



*Mt. Mercy
Academy*

STUDENT HANDBOOK

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Buffalo, New York 14220

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Profile of a Mount Mercy Academy Graduate

∞ A WOMAN OF COMPASSIONATE SERVICE

∞ A WOMAN WHO IS RESPECTFUL TOWARDS HERSELF AND OTHERS

∞ A WOMAN WHO IS ARTICULATE

∞ A WOMAN WHO STRIVES FOR EXCELLENCE IN ALL THAT SHE DOES

∞ A WOMAN WHO IS EMPOWERED TO TAKE HER PLACE IN THE
WORLD



Information Guide for Students

Where do I go for?

Absence Excuses.....	Attendance Office
Early Dismissal.....	Attendance Office
Late to School.....	Attendance Office
Locker Trouble.....	Student Services
Lost and Found.....	Student Services
MercyWear, Ticket sales, School Supplies.....	Bookstore
Photocopies.....	Library
Physicals.....	Health Office
Questions re: Demerits.....	Student Services
Uniform	Student Services
Sickness.....	Health Office
Sign-up for Sports.....	Athletic Director
Tuition Payment.....	Business Office
Tutoring.....	Learning Lab
Working Papers.....	Counseling Center

Student Leadership for 2008-2009

Student Government:

President	Leah Clancy
Vice President	Maghan Shanahan
Secretary	Simone Howard
Treasurer	Elizabeth Robinson

Junior Class:

President	Maggie Higgins
Vice President	Paige Wesolowski
Secretary	Emily Piegay
Treasurer	Alana Stempien

Senior Class:

President	Hannah Owczarczak
Vice President	Melissa Graham
Secretary	Angela Kresic
Treasurer	Meredith Graber

Sophomore Class:

President	Bridget Jackson
Vice President	Quinn Cassidy
Secretary	Emilie Fose
Treasurer	Molly Krug

MOUNT MERCY ACADEMY STUDENT HANDBOOK 2008-2009

MISSION STATEMENT

Mount Mercy Academy, a distinctly Catholic college-preparatory high school, is dedicated to educating young women for academic excellence, compassionate service, Christian leadership, global awareness and life-long learning. Rooted in Catherine McAuley's unique vision for women and those who are poor, Mount Mercy affirms the uniqueness and dignity of individuals and fosters faith with a commitment to the challenges of building a just society.

STATEMENT OF PHILOSOPHY

Mount Mercy Academy is a Catholic, private, college-preparatory high school for young women, sponsored by the Sisters of Mercy of the Americas, New York, Pennsylvania, Pacific West Community, and dedicated to carrying out its educational mission in the spirit of Catherine McAuley. Rooted in Gospel values, Mount Mercy Academy is dedicated to educating young women of all cultural and economic backgrounds by providing an excellent academic curriculum and extra-curricular program.

The faculty and staff work in collaboration with the Sisters of Mercy, the Board of Trustees, parents, students, alumnae and friends to create a faith community which values the deepening of spirituality, hospitality, and the dignity of each person. Through dedication and professional competence, the Academy strives to impart the hallmarks of a Mercy education – academic excellence, dedication to Christian values, leadership, commitment to service and family in partnership.

Education at Mount Mercy is seen within the context of the whole person. Emphasis is placed on creating challenging opportunities for growth in spirit, mind and body. As true bearers of mercy and members of the global community, Mount Mercy strives to educate young women to proclaim justice, to accept and respect the diversity of all people and to respond to the needs of others and to all creation with compassion.

BELIEF (VALUE) STATEMENTS

Reverence for the dignity of each person - We recognize that all of humanity is made in the image and likeness of God and we believe that each person is called to embrace his/her own holiness as a manifestation of the sacredness of human life.

Catholic Education - We cherish education rooted in the traditions and teachings of the Catholic Church and focus on the promotion of spiritual, intellectual and physical growth of our students and their families.

Excellence - We believe that education at Mount Mercy Academy should be consistent with and reflect the hallmarks of excellence integral to a Mercy education.

Integrity - We seek to maintain a nurturing atmosphere, balanced with a moral and spiritual code of conduct that is rooted in Gospel values, challenging the school community to be people of faith, prayer, knowledge, integrity and compassion.

Justice - We develop leaders committed to social justice through Christian service to their communities.

Empowerment - We seek to empower young women to address the social and cultural milieu of our diverse society within the global community.

Family in Partnership - We honor the role of parents/guardians as the primary educators of their children by fostering collaborative efforts with families, administration, faculty, staff, alumnae, the Board of Trustees and the Sisters of Mercy.

NOTICE OF NONDISCRIMINATORY POLICY

Mount Mercy Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs or athletic and other school administered programs and activities.

ACADEMIC PROGRAM

The academic program aims to meet the needs, interests and aptitudes of every student. Mount Mercy is accredited by the Middle States Association for Secondary Schools and follows the course of study prescribed by the New York State Board of Regents. An annual Course Description Catalogue sets forth course and unit requirements. Freshmen, Sophomores, Juniors and Seniors are expected to complete at least seven (7) credits per year. Physical Education is required yearly of all students.

GRADING AND PROMOTION

Progress Reports are available for teachers to send home five weeks into each quarter or as the need arises. Report cards are issued quarterly and are mailed directly to parents. Promotion is based on an average of the four quarters and a final assessment. A student must have a promotion mark of at least 65% and must have a grade of at least 55% in the final assessment to receive credit for the course. Students receiving less than the required mark must repeat the course and earn a passing grade. Those who have failed two or more subjects may be asked to withdraw at the end of the school year.

Failure in one or more subjects in any quarter will result in a student being placed on academic probation. This will include periodic progress review and a parent conference may be requested. (See the Academic Eligibility Policy) Students in courses requiring Regents examinations must meet the standards set by the N.Y.S. Board of Regents inclusive of its material and examinations.

STUDENT SERVICES

CAMPUS MINISTRY: The primary role of the Campus Minister is to provide the opportunity for students to grow in an awareness of the faith, to develop a personal relationship with God, and to build a Christian community among faculty and students. The Campus Minister coordinates liturgical celebrations for the school community, arranges communion and prayer services, retreats, reception of the sacraments etc., and prepares materials for teachers based on the liturgical seasons.

COUNSELING CENTER: School counselors work with students in assessing and meeting their developmental needs. The counselors help the students with academic evaluation and planning, career guidance and problem situations. The academic advisement program helps students who have difficulty realizing their potential. At every level, the student is assigned a counselor. Students are urged to use the resources available in the counselors' offices. Career and job information, current materials on colleges, financial aid, as well as computerized SAT practice materials are available to students.

