healthy relationships.

"Speak as your mind directs, and always act with courage." – Catherine McAuley

A Voice for Dignity and Respect

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

Grace. Allowing others to be fully human without judgment, while honoring what is God-like within each person.

Advocate. Being a forceful defender, supporter and sometimes spokesperson for the values and people we hold dear.

Inclusivity. Going beyond tolerance to embrace diversity, while accepting and serving with open arms.

"God does not look at the action, but the spirit motivating it." - Catherine McAuley

ACCREDITATION

Mercy McAuley High School is accredited by the Ohio Catholic School Accrediting Association (OCSAA).

RIGHT TO AMEND

This handbook is not a binding contract on Mercy McAuley High School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or her appointee, with the support of the president, retains the right to amend this handbook at any time for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSION AND REGISTRATION

Non-Discrimination Statement

No student may be excluded from Mercy McAuley High School solely because of race, color, national/ethnic origin, or ancestry.

Registration Requirements for All Students

A new student is required to present a copy of her birth certificate and to have the school's health form signed by the family physician as proof of immunization. Two completed emergency medical authorization forms and all signed handbook forms are required of each student each year.

All students will be referred to by their name or female pronouns (she, her, hers).

Educating Students with Special Needs

Mercy McAuley High School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Admissions Process

Acceptance of registration at Mercy McAuley High School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. Registration fees are not refundable. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school.

The admission process at Mercy McAuley High School is as follows:

1. APPLICATION form is completed by the parent/guardian and submitted with all requested information and required documents no later than the established deadline.
2. REVIEW of the application begins. All required records will be reviewed by the school administration.
3. ACCEPTANCE is determined. Once the administrator/admission director reaches a decision whether or not to accept a student, the parent/guardian will be notified in writing.
4. ENROLLMENT is completed. Upon acceptance, the parent/guardian will be asked to register the student for the upcoming school year and pay the registration fee by a predetermined date.

New students who wish to be considered for enrollment may need to complete an assessment, academic screening, review of records, and interviews.

Residency

Students are required and expected to live with their legal parent/guardian while attending Mercy McAuley High School.

Accuracy of Information Statement

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion.

Voluntary Withdrawal of Students

Notification of withdrawal from Mercy McAuley should be made by the parents/guardian to the Principal or Counselor. A release form is to be obtained from the Counselor and signed by the parent/guardian. The student withdrawing returns her tablet and textbooks to the office and pays tuition and other fees. A transcript of credits is not released until all items have been returned and these procedures have been completed. Withdrawal of a student will not relieve parents of the obligation to pay tuition.

FAITH FORMATION

Religious Education

Mercy McAuley High School strives to enable students to develop a vital, personal relationship with God and to share the Gospels' realistic views of the human condition while affirming hope. Through the study of the Catholic faith, including our rich tradition, the school helps prepare students to celebrate God's love, proclaim God's message and live in accord with this message. For this reason, students attend Mass and liturgies on the assigned days and are encouraged to participate in the liturgies and to take advantage of service opportunities as permitted.

Retreats

Mercy McAuley's retreat program is integral to the development of our students as Women of Mercy. Throughout their four-year journey of faith formation, students are called to examine who they are and who they will become in light of the Core Values and Critical Concerns of the Sisters of Mercy. Through experiences which engage students' heads, hands, and hearts, we strive to care for the whole student as they walk this journey during their four years at Mercy McAuley.

Freshman Retreat (required)
The Freshman Retreat is a half-day retreat held on campus for all members of the Freshman Class. Through this retreat experience, students focus on the question of "Who are we?", as a class, in light of our call to be Women of Mercy. The retreat is designed to allow the Freshman Class to get to know one another more deeply and build community. It is led by trained upper class women.

Sophomore Retreat (required) (Day of Service)
Through Sophomore Retreat students focus on the question of "Who is the other?" Together, students will research, plan, and execute a day of service. First, students engage in a study of the Critical Concerns of the Sisters of Mercy as they seek to identify both an area of interest and agencies with whom they can partner for their service experience. The culmination of this study and planning is the one day retreat experience held in the Greater Cincinnati community at a local agency. Following the retreat students will engage in reflection on their experience and celebration with the Mercy McAuley community.

Junior Retreat (required)
Junior Retreat focuses on the question of "Who am I?" This retreat, held at Jesuit Spiritual Retreat Center, challenges students to examine their value and worth as young women created in the image and likeness of God and called to be models Inspired by Faith, Compelled by Mercy, Educational Courage, Principled Leadership, Voice for dignity and Respect as Women of Mercy.

Senior Retreat (strongly encouraged)
Oceans, the senior retreat experience, is a two-day, one night retreat held at the Jesuit Spiritual Center in Milford, OH. For our seniors, the focus is on the question of "How is God calling me forward on this journey?" Students are challenged to reflect upon their years at Mercy McAuley and consider how God is calling them to live as Women of Mercy in the next stage of their lives. Through the personal witness of trained peer leaders, students engage in prayer, personal reflection, and community during their retreat.

Mercy McAuley's Retreat Program is very important and necessary for our students. Anyone missing classes for junior or senior retreats needs to be given a minimum of a week to make- up their work. Teachers are encouraged to consider what is essential in the learning activities which were missed and to only require students to make up those items. The essential learning outcomes are important to all students and should be the focus of make-up work. This policy applies to both regular classes and blended classes. Flexibility in assignments when students are missing for retreats is permissible and recommended. We do not want the

amount of work to be made up for the students to be a deterrent to them going on retreats, rather it is our hope that classroom practices still support the retreat program and our ultimate goal of developing Women of Mercy.

Service Program

Mercy McAuley High School firmly founded in the traditions of the Sisters of Mercy and of the Catholic Church. As such we are called to serve those in need. Our desire is to instill in our students the character of a Woman of Mercy in the tradition of Catherine McAuley whose mission was to serve women, children, and the poor. While it is our expectation that our students will serve others in a spirit of generosity and love we do require our students to complete a minimum of **50** hours of service before graduation.

In order to expose our students to a variety of different service opportunities we have the expectation that some of the required hours are with non-profit organizations outside of the Mercy McAuley community; these are **Orange Hours.** Hours of service done within the Mercy McAuley community are **Gray Hours**.

Freshmen year the requirement is 5 hours which can be either **Orange** or **Gray** hours.*

Sophomore year the requirement is 10 hours at least 5 of which must be **Orange** hours.*

Junior year the requirement is 15 hours at least 10 of which must be **Orange** hours.*

Senior year the requirement is 20 hours at least 15 of which must be **Orange** hours.*

*Orange hours can always take the place of gray hours. So, a student may do all of their hours as Orange hours.

Students who begin at Mercy McAuley any time after the Fall of their Freshmen year will be worked with to develop a service hours plan that works for them and still helps them accomplish the end goal of becoming a Woman of Mercy.

ACADEMIC PROGRAM

Curriculum

Each student must carry a full complement of academic work each year. Any student taking minimal credits each year must earn a minimum of 2 additional credits before graduation. A total of 26.5 credits are needed for graduation. Registration for courses is based on ability, achievement, interest, availability, and for some courses, recommendation.

A course offerings guide, containing more detailed information about requirements and scheduling, is published on Mercy McAuley's website each January.

Credits

In compliance with the State of Ohio Minimum Standards, 26.5 credits are required for graduation. The requirements for graduation include:

- Theology - 4 credits (one for each year at Mercy McAuley)
- English – 4 credits
- Social Studies – 3 credits
- Science – 3 credits – Biology, Chemistry, plus one other lab experience science
- Physical education - ½ credit (2 Semesters)
- Health – ½ credit
- Fine Arts – 1 credit
- Mathematics – 4 credits (Mercy McAuley requires Math courses to be taken all 4 years)
- Freshmen Foundations – ½ credit
- World Language – 2 credits
- Other Subjects – 3 ½ credits

A student must have a minimum number of credits counted toward graduation to advance to the next grade. If a student does not meet this minimum credit requirement, the Administration will determine whether she may return to Mercy McAuley or the condition under which she may return.

- To become a sophomore - 6 ½ credits
- To become a junior – 13 credits
- To become a senior – 19 ½ credits

Each student is required to carry a full schedule of a minimum of 6 classes per semester regardless of independent study or summer courses. Any exceptions to this must be with prior approval from the principal. If a student receives a failing grade in a required course or if she does not have the necessary credits for promotion to the next grade level, the course credit must be recovered by attending summer school at Mercy McAuley and satisfy its requirements. **If the course grade is below a 50% the student will be required to take the full course in summer school in place of the abbreviated summer course.**
If credit is not obtained in this way, the student will not be permitted to return to Mercy McAuley. Before registering for summer classes, the student must receive approval**. Any student who fails three or more courses in a school year will not be permitted to return to Mercy McAuley regardless of credits recovered in summer school.**

Credit Flex

Mercy McAuley High School broadens the scope of curricular options available to students and increases the depth of study available for a particular subject. This is being accomplished through Flex Credit in Ohio Department of Education documents. It is possible to earn credit at Mercy McAuley High School in three ways or a combination of three ways:

- Completing traditional coursework
- Testing out or demonstrating mastery of course content

    - System is in place for testing out of Algebra I or World Languages I
    - System and application process is in place for all other courses. Student and parent are encouraged to make an appointment to meet with the school counselor and Principal.
- Pursuing another option of education
    - Examples are but not limited to online courses, distance learning, educational travel, internship, afterschool program, community service and sports
    - System and application process is in place
    - Prior approval when pursuing another option is required

While this option is in place, it continues to be refined. Mercy McAuley High School reserves the right to limit the number of options for credit. The administration of Mercy McAuley High School makes the final decisions for receiving credit. Credit will be recorded on student transcripts in the same way, no matter the method used to earn the credit.

Grading Scale

Mercy McAuley utilizes an alpha system.

Converting Numeric to Alpha Weighted GPA on a 4.0 Scale

The highest grade that may be given on any assessment is a 100. Bonus questions/problems may be given, but the highest grade attainable is 100.

Alpha Grade	Numeric Grade	College Prep	Honors	AP
A	91–100	4.0	4.5	5.0
A-	90	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	81-86	3.0	3.5	4.0
B-	80	2.7	3.2	3.7
C+	78-79	2.3	2.8	3.3
C	76-77	2.0	2.5	3.0
C-	75	1.7	2.2	2.7
D+	73-74	1.3	1.8	2.3
D	71-72	1.0	1.5	2.0
D-	70	.7	1.2	1.7
F	0-69	0	0	0

Records Review

Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests.

Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student.

