



MERCY
HIGH SCHOOL

MERCY

Volume 34, Number 1 August 2011

EDUCATING YOUNG WOMEN IN CATHERINE'S VISION

Parents

OPENING DAYS OF SCHOOL 2011-2012

August 30– SEPTEMBER 1

- **SENIORS and TRANSFER ORIENTATION**
Tuesday, August 30, 8:00 a.m.–12:30 p.m.
- **JUNIORS & SOPHOMORES**
Wednesday, August 31, 8:00 a.m. – 12:30 p.m.
- **FRESHWOMEN ORIENTATION**
Thursday, September 1, 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 large brown envelopes containing the following:

- Emergency form/Computer update
- Computer User contract
- Information on early dismissal/late arrival (seniors)
- Information on 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 Friday, September 9 or your daughter will not be allowed to attend classes on Monday, September 12, 2011. It is important that the school have this information on file.

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

The schedule for August 30 and 31:

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 a notebook and pen. Textbooks are not needed.

FRESHWOMEN: 8:15 a.m. – 2:00 p.m.

The schedule for September 1 is:

8:15–8:30 a.m.

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

TRANSFER STUDENTS: A special orientation program for transfer students will take place on August 30th. This day is for students who are new to the sophomore, junior or senior 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 Tuesday, September 6. Dismissal will be at 2:35 p.m. on September 6,7,8, and 9.

UNIFORMS: All students are expected to be in full uniform beginning Tuesday, September 6.

PHYSICAL EDUCATION 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 the middle of August, if tuition payment has been made and all 2010-2011 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 orientation day. 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: State mandated physicals must be completed by the end of 9th grade (June 2012) for all 9th grade students by their family doctors. School sports physicals do not fulfill this obligation.

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), and shirts with plunging necklines are not allowed. Sweatpants, pajama pants and jeans are NOT permitted. **Shorts may not be worn unless they are knee length.**



FROM THE DESK OF THE PRINCIPAL...

BY SISTER MARY MCCARTHY, RSM
Principal of Mercy High School

Dear Parents and Guardians,

It's time once again to focus on a new school year! We are still in the midst of major cleaning and our usual summer work. Although I must admit, the hallways have been quiet for too long and it will be good to have our students back. They certainly bring life and spirit to this building!

On June 13th and 14th, many Mercy seniors attended the annual "Go the Mile" leadership workshop, which was held at Saint Joseph College in West Hartford. I am sure that you realize what an important role the seniors play 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 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 attended the workshop 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. How proud Catherine would be of her young women of Mercy in this the 180th year since she established the Institute of Mercy!

This first newsletter of the 2011-2012 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 policy 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 to educate your daughters "in Mercy." May the remaining days of summer be enjoyable ones for you and your families.

In Mercy,

Sister Mary



JUNIOR RING CEREMONY

On Monday evening, October 24th at 7:00 p.m. Bishop Cote will celebrate a special Mass for the Junior Class as they receive their Mercy class rings. This special occasion represents the symbol of their passage into the upperclasswoman section of Mercy High School. All are invited to participate in this special celebration. The Home and School Association sponsors a reception for the members of the Junior Class and their families and guests following the ceremony. **All ring balances must be paid in full by Thursday, October 13th.**



BUS INFORMATION

Out-of-town 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 2011-2012 school year to ensure her seat on the bus. 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 8/30, 8/31 and 9/1 will arrive at Mercy for 2:40 pickup.

Out of Town Buses 8/30, 8/31 – 12:40 pickup, 9/1 – 2:40 pickup

IMPORTANT DATES

Aug. 30: Home & School Meeting – 7:00 p.m.

Sept. 2: NO SCHOOL

Sept. 5: NO SCHOOL, LABOR DAY

Sept. 6: Regular class schedule begins – 8:10 a.m.-2:35 p.m.

Sept. 7: Magazine Drive (ends Sept. 30)

Sept. 7: **Mandatory Meeting** for Parents of Students Participating in Fall Sports – 6:00 p.m.

Sept. 8: Freshwoman Parents Night – 7:00 p.m.

Sept. 13: Mass with Bishop Cote; Freshwoman Pin Ceremony – 10:00 a.m.

Sept. 14: Home & School Meeting – 7:00 p.m.

Sept. 16: Mercy welcomes the Mercy/Xavier Class of 2015 – 3:00-5:00 p.m.

Sept. 19: Mini-Class Night for Parents – 6:30-9:00 p.m.

Oct. 1: Battle of the Bands – 4:00-8:00 p.m. (Xavier)

Oct. 4: Home & School Meeting – 7:00 p.m.

Oct. 7: Walk-a-thon Kick-Off

Oct. 10: NO SCHOOL, COLUMBUS DAY

Oct. 12: Testing Day, Dismissal – 11:30 a.m.

Oct. 12: Home & School Meeting – 7:00 p.m.

Oct. 14 NO SCHOOL, FACULTY IN-SERVICE

Oct. 19: Home & School Meeting – 7:00 p.m.

Oct. 19: NCAA Compliance Meeting – 7:00 p.m. (Xavier)

Oct. 22: Yellow Rose Auction – 6:00 p.m.

