

STUDENT HANDBOOK 2018-19

Ed Curtin, President
ecurtin@mpslakers.com

Thomas Rinke, Principal
trinke@mpslakers.com

Paul Cancilla
Assistant Principal / Academic Dean
pcancilla@mpslakers.com

Brenda Karlinchak
Assistant Principal / Dean of Students
bkarlinchak@mpslakers.com

Mercyhurst Preparatory School
538 East Grandview Boulevard
Erie, Pennsylvania 16504-2697
Telephone: 814.824.2210
Fax: 814.824.2116

MPS SAT Code: 391-295

Mercyhurst Preparatory School, 538 East Grandview Blvd., Erie, PA16504, is a private Catholic co-educational high school sponsored by the Mercy Education System of the Americas (MESA).

HISTORY

The school was founded in 1926 as Mercyhurst Seminary. In 1963 it was moved to its present location and the name was changed to Mercyhurst Preparatory School.

The school is accredited by the Middle States Association of Colleges and Secondary Schools. It was twice recognized by the U.S. Department of Education as a Blue Ribbon School of Excellence.

In 1985 Mercyhurst Prep became a member school of the International Baccalaureate organization, offering the finest and most rigorous global curriculum recognized by colleges and universities.

In order to further enhance this global focus, Mercyhurst Prep developed an exclusive affiliation with the Pennsylvania International Academy in 2010. This has enabled a significant number of international students from several continents across the globe to attend the school.

VISION STATEMENT

As a Mercy-sponsored school we value and manifest the charism of our foundress, Catherine McAuley. Compassionate presence, justice, hospitality, service, and concern for the dignity of all persons impel our mission and incarnate the spirit that is Mercy. Mercyhurst Prep exists to provide an education that affirms the unchanging relevance of Jesus Christ and the power of His love and freedom in each person's search for a meaningful life, for right values, and for positive attitudes.

Mercyhurst Prep is dedicated to providing an environment which promotes personal growth, responsible moral choices, critical thinking, and a passion for the possible.

We are committed to creating a community in which all may deepen their spiritual awareness, broaden their intellectual endeavors, strengthen their personal integrity, enhance their individual talents, and embrace their global responsibility.

MISSION STATEMENT

Mercyhurst Prep School is a four-year co-educational Catholic secondary school founded by the Sisters of Mercy to prepare students from all religious and ethnic backgrounds for a successful, productive, and compassionate life in an ever-changing and interdependent world. A Mercyhurst Prep education is based upon the teachings of Jesus Christ, the charism of Mercy, and a modeling of Judeo-Christian values. We strive for excellence in academic and co-curricular programs, we promote service to our local and global communities, and we foster the dedication and active support of the students, parents, faculty, staff, and alumni of the Mercyhurst community.

BELIEF STATEMENTS

We believe that:

- God is the center of our existence and Christ is our model for truth and compassion.
- Compassionate presence, justice, service, hospitality, and concern for the dignity of all persons (the charism of our foundress, Catherine McAuley) are the foundation of our school and of a moral and enlightened society.
- Positive moral and religious values lived out in ethical conduct and service are fundamental to an interdependent society.
- A positive educational environment is necessary for children to succeed.
- Everyone has an obligation to offer his or her gifts in service to others.
- Education is the responsibility of the entire community.
- Self-love and self-discipline are essential for one's maturity.
- The family is the most significant institution in society.
- Tolerance, understanding, and appreciation of cultural diversity are critical to world peace and global harmony.
- Lifelong learning is essential to fulfillment of one's potential in a changing, interdependent world.
- Individual actions influence the world and its people.
- Each person must assume stewardship of this planet.
- Appreciation of the arts enlightens the human mind and spirit.
- Intellectual honesty is the cornerstone of the academic community.
- Those who have much are obliged to share their resources with those who have less.
- The active pursuit of wellness enhances one's quality of life.

PROFILE OF THE MPS GRADUATE

As young men and women move beyond Mercyhurst Preparatory School, they embody its mission and vision in the lives they lead. They move onward in diverse pursuits, each uniquely equipped with qualities, knowledge, and practices cultivated within these walls.

The core quality toward which all MPS graduates will continue to aspire is integrity. These young persons seek integrity not only in the conventional sense of living by sound moral principles, but also in its broader sense as a state of being complete—wholeness of being.

Their integrity is based upon growing personal conviction built through guided exploration of faith, spirituality, and morality. This conviction, existing in myriad unique forms, has been informed by the ever relevant models of Jesus Christ and Catherine McAuley, and an appreciation of other traditions and faiths. It drives personal ethics and values, equipping the MPS graduate to make responsible moral choices.

Our graduates integrate many qualities as they form their own identities. They enjoy positive self-image and an awareness of their strengths and limitations. They are imaginative, creative, reflective, and enthusiastic thinkers and learners. They are versatile and adaptable. While open-minded, they demonstrate accountability, self-discipline, and time management. They are thus able to succeed academically and in their various roles in the world at large. MPS graduates have cultivated an aesthetic appreciation for the arts and their importance personally and culturally. They strive for health and fitness in all its forms. Let us not forget, they also know how to appropriately enjoy themselves and the company of others. They have fun. These young persons are engaged in the wonderful and fulfilling lifelong pursuit of meaning and wholeness of being.

Integrity expands outward as the individual connects responsibly to the broader communal and global whole. Our graduates have developed a sense of connection and belonging to the Mercyhurst community. They engage in active citizenship and stewardship on levels from local to global, with a maturing awareness of contemporary issues informed by historical understanding. They commit to the charism of Mercy in their connection to others.

MPS graduates have built a strong knowledge base of content, skills, tools, and methodologies in the core disciplines. Furthermore, they have begun to realize the connections among these disciplines and explored elective choices of study. Their competence in technology facilitates and enhances their conceptual knowledge in all fields.

With their commencement, our graduates truly begin to apply their knowledge and character qualities in their chosen pursuits. They effectively employ critical thinking skills as students, citizens, and consumers. They are literate and articulate communicators: readers, writers, listeners, and speakers. Technologically proficient, they are able to adapt and to embrace new advances innovatively. They can solve problems creatively. MPS graduates can pose and implement effective strategies to plan, produce, and evaluate accomplishment in the fields of their choosing. They grow and contribute.

MPS graduates integrate their qualities, knowledge, and practices into a wholeness of being consistent with our mission and vision. Their integrity stretches across the broad spectrum of choices possible in academic, professional, and personal life. They serve others with their gifts and resources. They show concern for the dignity of all persons. They act to promote justice. They show compassion in word and action. Each of them can do so in unique and wonderful ways.

ACADEMIC POLICIES**MERCYHURST PREP GRADUATION REQUIREMENTS & COURSE OF STUDY RECOMMENDATIONS**

Each student must pursue eight courses per term including a minimum of six yearlong classes. The following are the minimum requirements in each academic area. The remaining credits may be earned in any areas of the student's choice. Each student is strongly encouraged to study at least one course at the IB level.

MINIMUM REQUIREMENTS FOR GRADUATION

Theology	4 years
English	4 years
Math	3 years
Science	3 years
Social Studies	4 years
Foreign Language	2 years
Creative Arts	2 terms
Art or Music Appreciation	1 term
Physical Education	4 terms (1 term each year)
Health	1 year (3 terms)
Information Technology	2 terms
Composition, Speech & Digital Literacy	1 term
Community Service	.25 credit per year

RECOMMENDED AS PREPARATION FOR COLLEGE

Theology	4 years
English	4 years
Math	4 years
Science	4 years
Social Studies	4 years
Foreign Language	3-4 years
Creative Arts	2 years (6 terms)
Art or Music Appreciation	1 term
Physical Education	4 terms (1 term each year)
Health	1 year (3 terms)
Information Technology	1 years (3 terms)
Composition, Speech & Digital Literacy	1 term
Community Service	.25 credit per year

Twenty-five hours of community service are required each year. A summer reading program is required for grades 9-12.

Students prepare their schedules in the spring for the following year in consultation with faculty members, guidance counselors, and parents. Except in extraordinary circumstances they may not change these schedules. **Schedule changes will be considered only if:**

- the student has demonstrated the effort necessary to succeed
- the student has consistently completed assignments/tasks
- with input from the teacher and counselor, the academic dean has determined that the course is not the most appropriate placement for the student
- after dropping the class, the student still has six yearlong courses (See full Course Drop Policy at www.mpslakers.com).

STANDARD GRADING SCALE AND QUALITY POINTS

A student can calculate his/her QPA by multiplying the quality points received in each course by the credit for that course, adding these, and dividing by the number of credits attempted. Quality points are as follows:

	General/College Prep	Honors Course
A = 93 – 100%	4.0	5.0
B+ = 90 - 92%	3.5	4.5
B = 85 – 89%	3.0	4.0
C+ = 82 – 84%	2.5	3.5
C = 75 – 81%	2.0	3.0
D = 70 – 74%	1.0	1.0
F = 69 – Below	0.0	0.0

INCOMPLETE GRADES

Designation of incomplete (I) on a report card indicates coursework not completed due to unusual or unforeseen circumstances. Students have two weeks after the end of the term to submit such work for academic credit. Failure to do so will result in zero credit for missing tasks.

GRADE REPORTING

Student grades are continuously available online at <http://gradebook.mpslakers.com>. Parents and students receive login and password instructions each year that allow them to access current academic standing in all courses. Regular checking is advised.

If at any time a parent wishes to communicate with a teacher about his/her student’s progress, an e-mail can be sent using the following formula: initial of first name, full last name, @mpslakers.com.

ACADEMIC STANDING POLICY

Mercyhurst Prep expects all students to meet or exceed minimum academic standards for their own benefit and that of the entire school community. Academic probation is a conditional permission for the student to remain enrolled until such standards are met.

Academic probation: A student will be placed on academic probation whenever s/he receives one or more grades of F at the end of any grading period. A student on academic probation will be expected to work with the appropriate teacher/s and/or counselor to map out strategies to attain academic success. Dismissal: Any student not in good academic standing at the end of the academic year could be asked to withdraw.

HONOR ROLL

A student may qualify for the honor roll at the end of each term. To qualify for First Honors, the student must achieve a 4.0 QPA and no grade below a B. For Second Honors, the student must achieve a 3.5 QPA and no grade below a C. Honorable Mention is awarded to those students who achieve a QPA of 3.0 and no grade below a C. For honor roll consideration all incomplete grades must be reported by the two-week deadline.

CLASS RANK

Valedictorian and salutatorian are determined by cumulative Mercyhurst Prep quality point average from freshman year through second term of senior year. These two top honors are open to students who have been continuously enrolled at Mercyhurst Prep since at least the first day of the second term of freshman year.

INTERNATIONAL BACCALAUREATE PROGRAM (IB)

Mercyhurst Prep is one of more than 4,500 schools in over 150 countries around the globe who are part of the prestigious International Baccalaureate Organization (IBO).

The International Baccalaureate program is based on the concept that general education at the upper secondary level should promote the development of the lifelong skills of critical thinking, communication, and integration of information through an in-depth study of the major areas of knowledge.

Successful completion of the program earns for the student a diploma/certificate recognized for university admission and for course credit at many colleges and universities throughout the world. The IB's greatest value, however, lies in its intrinsic worth as a challenge and a symbol of the greater achievement to which the student has aspired.

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

COLLEGE PROGRAM

Mercyhurst Prep, in conjunction with Mercyhurst University, offers a special program for academically able students who wish to begin college courses or who want to pursue a subject in greater depth. Eligibility criteria for this program are available in the guidance office. MPS students are granted a very substantial tuition discount by Mercyhurst University for each course. The college grants full credit for such courses and sends a transcript of the student's work to the college of his/her choice.