In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Academic Eligibility

Extracurricular and Co-curricular Activities: A student participating in any extracurricular or co-curricular activity which requires considerable time after school (including, but not limited to athletic teams, drama groups, Mock Trial teams, Student Leadership Council, etc.) will follow these specifications for eligibility:

1) The process of checking academic eligibility will begin the third week of each quarter.
2) A student must be passing (D- or above) all classes in which she is enrolled at the time of the activity.
3) If a student is failing, her parents will be notified. A failing student will have one week to improve her grade. If a student has not been provided an opportunity to raise the grade, that may be extended to two weeks. If the student is still failing at the end of the probationary period, she will be ineligible for practice or participation until she is passing. A student can become eligible during mid-week if failing grade becomes passing. Moderators will be officially notified.

In order for a student to participate in an activity, including but not limited to dances, tryouts, practices, performances, rehearsals and games, students must be in school for the full day or session. A student may leave school to attend a doctor or dentist appointment, a funeral, court or to take a driver's license test but must return to school. A note with the doctor or dentist's name and telephone number or other information that verifies the appointment should be submitted one day prior to the appointment.

Adding or Dropping a Class

All schedule changes must be completed before the first day of school (in August).

Any schedule changes done after the first day of school (in August) must be through the recommendation of the teacher, counselor, or administrator.

Students who have been granted withdrawal from a class will be given a "WP or WF" (Withdrawal Pass/Fail) for the quarter. This "WP/WF" will appear on the report card and the transcript.

Independent Study Time

For attendance purposes students with independent study time during the first bell need to sign-in at the main office by 8:00 each day.

Independent study time in a student's schedule is any time that the student is not assigned to a class, lunch, den, meeting or assembly. This time fosters student freedom, responsibility, and accountability. The purpose is to encourage independent work, time management skills, and collaboration with other students. Students may choose where they would like to work during this time: library or the cafeteria.

For students seeking a more structured area to spend their study time, there is a **guided study hall located in room 125.** A student may decide to attend the guided study hall at any time during a quarter. In addition, when a teacher, counselor, administrator or parent is concerned about a student's progress by virtue of performance, attendance, work habits or a specific personal need, he/she can require the student to attend guided study hall for a period of time.

Jon Peterson Special Needs Scholarship (JPSNS)

Mercy McAuley High School is an approved provider for the JPSN. Admission to Mercy McAuley High School is required before an application will be submitted on behalf of an eligible student. Application deadlines are determined by the State of Ohio. Awards of the Peterson Scholarship will be used for the needed services for the academic year in which the award is received. **Quarterly IEP progressing reporting will be recorded.** It is the responsibility of the parent/guardian of an eligible student to pursue the renewal of awarded scholarships under the JPSNS.

Withdrawal/Disenrollment for Academic Reasons

A student may be asked to withdraw for academic reasons from Mercy McAuley High School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. Mercy McAuley High School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

Mercy McAuley High School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, the following procedure shall occur:

- Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.

TESTING

Examinations

Examinations are held at the end of the first and second semesters. A first semester after-school make-up examination schedule will be published for students who miss due to illness or an emergency. End of the year make-up examinations will be scheduled through the Counseling Department. **All make-up examinations, both those for semester and final exams, must be taken after the scheduled exam date. No exams may be taken at an earlier time. NOTE: Exams comprise 20% of the semester grade.**

Exam Exemption Policy

All students take First Semester exams.
For Second Semester exams:
All students with a 90% average or above can be exempt from exams for full year classes only.

Standardized Testing

END OF COURSE: All classes will be administered the State of Ohio End of Course Exams to fulfill graduation requirements. Students must demonstrate proficiency in Math and English by passing the state's tests. Students must also demonstrate proficiency in Biology, American History, and American Government. Students who have taken required tests more than once without passing and have received remedial supports are able to show competency through alternative options. For more information on the State of Ohio's End of Course exams you can visit https://education.ohio.gov/Topics/Testing/Ohios-State-Test-in-ELA-Math-Science-SocialStudies

PSAT: All members of the class of 2028 and 2029 will be administered the PSAT. The date for this test is Wednesday October 14, 2026. There is NO make-up. From this testing, juniors are eligible for National Merit recognition.

ACT: All members of the class of 2028 will be administered the ACT. The date for this test is Wednesday April 7, 2027. There is NO make-up.

Students with special needs (physical, emotional, or learning) must provide appropriate documentation which is less than three years old in order to receive reasonable accommodations on any of the tests stated above.

The Archdiocese of Cincinnati also requires students to take an Assessment of Religious Education. All students in required grade levels will take this assessment regardless of religious affiliation.

Reporting Student Progress

Mercy McAuley High School issues report cards to the families on a quarterly basis. Student grades can be accessed at any time via the student management system.

Awards and Honors

Honor Roll

Mercy McAuley High School has 3 honor roll distinctions which are recognized at the semester.

Principal's List: a student must earn a 3.9+ with no grade below A and no failing grade on an exam.
First Honors: a student must have a A-average with no quarter grade below B- and no failing grade on an exam.
Second Honors: a student must have a B average with no quarter grade below C and no failing grade on an exam.

Graduation Honors

Mercy McAuley High follows the Latin model of recognition of academic achievement. Requirements for each recognition are listed below. Honors are calculated using the student's GPA at the end of her Senior Fall Semester.

Suma Cum Laude- weighted GPA of 4.3 or higher
Magna Cum Laude- weighted GPA of 4.2-4.299
Cum Laude- weighted GPA of 4.0-4.199

Graduation Honors

Ohio's graduation seals are meant to represent a student's college/career readiness in different areas. There are 12 available seals, including 9 state-defined seals and 3 locally defined seals. To graduate high school, students must earn a minimum of 2 seals, at least 1 of which must be a state seal. Information on all seals can be found at the Ohio Department of Education website, linked here.

For information on Mercy McAuley's locally defined seals, a student should meet with her counselor.

STUDENT SUPPORT SERVICES

School Counseling Program

The School Counseling Department at Mercy McAuley High School will provide supportive services to

students that align with the Mercy McAuley High School vision and the American School Counseling Association (ASCA) National Model. Based on this alignment, the Mercy McAuley school counseling department encompasses a shared mission, as well as shared beliefs, ethical considerations, and counselor competencies that meet students' unique needs in key domain areas of academics, college and career, and social/emotional development.
The focus of the School Counseling Program is to provide a comprehensive, developmental counseling program that addresses the academic, career, and personal/social development of every student. School counselors strive to facilitate a safe and caring environment to assist all students in becoming responsible and productive lifelong learners. Along with collaboration with school personnel, families, and alumni, school counselors work to empower students to live out the core values of the Mercy McAuley High School through:

- Scoir curricular resources
- School-wide initiatives
- School assemblies
- Interdisciplinary curricular development
- Group activities
- Parent workshops and instruction
- Individual and/or small group appraisal and advisement

School Psychologist

Mercy McAuley High School employs a school psychologist, contracted through Cincinnati Public Schools, that tailors services to the particular needs of students and their situations. The core services may include but are not limited to consultation with teachers and parents; assessments of academic skills and learning needs.

Intervention Specialists and Academic Support

Intervention specialists are available to assist students who are experiencing difficulties in the classroom. With special education and the learning process as their background, they provide intentional support to students who demonstrate a variety of needs particularly in the areas of behavior and educational challenges. Intervention specialists provide direct, targeted instruction in the general education classroom, in small groups and one on one. They work closely with parents and classroom teachers in the development and implementation of the IEP (Individualized Education Program) and SP (Service Plan). In addition to working with students who have been formally identified through the IEP or SP process, the intervention specialists and math tutors are available to work with students who are experiencing learning challenges in the classroom but who have not been formally identified. The goal is for every student to be successful.

COLLEGE PLANNING & CAREER READINESS

Mercy McAuley High School offers a comprehensive and systematic approach to college planning designed to allow each student ample opportunity to explore her own individual postsecondary goals and interests. Mercy McAuley High School graduates will have completed a rigorous college preparatory curriculum. The following list will highlight important touchpoints as it relates to future college plans:

Freshmen: Doing well academically is important from the start. The school counselors check in and work closely with students who are experiencing academic difficulties. The conclusion of semester one will mark the beginning of a student's cumulative GPA which colleges strongly consider in the admission process and for scholarships. Counselors encourage students to set a goal to get actively involved in a few activities that interest them, both inside Mercy McAuley and in the community.

- Meet your counselor to discuss your academic, extracurricular and social adjustment to high school.
- Establish your personal Mercy McAuley High School Scoir account in order to complete personality and learning style inventories that mark the beginnings of postsecondary goal planning and conversations.

Sophomores: During a student's second year in high school, counselors provide opportunities to complete career interest inventories and explore the tasks, training, and education necessary for various occupations. Although it is not necessary to decide on a specific college major during high school, researching ideas can lead to developing a robust list of colleges of interest.

- Complete career interest inventories and begin to get familiar with college entrance requirements.
- Gain knowledge of college research tools and resources.

Juniors: Counselors work closely with juniors in preparation for college admission testing as well as encouraging students to continue to work hard in courses that are comfortably challenging along with involvement in extracurricular activities. Counselors will encourage students to consider broadening the depth of their experiences to include leadership roles and continued service. The conclusion of junior year will determine the cumulative GPA that will appear on college applications. Also, it is recommended that students take the ACT and/or SAT during the spring of junior year.

- Begin a potential college application list that meets individual criteria.
- Plan to visit colleges of interest and meet with college representatives.
- Develop a testing plan and meet any special requirements (such as registering with the NCAA eligibility center for college athletics).
- Understand the main components of college applications and begin formulating ideas and drafts for resumes, college essays, and letters of recommendation.

Seniors: Beginning in early fall, the College, Career and Testing Advisor works closely with seniors on college planning and applications. College applications ideally should be submitted before winter break (or earlier depending on college deadlines) to ensure priority consideration for admission and scholarships. Planning to retest on the ACT and/or SAT, if needed and recommended also occurs during the fall. As senior year coursework will be important to colleges, students are encouraged to take a challenging course load of classes and finish senior year with a motivated mindset.

- Finalize a list of college applications and work to have all applications submitted (ideally) before winter break.
- Counselors submit the necessary official, supplemental documentation required for college applications by specific deadlines as requested by students.
- Consider (and/or apply for) possible scholarships, final college decisions, and the transition to college after graduation.

College Planning Services

- Freshman transition to high school and future planning.
- College Planning, Financial Aid, Summer Advantage and College Credit Plus Information Program for students and parents.
- Visits by college admissions representatives to Mercy McAuley High School.
- Access to personalized Scoir accounts which provide college and career research tools as well as a platform for secure submission of official college application documentation.
- In-depth, comprehensive and individualized guidance for college planning, application, scholarship, interview and transition to college processes.