HEALTH SERVICES: Erie County provides limited nursing services. School personnel regularly staff the health office. Students who become ill during the school day are to obtain a pass from their teacher and report to the clinic. As necessary, parents will be notified and the student may be sent home. **Students are not allowed to go home until parents are contacted by school personnel and permission by parents is granted.** Parents picking students up due to illness must report to the Attendance Office and sign their daughter out. The school is to be notified if a student is under doctor's care. It is sometimes necessary for medications to be given during the school day for treatment. Students are encouraged to take the medication before or immediately after school if possible. **Students may not carry medications on their person during the school day. The medication must be given to the Principal or designated Main Office personnel. NYS Education Guidelines state that medication may be administered by designated school personnel if a parent submits a written request to school authorities. The request must be accompanied by a written prescription from the family physician.**

LEARNING LAB: The Learning Lab offers a variety of services to Mercy students. The Learning Lab oversees and coordinates National Honor Society and peer tutoring, as well as formation of study groups. Students are scheduled through their school counselor. Specialized computer software allows students opportunities for personalized skill reinforcement and development.

LIBRARY MEDIA CENTER: Students will find a wide variety of books, reference resources, videos and periodicals. The LMC is open from 7:30am to 4 pm Monday through Thursday, and until 3pm on Friday. Schedule changes will be announced and posted on the LMC webpage. Computers are available primarily for class assignments and research. Students are required to pay late fees, and the cost of replacing lost or damaged materials. Students will have an Acceptable Use Policy signed and on file in the library. Library AV equipment is available for academic use. Equipment will be checked out by teachers only and used in class or on campus. Students will not take equipment home. Equipment must be returned to the supervising teacher.

WORK PERMITS: Applications for working papers are available from the school counselors. Students may not leave school to apply for working papers or to have the physical examination. Only students with good attendance may be issued a work permit. **"Should absences reach an unacceptable level, working permits may be revoked by the school."**

DISCIPLINE

One of the most important lessons education imparts is discipline. It underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is key to good conduct and proper consideration for others. Discipline at Mercy emphasizes mutual cooperation and respect. When sanctions are necessary, they are of such a nature as to bring about positive attitudes and self-improvement. Mt. Mercy Academy will not tolerate drugs, alcohol, weapons, pranks, and threats in any form (for example: verbal, written, electronic, physical).

STUDENT RELATIONS BOARD: The Student Relations Board (SRB) enforces school policies with a view to securing the best possible learning environment. A Board hearing may include the following members: Assistant Principal, four teachers and four students. The Principal appoints the Chairperson. The purpose of the SRB is to insure that: (1) the overall guidelines of the school are enforced, especially showing respect for the administration, faculty, staff, and students; (2) the fairest possible decision is arrived at in controversial matters; (3) fair process is insured to all by providing a hearing.

DEMERITS: A demerit may be issued for any action contrary to the Christian values imparted through a Mount Mercy Academy education. This includes dress code violations, tardiness, impoliteness, disregard for school rules and policies, unladylike or dishonorable behavior, insubordination or any other inappropriate conduct, including, but not limited to inappropriate use in any way of school computers/printers. In short, any conduct or attitudes unbecoming a Mercy student may be a reason to issue a demerit. Any administrator, school counselor, staff member or teacher may issue a demerit. With every demerit received, a letter will be sent immediately to the student's parents concerning the nature of the demerit. Once a student receives five demerits, she and her parents will receive a warning letter concerning her possible appearance before the Student Relations Board. (see above) Should the student receive a sixth demerit, she and her parents will be notified that she must appear before the Student Relations Board.

INCIDENT REPORT: In case of a most serious act of disrespect to a teacher or staff member an incident report may be filed. This report will be sent to a student's parents and a copy placed in her disciplinary file. Demerits will be issued and a parent conference will be held. A Student Relations Board hearing may be held.

DISCIPLINARY PROBATION: Disciplinary probation occurs automatically as a result of an SRB hearing. Probation periods may range from a minimum of three months to a time specified by the SRB. Students on probation may be subject to suspension of all in-school activities. Further infractions while on probation may lead to internal or external suspension or expulsion.

SUSPENSION: When a student is placed on suspension it is because of a serious offense(s). It is a severe disciplinary measure and is not given lightly or repeatedly. Parents will be notified of a student's suspension. External suspension means that the student is denied the privilege of attending school or participating in any way in the life of the school. A student on internal suspension is excluded from classes and the normal events of the school day. She is isolated from her classmates and all her activities are monitored. The student is expected to report directly to the suspension area in the morning, not to first block. Lunch is eaten there and she is dismissed from there to the school bus or shortly after the regular dismissal if she walks home. During the period of suspension, the student will not participate in any extracurricular activities.

1. For a serious violation of school policy or regulations, the administration may place a student on suspension.

2. A student who has been given probationary status as a result of a Student Relations Board hearing, and receives any additional demerits, may serve an internal suspension.

3. If a student is suspended, her parents may be asked to meet with school authorities to evaluate her retention at Mercy.

4. A student placed on internal suspension is responsible for all classwork assigned during this time and may contact teachers to make arrangements to make up missed work. A student may receive a zero (0) for any tests or quizzes given during this time.

5. External suspension days will be counted as absences for attendance purposes, since, in such cases, the student is not on school premises. The Principal will determine the time frame and conditions of an external suspension.

SCHOOL POLICIES

ACADEMIC ELIGIBILITY

A hallmark of a Mount Mercy education is our dedication to academic excellence. To foster that goal, the administration and faculty have made academic performance a priority that impacts upon student participation in extracurricular activities. Therefore, any student who fails one or more subjects or whose grades drop substantially in a quarter will be subject to a probationary period for the following quarter. During this time, her academic progress will be monitored by both the classroom teacher and the moderator of the extracurricular activity. If the next quarter grade is a failure or the student has showed no improvement or she fails any other subject the student may be required upon review to be suspended from all extracurricular activities for the next quarter. The student's academic progress will continue to be monitored throughout the quarter to determine if and when the suspension can be lifted.

If a student fails one or more subjects during the third and/or fourth quarter, that student will begin the first quarter of the next school year on academic probation. This status will be reevaluated at the six-week point of the first quarter at which time the student may be removed from probation or placed on suspension, depending upon the student's academic status.

ACCESSIBILITY OF BUILDING AND FACILITIES

In light of the Mission Statement and the effort to be inclusive and accommodating of all persons, Mt. Mercy Academy will do all that is practical to meet the needs of faculty and students who are physically challenged, within the limits of the resources available.

ALCOHOL/SUBSTANCE ABUSE

Mount Mercy Academy has a commitment to and a shared responsibility with parents:

1. To protect and foster student health and welfare.

2. To educate and assist students in becoming mature, responsible **and** healthy Christian women.

3. To help students learn to make life-affirming decisions in completely abstaining from the illegal use of alcohol and chemical substances.

4. To support and maintain a program of confidential and professional care (or students experiencing problems because of alcohol or substance use and/or dependency. The purposes of these educational, assistance and disciplinary policies are two-fold:

To create an alcohol/drug free school and environment which is conducive to academic and personal health and growth consistent with the Mercy philosophy of education. Therefore, no alcohol will be served at any student-centered function.

To help Mercy students deal with all alcohol or drug related issues in the best way possible. School grounds are defined as the immediate property and areas within the vicinity of the school including both sides of Red Jacket Parkway from Abbott Road to McKinley Parkway to Choate Avenue.