SENIORS AT MERCYHURST (SAM)

Through the SAM program students have the opportunity to complete their senior year at Mercyhurst Preparatory School and their freshman year at Mercyhurst University concomitantly. Students who are recommended for the program work with both the high school and college counselors for selection of courses and may also be eligible for financial aid.

GUIDANCE

The purpose of the guidance program is to provide a variety of services to students, teachers, and parents in a planned, goal-oriented manner.

The guidance program is an integral part of the educational process. Guidance functions include counseling, consultation, and coordination of services to meet the needs of all students.

The primary purpose of the counseling service is to assist students in understanding, accepting, and enhancing their personal qualities, recognizing and developing their academic potential, and becoming more self-directed, self-confident individuals with the skills required to make wise decisions and formulate realistic goals.

STUDENT ASSISTANCE PROGRAM (SAP)

MPS is involved in Pennsylvania's Student Assistance Program (SAP) through which faculty members are trained in observation techniques and at-risk symptoms in order to identify students with possible emotional, behavioral, or chemical difficulties. An intervention Core Team made up of guidance, teaching, and administrative personnel, as well as ad hoc resource personnel from an outside provider for mental health services and drug and alcohol prevention services, meets weekly throughout the school year to address faculty, parent, and student concerns. When the situation warrants, and with the permission of parents, referrals are made for assessment purposes to the appropriate ad hoc person. Recommendations produced by the assessment guide the Core Team in its handling of the matter.

The guidance department has developed an information gathering form which enables guidance counselors and faculty members to address concerns they may have about individual students. The form is referred to as the SAP (Student Assistance Program) form and concerns itself with three areas of inquiry – attendance, general behavior, and academics.

Students may refer themselves and others when they recognize need for support. Parents, teachers, or administrative staff may also act as referral agents by contacting the appropriate grade counselor.

MATH LAB

The math lab is staffed by a math teacher and by a number of student tutors. Students may use the math lab as a place to complete math homework and ask questions about that homework, to do practice exercises to master a particular topic, or to receive individual tutoring. It can also be helpful for test preparation. The lab will be open on Tuesdays and Thursdays from 3:00-3:45 p.m. and Wednesday mornings from 7:15-8:00.

PERMANENT RECORDS

A file for each student is kept in the main office. This file includes the student's academic, attendance, standardized test scores, and extracurricular records. No information gathered by guidance counselors or assistant principals is kept in the student's permanent record. Students and parents/guardians may have access to permanent records.

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The purpose of these regulations is to set requirements for the protection of privacy of parents and students under section 438 of the General Education Provisions Act, as amended.

Parents or eligible students have the right to:

1. inspect and review student's education records
2. request amendment of student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of student's privacy or other rights
3. consent to disclosures of personally identifiable information entered in student's education records, except to the extent that the act and regulations authorize disclosure without consent.

All procedures will be conducted through the admissions/records office of Mercyhurst Prep. A copy of this act will be on file in the office.

PROCEDURAL POLICIES

So that students may secure a well-rounded education and realize their full potential it is necessary that school offer an appropriate learning environment. Certain procedures and policies have been established to foster and maintain this environment.

It is the responsibility of each Mercyhurst Prep student and parent to be familiar with the following policies and procedures.

DRESS CODE

The present uniform colors are grey, white, and green. The supplier of skirts, slacks, shirts, and shorts is Flynn & O'Hara Uniform Company.

UNIFORM

Required at all times:

1. Grey slacks or skirt of modest length – no shorter than 4 inches above the knee (available from Flynn & O'Hara only). Slacks must be hemmed so that they do not drag on the floor and they may not have split seams.
2. One of the following:
 - a. Ironed white oxford cloth shirt with white buttons and buttoned down collar, long sleeved or short sleeved (available from Flynn & O'Hara and elsewhere), or a
 - b. White knit polo shirt with MPS logo, long sleeved or short sleeved (available from Flynn & O'Hara only).
3. A plain black or brown belt must be worn with any pair of slacks manufactured with belt loops.
4. Only a plain white turtleneck or tee shirt may be worn under the oxford cloth or polo shirts. Long sleeved turtlenecks or tees may not be worn under short-sleeved polos or oxfords.
5. Socks or tights (required at all times)
6. Girls are required to wear plain grey or black tights with skirts from October 15 to April 1. During the remaining months white, grey, or black solid color knee or crew socks may be worn.
7. Boys are required to wear white, grey, or black solid color crew socks.
8. Navy socks may be worn with uniform shorts.
9. Shoes: a closed toe shoe in condition of good repair. Boots, sneakers and slippers may NOT be worn as part of the uniform.

Dress Uniform:

On designated days during the school year, students are asked to wear their dress uniforms, which consist of the slacks/skirts, belts, shoes, and socks as described above. The only changes are:

1. ONLY oxford cloth shirts may be worn; no polo shirts.
2. Green or grey striped MPS tie (available from Flynn & O'Hara or from the MPS Spirit Store) must be worn.
3. Sweatshirts are not an acceptable part of the dress uniform. Although not required, the only sweaters that may be worn with the dress uniform are:
 - a. Green cardigan with MPS logo (available only from Flynn & O'Hara).
 - b. Green v-neck sweater with MPS logo (available only from Flynn & O'Hara).
4. Shorts are not an acceptable part of the dress uniform.

Optional Items:

1. Green cardigan with MPS logo (available only from Flynn & O'Hara).
2. Green v-neck sweater with MPS logo (available only from Flynn & O'Hara).
3. Dark (hunter) green collared or crew neck sweatshirt with white lettering representing the school, an MPS team or an MPS activity. The sweatshirt may not have a hood or a pouch and may not be ripped or torn. All designs must be approved by the MPS administration. This sweatshirt may not be worn on dress uniform days.
4. An oxford cloth shirt or a uniform polo shirt must be worn at all times, including under any of the school sweaters or sweatshirts.
5. Navy blue shorts (may be worn before Oct. 15 and on or after April 1) (available only from Flynn & O'Hara).

Students are expected to be neatly dressed and well-groomed at all times. Each student's personal appearance should be compatible with the school's educational purpose and environment. **Oxford shirts must be pressed and tucked in at all times.**

The following is a partial list of items which may not be worn on uniform days unless an exception has been expressly stated: non-uniform sweatshirts, printed or colored tee shirts, hats, non-uniform pants, cropped leggings, scarves, wallet chains and around the neck keychains.

No student will be allowed to wear his/her coat during the school day. All coats, hats, and boots are to be left in the student's locker before homeroom each morning and removed from that locker only after the final bell of the day.

****Non-uniform items such as ball caps and non-uniform sweatshirts may be confiscated and returned at the discretion of the teacher.****

Body piercings on a site other than an ear are to be filled with clear studs of the smallest size. Hair colors must stay within the scope of naturally occurring hair colors. Contact lenses must be confined to normal human eye colors and shapes. Tattoos cannot be visible during the school day.

Any uniform violation deemed minor by a teacher and an administrator will result in a demerit. Repeated minor violations can result in a tier 2 detention. More flagrant uniform violations may result in a tier 2 detention and the student may be required to change his/her clothes.

A temporary uniform excuse may be given by the student's homeroom teacher upon the written request of a parent or guardian. Interviews and appointments during or after school hours are not excuses for being out of uniform. As a general rule, students are expected to be in a complete uniform at all times, internships included.

On occasion, students will be allowed to wear clothing other than those uniform items outlined above. "Special dress" days will be announced in advance either by the student council or the administration. At such times, appropriate dress guidelines will be issued. On these occasions Mercyhurst Prep students will dress and groom themselves in a manner suitable for the event being sponsored.

Dress up attire: Certain school days are designated as DRESS UP DAYS for specified groups or individuals. The definition of dress up is a non-uniform outfit that is neat, professional, and appropriate to an office/workplace. Includes: slacks (not jeans, sweatpants, warm-ups), skirts (no shorter than 4 inches above the knee, not stretch or body hugging), dresses (can be sleeveless but not bare shouldered), blouses, sport shirts and golf shirts with collars, dress shoes. **Does not include:** athletic wear, shorts and cut-offs, tank tops, low cut tops, low rise or body hugging pants (includes yoga pants/ leggings), spaghetti strap shirts and dresses, crop tops, halter tops, tee shirts, sweatsuits, hiking boots, sneakers, sport sandals.

Jeans days: Students are reminded that jeans days are school days and that one's attire, while casual, must still comply with the concept of "appropriate to the setting". If students choose to wear components of the uniform they must wear the entire uniform in conformity with the guidelines above. Purchase of a ticket allows students to wear only jeans and dress or cargo shorts of uniform length. It does **not** allow students to wear short shorts, cut offs, halter tops, crop tops, low cut tops, body hugging pants (includes yoga pants/ leggings), athletic shorts, miniskirts or tunics with leggings, pajama pants, sweat pants, warm-up pants, low rise jeans, or clothes that carry slogans or art dealing with sex, drugs, alcohol, or violence. **Hats are not to be worn.**

Birthdays: Students may enjoy either a jeans day or a dress up day on their birthday or half birthday. See guidelines above. If a birthday falls on a dress uniform or jeans day, the birthday privilege should be taken on the next school day.

ATTENDANCE

In order to receive the maximum benefit from the programs at Mercyhurst Prep, students must attend school consistently, although no student is expected to come to class if he/she is seriously ill. It is expected, however, that students of high school

age deal with some degree of discomfort and still carry on their daily routine. Students from a school district closed due to inclement weather are granted an excused absence.

School day: The school day begins when the student arrives on the grounds of MPS. Once a student arrives at Mercyhurst Prep, **he/she is not permitted to leave the grounds or go to his/her vehicle during the school day.** Once the morning homeroom bell rings at 8:20, all staff, students, and visitors must sign into and out of the building at the attendance office. Classes begin at 8:20 a.m. with reporting to homeroom for attendance, prayer, and pledge. Classes end at 3:00 p.m. The school day ends when the student leaves Mercyhurst Prep property.

Absences: Parents/guardians are required to call the school office each day that the student will not be attending school. If the parent does not contact the school by 10:00 a.m., the attendance officer will call the home or place of employment of the parent. **There is a 24-hour voice mail system ready to receive parent calls at 824- 2210 and 824-2314.**

The parents/guardians are required to notify the teacher if the absent student will miss a test in his/her class. A message to the teacher can be given with the attendance call. **If a student is absent he/she may not attend any school or sport activity on that calendar date.**

Absence excuses: UPON RETURNING TO SCHOOL AFTER AN ILLNESS, THE STUDENT MUST SUBMIT AN EXCUSE TO THE HOMEROOM TEACHER. The excuse should indicate the reason for and the dates of absence, must indicate the name of the homeroom teacher, and must be signed by a custodial parent or guardian regardless of the age of the student. **IF AN EXCUSE IS NOT SUBMITTED WITHIN THREE (3) DAYS, DISCIPLINARY ACTION WILL RESULT.**

Make-up work: The student will be responsible for making up tests/work in a timely fashion upon return to school. A student who does not take a makeup test/submit an assignment on the day it is scheduled/due may be penalized.

Students, when absent, should check eBackpack and teacher websites for assignments and contact their teachers upon returning to school regarding information covered in class and assignments / tests missed.

At all times students are responsible for the material covered during absence from classes. During an extended absence the student should contact classmates or access eBackpack and the teachers' websites in order to secure homework assignments. The guidance counselor may also be contacted.

College visits: College visits are permitted for juniors and seniors. These are considered excused days and do not negatively affect students' attendance records. Students are expected to bring a note to the Dean of Students one week prior to the visit, and must complete and submit a request for planned absence form.

