



Our Lady of Mercy Academy

“Educating Young Women with Faith, Compassion and Promise”

Our Lady of Mercy Academy

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Property of: _____

Wellness Group: _____

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PART I

OUR LADY OF MERCY ACADEMY

HISTORY

Our Lady of Mercy Academy, founded in 1928 by the Sisters of Mercy, Brooklyn Regional Community, educates young girls to seek personal fulfillment as Christian women, within an environment that nourishes spiritual, emotional and intellectual growth. Sponsored by the Sisters of Mercy, Our Lady of Mercy Academy is governed by a Board of Directors.

Students share educational experiences in a college preparatory academic curriculum featuring both an Honors Program and Advanced Placement courses. The tradition of academic excellence is evidenced by the fact all Mercy graduates continue their education in college.

The Mercy Spirit is also reflected in over 30 extra-curricular activities, including an extensive sports program, which attracts widespread participation at all interest levels. Located on a spacious campus, the Academy's facilities include tennis courts, artificial turf soccer/lacrosse field, two softball fields, and a well-equipped gym.

MISSION STATEMENT

Our Lady of Mercy Academy is dedicated to providing a comprehensive education grounded in the charism of Catherine McAuley, foundress of the Sisters of Mercy. Guided by the principles of *Fides*, *Mores* and *Cultura*, the faculty and staff educate young women within a compassionate environment to empower them to be authentic witnesses of Catholic values in the global community.

BELIEFS

- We believe a collaborative environment is essential to achieve a common goal.
- We believe compassion and service are necessary to promote moral integrity.
- We believe it is essential to challenge each student to identify and fulfill her individual potential.
- We believe it is important to educate our students about women's roles in history and to challenge them to realize their unique genius.
- We believe every person has value and deserves respect.
- We believe through daily prayer, liturgical celebrations, and opportunities for service we encourage spiritual growth.

ACCREDITATION

Our Lady of Mercy Academy is chartered by the New York State Board of Regents, is accredited by the Middle States Association of Colleges and Secondary Schools, and is a member of the Mercy Secondary Education Association and the National Catholic Education Association. Programs for students are planned to meet and exceed the requirements of the New York State Education Department.

ADMISSIONS

Admission to the ninth grade is based on the completion of an Entrance Exam, the student's expressed desire to attend Our Lady of Mercy Academy and academic records from the student's previous school. Placement tests will be provided for students seeking Honors placement.

Transfer students are accepted on the basis of courses completed and credits earned in academic subjects, testing results, the motivation of the student, plus favorable recommendations from the student's previous school.

PART II

ACADEMICS

ACADEMIC SCHOLARSHIPS

Scholarships are awarded each year to incoming freshmen based on a variety of factors to include but not limited to academic performance on the Entrance Exam. Recipients of academic scholarships must be enrolled in at least one Honors or Advanced level course each academic year and must maintain a final GPA of 90 or higher each academic year, with no course failures. If this requirement is not met, the scholarship may be revoked.

PROGRAM OF STUDIES

New York State Regents diplomas are issued to graduates who fulfill the Academy's graduation requirements, which encompass and surpass the requirement of the State of New York. With the exception of required summer school, students may not take courses at any other institution while attending Our Lady of Mercy Academy and expect to receive credit toward an Our lady of mercy Academy diploma for these courses All final academic decisions are made with the approval of the Principal.

AFFILIATION WITH COLLEGES AND UNIVERSITIES

College courses are offered through dual-enrollment programs with St. John's University and are taught by Our Lady of Mercy Academy teachers who are considered adjunct professors with the college and/or university. More information regarding dual-enrollment programs can be found in the Course Catalog.

