



**MERCY**  
CAREER & TECHNICAL  
HIGH SCHOOL

*Forging Futures with Faith and Focus*

2900 West Hunting Park Avenue  
Philadelphia, PA 19129

215.226.1225

[www.mercycte.org](http://www.mercycte.org)

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

**Effective:** *September 2019*

**Review Date:** *August 2019*

**Updated:** *August 2019*

**Next Review  
Date:** *June 2020*

**Handbook  
Responsibility:** *Dean of Students*

<b>Change Log</b>		
<b>Date</b>	<b>Change</b>	<b>Affected Sections</b>
SEP 2013	Initial Release (new format)	
SEP 2014	Service hour requirements updated	Christian service
	Extension of Conduct title added	
	Dress Code update to reflect new uniform for Grade 10 now	Dress Code
	In-school suspension description added	Demerit System
	Academic Summer School police added	Academic Summer School
FEB 2015	Updated School Closing Information	School Closing Due to Inclement Weather
SEP 2015	Added information about Flexible Instruction Days	School Closing Due to Inclement Weather
	Updated demerit list	Demerit System
	Changed consequences if a student is in a verbal confrontation or a fight.	Demerit System
OCT 2015	Added NATIONAL SCHOOL LUNCH PROGRAM	Cafeteria
AUG 2016	Changed school name	All sections
	Removed guidance info - directs reader to website	Guidance
	Updated harassment policy	Harassment, Hazing, Demeaning Behaviors, and Bullying Policy
MAR 2017	FID Policy updated	School Closed Due to Inclement Weather
AUG 2017	Updated cell phone policy	Telephone / Cell Phone Policy
	Late bell changed to 8:05 am	Attendance / Punctuality

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

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

# Mercy Career & Technical High School Parent/Student Handbook

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September 2019

**Mercy Career & Technical High School  
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## **ABOUT US**

### **MISSION STATEMENT**

Mercy Career & Technical High School is a private, urban, co-educational, career and technical high school sponsored by the Sisters of Mercy. Within a 21st century learning environment, we provide a Catholic education and a comprehensive, academic, career and technical school experience which prepares students for the workforce and/or post-secondary education. In the Mercy tradition, we live the Gospel in word and action and promote service to others. The Mercy Career & Technical High School graduate is a highly competent, compassionate, contributing member of the global community.

### **MIDDLE STATES ACCREDITATION**

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

"The Middle States Commission on Higher Education aspires to be the preeminent resource for institutions of higher education striving to achieve excellence in fulfilling their missions. It also intends, through voluntary assessment and adherence to high standards for student learning outcomes and operational behavior, to assure higher education's publics that its accredited institutions are fulfilling their stated purposes and addressing the public's expectations."

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

### **NONDISCRIMINATION POLICY**

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

## **SCHOOL POLICIES**

### **INTRODUCTION**

This handbook is intended to acquaint you and your parents with the policies, programs, and regulations of Mercy Career & Technical High School. This handbook is part of the contract which exists between the school and the parents/guardians

and the students. It is intended to create a partnership between parents/guardians and the school in the education process.

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

## ACADEMIC AND CAREER & TECHNICAL PROGRAMS

### **GRADUATION REQUIREMENTS**

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

### **REQUIRED CREDITS**

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

Additional course offerings/requirements for Grade 9 students include Career Exploration, Computer Applications, Inspirational Learning, and *Life in a Flash*.

Through the support of faculty and staff, students at Mercy are encouraged and supported to use their God-given talents in both the academic and career and technical programs. Achieving their full potential and performing to the best of their ability are the expectations. Attention during class, completion of all classwork and homework assignments, cooperation with teachers, and seeking necessary extra support will assist students in achieving success. Teachers may request that a student seek extra support outside of the regular class in order to achieve needed goals for academic/career and technical success. *Courses cannot be dropped or changed except under serious or unusual circumstances.*

## ***ACADEMIC HONESTY***

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

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

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

## ***Parent/Teacher/Student Conferences***

Parent/teacher/student conferences occur twice a year: once each semester. **Students are required** to accompany their parents to these conferences. All parents and guardians are encouraged to attend these conferences.