Funerals: Dismissals for funerals will be granted if the parent sends a note requesting the early dismissal **ONE DAY IN ADVANCE OF THE FUNERAL.** Dress uniforms are worn to the funeral when attending as a representative of the school. Students are expected to return to the school unless other arrangements have been made prior to departure. Students are encouraged to attend viewings with parents and family when practical.

Vacations/planned absences: Parents and students should not plan vacations or absences during regularly scheduled school time; rather, they should plan around the ample breaks built into the school schedule.

Students and parents must recognize that planned absence may result in negative academic consequences. Should parents decide that such an absence is unavoidable, the following regulations apply:

1. Prior to departure the student must present a written parent request to the Dean of Students and complete the proper form to document notification of all teachers, the guidance counselor, and the homeroom teacher. The school strongly recommends that this be done at least two weeks prior to the absence to allow students ample time to complete necessary work. Teachers may not be able to provide make-up work without sufficient notice.
2. The responsibility for mastering material missed and making up work rests with the student, who is encouraged to make up as much work as possible prior to the absence. It may not be feasible to offer alternate dates for completion of certain academic tasks due to their very nature. In such instances, students may forfeit the opportunity to earn academic credit at the discretion of the teacher in consultation with the academic dean.
3. All make-up work must be scheduled at the teachers' convenience. Students must keep all scheduled make-up appointments and meet all due dates for make-up work in order to earn academic credit.
4. A student missing school at the end of a term must make up all work prior to the absence.

Early dismissals: Parents are requested to make medical and dental appointments after school hours except in cases of emergency. **If the appointment must be made during school hours, the school must be notified by a written excuse from a parent or guardian. VERBAL REQUESTS CANNOT BE ACCEPTED.** The school will not phone the student's parents to get special verbal permission if the student has forgotten his/her excuse.

A student may be excused from classes only with an off campus permit. Permits will be issued for a funeral liturgy, civic activity, etc. During homeroom the student must bring a written excuse to the homeroom teacher from parents or guardians. **The homeroom teacher will issue an off campus permit and send the written excuse to the attendance office. THE STUDENT MUST SIGN OUT AT THE ATTENDANCE OFFICE WHEN LEAVING AND SIGN IN TO SCHOOL IMMEDIATELY UPON RETURNING AFTER THE ACTIVITY, WITH APPROPRIATE VERIFICATION.** Early dismissals for reasons other than medical or dental appointments are considered half-day absences. No more than five (5) early dismissals are permitted during one term.

Students leaving on field trips or on school business must have written parent permission on file in the attendance office.

Early dismissal due to illness: If a student becomes ill at school, he/she will be permitted to go home only after a parent has been notified. The student must come to the attendance office to call the parent, and may not call or text from a cell phone without permission. The attendance officer will then speak to the parent/guardian to obtain permission to send the student home. Except in cases of emergency, acceptable arrangements for completion or submission of assessments to be missed due to early dismissal must be made prior to departure. The parent or guardian is asked to pick up the student at the school in most cases. If the student drives him/herself home, he/she must call the attendance office upon safe arrival. When departing from school, the student must sign out.

Students who leave school early for illness will not be able to attend school practices/activities that night.

Nurse's office: Students who need to lie down for a short while due to minor illness may use the nurse's office. **A pass must first be obtained from the class teacher and the student must report to the attendance officer, who will direct him/her to the nurse's suite.** After 40 minutes, the student must return to class or arrange to go home. The nurse's schedule is posted on the door of her office. Students must check in with the attendance officer for needed assistance anytime the nurse is unavailable.

Frequent absenteeism: A doctor's excuse may be requested as explanation for chronic absence. Excessive absenteeism can also affect athletic eligibility. If a student is absent ten days total for the year, or unlawfully absent a total of three days in a given year, a conference including the student, the parent(s)/guardian(s), guidance personnel and the school administration will be held to address the attendance problem and to agree upon a plan for improvement. Continued enrollment at Mercyhurst Prep will be contingent upon successful adherence to that plan.

ILLEGAL ABSENCE/SKIPPING SCHOOL

An illegal absence is an absence without an approved excuse from parent(s)/guardian(s). For students residing at Pennsylvania International Academy (PIA), this will be determined by PIA staff.

The following consequences are in effect for truancy, illegal absence and for leaving the building during school hours without permission:

First and second offense: one tier 3 detention and parent notification

Third offense: parent meeting with administration to determine consequences, which may range from developing and following an attendance plan, tier 3 detentions or expulsion

Subsequent offenses: may result in notification of the magisterial district judge in addition to the above listed consequences

Student will receive no credit for work/tests missed during an illegal absence.

No skip day is sanctioned by the school or by the Commonwealth of Pennsylvania. Participating in such skip days constitutes an illegal absence, parental permission notwithstanding.

TARDINESS

Students who arrive after 8:20 a.m. must report to the attendance office and obtain an admit to homeroom or class. All students must sign in when tardy (excused or unexcused). Failure to do so will result in a demerit. If a student arrives after 9:00 a.m., he/she must also see and have his/her tardy slip signed by the Dean of Students. Unexcused tardiness of such duration may also constitute cutting class. **ARRIVAL AFTER 9:30 A.M. CONSTITUTES ONE-HALF DAY OF ABSENCE; AFTER 12:30 P.M., A WHOLE DAY OF ABSENCE. ANY STUDENT PARTICIPATING IN OR ATTENDING A SCHOOL RELATED ACTIVITY MUST BE IN ATTENDANCE NO LATER THAN 9:30 A.M. ON THE DAY OF THE ACTIVITY.** All students reporting to homeroom/classroom after the second bell are tardy.

A demerit will be issued for each tardy arrival to homeroom. Additional demerits will be issued for tardy arrival to classes. Demerits, including those for tardiness, are cumulative throughout the school year. Tardy demerits are combined with other earned demerits in determining issuance of tier 1 detention.

As noted in our discipline policies, administrators have the discretion to issue tier 2 or tier 3 detention for repeated accumulation of demerits for the same offense.

BELL SCHEDULES

REGULAR SCHEDULE			
HR	8:20 – 8:27		
1	8:30 – 9:56		
2	10:01 – 11:27		
3	11:32 – 1:29		
Lunch	1st: 11:32 – 12:02	Class	12:02 – 1:29
	2nd: 12:02 – 12:32	Class	11:32 – 12:02 and 12:32 – 1:29
	3rd: 12:32 – 1:02	Class	11:32 – 12:32 and 1:02 – 1:29
	4th: 1:02 – 1:29	Class	11:32 – 1:02
4	1:34 – 3:00		
AM ASSEMBLY/LITURGY		PM ASSEMBLY	
HR	8:20 – 8:27	HR	8:20 – 8:27
1	8:30 – 9:39	1	8:30 – 9:29
HR	9:42 – 9:50	2	9:33 – 10:32
Assembly/Liturgy	9:50 – 10:45	4	10:36 – 11:35
3	10:50 – 12:33	3	11:39 – 1:15
Lunch	1st: 10:50 – 11:25	Lunch	1st: 11:39 – 12:11
	2nd: 11:25 – 11:59		2nd: 12:11 – 12:43
	3rd: 11:59 – 12:33		3rd: 12:43 – 1:15
2	12:36 – 1:45	HR	1:15 – 1:25
4	1:49 – 3:00	Assembly	1:30 – 3:00
EARLY DISMISSAL		DELAYED START	
HR	8:20 – 8:27	HR	10:20 – 10:27
1	8:31 – 9:20	1	10:30 – 11:24
2	9:25 – 10:14	3	11:28 – 1:04
3	10:19 – 11:08	Lunch	1st: 11:28 – 12:00
4	11:13 – 12:03		2nd: 12:00 – 12:32
Announcements	12:03		3rd: 12:32 – 1:04
Dismissal	12:06	2	1:08 – 2:02
		4	2:06 – 3:00

END OF SCHOOL DAY DISMISSAL

To ensure the safe dismissal of all students, only buses are permitted to be in the driveway lane next to the main and gym entrances of the school from 2:45 until 3:15 pm. Please observe the parking and lane restrictions in order to ensure the safety of all. Parents are requested to arrive after 3:15 to pick up students.

SNOW DAYS OR SCHOOL EMERGENCIES

In the event of very poor weather, students and parents should check school email as well as the local TV and web listings of school delays and cancellations. Our decisions regarding school delays or closings are independent of those of other schools/districts. Most typically, the decision to delay or close school will be made in the early morning hours so that we may make an informed decision based on the actual weather for the day. Days lost due to closings will be made up later in the school year if required to meet state mandates.

Tardy arrivals due to bus service provided by districts declaring delayed starts will be excused. Students in area school districts will be afforded a legal absence if that school district is closed or parents deem conditions too dangerous for travel. This determination will be made by Pennsylvania International Academy (PIA) staff for students residing in the PIA dorm. Should there be a prolonged closing, students should check eBackpack and the teacher websites for instructions.

In the event of a bomb threat, the building will be searched and a determination will be made as to whether an evacuation is prudent. Administration will work with local law enforcement to ensure student safety.

In cases of severe winds, teachers will proceed with students to interior halls, leaving 15 feet from exits. All should avoid windows and expansive areas such as library, cafeteria and gym. Students should face interior walls either on their knees, leaning forward with much of the exposed body covered by crossing arms and burying face OR seated cross legged with arms folded over face. It is important to maintain quiet order and listen for announcements.

FIRE DRILLS

AT THE SOUND OF THE ALARM, ALL STUDENTS AND SCHOOL PERSONNEL MUST LEAVE THE SCHOOL BUILDING QUICKLY AND QUIETLY ACCORDING TO THE DIRECTIONS POSTED IN EACH ROOM. SILENCE IS REQUIRED AT ALL TIMES IN ORDER TO ALLOW ANNOUNCEMENTS TO BE HEARD.

Lights should be turned off and doors, windows, and fire doors closed if it is possible to do so quickly.

If an exit is blocked, re-route traffic quickly and quietly with as little confusion as possible. The first persons to reach a blocked exit should silently raise their arms, turn, and proceed in an alternate direction.

All teachers and students must wait for word from the assistant principal before returning to the building. Once inside, students should return to the class that was interrupted by the fire drill and wait for any announcements.

During the fire drill, students should be organized and quiet. They should move to a distance twice the height of the building. During regular classes the students should leave the building with their assigned class and go to the designated area for attendance.

During an assembly, students should leave quickly and quietly by the nearest exit and report to designated homeroom areas, keeping a safe distance from the building. The designated areas are as follows:

Freshmen – east section of the student parking lot

Sophomores – mid section of the student parking lot

Juniors – mid section of the student parking lot

Seniors – west section of the student parking lot

Student Council – east end of the student parking lot and the adjacent sidewalk area

Designated areas for each class are posted in homeroom. **Students must remain with their homerooms for the duration of the evacuation.**

ASSEMBLIES

Assemblies and liturgies provide students with the opportunity to experience educational events outside the daily Mercyhurst Prep program. Assembly schedules and programs are planned by the student council, faculty, and administration. Students are expected to attend, sit in assigned seats, and act respectfully, responsibly, and appreciatively.

LOCKERS

Each student is assigned a locker, owned by the school and loaned to the student, for the care and protection of books and personal supplies. Only the school lock may be placed on the school locker. Students must use lockers for storage of books, boots, and coats.

Lockers are to be kept locked at all times. All items stored in a student's locker are the sole responsibility of that student. The school is not responsible for any items missing from lockers. Student lockers are subject to inspection. Lockers are provided during gym class. Lockers in the locker room are only permitted to be used during class time or practice time. Students may provide their own locks but must remove locks at the end of class or practice.

Lockers are provided for student athletes. Team members must remove personal articles promptly from these lockers at the end of their playing season. Team locker rooms are locked during the school day.

SEARCHES

The courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband because, standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an illegal search under the fourth amendment to the federal constitution, but a reasonable exercise of school authority in the interests of the health, welfare, and safety of all students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.