The dealing or selling of drugs or drug related paraphernalia on school grounds, at school sponsored functions or traveling on school-supervised vehicles will result in immediate expulsion. The possession of alcohol or any controlled substance anywhere by a Mount Mercy student will seriously jeopardize her right to attend Mount Mercy Academy.

The possession or use of drugs or alcoholic beverages on school grounds, at school sponsored functions or traveling on school-supervised vehicles is against the law and violators will be subject to strict disciplinary action. Students under the influence of alcohol or a controlled substance (mood altering chemical) or in the possession of alcohol or drugs while in school will be handled in the following manner:

1. Parents will be contacted immediately and asked to come to school or to the social event to meet with the Principal and to take their daughter home. They will also receive written notification.

2. Appropriate law enforcement notification will take place as determined by the Principal.

3. The student will be required to appear before selected representatives of the Administration of Mount Mercy Academy and/or the Student Relations Board.

4. The student's privilege to participate in any school activities will be revoked until a Student Relations Board hearing takes place and a further determination is made.

5. The student may be required to participate in a mandatory drug/alcohol rehabilitation program.

6. On-going written and oral communication between the school Administration and the student's parents is essential and will take place as deemed necessary.

Guests of Mount Mercy students who arrive at a Mercy sponsored function under the influence of drugs/alcohol or become intoxicated while there will be detained until his/her parents or police arrive to take him/her home. Parents are reminded that they are legally responsible and liable for accidents or injuries that result from alcohol being served to students under twenty-one years of age.

Any student who violates the school policy on alcohol or drug use is subject to expulsion. In all cases, the school will consult with the student's parents and appropriate school professional staff. However, the school's recommendation is final for a student to continue her education at Mount Mercy.

ATTENDANCE

The Administration of Mount Mercy Academy is responsible for all policies regarding pupil attendance, standards, records of attendance and regulations and is guided by New York State Education Law, the Commissioner of Education and the Board of Regents.

Regular school attendance is necessary for scholastic progress. A poor attendance record may jeopardize graduation, opportunities for employment and college entrance. Parents are asked not to permit absence from school for trivial reasons. Absence from school without parental consent constitutes truancy. The school day begins at 7:59 a.m. and runs through 2:38 p.m. Attendance is recorded at the start of the school day. In addition, teachers are required to keep a record of attendance for each class throughout the school day since regular class attendance is crucial to academic success. Failure to be on time for school will result in demerit.

Credit for any course is contingent upon 1) meeting the course requirements, including receiving a passing average of 65 and 2) meeting attendance requirements. In order to receive course credit, a student is expected to be in attendance for a minimum of 85% of all scheduled class meetings or equivalent time. There will be no differentiation made between excused and unexcused absences.

Students who fail to meet the minimum attendance requirement for a course may receive an audit for that course. They will not be allowed to take any final examinations in that course.

The classroom teachers, guidance counselors, and administration will notify students and parents when specified benchmarks in absences have been reached. Students who approach the 85% level and have been scheduled to audit will be scheduled for equivalent time. An attendance review may be scheduled if there is a challenge to the process or extenuating circumstances.

Students having excessive absences (determination to be made by the administration) may be denied the right to attend dances, proms, and/or other evening or weekend functions.

CHEATING

There is a clear expectation that all students will perform assignments with honor and integrity. The Integrity Statement appearing on page 12 of the Mount Mercy Academy student handbook reads as follows: "Integrity is consistency between what we say and how we act; faithfulness to a pledge or responsibility; soundness of moral character. Mercy students demonstrate integrity when their independent work is their personal, original work, when homework is not copied nor given to others to copy, when research is properly done, when work authored by others is not plagiarized, when preparation for tests and quizzes supports truthfulness in all answers, when computer and lab work is honestly presented and when commitments to academic and extracurricular activities are undertaken with sincerity."

You are cheating if you:

- Copy, fax, or duplicate assignments that will each be turned in as "original."
- Copy from another student's paper with or without her knowledge.
- Exchange assignments by print-out, disk transfer or modem, then submit as "original."
- Write formulas, codes, and key words on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches or calculators when prohibited.
- Use a cell phone to pass along or receive information when prohibited
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- Submit material (written or designed by someone else) without giving the name of the author/artist and/or source (e.g., plagiarizing or submitting work created by family, friends, or tutors).
- Do not follow additional specific guidelines on cheating as established by department, class, or a particular teacher.

There is "zero tolerance" for students caught cheating. Often, cheating involves more than one individual. Any student involved in a cheating incident risks receiving a failing grade or a zero for the assignment, test, quiz, project or any other submission of work that is to be assessed, and a mandatory demerit will be issued.

Subsequent offenses may result in one or more of the following: additional demerits, appearance before the Student Relations Board, suspension, removal from elected position(s) and/or honorary organization(s), inability to participate in co-curricular activities, and/or other consequences determined by an administrator.

DANCES

Dances held at Mount Mercy Academy and dances sponsored by Mount Mercy Academy but held off-site are subject to the Mount Mercy Academy Dance Policy. This policy is designed to ensure the safety and well-being of all who attend a MMA dance. These dances are high school functions and as such guests invited by Mount mercy students must currently be enrolled in a high school and/or may not be older than 21 years of age. Guests of MMA students must complete the guest authorization release which must be turned in before or at the time of ticket purchase along with the MMA dance permission slip for the MMA student. School policies regarding alcohol and drugs apply to those who attend a MMA dance. Any MMA student or guest violating these policies will be subject to removal from the dance. MMA students will be subject to further disciplinary action.

EXEMPTIONS

Any student in Grades 9, 10, 11 or 12 is eligible for an exemption from a final school examination scheduled during exam week, if she has maintained an overall average of 94.0% or above for the four quarters. This will be calculated two weeks before the end of the second quarter and fourth quarter. The policy does not apply to Regents examinations, Advanced Placement examinations, college-level examinations, or classes in which the

teacher determines that all students must take the final exam. For one-semester courses with a final school examination, the student must maintain a 94.0% or above for the two quarters of the semester. An exempted student may choose to take the examination and will be given the examination mark. If a student is absent seven days or more during the school year, she must take the examination. For a one-semester course, if a student is absent four or more days she must take the examination in that course. Students who are absent on special schedule days (e.g. Class Retreats, etc.) will have that day counted against them for exemption.

FUNDRAISING

Development activities and fundraising are essential to the financial stability of Mount Mercy Academy. All revenue-generating activities will be done in accordance with this policy so that:

- Fundraising activities are consistent with the Mission Statement of the Academy,
- Principles of good stewardship are practiced,
- Collaboration among the various constituencies is optimized, and
- Coordination of activities results in reasonable expectation of parents, students, alumnae and all Mercy supporters.

A fundraising calendar for specific fundraising events will be prepared by May 1 for the subsequent academic year and approved by June 1. Requests for approval and/or revisions to this calendar will be submitted in writing.