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

## ***GRADE REPORTING***

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

Report Cards are only issued to students at the end of the year.

## **GRADING SYSTEM**

Major Subjects: Students receive a numerical grade for academic and career and technical courses. A grade of "70" is considered a passing mark. A grade of "60" is the lowest mark issued, except in the 4th quarter. Fourth quarter grades reflect actual numerical grade earned and may fall below a "60".

Minor Subjects: Satisfactory/Unsatisfactory grades are given for academic work each marking period (during the first semester) in Career Exploration, Computer Applications, Inspirational Learning, and *Life in a Flash*.

Incomplete Grade: Students, who have experienced an extensive illness during the marking period, may receive an "I" for work not completed. Upon the student's return to school all class work must be completed within two weeks.

## **Honor Roll and Other Awards**

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

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

## **QUALIFICATIONS FOR PROMOTION**

- A student at Mercy must receive a grade of 70 in *each* subject in order to advance to the next grade level.
- A student must receive a grade of 70 in his/her CTE program.

## **DIRECTIVES CONCERNING FAILURES**

A student with one or more failures for the first quarter or first semester MUST accompany his/her parent/guardian to the Parent/ Teacher Conference. The student and his/her parents MUST meet with the teachers of the subjects that were failed at the time of the scheduled conference. A student with one or more failures in a

marking period will be suspended for a time from all extracurricular activities based on a review conducted by the Principal.

Seniors who carry academic probation into senior year and have academic failures at the end of the first semester and/or third quarter can lose privileges afforded to seniors.

### ***ACADEMIC SUMMER SCHOOL***

A student who fails no more than two academic classes at the end of the year (less than 70%) is required to attend summer school and remediate the credit(s). A student is required to attend. Educere online summer school courses must earn a minimum average of 70% for all coursework and attend all scheduled in-school sessions.

### ***ACADEMIC/CTE DISMISSAL***

- Three or more academic failures at the end of the school year
- Two successive years with two academic failures at the end of the school year
- Fails his/her career and technical education program at the end of the year. This situation will be carefully reviewed by Administration for any possibility of remediation.
- Other academic/CTE concerns at the discretion of Administration

### ***ACADEMIC PROBATION***

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

### ***CAREER AND TECHNICAL SUPPLIES/TOOLS***

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

### ***CHRISTIAN SERVICE***

In accordance with Mercy's Mission Statement, students will be required to perform Community Service each year. The requirements for each grade are:

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

Christian Service hours must be completed before graduation for seniors and before promotion to the next grade for the other grades. Seniors need to finish hours by May 1 in order to prepare for graduation. Juniors, sophomores, and freshmen must complete their hours by June 1. If the student's hours are not completed by the end of the school year, it is the parent/guardian's responsibility to make sure the hours are completed before the student returns to school in September. Students who do not complete their service hours will not be eligible for the end of the year Dorney Park trip (tickets are made available in early May).

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

### ***RETREATS***

An important component of the Theology Program is attendance at Liturgies and Prayer Services celebrated throughout the school year. Included in each year's Theology Program is a Retreat experience. Attendance at these annual retreat days is mandatory for each student. A written note to the Principal will be required to explain the serious reason for missing this spiritual opportunity.

## **CONDUCT**

### ***CODE OF CONDUCT***

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

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

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

An atmosphere of quiet is also an important part of the learning process. Therefore it is important for all students to be aware of their surroundings. The second bell in

the morning and the bell to begin class are signals that talking ceases and students settle down to begin their school work. If a teacher is detained from his/her class, students are to begin some independent work. If after five minutes, the teacher has not arrived, one student should report the teacher's absence to the Main Office. Students are expected to behave in a mature manner without disruption to others. Students are required to observe the schoolwide routine of respectful silence and standing for daily schoolwide and classroom prayer and the Pledge of Allegiance.