Attendance Policy for College Visits

Juniors and seniors are encouraged to schedule official college campus visits in order to gain firsthand knowledge of what the many different types of colleges/universities have to offer. We strongly advise that students use days when school is not in session (such as teacher professional development days or school breaks) to schedule official college campus visits. To help ensure that these types of absences are marked

excused:

1) Student must forward a college visit confirmation email from the college to College, Career Advisor at least one week prior to the visit.
2) Upon returning to school after the visit, student must provide a note from the college or a copy of the college visit itinerary to the attendance office.
3) Students are expected to notify their teachers of the absence at least one week prior to the visit and are responsible for completing any missed assignments in a timely manner.
4) Absences after April 30th are not marked as excused for college visits.
5) If a sophomore has a specific interest or need in taking an official college campus visit on a school day prior to junior year, they must speak with their high school counselor for information and obtain excused attendance approval at least one week prior to the visit.

Testing Considerations Relevant to College Planning

1) All sophomores and juniors each year will be administered the PSAT.
2) All juniors will be administered the ACT in early Spring.

College Representatives

College representatives will be visiting campus on select mornings and during lunch period.

Temporary Home Instruction

Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians, physician, school administration, and other related parties.

ATTENDANCE

The School Day

Students are to enter the building either by using the doors leading to the student lobby or the first floor lobby. Once a student arrives at school she is not permitted to leave the building at any time without permission of an administrator.

School hours are:
Mondays 8am-2pm
Tuesday-Friday 8am-3pm

Before School: Students are to be in the student lobby/cafeteria until 7:45 a.m. **Students may not congregate in halls.** At the 7:50 a.m. bell, each student must go to her first class of the day. Students not in their first class of the day by 8:00 a.m. are tardy.

After School: After 4:15 p.m. no student is permitted anywhere in the building except in the student lobby or cafeteria unless the student is accompanied by a teacher, club moderator, or coach. This is for safety reasons.

Daily Attendance

Attendance at school is critical for academic success. Consequently, students are required and expected to be in school every day. Every effort should be made to schedule appointments and plan vacations after school hours.

Section 3301-69-02 of the Ohio Administrative Code states that an absence is considered excused for the following reasons. These absences require the appropriate documentation from a medical professional or a note from the parent/guardian.

- Illness or injury of the child
- Illness in the family necessitating the presence of the child
- Death of a relative
- Medical or dental appointment
- College visit
- Quarantine of the home
- Emergency or other set of circumstances
- Observance of religious holidays

Appointments, Scheduled Events, Vacations

When possible, medical and dental appointments should be scheduled outside of school hours.

Make Up Work

Make-up Work: When a student is absent 5 days or less, she should contact her teachers in order to make-up all tests, quizzes, and assignments. It is strongly recommended that students check TEAMS for assignments and materials that may have been missed.

A student that misses an assignment, quiz, test or project, for any reason, will receive an “M” for missed work in the gradebook. An “M” will be set to a grade of 0 until work is completed. It is the student’s responsibility to contact the teacher for a mutually agreeable make-up time.

Mercy McAuley’s Retreat Program is a very important and necessary for our students. Anyone missing classes for junior or senior retreats needs to be given a minimum of a week to make- up their work. Teachers are encouraged to consider what is essential from the learning activities which were missed and to only require students to make up those items. The essential learning outcomes are important to all students and should be the focus of make-up work. This policy applies to both regular classes and blended classes. Flexibility is the key word. Flexibility in assignments when students are missing for retreats is permissible and recommended. We do not want the amount of work to be made up for the students to be a deterrent to them going on retreats, rather it is our hope that classroom practices still support the retreat program and our ultimate goal of developing Women Of Mercy.

Extended Illness/Injury: In the case of an extended illness or injury (longer than 5 days), the parents/guardians are asked to first check the student’s TEAMS account for make-up work and missed assignments. Parents may also contact the Counseling Office to make arrangements to obtain work that is missed. (Doctor’s notes will be accepted for extended absences.) Upon the student’s return to school, she should check in with her school counselor who will help facilitate a make-up schedule with the teachers. (More information available on extended absences in the Student Guidelines section of the handbook).

Truancy/Suspension: If a student is absent due to truancy or out-of-school suspension, no credit will be given for any missed work/test.

Excessive Absence and Tardiness

Tardiness: Students not in their first class or signed in in the front office when the 8:00AM bell rings are considered tardy. Tardiness is excused only for doctor and dentist appointments, drivers license test, funerals, and court appearances **when an official office note is provided.** Telephone calls or notes from parents regarding tardiness for other reasons do not excuse students for being tardy.

Regardless of the reason for the tardiness, students must bring a note from a parent/guardian or the appropriate office. If a student does not bring a note on the day of the tardiness, she must bring the note on the next day. Students who are tardy must obtain a tardy slip from the main office. **Students will receive ONE "free" tardy each quarter. For every tardy after that, a student will serve a one hour detention on the day she is tardy.** (Ex. If a student arrives late on Tuesday, she will serve detention on Tuesday from 3:10-4:10pm). These detentions cannot be skipped for any reason (except for doctors appointments, drivers license test, funerals, or court appearances). This detention is in addition to any that may be assigned due to accumulation of conduct points.

For attendance purposes students with independent study time during the first bell of each day must sign-in at the main office by 8:00 each day.

If a student is late for a class, before going to the next class she is to obtain a note from the teacher who detained her. Otherwise she will be given a conduct point for tardiness to class.

Attendance Policy

Regular attendance is essential to academic success and active participation in the Mercy McAuley community. Classroom instruction, discussion, collaboration, labs, presentations, and relationship-building are important parts of the educational experience and cannot always be replicated outside of school. Mercy McAuley believes that consistent attendance helps students grow academically, socially, and personally as Women of Mercy.

Because of this, student attendance will be monitored closely throughout the school year. The following interventions may occur as absences accumulate, whether excused or unexcused:

Absence Threshold	**School Response**
5 absences	Parent/guardian notification and attendance concern communication
8 absences	Required parent/student attendance conference
12 absences	Attendance improvement plan initiated
15+ absences	Administrative review regarding continued academic progress, extracurricular participation, and possible referral to the Attendance Review Committee

A student who exceeds:

- **10 absences in a semester course**, or
- **18 absences in a full-year course**

may be referred to the Attendance Review Committee to determine eligibility for course credit.

The Attendance Review Committee may consider:

- documented medical conditions,
- hospitalization or extended illness,
- family emergencies,
- extraordinary personal circumstances,
- evidence of academic progress,
- communication and cooperation with the school,

- and adherence to any attendance improvement plans or interventions.

Possible outcomes may include:

- retention of credit,
- attendance contract,
- required academic recovery plan,
- guided study hall or academic intervention,
- summer school or credit recovery,
- limitation of extracurricular participation,
- or denial of course credit.

School-sponsored activities, approved college visits, and administrative exemptions will not count toward attendance totals.

Mercy McAuley recognizes that extreme circumstances may occur. The school reserves the right to make exceptions in extraordinary situations at the discretion of the administration.

20 or more days of absence- a student is no longer eligible for Ohio's EdChoice Scholarship.

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
    - Provide, in writing, a medically verifiable reason for absence
    - Location of the student (home, hospital, etc.)
    - Approximate length of absence
- 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 and TEAMs. Electronic communication between the student and teachers or school counselor will help determine the best way for work to be retrieved.
- 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, re-entry conference is required with the student, parent/guardian, school counselor, and an administrator. Review of make-up work, due dates, and plan for re-entry to the classroom will be discussed at the meeting.
- Parents/guardians must bring a signed release from a medical doctor and an update from the teacher of record (where applicable).
- The purpose of the re-entry conference is to:
    - Discuss medications/treatment plans provided to the school personnel b the student's physician
    - Set or review academic/behavioral expectations
    - Set goals for the completion of the year
    - Outline a course of action to implement the goals

If a student would need to be away from school for more than four weeks due to an illness or hospitalization an additional conference and plan will need to be made.

Reporting An Absence

If a student is absent from school, the following procedures are to be followed:

1. On the day of absence, a parent/guardian must call or email the school between 7:30 a.m. and 8:45 a.m. to report absence (513-681-1800 OR attendance@mercymcauley.org). Voice mail and email are available 24 hours each day.
2. On the day the student returns to school, she must bring, to the attendance office, a note of explanation signed by a parent/guardian or from the appropriate office, if applicable. This note should include:
    a. the student's name
    b. the date(s) the student was absent;
    c. the reason for the absence.

It is a state requirement that these notes be kept on file.

Unexcused Absences: When a student is absent from school without a note or a valid reason, the student receives an unexcused absence. Students may not be permitted to make-up their schoolwork if an absence is unexcused. By the State of Ohio students will loose their Ed Choice Scholarships with 20 or more unexcused absences. The State of Ohio determines that number of unexcused absences.

Early Dismissal: Excused early dismissals are granted only for doctors' or dentists' appointments, driver's license tests, court appearances and funerals. When an early dismissal is necessary, the student must bring a note from a parent/guardian and give it to the attendance administrative assistant **before school starts** on the day of the early dismissal, or the day before the early dismissal. This note must include:

- the student's name;
- the reason for the early dismissal;
- the time and place of the appointment;
- a phone number where a parent can be reached; and
- the telephone number of the doctor's office.

Students who are absent from school for an hour and a half or longer receive a half-day absence. Parents are encouraged to schedule appointments after school hours.

Extracurricular Participation: A student must be in school the entire day in order to participate in any extracurricular activity such as dances, practices, games, rehearsals, plays, or tryouts. The only exceptions are doctor or dentist appointments, funerals, court appearances, or a driver's license test are exceptions.

Absences Due to School Activities: If a student is participating in a school related or school initiated activity, she is not marked absent. She is responsible for all missed work.

ATTENDANCE UNDER SPECIAL CIRCUMSTANCES

Mercy McAuley High School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school's activities. It would be inconsistent with the school's identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student's expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by Mercy McAuley High School when determining whether to admit or retain a student.

Student Pregnancy

Mercy McAuley High School recognizes the importance of promoting Christian values regarding sexuality and the sacredness of marriage and, in light of Catholic Church teaching, that sexual expression is appropriate

only within the context of marriage. The school community further recognizes the sanctity of each human life. The following policy is based on these values.

If a student is known to be pregnant, she will be encouraged to continue her total education and involvement at Mercy McAuley High School under the following conditions:

1. The student and her parent(s) or guardian will meet with the Principal to discuss how Mercy McAuley will be supportive during the pregnancy and afterward. A member of the Counseling Department and/or a faculty member may be invited to the meeting at the discretion of the student, the parents, or the Principal.
2. For the health of the mother and baby, pre-natal care is important. If resources are needed, the school will help the family get in contact with the appropriate professionals.
3. In order to participate in Physical education and sports there must be a medical release.

HEALTH AND SAFETY

Medical Information

At the beginning of each school year, parents/guardians will provide current medical information for the students. If information changes during the school year, parents/guardians must contact the school with the updated information.

