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INTRODUCTION

To be uneducated is to be isolated, shut off from the past, or one's true place in the present; shut off, moreover, from any understanding of one's self and one's own strengths and talents, or the problems and needs of our fellow men, and thus from any possibility of using our strength and talent to meet those needs and problems.

To educate means to lead out; to lead the young from the uniqueness of their rich but private experience into the greater whole of mankind's experience, to end their aloneness and loneliness, to help them find and join their fellows, and take their place and part in man's great adventure. It is the business of education to lower, not raise, the barriers that divide each man from all men: barriers of time and place or nation, class or race; of language, custom and occupation so that we may share each other's experience, know each other's condition and work together on our common problems.

Christian education in our time poses no easy task for us as educators, for you as parents, and for your sons and daughters as our future leaders. As always, Faith, Hope and Charity form the base of our enterprise. Added to these we see more and more the need for self-sacrifice and self-discipline. Our ultimate goal is to teach a love for Jesus Christ; a love so strong that the difficult decisions of maturity and adult life may be truly Christian responses rather than simply human reactions to events and situations.

~Statement of Education, Vatican II

This document is not an end, but rather a beginning. In it we wish to express what we are about at Mercy Catholic High School. Together then, we may cooperatively undertake the Christian education of your sons and daughters.

Our Lady of Mercy Academy was organized on December 3, 1881, in Red Bluff, California and was opened on March 3, 1882, by Sisters who came from Yreka with Mother Helene Dickenson as the first Superior. Board and tuition was \$87.50. Music and piano use was \$25.00. Painting lessons were \$1.00, and washing was \$10.00. The school was incorporated by the State Legislature in 1882 and served as a day and boarding school. A branch was also established in Tehama in September, 1882 but was short-lived. In 1924, the parochial residence was erected on the southwest corner of Elm and Rio Streets, and in 1925, a (new) Mercy School was erected at a cost of \$50,000. The present building was completed in 1959.

On the opening of the 1961 school year, a long-standing tradition at Mercy High School gave way to the demands of the times when boys were admitted to the ninth grade.

MISSION STATEMENT

Mercy Catholic High School is a Catholic, college preparatory school, operating within the Diocese of Sacramento and under the governance of the Board of Directors of the Catholic schools of the Northern Sacramento Valley. The objective of the school is to develop the whole person through a nurturing environment in the areas of spiritual and moral formation, intellectual, personal, social, physical and aesthetic development. Mercy combines with the home, the church, and the civic community in the common effort of developing young men and women who will effectively play an important role in changing our society to be more responsive to the spiritual, emotional and physical needs of its members.

STATEMENT OF PHILOSOPHY

Mercy High School believes in the development of each student:

Spiritually

Mercy High School strives to develop basic religious attitudes and awareness through liturgical experiences and through a comprehensive selection of religious courses.

Intellectually

Mercy High School instills a life-long appreciation of learning, which will prepare our graduates for both the rigors of college and the challenges of life.

Personally

Mercy High School develops students who will become contributing members of society. Through the internalization of values, and the expectations of self-discipline, good citizenship, cooperation, and social responsibility, students demonstrate moral development.

Socially

Mercy High School develops students who communicate well, work in cooperation with others, and build and maintain healthy relationships.

Physically

Mercy High School encourages students to choose a physically healthy lifestyle and to demonstrate good sportsmanship as spectators and participants.

Aesthetically

Mercy High School leads the student to an awareness, understanding, and respect for the diversity of artistic expression, personal faith, and human culture

EXPECTED SCHOOLWIDE LEARNING RESULTS

ESLR #1: A Mercy student demonstrates spiritual and moral development through the message revealed by God, which the church proclaims.

ESLR #2: A Mercy student demonstrates intellectual and aesthetic growth.

ESLR #3: A Mercy student demonstrates personal, positive growth through the recognition that all individuals are of great value to God and share in God's creation.

ESLR #4: A Mercy student demonstrates social development and the skills needed for effective communication, community cooperation, and lifelong physical and mental health.

ADMISSIONS

Mercy Catholic High School is a co-educational Catholic school administered under the direction of the Board of Directors of the Catholic schools of the Northern Sacramento Valley. Although the school's orientation is Roman Catholic, the school does not exclude applicants on the basis of religious faith. Every student at Mercy is required to take a religious course of study each semester and is expected to participate actively in the liturgical activities of the student body throughout the year.

All new students are accepted on a probationary status for one school semester. This period of time is designed to ensure proper adjustment to the school environment, expectations and curriculum.

POLICY OF NONDISCRIMINATION

Mercy Catholic High School mindful of its primary mission to be witnesses to the love of Christ for all, admits students of any race, color, ethnicity or gender to all the rights, privileges, programs and activities generally accorded or made available to students at this school. Mercy Catholic High School in the Diocese of Sacramento does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of its education policies, scholarship and loan programs, and athletic and other school-administered programs.

PROCESS OF ADMISSION

All students who seek admission to Mercy Catholic High School must complete the school's official application for admission. Eighth grade students seeking admission for the ninth grade are required to take placement tests in mathematics and in English. Students who are seeking admission and are already enrolled in high school must submit a transcript of grades with the application.

CUSTODY

In the case where a family has mixed or joint custody of a minor child, it is the responsibility of the parents to notify the school office when there is a need for duplicate information or flyers from the school. In order to cooperate with student and family needs, the school should be informed of custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes or arrangements. In the absence of any court order, the school will assume that both parents have custody of a student, and the student may be released to either parent.

STUDENTS NOT LIVING WITH PARENTS OR LEGAL GUARDIANS

Students attending Mercy Catholic High School are expected to reside with their parents or legal guardians. If circumstances arise necessitating a student to live elsewhere, the school must have the parent's approval in writing or a court order. The new location must meet with the school's approval. Students must reside with a responsible adult of at least 25 years of age; this does not include boyfriends or girlfriends.

YOUTH ACTIVITY FORM AND EMERGENCY HEALTH/MEDICAL
INFORMATION AND CONSENT FORM

This diocesan form will be sent out in the registration packet. This form must be student's emergency information, especially concerning persons who have permission to pick up the student in the parents' absence. Written permission will be required of the custodial parent if a non-custodial parent is to pick up a child for any reason.

HEALTH REQUIREMENTS UPON ADMISSION

**IMMUNIZATION
REQUIREMENTS**

To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations as outlined below. New 7th grade entry requirements went into effect 7/1/99. A varicella requirement for kindergarten entry will go into effect 7/1/01.

VACCINE

REQUIRED DOSES

Polio

4 doses at any age, but... 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.

**Diphtheria, Tetanus, and
Pertussis**

Age 6 years and under (Pertussis is required) DTP, DTaP or any combination of DTP or DTaP with DT (tetanus and diphtheria)

5 doses at any age, but... 4 doses meet requirements for ages 4-6 if at least one was on or after the 4th birthday.

Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DTaP or any combination of these

4 doses at any age, but ...3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Td) dose is required.

7th – 12th grade
TDAP booster

A [new school immunization law](#) requires all students entering 7th through 12th grades in the 2011-2012 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called Tdap.

Measles, Mumps, Rubella

(MMR)
Kindergarten **2 doses*** both on or after 1st birthday.
7th grade **2 doses*** both on or after 1st birthday.
Grades 1-6 and 8-12 **1 dose** must be on or after the 1st birthday.

Hepatitis B
Kindergarten **3 doses**
7th grade **3 doses****

Varicella***
Kindergarten **1 dose** or health care provider-documented varicella disease or immunity.

* Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

** Two doses of the 2-dose formulation given at age 11-15 years along with provider documentation that the 2-dose formulation was used for both doses will also fulfill this requirement.

***Effective Date 7/1/01

EXEMPTIONS The law allows (a) parents/guardians to choose exemptions from immunization requirements based on their personal beliefs, and (b) physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem.) See the back of the blue California School Immunization Record (PM 286) for instructions and the affidavit to be signed by parents/guardians electing the personal beliefs exemption. For children with medical exemptions, the physician's written statement should be stapled to the CSIR. Schools should maintain an up-to-date list of pupils with exemptions, so they can be excluded quickly if an outbreak occurs.

1. Special needs or handicaps should be reported on the child's health forms. Any change during the year should be reported to the school office immediately. The school may not be prepared to meet the special needs of the student.
2. A sports physical is required for those wishing to participate in sports.

TERMINATION OF ENROLLMENT BY SCHOOL OFFICIALS

Students clearly unable to profit from the school by reasons of ability, serious emotional instability, or the conspicuously uncooperative or destructive attitude of students and or

parent(s)/grandparent(s)/guardian(s) may be asked to transfer out of the school. Parents, grandparents, guardians, etc. who choose to send their children/grandchildren/wards to a Catholic school agree, by their choice of the Catholic school, to support the faith formation and learning environment of the school. They also agree that their children will be fully involved in the religious formation and worship activities of the school. Parent, grandparent, guardians, etc. whose school-related conduct, in the eyes of the principal, does not support the development of “an environment permeated with the Gospel spirit of love and freedom” may be asked to withdraw their children from the Catholic school.

(Administrative Handbook 5700)

See section on discipline for other reasons that your student may be asked to leave.

ADMISSION/CONTINUING ENROLLMENT OF CHILDREN WITH HIV/AIDS

Decisions regarding the admission and/or continuing enrollment of school-age children with HIV/AIDS shall be based on behavior, neurological development, physical condition of the child, and the expected interaction of the child with others in the school setting.

