

OPENING DAYS OF SCHOOL 2008-2009

AUGUST 27 – SEPTEMBER 2

- **SENIORS** – Wednesday, August 27, 8:00 a.m.- 12:30 p.m.
- **TRANSFER ORIENTATION** – Wednesday, August 27, 8:00 a.m. – 12:30 p.m.
- **JUNIORS & SOPHOMORES** – Thursday, August 28, 8:00 a.m. – 12:30 p.m.
- **FRESHWOMEN ORIENTATION & CLASSES** Tuesday, September 2, 8:15 a.m. – 2:00 p.m.

On these days, students will report to the auditorium foyer when they arrive and will pick up a large brown envelope containing the following:

- Emergency form/Computer update
- Computer User contract
- Authorization for Non-Aspirin Products
- Information on early dismissal/late arrival (seniors)
- School Insurance Form
- Student-Parent Handbook
- Student-Parent Handbook Acknowledgement & Website Photo Consent Form
- Mercy High School Calendar

These forms should be completed and returned in the envelope provided by Monday, September 8 or your daughter will not be allowed to attend classes on Tuesday, September 9, 2008. It is important that the school have this information on file. The insurance form is optional.

SENIORS – JUNIORS – SOPHOMORES: 8:00 a.m. – 12:30 p.m.

The schedule for August 27 and August 28 is:

8:00-8:25 a.m. Distribution of brown envelopes in the auditorium foyer

8:30 a.m. Meeting with administration, class meetings, and ID pictures

Late Morning Day 1 Classes – Bring notebook and pen. Textbooks are not needed.

FRESHWOMEN: 8:15 a.m. – 2:00 p.m.

The schedule for September 2 is:

8:15-8:30 Distribution of brown envelopes in auditorium foyer

Remainder of the day

- Meeting with administration and ID pictures in the auditorium.
- Orientation program with Advisors.
- Day 1 Classes – Bring a notebook and pen. Textbooks are not needed.
- Lunch provided free

DRESS CODE FOR OPENING DAYS

Uniforms are not required. Students may wear casual attire. No shirt is to be worn that displays a bare midriff. Halters, spaghetti strap or strapless tops, tank tops (a shirt with straps less than 2 inches wide), shirts with plunging necklines. Sweatpants, pajama pants and jeans are **NOT** permitted. Shorts may not be worn unless they are knee length.

TRANSFER STUDENTS: A special orientation program for transfer students will take place on August 27. This day is for students who are new to the sophomore and junior classes at Mercy. **Each transfer student will also come on the assigned day for her class.**

FIRST WEEK OF CLASSES: Regular classes will begin for all students on Wednesday, September 3. Dismissal will be at 1:00 p.m. on September 3, 4 and 5.

UNIFORMS: All students are expected to be in full uniform beginning Wednesday, September 3.

P.E. UNIFORMS: Freshwomen and transfer students will receive P.E. uniforms on their orientation day. The activity fee covers the cost of the P.E. uniform.

SCHEDULES: Schedules will be mailed to you by August 13, if tuition payment has been made and all 2007-2008 school year obligations have been fulfilled (i.e. sports uniforms returned, library books returned, detentions served, service hours completed).

ID PICTURES: ID pictures will be taken on August 27, August 28, and September 2. Forms for pictures will be sent directly to your house from Lifetouch National Studios. **If you wish to purchase pictures bring a check along with the completed order form on your Orientation Day.**

LATE ARRIVAL/EARLY DISMISSAL FOR SENIORS: Parents of seniors are asked to read the permission slip carefully, complete the necessary information, and return the form to Mrs. Diane Jordan by the designated date.

FRESHWOMAN MEDICAL FORM: The medical forms are to be completed by the family doctor and returned to the school nurse by September 3.

Dear Parents and Guardians,

The corridors of Mercy have been unnaturally quiet for too many weeks now and we all look forward to the students returning. It is their spirit that makes this Mercy school so special.

Compared to other summers, this one was relatively calm with no major projects underway. We did add new tables and new computers to the technology room of the Media Center. Many smaller projects and regular summer maintenance were ongoing. I thank Daryl Ruggiero and his crew for the hard work they did all summer to keep the school looking new. It is no wonder that we constantly receive compliments on the appearance of the building.