Administration of Medication

The health and safety of all Mercy McAuley students is a high priority. Whenever possible a student's medication, including prescription and over-the-counter, should be given outside of school hours. Mercy McAuley employs a school nurse, 5 days/week.
Additional staff are trained in medication administration pursuant to Ohio regulation. Both the nurse and medication administration trained staff will complete a medication administration record for retention in the student's health folder.

Prescription Medications: If a student requires prescribed medication during school hours, it is the responsibility of the parent to make the necessary arrangements. All prescription medications requiring administration during the school day must be given to the nurse for safe keeping and administration as prescribed by the physician. Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian. No medication prescribed for a student will be administered until the school receives written consent from the parent and licensed medical practitioner. Any changes to the medication order will require the parent and medical practitioner to complete a new form.

All medications will be stored in a secure, tamper proof location and available for the nurse to dispense according to the prescribed schedule throughout the school day.

Students may carry and self-administer an asthma metered dose inhaler or dry powder inhaler, Epinephrine autoinjector and Glucagon for diabetic emergency once Mercy McAuley receives written permission from the parent and licensed medical practitioner.

Over the Counter Medications: At the discretion of parents, students may carry and self-administer over the

counter medications such as cough drops, acetaminophen, or ibuprofen in quantities appropriate for the school day. Students should not carry more than needed for safe dosing in a single day.

Sharing or giving any medication, prescription or over the counter medication, with another student is strictly prohibited. All medications, prescription and over the counter, must come to school in the original container.

Mercy McAuley High School assumes no responsibility for any consequence of self-administration, non-administration of any medication or the sharing of medication from one student to another.

DIABETIC CARE POLICY

Mercy McAuley High School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care.
Mercy McAuley High School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

- Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
- Responding to blood glucose levels that are outside of the student's target range;
- In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
- Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
- Providing oral diabetes medications;
- Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;
- Following the treating physician's instructions regarding meals, snacks, and physical activity; and
- Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes.

School Administration of Diabetes Medications
Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied:

1. The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student.
2. The school receives a statement, signed by the prescriber, that includes all of the following information:
    a. The name and address of the student;
    b. The school and class in which the student is enrolled;
    c. The name of the drug and the dosage to be administered;

d. The times or intervals at which each dosage of the drug is to be administered;
e. The date the administration of the drug is to begin;
f. The date the administration of the drug is to cease;
g. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and
h. Any special instructions for administration of the drug, including sterile conditions and storage.

3. The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes.
4. The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above.
5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
6. Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location.

Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks.

If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer

The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

Seizure Action Plans

ORC 3313.7117 requires Chartered nonpublic schools to create an individualized seizure action plan for each enrolled student who has an active seizure disorder diagnosis. At least one employee at each school should be trained on implementing the seizure action plan.

The plan must include the following:

- A written request, signed by the student's parent or guardian, to have seizure disorder prescriptions administered to the student; and
- A written statement from the student's treating practitioner providing information on each drug prescribed to the student for a seizure disorder.

Ohio law requires the school nurse (or alternative employee) to notify all school employees, contractors and volunteers who regularly interact with the student in writing of the existence and content of the seizure action plan. The school nurse (or alternative employee) coordinates seizure disorder care at the school and ensures all staff who interact with the student receive necessary training.

Schools and districts must renew each seizure action plan at the beginning of each school year. Schools are responsible for maintaining the seizure action plan in the school nurse or administrator's office.

Policy On Student Use of Marijuana

Mercy McAuley High School is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

Mercy McAuley High School maintains a policy of zero tolerance for students' use of marijuana. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescriptions or recommendation from a health care provider and regardless of a student's status as medical marijuana cardholder under Chapter 3706 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Food Allergies

Mercy McAuley High School, with the help of parents of students with food allergies, is committed to providing a safe and healthy educational environment. Each case will be addressed individually.

Illness at School

If a student becomes too ill to remain at school, she is to report to class and get permission to visit the nurse. In the nurse's absence, she may visit the Main Office. Ill students should not contact parents/guardians without a school official. A student will not be dismissed until one of her parents/guardians or a designated contact is notified by a school official and assumes full responsibility. When the student returns to school, she is to bring a note signed by a parent/guardian to account for her absence and give it to the Main Office.

Child Protection

Mercy McAuley High School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

Immunizations

Mercy McAuley High School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although Mercy McAuley High School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception.

Health Screenings

Vision and hearing screenings shall be provided regularly.

Safety Plan

Mercy McAuley High School files a completed safety plan with the State of Ohio annually. This plan contains policies and procedures for school staff and students to follow in the event of a variety of natural and man-made crisis situations. Mercy McAuley High School also follows the requirements for necessary fire, evacuation, and tornado drills and files a semi-annual report with the state.

Safety Drills

School Safety Drills are conducted periodically. Students are to be silent during all drills.

- When the fire alarm is sounded for a fire drill, students walk quickly and leave the building by the nearest exit. Once outside students should report to their to their den's gathering area on the soccer field. The classroom door and windows should be closed prior to leaving the room.
- When the tornado alarm (a tone sounded over the PA system) is sounded students should walk quickly to the ground floor locker area and gather in your den's designated area. If time permits, students are to assist the teacher in opening the windows and securely fastening the opened door.
- Other safety drills will be conducted periodically throughout the year. During drills, students should listen carefully for instructions from school personnel in order to ensure their safety.
- During all safety drills, students are to remain in the designated area until an administrator signals them to return to the classroom.
- If a tornado warning is received near the end of the school day, students will remain at school. Parents/guardians are requested not to come for students when such a warning is issued.
- Students will also participate in Run, Hide, Fight Training.

STUDENT CODE OF CONDUCT

Mercy McAuley High School is a caring and supportive Catholic faith community, and as such, parents/guardians, teachers, and classmates should expect to be treated in a Christian manner. All members of our community are expected to be respectful and polite to each other at any time and place.

Discipline will be administered fairly but firmly, whenever an individual's action interferes with the rights of teachers to teach or the students to learn, or otherwise disrupts the educational environment. All adults on the staff are responsible for student discipline. Students who fail to follow these rules are subject to disciplinary policy and subsequent consequences.

Mercy McAuley High School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Mercy McAuley High School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Mercy McAuley High School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

Conduct In or Out of School

Students are expected to follow the Student Code of Conduct whenever they are involved in activities of the school, activities at local schools, or when they represent the school. Any violations of the Student Code of Conduct will be reported to the parents and may result in consequences issued by the school administration.

Mercy McAuley High School reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

Illegal Substances

The possession, use, distribution, or sale of illegal drugs or controlled substances, tobacco products, inhalants, alcoholic beverages, and/or instruments or objects capable of inflicting harm or used in a dangerous manner are not permitted.

Students at Mercy McAuley High School are required to comply with civil laws governing the use of alcohol, nicotine, and/or drugs while on campus or during school sponsored activities at Mercy McAuley High School and at other schools as well. Students may not possess, use, sell, solicit, provide or otherwise transfer, show signs of consumption, and/or be under the influence of any substance which is prohibited by law. This includes, but is not limited to, alcohol and other intoxicants, tobacco, juuling, vaping, intoxicating inhalants, medication not properly used as prescribed, illegal drugs, controlled substances or any substance which is represented as such (counterfeit substances), as well as drug paraphernalia.

The following consequences will be imposed for violation of this policy:

Suspension

If a student is **suspected or found** to be in possession or under the influence of alcohol or other substances on school property or at school (including vaping devices) sponsored activities, a school suspension with parent consultation, with a possible recommendation for a professional alcohol/drug assessment*,and possible notification of local law, enforcement authorities will be imposed.

** If a professional alcohol/drug assessment is advised, the student must follow through with the assessment and any treatment/therapy that is recommended as a result of the assessment before she can be readmitted*.

Expulsion

Expulsion from Mercy McAuley High School and possible notification of civil authorities will be imposed for:

1. Students who provide, sell, or otherwise transfer alcohol or controlled substances (real or counterfeit) on school property or during school sponsored activities;
2. Students who have previously been suspended for alcohol/drug violations and are again found to be in violation of the school alcohol/drug policy.

Other Disciplinary Actions

1. Students who are in the presence of others who are in violation of the Mercy McAuley High School policy regarding substance use will also incur disciplinary consequences as determined by the principal in consultation with the Mercy McAuley Intervention Team with due consideration for the student and other relevant factors.

2. Guests of Mercy McAuley High School must comply with the school substance abuse policy. Mercy McAuley students are responsible for informing their guests of the policy and consequences.
    a. Guests of Mercy McAuley High School, who attend another area high school, and who violate drug or alcohol policies will be dismissed to a parent or guardian. The guest's school administrator will be notified.
    b. Guests of Mercy McAuley High School, who do not attend an area high school, and who violate drug or alcohol policies will be asked to leave the premises. The Mercy McAuley High School student's parents/guardians will be notified.
    c. Civil authorities may be notified, and legal action taken.

3. Students should remember that at all times they are responsible for the good name of Mercy McAuley High School. Off campus behavior detrimental to the reputation of the school is subject to disciplinary action as determined by the Intervention Team. All GGCL and GCL schools respect the discipline policies of each other and report infractions to the appropriate school.

**The Intervention Team is comprised of administrators, the student's school counselor, and possibly a teacher.*

Harassment, Intimidation, Bullying

Mercy McAuley High School is committed to maintaining an environment in which every individual can work, study, and coexist without being harassed, intimidated or bullied.

Harassment, intimidation or bullying means any offense or unsolicited gesture or written, verbal or physical act that is reasonably perceived as being motivated by:

- any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or gender identity and expression;
- a mental, physical or sensory handicap;
- any other distinguishing characteristic; or
- meanness

Harassment, intimidation or bullying may include, but is not limited to: verbal jokes, innuendo, propositions, threats, non-verbal gestures, touching, assault, or the display of pictures or other visual material. This includes cyberbullying. Cyberbullying encompasses any of the already prohibited actions-such as bullying, discrimination, harassment, or intimidation-accomplished through electronic means.

It is everyone's responsibility to maintain a harassment-free educational atmosphere. This includes freedom from intimidation and bullying, not only by fellow students, but also by other persons whom students encounter at Mercy McAuley High School. This policy applies equally to students whether they are on or off campus.

Students who have experienced, witnessed or been made aware of any harassment, intimidation and/or bullying must report such conduct to a member of the Administration.

If an investigation confirms the allegations, prompt and appropriate disciplinary action will be taken at the discretion of Mercy McAuley High School, and may include, but is not limited to, suspension, expulsion and/or involvement of law enforcement authorities.

Social Networking Sites: All information that is posted to a social networking site, blog or chat (TikTok, Instagram, Facebook, etc.) must be respectful. Pictures posted and language used on these sites must be appropriate.

Sexting: The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) is prohibited. Students found to be sending, receiving or viewing such pictures are subject to suspension, expulsion and involvement of the law enforcement authorities.