TUITION, TUITION ASSISTANCE, AND REGISTRATION FEES

TUITION AND REGISTRATION FEES

(The sources of income for Mercy High School are: tuition, grants, endowments, donations, and fundraising)

Annual Tuition (Refundable on a pro-rated basis)	\$ 8,100.00
.....	
Annual Tuition (Refundable on a pro-rated basis)	
(Discounted tuition for fully participating family's)	\$ 6,950.00
Annual Registration Fee (Non-refundable)	
(Includes: Registration, Student Body Card,	
Class Lab Fees, Student Insurance Fees, and other)	\$ 500.00
Sport Fee (per sport, per student).....	\$ 25.00
P.E. Clothes (approx.).....	\$ 29.00
Books – rental program available through Chico State Bookstore.....	\$ 293.00
(plus any applicable tax)	
Application Fee (one time, non-refundable).....	\$ 50.00

FAMILY PARTICIPATION HOURS

Mercy Catholic High School works together as a community for the benefit of our students. Each family is expected to contribute a minimum of 50 hours of participation in a given year, with 30 hours going toward major fundraising efforts. In order to fully support fundraising efforts each family is expected to donate or purchase an auction item or service valued at approximately \$250.00 in support of the major fundraisers for the year. In an effort to encourage communication and teamwork parents/legal guardians are expected to attend a minimum of 2 parent guild meetings. There is a direct correlation between a family's involvement and the success of a student's education. Those families who fail to contribute fully in the previous year may be disqualified from eligibility for the Family Participation Credit on tuition in the current year. The parent hours service commitment form lists the available activities and estimated number of hours expected in certain types of activities.

PAYMENT OPTIONS

Full Payment by check or cash, made by August 1st If payment is 10 or more

days late, you will be required to pay through F.A.C.T.S. under Option 3.

Semester Payments are made by paying 50% of tuition by August 1st, and 50% of tuition by December 1st. If either payment is 10 or more days late, you will be required to pay the remaining tuition through F.A.C.T.S. under Option 3.

Monthly Payments made through F.A.C.T.S. are budgeted over 10 months, beginning in August and concluding in May. The F.A.C.T.S. payment plan utilizes automatic withdrawal from your bank account on either the 5th or the 20th of each month. For additional information, you may request a F.A.C.T.S. brochure from our office.

Monthly Payments made through F.A.C.T.S., paid by Visa or MasterCard. To use this option, you must call F.A.C.T.S. at 800-233-1096 to enroll. You must enroll prior to July 1st, and payments will begin August 5th.

Payments made under Options 1 and 2 are payable directly to the school. Monthly payments under the 10 month plan must be made through the F.A.C.T.S., electronic funds transfer. Please make all checks payable to Mercy Catholic High School. There will be a finance charge assessed for each check returned due to non-sufficient funds. No students will be allowed to take semester final exams unless their accounts are paid up to date.

TUITION ASSISTANCE

Tuition Assistance is available through the office of the Roman Catholic Bishop of Sacramento. Diocesan scholarships are available only to Catholic families; however, other scholarships are also available. Applications may be obtained in the school office. Parents are required to submit certain confidential financial statements in order to apply for assistance. Not all assistance applications are funded. If you have questions or concerns, please call the school. The deadline for applications for financial aid is April 30.

Mercy Catholic High School reserves the right to deny or withdraw financial assistance at any time to any student who meets any of the following conditions:
Fails to maintain a minimum semester grade point average of 2.0.
Accumulates a total of six hours of detention or has been suspended.
Whose family has not contributed the 50 hours of participation.

ACADEMIC POLICY

MERCY HIGH SCHOOL GRADUATION REQUIREMENTS

Religious Studies.....	4 years
English.....	4 years
Mathematics.....	2 years
Social Science.....	4 years
Foreign Language.....	1 year
Science.....	2 years
Physical Education.....	3 years (up to 2 semesters may be waived for an academic class)
Fine Arts.....	1 year
Community Service.....	80 hours over 4 years of attendance (See Community Service Policy)

Electives to meet the required number of units for graduation of 260 units.

SUBJECT REQUIREMENTS FOR COLLEGE

Community College

Meet any of the following requirements:

Age 18 or older

High School Graduate

The equivalent of a high school diploma

California State University

English-4 years

Mathematics (Algebra, Geometry and Intermediate Algebra)-3 years

Social Science-2 years, including one year of US History or US History and Government

Science with a laboratory (Biology, Chemistry, Physics, etc.)-2 years

Foreign Language (the same language)-2 years

Visual & Performing Arts –1 year of the same course

Electives-1 year chosen from the subject areas listed above

University of California

History/Social Science-2 years (1 year U.S. History or ½ year of U.S. History and ½ year of American Government) and 1 year of world history, cultures, and geography

English-4 years

Mathematics-3 years required, 4 years recommended (must include topics covered in elementary and advanced Algebra and Geometry.)

Laboratory Science-2 years required, 3 years recommended (in at least 2 of these disciplines: Biology, Chemistry, Physics)

Languages other than English-2 years required, 3 years recommended (2 years of the same language).

Visual & Performing Arts-1 year of the same course

College preparatory electives-1 year required (Visual and Performing Arts, History, Social Science, English, Advanced Mathematics, Laboratory Science and language other than English, including a 3rd year of the first language studied or 2 years of an additional language)

Private Colleges

Please consult the college catalog or the admissions section of the college's website for the most current admissions requirements for a specific college.

Note:

Requirements for all universities both public and private include grade point average and standardized tests. Please consult your counselor or the college catalogs regarding specific admission requirements.

PROGRAM PLANNING AND CLASS SCHEDULING

Each year, instruction and assistance in course selection is given by the Counseling Department. Academic schedules are developed with respect to graduation requirements and to the individual student's future academic plan. However, it is the individual student's responsibility to contact prospective universities regarding their specific entrance requirements. Requirements for admission to the California State Universities and the University of California are reflective of most universities and should be used as a guide in selection of courses.

HOMEWORK

It is reasonable to expect that there will be homework most nights in each academic subject area. Any concerns about homework should be addressed first with the teacher and second with the administration.

ADVANCED PLACEMENT

Any student enrolled in an Advanced Placement Class past the "last day to drop a class" date in the second semester, must take the Advanced Placement Exam for that class in May. Students, who have achieved 85% or better in the class for the second semester, will not be required to take a final exam. Students with second semester grade below 85% will be required to take the final exam. The second semester grade will be an average of the third and fourth quarter grades, unless a student is required to take a final exam. Failure to take the Advanced Placement Exam will result in the Advanced Placement designation being deleted from the student's transcript.

APPOINTMENTS WITH FACULTY AND STAFF

All school personnel are happy to meet with parents and students; however, appointments are necessary in order to avoid conflicts in schedules. Please call or e-mail for an appointment.

GRADING POLICIES

Each teacher establishes a grading policy for his/her classes. This policy can be found in the specific syllabus. It is the responsibility of the student to be aware of the policy and all requirements of the course. Should a parent have a question about the course, the teacher should be contacted directly. The semester grade is weighted for any course in the following manner: 40% first quarter, 40% second quarter, 20% final exam.

Grade Points		Honors	AP	
Grade	Definition	Point Value	11 th or 12 th Grade	Point Value
A	Outstanding Achievement	4	4.5	5
B	Good Achievement	3	3.5	4
C	Satisfactory Achievement	2	2.5	3
D	Minimum Achievement	1	1	1
F	Below Minimum Achieve	0	0	0
Inc	Incomplete work	0	0	0

*Weighted point values are awarded to students in Advanced Placement Classes and in honors level class in 11th and 12th grades. Weighted GPA's are used to determine class rank, Valedictorian and Salutatorian.

GRADING SYSTEM

A	100-90
B	89-80
C	79-70
D	69-60
F	59-Or less

"F" GRADES

A student who receives a semester "F" grade in a required class must make up that class. Questions regarding the appropriate courses to meet any requirement should be directed to the Counseling Office. A student who receives an "F" grade is automatically placed on academic probation. See consequences of an "F" grade in the academic probation section.

INCOMPLETE GRADES

A grade of "Incomplete" demands immediate attention. After two weeks, an incomplete left uncorrected by the student may become an "F". An incomplete deems a student ineligible for extracurricular activities until that incomplete is changed.

ACADEMIC PROBATION

Academic probations are determined each semester. Students who earn less than a 2.0 G.P.A. or who receive an "F" (irrespective of G.P.A.) are automatically placed on academic probation. Students who are on probation for two consecutive semesters may be asked to withdraw from Mercy High School.

Academic probation automatically disqualifies a student from participation in extracurricular activities. In a performing arts class, the student will be required to complete a performing arts component with an in-class performance, which is not an extracurricular activity.

CHALLENGING A CLASS

If a student feels that he or she has proficiency in a subject, challenging a class may be an option. The petition to challenge a class must be approved by the academic department involved, the Counseling Office and the principal. Challenging a class can be done by

taking the final exam in that subject and receiving a grade of 85% or better before the deadline for adding a class each semester. A grade of 85% or better would give the student a “P” (pass) on the transcript with credit.

ADD / DROP PERIOD

Class changes can only be obtained during the first three weeks of the term. The principal must approve any exception.

PARENT / TEACHER CONFERENCES

Each student’s education and growth is our primary concern and each parent’s primary responsibility. Conferences are recommended any time a parent and/or teacher recognizes the need during the year. The Counseling Department will arrange and facilitate a conference with individual teachers or all of a student’s teachers at the request of the parent, the student, or the teachers.

FINAL EXAMS

All students will be required to turn in a signed clearance form before they are eligible to take finals exams.

FINAL EXAM EXEMPTIONS

Second semester seniors are exempt from finals in any class where they have a combined third and fourth quarter average of 85% or better. If a student with a qualifying average elects to not take a final, his or her final grade will be an average of the third and fourth quarter grades. Students other than seniors who have taken an advanced placement exam and have an 85% or better in the 3rd and 4th quarter may have the option of not taking a final exam. Please see the section on “Unauthorized Days of Absence for Groups of Students” for exceptions to this policy.

ACCESS TO STUDENT FILES

Parent(s)/Guardian(s) shall have access to all permanent records maintained by the school related to their children. Students 18 years of age or older have this same right of access. The procedure to access permanent records involves making an appointment to do so with the principal. Parents may request and receive a copy of their child’s records that will be marked as a copy.