CREDIT REQUIREMENTS FOR GRADUATION: OUR LADY OF MERCY ACADEMY
2022-2023

Courses	Credits
Art	1
English	4
Computer Science	0.5
Health	0.5
World Languages	2
Mathematics	3
Music	0.5
Dance	0.5
Physical Education	2
Science	3
History	4
Theology	4
Electives	5
Total Credits to be earned at OLMA	30

****Note: OUR LADY OF MERCY ACADEMY's credit requirements for graduation encompass and surpass the minimum expectations of New York State Board of Regents.***

EXAMINATION REQUIREMENTS FOR NEW YORK STATE REGENTS DIPLOMA:

1. Successful completion of all course and credit requirements as noted above
2. Passing (with a grade of 65 or above) of 5 required NYS Regents Examinations (or NYSED approved alternatives):
 - English Language Arts
 - 1 Social Studies
 - 1 Mathematics
 - 1 Science
 - 1 World Language
3. Passing (with a grade of 65 or above) of one additional NYS Regents Examination (or NYSED approved alternative) in Social Studies, Mathematics, or Science

REQUIREMENTS FOR NEW YORK STATE ADVANCED REGENTS DIPLOMA:

1. Successful completion of all course requirements as noted above.
2. Passing (with a grade of 65 or above) of:
 - English Language Arts
 - 2 Social Studies (Global History and Geography and U.S. History & Government)
 - 3 Mathematics (Algebra I, Geometry, and Algebra II)
 - 2 Science (1 life science and 1 physical science)
 - 1 World Language

ACADEMIC INFORMATION

CUMULATIVE AVERAGE

Courses will be weighted for Honor Roll and cumulative GPA according to the following scale:

AP	1.10
College	1.08
Honors	1.05
1 Credit Course	1.00
½ Credit Course	.50

VALEDICTORIAN

The valedictorian is the student with the highest weighted cumulative grade point average in the five major subjects including at least a 90.00% average in Theology for 3 ½ years. The valedictorian must have attended Our Lady of Mercy Academy for 3 ½ years. The valedictorian will be determined at the conclusion of the 1st Semester, Senior year.

SALUTATORIAN

The salutatorian is the student with the second highest weighted cumulative grade point average in the five major subjects including at least a 90.00% average in Theology for 3 ½ years. The salutatorian must have attended Our Lady of Mercy Academy for 3 ½ years. The salutatorian will be determined at the conclusion of the 1st Semester, Senior year.

HONOR ROLL

To be eligible for the Principals' List, First or Second Honors, the following requirements must be met for each quarter:

Principals' List	95.00% average with no failures
First Honors	92.00% average with no failures
Second Honors	88.00% average with no failures

Advanced Placement Courses

These courses are offered based on the curriculum and requirements of the College Board, which administers the AP Examinations. The College Board sets the dates of the exams (usually in May), as well as examination fees, security procedures, and other policies. An Advanced Placement course may require substantial summer reading and preparation work. Completion is essential to classroom success. Students in grades 11 and 12 may elect to take up to 3 AP courses, depending on meeting course requirements.

Colleges often look favorably on AP courses because of the depth and breadth of the curriculum, and the challenge they afford students. Our Lady of Mercy Academy students establish a College Board account when they take the PSAT exams. The AP Examinations are scored on a scale of 1-5. Colleges may offer college credit for AP courses taken in high school if students

receive a grade of 3 or higher on an AP Examination. Students must check with colleges of interest to (1) ensure that they accept AP Exam scores for college credit, and (2) understand the exam grade they need to receive in order for that credit to be conferred.

NCAA Eligibility

Students who wish to participate in NCAA Division I or II athletics need to be certified by the NCAA Eligibility Center. Students must qualify academically to be cleared as amateur student-athletes. Students are responsible for achieving and protecting their eligibility status. Please check the Mercy Wellness Department section of the school website (www.olma.org) for additional information.

Course Credit: The final course average determines whether a student passes or fails a course for the year. In Regents courses, a student must pass the Regents exam and the course to receive credit and to fulfill requirements for graduation. A grade of 65 or higher indicates passing.

Course Failure and/or Regents Failure: Any student who fails a course must attend summer school. Any student who fails a Regents Exam must retake the exam until the requirement is met.