INCOMPLETES

Incompletes should be given only in the event that illness prevents the student from completing course work within a given quarter. **Only the principal may authorize giving an incomplete.** It is recommended that a student make up an incomplete within two weeks of the end of the quarter for which the incomplete is given. An incomplete may not be given in the fourth quarter.

INTEGRITY STATEMENT

Integrity should be the watchword for every Mount Mercy Academy student. Integrity is consistency between what we say we believe and how we act; faithfulness to a pledge or responsibility; soundness of moral character. Integrity is needed more than ever in our contemporary society. As a Mercy community, we place a value on integrity and expect that our students work and interact valuing it. Mercy students demonstrate integrity when their independent work is their personal, original work, when homework is not copied nor given to others to copy, when research is properly done, when the work authored by others is not plagiarized (copied without appropriate acknowledgement of source), when preparation for tests and quizzes supports truthfulness in all answers, when computer and lab work is honestly presented and when commitments to academic and extracurricular activities are undertaken with sincerity.

MORALS AND ETHICS

Mount Mercy Academy, consistent with its philosophy and mission statement, will not tolerate any physical, emotional or sexual misconduct.

Mount Mercy Academy is identified with and by its student body. Each student must accept the responsibility of publicly demonstrating the honorable conduct rightfully expected of her as stated throughout the Student Handbook. All events of the school including all sporting events, all field trips, evening and weekend activities as well as daily attendance and any other event, trip or activity, where students represent Mount Mercy Academy, the following expectations will be in force:

Defiance, acts of bullying, harassment, inappropriate displays of affection, or poor language, toward other students, teachers, staff, guests, visiting team members, coaches, officials and others will be subject to immediate disciplinary action. This may include suspension or expulsion. It may be understood that any conduct or misbehavior that, in the opinion of the Administrators is detrimental to the reputation of the school or the good name of the student body, will be grounds for serious disciplinary action.

Incorporated by reference into this policy are the Buffalo Diocese's "Policy Relating to Sexual or Physical Misconduct" and "Code of Conduct" and the applicable sections of New York State Law.

ONLINE AND SUMMER COURSES

All online courses and summer courses must have pre-approval from the Counseling Department and Administration before credit will be granted by MMA.

PLAGIARISM

Definition: Plagiarism is defined as the intentional or unintentional use of another author's words or ideas without proper citation, or credit being given to that original author. This, in its most egregious form, includes copying from a source verbatim or submitting an entire document of another's work as if it were one's own. Plagiarism includes paraphrasing without properly citing, or presenting another author's ideas without assigning credit to the author. To offer as a paraphrase an original passage only slightly altered also is plagiarism (Lannon 178).

Determination:

A student can be considered responsible for plagiarism in the following situations:

- 1) A teacher discovers that a student has copied another student's work and has handed the work in as her own composition.
- 2) A teacher submits a suspect paper to turnitin.com (an online database that compares the suspect work to existing published and non-published works) and the results show that 25% or more of the paper has come from an un-cited source. (source not cited by the student)
- 3) A teacher locates an original work to compare to a suspect paper and finds examples of plagiarism.

PUBLIC RELATION/PUBLICITY POLICY

Mount Mercy Academy produces and assists parties in the exchange of information through media releases, radio programs, television broadcasts, various brochures, flyers, special technical reports and photographic services. The distribution of any information directed toward the public must receive authorization.

Mount Mercy Academy is responsible for the publicity and promotion of the Academy and its activities. All promotional advertising, publications, and contacts with the media must be cleared. The subject matter and content of all public relations/publicity should be contextual with the mission and statement of philosophy of Mount Mercy Academy

Contact with the Media:

Any employee who receives a request for MMA-related information from the media shall forward the request immediately. Only spokespersons representing MMA are authorized to provide school-related information to the media. Exceptions to this policy may be made only at the discretion of the Academy.

Official Seal/Logo/Name:

Any use of the official MMA seal or logo or the name "Mount Mercy" or "Mount Mercy Academy" must be approved.

Advertising:

All advertising of MMA programs and services through mass media (newspaper, magazines, radio, television, specialty/trade publications, billboards/outdoor promotion, internet, etc.) must be approved. All requests will be evaluated as to the purpose, content, presentation and cost of advertising.

Publications:

Any printed material to be distributed off school grounds for the purpose of information and/or promotion must be approved. (This includes materials produced in any method: laser printers, central duplicating, in-house printing, production or commercial vendor printing.) For all requests, the purpose, content, presentation and cost of publications and printed materials will be evaluated.

Interviews:

Media interviews are coordinated through Mount Mercy Academy upon request. The subject matter and content of the interview should be contextual with the mission and statement of philosophy of Mount Mercy Academy.

ACCEPTABLE USE POLICY

Students must:

1. Respect and protect the privacy of others.
 - * Use only assigned accounts.
 - * Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - * Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - * Observe all network security practices, as posted.
 - * Report security risks or violations to a teacher or network administrator.
 - * Not destroy or damage data, networks, or other resource that do not belong to them, without clear permission of the owner.
 - * Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - * Not infringe copyrights (no making illegal copies of music, games, or movies).
 - * Not plagiarize.
4. Respect and practice the principles of community.
 - * Communicate only in ways that are kind and respectful.
 - * Report threatening or discomforting materials to a teacher or member of the staff.
 - * Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as message that are obscene, sexually oriented, threatening, rude, discriminatory, or meant to harass).
 - * Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - * Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - * Not send spam, chain letters, or other mass unsolicited mailings.
 - * Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Students must:

1. Read and discuss these policy rules and regulations with parent/guardian.
2. Sign and date the AUP policy form which indicates acknowledgement and understanding of student obligations.
3. Obtain parent/guardian dated signature on the AUP policy form.
4. Submit signed form to Library Media Specialist.

Parent(s) Guardian(s) must:

1. Read and discuss these policy rules and regulations with their daughter.
2. Sign and date the AUP policy form which indicates their acknowledgement and understanding of daughter's obligations.

Administration:

1. Will distribute the policy, through the Library Media Specialist or designee, to each incoming student.
2. Will file the signed AUP policy form of each student and her parent/guardian.
3. Will, through school and network administrators and their authorized employees, monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy.

4. Will reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property.
5. May use this information (in #4 above) in disciplinary actions and will furnish evidence of crime to law enforcement.
6. Will investigate violations of these rules and determine disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

SERVICE REQUIREMENT

A hallmark of a Mercy education is service. Throughout the four high school years each student is called upon to demonstrate her commitment to meaningful service within the Mercy community, to families, the Church and society with a special regard for those in need. Service is that which is done for the total benefit of another without personal gain. There is a minimum number of service hours required:

Grade 9 = 20 hours (10 per semester); Grade 10 = 35 hours (20 in 1st semester and 15 in 2nd semester); Grade 11 = 25 hours; Grade 12 = 20 hours (all 20 in 1st semester).