PARTICIPATION IN GRADUATION CEREMONY

Reasons for excluding a student from graduation ceremonies may include but are not limited to:

Student conduct

Parent conduct

Nonpayment of tuition or other fees

TRANSCRIPTS

A transcript is a copy of a student's academic record. An official transcript includes the school seal and the signature of the principal or registrar. A request for transcripts must be made in writing to the registrar or counselor. There is a form available in the counseling office, and there is no fee for transcripts. The final transcript will not be marked with a date of graduation until all graduation requirements have been met. The diploma will not be issued until all requirements are met. These include: completion of required number of units, required courses, required community service hours and essays, and submission of the check out list for seniors to the office.

PROGRESS REPORTS

Weekly Internet Reports- Parents may have access to their student's grades, discipline and attendance on the Internet. A pin number will be distributed to parents at the beginning of the year. After that time, pin numbers should be requested through the counseling office.

STUDENT PROGRESS EVALUATIONS (CINCH NOTICES)

These are mailed home at the midpoint of each quarter to the parents of students who have earned a grade of "C-" or lower. The teacher will inform the parent if a student's grade drops to a level of "F" after the official Cinch Notice has been issued.

ACADEMIC GRIEVANCE

If a student believes that a grade is in error, the following procedures should be followed:
Meet with the teacher privately and attempt to reconcile the grade.
If unresolved, request a meeting with the department head.
If unresolved after level 2, request a meeting with the Principal.

REPORT CARDS

Report cards are mailed home at the end of each quarter to the attention of the parent/guardian of the student.

HONOR ROLL

Students are eligible for Honor Roll status on all report card periods. "B" Honors are for students who maintain a grade point average of 3.0 to 3.49. "A" Honors are for students who maintain a grade point average of 3.5 to 3.99. The Principal's Honor Roll is for students who maintain a grade point average of 4.0 or better for the quarter.

COURSE SYLLABUS

Each teacher will issue a syllabus for each course that reflects the expectations and grading policies for that course. Teachers will provide rubrics for specific assignments so that students have a clear understanding of expectations.

COMMUNITY SERVICE PROGRAM

PHILOSOPHY

The philosophy of Mercy Catholic High School is focused on developing the whole person as one who recognizes personal gifts and contributes to making the world a better place. We are committed to living the teachings of Jesus...

“Love one another. Whatever you do for the least of these who are members of my family, you do for me.”

As Christians, we are called to love each other. By noticing and responding to the needs of others we acknowledge the dignity of all. Service is a way of living. It is an opportunity to discover an individual call to use gifts and talents for the survival of all creation.

PROGRAM

Community service at Mercy Catholic High School consists of time spent with persons who are needy-developmentally, physically, academically or economically. It is time working with charitable agencies that respond to the needs of all God’s creation.

Community service is a graduation requirement. Students who enter as freshmen need to complete at least 10 hours of community service by the portfolio deadline in March and a total of 80 hours of service over the four years. Students need to accumulate a minimum of 20 more hours of community service each year by the portfolio deadline in March, with a total of 80 hours by graduation. It is required that at least 20 hours of the total 80 be devoted to a specific commitment such as visiting an elderly person or tutoring in an after-school program. A longer time spent with one person or project facilitates a more meaningful experience.

While there is always a need in our Mercy community for volunteer help, five hours each year on major fund-raisers may be applied to community service. Remaining time volunteered may be applied to parent hours or offered freely as a personal contribution to Mercy.

It is important that students choose already **approved services** or submit a proposal for a new idea **before beginning the service.** The community service committee will decide if the proposal is consistent with the program. A listing of agencies and service needs in the surrounding areas is posted throughout the school, in the Counseling Office, and in the Religious Studies classrooms. Opportunities are advertised in the daily bulletin and sometimes in Newsletter.

There are many requests from the local communities such as reading to the elderly, tutoring in after-school programs, or assisting with food/clothing programs. **Service hour forms** are available in the religion classrooms for sign-off by the person or agency involved in the service. These should be **filled out at the time of service. Parents should not sign off students. All hours completed during a quarter must be reported by the dates posted on the school calendar. These dates are about one week before the end of the quarter.**

The hours will not be counted after the end of the quarter. Any service completed during **the summer must be turned in by September 1st** in order to receive credit for the hours.

At the end of each quarter, all students will evaluate service plans with their religion teacher. Some students may have plans for projects and some may need help finding a commitment.

Each religious studies classroom teacher will arrange time for students to share experiences at the end of each semester. This is an important part of service. Individuals need to express their experiences in community, and the community can be encouraged and inspired to serve others.

One reflective essay will be completed each year by the portfolio deadline in March for a total of four essays by graduation. These are available from the religious studies teachers and on line. Essays must be a minimum of two pages, MLA format, and reflective.

ATTENDANCE POLICIES

Regular attendance is necessary for average progress. For the protection of all, no student is permitted to leave the school grounds at any time during the day without a dated written and signed request from the parent/guardian. The principal or his/her representative may make emergency dismissals anytime when a serious condition such as sickness, accident, emergency home conditions, etc. warrant it. If conditions justify early dismissal, the student shall leave the school under conditions requested by the parent(s) or specified on the Emergency Card. Students must be signed OUT and IN in the attendance logs by the principal or his/her representative or parent during school hours. These rules apply to all students, regardless of age. A student leaving school without following these procedures is considered to have an unexcused absence.

ABSENCES

Schoolwork missed during times of absence is the student's responsibility. For each day absent, the student has an equal number of days to complete class work/homework missed. A prolonged absence may result in an "Incomplete" for that period, until all missed work is made up (see Policy of Incomplete grades under Grading Policy). A student's grades may suffer during absence because the grade is based not only on assignments, but also on class participation and discussions.

UNAUTHORIZED DAYS OF ABSENCE OF GROUPS OF STUDENTS

Mercy High School does not sanction what some students or parents refer to as "skip days" regardless of the reason provided by a parent. This particular problem of attendance has pertained primarily to seniors, but has become a significant concern in the past few years. We are required to provide a school calendar with 180 academic days of instruction.

Mercy High School strives to provide many activities that are both curricular and extra-curricular that will require students to be off campus and out of class to enrich the academic experience. In addition the school allows 3 days for upperclassmen to take as college visit days without the penalty of absence as long as the paperwork has been completed before the trip. Also Mercy provides retreat days at every grade level during school time. The school provides a picnic day to celebrate community in the fall and in the spring.

Seniors in particular experience many opportunities for off campus activities. The school allows a day off for an official school authorized senior trip. Seniors currently are not required to take finals if they have earned an 85% or better in a class; this results in most seniors finishing their classes 9 full school days before everyone else, though they need to be available on those days to take finals, if required, and to practice for baccalaureate and graduation.

If 50% or more of the students at a particular grade level miss school on a given day, the following consequences will occur.

Seniors:

If the day of absence is before the scheduled senior trip, which occurs during school time for the members of the senior class, then the day provided for that trip in the academic calendar will be a regular school day with no trip planned.

If the day of absence occurs after the senior trip, the privilege of seniors not taking final examinations will be removed for those seniors who were absent on that day.

Other students:

If 50% or more of a particular class is absent on a given day, the academic calendar will be extended by one day for that class.

EXCESSIVE ABSENCES

When a student has had 15 days of absences in any one class, excused or non-excused, within a semester, that student will be referred to the Attendance Review Committee. Three unexcused tardies will equal one day of absence for this policy. After careful review the committee will recommend to the Administration what action(s) should be taken. The student may lose credit for the class, and the guidelines for determining loss of credits will be as follows:

NUMBER OF ABSENCES	CREDIT LOSS	CREDIT EARNED
0-15 days	None	5 units of credit
15-22 days	Loss of 1 credit	4 units of credit
23-29 days	Loss of 2 credits	3 units of credit
30-37 days	Loss of 3 credits	2 units of credit
38-44 days	Loss of 4 credits	1 unit of credit
45 or more days	Loss of 5 credits	0 units of credit

TARDIES

Students will receive 2 free tardies. After that, all tardies will result in a one-half hour detention. Three unexcused tardies will equal an absence.

MEDICAL APPOINTMENTS

Students are legally credited for attendance when time is spent in verifiable medical and dental appointments when the student is in attendance at school on that day. Attendance rosters will indicate the student was at a medical/dental appt. Parents are urged to keep such absences to a minimum. If it is possible, medical appointments should be after school or on non-school days. As noted earlier, if a class is missed, assignments may be made up, but discussion and participation may not be made up. A written note is required to be excused for a medical or dental appointment. This note should be presented to the office for administrative approval. Procedures for signing in and out must be followed.

ABSENCES & TARDIES / READMITTANCE

In the event that a student must be absent, or will be tardy, the following should be done:

CALL THE SCHOOL- A parent or guardian must call the school between 7:00 AM and 9:00 AM on the first morning of the absence.

BRING A NOTE- Acceptable notes are those written by doctors, parents or guardians and they must be brought to the Attendance Office prior to the student being readmitted to the first class on the returning day. Parent/guardian note should be specific as to the reason and the date(s) for the student's absence.

ACCEPTABLE REASONS – Acceptable reasons are illness, family emergency, medical or dental appointments, or approval from the administration.

Students with excessive absences will be excused only with a doctor's note or proper documentation. Telephone excuses on the day the student returns to class are not acceptable. Fax transmissions and/or Emails are not accepted.

Students with unexcused absences will receive two hours detention for every hour of absence.

PREGNANCY

Human life at all stages, including the pre-born child, is a sacred gift from God and abortion is never an alternative at any stage of pregnancy. Students who become pregnant deserve and need the full support of the administration, teachers, and other students. Therefore, the expectant student will be allowed to remain in school. This is not to condone unwed pregnancy, but rather to protect the sacred gift of life of the unborn child and to extend love and compassion to those involved.

The school will continue to assist the student through graduation, including the ceremony and other related activities. However, if attendance in the classroom is judged not to be in the best interest of the student or the school community, other arrangements will be made. Counseling of students involved will be required. Any student who publicizes or advocates an abortion, either planned or already obtained, will be asked to leave school. This policy pertains to the boy or girl directly involved or to any student spreading rumors about an alleged abortion.