Myschoolapp: Log in to our school portal (www.olma.myschoolapp.org) directly from the school website (www.olma.org) to gain access to students' assignments, grades, and progress in each course, as well as quarterly and final report cards. (Report card issue dates are posted in the school's annual calendar). Parents are encouraged to review information provided with their daughter on a regular basis.

Class Websites: Our Lady of Mercy Academy teachers maintain Google Classroom that is available through the individual student's email accounts. Students are encouraged to sign up for e-mail alerts when new assignments or information is posted to Google Classroom by teachers.

Final Course Averages:

Semester 1 consists of Quarter 1, Quarter 2, and a Mid-Term Examination. The Semester 1 Grade is determined by the following calculation:

- Quarter 1 Grade = 45%
- Quarter 2 Grade = 45%
- Mid-Term Exam Grade = 10%

**Note: In the event that a Semester 1 course does not culminate in a Mid-Term Exam, the Semester 1 Grade will be determined by averaging the 1st and 2nd Quarter Grades at 50% each.*

Semester 2 consists of Quarter 3, Quarter 4, and a final Examination. The Semester 2 Grade is determined by the following calculation:

- Quarter 3 Grade = 45%
- Quarter 4 Grade = 45%
- Final Exam or Regents Exam Grade = 10%

**Note: In the event that a Semester 2 course does not culminate in a Final Exam, the Semester 2 Grade will be determined by averaging the 3rd and 4th Quarter Grades at 50% each.*

Final Course Averages are determined by the following calculation:

- Semester 1 Grade = 50%
- Semester 2 Grade = 50%

Academic Probation: Students who fail one or more courses are placed on Academic Probation. Probationary status is reviewed upon completion of each grade reporting period. A student on Academic Probation who has failed more than one course will be ineligible to participate in any athletic or extra-curricular activities or hold leadership positions until such time as determined by school administration.

Plagiarism: Students are expected to demonstrate academic integrity. Consequences for students who have plagiarized and/or copied another's work, including that of other students, are as follows: (1) the student receives a 50% for the assignment and must independently complete the assignment. (2) the student is placed on academic probation and (3) the student and parents/guardians are required to conference with the Assistant Principal and classroom teacher.

Mid-Term and Final Examinations: There are no make-up examinations for students who miss mid-year assessment or final examinations, unless a doctor's note for serious and/or unexpected illness is provided to the Assistant Principal within 24 hours of the missed examination. Routine check-ups and/or doctor visits do not qualify.

PART III

STUDENT RIGHTS, RESPONSIBILITIES, ACCOUNTABILITY

The entire school community makes a commitment to responsible behavior within the guidelines that are developed by members of the school community, communicated to the students, faculty, and parents/guardians in the Student Handbook, and followed consistently by everyone.

Our Lady of Mercy Academy supports a zero-tolerance policy for violence. OLMA does not tolerate insults related to ability, appearance, culture, gender, home language, race, ethnicity, religion, sexual orientation, or social class. OLMA will not condone verbal or physical violence, the possession of weapons, drugs, or alcohol. Resources are available both inside and outside of the school to support students and parents/guardians. Please contact the Mercy Wellness Department for assistance.

Each student is expected to abide by Federal and State Laws. Each student is expected to familiarize herself and to comply with all the information contained in the Student Handbook.

STUDENT RIGHTS

Each Our Lady of Mercy Academy student has the following rights:

1. To learn in a nurturing environment
2. To be respected by school administrators, faculty, staff, and peer

3. To feel safe and secure
4. To be free to express herself in a courteous and respectful manner

STUDENT RESPONSIBILITIES

Each Our Lady of Mercy Academy student has the following responsibilities:

1. To develop academically, physically, socially, emotionally and spiritually
2. To help create and maintain a nurturing environment
3. To behave in a caring and respectful way toward administrators, faculty, staff, peers, and guests
4. To respect the diversity and life experiences of all community members to support the school's mission, vision, values, goals, and objectives
5. To respect school property and the property of others
6. To be honest and trustworthy
7. To comply with all Our Lady of Mercy Academy policies, procedures, and rules
8. To accept responsibility for and consequences of non-compliance

STUDENT ACCOUNTABILITY

Infractions of school rules and regulations may earn students a detention. Detention will be held twice weekly after school on Wednesday and Thursday from 3:15PM-4:15PM. Failure to serve will result in an additional detention. All referrals after the third, will be kept in the system. More complicated and serious behavioral issues will be referred to the Disciplinary Review Board.