On June 9th, many Mercy seniors attended the annual "Go the Mile" leadership workshop. The seniors play a most important role in this Mercy community. We count on their leadership to set the tone for underclasswomen. They are the role models—the ones to whom we look to set a good example. For this reason, this time of leadership training and immersion into the Mercy charism is vitally important. I thank the faculty members who planned and organized this day and all the seniors who participated. Please keep these young women in your thoughts and prayers as they prepare to assume leadership roles—in the spirit of Catherine McAuley—in their school community.

This first newsletter of the 2008-2009 school year contains a great deal of important information. Please read it carefully so that you and your daughters will be well informed about all the practical details that are necessary when beginning a new school year.

Since all policies and expectations are clearly stated both in the *Student/Parent Handbook* and in the newsletters, it is essential for the benefit of all involved that everyone is informed.

I would ask that you pay particular attention to the Uniform Policy. **Our expectation will be strictly adhered to during this school year.** I would strongly suggest that new skorts be purchased if your daughter's present skort length is not appropriate. Do not pay a seamstress to shorten your daughter's uniform, only to discover that it is too short and you have to purchase a new one!

I thank you for your cooperation and for all you do to support this Mercy institution. It is because of your commitment and encouragement that we continue to fulfill our Mission Statement and education "in Mercy." May the remaining days of summer be enjoyable ones for you and your families.

In Mercy,

ASBESTOS INSPECTION REPORT

To Parents, Teachers and Employees of Mercy High School:

In compliance with AHERA regulations, we are required to inform all of the abovementioned individuals associated with Mercy High School of the Asbestos Inspection Report and Management Plan. This report/plan is on file in the school office and is available for review by any parent, teacher or employee during normal business hours (7:45 a.m. – 3:15 p.m.). To review this file, a request must be made to Sr. Mary.

BUS INFORMATION: Bus passes will be distributed on Opening Days. Bus passes cannot be distributed to any student unless bus payment has been made. Any questions pertaining to busing should be directed to Mr. Brickey. Buses will run on each of the Opening Days. Middletown bus routes will be published in the *Middletown Press*.

PLEASE NOTE: Out-Of-Town Bus Registration is Mandatory. Please make sure that your daughter has **registered** for the 2008-2009 school year to insure her seat on the bus. This year we are anticipating a large number of riders, which may result in a possible "wait list". Also, a service charge due to increased gas prices **MAY** occur, although we are trying to avoid this. The bus schedule for the opening days and first week of classes is as follows:

A.M.

In-town/Out-of-town all days, regular pick up.

P.M. – Middletown buses will leave at 12:30 p.m. on August 27 and August 28. On September 2,3,4, and 5 Middletown buses will leave at 2:45 p.m.

Out of Town Buses will leave at 12:30 p.m. on August 27 and August 28. On September 2, they will leave at 2:00 p.m.

On September 3, 4, and 5 they will leave at 1:00 p.m.

IMPORTANT DATES 2008-2009

- Sept. 3: **Mandatory Meeting** for Parents of Students Participating in Fall Sports – 6:00 PM
- Sept. 3-24: Magazine Drive
- Sept. 11: Freshwoman Parents' Night 7:00 PM
- Sept. 12: Mercy Welcomes the Mercy/Xavier Class of 2012 – 3:00-5:30 PM
- Sept. 16: Home & School Meeting – 7:00 PM
- Sept. 18: Mass with Bishop Cote; Freshwoman Pin Ceremony – 10:00 AM
- Sept. 23: Mini-Class Night for Parents – 6:30-9:00 PM
- Sept. 23: Tuition Raffle

- Oct. 2: Junior Ring Ceremony – 7:00 PM
- Oct. 4: Junior Ring Dance – 8:00-11:30 PM
- Oct. 7: Home & School Meeting – 7:00 PM
- Oct. 10: Walk-a-thon Kick-Off
- Oct. 13: No School – Columbus Day**
- Oct. 14: Senior Parents' Financial Aid Meeting at Mercy – 7:00 PM
- Oct. 15: Testing Day – 11:30 Dismissal
- Oct. 17: **No School – Faculty In-service**
- Oct. 21: Junior Parents' College Planning Night – 7:00 PM
- Oct. 25: Yellow Rose Auction – 6:00 PM

- Nov. 2: Open House – Class of 2013 – 2:00-4:30 PM
- Nov. 15: Entrance Exam – Class of 2013 8:00-11:30 AM
- Nov. 21: Father-Daughter Dance – 8:00 PM