A portion, not all, of the hours may be done in the summer. Grade 9 will have from September until June to complete the hours; Grades 10 and 11 from June until June; Grade 12 from June until January. Service hours should be performed on an ongoing basis throughout the year and should be selected from a variety of service options. A list of suggested work options for home and family, school community, parish community and civic community will be made available. Verification of the service will be required, as will reflection questions. A student who fails to complete the requirements will receive a failing grade for her Religious Studies course for the year and the incomplete hours will be carried over to the next year and added on to the required hours.

SMOKING

Federal and NYS regulations specify that educational campuses are to be smoke free environments. Smoking is not permitted anywhere on or in the Mercy complex – in school, on school property or within the area defined by school policy. Mount Mercy Academy students in uniform, whether at Mercy functions or representing the school are expected not to smoke. Smoking is a health hazard and an environmental pollutant and reflects negatively on the image of all the students and faculty. Failure to abide by this policy is considered to be a violation and will result in a demerit and may include cleanup duty of school and adjacent grounds, letter home to parent and written research paper.

SCHOOL PROCEDURES

ABSENCES

ABSENCES FROM CLASS: No student should absent herself from class. Regular attendance in all classes is required. A class cut is considered a violation of school regulations and will result in a student serving two demerits for each missed class. Parents will be contacted if a student repeatedly is missing from class or leaves the building without permission. Repeated cuts will be grounds for additional disciplinary action that may result in suspension from school.

EXTENDED ABSENCES: Students who are out of school for an extended period of time due to illness should have parents contact the counseling center to request assignments. Parents must give **24-hour notice** to allow time to gather assignments. Parents should also contact the Attendance Office to give official notification of an extended absence.

EARLY RELEASE: No student will be allowed to leave school early unless her parent reports to the Attendance Office and authorizes her release. A note should be given to the Attendance Office that morning indicating the time to be released and purpose.

MISSED SCHOOL WORK: It is the student's responsibility to make arrangements with each teacher to make up any classwork, homework, tests or labs missed due to an absence from class; these arrangements must be made on the day the student returns to class. Long-term assignments are to be handed in on the day assigned, regardless of absence.

SPORTS AND EXTRACURRICULAR PARTICIPATION: An unexcused absence or an absence/early dismissal due to illness eliminates any student from participating in after school sports or any extracurricular activity.

NOTIFICATION OF ABSENCE: Parents are expected to **call** the Attendance Office by 8:15am if their daughter will not be present for the school day. If it is known in advance that a student will be absent on a particular day, her parent is asked to report this in writing the day before. A student must bring in a dated, **written and signed excuse** from her parent on her return to school.

APPOINTMENTS

Parents who wish to see a particular teacher, school counselor or administrator are asked to telephone for an appointment (825-8796). Voice Mail messages may be left.

BOOKSTORE

The bookstore is open before and after school daily, during lunches and at posted times for the purchase of supplies, review books, tickets to Mercy activities, "MercyWear" and other school items. No tickets for dances, Proms, etc. may be purchased until outstanding balances, other than tuition, in the bookstore have been settled.

CELL PHONES

Cellular phone use is not permitted during the school day. Students using or displaying a cell phone, including text messaging and photography, during the school day may have the cell phone confiscated. A demerit will be issued and a parent will be required to pick up the cell phone after a 24-hour waiting period. Subsequent confiscations will include the addition of a \$10.00 fee to be given to a charity of the school's choice. Repeat offenders may be asked to turn in phones to the office at the start of each school day for a specified period of time.

CHANGE OF ADDRESS

Any change of address, phone number, parish or other vital information is to be reported to the Main Office as soon as the change becomes effective.

CLASS OFFICE

Each class elects officers and Advisement representatives who assume leadership in their class. Students who choose to serve in these positions must have the time, dedication and willingness to develop necessary skills to carry out the responsibilities of their offices. Officers are representatives for their class to the Student Government. A student must meet academic and conduct requirements to submit her name for nomination.

COMMENCEMENT

Commencement is a student's culminating academic activity. A senior must have met all of the standards set by Mount Mercy Academy and the State of New York to be a successful candidate and fully participate in Commencement.

COLLEGE VISITATIONS

The October Testing Day is designated as College Visitation Day for Seniors. In addition to this date, a student may be excused only one other time, between October 1 and May 1, for a college interview and tour. In advance, students must obtain forms from the Guidance Center for this purpose. These will be signed by parents, approved by the school counselor, sent to the Attendance Office and noted on the absentee list. Seniors are responsible for making up any work, tests, labs, etc. missed on that day. College visits in addition to these two days must be arranged on a weekend or holiday.

DELIVERIES AND MESSAGES

Mount Mercy Academy **is not** able to accept deliveries at school, which may include flowers, candy, food products, etc. for students. It is a tedious and disrupting process that distracts from our educational mission.

Messages from parents received during the school day will be given to students at the end of the day. Students **will not be called** to be given a personal message except in the case of emergency. Parents are asked to refrain from calling the school with messages for their daughters since this takes the office staff away from their regular duties.

DINING HALL

Besides being a lunchroom, the dining hall is a place for socializing. Students are to observe rules of courteous behavior and maintain good order. Each student is responsible for leaving the dining area in good order. Food may not be eaten outside of the dining hall. Bottled water is not to be taken outside of the dining hall. Students are not to leave the dining hall without the permission of the proctors who will issue a pass. iPods, cell phones, mp3 and mp4 players, etc. are not allowed in the Dining Hall during school hours. Students are expected to listen quietly to any announcements made in the dining hall.

DRESS REGULATIONS

Dress Regulations:

The school uniform is worn everyday during regular school hours. The MMA uniform components are sold through Flynn and O'Hara Uniform Company.

The following are mandatory uniform components:

- ❖ Grey skort or grey flat front slacks bearing MMA emblem
- ❖ Navy or white long or short sleeved polo shirt bearing MMA emblem
- ❖ Navy crew neck pullover or cardigan sweater bearing MMA emblem
- ❖ Solid navy, black, grey or white knee socks
- ❖ Black or dark brown full shoe having a front, full back, sides, low heel, non-skid sole and meeting the standards set by Administration

The following are acceptable uniform components:

- ❖ White or navy turtlenecks
- ❖ Navy or black opaque tights
- ❖ Plain white tee shirt under uniform top.
The tee shirt MUST be tucked in and sleeves must not protrude from the uniform top
- ❖ MMA Fleece purchased in the bookstore
- ❖ Seniors may wear Senior Sweatshirts

The following are NOT allowed with the uniform:

- ❖ Bare feet (shoes with no socks)
- ❖ Sneakers
- ❖ Boots
- ❖ Colored or printed shoe laces – solid black or brown only)
- ❖ Flip Flops, sandals or sport sandals
- ❖ Clogs/Backless Shoes / shoe colors other than black or brown
- ❖ Footwear deemed unsafe by the administration
- ❖ Sweaters or sweatshirts tied around the waist
- ❖ Boxers or shorts visible under skirts
- ❖ Individual sport sweatshirts
- ❖ Unofficial Mercy Sweatshirts
- ❖ Extreme hair styles or colors—only natural hair color is acceptable—no bandanas or headwraps (Religious head wear is acceptable)
- ❖ Excessive Make-up
- ❖ Visible tattoos or facial piercings.
- ❖ Pierced tongues, eyebrows, noses, etc. are NEVER allowed
- ❖ Black nail polish
- ❖ Excessive jewelry

Permitted Jewelry:

Earrings: small posts- maximum 2 per ear- not to drop below earlobe

Bracelets: none

Necklaces: none or a small cross and delicate chain

Watches: yes

Failure to comply with the dress regulations will result in a demerit.