SCHOOL RULES AND REGULATIONS

Student Identification: All students are required to wear their student identification badges at all times. Student identification badges are considered part of the Our Lady of Mercy Academy school uniform. Loss of ID badge will result in a fee to replace it which will be charged to the student's account.

Classroom Behavior: Students are expected to cooperate with teachers at all times. Initially, individual teachers address issues with disruptive students. Repeated disruptive students are referred to the Assistant Principal.

Corridor/Stairwell Behavior: Students are to speak quietly and to behave courteously when walking through the corridors and stairwells. Running and shouting are inappropriate and unacceptable.

Study Halls: Students complete school-related work in Study Hall in an atmosphere of quiet. If all academic work is complete and tests are current, students may request a signed pass to go to office hours, fitness center, wellness center, or library.

Lateness to Class: 3 latenesses = 1 detention.

Cafeteria: Students are expected to behave in a refined and courteous manner. Students must clear their tables ten minutes before the end of the period and dispose of trash in the proper receptacles. Students can leave the cafeteria 5 minutes before the bell to place lunch bags in their lockers and then return to the cafeteria. Students should remain in the cafeteria throughout the lunch period.

Lockers/Gym Lockers: All lockers (regular and gym) are the property of Our Lady of Mercy Academy. Lockers must be kept locked at all times with a school issued lock. Students are not permitted to give the combination to other students. Nothing is to be left outside of the locker. All valuables must be locked in the student's locker. Our Lady of Mercy Academy is not responsible for the loss of unsecured items. If students wish, they may bring money and/or other valuables to Administrators for safekeeping. It is not the school's responsibility if things are lost when lockers are left open or when locker combinations are shared. Students may not congregate in the locker rooms before, during, or after school. School authorities reserve the right to open and to search lockers at their discretion.

Food and Drink are permitted only in the cafeteria. Exceptions will be made when necessary for scheduling conflicts and at teachers' discretion.

Water Bottles: Students are permitted to carry and drink water throughout the day, with the following stipulations: (1) water must be carried in a reusable container (2) teachers may require students to refrain from drinking or to put water bottles away for the duration of a class.

Gum Chewing is not permitted in any area of the building.

Electronic Device Policy: Students are permitted to carry cell phones and other electronic devices such as laptops and tablets, for academic purposes only. Cell phones are prohibited from use in the classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher. During the course of the school day, devices should not be visible or audible in school hallways or in areas other than those noted; they should be stored in book bags or purses and turned off. Photos and videos are not to be taken without the express permission of an administrator, faculty, or staff member, and only in context of official school-related business. Cell phones are not to be used in the restrooms. The respectful non-disruptive use of cell phones is permitted in the school cafeteria during lunch periods.

Students using these devices must always be in compliance with the Computer Use and Social Networking Site Policy adopted by the Catholic High School Principals' Council of the Diocese of Rockville Centre and described below. Please note that headphones and earbuds are never permitted to be worn in school, for safety and communication purposes.

Computer Use & Social Networking Site Policy: This policy was adopted through the joint effort of the Catholic High School Principals' Council of the Diocese of Rockville Centre.

Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, including relating to computer use and participation in social networking sites. In accordance with the following:

1. Any computer use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the School administration, is inappropriate, crude, vulgar, or a violation of any of the Code of Conduct stated throughout this handbook, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
2. Any computer use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the School administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
3. Digital Etiquette is expected at all times. Students are expected to adhere to all school rules and responsibilities while online via email, social media, school presentations, chats, texting, or any other communication using digital devices.