### ***EXTENSION OF CONDUCT***

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

### ***CLASSROOM/SHOP CONDUCT***

Faculty and staff members will always be addressed in a polite and respectful manner. The student is expected to comply with whatever regulations or discipline measures the teacher may impose. A student who is dismissed from class by the teacher for disruptive behavior must report to the Office of the Dean of Students immediately. Students failing to follow this procedure will be considered "out of bounds," and appropriate disciplinary action will be taken.

## **COMMUNICATIONS**

### ***POWERSCHOOL***

PowerSchool provides current information on academic progress, discipline violations, and attendance issues. Parents/guardians are expected to log on to PowerSchool frequently.

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

- Academic/Teacher Issues: Principal – ext. 110
- Discipline/Student Issues: Dean of Students – ext. 118
- Guidance/Personal Issues: Guidance Department – ext. 128

### ***SCHOOLMESSENGER***

SchoolMessenger is a vital communication system connecting school administrators with parents and guardians using phone message blasts, email communications



and/or text messages. Parents and guardians need to provide a first contact and second contact phone numbers plus an accurate email address in order to get the blasts. It is the parent/guardian responsibility to keep their contact information current in PowerSchool. SchoolMessenger uses the contact information data in PowerSchool.

## DRUGS AND ALCOHOL POLICY

The possession or use of alcoholic beverages or other drugs by a student is a serious offense wherever it occurs. This includes all school-sponsored activities held on or off the school premises. Parents will be notified immediately and the student will be suspended from school pending Administrative review/decision and parent meeting. The possession, use or sale of alcoholic beverages or other drugs may result in a student's dismissal. The school supports the Pennsylvania law regarding the use of alcohol by minors. If it is warranted, the help of legal authorities is sought. A student dealing with a drug or alcohol problem personally or within his/her family or friends is encouraged to seek the services of Mercy's Guidance Department. All information is strictly confidential.

## DRESS CODE REGULATIONS

### *GENERAL*

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

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

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

In the spirit of inclusiveness and appreciation of faith traditions different from Catholicism, female students who practice and are committed to the religion of Islam have the opportunity to wear a hijab. Male students who practice and are committed to the religion of Islam have the opportunity to wear a kufi. **This permission is granted once the student schedules a conversation with the Director of Ministry.** The hijab or kufi must match the colors of the school

uniform: black, gray or burgundy. The lower portion of the hijab should be tucked into the neck of the polo shirt. We value the commitment that many of our students have to particular faith traditions and take this permission seriously.

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

Students should be aware that faculty and staff will check for dress code violations and issue the proper demerits/detentions. Students will not receive a demerit for the first dress code violation. The violation will be recorded in PowerSchool but it will be assigned a zero in the demerit column. All subsequent dress code violations will be assigned one demerit and detentions will be scheduled according to the current policy listed under School Procedures /Demerit System. Students in chronic violation of the dress code policy will receive an in school suspension. Students in violation of the dress code policy ten times will receive an out of school suspension. Administration also reserves the right to exclude students from school until the dress code issue has been rectified by the student.

### ***DRESS CODE FOR YOUNG WOMEN***

**Skirt:** Gray 2 kick pleat skirt (No shorter than one inch above the knee)  
• The desired skirt length is **1" above the knee and no shorter than three inches above the knee**

**Shirt:** Short sleeve or long sleeve yellow, maroon, and/or ash gray golf shirt with the school logo

**Undershirt:** If worn, white, gray, maroon, yellow – **No other colors permitted.**  
*No long sleeve undershirts are permitted.*

**Sweater:** Maroon and or Grey Pullover V-Neck Sweater with the school logo  
OR

Heather Grey and or Wine V-Neck Cardigan Sweater with the school logo

**Socks:** Either Maroon Tights, Maroon Knee Socks, Gray Tights, or Gray Knee Socks  
If both socks and tights are worn, they must be of the same color

**Shoes:** Low-top Eastlands – Black or Brown  
**(Positively NO Boots) No Exceptions**  
Shoes must be laced and tied and students are not permitted to walk on the back of the shoes