EMERGENCY AND MEDICAL PROCEDURES

The Principal or a representative may make emergency dismissal when a serious condition warrants such dismissal. If an emergency occurs outside of school hours, listen to the radio for instructions on school closures. In the event of a natural disaster, please listen to your radio for further instructions. The Parent Phone Chain will be utilized whenever possible.

EMERGENCY SCHOOL CLOSURES

In the event of dangerous weather conditions or natural disasters, please tune into the following stations for closure information:

Chico & surrounding communities:

TV:	KNVN	Ch. 24	893-2424
	KHSL	Ch. 12	342-0141
RADIO:	KPAY	AM 1290	345-0021
	KHSL	FM 103.5	345-0021
	KMXI	FM 95.1	345-0021
	KHHZ	FM 97.7	345-0021 (Spanish)

Red Bluff, Redding & surrounding communities:

TV	KRCR	Ch. 7	243-7777
RADIO	KBLF	AM 1490	527-1490
	KNCQ	FM 97.3	244-9700

SAFETY DRILLS

Fire drills are held monthly. Intruder on campus drills and earthquake safety drills are held as necessary to assure preparedness. Students are asked to follow the directives of the teachers during the drill and instructed to remain quiet during the entire procedure.

ILLNESS OR INJURY

Should a student become ill or injured, the school will make every effort to contact the parent(s)/guardian(s) of the student for information and instructions. No student will be permitted to go home before this contact is made. If the parent cannot be contacted, and the illness or injury is believed to be serious enough to require medical attention, the principal should arrange for the student to be taken to a doctor or to a hospital for treatment. This action does not obligate the principal or the school to assume financial responsibility for the treatment of the student. The emergency information on file with the school should be up to date with current contacts and phone numbers.

INSURANCE

The student insurance program that provides partial insurance coverage in helping to meet hospital, surgical, and medical expenses incurred by reason of student injury covers all students at Mercy High School. The insurance plan covers accidents that occur on school property, at school-sponsored activities and while going directly to and from school with no detours. Football insurance should be purchased separately if it is not covered by parent/guardian's personal policy. Should an accident occur, parents would be notified immediately. Insurance applications are available at the school office if you wish to extend your coverage.

MEDICATION GUIDELINES

The school may administer medications to a student with written permission from the physician and parent(s)/guardian(s). The school medication authorization form is available in the school office for this purpose. Supplies of medications will be kept in the school office. Parent(s)/guardian(s) are responsible for supplying medications to the school. The school may not furnish any medications for students.

STUDENT BEHAVIOR

GOOD CONDUCT POLICY

The Mercy Catholic High School student is expected to conduct himself or herself according to the principles of Christian and civic behavior. Each student is expected to engage in the following good conduct:

Be honest in all dealings with fellow students, teachers and school personnel.

Cooperate positively with fellow students, teachers and school personnel.

Respect the rights and the values of each individual person on the school premises or at school-sponsored events and functions.

Obtain permission from the proper authority for the use of any of the school facilities or materials.

Comply promptly with the directions of school officials.

Be courteous, attentive and respectful when fellow students, teachers, visitors, administrators or performers address individuals, classes, or the assembled student body.

Be responsible for the care of all materials loaned to the student for the course of studies or activities during the year.

DISCIPLINE POLICY

The Principal and the Dean of Students have the authority to impose discipline upon any student for violation of any of the rules or regulations of Mercy Catholic High School. A student enrolled at Mercy Catholic High School assumes the personal responsibility for his or her conduct. As a member of the school community, each student is obliged to be considerate of his or her fellow students and respectful to school personnel. Each student is asked to accept this opportunity and obligation to become an integral part of the school community wherein he or she exercises the convictions of Christianity, brotherhood and love of neighbor by fully respecting the rights and privileges of all the other members of the school community. The basic attitude of respect characterizes the actions of the student towards oneself, other students, teachers, school personnel, visitors and guests.

DETENTION

Detention is a disciplinary action administered by the staff, teachers, Dean of Students, or principal for a violation of the good conduct and discipline policies. Detention will be for one hour and will be served after school. Students must serve the detention on the day it is given or on the next school day that detention is offered. **Students participating in after school activities, such as sports, performing arts, etc., will miss practices to serve their detention.** Medical appointments and emergencies are the only acceptable reasons for a delay in serving detention. Other reasonable accommodations can be made with the approval of the Dean of Students. Detentions not served in a timely manner may be doubled at the discretion of the Dean of Students. Detentions not served may result in a recommendation to the principal for suspension. Students themselves will be required to notify their parents regarding detention. Student discipline records are accessible on the Internet in the School Master database under Guidance. Students who have outstanding detentions will not be allowed to take finals that semester.

With regard to detention due to defiance or misbehavior, the following steps will apply:

STEP 1. After four accumulated hours of detention in a school year, the student may be placed on suspension. If so, a mandatory meeting between the student, parent/guardian, Dean and/or principal will be held. This meeting must be held in a timely manner. The problem will be reviewed and a contract for all concerned will be created.

STEP 2. If after having reached step one of this process, the student accumulates three more hours of detention for misbehavior within the school year, the student may be placed on additional suspension and a mandatory meeting of the student, parent/guardian, Dean and principal will be held.

STEP 3. If after having reached step two of this process, the student should accumulate two more hours of detention for misbehavior within the school year, the student may be asked to withdraw from Mercy High School.

SUSPENSION and EXPULSION

The following conduct may, at the discretion of the Principal and the Dean of Students, subject a student to suspension or expulsion:

- Serious disobedience, insubordination or disrespect for authority;
- Language or behavior which is immoral, profane, vulgar, or obscene;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Injury or harm to persons or property or serious threat of same;
- Sale of any material on school grounds without proper authorization;
- Unauthorized absence or continued tardiness;
- Assault with, or possession, of a weapon capable of inflicting injury;
- Theft or dishonestly;
- Lying;
- Harassment (See Policy);
- Outrageous, scandalous, or seriously disruptive behavior;
- Academic dishonesty;
- Sexting, harassment, or any other inappropriate behavior on social media at school or elsewhere;
- Conduct at school or elsewhere, which would reflect adversely on Mercy Catholic High School or the Catholic Church;
- Refusal to meet terms of individual agreements between student and administration;
- Inability or refusal of student to meet minimal academic requirements;
- Parental non-cooperation or lack of support for school regulations;
- Any actions by parent legal/guardians that are physically or verbally abusive to school personnel.

Suspension is the cessation of all school activity for the student during a designated period of time. Suspension also results in probation. Parents/guardian will be informed of suspension and disciplinary probation in writing. Parents/Guardians are asked to make an appointment to speak with the principal or Dean prior to the return of the

student. Students who are placed on suspension are not to be on or about the school grounds. They will not be allowed to participate in or attend any school-related activity at any time during the period of suspension. Suspension is for a serious offense against the good conduct policies of the school and community.

Academic consequences of suspension:

Homework assignments missed during suspension cannot be made up for credit. Exams missed during suspension must be made up within the time frame stated in the individual teacher's classroom policy, and the student will receive credit. Any research papers due during the suspension time will be accepted for credit on or before the assigned due date.

Extracurricular impact of suspension:

A student who has been suspended for three or more days is immediately disqualified from participating in any extra-curricular activities or sports for 5 school days for each day of suspension. Student Council officers and Class officers shall forfeit his/her office. (Three days suspension = 15 days of ineligibility) In accordance with Student Council By-Laws students suspended for 1 or more days are not eligible to run for a Student Council office for the following year.

Expulsion is the permanent termination of student's enrollment at Mercy High School with no possibility of readmission to the school.

PROBATION

A disciplinary probationary period shall be for the remainder of the current quarter and the following quarter. Further serious infractions during a probationary period may warrant expulsion. Notice of probationary status will be given to the student's parent/guardian in writing. Students who are placed on probation are expected to make the necessary adjustments during this time in order to continue as a student at Mercy High School.

CONSEQUENCES OF CHEATING

Cheating is plagiarism. It is any unauthorized oral, written or signaled communication of answers or work on tests, quizzes, class work, homework, essays or research papers. It is copying or attempting to copy someone else's answers or work on tests, quizzes, class work or homework. It is also allowing your answers or work to be copied or be available for copying. It is passing or receiving or attempting to pass or receive answers during tests or quizzes. It is having unauthorized notes available for use on tests or quizzes. It is allowing your notes to be used or available to someone else to use during tests. It is copying material directly from a reference without indication of proper quotes or footnotes. It is using a research paper or essay more than once.

FIRST OFFENSE. A first offense is when a student has never cheated.

1. The student will receive a zero on the test, quiz or assignment on which he or she was involved in cheating.

2. The student will meet with the teacher involved and the Dean of Students.
3. Parents will be notified of the offense by mail.

SECOND OFFENSE. A second offense is when a student has cheated only once during the current school year

The student will receive a zero on the test, quiz or assignment on which he or she cheated.

The student will be given a 1-3 day suspension.

The student and parents will meet with the teacher involved, the Dean of Students and the Principal.

THIRD OFFENSE. A third offense is when a student has cheated twice during the current school year.

The student will receive a zero on the test, quiz or assignment on which he or she cheated.

The student may be recommended for expulsion.

POLICY ON STUDENT THREATS

Mercy High School will treat student threats to inflict harm to self, to others, or to destroy property very seriously. Anyone hearing or becoming aware of any threat is to report it directly to the principal or to his/her designate. If the threat is judged credible and serious appropriate law enforcement officials will be notified. Threats that are substantiated may result in disciplinary actions up to and including dismissal. Practical jokes or offhand comments of a threatening nature will be considered serious and will be investigated. The school will follow Administrative Handbook regulation 5910 in their handling of the situation. This includes a possible requirement for counseling prior to readmission to school.

The principal will notify the following groups/individuals of the "threat"

Police (depending upon the credibility of the threat)

Pastor(s)

Parent(s)/Guardian(s) of the student(s) who made the threat

All adults or student (and those students' parent/guardians) who have been identified, either verbally or in writing, as potential victims of the threat

Catholic School Department

The student(s) who made the threat is to be retained in the school office under constant and appropriate supervision until the parents and police (depending on credibility of the threat) arrive. The student(s) making the threat will be suspended and not allowed back to school until the investigation has been completed and final disciplinary action, if any, has been determined.