REQUIRED DRESS CODE

Our Lady of Mercy Academy has a uniform dress code. It is with respect for the past tradition and pride in the present association that each student is expected to conform to the uniform policy. All students are expected to follow the guidelines set by the dress code.

Make-up and jewelry may be natural and worn tastefully. No body piercing other than in ears is permitted. Hair must be worn in one natural color.

School Uniform

The uniform consists of the following:

- **Plaid Kilt:** To be worn at the knee or no more than 1 inch above the knee; never to be rolled at the waist
- **Monogrammed Sweater:** (Oct. 1 – April 1)
- **Monogrammed Shirt:** Short sleeve; no T-shirts or turtlenecks are to be worn under the uniform shirt
- **Shoes:** Uniform shoe (loafer or tie) is to be worn at all times. Sneakers worn for extended medical exemption must be completely black
- **Socks/Tights:** Navy socks **to be worn at the knee** or Navy tights

The telephone number for Flynn and O'Hara Uniform Company is 800-441-4122 or 516-221-3006.

Out of Uniform Policy: School Administration may authorize a "dress down" day. The acceptable options will be announced for each event. In all cases, the school reserves the right to decide what constitutes appropriate attire.

Senior T-Shirts must be in keeping with the values and beliefs of Mercy and must be pre-approved by Administration.

SUBSTANCE ABUSE POLICY

Our Lady of Mercy Academy abides by the laws of the United States and the State of New York. The school does not condone illegal conduct. It is, therefore, necessary for parents, students, and faculty to have, along with the enunciation of the school's policy regarding alcohol and drugs, an official interpretation of that policy.

The possession, use, or distribution of any quantity of illegal drugs, prescription drugs, or drug paraphernalia, including cigarettes and vaping devices is not permitted on Our Lady of Mercy Academy premises, Our Lady of Mercy Academy vehicles, or at off-site Our Lady of Mercy Academy sponsored activities and events. Violators are subject to consequences, including dismissal from Our Lady of Mercy Academy and prosecution under the laws of the State of New York.

Any student showing evidence of having consumed alcoholic beverages or in the possession of drugs, and/or tobacco or any other prohibited substances at any time while under the authority of Our Lady of Mercy Academy is subject to dismissal.

“Showing evidence of” includes any behavior observed by an adult that might be indicative of the use of alcoholic beverages, drugs, tobacco, or any other prohibited substances and/or self-inflicted behavior.

“In the possession of” includes participation in the use of or being in the presence of the use or storage of alcohol, drugs, tobacco, or any other prohibited substances. This includes the presence of alcohol, drugs, and/or tobacco in lockers, automobiles, student rooms or elsewhere on campus.

“Drugs” includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances. Realizing the seriousness of the problem of alcohol, tobacco, and drug abuse/misuse, Our Lady of Mercy Academy will make every effort to assist students involved with the problem. Strict confidentiality will be observed in providing this assistance; every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at Our Lady of Mercy Academy.

Observations and/or evidence of alcohol/drug use by a student will require an alcohol/drug assessment by an Our Lady of Mercy Academy approved facility.

Parents will be notified when students are required to undergo an alcohol/drug assessment; the financial cost for this is the responsibility of the parent/guardian. Continued enrollment is contingent upon the student completing the assessment and recommended follow-up care.

Violence

Violent behavior, vulgar and offensive language, bullying, harassment, threats, and/or abuse, whether physical or verbal, are not in keeping with the values of the Academy and will not be tolerated. OLMA does not tolerate insults related to ability, appearance, culture, gender, home language, race, ethnicity, religion, sexual orientation, or social class. Students engaging in such behavior are subject to behavioral probation and loss of privileges. They may be required to attend counseling or face possible suspension or expulsion. It is expected that any of the above behaviors, whether confirmed or suspected, are immediately reported to school administrators.