The courts have also held that a school official may properly conduct a search of a student's person or belongings if the official has a reasonable suspicion that a crime has been or is in the process of being committed or has reasonable cause to believe that the search is necessary to maintain school discipline or enforce school policies. Vehicles parked on school property may be searched.

MEDICATION

For the safety of all students, students may not carry medication on their person during the school day. A student who needs to take any type of medication (even aspirin) must present the medication in the original over-the-counter bottle and a completed authorization form to the principal's office. All prescription medications, also in the original container, must be accompanied by a written health care provider's order. Students needing to take medication must report to the principal's assistant, who will log the time and dosage dispensed. The school cannot dispense any type of medication to a student unless this procedure is followed. Failure to adhere to this policy may result in disciplinary consequences. **EXCEPTION:** With a health care provider's written order, students may carry an asthma inhaler or Epi-Pen. Families may obtain the forms described above from the principal's assistant or at mpslakers.com. Go to *Students & Parents* and click on the Medical Authorizations tab.

STUDENT ID CARDS

Student ID cards will be issued following school picture day in the fall. IDs will be required to borrow books from the Gannon University and Mercyhurst University libraries. (At Mercyhurst University only juniors and seniors may borrow books.)

SCHOOL VISITORS

All visitors must use the main entrance and sign in and sign out at the attendance office, where they will receive a visitor pass. Students from other high schools who have applied to Mercyhurst Prep are permitted to visit. Arrangements must be made in advance through the admissions director. Visitors must show a permission slip to the attendance officer on the day of the visit and thereby notify her of their presence in the building. The visitor is expected to dress and act appropriately and to attend classes with his/her Mercyhurst Prep host.

TRANSPORTATION

Students in the outlying school districts must contact their district offices in order to arrange transportation. The school districts which provide free transportation have the right to withdraw the service should the conduct of the students cause or result in hazardous conditions or violations of the law. Negative behavior reports from bus drivers may result in disciplinary action. Parents and students should be informed regarding their district's policy manual.

Students in the Erie School District may obtain free passes to ride EMTA buses. The passes are distributed by the attendance officer. Students must abide by public laws when riding EMTA buses and must also conduct themselves in a manner which represents MPS well.

PARKING

Student parking is available on a first come, first served basis in the student lot. This parking is a privilege, not a right. All cars must be in lined spaces. At no time may students park beyond the double line which indicates the western boundary of the student lot, nor may they park in the smaller motherhouse lot or the Mercy Terrace lot. Students may not park in the faculty lot. Drivers of illegally parked vehicles will pay a \$25 fine and the vehicle may be towed. A spot will be reserved in the faculty lot for

the MPS Gala parking spot winner. If a student becomes injured and requires the use of a handicapped space, s/he may see the Athletic Director to have a temporary space assigned.

All drivers are expected to obey all public parking and driving regulations, which include parking no closer than six feet to a driveway.

CAFETERIA

The cafeteria service offers a variety of hot and cold breakfast and lunch options. Students are also permitted to bring their own lunches. No food is to be delivered to students without administrative permission. The cafeteria is to be left in a clean condition after the student is finished eating. Disorderly conduct of any kind in the cafeteria will result in disciplinary action. With the exception of plain water in unbreakable bottles, no food or drink is permitted outside the cafeteria or Campus Ministry at any time.

Vending machines are available for student convenience. They may be used before and after school as well as during one's assigned lunch. Physical education classes may utilize the machines in the athletic foyer, under the supervision of the PE instructor.

Consistent with the Acceptable Use Policy (AUP), iPads are not to be used in proximity to food or liquid, including in the cafeteria during lunch.

All students are expected to report to assigned lunches or to present to the moderator a pass from a teacher, librarian, or staff person. The lavs may be freely used during the first ten minutes of each lunch period. After this no one may leave the cafeteria without permission of the cafeteria moderator.

GUM

Chewing gum is not permitted in the school building.

LIBRARY

1. Students must sign in to the library in the notebook on the circulation desk. They must also sign out.
2. Students wishing to use the library during their lunches may do so, provided that they obtain prior permission from the librarian. If the request is granted, the librarian will issue the student a pass to be shown to the cafeteria moderator.
3. Books may be signed out for a period of two weeks and may be renewed for an extended time.
4. Books that are checked out become the responsibility of the student. Please care for them appropriately. Students must pay the replacement cost of lost books.
5. Reference books and reserved materials generally do not circulate. Should you wish to request an exception, please see the librarian.
6. Scheduled classes/activities have priority in the library spaces. Please see the librarian with scheduling requests.
7. No food or drink with the exception of water is permitted in the library.

CAMPUS MINISTRY

Campus Ministry is a center for hospitality and service which reflects the caring presence of Jesus and the gracious spirit of Catherine McAuley. Six areas in which CM is involved are: **Hospitality:** seeks to offer a welcoming presence in meeting the daily needs of the MPS community. **Community Building:** seeks to build a genuine faith community that cultivates unity, communication, understanding, community involvement, collaboration, and a vision of faith. **Spirituality/Discipleship:** seeks every day to build a Christ-centered spirituality rooted in the charisma of Catherine McAuley through daily prayer, liturgical celebrations, and open conversations related to faith issues. **Peace and Justice:** seeks to promote an awareness of social issues in the MPS, local, and global communities so as to further Christ's kingdom of peace and justice in our world. **Comfort in Crisis:** seeks to extend the compassionate, healing presence of Christ to the members of the MPS community. **Service:** seeks to invite and challenge our students to be the heart and hands of Christ in meeting the multiple needs of our world.

The Campus Ministry office and the Chaplain's office are regularly open throughout the school day. Students are encouraged to visit both offices and to feel at home in taking advantage of the opportunities available through Campus Ministry initiatives. Students may visit freely before or after school and during lunch time on designated days. During class time students need teacher permission to be in CM; if students are in CM for any other reason, teachers will be contacted.

LOST AND FOUND

The lost and found is in Campus Ministry. Anyone who finds an article on school property and is unable to return it to the owner should take the responsibility of placing the article in the lost and found. Valuable items should be taken directly to the attendance office.

SERVICE HOURS

Each student at Mercyhurst Prep is required to do a minimum of twenty-five hours of service within the community each year that he/she attends MPS. There are detailed guidelines for service on the service verification form. This form is available from the Service Coordinator, in the freshman packet, and at www.mpslakers.com. Both parents and students are asked to carefully read these guidelines before the student performs his/her service. Volunteer opportunities are advertised throughout the year on the Campus Ministry Service Board, in email sent directly to students, and on www.mpslakers.com.

If the service requirement is not met,

- the student will receive an F for service on the term 2 report card, which may affect eligibility for activities
- the student may not graduate without earning .25 credit for every year in attendance at MPS

CO-CURRICULAR ACTIVITIES

Various learning experiences outside the daily academic routine are made available to the Mercyhurst Prep student. Successful participation in co-curricular activities has been demonstrated to be related to success in adult life.

Various clubs, activities, and sports serve to assist the student in the development of talent, teamwork, and leadership as well as to offer the opportunity for community involvement. Students are expected to demonstrate responsible behavior, "Marked by Pride and Spirit," whenever they participate in any activities.

AWARDS POLICY

Awards are given by Mercyhurst Prep for achievement in academics and co-curricular activities. Awards presented are certificates of participation, gold pins, cords, sashes, and letters. A student will be awarded only one varsity letter. Should he/she earn letters in other areas, a pin representing that sport or activity will be presented. The criteria for an award are participation, service, and attitude. A student is recommended for an award by his/her coach or moderator and approved by the principal.

The awards are presented at special assemblies recognizing achievement of the students.

STUDENT COUNCIL

The Mercyhurst Prep Student Council is a representative body of students elected by the students to serve as a liaison among administration, faculty, and students. The Student Council consists of one elected or appointed representative from each homeroom and four officers elected by the student body. Parliamentarian and historian are appointed by the executive body.

CLASS GOVERNMENT

Each class at Mercyhurst Prep has its own officers and government. Class governments are responsible for developing class and fundraiser activities to meet the needs of the class and providing a year-end summary report to the activities director, which includes a list and description of class activities and a treasurer's report on the class funds.

ATHLETICS

Mercyhurst Prep provides a quality athletic program for its students. Athletics can play an integral part in the development of characteristics needed by the individual who will make responsible choices, contribute to society, and become a well-rounded person.

In order to have a quality program, athletes who voluntarily participate in programs provided by the school must know their rights and responsibilities. Guidelines must be established to ensure a combined effort by school, coach, and athlete toward making our teams the best they are capable of being. Athletic guidelines and team guidelines are presented to athletes and parents at a general meeting held prior to each season with the head coach of the program. Additional information concerning the athletic guidelines and expectations is available at www.mpslakers.com.

SPORTSMANSHIP POLICY

All MPS employees, volunteers, student-athletes, and spectators are required to act in accordance with the charism of Mercy, that is to act with hospitality and concern for the dignity of all persons when attending athletic events.

- Show **RESPECT** to the opposing team and **APPRECIATION** of their talents.
- Support our team positively. **CHEER FOR OUR TEAM, NOT AGAINST THE OPPOSING TEAM.**
- Refrain from booing or any other negative display.
- Show **RESPECT FOR OFFICIALS AND COACHES** and acceptance of their decisions.
- Show **CONCERN FOR INJURED PLAYERS**, regardless of their team affiliation.
- Be a **GOOD AUDIENCE** for performances by bands, cheerleaders, and other groups. Let them know that they are welcome and that their hard work is appreciated.
- Be **GOOD STEWARDS** of the venue at which the contest is held. Dispose of all waste properly.
- Be **GRACIOUS** regardless of victory or defeat.
- Always represent the **MARK of PRIDE and SPIRIT**.

SPECTATOR GUIDELINES

Student fans and other spectators at any MPS athletic event should:

- Maintain silence during the National Anthem
- Applaud during the introduction of players, coaches, and officials regardless of their affiliation
- Applaud at the end of the contest for performances by all participants
- Treat the competition as a contest, not a war
- Positively support our team
- Wear clothing that, while spirited, is appropriate for a school event. All students must wear shirts.
- Not use disrespectful or derogatory cheers, chants, songs, or gestures
- Not use cheers that antagonize opponents or fans of the opposing team
- Not criticize officials
- Not use profanity, obscene gestures, and/or obscene language while attending contests
- Not attempt to provoke, intimidate, and/or berate coaches, contest officials, student-athletes, and/or other spectators
- Not engage in any behavior that detracts from the contest
- Not throw any object in the stands or on the field
- Not interfere with any contests

Any spectator who evidences poor sportsmanship and/or behavior inconsistent with the MPS mission and sportsmanship policy and guidelines may be removed from a contest venue and may be prohibited from attending future contests. Students in violation may also incur disciplinary consequences.

ELIGIBILITY POLICY

Mercyhurst Prep offers a wide variety of co-curricular activities including interscholastic athletics, student government, performing/visual arts, literary, club, and service organizations. All students are encouraged to participate in these activities in order to round out their education. Certain responsibilities must be met by all students who participate.

A student must pursue an approved schedule which meets the necessary academic requirements of the high school and maintain a good record of high school citizenship, integrity, and attendance. Eligibility to participate on a team or activity may be suspended or revoked for unsuccessful academic progress, repeated infractions of school rules, poor attendance, or behavior/attitude in conflict with school philosophy and mission.

There are six grading periods in a school year: Term 1 until mid-term, Term 1 mid-term until end of term, Term 2 until mid-term, Term 2 mid-term until end of term, Term 3 until mid-term, Term 3 mid-term until end of term. Note: eligibility for the start of the fall term is determined by final grades for yearlong classes and Term 3 electives at the end of the previous school year (as noted in Article X section 5 of the PIAA By-laws).