UNIFORM POLICY 2008-2009

CLASSES OF 2009, 2010, 2011 AND 2012

The Mercy High School uniform for the Classes of 2009, 2010, 2011 and 2012 consists of a class skort and a white or blue knit pullover shirt with the school logo. Navy blue knee socks or navy opaque tights complete the uniform. As a **senior distinction**, seniors have the option of wearing white knee socks or white opaque tights. High high stockings are not allowed. As an option, khaki uniform pants purchased from DENNIS UNIFORM MFG. Co. may be worn in place of the skort throughout the year. **However, every student must purchase a class skort to be worn for special celebrations.**

Class Skorts (required)

- Class of 2009 – 3D plaid
- Class of 2010 – Hamilton plaid w/tabs
- Class of 2011 – Kirk plaid w/tabs
- Class of 2012 – Columbia plaid w/tabs

Students should exhibit good taste in their appearance. The skort should be at least three inches below the student's fingertips when her arms are straight at her sides. **The non-negotiable length of the skort is no more than six inches from the floor while kneeling.**

The navy blue Dennis Uniform Mfg. Co., uniform sweater and approved Mercy fleece may be worn at any time. **A white or blue uniform shirt must be worn at all times.** T-shirts may NOT be worn under the uniform shirt. A solid color turtleneck may be worn under **the long sleeve uniform shirt.**

All skorts, sweaters, pants and shirts must be purchased from the uniform company Dennis Uniform Mfg. Co., (www.dennisuniforms.com – School Code WB00MH). The Dennis Store is located at 650 Wolcott Street, Waterbury, CT 06705. Any uniform needs or questions should be addressed to the company at the National Customer Service: (800) 854-6951, or FAX: (877) 291-5480 or the Waterbury Store: (203) 597-9246, or FAX: (203) 597-8375.

Shoe Policy

Shoes are to be worn at all times in the school building. Students are to select an appropriate style of shoe to be worn with the school uniform. Shoes must have a rubber or hard leather sole. Due to an ever-increasing and confusing number of styles available, students and parents are asked to restrict their choice to the following: **Leather, Suede or Canvas shoes with soles and/or heels that are no more than 2 inches high.** **Students are not allowed to wear:** shoes without backs or semi-backless shoes; sandals of any kind (including Birkenstocks); clogs (including Crocs); boots of any kind (including UGs, hiking boots and work boots); high top shoes/sneakers; slippers; moccasins. **The school administration reserves the right to determine whether or not a shoe meets the dress code.** **Students must report to advisor group in full uniform.** **Students must report to detention in full uniform.**

Personal Appearance/Piercings

Students with **pierced tongues, noses and/or pierced jewelry in any place but the ear** will not be allowed to attend school or take part in any extra-curricular activities until the jewelry is removed. **Visible tattoos** are prohibited in school and when representing Mercy High School in any extra-curricular activity. Jewelry worn in excess will not be tolerated, e.g. many rings, multiple earrings (more than four per ear), hoop earrings greater than 1 inch in diameter, bar bell earrings, excessive chains, leather/chain collars, etc. Students with hairstyles that are deemed inappropriate will not be allowed to attend school until the hair is appropriately styled. The following will certainly be deemed inappropriate and not allowed: shaven heads in total or in part, spiked hair, bizarre coloring of hair and shaven designs in hair.

The administration makes all final judgments regarding the propriety of student appearance.

Backpack/Book Bag Policy

Students may bring backpacks/book bags to school, but for safety reasons, they must be kept in their lockers (not in hallways, classrooms or advisor group) during the school day. **A backpack/book bag is defined as any bag or large purse carried by a student containing book(s) and/or notebook(s).** A book bag will be confiscated by a teacher or by a member of the administration. Students may visit their lockers between classes to pick up books as needed.

Cell Phone/Electronic Equipment/Cameras

Students are **not permitted** to use cell phones, iPhones, iPods, BlackBerry, Sidekicks, MP3 players, Palm Pilots, radios, tape recorders, walk-mans, CD players, televisions, cameras, hand held video games, etc. **during school hours (8:05 a.m.-2:35 p.m.)** If an above listed item is **seen or heard during school hours**, it will be confiscated and given to Mrs. Sullivan. **Students must leave all of the above items in their lockers during the school day.**

Telephone Usage and Messages

Ordinarily, messages for students will not be taken. If unforeseen circumstances arise, messages may be left in the Main Office. Students who have messages will be called to the office during afternoon announcements (usually made at 1:45 p.m.).