Theft or the Destruction of Property belonging to the school, staff or other students is a very serious offense. A student who steals or defaces property or is suspected of said offenses will be subject to immediate disciplinary action. Legal authorities may be contacted. Restitution and repairs are the parent's/guardian's responsibility.

Truancy and Cutting Class are unauthorized, illegal absences. Truant students and students who cut class are subject to disciplinary action and are not permitted to attend class until their parent/guardian comes in for a conference with the Assistant Principal. In such cases, no credit is awarded for class work. Students will receive a zero for missed quizzes or tests.

Domestic and Foreign Educational Trips augment the school curriculum. Each student is expected to conduct herself in accordance with the rules in the Student Handbook, as well as the guidelines set by the trip coordinator. Students are expected to follow the dress guidelines as stated in the Student Handbook for day trips as well as for trips of longer duration. Tasteful and reasonable dress and appropriate conduct are expected at all times. Trips are a privilege and not a right. Participation is contingent on attendance, academics, and behavior. All financial obligations must be current. Students who fail to comply with the rules will be sent home at the parent's/guardian's expense. Medical insurance and authorization forms may be required before a student receives final approval for the trip.

Detention is an after-school session assigned to students as a disciplinary measure. A student who is given detention is to report to the specified room on the assigned day and time, in full uniform. Students receiving detention may forfeit the privilege of holding or applying for leadership positions.

The Disciplinary Review Board is convened at the Principal's discretion to recommend a course of action to the Principal in serious cases. The Disciplinary Review Board consists of the Assistant Principal, Campus Minister, and a representative from the Mercy Wellness Department and the teaching faculty.

Disciplinary Probation, Internal/External Suspension, and Expulsion are consequences for students whose actions or conduct are inappropriate or bring discredit to the school. Students who are or have been placed on probation, or who are or have been suspended, may not hold or apply for leadership positions for the academic year.

Rules for Internal Suspension:

1. The student must be in the assigned room by 8:05AM and must study or do class work for the entire day.
2. The student is allowed to leave the assigned room only when granted permission to do so.
3. On the day of internal suspension, the student cannot participate in any after-school events or activities.
4. If a student is disruptive in internal suspension, she is subject to external suspension.

Expulsion is the permanent removal of a student from Our Lady of Mercy Academy. It is the sole decision of the Principal. Our Lady of Mercy Academy reserves the right to review records of academics, attendance, and behavior for a student at any time during the academic year in order to determine her continued enrollment at Our Lady of Mercy Academy.

Sexual Harassment is a form of sexual discrimination prohibited by federal and state law. Sexual harassment is any unwanted conduct of a sexual nature. Our Lady of Mercy Academy is committed to maintaining a learning environment free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. Our Lady of Mercy Academy prohibits any form of sexual harassment or sexual violence.

It is in violation of this policy for any student or employee of the Academy to harass a student or an employee through conduct or communication of a sexual nature. Our Lady of Mercy Academy acts promptly to investigate all complaints, formal or informal, verbal or written, and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of Our Lady of Mercy Academy. Any person reporting in good faith any act of perceived sexual harassment is protected from retaliation of any type or nature whether or not harassment is found.

Special Programs and Events enrich the educational experience. Participation in Special Programs and Events is a privilege and not a right. Failure to comply with specific rules, including but not limited to, meeting financial obligations will result in a student forfeiting her privilege of participating in future special programs and events.

ATTENDANCE POLICY

The New York State Board of Regents attendance policy imposes significant responsibility on parent/guardians, students, and school to make certain a student attends school. Absenteeism, lateness, and/or early dismissal disrupt educational continuity. There is a strong correlation between consistent attendance and student performance. Each course of study involves class attendance, homework assignments, tests, and class participation. Therefore, absences from classes resulting from lateness, early dismissal or college visits have a definite effect on a student's grade. Vacations or family trips during school time are illegal absences. Teachers are not obliged to give work to students who miss school because of vacation or family trips. Absences, lateness, and early dismissals are placed on a student's permanent record and transcript. Attendance is taken every period. Classes missed because of sponsored school trips,

and in-school activities are all considered excused absences. The following are reasons that constitute a legal absence from school: sickness, death in the family, health treatment, and court appearances.