Dress Regulations - Non Regulation Uniform Guidelines

The following are allowed on Dress Up Days:

- ❖ Dress Pants
- ❖ Blouses, sweaters, dress tops and plain tee shirts
- ❖ Dresses, skirts (these must be of an appropriate length)
- ❖ Socks, tights, stockings

The following are not allowed on Dress Up Days:

- ❖ Jeans, shorts, pajama pants
- ❖ Sneakers, sandals
- ❖ Bare feet and legs

The following are allowed on Jeans and Sneakers and Dress Down Days:

- ❖ Jeans, Shorts (of a modest length)
- ❖ T-shirts, sweatshirts
- ❖ Sneakers, sandals

The following are NOT allowed on Jeans and Sneaker Dress Down Days:

- ❖ T-shirts, sweatshirts or jeans with holes, rips or inappropriate messages or pictures
- ❖ Flip Flops or sport sandals
- ❖ Tank tops and halter tops
- ❖ Bare midriffs
- ❖ Bare Feet
- ❖ Skimpy Shorts
- ❖ Any clothing deemed unacceptable by the administration

EMERGENCY APPOINTMENTS

The school discourages students from leaving school except in emergencies. All routine medical appointments are to be made outside of school hours. If an emergency appointment is unavoidable, the student submits a written request from the parent to the Main Office in the morning. Upon return to school, the student is to hand in a **doctor's card** verifying the appointment. A student leaving must be signed out by her parent in the Main Office and also sign in when she returns.

ENTRANCES

Students are to use the two entrances on Red Jacket (#3 and #4) to enter and exit the school. Doors 5, 6, 7 **should not be used by students.**

EXCUSES

When a student returns to school after an absence, she must bring a dated and signed note by her parents explaining the reason for the absence. These will be held in the Attendance Office as school records. Failure to supply an excuse within two days of return to school will result in a demerit and the absence noted as an unexcused one. See "Tardiness" for information regarding excuses for late students.

FIELD TRIPS

Students must realize that they will be viewed as ambassadors of Mount Mercy Academy. Field trips have an academic purpose and are privileges. Students are expected to conduct themselves with proper behavior. Written parental permission is required in advance and is only accepted on the Mercy standard permission slip form. A student lacking this will not participate in the activity. Telephone calls will not be accepted in lieu of the proper form. Students may be denied the opportunity to participate in a field trip because of conduct, attendance or academic standing.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that the building be evacuated quickly and quietly. The route for evacuation is

posted in every classroom and area of the building. Students are to remain outside the building in absolute silence until the signal is given to return.

FUNERALS

When a member of her immediate family dies, the student may request the presence of fifteen of her classmates at the funeral Mass. The list is to be given to the Main Office the day before the funeral. No student will be allowed to attend if they are not on the list. A note from each girl's parents allowing their permission to attend needs to be turned into the Main Office.

GUM

Gum chewing is never allowed in school. Violation of this regulation will result in a demerit.

HONOR CARDS

Quarterly, students are recognized for their academic achievement. First honors are given to students with quarter averages of 95 or higher; Second honors are awarded to students with averages of 90-94.9; Merit honors are given to students with averages 85-89.9.

ILLEGAL EXCUSES

"Needed at home", "family trip", "road test", "overslept and "job interview" are considered unexcused and are so marked on the student's record. Students who fail to turn in excuses for absences will be marked unexcused until the reason for the absence is substantiated.

ILLNESS DURING SCHOOL TIME

Students who become ill during the school day are to report to the clinic. If necessary, parents will be notified and the student will be sent home. Students are not allowed to go home until the Health Office or Main Office personnel contact parents and permission by parents is granted.

LABORATORY SCIENCES

Laboratory work is an essential part of a science course. It is an opportunity for a student to discover first hand the principles that are discussed in class. A student at Mount Mercy Academy in a lab science needs to successfully complete a minimum of 30hrs. of lab work. Satisfactorily written lab reports and all computations must be completed for each lab. Failure to do so will result in a student's inability to write the Regents/Final exam. All labs are due 10 days before the last scheduled school day.

LETTERS OF RECOMMENDATION AND COLLEGE APPLICATIONS/MID-YEAR REPORTS

Counselor and teacher letters of recommendation are confidential. Recommendation letters are intended to be honest and sincere assessments of student performance, potential and character. Teachers communicate the students' performance in their class and may offer additional insight about the student as a coach or club moderator. Counselors discuss students in an overall way, having personal as well as academic knowledge of the student in all classes. In both cases teachers and counselors strive to offer an accurate portrait of the student, highlighting her strengths. Generally, discussion of family or personal circumstances written in a recommendation letter is with the permission of parents and/or students.

Counselors are bound by the ethical guidelines set forth by the National Association of College Admissions Counselors (NACAC). In completing a college application or mid-year report, counselors may be asked questions regarding academic achievement, academic potential, character or extra-curricular activities and may be asked to give an overall rating of a student. NACAC Statement of Principles of Good Practice, Best Practices, Phase II of the steering committee's work states: III.A.8: "report, if requested, any significant change in candidate's academic status of qualifications, including personal school conduct record, between the time of recommendation and graduation, where permitted by applicable law."

LOCKERS

Every student is required to have a **school lock for her assigned locker**. The locks are available only in the school bookstore. The school is not responsible for stolen items. The custody and safeguarding of her belongings is the special responsibility of each student.

The student has the use, not the ownership, of her locker. As deemed necessary, school administration reserves the right to investigate student lockers at any time. Advisement teachers supervise the cleaning of lockers at regularly scheduled intervals and at the close of the year. Demerits will be issued to those without a school lock. Students may not occupy lockers not assigned to them. Items found in unassigned lockers will be removed and disposed of.

NATIONAL HONOR SOCIETY

The McAuley Chapter of the National Honor Society follows the directives of the national organization that recognizes outstanding students who are especially worthy of commendation. Consistent with the constitution of the National Honor Society, the purpose of the McAuley Chapter is to generate enthusiasm for scholarship, service and leadership and to develop character in student members. The honor of membership is not automatic, but based on a review of a student's cumulative average and consideration of personal and extracurricular activities throughout her high school career as presented in the activity form and supporting documentation.

The Faculty Council may bestow membership to students in grades 11 and 12. Mount Mercy Academy students must have a cumulative average of 90% or higher and give evidence of direct service and demonstrated leadership as outlined on the activity form. Qualified students are selected by majority vote of the Council on the basis of scholarship, character, leadership and service. The Faculty Council creates working definitions of the qualities and sets objective measurement of a student's qualifications in each area.