Definition of Terms
Harassment, intimidation, or bullying means any of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student
- Violence within a dating relationship
- Electronically transmitted acts by internet social media/network, blog, cell phone, wireless hand-held device, or other electronic communication device that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and education discretion and judgment.

Types of Conduct
Harassment, intimidation, and bullying cand include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior
- Physical violence and/or attacks
- Threats, taunts, and intimidation through words and/or gestures
- Extortion from the peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bulling include, but are not limited to the following:

- Posting slurs on the Internet, websites, blogs, or social media/networks
- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks
- Taking embarrassing photographs of students and posting them online or otherwise distributing them
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students

Criminal Misconduct

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Cell Phones & Wearable Technology

Personal cell phone use is permitted at Mercy McAuley. Cell phones cannot be used for any reason during class time, assemblies, masses, or in the chapel. When entering a classroom, cell phones will be left in a designated cell phone "pocket." Cell phone behavior that violates this policy or interrupts the educational process is subject to conduct points and confiscation of the cell phone. Confiscated cell phones will be returned only to a parent/guardian by an administrator. **Pictures or recordings of any kind, unless specifically permitted by a staff member, are not permitted.**

When a student does not have a cell phone at school (or turns in her phone to the main office each day) she must have a "phone pass" from the office to place in the cell phone "pocket" in each classroom.

Students may use the office phone in the case of an emergency, during lunch, study and before or after school.

Students are permitted to wear smart electronic devices that connect to bluetooth or the Internet during the school day. This includes, but is not limited to, smartwatches, activity trackers, or glucose monitors. If the wearable device becomes a distraction or disruption to the classroom environment, disciplinary consequences will follow.

Ear buds or headphones may be used in the classroom (ONLY with teacher permission), during study hall, 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. No student should enter a classroom wearing headphones.

Conduct Disclaimer

No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

General Behavioral Expectations

Students of Mercy McAuley High School are expected to conduct themselves in a manner that is in compliance with the mission of the school at all times. This includes when they are in the community as well as when they are at school. Mercy McAuley High School has developed a discipline system that has the dual purpose of maintaining an exemplary academic atmosphere and ensuring that the rights of others are respected.

Uniform infractions

Students who are not in full uniform (see pg. 37-38 of the handbook) will receive 1 conduct point for each uniform infraction. These conduct points will accumulate each semester. When a student reaches 5 uniform infractions (5 conduct points) she will need to serve a detention. A student may receive multiple conduct points for the same uniform infraction over the course of a single school day if she fails to correct it. If this is the case, the student may visit the Assistant Principal or Principal to discuss the removal of some points.

Tardy to Class

Students who are tardy to class without a note will automatically receive 1 conduct point. These conduct points will accumulate each semester. When a student reaches 5 conduct points she will need to serve a detention.

Discipline for other infractions and offenses

Students who violate school rules are subject to disciplinary consequences including detention, suspension, and dismissal from Mercy McAuley High School. For all other conduct related behavior a student will be referred to the Assistant Principal or Principal by a teacher or staff member. A meeting will be scheduled with the student, Assistant Principal/Principal and referring teacher/staff member. In their meeting with administration following a behavior referral, the student, administrator, teacher/staff will discuss possible consequences and agree to actions that will help the student learn from her mistake and repair any harm done (examples include service work, educational projects or programs, work in the building, a conference with teachers and parents, a behavior agreement, etc.)

If a student is issued conduct points, accumulation of points can warrant the following consequences:

Points	**Consequences**
5 points	Student reports to detention on the following Thursday
10 points	Student reports to detention on the two following Thursdays and has a conference with the Assistant Principal/Principal. (Each additional point after 10 earns a detention.)
15 points	Student is suspended. A parent conference with the Assistant Principal/Principal is required.

Beyond 15 points a student's continued enrollment at Mercy McAuley is in jeopardy.

Conduct points accumulate on a semester basis.

Mercy McAuley High School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for Mercy McAuley High School to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, Mercy McAuley High School reserves final judgement in these matters.

The code of conduct and rules stated in this handbook are not exhaustive. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion.

Detentions, Suspensions, Expulsions

Detention

Detention is held daily from 3:10-4:10 in Room 125 (on Mondays detention is held from 2:10-3:10pm). When a student receives a detention, the student and the parents of the student will be notified by e-mail.

If a student accumulates 10 points and is assigned two detentions, one notice will be sent to the parents notifying them of the detentions with the dates of the detentions.

If a student fails to report to detention for any reason other than absence from school, the student must serve two detentions as assigned by the assistant principal/principal. Parents/guardian will be notified. Failure to make up detention on the two specified dates will result in additional accumulation of detentions/suspensions. Students must serve all detention hours in order to attend a school dance. Schedules for the next year or diplomas will not be issued until detention hours have been completed.

Probation/Suspension/Dismissal

Though conduct points are the ordinary system of discipline, a student may be placed on probation for any conduct detrimental to individuals or the reputation of the school at the discretion of the administration. Notwithstanding the conduct point system, any serious infraction of the rules or conduct endangering the rights and welfare of any member of the school community will result in suspension or dismissal from Mercy McAuley High School. Students who are suspended from school are not permitted to receive credit for any missed work/tests or other classroom activities. Behavior that is subject to immediate suspension or dismissal includes, but is not limited to the following items:

1. Conduct, whether inside or outside school, that is detrimental to the reputation of the school is grounds for expulsion.
2. Students who are vaping, suspected of vaping, or knowingly in the presence of vaping will receive consequences not limited to detention and suspension.
3. Students will be immediately suspended or expelled for possession, use or dissemination of illegal drugs or substances or alcoholic beverages (including counterfeit and/or look alike substance) on school property or during Mercy McAuley or other schools' sponsored activities.
4. Stealing will not be tolerated. Students will be suspended or expelled as the result of any theft that occurs on school property or during a school sponsored activity.
5. Possession or use of weapons will not be tolerated. Students will be immediately suspended or expelled for possession or use of weapons while on school property or during school sponsored activities. Possession of weapons on school property is a felony and to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by or to any actively held under the auspices of Mercy McAuley will not be tolerated. The federal Gun-Free Schools Act states that a student should be expelled for bringing a weapon to school. The act defines weapon as guns, bombs, grenades, rockets and missiles. Knives are also included in this category.
6. Threats, intimidation, harassment, and hazing of school personnel or other students will not be tolerated. Students will be subject to suspension or expulsion.
7. Fighting will not be tolerated. Students will be suspended or expelled at the discretion of the administration.

8. Any student who is suspended for the third time during her four years at Mercy McAuley is subject to dismissal.

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing to School leadership

Search And Seizure

Mercy McAuley High School reserves the right to search and inspect school property used by students at any time. Mercy McAuley High School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action, may be taken.

Academic Integrity

The school encourages intellectual curiosity, a growing sense of personal integrity for one's own education and an openness to lifelong growth in its students. Furthermore, the school provides enough freedom for students to make ethical decisions, yet enough accountability so that they face the consequences of their decisions and actions. In order to ensure that opportunity for excellence exists for every student, this Integrity Policy regarding scholastic honesty has been adopted by the faculty and administration.

Definition

Cheating is defined as representing others' work as your own, manipulation of information to gain an unfair advantage, or enabling others to use your work as their own. Cheating occurs, for example, when:

- a student copies another student's work

- a student uses a translator to complete world language assignments
- a student uses a math program and copies a problem step by step
- students share or copy individual digital files
- a student has answers/test materials out or available during a test or quiz
- a student uses an internet/digital tool or resource not permitted by the teacher

Plagiarism is a serious form of academic dishonesty. It is the presentation of someone else's ideas as if they were your own. It occurs when you copy the actual words or work (computer program, graph, illustration) of another without giving credit to the author.
This includes but is not limited to the uncited use of AI software.
The use of generative AI tools (e.g. ChatGPT, etc.) is permitted in certain instances for the following activities:

1. Brainstorming and refining idea
2. Fine tuning research questions
3. Finding information on topics
4. Drafting an outline to organize thoughts
5. Checking grammar and style

The use of generative AI tools is NOT permitted for the following activities:

1. Completing group work that has been assigned, unless it is outlined by the instructor that students may utilize the tool
2. Writing a draft of a writing assignment
3. Writing entire sentences, paragraphs or papers to complete class assignment

Warning! Substituting a few of your own words or modifying the program/graph/illustration does not make it your work. You still must give credit to the author. It is the student's responsibility to be aware of the "rules" as illustrated below. Ignorance is not a valid excuse. NO MATTER WHAT CLASS YOU ARE IN, YOU SHOULD ALWAYS CITE YOUR WORK!

How do you give credit to the author?

- For direct quotes credit is given by using quotation marks around the words that have been taken from your source and indicating through endnotes/footnotes where each can be found.
- For paraphrases/computer programs/graphs/illustrations, credit is given by indicating through endnotes/footnotes where each can be found.
- When citations are not required: If you use facts that are found in a source but are also common knowledge (i.e. George Washington was the first president), you do not need to cite them. (When in doubt, cite.)

For more detailed information, visit the Purdue Online Writing Lab at https://owl.english.purdue.edu/owl/resource.

Sanctions

In all cases when cheating has been determined, the following sanctions **will** ensue:

- No academic credit will be given for any part of the assignment in question. This automatic zero could result in failure of the class.
- A letter of notification will be sent home to the parents.
- Student must meet with an administrator
- Disciplinary actions could include the issuance of conduct points or in some cases suspension.

The following sanctions **may** ensue:

- Additional work/alternative work assigned and the student put on probation until the work is turned in.
- The student being barred from leadership positions, clubs, activities, induction into National Honor Society, and/or any event in which the participant is representing Mercy McAuley (e.g. sports events,

music/drama performances and competitions, exhibits, scholastic competitions, etc.).
- Repeated cheating offenses could result in expulsion.

PLEASE NOTE: Mercy McAuley is in the process of developing a comprehensive policy on the use of AI. As this policy is developed and implemented, we will share it with students and parents and update the handbook.

Finality of Decisions

The principal is the final recourse in all disciplinary situations and may waive or impose a disciplinary action at his/her discretion.

SCHOOL UNIFORM

Parent/guardian cooperation to enforce the dress code is essential. Parents/guardians should be aware of appropriate apparel and overall appearance, and should see that their children leave for school looking their best within modest limits.

For out of uniform days, all uniform rules about modesty and fit still apply. No midriff, sleeveless, or revealing clothing, etc. Clothing that promotes alcohol, drugs, violence, or political position is not permitted.

Mercy McAuley's school uniform should be worn with pride. It identifies the student as a Mercy McAuley student. The dress code is intended to stress neatness, self-respect, community belonging, and professionalism. When students attend field trips, service, internships and other activities, they should be especially cognizant of the appearance of their uniform. Please keep it clean and mended at all times.