Students with repeated absences, early dismissals, or lateness, may be subject to:

1. After school detention (3 latenesses = 1 detention)
2. Loss of senior privileges
3. Denial of course credit
4. Denial of leadership positions
5. Denial of participation in after school events and activities

Students with Excessive Absences:

If a student is absent 45 days or more in a given school year, the administration may require that she repeat the academic year. Such situations will be reviewed on a case-by-case basis.

If a student is absent more than 20 days in a given year, she may forfeit her privilege to attend school trips.

Attendance Procedure:

1. A telephone call is required for every absence. A call to the Main Office, phone number (516) 921-1047 ext. 100 is required before 8:00AM.
2. If a student returns to school without an absence note, the student will receive a referral.
3. Doctor's notes are requested for prolonged absences.
4. Course work will be provided for an extended illness only. It is the student's responsibility to obtain class work and assignments.
5. Students must be in school by 8:00AM and remain in school for the entire day to participate in any after-school events or activities.

Procedure for Early Dismissal:

- A written note, fax, or email must be presented to the Main Office by 8:05AM. The parent/guardian or designated person must pick up the student.
- If a student is sick, the parent/guardian or a designated person must pick up the student.
- If the student is being sent home for disciplinary reasons, the parent/guardian or designated person must pick up the student. If the student is driving and parental permission is received in writing, the student may drive home. If written communication is not possible, verbal permission may be given by the parent/guardian via a telephone call which will be witnessed by two members of the staff and noted for the record.
- Students are expected to attend all school Masses. Appointments should not be scheduled during Mass time on early dismissal days.

Lateness: Any student, who comes late to school, other than as a result of a late bus, must have her parent/guardian sign her in at the Security Desk. If the parent/guardian fails to sign in the student, the student will receive a referral. Seniors who drive and are late must present a note from their parent/guardian the next day.

Dismissal for Sickness: The nurse will call the parent/guardian to report any sickness. The student waits with the nurse until the parent/guardian arrives to sign the student out at the Front Desk. Our Lady of Mercy Academy will follow all CDC guidelines regarding COVID -19.

Make-up Examination Policy: All makeup assessments (quizzes and tests) will be administered during Study Halls, before school or after school as arranged by the classroom teacher within one week of the missed assessment when possible.

School Closings: When school closes because of inclement weather or emergencies, School Messenger will be activated, and each household will receive a phone call. It will also be posted on the school website at www.olma.org.

If a school closure exceeds more than one (1) day, virtual learning will take place on the following day(s).

TRANSPORTATION

Important Information Regarding Pick-Up and Drop-Off of Students:

- The 1st lane of parking (lane 3; closest to Convent Road) is the bus-free zone, designated for parent parking during bus pick-up times. Please park in a parking spot.
- It is illegal to pass a bus while students are boarding or being discharged.
- Parking in the circle is prohibited. Parking on Convent Road is prohibited, as it is dangerous, and it obstructs the vision of those exiting the parking lot.
- Seniors with driving privileges are not permitted to exit the parking lot until all buses have left; infractions will incur appropriate punishment; repeated infractions will result in suspension of driving privileges.

Important Information Regarding Late Buses and Our Lady of Mercy Academy Van Transportation:

- Students must sign up for late buses and the Our Lady of Mercy Academy van on the school website. Students who fail to sign up for late buses and the Our Lady of Mercy Academy van by the end of the Wellness Block run the risk of not having bus/van transportation.
- Van transportation is only for students whose districts do not provide busing. No other student may ride the van.
- Our Lady of Mercy Academy van schedule:
 - The van picks up students from Syosset train station at 7:50AM.
 - The van leaves Our Lady of Mercy Academy for Syosset train station at 3:10 PM and 5:00 PM.
 - The van leaves Our Lady of Mercy Academy at 2:10PM on 2:00PM early dismissal days.
 - The van leaves Our Lady of Mercy Academy at 12:10PM on 12:00PM early dismissal days

Working Papers: Our Lady of Mercy Academy does not supply working papers. Papers can be obtained through the student's District High School office.