The principal or his/her delegate shall immediately gather all information about the threat (e.g. interview reporting/witnessing parties, interview the student(s) who is alleged to have made the threat, interview the student's parent/guardian, etc.).

Witnesses and all parties will be encouraged to provide their statements in written form.

The principal, after investigation of the threat, will consult with appropriate individuals (e.g. police, parents, teachers, pastors, CSD, etc., depending on the circumstances).

The principal will determine if there is sufficient evidence of a risk of harm to the student, to others, and/or to property based on the investigation and consultation. The principal is the final arbitrator as to whether the evidence is sufficient. Situations that

could be assessed as having insufficient evidence could include misunderstandings, poor decision-making, insensitive remarks, inappropriate slang, false accusations from peers, grade level of student, etc.

In cases that deal with insufficient evidence, the principal is to:

Take appropriate disciplinary action to prevent a recurrence of the problem

Notify the student's parent/guardian of the disciplinary action,

Allow the student to return to school.

If the principal, after investigation and consultation, determine there is sufficient evidence of a risk of harm to the student, to others, and/or to property, the principal will continue the student(s) suspension and not consider the readmission of the student(s) to the school until appropriate counseling occurs (as per Administrative Handbook Guidelines for Requiring Counseling Prior to Readmission to School).

In some cases, the nature and credibility of the threat is such that the principal may request withdrawal of the student, or expel the student, without possibility of returning to the school.

HARASSMENT POLICY

Mercy High School affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited.

Mercy High School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious.

Harassment is unacceptable conduct that is deliberate, severe and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

A. Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written;

B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;

C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons,

written words, drawings, pictures, web pages or gestures;

D. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: Sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

It is the responsibility of the school to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment, is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the superintendent.

The following procedures are to be followed for filing and investigating a harassment claim:

Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.

If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.

The individual(s) alleging harassment will be asked to complete a written complaint.

The claim will be investigated thoroughly, involving only the necessary parties.

Confidentiality will be maintained as much as possible.

The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.

Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.

Any party involved who is not in agreement with the decision has the right to the Appeal Process for Reconciliation found in the Administrative Handbook.

If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.

VANDALISM

Students and their parents shall be liable for all damage to equipment or school property caused by the student.

STUDENT GUIDELINES

DRESS CODE

Mercy High School students are to dress and groom themselves in a manner that is modest, neat and clean, and appropriate to a Catholic school academic environment. Sloppy and exaggerated attire often reflects a poor attitude about oneself and a possible lack of seriousness towards one's education. It also gives a poor image of the student body to the local community.

Students need to recognize different requirements for dress as different occasions demand. School is not unlike the work or professional world where a certain dress requirement is expected in representing one's profession and in performing one's tasks. Therefore, Mercy High School, true to its Catholic tradition, in cooperation with parents and students, set forth the following principles that underlie the dress code requirements:

Be in good taste and reflect pride in our school.

Be modest in style and appropriate in appearance.

Be neat and clean at all times.

Support and promote the essential purpose of education ~~ learning.

Discourage excessive vanity, competitiveness, elitism or faddishness.

Encourage sound grooming habits and self-respect in the individual.

The administration believes that the primary responsibility for dress and appearance belongs to the students and parents. Mercy High School assumes that, when a student enrolls in the school, he or she is fully aware of this responsibility and the school's expectations to observe the dress code. It is the specific responsibility of the Dean of Students to maintain and supervise the dress regulations along with the entire faculty. Violations of these regulations can be cause for disciplinary action. The administration reserves the right to make individual determinations regarding the dress code policy and will be the final judge as to what is in conformity with the dress code.

For those articles of clothing not listed, students should consult with the Dean of Students before the articles in question are worn to school to see if they would be appropriate. Dress code regulations are in effect the entire day and during any extracurricular activities affiliated with the school.

NOTE: Parents of students with major dress code violations will be called to bring appropriate clothing to school or student will be sent home to change. Their absence from school or class will be considered unexcused.

DRESS UP DAYS

Males

Dress shirt, tucked in, with tie and dress slacks with belt is required. Denim pants of any kind are not allowed. Sport coat, suit, sweater or school jacket is optional. Students must wear dress shoes. (Vans or similar shoes are not considered dress shoes and athletic shoes are not allowed on these days.) Polo shirts and sweatshirts are not allowed on these days.

Females

Business attire is appropriate for Dress Days. Students may choose between either a dress or a skirt with an appropriate top that has sleeves, no writing and is appropriately formal. A student may wear a sleeveless dress if she wears a sweater, jacket or blouse over it. Strapless, halter, spaghetti strap or party dresses are not allowed. Polo shirts and sweatshirts are not allowed on these days. Denim is not allowed on these days. In cold weather, girls will be notified by the administration on the day before a Dress Day that they may wear pants. Pants must be appropriately formal. Dress shoes, including dressy sandals, are appropriate.

NOTE: Students are expected to observe these general rules for neatness, modesty and moderation at all school sponsored events. ANY QUESTIONS REGARDING APPAREL OR DRESS REGULATIONS SHOULD BE DIRECTED TO THE DEAN OF STUDENTS FOR CLARIFICATION. The administration and faculty will review the Dress Code policies continually. Adjustments will be made as needed.

In keeping with appropriate attire for certain events and occasions, students may be granted opportunities for dress other than already presented. Spirit days would be such an occasion. These days will be announced in advance for students.

DRESS CODE FOR MALES:

HAIR

Hair must be clean, combed and styled neatly. Extraordinary, distracting hairstyles or unnatural colors are not allowed. All males are to be clean-shaven with the exception of a well-trimmed mustache not to extend beyond the corners of the mouth. Sideburns must be trimmed and may not be lower than the bottom of the earlobe.

SHOES

All shoes must be tasteful. Open and closed toed shoes are allowed. Students should give consideration to the activity of the day, including exposure to chemicals in science lab.

HEADWEAR

Hats, caps, visors, headbands, scarves or sunglasses are not to be worn in the building. No nose, tongue or other visible piercing is allowed with the exception of ear piercing. Hoop earrings are discouraged for safety reasons.

SWEATSHIRTS

Only Mercy High School sweatshirts, college sweatshirts or plain colored sweatshirts, with or without a hood, may be worn. (Hoods may not be worn in the building.) Very small manufacturers logos or names are allowed on sweatshirts. No sweatshirts on dress up days.

SHIRTS

All shirts must be of the dress, polo, or sport-shirt style with a full collar and sleeves. An approved shirt must be worn at all times even with a sweatshirt, sweater, open shirt, or jacket. If the shirt is a button type, it must be buttoned at all times. Clothing intended as undergarments may not be seen. Shirts may have no writing, pictures, patches, etc. on them. Very small manufacturer's logos are allowed. Authorized Mercy High School and college T-shirts are permitted. For questions about authorization, see the Dean. Shirts need not be tucked in, but must be of an appropriate length and have a square bottom. If a shirt is made to be tucked in, it must be tucked in.

PANTS

Long pants, including jeans that are neat and clean, may be worn. The following may not be worn: overalls, work pants, military pants, surgical pants and athletic pants of any type. Pants that are altered (not to include tailoring), frayed, torn, stained, patched, ragged at the cuffs or elsewhere, are not acceptable. Pants that are extreme are not acceptable; this includes those that are either too tight or too baggy. Rolled pants are not allowed. Pants must be worn at waist level. (Sagging, or even slightly sagging is not allowed.)

SHORTS

Walking shorts are permitted. Shorts that are meant to be worn as athletic clothing or swimwear are not acceptable. Shorts must be worn at waist level and must be as long as the bottom of the middle finger when the student is standing straight with his arms at his sides and must not go past the top of the calf.

MISCELLANEOUS

Tattoos may not be visible.

DRESS CODE FOR FEMALES:

HAIR

Hair must be clean, combed and styled neatly. Extraordinary, distracting hairstyles or unnatural colors are not allowed.

SHOES

All shoes must be tasteful. Open and closed toed shoes are allowed. Students should give consideration to the activity of the day, including exposure to chemicals in science lab.

HEADWEAR

Hats, caps, visors, headbands, scarves or sunglasses are not to be worn in the building.

JEWELRY AND MAKE-UP

Jewelry and make-up may be worn in moderation. Excessive use of jewelry and make-up is considered distracting and inappropriate for school. No nose, tongue or other visible piercings are allowed with the exception of ear piercing. Hoop earrings are discouraged for safety reasons.

SWEATSHIRTS

Only Mercy High School sweatshirts, college sweatshirts or plain colored sweatshirts, with or without hoods, may be worn. (Hoods may not be worn in the building.) Very small manufacturers logos are allowed on sweatshirts. No sweatshirts on dress up days.

SHIRTS/BLOUSES

All shirts must have a full collar and sleeves. **An approved shirt must be worn at all times even with a sweatshirt, sweater, open shirt, or jacket.** Shirts worn under approved shirts may not be halter, strapless or spaghetti straps. Clothing intended as undergarments may not be seen. Shirts may have no writing, pictures, patches, etc. on them. Very small manufacturer's logos are allowed. Authorized Mercy High School T-shirts and College T-shirts are permitted. For questions about authorization, see the Dean. Shirts need not be tucked in, but must be of an appropriate length. Shirts must not be excessively short, showing bare midriff or back, while performing normal activities at school such as reaching or bending forward toward lockers. See through blouses are not appropriate. General abuse of this policy by female students will result in button-up type shirts being buttoned at all times.

PANTS

Long pants, including jeans that are neat and clean, may be worn. The following may not be worn: overalls, work pants, military pants, surgical pants and athletic pants of any type. Pants that are altered (not to include tailoring), frayed, torn, stained, patched, ragged at the cuffs or elsewhere, are not acceptable. Pants that are extreme are not acceptable; this includes those that are either too tight or too baggy. Rolled pants are not allowed. Pants must be worn at waist level.