Eligibility of students enrolled in remediation/credit recovery courses during summer school is re-evaluated after the summer session.

Academic/Activities Probation

A student is generally placed on academic/activities probation if:

- s/he is failing one or more subjects
- her/his attendance is poor
- s/he has repeatedly ignored school rules/policies
- her/his behavior/attitude is in conflict with school philosophy and mission

A student on probation is still eligible to participate in activities provided that s/he meets the following requirements:

- s/he must choose a mentor by the announced deadline in order to write an action plan for academic improvement
- s/he must turn in the completed action plan to her/his guidance counselor by the announced deadline
- s/he must meet weekly with her/his mentor to discuss progress and strategies for improvement
- s/he must show continuing evidence of effort and adherence to her/his action plan
- s/he improves her/his attendance, behavior, or attitude in order to meet school requirements

If a student fails to do the above, s/he may be immediately placed on activities suspension. (See *suspension* below)

Continued Probation

A student who has been placed on probation will have that probation lifted at the end of the grading period if:

- s/he is no longer failing
- her/his attendance is good
- s/he exhibits adherence to school rules/policies
- her/his behavior/attitude is consistent with school philosophy and mission

If poor performance is still occurring, the student's probation will be continued for another grading period.

Activities Suspension

A student is generally placed on activities suspension if:

- s/he is failing two yearlong courses, 3 term courses, or three courses that are a combination of yearlong and term courses
- s/he has failed to maintain a 2.0 grade point average for two consecutive terms
- her/his attendance is poor
- s/he has repeatedly ignored school rules/policies
- her/his behavior/attitude is in conflict with school philosophy and mission

A student on suspension is ineligible for participation in sports, clubs, and other co-curricular activities until the end of the grading period. Students wishing to regain eligibility at the four week mark after mid- term/end of term should see the academic dean for the necessary information. In order to continue at Mercyhurst Prep, the student must fulfill the following requirements:

- s/he must choose a mentor in order to write an action plan for academic improvement by the announced deadline
- s/he must turn in the completed action plan to her/his guidance counselor by the announced deadline
- s/he must meet weekly with her/his mentor to discuss progress and strategies for improvement
- s/he must show continuing evidence of effort and adherence to her/his action plan.
- s/he improves her/his attendance, behavior, or attitude in order to meet school requirements.

If a student fails to complete all of the above, s/he must meet with the principal to discuss her/his future at MPS.

Continued suspension

A student placed on suspension will have that suspension lifted at the end of the grading period if:

- s/he is no longer failing more than one course
- her/his grade point average is above a 2.0
- her/his attendance is good
- s/he exhibits adherence to school rules/policies
- her/his behavior/attitude is consistent with school philosophy and mission

A student failing to meet the above requirements will have her/his suspension continued throughout the next grading period. Students failing a math class must also meet related requirements in order to maintain eligibility. Those requirements include completing the appropriate form and arranging a math lab/teacher tutorial schedule and reporting to math lab/teacher tutorial for two 45 minutes sessions per week.

The above program has been structured in order to offer academic support to our students. It is our intention that, by following the guidelines listed, academic progress will improve and the student will acquire better organizational/study skills and be able to enjoy the benefits offered by co-curricular activities.

ALL STUDENT-ATHLETES ARE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH SCHOOL POLICIES REGARDING ACADEMICS AND ATHLETICS AS WELL AS PIAA REGULATIONS.

DISCIPLINE POLICIES

We believe that the behavior code, based on the Mercy charism, will aid our students in acquiring the following values and habits, which will enable them to be contributing members of this community and successful in future endeavors.

Honesty	Self-restraint
Personal accountability	Good judgment
Tolerance	Cooperation
Self-respect	Stewardship
Respect for authority	Punctuality
Courtesy to others	Good grooming

Belief statements:

- The purpose of a behavior code is to promote desirable behaviors and to change or modify those behaviors that are unacceptable.
- An effective behavior code is based on an approach of mutual respect.
- Consequences must be issued in a manner that preserves the dignity of all parties.
- Consequences must be consistent and just.
- Consequences must be reasonable and must not be arbitrary.
- In order for a behavior code to be effective, faculty and staff must model and enforce the desired behavior with consistency.
- A behavior code must be flexible in order to allow fairness in extraordinary circumstances.

STUDENT EXPECTATIONS

Mercyhurst Prep has the authority to make reasonable and necessary rules governing the conduct of students in the school. It is the responsibility of Mercyhurst Prep students to:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them;
- Respectfully comply with all faculty/staff directives;
- Treat all guests, including substitute teachers, with respect, cooperation, and hospitality;
- Exhibit respectful behavior in group presentations and assemblies;
- Assume that until a rule is waived, altered, or repealed, it is in full effect;
- Be willing to contribute in matters relating to the health, safety, and welfare of the school community and the protection of school property;
- Dress and groom themselves in conformity with the uniform/dress code of the school;
- Assist the school staff in operating a safe and clean school for all students enrolled therein;
- Be aware of and comply with federal, state, and local laws;
- Exercise proper care when using facilities and equipment of the school;
- Attend school daily except when excused and be on time for all homeroom periods, classes, and other school functions;
- Make all necessary arrangements with classroom teachers for making up work when absent from school;
- Keep all appointments requested by any member of the faculty or staff;
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities;
- Avoid inaccuracies and indecent language in student publications;
- Express ideas and opinions in a respectful manner so as not to offend or slander others;
- Maintain any social media presence in a respectful manner, free from offensive or demeaning language or images;
- Represent the Mark of Pride and Spirit (MPS).

TEACHER CONFERENCE

A teacher may choose to schedule a student-teacher conference before, during, or after school for the purpose of addressing a behavioral issue before it becomes a serious problem. Students must be given 24 hours notice, are required to attend, and are encouraged to approach a teacher conference as an opportunity to remedy the problem before it results in disciplinary action. If a student does not report as scheduled, however, s/he will receive 1 demerit and the conference will be rescheduled.

DEMERITS AND DETENTIONS

TIER 1 OFFENSES are less severe in nature and the consequence for each will be the issuance of demerits. This tier includes unintentional infractions and those acts that do not endanger the well being of the school community or adversely affect the education of others.

The issuing teacher or staff member will complete a demerit slip that the student is required to sign in acknowledgement. If a student accumulates 5 demerits, s/he will be required to serve an **after school detention on Tuesday from 3:10-4:10**, which will be scheduled by the Dean of Students.

Tardies and demerits are cumulative over the course of the school year. **The administration has the discretion to determine further consequences for students who repeatedly accumulate demerits for the same offenses.** These may entail tier 2 or tier 3 detention, contract, parent conference, or other means that may help the students adopt better habits.

Tier 1 offenses may include but are not limited to:

- Uniform/dress code violation
- Tardy arrival to homeroom (tardies are cumulative throughout the school year)
- Tardy arrival to class
- Tardiness to detention
- Chewing gum
- Failure to return loaned materials (1 demerit per class or homeroom day late)
- Failure to present parent notes for planned absence to assistant principal according to policy on page 8
- Failure to present completed forms for planned absence to assistant principal according to policy on page 8
- Failure to submit a form, fee, excuse by the requested date (1 demerit per class or homeroom day late)
- Food and drink (except plain water in unbreakable bottles) outside the cafeteria
- Using computers for non-school business
- Other minor violation of the Acceptable Use and Internet Safety Policy
- Carrying unauthorized electronic equipment during the school day
- Unauthorized use of headphones or earbuds, except with express teacher permission
- Tampering with classroom equipment
- Failure to report to a teacher conference
- Failure to sign out for an excused absence from the building
- Failure to sign in when arriving tardy
- Public displays of affection
- Unintentional obscenity
- Minor class disruption
- Failure to secure one's locker
- Leaving a backpack unattended in the halls or common areas of the building
- Sleeping, inattentiveness

TIER 2 OFFENSES are those in which the student behaves in a way that is contrary to Mercyhurst Prep's philosophy, mission, and beliefs or those that may cause a disruption to the education of others or may detract from the atmosphere we seek to create as a Mercy school. The consequence for these offenses is a **tier 2 Saturday detention from 10 AM – 12 noon** and may be issued by any faculty or staff member or the administration. The administration has the discretion to determine further consequences for students who have accumulated multiple or repeated tier 2 detentions. These consequences may include parent conference, tier 3 detention(s), contract, or expulsion.

Tier 2 offenses may include but are not limited to:

- Chronic tardiness despite tier 1 detentions
- Failure to report to a tier 1 detention
- Cutting class or a portion of a class (student will receive no credit for work missed)
- Failure to report to assigned location
- Unauthorized use of electronic equipment, headphones, or earbuds during the school day
- Violation of the Acceptable Use and Internet Safety Policy
- Cell phone turned on during the school day
- Leaving a class without permission
- Inappropriate bus conduct
- Inappropriate cafeteria conduct
- Noncompliance with teacher/staff member/substitute teacher directive
- Inappropriate assembly/liturgic conduct
- Inappropriate conduct on school grounds at any time
- Repeated tardies to classes
- Obscenity in word, gesture, or drawing
- Smoking in the neighborhood
- Major class disruption (includes cell phone ringing)
- Discourteous/uncooperative behavior
- Lying, cheating, forgery
- Repeatedly neglecting to secure one's locker
- Repeatedly leaving a backpack unattended in the halls
- Repeated sleeping, inattentiveness

*Although the items above are listed as tier 2 offenses, the administration reserves the right to treat them as tier 3 offenses, depending on the severity of the circumstances.

ACADEMIC HONESTY POLICY

Mercyhurst Preparatory School is committed to Academic Honesty and Integrity among its students, teachers, administrators, staff, parents, and all stakeholders. Mercyhurst Prep, in concert with the International Baccalaureate Organization, and as voiced in the IB Mission Statement and Learner Profile, aims to develop inquiring, knowledgeable, principled, balanced, reflective, open-minded and caring lifelong learners who strive to be inquirers, thinkers, communicators, and risk-takers. MPS is committed to creating a community in which all may deepen their spiritual awareness, broaden their intellectual endeavors, strengthen their personal integrity, enhance their individual talents, and embrace their global responsibility. (MPS Vision Statement).

The Mercyhurst Prep Graduate Profile isolates personal integrity as the core quality to which all MPS students should aspire throughout their lives and in all pursuits. Thus, it is expected that all students exercise academic honesty in all aspects of their work. Teachers, administrators, and staff are called to be teachers and role models of this trait. It is of the utmost importance that students understand what constitutes intellectual honesty and that there are consequences for academic malpractice.