The regulation uniform is to be worn every day school is in session unless an out-of-uniform day is announced. All students should be in proper uniform at 8:00 a.m. when school begins.

The proper uniform consists of the following:

- A **dark grey kilt skirt** purchased from Shaheens must be worn. The kilt skirt must be hemmed, and the hemline should be no more than three inches above the knee (finger tip length). The skirt should be buttoned and zipped at all times. Skirts may not be folded at the waist. Skirts should not be embellished in anyway.
- **Grey uniform pants** that are ordered and purchased through Shaheens can be worn instead of the uniform skirt. These are the only uniform pants that may be worn.
- An **orange or white polo shirt** with the Mercy McAuley name and logo on it purchased from the Mercy McAuley spirit shop *must be worn and visible*. A plain white t-shirt can be worn under the polo.
- Mercy McAuley approved spirit wear-crew neck sweatshirts, and ¼ zips, are permitted to be worn with the uniform polo. Mercy McAuley hoodies and jackets are only permitted on Pack Pride days.
- **Rubber soled, closed toe/closed heel shoes** are to be worn. Pull on boots, clogs, crocs, slippers, moccasins or sandals are not permitted on uniform or non-uniform days.
- **Socks** are to be worn.
- Solid black, opaque, or footed knit cotton- spandex footed **tights** or plain solid black ankle length **leggings** may be worn under the uniform skirt.
- Students are required to wear their school issued **ID card** hanging from a Mercy McAuley lanyard. A replacement lanyard is available for purchase in the Main Office for $2. A replacement ID may be ordered in the Main Office. The cost is $5. NOTE: Students will receive a new ID at the start of the school year.
- Coats, jackets, bandannas, scarves, mittens, visors, hats, bonnets and other head coverings may not be worn during the school day. Students may not carry these items during the school day. Religious head coverings are permitted.
- Blankets may not also be carried around during the school day. Religious head coverings are permitted.
- The approved "uniform sweat pant" is permitted to be worn under the skirt **from December 1 to March 1.** The approved sweat pant can be purchased in the spirit shop only.
- Mercy McAuley High School offers programs and experiences that focus on professionalism, accountability and respect. A clean, neat appearance is important for all students; therefore, excesses of any kind are not permitted. Anything that detracts from the learning process will be addressed.
- Students' hair, make-up and jewelry must be clean and neat. Extreme hairstyles, hair colors, makeup and excessive and inappropriate body ornaments (i.e., chains, metal-spiked jewelry, etc.) are forbidden in school. The following hair colors are examples of what is permitted for hair.

- Highlights of color
- Pops of color

This is not an extensive list; administration reserves the right to define what is “extreme.” A full covering of a “non-natural” hair color is considered extreme and not permitted

A student having an extreme hair color or style is in violation of the uniform policy. Payment for costs incurred for the restoration will be the responsibility of the student. Mercy McAuley High School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

- Earrings in the ears or a small nose stud are permitted. Neither ear gages, nose rings, septum rings, nor tongue piercings are allowed.
- Excessive jewelry is not permitted. This includes bracelets. Administration reserves the right to ask students to remove any jewelry deemed excessive. (ex. no more than three bracelets may be worn per wrist; bracelets may not have words or phrases that are inappropriate for school)
- Students may not write on exposed skin or on any part of their dress code including clothing and shoes.

Pack Pride Day

Every Friday is Pack Pride Friday. Students who participate must wear a Mercy McAuley sweatshirt or t-shirt. Students may wear jeans, Mercy McAuley sweatpants, leggings, and shorts of appropriate length. Pajamas, and flannel pants, are not permitted. Many of these days have themes. When guidelines for being out of uniform are given, students are expected to comply. Approved shoes must be worn when out of uniform. Clothing representing any school(s) other than Mercy McAuley is not permitted on spirit wear days.

Dress Up Days: Students should dress as if they were interviewing for a professional job.

PLEASE NOTE: All spirit wear must be purchased from the Mercy McAuley Spirit Shop.

PARENT/GUARDIAN INFORMATION

Communication

The best educational atmosphere is one in which parent/guardian, teacher, school, and Church work as complements to one another. The commitment of the faculty and administration is to work in a constructive, professional manner for the education of our students. Lines of communication between all members of our educational community need to be open and direct and operate best when handled swiftly and confidentially.

Educational issues should be addressed to the classroom teacher first, before approaching the principal.

Teachers can generally be available after school to meet with parents/guardians. Parents/guardians are asked to schedule such appointments in advance. Teachers cannot interrupt their instruction time for spontaneous appointments. Parents/guardians are asked to write or call the teacher through the school office for an appointment time. Email and voicemail to the teacher are also acceptable. Drop in visits are discouraged, and are much less productive, as the teacher and/or principal will not be able to give parents/guardians total attention, and complete information, without preparation.

Dedicated time is set aside each school year for brief, formal Parent/Guardian-Teacher Conferences. Parents/guardians are encouraged to schedule these conferences using the predetermined format prior to conferences.

Each Friday, a Parent e-newsletter is sent via email.

Confidentiality Regarding Students

Confidentiality of all student information is required. Administration, staff, and volunteers are expected to exercise caution in maintaining privacy regarding all matters regarding individual students.

Cooperation as Condition of Enrollment

If a student, or his/her parent/guardian, behaves in ways that hinders the school from pursuing its mission, objectives, or disciplinary norms, the administration may determine that Mercy McAuley High School is not the appropriate educational environment for that child and the child may be disenrolled. These behaviors include, but are not limited to, the following:

- Lack of respect for the school's mission, programs, and activities.
- Lack of respect for school employees; hindering them from discharging their duties.
- Lack of respect for school property.

Custody Policy

Non-custodial parents have the right to information regarding student's progress unless a current court order states otherwise. Mercy McAuley High School requires a copy of the current official, signed, and dated court document that indicates custody, visitation, and educational rights.

Emergency Closings and Information

Mercy McAuley has a notification system called, Admin Plus Notify, which notifies students and parents of general and emergency information, including snow days or delays. Notifications are sent via email, text, and text to voice. **In order for this system to be an effective means of communication, Mercy McAuley must have accurate email addresses and phone numbers on file.**

Social Media

Mercy McAuley High School reserves the right to refuse admission or remove from enrollment any parent/guardian or student who posts unapproved or inappropriate photos or statements pertaining to the school, its faculty, administration, or students, or school events.

TECHNOLOGY

Use of the internet at Mercy McAuley High School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Mercy McAuley High School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Mercy McAuley High School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Mercy McAuley Internet Policy

Acceptable Use: Internet/computer or other device usage must be in support of education and academic research, and consistent with the educational objectives of Mercy McAuley High School. Use of network's or computing resources of other organizations must comply with their rules.

Privileges: The employees of Mercy McAuley High School are delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time.

Monitoring: Mercy McAuley High School reserves the right to review any material in a user's file.

Security: No user should ever use another person's account, even with that person's permission. Contact the Coordinator for help in gaining access to resources through your own account. Any user who identifies a security problem must notify the administration. The user may not attempt to correct the problem.

No Warranties: On a global network such as the Internet, it is impossible to confine student access only to appropriate materials. Certain Internet sites contain material that is unacceptable. Although the Internet provider has a firewall, a persistent user may discover such material. The student is responsible for informing the administration so that the problem can be corrected.
If an Internet resource is of a questionable nature, the responsibility rests with the student to check with the administration or course instructor to determine if the student should access the resource.

Mercy McAuley High School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

Miscellaneous Internet/Library Guidelines:

- Students may not use any form of electronic communication or computer game for non-educational purposes or participate in “chat rooms"
- Information transmitted over the Internet, including e-mail, is not private. Systems operators have access to all mail and other files. Messages relating to or in support of illegal activities may be reported to the authorities.

E-mail Accounts: Students may access only their official Mercy McAuley e-mail accounts at school. These accounts are intended to provide an additional vehicle through which students and teachers can communicate about classroom concepts and are to be used **for educational purposes and school use only.**

Agreement Form: The Internet/Computer User Agreement Form governs the user's access of the Internet resources with a school account, school-sponsored account, or adult personal account accessed with school equipment; and/or on school premises. The electronic signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet access and computer lab use as stated in this Internet/Computer Acceptable Use Policy and will not hold the Mercy McAuley High School, its personnel and/or the Archdiocese of Cincinnati or any personnel liable in the event of a breach of this policy by the user.

No Expectation of Privacy: Network, Internet, and computer access is provided as a tool for your education. Mercy McAuley reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer, network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain school property and no user shall have any expectation of privacy regarding such materials or devices.

Specifically, students shall have no expectation of privacy in any email, instant message, document, text message, or other electronic communication sent, received, or stored by or through Mercy McAuley's computers, computer network, electronic messaging systems, or other devices. Students must not consider these communications to be private or confidential. All student emails, instant messages, documents, text messages, and other information that is accessed, stored, created, received, or sent by or through any of Mercy McAuley's computers, computer network, electronic messaging systems, and other devices are Mercy McAuley's property. Authorized school personnel may view student files, communications, data, or any other electronic communication at any time for any reason.

Social Networking Sites: All information that is posted to a social networking site, blog or chat (TikTok, Instagram, Facebook, etc.) must be respectful to Mercy McAuley High School and its members. Pictures posted and language used on these sites must be appropriate.
Student use of social media during school hours or using school computer networks, the Internet or devices must be authorized by a teacher for an approved educational purpose. Any social media activity of a student while using school computer networks, Internet, or devices are subject to the Policy. Any social media activity that is directed at the Mercy McAuley community (including administration, teachers, and students) and violates this Policy shall result in discipline.

Sexting: Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, or possessing photos, messages, audio, images, or emails that contain sexually explicit or suggestive content, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation may result in school discipline, up to and including expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator. Students who report such activity and who are determined to have had no other role in the incident will not be subject to punishment.

INTERNET SAFETY

General Warning: Individual Responsibility of Parents and Users, Internet access at Mercy McAuley is filtered. However, even using network filters, all users and their parents/guardians are advised that access to Mercy McAuley's network may include the potential for access to materials inappropriate for school-aged pupils. All users must take responsibility for their use of the Mercy McAuley network and Internet and stay away from these sites. Parents of minors are the best guides in deciding what materials to avoid. Any student that finds that other users are visiting offensive or harmful sites should report such use to the person designated by Mercy McAuley.

"Hacking" and Other Illegal Activities: It is a violation of this Policy to use Mercy McAuley's computer network or the Internet to gain unauthorized access to other computers or computer systems. Or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

Confidentiality of Student Information: Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, without the student's permission. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers or Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

Active Restriction Measures: The school will utilize filtering technologies designed to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Mercy McAuley will also monitor students' online activities, through direct observation and/or technological means, to help prevent users from accessing such depictions or any other material that is inappropriate for minors.