A student who questions her non-selection does not have the legal right to a hearing but she and her parents will be given the opportunity to present their opinions to the principal. The selection time line is: First Quarter - At the end of the first quarter notification of students in grade 12 of the selection qualifications and process; review and selection of senior candidates; Second Quarter - At the close of the second quarter, students in grades 11 with a cumulative average of at least 90% will be notified that for further consideration for selection to the McAuley Chapter. They must submit a complete Student Activity Information Form and letters of recommendation on their behalf.

SCHOOL CLOSINGS

On days when school will be closed because of weather conditions or another emergency, TV and radio announcements will be made. Mount Mercy Academy will be closed only when our name is specifically announced as closed. Closing of Buffalo public and parochial schools DOES NOT AUTOMATICALLY CLOSE MMA.

SPORTS AND EXTRACURRICULAR PARTICIPATION

Involvement in student activities is an integral part of school life. Extracurricular activities should be carefully chosen. Elected office, athletic teams and club membership require dedication and responsibility. Mount Mercy Academy offers wide variety of clubs, grade level events, athletics and activities to meet student interests, needs and talents; all are encouraged to become actively involved in at least one of these. Activities include service organizations, fine arts, academic clubs, communications and publications and sports. An unexcused absence or an absence/early dismissal due to illness eliminates any student from participating in after school sports or any extracurricular activity. If a student is late, she must sign into school no later than the end of 2nd block in order to be eligible to participate in interscholastic sports. A student must participate in any assigned physical education class on the day of a scheduled practice or game or match. To continue in an activity, a student must maintain a satisfactory academic average and must fulfill the requirements set down by the moderator. Any student staying after school for any activity must be under the supervision of a teacher, coach, or moderator. Students are not allowed to stay after school without this supervision. The Freshman Building is locked at 3:30 p.m. All students exiting after 3:30 p.m. are asked to use Door #4 on Red Jacket Pkwy.

STUDENT GOVERNMENT

The Student Government is made up of elected officers and representatives. Students may also become members at large. These young women of exemplary character serve to express the opinions and needs of the Student Body to the Administration. SG members assume leadership by accepting responsibility for various school activities and functions. Another important means of fostering leadership and giving students a voice in developing

school policy is the role of class officer. Elections are held in May for Grades 10-12 & in the fall for Grade 9.

STUDY HALL PROCEDURES

Classroom instruction is only a part of the educational process. Each student is expected to spend at least two hours a day on both written assignments and general study. Study halls are infrequently scheduled. Study halls are quiet times for personal study or for the completion of assignments. Students are expected to arrive on time with their needed supplies for work. Students are issued passes to use the LMC or to attend to other business and **must return before the end of the period.**

SUMMER READING LIST

All students will receive a list of mandatory summer readings for each grade level along with the requirements set by the English Department. Students will present a project on each reading to their assigned English teacher during the first week of school. The mark for these will be averaged into the student's first quarter English grades. A passing grade is required to advance to the next English level.

TARDINESS

LATE TO CLASS: A student who reports late for class disturbs the class, disrupting the learning process for her classmates. If a student is regularly late for class, appropriate **disciplinary action will be taken, including a demerit.**

LATE TO SCHOOL (TARDINESS): Students are expected to be in 1st block, with books and in full uniform by 7:59 a.m. and ready for class. A student arriving after 7:59 a.m. must go directly to the Attendance Office to get a tardy slip, which will admit her to class. Demerits will be issued by the Attendance Officer.

SPORTS PARTICIPATION: If a student is late to school, she must sign in no later than 2nd block in order to be eligible to participate in interscholastic sports.

UNACCEPTABLE TARDY EXCUSES: Reasons such as "missed bus", "car trouble", "overslept", "couldn't find a parking spot", etc. are not acceptable excuses for tardiness. A parent note does not excuse a student for tardiness for any of these reasons. In case of inclement weather, decisions concerning tardy students will be made by the Dean of Students.

TELEPHONE

Students are not called to the telephone during school hours and **messages are not delivered except in cases of an emergency.** Students have access to a phone in the main office.

TEXTBOOKS

All basic textbooks and some workbooks are loaned to students for their use. They are to be kept clean and handled carefully. Lost books must be reported to the Textbook Coordinator immediately and paid for before another book is issued. A charge will be levied against students who fail to return a textbook(s) at the completion of the school year. If the charge is unpaid, report cards and transcripts may be withheld.

TRANSPORTATION

Students who travel on school buses are expected to behave with maturity. Anyone whose conduct is unacceptable may appear before the Student Relations Board and action may be taken by the individual school district.

TRUANCY

When a student skips school (truancy), her parents may be contacted by phone and the student may be called before a SRB hearing. This matter may be referred to the district truancy officer.

TUITION

Sanctions for persistent delinquency include withholding of report cards, transcripts or diploma and the student may not be readmitted the next semester. **Senior students with outstanding balances may not be issued caps and gowns or participate in Commencement activities.**

VACATIONS

Mount Mercy Academy does not support time taken for the purpose of vacationing. Vacation time is scheduled into the school calendar for this purpose. Absence due to vacation is unexcused and is always taken without the approval of the school. No faculty member will be required to provide make up work or tests for a student who is absent due to a vacation.

VANDALISM

If a student marks desks, lockers or any part of the building, she may be fined accordingly and be brought before the SRB and/or be given demerit.

VIDEO TAPING & PHOTOGRAPHY

Use of camera phones, digital photography, video cameras, etc. are not allowed without expressed approval of the administration. Images of students, faculty, staff and the Mount Mercy name should not appear on MySpace®, Facebook®, YouTube™, etc.

VISITORS

All visitors must report to the Main Office. If a student wishes to invite a friend to Mercy for a day, she must make arrangements the Recruitment Director two days in advance. Each of her teachers will be consulted and permission must be given.

WALL MAIL

Wall mail is a convenient way for teachers, moderators, and student leaders to contact students with important messages. Wall mail should be picked up only by the student whose name appears on the message. Wall mail is not meant for frivolous messages from student to student, sensitive messages or messages to teachers. Money should never be placed on wall mail.

The Administration of Mount Mercy Academy retains the right to amend the Student Handbook for just cause. Parents and students will be given notification if changes are made.

Revised 5/2008

ACTIVITIES

A full range of activities is offered to complete the Mount Mercy Academy experience. It is hoped that you will be involved in at least one school activity.

Art Club promotes an interest in art to all students through field trips and studio art activities; open to students in grades 9-12; meets weekly starting in September in the Art Room.

Drama Club provides experiences for students to appreciate a variety of aspects of drama productions; students are actively involved in school productions both onstage and behind the scenes; open to students in grades 9-12; begins in September.

Environmental Awareness Club encourages an awareness of environmental concerns to club members and the school community; open to students in grades 9-12; meets monthly in Room 18.

French and Latin Language Club promotes the understanding and respect for others in a global community - their languages and culture; open to French and Latin students in grades 9-12; meets monthly beginning in October.