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

**Cosmetics:** Only simple use of cosmetics is permitted.

**Jewelry:** **Earrings:** Only one pair of **small** earrings (not larger than the circumference of a quarter).  
**Jewelry: Excessive jewelry** (rings, bracelets, necklaces, etc.) is prohibited.  
**Watches:** Watches without alarms are permitted. **Smartwatches are prohibited.**

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

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

### ***DRESS CODE FOR YOUNG MEN***

**Dress Pants:** Black or gray dress pants

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

**Belt:** **Dress belts must** be worn

**Shirt:** Short sleeve or long sleeve Yellow, Maroon, and/or Ash Gray Golf Shirt with the school logo (uniform shirt must be tucked in)

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

**Sweater:** Maroon and or Grey Pullover V-Neck Sweater with the school logo  
OR

Heather Grey and or Wine V-Neck Cardigan Sweater with the school logo

**Shoes:** Low-top rubber soled shoes – Black only (**Positively NO Boots**)  
Positively NO Sneakers - NO EXCEPTIONS!

**Hair:** Hair must be kept neat and clean and may not extend below the top of the shirt collar.  
Bizarre hairstyles are not permitted.  
(*Only natural color highlights/lowlights are permitted.*)

**Shaving:** Clean shaven is preferred. Neatly trimmed facial hair is permitted as a privilege that can be denied by Administration.

**Jewelry:** **Earrings are prohibited.**  
**Jewelry: Excessive jewelry** (rings, bracelets, necklaces, etc.) is prohibited.  
**Watches:** Watches without alarms are permitted. **Smartwatches are prohibited.**

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

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

Winter Dress Code is effective from October through April. School sweaters must be worn during this period.

### ***WHERE TO PURCHASE UNIFORMS***

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

### **FRESHMEN GYM UNIFORM**

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

### **CAREER AND TECHNICAL UNIFORMS**

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

### **HARASSMENT, HAZING, DEMEANING BEHAVIORS AND BULLYING POLICY**

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

#### **DEFINITIONS OF HARASSMENT**

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

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

#### **DEFINITION OF HAZING UNDER PENNSYLVANIA LAW:**

- Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a

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

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

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

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

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

the complaint of the findings and what conclusion came from the investigation.

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

## COMPUTER USE POLICY

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

## GRADUATION

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

## LIVING ARRANGEMENTS

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

## LOCKERS

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

## NEIGHBORHOOD STORES

For safety reasons, students should not visit any neighborhood stores, including McDonald's, before or after school.

## PROPERTY

### ***PERSONAL PROPERTY***

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

### ***SCHOOL PROPERTY***

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

### ***CAFETERIA***

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

According to program standards, **no outside food** is permitted to be brought in before school and for lunch. Students must report to the cafeteria immediately at the start of their lunch period. Tutoring and other activities authorized by staff occur after eating the school lunch.

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



Students may use **only** the tech device (Chromebook) issued to them by school. **Student cell phone use is permitted in the cafeteria and auditorium before 8AM.** Per the cell phone policy, the cell phone may be used before and after school.

### ***RESTROOMS***

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

### **RELATIONSHIPS**

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

### **SCHOOL-SPONSORED ACTIVITIES**

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

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

Any student or student's guest possessing drugs, alcohol, etc. will not be admitted and parents will be contacted to pick up that student or guest. The police will be called if the situation warrants it. If, in the judgment of school officials, a student/guest appears intoxicated, the parents will be contacted to pick up the student/guest. Parents will also be called if a student is dressed inappropriately.

The parents will be asked to come to the social event or see to it that the student returns home safely by other suitable means. The Dean of Students will conduct an investigation of the incident and appropriate disciplinary action will be taken. Once the student enters any social event, the student may not leave and be readmitted, unless accompanied by a school chaperone. Students must remain at social events the entire length of the event.

All approved chaperones must be at least twenty-one years of age and are not permitted to bring younger children.

## SMOKING

Smoking or use of any type of tobacco product **including electronic cigarettes** is forbidden in all areas of Mercy Career & Technical High School buildings or grounds or in the vicinity of the school. Students are not permitted to smoke at any school related functions. (See Conduct Section for further details.)