SHORTS

Walking shorts are permitted. Shorts that are meant to be worn as athletic clothing or swimwear are not acceptable. Shorts must be worn at waist level and must be as long as the bottom of the middle finger when the student is standing straight with her arms at her sides and must not go past the knees.

SKIRTS/DRESSES

All dresses must have sleeves or a jacket over it at all times. Strapless, halter, spaghetti strap or party dresses are not allowed. Hems must reach two inches below the middle finger when the student is standing straight with her arms at her sides. The fit of the garment must fulfill the requirement for modesty. Low cut and tight styles are not acceptable.

MISCELLANEOUS

Tattoos may not be visible.

ANNOUNCEMENTS

Announcements must be in writing, signed by the appropriate faculty sponsor, and then delivered to the announcement basket in the office before school on the first day it is to be read. If a faculty sponsor does not sign an announcement it will not be read.

SCHOOL ARRIVAL & DEPARTURE PROCEDURE

Students are to park on the perimeter of the school. The north side of the school is reserved for staff and visitors. Once a student has arrived on campus he/she may not leave campus unless there is permission in writing from the parents. There is a supervised after-school program at Mercy High School that is in effect until 5:30 PM Monday thru Thursday and until 3:00 on Friday.

STUDENT PARKING

All student cars must be registered with the Dean prior to being driven to school. Students are not allowed to be around vehicles during the school day, including lunch. Doing so will result in referral to the Dean.

BEHAVIOR AT ATHLETIC EVENTS

All students and other spectators are expected to comply with the Pursuing Victory With Honor Code of Conduct. (Available in this handbook). Any spectator who does not comply with the Code of Conduct will be asked to meet with the Athletic Director and may be required to sign a contract outlining expectations for behavior for continued attendance at athletic events. . A Mercy student's attire at an athletic event will be appropriate as a representative of the school.

BEHAVIOR AT SCHOOL ACTIVITIES

Whether on a field trip, at a school event, or any activity involving the school either on or off campus, students are held to the Good Conduct and Discipline policies in this handbook. A Mercy student's attire at any school event will be appropriate as a representative of the school.

SKATEBOARDS, SKATES, ROLLERBLADES

Skateboards, skates and rollerblades are not to be used on campus.

FOOD AND DRINK

Food and drink are not allowed in the gym or classrooms at any time. This includes candy and gum. Any exceptions must be cleared through the Principal.

STUDENT VISITORS

Any visitor must be the guest of a current Mercy student and must be considering enrolling as a student at Mercy High. Parents of the host student and the visiting student must submit notes to the Dean of Students approving the visit and verifying that the visiting student is considering enrolling at Mercy. Both notes must be turned in to the Dean at least one day before the visit is to take place. If a Mercy student brings a visitor without prior approval from the Dean, the parents of both student and visitor will be called and the visitor will be sent home. Students who have left Mercy to attend another school will not be approved as visitors.

GUESTS ON CAMPUS

All adult visitors and guests on campus must check in and out at the office on their arrival and departure.

DANCES

Dances are an important ingredient of the communal life at Mercy. Students are expected to:

Be attired according to the dress code advertised for that evening.

Follow the general school rules for behavior.

Present their high school I.D. cards for admittance. This applies to Mercy and non-Mercy students alike.

Show up no later than 1 hour after the dance begins. After that, students will not be admitted.

Mercy students must complete a Guest Application form for any non-Mercy student. The office must clear guests three days before the dance. The Principal or his or her designee must interview guests over the age of 18.

Junior high or elementary school students will not be allowed as guests.

LOCK/LOCKERS

Each student will be assigned a locker and lock for his/her use during the school year. These lockers and locks are the property of Mercy High School, and students are responsible for the condition and contents of their lockers. **Students may not change locks or lockers without the permission of the Dean of Students.** For health and safety reasons, the administration reserves the right to hold locker inspections as necessary.

ADDITIONAL SCHOOL SAFETY

To enhance the school safety program the administration reserves the right to conduct periodic inspections for contraband, including drugs, alcohol, explosive materials, and weapons. Trained canine units may be brought to the campus for this purpose. Their visits will be unannounced. Sometimes they will alert on legal prescription medication. This may result in embarrassment to the student. It is mandatory that prescription medication be kept in the school office to avoid these types of situations.

OFF-CAMPUS PRIVILEGE

Once a student has arrived on campus, he/she may not leave campus. In order to be able to walk off campus at lunchtime, students must have a signed permission slip on file in the school office. Those who abuse this privilege will lose it.

PERSONAL LISTENING DEVICES

Personal sound equipment may be used on campus during non-class times. Students may use this equipment during class time only with the permission of the teacher. Students who choose to bring these items to school are strongly urged to lock them in their lockers during school hours.

PHONES

Students may ask to make a call from the office phones if necessary. While cell phones are a part of modern technology, they present significant problems for schools. Some of those include: parents calling students at any time of the day, including during class; students calling or texting inappropriately; students texting students in other classrooms; students sharing answers on tests; etc. Cell phones should be kept in backpacks or lockers. Any cell phones visible or ringing in a classroom will be confiscated, subject to search, and returned to a parent.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection must be appropriate for a Catholic High School. Kissing is not appropriate. Handholding is appropriate. Hugs are appropriate as long as they are not prolonged and obviously too intimate for the hallway or classroom. Common sense is the most important rule here.

ELECTRONIC INFORMATION RESOURCE USE

The Internet is an electronic highway connecting millions of computers and individuals all over the world. Students, teachers, support staff, parents and community members with Internet accounts have access to:

- (1) Electronic mail (e-mail) communication
- (2) Information and news from a variety of sources and research institutions
- (3) Public domain and shareware software of all types
- (4) Discussion groups on a wide variety of topics
- (5) Access to many university libraries, the Library of Congress and more

With access to computers and people all over the world also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Mercy High School has taken precautions to restrict access to controversial or harmful materials defined by CA Penal Code 313(A). We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility of users procuring material that is not consistent with the educational goals within our school. Our goal is to provide a service to support our curriculum and promote the expansion of learning experiences for our students.

Please read this carefully. If any user violates any of these provisions, his or her account on the Internet will be terminated; all future access may be denied and disciplinary action may be taken.

TERMS AND CONDITIONS

ACCEPTABLE USE: The purpose of the computers and Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the education objectives of Mercy High School. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, (copyrighted materials include music, videos or games) threatening or obscene material, or material protected by trade secret Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. You will be responsible for assisting with monitoring the account.

PRIVILEGES: The use of computers and the Internet is a PRIVILEGE, not a right, and

inappropriate use will result in cancellation of those privileges.

The administration, teachers and/or staff of Mercy High School may request the system administrator to deny, revoke, or suspend specific user accounts.

NETIQUETTE (NETWORK ETIQUETTE): The use of an Internet account requires that you abide by accepted rules of network etiquette. These include but are not limited, the following:

BE POLITE. Do not send abusive messages to ANYONE.

USE APPROPRIATE LANGUAGE. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.

PRIVACY. Do not reveal the personal address or phone numbers of yourself or any other person. Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

In accordance with the Good Conduct policy of the school, a Mercy Catholic High School student is expected to conduct himself or herself according to the principles of Christian and civic behavior. Students who do not reflect these principles through the use of electronics, whether at school or not, will be disciplined up to and including dismissal.

DISPUTE RESOLUTION PROCESS

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal. Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

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every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

PROCEDURES

Step One: In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) days of the presentation described in Step One above to the principal for his or her review and decision. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this step.

Diocesan Review: If the dispute cannot be resolved in Step Two, any party to the dispute, within ten (10) calendar days of the principal's decision in Step Two, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not to review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the principal in writing within ten (10) calendar days of receiving the written petition.

ORGANIZATIONS, PROGRAMS, and SERVICES

(Who's Who and What's What)

The Advisory Commission of Mercy High School is responsible to the Superintendent for achieving diocesan goals for Catholic education, for review and approval of the budget, for determining sources of funding and for reporting on the status of Catholic School Education to the school community. The commission serves in an advisory capacity to the principal.

The *Auction* is the annual fundraiser held on behalf of Mercy Catholic High School. Parents and families are encouraged to contribute and become an active part of the auction.

The Armed Services Vocational Aptitude Battery (A.S.V.A.B.) is a test administered to all sophomores and juniors in the fall of each year.

The California Scholarship Federation (CSF) is a statewide organization. Membership is earned by scholastic record and standing. Membership entitles those qualified for special recognition. Qualified students initiate membership each semester through an application. Dues are required.

Cheerleaders and mascots are selected each year for both J.V. and Varsity squads by tryout. This activity demands a great deal of time and commitment and is, therefore, based on ability and attitude.

“Cinch Day” is the term given to mid quarter, progress report deadline date.

Counseling and guidance is available to all students from the counseling office. Services available include academic and career counseling, work permits, registration materials for college entrance testing including the SAT, ACT, TOEFL, financial aid information for college, and opportunities to meet with college representatives on campus. Annual workshops include: Senior Parent Forum, Financial Aid Workshop, UC Application workshop. Materials available for review and check out include: SAT and ACT prep materials; catalogs from all UC and CSU campuses, as well as those from many out of state and private universities; information on a wide variety of summer programs available to high school students. The counseling office arranges for and administers standardized testing (NEDT, PSAT, ASVAB). The counselor holds annual academic conferences for each student to plan the academic course of study and to review results of school wide testing. Students will also work on career portfolios.

The Development Committee is an organization of parents and other individuals whose primary responsibility is the long-term acquisition of grants and endowment funds for Mercy High School. Parents interested in working on the Development Committee are asked to contact the Principal.

The *Trinity Golf Tournament* is an annual fundraiser held on behalf of Mercy High School and sometimes in collaboration with Catholic elementary schools.

Taste of Tuscany is an annual spring fundraiser held on behalf of Mercy High School.

Friday Night Live is an organization sponsored by Tehama County that promotes a “drug free” life among students. Various activities are available throughout the school year.

Key Club is the name of the local chapter of the Kiwanis International Club on campus. The Key Club is a community service organization for high school students, which operates under the school regulations and draws its membership from the student body.

The Madrigal Dinner is held in the winter. It is a dinner and music show sponsored by the Performing Arts Department. Students try out for the various roles.