Consequences of Inappropriate Use: If a student uses or attempts to use another user's account, uses a Mercy McAuley e-mail account for non-educational purposes, or does not follow Mercy McAuley High School's Internet/Library and Computer Lab Guidelines, she will receive 5 conduct points for a first-time infraction. For a second infraction, the student will receive an additional 10 conduct points and loss of computer use privileges for 30 days. For a third infraction, the student will receive an additional 10 conduct points and the loss of computer use privileges for 365 days. Mercy McAuley High School reserves the right to alter these rights and consequences at any time. Additional disciplinary action may be taken by school administration and this may include revocation of access to technological resources, suspension, expulsion and/or possible legal actions.

Use of the internet at Mercy McAuley High School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school.

While Mercy McAuley High School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with Mercy McAuley High School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

Tablet Information

The Tablet PC is a learning tool and during the school day, it is to be used for educational purposes only. School day is defined as 8:00 am - 3:00 pm.

Property of Mercy McAuley

- The tablet PC is the property of Mercy McAuley High School, but each student is responsible for its use and basic care.
- Mercy McAuley High School reserves the right to return the tablet to its original software image state whenever we feel it is appropriate.
- Students may not add additional user profiles to their school tablet.
- If the addition of personal software or files impedes the performance of the tablet, Mercy McAuley High School reserves the right to return the tablet to its original software image state. Any student whose tablet needs to be reimaged due to negligence on the part of the student, such as repeated virus infection or loading additional software that impeded the tablets performance, will be charged $10.00 for each reimage.
- Students are responsible for backing up all academic files as directed and a secondary backup method such as a USB flash drive or SD card. Personal files, such as pictures or music should be backed up using a USB flash drive or SD card. SD cards are available for purchase at the Tech Help Desk. Please note, if a student's hard drive crashes or the student's tablet is reimaged, the only way to recover academic and personal files is from backups that the student is responsible for making.
- Mercy McAuley High School is not responsible for any alterations, electronic or otherwise, that are made to the tablet.
- Mercy McAuley High School is not responsible for maintaining or providing technical assistance for any applications not part of the standard Mercy McAuley software image or any hardware other than the tablet itself.
- The use of video sharing websites, such as YouTube, are permitted for academic use.

Network

- Internet connections can ONLY be made on the Mercy McAuley wireless network during the school day.
- Other internet connections are prohibited. i.e.: Broadband cards, portable access points, cell phone based internet connections, etc.

Unauthorized use of school computer systems (Responsible Use)

- Students may not violate copyright laws.
  - Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
  - Data, programs, hardware, software, and other material, including material protected by copyright, may not be transmitted or disclosed.
  - All file sharing software is prohibited.
- **Students may not access inappropriate material on the Internet.** Parent(s)/guardian(s) are responsible for monitoring tablet PC use after school hours.
- Students may not use translation software or copy on-line translations.

Security

- Students are responsible for their tablets at all times.
- Tablets must be in a student's possession or secured in a locked space at all times.
- Tablets may not be left unattended; tablets found unattended will be turned in to an administrator.

Privacy and Safety

- Students must secure and maintain private passwords for network and e-mail use as well as tablet access. Passwords should never be shared with others.
- Students may not give out any personal information regarding themselves or others utilizing this tablet.

Email

- Students may access only their official Mercy McAuley e-mail accounts at school. These accounts are intended to provide an additional vehicle through which students and teachers can communicate about classroom concepts and are to be used **for educational purposes only.**
- Mercy McAuley email accounts are the property of Mercy McAuley High School. The Mercy McAuley technology department and administration can read any e-mail sent by a student.
- Students may not access and/or use non-Mercy McAuley email providers (hotmail, yahoo, gmail, etc.) on their tablets at Mercy McAuley.
- E-mail during class is prohibited unless authorized by faculty or administration.
- E-mail etiquette should always be observed.
- Students are responsible for the content of their emails in keeping with all other policies in the Student Handbook.

Cyberbullying

- **Using electronic means to communicate abusive or harassing messages is strictly prohibited.**

Using electronic means to facilitate cheating

- Students may not use email, the Mercy McAuley network, instant messaging, or any other electronic means to communicate during quizzes, tests or exams or to facilitate other cheating.

Loaner tablets

- Loaner tablets will only be available for tablets needing repair.
- Loaner tablets **will not** be available for students that forget to bring their tablet to school. Students are

responsible for all class work missed and may receive a zero for all work not completed because of a forgotten tablet.

Loaner chargers for uncharged tablets

- It is the responsibility of the student to bring the tablet to school fully charged each day.
- Loaner chargers **will not** be available for uncharged tablets.
- Students are responsible for bringing their power cords with them to school each day.
- If the tablet is not charged upon arrival to class, students are responsible for all class work missed and may receive a zero for all work not completed due to an uncharged tablet.

Loaning/borrowing another student's tablet

- Students may not loan or borrow another student's tablet.
- Students may not trespass in another person's folders, work or files by using her password and login.

Screensavers/backgrounds/wallpaper

- No inappropriate backgrounds may be displayed on your tablet.

Tablet bag/case

- The tablet must always be carried in the case supplied by Mercy McAuley High School.

Markings on tablets or cases

- No permanent markings or stickers may be put on the tablets or cases.
- Any Mercy McAuley identification on the tablet or case may not be removed.

Games/ movies/ instant messaging/ Internet shopping

- Students may not play games, watch movies or television shows, instant message, surf the internet, or shop on the internet during class time, without teacher permission.
- Students may not add additional user profiles to their table to bypass this policy.

Care of equipment

- All tablet equipment should be used in a proper manner. If the tablet cannot function as intended and impedes a student’s ability to perform in the classroom, the student should notify the technology help desk immediately. Repairs that do not affect a student’s ability to perform in the classroom should be taken care of before or after school.
- Tablet PC’s may not be brought to the cafeteria lunch tables during the lunch periods.

Printing

- Printers are available for student use in the library.

Consequences

A first offense warrants 5 conduct points. Any additional offenses warrant 10 conduct points.
Situations will be handled individually by the administration. Severe infractions of this agreement could lead to suspension and/or expulsion.

The most updated version of the policies and procedures can be found on Mercy McAuley's website.

Tablet PC Financial Agreement

Cost

- The cost of the tablet PC is determined each year and is paid in four installments one each Freshman,

Sophomore, Junior, and Senior year.
- Mercy McAuley High School maintains ownership of the tablet PC until the student graduates.

Warranty & Repair
- Four year Accidental Damage Protection covers damages incurred through normal usage. Second plus occurrence will result in a fee being assesses to the student at the current market price. The fees could range from $50 - $350 depending on the parts being fixed and/or replaced.
- Stylus, AC adapters and batteries have a one year limited warranty. Stylus, AC adapters ,and batteries are available upon request after year one and the appropriate fee will be assessed**.**
- All fees will be charged to the student's account.

Loss or Theft
- Parent(s)/guardian(s) are responsible for reimbursing Mercy McAuley High School for the entire replacement cost of a stolen or lost tablet PC or accessories.

Reimaging
- It is required that all tablet PC's be returned to the technology department for software reimaging by Mercy McAuley High School during the summer. Specific dates will be announced.
- Student tuition/fee accounts must be current for tablets to be reimaged.

Non-Returning Students
- Students that do not return to Mercy McAuley High School, prior to completion of their senior year, have the option of purchasing their tablet PC or returning it to Mercy McAuley High School. A prorated fee will be assessed.

Personal Electronic Devices

If personal electronic devices are used on the school's network or on school property or at a school event (even when the student is using her personal data network), use of the personal device must be consistent with the Reasonable Use Policy. Internet access on the Mercy McAuley school network is recorded, and misuse of personal devices, on or off the school's network while on school property, will be subject to normal disciplinary action.

"Personal device" includes computers; laptops, tablets (e.g., iPads and similar devices); electronic readers/ "e-readers"(e.g., Kindles and similar devices); cell phones (e.g. mobile/cellular telephones); smart phones (e.g., BlackBerry, iPhone, android devices, Windows Mobile devices, etc.); and/or other Web-enabled or cellular network-enabled devices of any type.

Personal Device Use: Personal devices on campus will be set to "silent" or powered off during class unless they are being used for educational purposes as defined by the instructor. Texting, messaging, surfing the Internet, or other activity during class is prohibited unless permitted by a teacher as part of an instructional activity. Personal devices must be stored out of sight during the school day. During non-class time, the regulations of the student handbook define how personal devices may be used, so long as they are not disruptive and such uses comply with this Policy. Any misuse will be subject to normal disciplinary action. Use of personal devices on the Mercy McAuley campus or network, or on a personal data network while on school property or at a school event, must comply with this Policy; misuse will result in disciplinary action.

Personal Devices and Student Privacy: Personal devices, including but not limited to devices with cameras, may not be activated or utilized at any time in classrooms or in any location where students have

a reasonable expectation of personal privacy, including but not limited to gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether at Mercy McAuley or at another school where a school activity or athletic event is occurring. The school administration has the authority to make determinations as to other specific locations and situations where use of a personal device is absolutely prohibited.

Personal Devices during Extra-Curricular Activities: Students participating in extra-curricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of personal devices after school hours or on after-school bus trips. Coaches and advisors will set their rules and enforce consequences involving the use and/or misuse of these devices.

Loss or Damage to Personal Devices: Mercy McAuley assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personal devices brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess personal devices at school, to ensure the devices are not left unattended or unsecured.

No Expectation of Privacy: Mercy McAuley reserves the right to monitor, inspect, copy, review and store information contained on students' personal devices while these personal devices are used on school property or at a school event. Students recognize that they have no expectation of privacy in their own personal devices while on school property.

THEFT OR LOSS OF PERSONAL PROPERTY

Mercy McAuley High School shall not be directly or indirectly liable for theft or loss of any personal property of students on school grounds or at school-sponsored functions. Should a student choose to bring personal belongings to school or to a school-sponsored function, the student, not Mercy McAuley, is personally and solely responsible for ensuring that his/her belongings are properly secured.

Students are discouraged from bringing valuable belongings to school or to a school-sponsored function. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing, attire, jewelry, etc. Should students choose to bring such items to school or to a school-sponsored function, they do so at their own risk. Parents/guardians should take steps to ensure that any valuable items are appropriately insured.

When appropriate, Mercy McAuley High School will report to authorities and prosecute all thefts or vandalism to property.