## TELEPHONE/CELL PHONE POLICY

Parents are asked to refrain from communicating with their child on the child's cell phone. In a case of emergency parents can call the main office. Students may ask permission to use the school phone in the main office and or the office of Student Services. Parents should also be aware that any official call to them about the well-being of their son or daughter will come from the office. Students do not need to text or call parents about an illness.

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

- **Cell phones must be turned off and kept in the students' locked locker during the school day. Smartwatches must remain home.**
- Students observed with cell phones and/or smartwatches in their possession will be considered in violation of the cell phone policy.
- Before school cell phones may be used in the main lobby, auditorium, and or cafeteria. Students must power down when the 8:20 AM bell rings.
- Students violating these regulations will have their cell phones or smartwatches confiscated, turned into the Office of Student Services, and appropriate disciplinary action will be taken.
  - Students who do not surrender their cell phone or smartwatch in a respectful manner will receive 3 additional demerits for obstinacy
  - Students who refuse to surrender their phone or watch will receive 5 additional demerits and be required to serve an in school suspension
  - Repeat occurrences of students failing to surrender their cell phone or smartwatch will result in an out of school suspension and 10 demerits

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

- 1<sup>st</sup> Violation - A student will receive 2 demerits. The confiscated cell phone/smartwatch will be returned to the student at the end of the school day.
- 2<sup>nd</sup> Violation - A student will receive 2 demerits. The student's parent/guardian will also be notified. The confiscated cell phone/smartwatch will be returned to the student at the end of the school day.
- 3<sup>rd</sup> Violation - A student will receive 5 demerits and will be issued an in school suspension. The student's parent/guardian will also be notified. The confiscated cell phone/smartwatch will be returned to the student at the end of the school day. The student will be encouraged to turn in his/her cell phone/smartwatch daily to Student Services or Administration before the start of homeroom.
- 4<sup>th</sup> Violation - A student will receive 10 demerits, be suspended from school and required to serve three detentions. The cell phone/smartwatch will be returned to the student when they leave the building.
- Additional offenses will result in another suspension and student dismissal for violating the school's suspension policy.

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

## **TRANSPORTATION**

### *ARRIVAL, AND DISMISSAL*

Students are to come directly into the building through the Allegheny Avenue door upon arriving at school. Students are not permitted to stand in the parking lot/school yard and should not enter the building by way of the cafeteria door. Students, who come to school before 7:30AM, must sit in the auditorium under the supervision of the Security Guard. At the time of breakfast, these students will have the option of remaining in the auditorium or choosing the cafeteria. Students should partake of the free breakfast items and then proceed to either the cafeteria or the auditorium (do not stand in the hallways). Mercy assumes no responsibility for students who do not enter school grounds upon arrival. Students are asked to leave the building immediately at dismissal time unless they are involved in a school-sponsored activity or have been directed by a faculty member to remain after school.

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

#### *TRANSPASS POLICY*

Each student, who is eligible, will sign for and receive a transpass each week. Students will not receive a replacement transpass if they lose the one they received and they must pay to ride SEPTA for that week. The transpass is provided by the State through the Philadelphia School District. It is the school district that decides if a student lives the required distance to be eligible for a transpass. Only students living in Philadelphia are eligible. Students living outside the city need to contact the school district where they live for bus transportation arrangements.

### **TUITION INFORMATION**

#### *TUITION POLICY*

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

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

#### *TUITION ASSISTANCE*

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

desire to help parents /guardians afford private education for their children, but expect student and parental cooperation in return.

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

- Students will maintain a semester grade of 85 or above in all subjects.
- Student report cards will reflect positive teacher comments regarding cooperation, work ethic, attention in class, and completion of homework.
- Students will maintain an attitude of respect, will comply with all discipline policies, and will accumulate no more than 20 demerits for the school year.
- Students will maintain good attendance and punctuality.
- Parents/Guardians will attend all parent meetings regarding their son/daughter.
- Parents/Guardians will cooperate with school administration and faculty in all aspects of school policy as contained in the Mercy Career & Technical High School Parent Student Handbook.