The Musical is a Broadway production held annually in the spring. Tryouts for eligible students are held in the winter months. This production involves all aspects of the theater.

The ACT EXPLORE and PLAN tests are given to the freshmen and sophomores each year.

The Parent Guild of Mercy High School is the official parent organization for the school. The Parent Guild is responsible for the social, fundraising, and spiritual activities provided for the families of Mercy High School.

The PSAT National Merit Scholarship Qualifying Test is given to those sophomores and juniors who choose to take the test by registering with the Counseling Office. This test qualifies juniors for the National Merit Scholarship program. There is a fee for taking this test.

The Student Council sponsors Spirit Days during Homecoming Week. Spirit days are filled with a myriad of activities all designed to bring the student body closer together.

Student Council is the official body of student representatives governed by a constitution. There are student body officers and class representatives for each grade level. The aims of the council include providing a means of expressing student opinion, teaching leadership and responsibility, developing school spirit and pride, and creating a sense of community.

Western Association of Schools and Colleges (WASC) is the regional accreditation organization for Mercy High School.

Western Catholic Education Association (WCEA) is the Catholic accreditation organization for Mercy High School.

The Yearbook committee is composed of interested students in any grade. The committee meets with their advisor to sell ads, design and prepare the school yearbook,

Mercy Memories.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an important extension of the total educational curriculum at Mercy High School. We encourage all students to take advantage of these unique opportunities to develop individual skills, team skills, qualities of leadership, sportsmanship and school spirit.

CLUBS & ACTIVITIES

Student Council	California Scholarship Federation	Key Club
Habitat for Humanity	Friday Night Live	Madrigal
Class Officers	Safe School Ambassador	Musical
Block "M"	Intramural Team Sports Competition	

SPORTS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Girl's Basketball	Baseball
Volleyball	Boy's Basketball	Softball
Swimming	Alpine	Track
Girl's Tennis	Soccer	Boy's Tennis
Cheerleading	Cheerleading	Golf

Clubs and activities are not limited to the above and a new club or activity may exist if approved through the proper channels. Please see the principal if the student is interested in a different activity. In order for a student to participate in, or practice for, extracurricular activities, they must attend at least half of the classes they have scheduled for that day. It is required that students who are involved in extra-curricular activities have met the minimum requirements with regard to their studies (2.0 G.P.A. and no "F"s. If a student receives a detention for behavior at school, detention may not be postponed due to participation in an extra-curricular activity. Every athlete and that athlete's parent/guardian will read and sign the athletic handbook prior to participation. Any student quitting a sport after the roster has been determined will not be eligible to participate in the next season of sport.

Mercy High School supports and follows the CIF program "Victory with Honor." Please review the following pages for the CIF Code of Conduct for parents, student athletes, and spectators.

ELIGIBILITY LISTS

Eligibility lists will come from the principal's office. Eligibility will be determined at the 1st and 3rd quarter dates and at the end of each semester. A student who is deemed ineligible because he/she has less than a 2.0 GPA or an "F" will be ineligible until the

next quarter or report card date. This gives the student the time necessary to demonstrate growth.

TRANSPORTATION OF STUDENTS

No student will be allowed to go on a school-sponsored activity unless the official school permission slip is returned and signed by a parent and/or guardian. The official document for Field Trips, Youth Activity Form and Emergency Health/Medical Information and Consent Form, is the only form acceptable. Drivers for these activities must be cleared through the school office indicating that they have met the requirements. They must have one seatbelt per passenger and appropriate and current insurance for the vehicle used (\$100,000 / \$300,000) on file. Students MAY NOT be transported in the rear of a station wagon, truck or camper. Drivers MUST complete a private vehicle liability release form. These forms are available in the office. Also, there must be a photocopy of the driver's license and the vehicle insurance policy on file in the office. Students may only ride with persons who have been cleared by the office.

Mercy High School does not provide transportation to athletic practices. It is the responsibility of each family to arrange for this transportation.

Transportation to and from out of town athletic events will be arranged as for other field trips. Driver requirements are as for other field trips stated above. As an act of courtesy, families whose students receive rides are encouraged to offer volunteer drivers assistance with fuel costs.

Any other arrangements parents may make for their student(s) outside of school arranged transportation, must be submitted in writing prior to the event and the school accepts no responsibility for those arrangements.

VOLUNTEERS

Mercy Catholic High School complies with the guidelines set down by the Diocese of Sacramento for parents, adults, volunteers, drivers or any adult person that would have any contact with the students. Volunteers must have a Shield the Vulnerable Certificate, which you get from completing the online course, and a complete fingerprint/background check through Live Scan for the Diocese of Sacramento.

PURSuing VICTORY WITH HONOR

Code of Conduct for Parents/Guardians

Athletic competition of interscholastic age children should be fun and should also be a significant part of a sound educational program. Everyone involved in sports programs has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Character”SM). The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child’s sports experience.

Trustworthiness

- ✓ *Trustworthiness*- Be worthy of trust in all that you do
- ✓ *Integrity*- Live up to high ideals of ethics and sportsmanship and encourage players to pursue victory with honor. Do what’s right even when it’s unpopular or personally costly.
- ✓ *Honesty*- Live honorably. Don’t lie, cheat, steal or engage in any other dishonest conduct.
- ✓ *Reliability*- Fulfill commitments. Do what you say you will do.
- ✓ *Loyalty*- Be loyal to the school and team; Put the interests of the team above child’s personal glory.

Respect

- ✓ *Respect*- Treat all people with respect at all times and require the same of your student-athletes.
- ✓ *Class*- Teach your child to live and play with class and be a good sport. He/she should be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- ✓ *Disrespectful Conduct*- Don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, boastful celebrations, or other actions that demean individuals or the sport.
- ✓ *Respect for Officials*- Treat game officials with respect. Don’t complain or argue about calls or decisions during or after an athletic event.

Responsibility

- ✓ *Importance of Education*- Support the concept of “being a student first.” Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion that many universities will not recruit student-athletes who do not have a serious commitment to their education. Be the lead contact for college and university coaches in the recruiting process.
- ✓ *Role Modeling*- Remember, participation in sports is a privilege, not a right. Parents/guardians too should represent the school, coach and teammates with honor, on and off the court/field. Consistently exhibit good character and conduct yourself as a positive role model.
- ✓ *Self Control*- Exercise self-control. Don’t fight or show excessive displays of anger or frustration.
- ✓ *Healthy Lifestyle*- Promote to your child the avoidance of all illegal or unhealthy substances including alcohol, tobacco, drugs and some over-the-counter- nutritional supplements, as well as of unhealthy techniques to gain, lose or maintain weight.
- ✓ *Integrity of the Game*- Protect the integrity of the game. Don’t gamble or associate with gamblers.
- ✓ *Sexual Conduct*- Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden. Report misconduct to the proper authorities.

Fairness

- ✓ *Fairness and Openness*- Live up to high standards of fair play. Be open-minded, always willing to listen and learn.
- ✓

Caring

- ✓ *Caring environment*- Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

Citizenship

- ✓ *Spirit of the Rules*- Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

CIF/ MERCY HIGH SCHOOL
Code of Conduct for Interscholastic Student-Athletes

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the “Six Pillars of Character SM”) This Code applies to all student-athletes involved in interscholastic sports in California. I understand that, in order to participate in high school athletics, I must act in accordance with the following:

Trustworthiness

1. **Trustworthiness-** Be worthy of trust in all I do.
Integrity- live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what’s right even when it’s unpopular or personally costly.
Honesty- live and compete honorably; don’t lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
Reliability- fulfill commitments; do what I say I will do; be on time to practices and games.
Loyalty- be loyal to my school and team; put the team above personal glory.

Respect

2. **Respect-** treat all people with respect all the time and require the same of other student-athletes
3. **Class-** live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.
4. **Disrespectful Conduct-** don’t engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
5. **Respect Officials-** treat contest officials with respect; don’t complain about or argue with official calls or decisions during or after an athletic event.

Responsibility

6. **Importance of Education-** be a student first and commit to getting the best education. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
7. **Role Modeling** Remember, participation in sports is a privilege, not a right and that I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. **Suspension or termination of the participation privilege is within the sole discretion of the school administration.**
8. **Self Control-** exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
9. **Healthy Lifestyle-** safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.
10. **Integrity of the Game-** protect the integrity of the game; don't gamble. Play the game according to the rules.

Fairness

11. **Fairness-** Be fair; live up to the high play; be open-minded; always be willing to listen and learn.

Caring

12. **Concern for Others-** demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to others or myself.
13. **Teammates-** help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

Citizenship

14. **Play by the Rules-** maintain a thorough knowledge of and abide by all applicable game and competition rules.
15. **Spirit of Rules-** honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

CIF/ MERCY HIGH SCHOOL

Code of Conduct for Interscholastic **Spectators**

Athletic competition of interscholastic age student-athletes should be fun and should also be a significant part of a sound educational program, embodying high standards of ethics and sportsmanship while developing good character and other important life skills. Essential elements of character building are intrinsic in the concept of sportsmanship and the six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and citizenship (the "Six Pillars of CharacterSM"). The highest potential of sports is achieved through the T.E.A.M. concept (Teaching, Enforcing, Advocating and Modeling these values) and by committing to the ideal of pursuing victory with honor. Good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs.

Trustworthiness

- Trustworthiness - Be worthy of trust in all you do.
- Integrity - Live up to the high ideals of ethics and sportsmanship and always pursue victory with honor. Do what's right even when it's unpopular or personally costly.
- Honesty - Live and compete honorably. Do not encourage any dishonest or unsportsmanlike conduct.
- Reliability - Fulfill commitments. Do what you say you will do. Be on time. When you tell your children you will attend an event, be sure to do so.
- Loyalty - Be loyal to your school and team.

Respect

- Respect - Treat all participants with respect all the time and demand the same of student-athletes.
- Class - Live and cheer with class. Be a good sport. Be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect for all competitors.
- Disrespectful Conduct - Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations, or other actions that demean individuals or the sport. Do not participate in any negative or demeaning cheers.