It is the responsibility of the student to:

- Submit authentic work that is based on the student's individual and original ideas with the work and ideas of others fully acknowledged
- Seek guidance for clarification when needed
- Use proper citations
- Work collaboratively only in appropriate situations
- Use technology in an appropriate manner
- Not engage in any form of academic dishonesty/malpractice

Academic dishonesty or malpractice includes, but is not limited to the following:

1. *Plagiarism*: taking work, words, ideas, pictures, art work, information of another person and submitting it as one's own
 1. submitting as your own a term paper, report, essay, project, lab report, computer project/ assignment, language recording, artwork, journal, or any other work written or prepared, in whole or in part, by another person and/or source
 2. using any material from a previous term or year prepared by another student on a quiz or exam or submitting any such material as your own on any type of assignment or assessment
2. *Collusion*: supporting malpractice by another student, as in allowing or enabling that student to copy or submit one's work for assessment
 1. allowing your quiz, exam, homework, or any other assignment to be copied and/or submitted by another student
 2. writing a term paper, report, essay, lab report, journal, assignment or preparing a project or recording for another student
 3. passing along a previous term's or year's work, notebook, lab report, homework, exam, or quiz
 4. sharing unauthorized written or oral information about a quiz or exam. This includes sharing information with students who have not yet taken an announced or unannounced quiz or exam.
3. *Duplication of work*: presentation of the same work for different assessment components or curriculum requirement
4. *Copying*: taking work from another student, with or without his/her knowledge or giving your work to another student for copying purposes, example homework
 1. copying any part of a homework assignment prepared by another student
 2. copying any part of another student's quiz, exam, or assessment
5. *Misconduct with regard to exams*
 1. wandering eyes during an exam, looking at another student's quiz or exam
 2. copying any part of another student's quiz or exam
 3. use of electronic devices to gain access to testing materials/answers
 4. using a textbook, notebook, or any form of cheat sheet, including a programmable calculator, iPad, iPod, cell phone or other device during an exam when it is not authorized
 5. communicating with another student after exam materials have been distributed
 6. obtaining unauthorized written or oral information about a quiz or exam
6. *Improper use of the Internet*
7. *Fabricating research and research data*

In the case of a graded task, exam or quiz, the student will receive a zero but may be required to redo the assignment. The teacher and/or administrator will communicate with the parents and a record of the episode will be filed with the assistant principal. Tier 2 or tier 3 Saturday detention will be assigned, depending on the gravity of the offense.

Student may be suspended from activities at the discretion of the administration. Repeated or very serious offenses could result in expulsion.

A teacher who suspects cheating, copying of another student's homework, or plagiarism will confiscate the work. A student who allows his/her independent work to be copied will also be disciplined according to the above policy.

Suspected academic malpractice on an IB assessment will be subject to the protocol as described in the IB Academic Honesty document.

Please see the full version of the Academic Honesty policy at mpslakers.com. Go to Students & Parents, Student & Parent Resources, Handbooks & Policies.

LYING

Trust is the foundation upon which caring communities are built. **Lying**, defined as presenting false information with the intention of deceiving, undermines this trust and will not be tolerated. Lying includes but is not limited to:

- intentionally relaying false information
- lying by omission; that is, neglecting to relay pertinent information when questioned
- forging the signature of another
- submitting a false excuse

Enabling a lie to be told by another is also lying.

TIER 3 OFFENSES are serious offenses that may have legal implications. The minimum consequence for this tier is a **tier 3 Saturday detention from 8AM – 2PM and a \$75 fine**. Appropriate authorities may be contacted. The maximum consequence is expulsion. Tier 3 offenses may include but are not limited to:

- Chronic tardiness despite tier 2 detentions
- Failure to report to a tier 2 detention
- Leaving the building or grounds without permission
- Leaving the field trip group without permission
- Illegal absence
- Use, possession of tobacco products on school property or at school sponsored functions
- Use, possession of electronic cigarettes and/or vaporizing devices on school property or at school sponsored functions
- Failure to properly register prescribed medication
- Distribution or sale of prescribed medication
- Use, possession, sale, or distribution of illegal drugs, alcohol, controlled substances, or drug paraphernalia
- Appearance at school or at a school related function under the influence of an illegal drug or a controlled substance
- Production, possession or distribution of pornographic materials (also includes computer, iPad, iPod, cell phone use)
- Vandalism
- Theft
- Blatant disrespect for authority
- Harassment
- Bullying/Cyberbullying
- Verbal or physical aggression
- Fighting
- Hazardous driving
- Direct verbal or physical threat
- Possession of a weapon
- Endangering the safety of the school community or disrupting the quality of the school environment

SMOKING OR CHEWING TOBACCO

Mercyhurst Prep is a smoke-free school. No smoking materials or chewing tobacco are permitted in school or on the school grounds at any time. Smoking materials or chewing tobacco in school, at school- sponsored functions, or on school grounds will result in the following consequences:

First offense: Upon review of the circumstances the assistant principals will determine the consequences that are appropriate to the severity of the offense. Consequences include notification of parents, a \$100 fine, and tier 3 detention(s). The fine is imposed to thoroughly discourage those tempted to disregard the health and well-being of themselves and others and is in keeping with the fire code. The fine must be paid or arrangements for payment made at the time of the parent notification.

Second offense: grounds for immediate dismissal.

ELECTRONIC CIGARETTES AND/OR VAPORIZING DEVICES

It is the position of the school that the possession and use of such devices may pose risks to the health and well-being of students, may facilitate use of illegal or look alike drugs, and do clearly detract from the atmosphere we seek to foster. Thus, possession and/or use of these or similar devices is prohibited on school grounds or at any school function. Devices will be confiscated if found in violation of this policy. Consequences will be determined by the school's administration depending upon the nature of the offense.

First offense: Student will serve minimum of one, maximum of three tier 3 detentions. Parents will be notified and may be asked to escort the student from school or the school event. An appointment with the drug and alcohol counselor may be scheduled if circumstances warrant.

Second offense: Parents will be notified of the violation and the appropriate consequences as determined by the administration. Consequences may include dismissal.

Given the furtive nature of violations involving these devices, please refer carefully to the stated policy on searches located on page 12 of this handbook.

DRUGS/ALCOHOL/MEDICATION

The possession, use, sale, and/or distribution of illegal drugs, look alike drugs, drug paraphernalia, alcohol, or medication or appearing at school or at a school function under the influence of same will cause the student to be escorted to an administrator. An investigation will ensue, including any appropriate search(es). Once the administration has concluded its investigation, it will inform the family of appropriate consequences up to and including possible expulsion.

First offense: school notifies parent(s); parents may be required to escort student from school or school event, depending on the nature of the violation. Should the school allow continued enrollment, an appointment is scheduled with the drug and alcohol counselor. Student serves minimum one, maximum three tier 3 detentions.

Second offense: school notifies parents to pick up student. Being caught with a controlled substance for the second time is grounds for immediate dismissal.

The Student Assistance Program (SAP) handbook will be followed.

Students may not carry medication on their person during the school day. (Please refer to page 12 for proper procedure for medication).

VANDALISM

Stewardship is a mark of Mercyhurst pride and spirit and is the responsibility of each member of our community. **Vandalism** is defined as willful or malicious destruction of public or private property and will not be tolerated. This includes but is not limited to the following:

- intentionally defacing, destroying, and/or causing not to function any part of the school building, its furnishings, and items contained in the building or on the grounds; for example, writing on desks, walls, lockers, textbooks; removing dispensers from lavatory walls; driving on the lawn; forcefully slamming and/ or kicking lockers
- intentionally disabling computer hardware and/or software
- intentionally altering school-related websites
- intentionally deleting and/or altering material stored on a computer hard drive and/or disk
- intentionally destroying or defacing displayed materials, such as student artwork, bulletin boards, posters
- intentionally committing any of the above or similar acts while off-site at a school sponsored function

Enabling such destruction to take place by aiding the vandal in any way is vandalism. Failure to report the vandal (when known) will result in disciplinary consequences.

Students found guilty of vandalism will be required to make restitution or pay damages, may be issued a tier 3 detention, or may be expelled, depending on the gravity of the offense. Parents will be contacted and the student may be presented to the appropriate authorities or agencies to see if help is necessary.

THEFT

Stealing is a further violation of the trust required for true community. Defined as taking without right or permission, stealing demonstrates a lack of respect and empathy for others and will be regarded as totally unacceptable behavior at MPS. Stealing includes but is not limited to the following:

- taking without authorization any item not belonging to you such as textbooks, laboratory supplies/ instruments, library books, artwork, office equipment, clothing, money, calculators, classroom supplies
- taking items of food from the cafeteria without paying the designated fee
- failing to purchase the required ticket for special events such as jeans days or dances
- downloading computer programs and/or information without authorization

Enabling a theft to take place by aiding the thief in any way is also stealing. Failure to report the thief (when known) will result in disciplinary consequences.

Students found guilty of theft will be required to make restitution, may be issued a tier 2 or 3 detention, or may be expelled, depending on the gravity of the offense. Parents will be contacted and the student may be presented to the appropriate authorities or agencies.

HARASSMENT/BULLYING POLICY

Respect for the dignity and worth of each individual is a basic precept of Mercyhurst Prep. Each faculty member, staff member, student, or other individual who is in a working relationship with the school is entitled to work or to attend school in an environment free from discriminatory practices including sexual harassment, harassment based on race, creed, color, age, disability, or religion, and any form of bullying. All will be held to standards of conduct which ensure that the school is free from bullying and sexual and other forms of harassment.

Students are encouraged to report any complaints or concerns regarding harassment/bullying of any type to their teachers, counselors, or school administrators for investigation and possible disciplinary action up to and including expulsion. Any type of harassment, bullying, cyber bullying, and/or threatening language that takes place via text messaging, e-mail, social networking, etc., in or out of school, will be handled according to the policy outlined above.

False reporting: Allegations and complaints of harassment are very serious matters and are not to be taken lightly. Any person who knowingly files a false allegation or complaint against another individual in an attempt to demean, harass, abuse, or embarrass that individual will be subject to appropriate disciplinary action or expulsion.

ANTI-HAZING POLICY

Under state law, hazing includes "any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution". The state of Pennsylvania further defines hazing as "any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding."

As a Mercy school committed to the concern for the dignity of all persons, we strive to make all members of our community feel safe, comfortable and included. It is the role of the older students to help make new students feel welcome and valued as class members and participants in athletics and other extracurricular activities. At no time is it acceptable to participate in any type of hazing as defined above or other behavior in which individuals or groups are treated as subservient to other individuals or groups or in which certain individuals or groups are made to perform demeaning tasks in order to be accepted by the group. Any such behavior will be treated seriously, and consequences may include tier 2 or 3 detention, suspension or removal from the athletic team or extracurricular group, expulsion and/or referral to appropriate authorities for criminal prosecution.

FIGHTING (or any act of physical aggression)

Fighting during school or at school sponsored functions will result in the following consequences:

First offense: parent notification and two tier 3 detentions

Second offense: grounds for immediate dismissal

WEAPONS

It is a violation of the policy of Mercyhurst Prep for a person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from the school or school event or at any school-sponsored functions. Any person possessing a weapon (as defined by the principal in conjunction with local law enforcement agencies) shall be in violation of the weapons policy and will be charged with possession of a weapon on school property by the proper authority. Notification shall be made in a timely manner to the parent(s)/guardian(s) of the student(s) involved in an incident. The principal will issue appropriate consequences which may include tier 3 detention(s) or expulsion.

The following is a partial list of items that may be defined as weapons: knives of any kind, laser pointers, pepper spray, mace, razor and utility blades, and guns of any type (toys included) and wallet chains.

DETENTION

Detentions will be monitored by a teacher and silence is mandatory. Students will be asked to read and reflect on their behavior and write a formal essay or action plan for improvement. They should also bring study materials, as some of the time will be spent in silent study. Cell phones must be turned off for the duration of the detention. In the event of a weather related school closing on Friday, Saturday tier 2 and tier 3 detentions will be cancelled and rescheduled. **All detentions must be served in a cooperative and respectful manner, or they will have to be repeated. Violations of the discipline code may result in suspension of eligibility for co-curricular activities at the discretion of school administration.**

Tier 1 Tuesday 3:10 – 4:10 Room 209

Tier 1 detentions are issued only by an assistant principal. Students are required to attend and to arrive promptly. Because detention is considered an extension of the school day, students must remain in proper uniform and may not leave the building before reporting. **Generally detention dates are not changed due to work, activities, athletics, or transportation.** If a detention date must be changed, it can only be changed by the assistant principal who assigned it. The student must present him/herself **in advance** to request that it be rescheduled. A tier 1 detention can be rescheduled only once. Students arriving tardy to a tier 1 detention will be issued a demerit at a rate of one demerit per 5 minutes tardy. Students who do not report to a tier 1 detention must serve a tier 2 detention on the Saturday of the same week. If a student is absent on the date of his/her detention, the detention must be served during the next regularly scheduled detention.