TUITION AND FINANCIAL INFORMATION

Tuition

Everyone at the Mercy McAuley High School appreciates the sacrifices that each of our families make to acquire a Catholic education in the Sisters of Mercy tradition. Tuition for the 2026-27 school year is $13,900 plus a $1,200 student engagement fee, this includes technology. There is also a $250 senior graduation fee. Mercy McAuley awards academic, Legacy, and Catherine McAuley scholarships, and as much financial assistance as our funds allow.
Financial resources include:

- Merit Scholarships- awarded based upon HSPT test
- Catherine McAuley Excellence Scholarships (incoming freshmen)

- Legacy Scholarship- mother, grandmother, great grandmother
- Ohio Ed Choice Scholarships
- Jon Peterson Special Needs Scholarship Program

Financial Assistance

Financial assistance is available through the Circle of Mercy Education Aid fund. Families who wish to apply for Mercy McAuley financial assistance must complete and submit a FACTS financial aid application. There is a fee to submit the FACTS application. FACTS is an independent third-party service used throughout the Archdiocese of Cincinnati to determine financial need. Visit the FACTS site for details and to apply for financial assistance at https://online.factsmgt.com/signin/4LD09

EdChoice Program

Information on the State of Ohio's EdChoice Scholarship program can be found here https://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship.

Financial Policy

The Mercy McAuley High School Board of Directors has adopted the following financial policy. MMHS outsources tuition management to FACTS, a third party tuition management services provider. MMHS families are required to register with FACTS and set up a payment plan for either automatic withdrawal from a bank account, or charge to a credit card. Every family must establish a FACTS account by March 31 prior to August school start date, even if tuition is paid in full, as certain school fees will also be billed via FACTS. If a payment plan has not been established by March 31, the student may not receive their schedule or reimaged tablet. Lack of a FACTS payment plan does not excuse a parent/guardian from responsibility for the tuition charges/fees.
MMHS families have the following options for payment:

1. Payment in full (single pay option no later than June 15)
2. ½ of the tuition paid to FACTS by June 15, and the remainder paid by December 31
3. Quarterly tuition payments (June, September, December, March)
4. 10 monthly payments – begins July - April

All student accounts must be kept current throughout the school year, in accordance with the FACTS payment plan selected by the family, with the following consequences for delinquent accounts:

- Students with outstanding tuition and/or fees balances (including damaged text books, lost library books, etc.) from a previous school year will not receive their next year schedule or reimaged tablet;
- Students who are attending first semester classes but are not current with tuition and/or fees by December 15 of any school year will not have access to their portal account and will not be permitted to keep their tablets, books, etc. until the account is paid in accordance with the FACTS payment schedule;
- Students who are attending second semester classes and are not current with tuition and/or fees by April 30 will not receive their report card or diploma and transcript (for seniors), and if registered for the subsequent school year, will not receive their next year schedule or reimaged tablet until the account is paid in full. (Transcripts are held for balances over $2,500)
- Students with accounts 90 days past due are subject to removal of access to portal account
- Access to student or parent information (including grades, report cards, and transcripts) may be withheld until a tuition account is current on any past due balances. If the family has extenuating financial circumstances and does not believe they have the ability to honor their current commitment using the payment schedule established for their FACTS account, they are required to contact the Finance office immediately, and may be required to attend an in-person

meeting with the Finance Office. At the meeting, the circumstances will be discussed and a payment plan will be discussed and agreed upon before the child may continue classes for the following semester or the next school year. Circumstances such as this are deemed to be unusual in occurrence and will be addressed by the President and Finance Directory on a case-by-case basis.

AP Tests, Athletic Fees, and Field Trips

Throughout the course of the year, charges to the FACTS account may be made for Athletic fees, field trips and AP tests. The family will receive a FACTS invoice that is separate from the tuition and each fee payment schedule.

Other Costs

Payment for the optional school yearbook cannot be combined with payment for tuition. This payment is made directly to the publisher.

Uniform Expenses

In order to maintain consistency, all uniform skirts and pants must be purchased from Shaheen's, 2656 E. Sharon Rd., 513- 771-1234.
Uniform shirts must be purchased from Mercy McAuley's Spirit Shop.

Withholding of Transcripts or Students Schedules

Transcripts or student schedules for the following school year will be withheld for the following reasons:

- outstanding tuition and/or fees
- outstanding tuition and/or fees over $2,500 for graduates and/or students who withdrawal from Mercy McAuley
- outstanding library fines
- outstanding book fees / textbooks not returned
- failure to complete academic requirements
- detention hours not completed
- athletic fee obligations not met

The administration reserves the right to withhold any student transcript or schedule for reasons not listed above as circumstances may warrant.

Visitors

All visitors to Mercy McAuley must report to the Main Office. No student visitors from other schools are to be invited to school as guests unless arrangements have been made in advance with the Director of Admissions or the Assistant Principal/Principal. Arrangements for visits by 8th grade students and potential transfer students are made with the Director of Admissions.

GENERAL SCHOOL INFORMATION

Dances

Since the responsibility for the social life of students is chiefly that of the parents, their active cooperation in managing the dances is greatly desired. Only young women currently enrolled at Mercy McAuley High School and their male dates may attend our dances.

A letter will be sent home prior to each dance to clarify times and serve as a reminder of expectations.

Regulations for Dances

1. No student may possess or indulge in alcohol and/or drugs before or during the dance. Every student and her date will be administered a Breathalyzer test before entering the dance. Mercy McAuley students are responsible for informing their dates prior to a dance that they will be given a breathalyzer test.
2. Smoking, juuling, or vaping are NOT permitted at dances.
3. Conduct and dress must always be judged appropriate by school representatives.
4. Students will not be admitted to dances after the above stated time and may not leave the premises before the above stated time.

Conduct points, suspension or expulsion is a possible consequence for violations.

Extra-Curricular Activities and Sports

Mercy McAuley High School sponsors a variety of extracurricular activities and clubs. A complete listing can be found on the website.

Students may propose additional activities and clubs which they believe will benefit Mercy McAuley High School and address student interests.

Proposals for new clubs and activities are carefully considered. Students who are interested in establishing a new activity or club are invited to submit a proposal form for review.

Deaths and Funerals

When there is a death in the family of a student, the family is requested to notify the school, even during the summer months. On the death of a member of the immediate family of a Mercy McAuley student, other students are permitted to attend the funeral. Each student must have a note from a parent/guardian to attend the funeral. This note is to be given to the attendance secretary before 7:55 a.m. on the day of the funeral. Depending on the time of the funeral, students should report to school at the usual time. Students are encouraged to wear the school uniform and to return to school promptly after the funeral.

Graduation

Attendance at Baccalaureate and all scheduled graduation practices is mandatory in order to be able to participate in the graduation ceremony. Students are to dress appropriately in a white (or light colored) dress with white shoes. All students receive a Mercy McAuley issued cap and gown to be worn at baccalaureate and graduation. National Honor Society is permitted to wear blue and gold cords, provided by the school, at graduation. Recognition of any other kind is not permitted to be worn.

Library and Media Center

The Mercy McAuley library/media center contains a variety of resources and equipment to support the school's curriculum and extracurricular activities.

The library's hours are 7:30am to 3:30pm. Students are encouraged to use the library during school hours unless the space is reserved for special events. Notice of the library's closure will be given with as much advanced notice possible. **THE LIBRARY IS A QUIET SPACE!**

Students are responsible for returning materials on time and are emailed notices regarding overdue items. All materials not returned must be paid for at the present value of the item.

Lockers

Each student is assigned a locker for books, coats, and other personal property. Stopping at your locker is not an excuse for being tardy to class. Students are responsible for the contents of the locker. Lockers are to be kept neat and clean. Locker decorations are permitted ONLY IF hung with magnets. NO TAPE PERMITTED ON LOCKERS (inside or outside of the locker).

Lockers are to be kept locked at all times. The only locks which may be used are those distributed by Mercy McAuley High School. Replacement locks can be purchased from the Main Office. The school assumes no responsibility for the loss of money or other property. Students are discouraged from bringing valuables with them to school. If this is necessary, students should check the valuables in the Main Office. Since lockers are the property of the school, they may be inspected by the school administration at any time.

Lunch Program

No outside food deliveries are permitted. This includes during and after school hours.

All students are to go to the cafeteria area during lunch. Families will have the ability to preload lunch money onto the student id. Details are provided on the school website.

It is the responsibilities of all students to appropriately care for the cafeteria, throw garbage away, push chairs in etc.. **Students may not take cafeteria food or snacks outside the cafeteria. Books, book bags, and tablets are to be kept in the students' locker or in a classroom during lunch.**

Food may be consumed only in the cafeteria. Employee sponsored events would be the only exception. Water and coffee containers with a lid may be carried throughout the day with water or a sports drink in it. Contents of container can be checked at any time for any reason.

School Parking

Limited student parking places are available for a permit fee of $100 per year. An annual drawing is held to assign student parking places. To be entered into the drawing for available spaces for the next school year, a student must submit a Parking Permit Application during the fourth quarter. Deadlines for applying will be announced. Only current juniors may enter in the first drawing. (A second drawing for current sophomores will be held if parking places are available.) Spaces will be assigned numerically in the order in which they are drawn. Students whose names are drawn will be notified and they will have one week to pay the fee or another name will be drawn. Permits will be issued at the beginning of the school year. Requests for particular spaces cannot be honored and students may not trade or transfer parking places. Students may carpool and share a permit, however, **resale of parking permits is strictly prohibited.** A parking permit is valid only on school days during regular school hours.

EXCEPTION: Parking spots purchased at the annual gala/auction are reserved parking 24 hours day.

A student parked in a space not assigned to her will be issued a warning citation. Subsequent violations will result in the vehicle being towed at the owner's expense and other disciplinary consequences. Students may not park in the circle in the front of the building. If a student is discovered to have parked in the circle, a warning citation will be issued. Subsequent violations will result in the vehicle being towed at the owner's expense and other disciplinary consequences. Students are encouraged to car pool in order to make the best possible use of the limited parking. Off-campus parking is available in front and behind the school on public streets.

Any vehicle driven to school may be searched by the school administrators at any time, including during extra-curricular activities.

School Property

Students are to respect all school property. Any student who deliberately destroys or defaces school property is expected to make restitution for the damage and is subject to disciplinary action.

School Property-Other Institutions

Students are to respect all school property, including that of other area schools. Students are not welcome at other schools when they otherwise do not have a legitimate reason for being there. Any student who deliberately destroys or defaces another school's property, or any private property located on that school's grounds, including cars, is expected to make restitution for the damage and is subject to disciplinary action.

Senior Privileges

Senior privileges are earned as a result of developing responsibility and maturity. A final list of **no more than 7 privileges** will be awarded. Privileges, by definition, require maintenance by the members of the senior class and the Mercy McAuley Administration reserves the right to revoke them as circumstances warrant.

Textbooks

Each student is responsible for her own textbooks. When available, online books will be used. In addition to online books, hard copies of books will be issued for home use whenever possible. They are to be returned at the end of each school year. A student must pay for a lost textbook before it is replaced. Fines will be assessed for damaged/unreturned books at the end of the school year. (See also Report Cards).

HANDBOOK ACKNOWLEDGEMENT

Each year, an acknowledgement of the handbook and school policies is signed electronically.