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

## WEAPONS

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

## SCHOOL PROCEDURES

### DEMERIT SYSTEM

Teachers and faculty may issue a demerit for students who fail to adhere to school policy. The Office of Student Services will issue the appropriate number of detentions. Students will be required to serve one detention for every 3 demerits they receive in a given academic quarter. In addition, Student Services will review all infractions that could potentially result in suspension or dismissal. A specific number of demerits are issued when an infraction occurs (Please refer to "Penalties and Special Situations."). Every student begins the school year with **zero** demerits. Report cards will reflect the number of demerits a student has accumulated for the

school year as of that marking period. Students with 15 or more demerits cannot earn honors.

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

Parents/guardians will be notified if a student acquires 10 demerits, 20 demerits, and 30 demerits. A student who accumulates 20 demerits and/or is suspended will be required to identify a faculty support person. The support person will meet with the student to evaluate his/her conduct and offer advice and encouragement. In addition, a student who accumulates 25 demerits will be referred to the vice principal and or the principal for a meeting and/or parent guardian contact. Should a student accumulate 35 demerits for the school year, he/she will be placed on disciplinary probation and mandated to attend a disciplinary summer school program (Survive and Thrive) provided he/she is invited back to Mercy Career & Technical High School the following year. *Any student accumulating 45 demerits during the school year will be immediately dismissed from Mercy Career & Technical High School.* It should also be noted that students' conduct records are continually evaluated during the school year. Students who have been suspended or have a poor conduct record may be required to attend a disciplinary summer school program or will be informed that they are not invited back for the following school year. This decision will be made in the 4th quarter after careful consideration by administration. Parents/guardians can log on to PowerSchool to monitor their child's demerits by clicking on *Discipline Log*.

### **CONSEQUENCES**

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

<b>1 Demerit</b>
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<ul style="list-style-type: none"> <li>• Locker Violation</li> <li>• Chewing Gum</li> <li>• Failure to Carry I.D. Card</li> <li>• Failure to Return Requested Signed Documents</li> <li>• Shop Uniform Violation</li> <li>• Sleeping in Class</li> </ul>	<ul style="list-style-type: none"> <li>• Eating/Drinking Outside Cafeteria</li> <li>• Talking in Class</li> <li>• Late for Class/homeroom</li> <li>• Dress Code Violation* <i>see Dress Code Disciplinary Policy</i></li> <li>• Inappropriate Language / Gesture / Behavior</li> </ul>
<b>2 Demerits</b>	<b>3 Demerits</b>
<ul style="list-style-type: none"> <li>• Unauthorized Use of Cell Phone/Smartwatch* <i>Please review the cell phone/smartwatch policy</i></li> <li>• Failure to report to Private or General Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Disruptive Behavior</li> <li>• Out of Bounds</li> <li>• Violation of Technology Acceptable Use Policy* <i>Please see MCTHS Acceptable Use Policy</i></li> <li>• Obstinacy</li> </ul>
<b>4 Demerits</b>	<b>10 Demerits/1 Suspension/Possible Dismissal</b>
<ul style="list-style-type: none"> <li>• Disrespect</li> <li>• Foul/Offensive Language / Gesture/ Behavior</li> <li>• Racial/Ethnic Slurs</li> <li>• Cutting Class</li> <li>• Minor Property Damage (Restitution Must Be Made)</li> </ul>	<ul style="list-style-type: none"> <li>• Co-Op Violation</li> <li>• Gross Disrespect</li> <li>• Harassment/Bullying</li> <li>• Forgery</li> <li>• Smoking</li> <li>• Verbal Confrontations* <i>see Verbal Confrontations section</i></li> <li>• Truancy</li> <li>• Leaving School Without Permission</li> <li>• Failure to Report to Co-Op Without School Notification</li> <li>• Stealing (Restitution Must Be Made)</li> <li>• Graffiti/Major Property Damage/Vandalism (Restitution Must Be Made)</li> </ul>