Tier 2 Saturday 10 a.m. – 12 Noon

Students must be prompt and are required to attend. They may wear jeans day attire as explained elsewhere in this handbook. Late arrivals will be issued demerits (1 demerit for every 5 minutes tardy). Students who do not report to a tier 2 detention must serve the next scheduled tier 3 detention.

Any teacher, administrator, or staff member may issue tier 2 detentions. The student will receive the pink form; the white and yellow forms will be presented to the Dean of Students.

Generally tier 2 detentions will not be rescheduled due to athletics, work, or other activities.

However, if a detention must be rescheduled, it can only be rescheduled at the discretion of the issuing person or Dean of Students.

Tier 3 Saturday 8:00 a.m. – 2:00 p.m.

Tier 3 detentions are issued only by an administrator. Students are required to attend and to arrive promptly. Late arrivals will be issued demerits (1 demerit for every 5 minutes tardy). Students serving a tier 3 detention are charged a \$75 fine, which is payable on or prior to the detention date.

Students who do not report to tier 3 detention must meet with the Dean of Students on the next scheduled school day and may face additional consequences.

EXPULSION

Mercyhurst Prep reserves the right to expel any student whose actions, attitudes, or values are contrary to our stated philosophy and mission.

THE ACCEPTABLE USE OF TECHNOLOGY

To better prepare young men and women for success in an ever-changing world, Mercyhurst Prep makes advanced technology readily available. These technology resources include computers, iPads, a school-wide network with printers/3D printers, scanners/3D scanners, and wireless connectivity.

It is the policy of educational programs governed by the Catholic Schools Office of the Diocese of Erie to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Mercyhurst Preparatory School adheres to the Children's Internet Protection Act (CIPA), policies of the Diocese of Erie, and guidelines for Use of Photographic Images of Children and Youth.

Use of Mercyhurst Preparatory School technology resources is a privilege, not a right. This privilege is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and violations may result in disciplinary action up to and including expulsion. When applicable, law enforcement agencies may be involved for any activities that are unethical, unlawful, or inappropriate for an educational setting. Student activities while using the computer systems, iPads, or the Internet within the school must be in support of education or research for educational purposes, and must align with the school's mission and beliefs. Each student is responsible for the online activities that take place on his/her account while in school.

INTERNET ACCESS

Internet access is available to employees and students of Mercyhurst Prep. We believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. We have taken precautions to restrict access to controversial materials. To the extent practical, technological protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information on the Internet, or via other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, to child pornography, and to any material deemed harmful to minors. However, on a global network it is impossible to control all materials and a user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with education goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a user from our school violates any of these provisions, his or her Internet access will be terminated and future access could possibly be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

iPADS

Mercyhurst Preparatory School has created a major educational and technological initiative to provide a one-to-one deployment of iPads to every student and faculty member at MPS.

MPS administrators chose the iPad for the purpose of supporting its educational mission to continually offer the best technologies and resources to challenge its students and enrich their education. It is the administration's goal to promote educational excellence for the 21st Century Learner by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, mobile learning, and differentiated instruction. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Use of these technologies is a privilege that carries responsibility and behavioral expectations. It is understood that all members of the MPS community will use all available technological devices and the school's network in a responsible, ethical and legal manner at all times.

EXTENDED TECHNOLOGY HOURS

Monday through Friday 7:20 a.m. until homeroom, Monday through Thursday 3:00 p.m. until 4:00 p.m. Extended technology hours will be held in Room 201 for students who want a quiet place to complete schoolwork requiring a computer and/or printer outside of school hours. Students who wish to socialize should use the cafeteria or the library as a gathering place. There will be no extended hours during school vacations or on early dismissal days.

E-MAIL

All faculty can be reached via e-mail by using the following formula: initial of first name, full last name, @mpslakers.com.

Students will also be assigned a school email account (userid@students.mpslakers.com). Their user IDs will be given to students at the beginning of their first year and they will continue to use it during their tenure at MPS. This service is another tool that will be used to enhance their learning and must be used appropriately and responsibly. Students are expected to check their school email accounts regularly.

ACCEPTABLE USE OF TECHNOLOGY RESOURCES

Proper use of technology resources (including but not limited to computer systems and networks, iPads, printers/3D printers, scanners/3D scanners, and wireless connectivity) will ensure that all equipment is fully functional and that all students have equitable access. All users at Mercyhurst Preparatory School are expected to observe the following rules and procedures:

SECURITY & ACCESS

1. Vandalism of the system or any of its components will not be tolerated. This includes, but is not limited to, physical damage to any piece of equipment (including hardware, software, and data), adding or deleting programs, copying programs licensed to the school, and tampering with files that do not belong to the user.
2. Security of the system has been established in order to ensure the integrity of the network itself. Attempts to alter or circumvent system or network security in any manner, including creating or deliberately introducing computer viruses/programs, changing settings on any work station, damaging files, jailbreaking or rooting any iPad, installing, modifying or deleting system profiles, or altering or deleting programs that may be installed on a work station or iPad will result in disciplinary consequences and loss of device privileges for a time to be determined by the assistant principal.
3. Software and apps originally installed by MPS must remain installed and in usable condition, and must be easily accessible at all times. Software and content may be added remotely by the school to student devices at any time.
4. Changing personal settings such as font size, brightness, etc. on an iPad is permitted, provided those changes align with the school's technology policy.
5. Unauthorized use of an office computer is prohibited.
6. System passwords and iPad passcodes are not to be shared with anyone other than MPS administrators or MPS technology personnel.
7. Network storage areas may be treated like school lockers. Teachers and administrators may review student folders to maintain system integrity and ensure that students are using the system responsibly.
8. Teachers and administrators may review a student device, even if that student syncs data from a personal device to a school-owned device (such as syncing a personal iPhone with a school-owned iPad).
9. Gaining access to other student's accounts, files, and/or data is prohibited.
10. The use of proxy servers, MiFi access, chat rooms, bit torrents or illegal file sharing sites is not permitted.
11. Do not use the school's Internet, network or e-mail accounts for financial or commercial gain or for any illegal activity, or participate in credit card fraud, electronic forgery or other forms of illegal behavior.
12. Do not use any form of anonymous and/or false communications.
13. Attempting to bypass the school's web filter through a proxy server or personal WiFi/MiFi access is not permitted.
14. Only use the iPad assigned to you. Do not allow anyone to use your assigned iPad; otherwise, you may be held responsible for any physical damage, or any technology policy infractions.
15. Apple's two-factor authorization must be disabled on student Apple ID accounts at all times.

EQUIPMENT: iPADS

1. iPads will be distributed prior to the beginning of the school year. Parents and students must sign and return the Technology Policy Agreement before an iPad or other school-owned technology resources can be issued to the student.
2. MPS retains ownership of the iPad and related equipment during the student's enrollment at the school. Shortly before graduation from MPS, he or she will take sole ownership of his or her school-issued device.
3. Students who transfer, withdraw, or are expelled from Mercyhurst Preparatory School must surrender the restored iPad, protective case and charger set upon termination of enrollment. The cost of any items not returned will be billed to the student and must be paid before any school records or transcripts will be released.
4. If a student fails to return the iPad upon termination of enrollment at MPS, that student will be required to pay the replacement cost and may be subject to criminal or civil liability.

5. Eighth grade McAuley Scholars will also receive iPads and will return them to the school on their last day in attendance at Mercyhurst Prep. McAuley Scholars who confirm their ninth grade enrollment at Mercyhurst Prep will retain their iPads.
6. Each student is responsible for the basic care of his or her assigned iPad and accessories – keeping the device and accessories safe and in good condition. iPad cables and chargers should be cared for and stored in such a way as to prevent them from being tangled, damaged or frayed. Replacement cables and chargers can be purchased at any number of local stores and must be replaced by the student as the school does not issue replacement accessories. iPad cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee.
7. The protective case issued with each iPad provides excellent protection for the iPad and a suitable means for carrying the device safely. The care guidelines below must be followed **without exception**:
 - **iPads must be kept within the school-issued protective iPad case at all times.**
 - Only cases and screen protectors purchased and installed directly by the iPad Director are permitted.
 - iPads are provided with screen protectors. These must not be tampered with or removed. Screens can still be damaged if subjected to rough treatment, and are particularly sensitive to damage from excessive pressure or weight.
 - Do not attempt to make repairs. All repairs must be handled by the iPad office.
 - Cords, earbuds and cables must be inserted carefully into the iPad to prevent damage. Damage to an iPad resulting from the use of third party (non-Apple) products may be the responsibility of the assigned user.
 - iPads and iPad cases must remain free of any writing, drawing, stickers, or labels that are not the property of Mercyhurst Preparatory School.
 - iPads must never be left in an unlocked locker, unlocked car or any other unsupervised, unsecured area. iPads should never be stored in a student's vehicle.
 - iPads must not be used or stored in proximity to foods or liquids as a liquid spill can do serious damage to the device.
 - Do not lean or place heavy objects on the top of the iPad. If the iPad is temporarily stored in a book bag, care must be taken to place the book bag gently on the floor, desk, or other storage place.
 - NEVER place an iPad on the floor or on a chair.
 - Clean the screen with a soft, dry cloth or anti-static cloth; use no cleaners of any type.
 - Do not bump the iPad against lockers, walls, car doors, floors, etc. as this will eventually break the screen.
 - The iPad should be stored and secured in the student's assigned locker when not in use. Students should take their iPads home every day after school, regardless of whether or not they are needed.
 - Under no circumstances should iPads be left in unsupervised/unsecured areas. This includes the school grounds and campus, the cafeteria, computer labs, library, unlocked classrooms, auditorium and hallways. If an iPad is found in an unsupervised area, it will be taken to the iPad office. In the event that an iPad has been turned in repeatedly due to not being supervised, the student may have to check in and check out his or her assigned iPad from the iPad office daily.

DATA MANAGEMENT

1. Personal content should be kept to a minimum to allow for remote installations. Personal apps and content may be removed at any time if necessary to make room for required content.
2. All work must be saved to the user's folder on the file server or onto portable drives or in the cloud (iCloud, OneDrive, Dropbox, etc.). Nothing may be saved to the hard drives of any computers. Files that are kept in the user's folder on the server must be related to courses and the curriculum at MPS. iPad documents must always be saved to the cloud (iCloud, OneDrive, Dropbox, etc.)
3. Illegal installation, appropriation, or transmission of copyrighted materials is strictly prohibited, as are any actions that violate existing MPS policies, MPS student handbook, or public law.
4. Violating copyright or otherwise using another person's creations without prior approval or proper citation is prohibited. All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
5. Plagiarism is a violation of the MPS Academic Honesty Policy. Give credit to all sources used, whether quoted, summarized or paraphrased. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
6. Use or possession of hacking software is strictly prohibited and violators will be subject to MPS student handbook policies. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action.
7. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.
8. Students must back up iPad content using iCloud. Students will be responsible for maintaining these backups and keeping them updated. If an iPad is damaged, an up-to-date iCloud backup is necessary to restore content to a

loaner or replacement device. iCloud and Find My iPad must both be enabled on all devices at all times. Apple's two-factor authorization must be disabled on all Apple ID accounts.