- Respect for Officials - Treat game officials with respect. Don't complain or argue about calls or decisions during or after an athletic event.
- Respect for Coaches - Treat coaches with respect at all times. Recognize that they have team goals beyond those of your child. Do not shout instructions to players from the stands. Let the coaches coach.
- Respect for Fellow Spectators - Display respect for all other spectators. Do not insult or fight with other fans. Wait for breaks in the action before leaving or returning to your seat.

Responsibility

- Role Modeling - Consistently exhibit good character and conduct yourself as a positive role model for the student-athletes.
- Self-Control - Exercise self-control. Don't fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to demean others.
- Integrity of the Game - Protect the integrity of the game. Don't gamble on interscholastic events.
- Privilege - Understand that attendance at interscholastic sports is a privilege, not a right, and that you are expected to represent yourself, your team and your community with honor.

Fairness

- Fairness - Treat all competitors fairly. Be open-minded. Always be willing to listen and learn. Acknowledge exceptional performance by all participants.

Caring

- Encouragement - Encourage your team regardless of their play. Offer positive reinforcement.
- Concern for Others - Demonstrate concern for others. Never berate or demean any player or promote behavior that might cause injury to others.

Citizenship

- Knowledge of the Rules - Maintain a thorough knowledge of all applicable game and competition rules.
- Obedience and Compliance - Listen to and obey the requests of the public address announcer and security personnel in attendance. Remember that all regular laws also apply to spectators at sporting events. Drunkenness, verbal assault and fighting are punishable by law.

Athletic Handbook

Sports Philosophy

“Sports, well understood and practiced... contributes to the development of the whole person because it demands generous effort, careful self-control, mastery of self and respect for other, complete commitment and team spirit. These values contribute to the building up to tomorrow’s well-ordered society which we have characterized as the ‘civilization of love’.” --- Pope Paul VI

The after-school athletic program at Mercy High School is designed to enhance the basic physical and moral growths that are a necessary part of the development of our youth. We strive to offer the individual student the opportunity for growth and Christian maturity through various athletic conferences and contests.

The after school athletic program hopes to facilitate the transfer of values learned in community, where youth develop a facility for team work, learn to express maturely a variety of intense emotions, and spend the energy characteristic of their age.

The program is planned to meet the needs of many youth and provide for a Christian environment, which can satisfy our youth’s needs for stability, friendship, and meaning.

Through our sports program we hope to educate, instill a positive spirit and self-esteem, and benefit not only those students actually involved in the program, but also other students, teachers and parents.

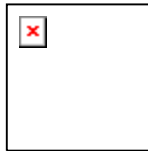
Participation is to be open to as many students as possible, so that they can learn the practical aspects of working together to achieve these desired goals and attitudes. Our ultimate hope is the enhancement of the total Christian community through the development of the individual relationships and ministries within the sports program.

Goals

1. To provide a wholesome release for the boundless energy that is characteristic of youth.
2. To instill self-discipline, confidence, perseverance, a sense of values and fair play among those who participate.
3. To offer the opportunity of witnessing a Christian community among the participants.
4. To learn and develop the skills necessary to play sports.
5. To promote the good health of mind and body through physical exercise.

6. To teach the young a healthy sense of competition.
7. To teach the young an appreciation of the lessons learned in sports as they apply them to their future life's experiences.
8. To encourage the student to realize that all skill levels are not equal and, yet, they can still make a contribution to the team.

<u>Season of Sport</u>		
<u>Fall</u> **	<u>Winter</u>	<u>Spring</u>
Football	Girls Basketball	Boys Tennis
Girls Tennis	Boys Basketball	Baseball
Girls Volleyball	Soccer	Softball
Cheerleading	Alpine Team	Track & Field
Swimming	Cheerleading	Golf



**Note: Practices begin approximately 2-3 weeks prior to the first contest. For these Fall Sports, this means that practices begin in the middle of August.

Athletic Eligibility

Each athlete must maintain a 2.00 G.P.A. with no "F's" in order to participate in athletics. He/She must also be in school for one half of the periods on the day of the game (school attendance on Friday will apply if the contest is on a Saturday). The eligibility list will be determined at the 1st quarter, semester and 3rd quarter dates. The spring semester and summer school grades will determine eligibility for the 1st quarter of the fall semester.

A student who is suspended from school for three or more days is immediately disqualified from participating in any extra-curricular activities or sports for five days for each day of suspension. A Student Council officer or class officer shall forfeit his/her office. (Three day suspension = 15 days of ineligibility)

Mercy High School follows the CIF in all other matters of eligibility.

Any athlete ejected from a game (regardless of the reason) is not eligible for any postseason awards other than a Block "M" and will follow any and all CIF consequences.

Grooming

Players will be neatly groomed and wear appropriate clothing to home and away games. Please refer to the Student Handbook for grooming expectations (i.e., Male team members may NOT wear earrings during practice or games).

Games

If a player misses practice for any reason during the week, he/she may NOT play for a specific period of time in the next game.

Volleyball	10 points (for/against)
Football	1 quarter
Basketball	1 quarter
Softball	2 innings
Baseball	2 innings

If two practices are missed in one week, the athlete may not participate in the next meet and/or match in the following sports:

Track	Swimming
Golf	Skiing/ Snowboarding
Tennis	Cheerleading

If the student's behavior becomes a pattern, the student will be asked to leave the team.

All athletes must have a physical examination before participating in any CIF sport. The CIF physical examination form is in the main office, which must be filled out by the doctor.

Mercy High School provides the opportunity for all our athletes to receive physicals for a small donation.

In order for a student to participate in, or practice for, extracurricular activities, they must attend at least half of the classes they have scheduled for that day.

Any student quitting a sport after the roster has been determined will not be eligible to participate in the next season of sport.

No Mercy athlete is eligible to practice or play the same sport with outside teams during the season of sport in which they are participating (CIF).

Multiple Extra-Curricular Participation Policy

Students may participate in after-school sports as well as other extra-curricular programs offered at Mercy High School. This includes such programs as the Madrigal Dinner and the Spring Musical.

In some cases, a limited number of students may be required to choose between a sport and/or a dramatic event. This will be clearly published prior to the beginning of rehearsals and practices. These exclusions, while not limited to, would necessarily include:

- (a) the 16-voice Madrigal choir (not chorus)
- (b) major leads and support roles in the spring musical**

** These will be published PRIOR to try-outs

Any variations or changes must have the prior written approval by Principal, Athletic Director, and Drama/ Music Chairperson.

Extra-Curricular Activities at Mercy High School

Extra- Curricular Activities are an important extension of the total educational curriculum at Mercy High School. We encourage all students to take advantage of these unique opportunities to develop individual skills, team skills, and qualities of leadership, sportsmanship and school spirit.

Extra- Curricular Activities are an extension but not a replacement for the basic curriculum at Mercy High School. The first priority and first expectation is that our student status is reflective of the “best” of the Mercy traditions.

It is expected that students who are involved in Extra-Curricular activities have met the minimum requirements with regard to their studies (2.0 G.P.A. and no (“F’s”), effort and attitude at school. Students may lose their athletic eligibility if they are involved in any activity, which is considered to be a serious offense against the good conduct policies of the school. (Student Handbook)

Participation in sports is a privilege, not a right, and all student-athletes are expected to represent their school, coach and teammates with honor, on and off the field.

Eligibility Lists

Eligibility will be determined at the 1st and 3rd quarter dates and at the semester grading period. Freshmen eligibility is automatically considered a probationary period. A student who is deemed ineligible by the above because he/she has less than an 2.0 GPA or an “F” will be ineligible until the next quarter or report card date. This gives the student the time necessary to demonstrate growth.

Transportation of Students to Games or Competitions

If a player is not using the parent organized team transportation and is not going with his/her parents, then the player must submit written authorization permitting this exception

from the player's parents/guardian. It must be turned into the athletic director and a copy to your coach the day before departure. The school accepts no responsibility for these arrangements.

- Drivers for these activities must have one (1) seat belt per passenger and appropriate and current insurance for their vehicle. Students MAY NOT be transported in the rear of a station wagon, truck or camper.
- Drivers **MUST** complete a private vehicle liability release form. These are available in the office.
- Drivers must have a copy of drivers' license on file in the office.
- Drivers must have a copy of the appropriate and current insurance for the vehicle used (\$1000,000/\$300,000 minimum personal liability limits).
- Student and parent must complete the Mercy High School Athletic Transportation form and return it to their coach.
- Drivers must have a Shield the Vulnerable Certificate, which is obtained from completing the online course.
- Drivers must have a complete fingerprint/background check through Live Scan for the Diocese of Sacramento.
- **A PLAYER MAY NOT DRIVE TO A GAME.**
- If a player is using the organized team transportation and is not returning with assigned driver, the student must return with a school-approved driver, tell the coach and sign a form.
- The coach must turn in the team transportation to the main office before leaving.
- The athletic director and/or principal must approve any exception.
- Transportation to athletic practices is not school arranged and is the responsibility of the student's family to make arrangements.

Care of Equipment and Uniforms

Players are responsible for the care of all equipment and materials loaned to them for the duration of the season. Care should be taken especially in the area of cleaning instructions. If in doubt, check with your coach for the proper methods to clean your equipment. Students will be charged the replacement cost for any material, which are missing and/or damaged beyond normal "wear and tear."

Player Agreement Form

I, _____, will abide by all the eligibility rules as stated in the Athletic Handbook for Mercy High School

I realize that my participation on an athletic team or extra-curricular activity is a privilege and not a right. As such, my continued participation is a function of whether or not I live up to the expectations outlined for me in this activity and in the *Athletic Handbook*.

Signature of Athlete Date _____
Parent/Guardian Date

MERCY HIGH SCHOOL FIGHT SONG

Cheer Warriors, Cheer for your team
Colors blue and white are supreme
Send a rousing cheer on high
Shake down the thunder from the sky

Although the odds may be great or small
We'll pull right through and win over all
While our loyal team is playing
Playing to victory

RAH! RAH! RAH!