	<ul style="list-style-type: none"> <li>• Immoral Conduct</li> <li>• Threats Made to School or Any Member of School Community (includes digital media)</li> <li>• Repeated Offenses of Plagiarism and Cheating (tests)</li> <li>• Possession and/or use of alcohol (<a href="#">see Drugs and Alcohol Policy</a>) to/from/in school or at a school-sponsored activity</li> </ul>
<b>Immediate Dismissal</b>	
<ul style="list-style-type: none"> <li>• Fighting*</li> </ul> <p><i>see Fighting section</i></p> <ul style="list-style-type: none"> <li>• Acts Involving Criminal Violation Within the School</li> <li>• Possession of a Weapon</li> <li>• Possession/Creating Potentially Dangerous Items</li> <li>• Physical Acts and/or Threats of Aggression Made to School or Any Member of School Community (includes digital media)</li> <li>• Using, buying or selling of drugs (<a href="#">see Drugs and Alcohol Policy</a>) to/from/in school or at a school-sponsored activity.</li> </ul>	
<b>Notes</b>	
<p><i>*Electronic devices and jewelry will be confiscated and sent to the Student Services Office.</i></p>	

**DETENTION**

Detentions for non Co-Op students are held after school for 40 minutes Monday through Thursday and from 2:00 to 3:00 P.M. on Fridays. Detentions for Co-OP students will be held from 7:45 A.M to 8:20 A.M every morning and/or arranged through the offices of VP for CTE Programs and Student Services. Students will receive a detention notice indicating the date of the detention(s), the reason for the detention, and the place to report for the detention. Detention notices will be issued at least one day in advance of the detention date. If there is an urgent reason that a student cannot report to detention on the assigned day, the student must inform the Office of Student Services. The detention will then be reassigned. A student who fails to report to a general detention will receive demerits and be required to attend a scheduled Friday detention from 2:00 - 3:00 P.M. A student who fails to



report to a scheduled Friday detention will be subject to additional demerits/detentions and a possible suspension.

### **VERBAL CONFRONTATIONS**

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

- Student is on his/her feet / leave their seat
- Students are in each other's face/ advancing toward one another
- Student is loud
- Student uses foul and/or abusive language.

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

### **FIGHTING /PHYSICAL ALTERCATIONS**

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

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

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

### **DISCIPLINARY DISMISSAL**

For any very serious offense, or series of multiple offenses, a student is subject to dismissal from school. The determination to dismiss a student will be made by Administration after careful consideration and consultation with the Dean of Students. *Any student involved in a physical altercation/fight will be immediately dismissed from Mercy Career & Technical High School. Any student who accumulates 45 demerits or 2 suspensions in any one school year will be immediately dismissed from Mercy Career & Technical High School.* A student who is dismissed may not attend any of the extracurricular activities that are sponsored by Mercy Career & Technical High School (the Prom, dances, etc.). The administration, in conjunction with the faculty, reserves the right to implement any

necessary disciplinary measures in order to provide for the common good and the order of the school.

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

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

### ***SUSPENSION***

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

### ***IN-SCHOOL SUSPENSION***

An in-school suspension is used for students who continually violate school rules (either the same violation or a student who is in constant trouble). It may also be used for students in conflict with each other, if after mediations are utilized, the students continue to be in a state of conflict. If an in school suspension does not work a student may be subject to an out-of-school suspension. A parent/guardian will be notified, in writing, if their child is given an in-school suspension and the conditions of the suspension.

### ***DISCIPLINARY PROBATION***

A student will be placed on disciplinary probation for the following reasons:

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

### ***DISCIPLINARY PROBATION CONDITIONS***

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

### ***DISCIPLINE/ATTENDANCE SUMMER SCHOOL PROGRAM***

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

Students are not permitted to repeat the Survive and Thrive program in future years. If a student did successfully complete the Survive and Thrive Program but accrues more than 35 demerits or exceeds attendance limits in a subsequent year then that student is not invited back to Mercy the next school year. If that student is a senior, who completed the S&T Program, then that senior will not be permitted to participate in senior activities including prom, senior class trip, and graduation

*Violations will be recorded in a student's discipline log and students will be subject to disciplinary consequences pending Administrative review.*