Personal Property/Theft

It is the responsibility of each student to safeguard her personal possessions (books, coats, money, purses, etc.). Sharing locker combinations with other students, leaving your locker unlocked, or presetting your combination negates the security of the locker. **Mercy High School does not assume responsibility for the recovery or replacement of lost, stolen or damaged personal property.** A student who steals from another member of the Mercy community is subject to **disciplinary action as deemed appropriate by the administration with probable expulsion.**

ATTENDANCE POLICY 2008-2009

Mercy High School strongly believes that a student's classroom attendance is critical to the quality of her education. True learning goes beyond mastery of subject matter. It includes the participation and interaction that presence in class provides as well as fostering growth, religious awareness and personal responsibility.

LOSS OF CREDIT

No credit will be granted in any full year course in which a student has twenty absences.

No credit will be granted in a one-semester course in which a student has ten absences.

Credit may be gained after a student passes a certified summer school course or completes a prescribed program of studies as determined by the administration.

The following are absences that will not count toward loss of credit. These include:

- School-related activities such as field trips, sports, appointments with guidance or administration, approved meetings, etc.
- Home bound instruction (approved by administration)
- Bus problems
- Exceptional circumstances as approved by the administration

ALL other absences from class, for any reason (including visits to the nurse); will count toward the limit as stated above. Absence does not excuse a student from tests, quizzes or assignments. Students will be held responsible for all work upon their return to school. **When students are absent from school, they may use Mercy's Group Fusion to obtain homework assignments.** Students who are in danger of losing academic credit in a course(s) will be subject to review by the Administration.

If a student is absent for more than three consecutive days, a physician's note must be filed in the main office.

Tardiness to School: A student is late for school if she arrives in her advisor group after the 8:10 a.m. bell. If a student arrives after advisor group has ended, she must report to the main office and sign the late book. Tardiness due to school bus problems will not count against the student. If possible, **doctor's appointments and dental appointments should be made for after school hours.** When a student is late due to a medical appointment, car problem or illness, a note from a parent must be submitted within one school day stating the reason. Any tardy not confirmed in writing will be considered a "late" and will count towards a detention. Classes missed due to tardiness for any reason except school bus problems will count towards loss of credit.

Tardiness to Class:

Once the bell has rung, all tardiness will be recorded by the classroom teacher on a late slip to be filed in the Main Office by the end of that school day. Every fourth "late" to school or class will result in a **Thursday morning office detention (7:20 a.m. to 8:00 a.m.)** A student arriving after 9:00 a.m. must have a note from her parent, or legal guardian, or the office will contact the parent (guardian) by

phone. **A student must be in school by 11:15 a.m. in order to participate in an after school extra-curricular activity that day.** If there are extenuating circumstances Mrs. Sullivan must be consulted. Failure to serve this detention will result in an In-School suspension on the next day, Friday. Parents will be notified so arrangements can be made.

Chronic Tardiness:

Chronic tardiness will not be tolerated; it is disruptive to the educational process of the other students. Once a student is tardy twelve times to school or class, a meeting will be scheduled with the student, her parent(s) and Mrs. Sullivan to determine disciplinary action and/or probation.

Detention

Detention for failure to observe school policies is held Monday thru Thursday, 2:45 – 3:15 p.m. in the room designated in the written announcements. Students who are given a detention must serve it on the **next detention day.** After school employment, after school responsibilities and/or extracurricular activities are not sufficient reasons for missing detention. **A student who fails to serve detention on the appointed day will not be eligible for participation in an extra-curricular activity until that detention is served. Students must be on time and in full uniform when reporting for detention.**

Detention due to tardiness is held on Thursday mornings in Room 114 from 7:20 – 8:00 a.m. Failure to serve this detention results in an In-School suspension to be served on Fridays. All In-School suspension guidelines would apply. **Students must be on time and in full uniform when reporting for detention.**

ABSENTEE REPORTING LINE

(860) 343-5473

Good communication is the key to your daughter's safety and well-being. Mercy has a designated phone line for reporting your daughter's absence from school. **Parents must phone the school by 10:00 a.m. to report their daughter's absence.** If your daughter is absent from school and Mercy High School has not been notified within two days of her absence, she will be considered truant. She will face further disciplinary consequences.

PLEASE CHECK THE MERCY HIGH SCHOOL
WEBSITE
WWW.MERCYHIGH.COM
FOR ANNOUNCEMENTS AND CALENDAR
UPDATES