Oct. 24: Junior Ring Ceremony – 7:00 p.m.

Oct. 25: Junior College Night – 7:00 p.m.

Oct. 27: Financial Aid Night at Mercy – 6:30 p.m.

Oct. 29: Junior Ring Dance – 8:00-11:00 p.m.

Nov. 1: Home & School Meeting – 7:00 p.m.

Nov. 4: Walk-a-thon

Nov. 6: Open House, Class of 2016 – 2:00-4:30 p.m.

Nov. 11: NO SCHOOL, VETERANS DAY

Nov. 15: NHS Induction – 7:30 p.m.

Nov. 16: Sophomore Trip to NY

Nov. 18: Father-Daughter Dance – 8:00-11:00 p.m.

Nov. 19: Entrance Exam, Class of 2016 – 8:00-11:15 a.m.

Nov. 19: Mercy Mixer – 7:30-10:30 p.m.

Nov. 21: Pie Baking – 6:00-9:00 p.m. Cafeteria

Nov. 24/

Nov. 25: NO SCHOOL, THANKSGIVING BREAK

UNIFORM POLICY 2011-2012

CLASSES OF 2012, 2013, 2014 AND 2015

The Mercy High School uniform for the Classes of 2012, 2013, 2014 and 2015 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. Thigh 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 2012 – Columbia plaid w/tabs
- Class of 2013 – Blackwatch plaid w/tabs
- Class of 2014 – Navy and White Shadow Skort
- Class of 2015 – Langley Plaid Pleated Skort

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. A solid color V-neck tee shirt** may be worn under the uniform shirt provided that it is not visible under the shirt. A solid color turtleneck may be worn under **the long sleeve uniform shirt during the winter months.**

All skorts, sweaters, pants and shirts must be purchased from the uniform company, Dennis Uniform Mfg. Co., (www.dennisuniforms.com – School Code WBOOMH). 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 while 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 **sneakers, furless moccasins with soles, 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 UGGs, hiking boots and work boots); high top shoes/sneakers; slippers; fur-lined moccasins without soles. **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. Uniforms are checked during advisor group each day. Those out of uniform will be issued a detention, to be served the following day. Three out of uniform offenses will result in an

in-school suspension. All in-school suspension guidelines will apply.

PERSONAL APPEARANCE/PIERCINGS

Students with **pierced tongues, noses and/or pierced jewelry in any place but the ear lobe** 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 one inch in diameter, bar bell earrings, industrial piercings, gauged ear piercings, 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 a 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 locker between classes to pick up books as needed.

CELL PHONES, ELECTRONIC EQUIPMENT, CAMERAS

Students are **not permitted** to use cell phones, iPhones, iPods, BlackBerry smartphones, Sidekicks, MP3 players, Palm Pilots, radios, tape recorders, walk-mans, CD players, televisions, cameras, hand held video games, etc. **during school hours (8:10 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. Parents will be notified to pick up any confiscated items. Students will be given a detention for violating this policy.**

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 1:49 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 a 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 2011-2012

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:

- School related activities such as field trips, sports, pre-scheduled 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.

PLANNED ABSENCE

Mercy High School provides adequate vacation breaks in the school year. The school does not condone extended days or weeks for vacation, College visits should be planned for faculty meeting days, holidays and school vacations. If possible, doctor's appointments and dental appointments should be made for after school hours. If a student knows that she will be absent for reasons other than illness she must notify the main office in advance by bringing in a note. (It is **not necessary** to call the school the day of the planned absence.) A student who will be absent for more than two days will be given a form to be signed by her teachers and returned to the main office. **Students will be held responsible for all material covered during absence.**

ABSENCE DUE TO ILLNESS OR UNFORSEEN CIRCUMSTANCES

Parents must phone the absentee reporting line (860) 343-5473 or fax (860) 344-9887 the school by 10:00 a.m. to report their daughter's absence and the reason for the absence. If the parent has not contacted the school on the day of the absence, the parent should write a note explaining the absence. The day the student returns to school she should bring the note to the main office before advisor group. No note is needed if the parent contacted the school on the day of the absence. *If the school is not notified within two days of the absence, your daughter will be considered truant.* If a student is absent for more than three consecutive days for illness, a physician's note must be filed in the main office.

TARDINESS TO SCHOOL

A student is late for school if she arrives after classes begin at 8:10 a.m. If a student arrives after class begins, she must report to the main office, sign the late book, and obtain a pass to class. 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 the school day. Every fourth "late" to school or class will result in a **Thursday morning office detention (7:20 a.m. – 8:00 a.m.)**. 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. A student arriving after 9:00 a.m. must have a note from her parent, or the office will contact the parent 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.

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**, parents (guardians) will be notified.

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.

ABSENTEE REPORTING LINE
860-343-5473

Parents must phone the school by 10:00 a.m. to report their daughter's absence. If your daughter is absent from school and the school has not been notified within two days of her absence, she will be considered truant and will face further disciplinary consequences.

Please check the Mercy High School Website each day for announcements, cancellations and calendar updates at www.mercyhigh.com.