### **STUDENT SERVICES**

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

### **ATTENDANCE/PUNCTUALITY**

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

### **ABSENCE PROCEDURES**

When a student is absent the parent or guardian is required to call the attendance office (215-226-1225 ext. 119) before 7:30am, and give the student's name, the grade, the relationship of the caller to the student and the reason for the absence. The school will contact the parent/guardian if a call is not received. A student will be considered TRUANT if parent/guardian verification is not made. Upon returning from an absence, a student must present an absence note with a parent/guardian's signature, the reason for the absence, and the dates absent. Parents/ guardians are encouraged to attach a physician's certificate to the absence card. A doctor's certificate is required when a student's absence exceeds three days. **Absent students may not participate in/attend school activities (including the prom) and athletic events on the date(s) of absences.**

### **EARLY DISMISSAL**

Early dismissals disrupt the educational program. Appointments for doctors, dentists, or other interviews should be made outside of school time whenever possible. An early dismissal before noon will be carried as an absence. A Student is only permitted to request an Early Dismissal 10 times during a school year. Students will be placed on Attendance Probation after "7" Early Dismissals. Students who exceed "10" Early Dismissals will be mandated to attend Survive and Thrive program in the summer.

#### ***PROCEDURE FOR EARLY DISMISSAL***

- Students must present a parental/guardian note to the Student Services Office requesting an early dismissal. This request should be made at least one day in advance of the early dismissal.
- On the day of the early dismissal, students must report to the Student Services Office before homeroom to obtain their early dismissal pass. No student will be permitted to leave class without this early dismissal pass.

- Before leaving school, students must report to the security desk to sign out for their early dismissal.
- Students returning the same day must report to the Student Services Office for a pass to return to class.
- **No early dismissals shall be approved on the day of school activities, athletic events, or the Prom for students participating in these school-sponsored functions.**

## LATENESS

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

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

Both tardies and late arrivals will be recorded in PowerSchool but only tardies will precipitate consequences from Student Services.

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

## ATTENDANCE PROBATION/DISMISSAL

A student will be placed on attendance probation when he/she has accumulated 10 absences or five tardies.

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

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

school program. Certainly, administration will review situations of serious chronic illness and/or hospitalization.

### LATE FOR CLASS

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

### LEARNING COMMONS

The Learning Commons is a center where students go to use printed materials and computers to help with their studies. A respectful quiet should be observed at all times. Please see Sister Peggy for a Learning Commons pass. The Learning Commons is available for use during the following times:

- **Before school:** 7:45 am- until the start of first period
- **During lunch periods:** Students get a pass before going to the cafeteria. Students should present the pass to the cafeteria moderator and eat lunch before reporting to the Learning Commons. If any teacher is using the Learning Commons as a classroom, other students cannot use the computers.
- **After school:** the Learning Commons is open until 3:45pm.

School rules regarding computers apply to the Learning Commons computers as well. A student must be engaged in completing schoolwork, not surfing the internet or reading personal email.

### FIRE DRILLS/SHELTER IN PLACE DRILLS

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

### HALL PASS

Each classroom will be provided two laminated hall passes and a student sign out sheet that will be mounted in the classroom. Students may not leave class or shop without a Hall Pass issued by the appropriate faculty member. Students will be required to fill out the sign out sheet prior to leaving the classroom. Non-teaching

faculty will continue to issue a written hall pass when a student is needed or being returned to class.

## LOST AND FOUND

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

## HEALTH ISSUES

### **HEALTH SERVICES**

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

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

Students who have to take medication throughout the day must bring a written notification from their parent/guardian/doctor along with the medication to the Studies Office. The notification must state the type of medication and the time for taking it. Students will receive further instruction from the Studies Office. Students may not carry or have in their possession any form of medication including over the counter medications.

## SCHOOL CLOSED DUE TO INCLEMENT WEATHER

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

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

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

### ***FLEXIBLE INSTRUCTION DAY PROCEDURES***

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

### **STUDENT INSURANCE**

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



insurance. It is strongly urged that all students be insured by an independent carrier.

## **SCHOOL SONG**

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

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