Hobbies Club provides the opportunity for students in grades 9-12 to be creative and learn the art of craft making.

Madrigal publishes a yearly literary magazine; has both a literary and an art section; open to students in grades 9-12; meets monthly beginning in October.

Mercienne publishes the Mount Mercy yearbook; open to students in grades 10-12; meets during the summer and throughout school year.

Merciette publishes the school newspaper; open to students in grades 10-12; members are encouraged to join Journalism class; meets starting in September.

Mercy Outreach promotes student service to the Mercy community and beyond through a wide range of activities; open to students in grades 9-12; meets regularly each month.

Mock Trial educates students in trial procedure through role-playing and reenactment; open to students in grades 9-12; meets from October through March.

Model United Nations educates students in the duties, procedures and rules of the United Nations; open to students in grades 9-12; meets regularly beginning in February.

National Honor Society promotes scholarship and service; names of eligible 11-12 graders are placed in nomination and a selection process occurs; meets monthly beginning in September.

Oratory & Debate provides student opportunities to develop skills in oratory and debate activities; open to students in grades 9-12; members meet for individual practice sessions with moderators; informational meetings begin the first full week of the school year.

Pure Magic provides an opportunity for students to combine singing and dancing skills; open to students in grades 9-12 who are selected after a spring audition; meets during August and Sundays during the school year; students receive school credit.

Ski Club provides the opportunity for students in grades 9-12 to experience downhill skiing in the winter months when conditions allow. Students are chartered to Holiday Valley on Fridays after school.

Spanish Club promotes the understanding and respect for others in a global community - their languages and culture: open to Spanish students in grades 9-12; meets monthly beginning in October.

Student Government serves the Student Body by expressing the opinions and needs of students to the Administration and accepts responsibility for various school activities and functions; officers and advisement representatives are elected to office; students are also able to join as members-at-large; meets 2nd and 4th Tuesdays of the month beginning in September.

Students Against Destructive Decisions (S.A.D.D.) educates students about alcohol and drug abuse and their dangers as well as promoting drug/alcohol free social activities; open to students in grades 9-12; meets biweekly.

Student Relations Board allows students to work with the administration and faculty to enforce school policies with a view to securing the best possible learning environment; students of good character in grades 9-12 who possess the Mercy qualities of compassion and justice are nominated to serve for a school year; they meet as needed.

SPORTS

Fall: Cross Country (Aug), Golf (Sept), Soccer (Aug), Swimming (Aug), Volleyball (Aug)

Winter: Basketball (Nov), Bowling (Oct)

Spring: Lacrosse, Softball, Tennis, Track (All March)

MOUNT MERCY ACADEMY

88 Red Jacket Parkway
Buffalo, New York 14220
Phone: 825-8796
Fax: 825-0976

It is important that parents and students understand the regulations and policies of Mount Mercy Academy. We ask that you carefully read and discuss the Student Handbook.

After reading the handbook, please sign this form and the permission slip on the next page. Both forms must be **signed and returned by Friday, September 5, 2008.**

We have read and discussed the policies in the Student Handbook and agree to cooperate with Mount Mercy Academy and be governed by the provisions of this handbook.

Student Signature: _____

Advisement Room: _____

Parent Signature: _____

Date: _____

Students of Mount Mercy Academy must realize that field trips have an academic purpose and are a privilege. Students may be denied the opportunity to participate in a field trip because of conduct, attendance, probation or academic ineligibility.

FIELD TRIP PERMISSION SLIP

Academic Purpose: For school related activity e.g. Gym, Art, pictures

Destination: Vicinity of school

Day/Date: When applicable on a school day during 2008/2009

Time/Place of Departure: MMA

Time/Place of Return: MMA

Means of Travel: Walking

Signature of Faculty Advisor: _____

I, as parent or legal guardian, certify that I request and give permission for my daughter,

_____ Adv. Room _____

to participate in the event described above. I understand that the trip will be under the supervision of a faculty or staff member from Mount Mercy Academy. I take full responsibility for my daughter and I release the Principal and Mount Mercy Academy from all liability and waive any claims against them.

Signature of Parent/Guardian: _____ Date: _____

Person to contact in the event of an emergency:

Name: _____ Phone: _____

I understand that I am responsible for making up any missed tests, labs or classwork. I also realize that a field trip is a privilege and as such, I agree to conduct myself as a mature Mount Mercy Academy student, abiding by all the rules of the school while participating in this event.

Signature of Student: _____ Date: _____

MT. MERCY ACADEMY SCHEDULES

REGULAR DAY SCHEDULE

(81 min.) Allows 1 min. for Prayer, Pledge (80 min.)
 (30 min.)
 (80 + 30 + 4 min.)

BLOCK 1 7:59 - 8:20

BLOCK 2 9:24 - 10:44
ADVISEMENT 10:47 - 11:17
BLOCK 3 11:20 - 1:14

Class 11:20 - 12:40	Class 11:20 - 12:00
Class (cont'd)	Lunch 2 12:02 - 12:32
Lunch 3 12:44 - 1:14	Class 12:34 - 1:14

Lunch 1 11:20 - 11:50
Class 11:54 - 1:14
Class (cont'd)

BLOCK 4 1:18 - 2:38

FACULTY SCHEDULE

BLOCK 1 7:59 - 8:59
BLOCK 2 9:03 - 10:03
BLOCK 3 10:07 - 10:37, 10:37 - 11:07, 11:07 - 11:40
BLOCK 4 11:44 - 12:42

EARLY ASSEMBLY

ATTENDANCE 7:59 - 8:09
ASSEMBLY 8:13 - 8:13
BLOCK 1 8:21 - 10:28
BLOCK 2 10:32 - 11:39
BLOCK 3 11:43 - 12:16, 12:16 - 12:50, 12:50 - 1:26
BLOCK 4 1:30 - 2:38

MID-DAY ASSEMBLY

BLOCK 1 7:59 - 9:04
BLOCK 2 9:08 - 10:13
ASSEMBLY 10:13 - 11:46
BLOCK 3 11:46 - 12:19, 12:19 - 12:55, 12:55 - 1:27
BLOCK 4 1:31 - 2:38

LATE ASSEMBLY

BLOCK 1 7:59 - 9:06
BLOCK 2 9:10 - 10:17
BLOCK 4 10:21 - 11:28
BLOCK 3 11:32 - 12:06, 12:06 - 12:40, 12:40 - 1:14
ASSEMBLY 1:18 - 2:38

SPECIAL SCHEDULE

BLOCK 1 7:59 - 8:37 (38 minutes)
BLOCK 2 8:41 - 9:19 (38 minutes)
BLOCK 4 9:22 - 10:00 (38 minutes)
BLOCK 3 10:03 - 11:33 (60 min. class, 30 min. lunch)
Lunch 1 10:03-10:33 Class 10:33-11:33
Class 10:03-10:33 Lunch 2 10:33-11:03 Class 11:03-11:33
Class 10:03-11:03 Lunch 3 11:03-11:33
ASSEMBLY 11:38-12:42