BEHAVIOR

1. Use computers/iPads in a responsible and ethical manner. Follow all policies with regard to responsible care of computers, iPads and accessories. While experimenting with games or graphics tools may have educational value, such activities have the lowest priority for computer use. Games should not be played during school hours, nor should they be loaded onto the hard drive of any computer on the system. Do not use the Internet for commercial or non-school purposes, or access non-educational technology or non class-related sites, music or apps during class time when not sanctioned by the teacher. Teachers have the right to determine what constitutes educational use. Failure to comply with a teacher directive regarding computer or iPad use during class will result in disciplinary action. Disciplinary action may include forfeiture of the iPad for a period of time to be determined by the assistant principal in consultation with the iPad Director.
2. MPS administrators will allow students to add their own music, apps and content to their school-issued iPad, provided their personal content is not already prohibited by the school. Students may sync their devices using their own personal iTunes accounts. However, teachers and administrators may review a student device, including personal or school-related content.
3. Inappropriate media and content of any kind including but not restricted to photos, wallpapers, images, music, sound, documents, files, iOS apps or games are prohibited. Presence of guns and other weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols, pictures or likenesses will result in disciplinary action and may result in the loss of iPad privileges. Any type of material, media or likeness that is already prohibited by the MPS student handbook is also prohibited on the iPad, whether or not it is explicitly noted in this document.
4. Media and content of any kind must in no way restrict the student from his or her ability to use apps or content necessary for the classroom. Media and content of any kind must in no way detract from the classroom or school environment and must align with the school philosophy and mission.
5. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Within the school building, headphones and ear buds may only be used if permission has been obtained from the teacher.
6. Do not send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials or those that can be interpreted as harassing or demeaning.
7. Do not use the iPad camera, video, FaceTime, social media or other apps in any way that is offensive, profane, threatening, obscene, or damaging to another person. Taking photographs or video of other students, guests, or school personnel without their permission is prohibited.
8. Do not spam, send mass or inappropriate emails or text messages.
9. Do not provide personal information such as address or phone number to anyone you may meet online or agree to meet anyone in person.
10. Conserve the school's consumable computer resources. When printing, please make the print request once and wait. If you think there is a problem or that your job hasn't printed, please ask for help. Repeated requests for the same print job waste paper and printer toner. Do not waste computer resources, for example, by printing excessively long Internet documents.
11. If you don't know how to do something or are unsure of a procedure, please ask for help. Searching for your own solution could create additional problems for yourself and other users.

CONSEQUENCES FOR VIOLATIONS

Consequences of violations include but are not limited to:

- Demerit(s)
- Tier 1, 2, or 3 detention
- Teacher conference with intent to remedy the problem
- Daily check-in/check-out of iPad from the iPad office for one week or other length of time deemed appropriate by the assistant principal in consultation with the iPad Director.
- iPad or computer privilege suspension (student still responsible for all required work)
- Permanent iPad or computer privilege suspension (student is still responsible for all required work)
- Responsibility to pay for iPad damages (repair or replacement)
- Reporting of violation to local police/appropriate authorities
- Legal action and prosecution by the authorities
- Expulsion

USING THE iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad.

Students must be responsible to bring their school-assigned iPad to all classes, unless specifically instructed not to do so by their teacher. iPads must be brought to school each day in a fully charged condition. Students need to charge the iPads each evening. It may take a few hours to fully charge the iPad.

Students who repeatedly (three or more times in a term) fail to bring the iPad to school or maintain a fully charged battery will lose the privilege of the iPad for a time to be determined by the assistant principal/iPad Director.

Students may also be required to check out the iPad from the help desk for a time to be determined by the assistant principal in consultation with the iPad Director.

iPads Left at Home

If a student leaves his or her assigned iPad at home, he/she is responsible for completing the course work and should be aware that there may be an academic penalty. Loaner iPads will not be available to students who forget to bring their iPads to school or fail to charge their iPads.

iPads Undergoing Repair

The school is responsible for repairing iPads that malfunction. iPads that are broken or fail to work properly must be taken to the iPad Director's office immediately for an evaluation of the equipment. Failure to report a broken device immediately may void the insurance coverage for that incident. iPads that have been accidentally damaged will be repaired or replaced at no cost to the student, provided that the iPad was in the school-issued case at the time of the accident and the damage was reported immediately. Damages to an iPad out of its school-issued protective case are not covered by the school's insurance policy, and repair costs will be the student's responsibility before a replacement device can be issued. Students will be responsible for the entire cost of repairs or replacement of iPads that are damaged intentionally or through gross negligence.

iPads that are stolen must be reported immediately to the iPad office and the police department, and a copy of the police report must be provided to the iPad Director.

The school will ensure that the student has an iPad to use when their device has been sent for repair. Replacements due to accidental damage cannot be issued without a signed insurance form.

SCHOOL RESPONSIBILITIES

Mercyhurst Prep is responsible to:

- provide Internet (at school) and email access through the iPad to its students
- provide educational apps for use with the iPad
- provide staff guidance to aid students in doing research and other technology applications
- help ensure student compliance with the school's technology policy

Students are allowed - and encouraged - to connect assigned iPads to other wireless networks. Connecting to a home or public WiFi network will allow the students to use their assigned iPads outside of the school building for school and personal use.

PARENT/GUARDIAN RESPONSIBILITIES

Please talk to your children about values and the standards that your children should follow on the use of technology just as you do on the use of all media information sources such as the Internet, television, telephones, movies and radio. In addition,

- Encourage your child to designate some technology-free time daily when cell phones, computers and iPads are turned off
- Monitor your child's treatment and care of the iPad in order to help instill in them a pattern of responsible ownership
- Encourage your child to charge the iPad regularly at home
- Use your child's iPad to access your child's school-issued class/homework planner (eBackpack) in order to be aware of classroom responsibilities
- Encourage your child to refrain from participating in negative social networking and all types of cyber bullying and harassment

STUDENT RESPONSIBILITIES

Use of all technologies is a privilege that carries responsibility and behavioral expectations. It is understood that all members of the MPS community will use all available technological devices and the school's network in a responsible, ethical and legal manner at all times. In addition,

- Use computers/iPads in a responsible and ethical manner. Follow all policies with regard to responsible care of computers, iPads and accessories.
- Obey school rules concerning behavior and communication that apply to computer and iPad use.
- Back up all work regularly using network and cloud resources. Ensure that iCloud is always enabled and working properly.
- Ensure that Find My iPad is always enabled.
- Ensure that Apple's two-factor authorization is disabled on all Apple ID accounts.

APPLE ID / iCloud

An Apple ID is an account used to access all Apple services including the App Store, iTunes, and iCloud. MPS will provide apps required by your child's teachers at no cost. However, students will require a personal Apple ID account in order to make personal purchases and back up data. A new Apple ID can be created at mpslakers.com/create-appleid.

Each Apple ID includes 5GB of free iCloud backup space. This is ample space to store projects, notes and other materials required for classroom use. However, students who store a significant amount of personal photos, videos, music, movies, apps and other content – or have such content stored on an iPhone that shares the same Apple ID – may find the 5GB iCloud account insufficient. It is imperative that all stored material be backed up regularly in iCloud so as not to be lost should there be a problem with the functionality of the iPad. An upgrade to iCloud can be purchased by families for approximately \$12 per year. The alternative is to have your child limit content downloaded to the iPad to school-related materials, and to use different Apple IDs for the iPad and iPhone.

IPAD INSURANCE

School Protection

Each student will pay a \$75 non-refundable annual fee for insurance protection. This 0 deductible, 100% protection covers:

- Accidental damage, including drops/liquid spills
- Theft (one occurrence)
- Fire/flood damage
- Vandalism (by someone other than an MPS student; in the case of vandalism by another MPS student, that student will pay the cost of replacement or repair)
- Natural disasters
- Power surge due to lightning
- Loss due to negligence in leaving the iPad in an unsecured area is not covered by insurance.

Damage or Loss Resulting from Flagrant Misuse, Abuse, Neglect

A student whose iPad is damaged due to misuse, abuse, or neglect will be required to pay the cost of repair or the replacement cost of the device before another device is issued to him or her.

Claims

Insurance claims will be handled by the student and parent working directly with the iPad Director. In the event of theft, parents must report the loss to their local police department. A copy of the report must be presented to the iPad office before an iPad can be replaced. All instances of damage must be reported within two (2) days to the iPad Director. All instances of loss or theft must be reported on the same day to allow the school to locate the device remotely. Reports can be made in person in the iPad office, by phone (814.824.3298) or via email at klynch@mpslakers.com. Failure to report an issue within the required time frame may result in further and more costly damage, or more difficulty in locating a lost or stolen device. In such cases, a student may be required to pay a portion of the cost of repair, or the full repair or replacement cost of the device before another device can be issued.

Replacement Devices

Please note that replacement devices may be new or pre-owned, of the same model if available. The determination of the appropriate replacement device resides with the school.

PERSONALLY OWNED DEVICES

Mercyhurst Preparatory School appreciates that students may wish to bring in computer equipment that is personally owned to be used for schoolwork and to enhance educational opportunities. Students who wish to use their personal devices in school must see Mr. Charles Stachera. Students may not bring personally owned iPads.

The purpose of the wireless network is to facilitate access to the Internet within the realm of educational development and to access student files used for class work. Use of the wireless network is a privilege, not a right. Any misuse will result in a rescinding of access.

As it relates to privately owned computers and all iPads being used in Mercyhurst Prep facilities or on the Mercyhurst Prep network, wireless or otherwise, Mercyhurst Preparatory School reserves the right to:

1. Monitor all activity, either Internet access through the school's server or intranet access on the school's file servers.
2. Make determinations as to whether specific uses of the computers or other devices are consistent with the school's Acceptable Use Policy.
3. Log network use and monitor storage space utilized by users of personal computers on the Mercyhurst Prep network.
4. Remove the user's access to the network and suspend the right to use the privately owned computer in school's facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

Mercyhurst Prep makes no guarantee that the functions or the services provided by or through the school computer network will be error-free or without defects. In addition, the school will not be responsible for any loss of data or the accuracy or quality of the information obtained through or stored on the system.

Mercyhurst Prep makes no guarantee that their network will be up and online 100% of the time. In the rare case that the network is down, MPS will not be responsible for lost or missing data.

Mercyhurst Prep will not be responsible for financial obligations arising through the unauthorized use of the system. Mercyhurst Prep has the right to restrict or terminate information network access at any time for any reason.

Mercyhurst Prep further has the right to monitor network activity in any way that it sees fit to maintain system integrity.

PERSONAL ELECTRONIC EQUIPMENT

With the exception of school iPads and administrator-approved personally owned computer equipment (see Personally Owned Devices), students are not to carry personal electronic equipment during the school day. These items must be turned off and stored in lockers. Teachers may confiscate such equipment and return it at their discretion. Guitar amps should not be brought to school without permission from an administrator. The school assumes no responsibility for any equipment that is lost or stolen.

Cell phones may be brought to a school class or activity under the following conditions:

1. Phones must be kept in the OFF position from 8:20 a.m. to 3:00 p.m.
2. Cell phones may not be used to call home when ill; rather, the student must make such phone calls from
3. the attendance office.
4. No cell phones may be used for picture taking/viewing.
5. Cell phones may not be used for game playing, Internet, or e-mail access, text messaging, gambling, or making purchases of any kind.
7. Cell phones are not permitted to connect to the school's wireless network.
8. If a teacher is incorporating cell phones/equipment or other device into a learning activity, students may have them turned on. When students complete the learning activity all devices must be returned to the off position and stored according to the policy above.
9. At the teacher's discretion, students may be required to place cell phones in their backpacks or a central designated location as warranted by class activities (exams, presentations, labs, etc.).

Violation of this policy will result in a Tier 2 detention, and students may forfeit the privilege of bringing a cell phone to school.

STUDENT PHONE MESSAGES

The school will not accept student phone messages except in cases of genuine emergencies.

If a student has a family situation that requires phone communication during the school day, she/he should go to the attendance office or an assistant principal's office to make that call. Parents should NOT phone, text or email students between 8:20 and 3:00.