Safety Drill Procedures:

Safety Drills include Fire, Lock-Down, and Evacuation Drills. Students should be familiar with exit routes posted in each room. During all safety drills, students must follow the directions given by faculty and staff. When a drill is initiated, all students must engage in and comply with the requisite protocols immediately. A referral will be issued to anyone being disruptive during a safety drill. Provisions are made for students with physical limitations to meet in specified areas and be escorted out of the building by Our Lady of Mercy Academy staff during fire and evacuation drills.

SENIOR INFORMATION

Special Graduation Honors and Awards:

- Catherine McAuley Christian Leadership Award is the premier leadership award given to the senior who most reflects the ideal of service shown by Catherine McAuley, Foundress of the Sisters of Mercy. This graduate has demonstrated a commitment to the needy and less fortunate, working tirelessly to witness Christian values.
- The Lagano Family Graduation Scholarship is given to the student who most exemplifies the qualities of Joanne Lagano '96: academic excellence and school spirit as evidenced by leadership and school service.
- Sheila R. Berg Award is given to the student who has excelled in science during her four years at Mercy and has a flair for photography and/or the visual arts.
- Kathy Stewart Award is awarded to a graduating Senior who has been accepted to a four-year Nursing program, has maintained an 80% or above grade point average and has met additional criteria specified for this award.
- Yolande L. Richards Memorial Award is awarded to a graduating student who exhibits respect for others and themselves by showing honesty, integrity, and generosity.
- The Stephen K. Tompsett award is awarded to a graduating student who exemplifies the values of "Kindness, Compassion, Leadership, Family, Faith, and Academic Excellence.

Graduation: Participation in the Baccalaureate Mass and Graduation Ceremony is required by all graduating Seniors. Senior Activities are a privilege not a right. Poor decisions and inappropriate behavior may cause seniors to be denied participation in senior activities (prom, baccalaureate mass, senior supper, graduation).

To graduate, seniors are required to:

- Pass all subjects
- Meet the Our Lady of Mercy Academy's requirement of 40 hours of Verified Christian Service, with the understanding that students perform and reflect on a minimum of 5 hours per semester and a minimum of 10 hours per year as outlined by the Theology Department
- Meet all financial obligations, otherwise no transcripts or diploma will be issued

Senior Early Dismissal: Seniors who have completed all their classes may leave after signing out at the security desk.

Leaving the Building: Our Lady of Mercy Academy is a closed campus. Students are not permitted to leave the building at any time during the day. This includes the hours between school dismissal and an afternoon or evening activity.

Car Privilege: Seniors who wish to drive to school must submit the forms found online to the Assistant Principal.

1. All cars must be parked in the area assigned to seniors.
2. A parking permit must be displayed on all cars.
3. Between 8:00AM and 3:00PM students may never go to the parking area without expressed permission of the Assistant Principal.
4. Seniors who become ill during the day and have driven to school will not be permitted to drive home without parent/guardian permission.
5. Our Lady of Mercy Academy discourages students from driving to school in inclement weather; therefore, the school will not assume responsibility for any accident incurred while driving to and from school. In the event of unexpected snow during school hours, students may be directed to leave cars in the parking area and use their district bus to travel home. Students will not be released early to drive home unless a note from the parent/guardian to that effect is faxed, e-mailed, or written to the Main Office.
6. Only seniors (age 17) with a Class D license (from DMV) are eligible to drive to/from school. Driving to school is a privilege not a right. Seniors who are frequently late will lose driving privileges.
7. Juniors (age 17) with a Class D license (from DMV) may request a parking permit and are eligible to drive to/from school during the months of May and June.
8. Cars parked on Our Lady of Mercy Academy property are subject to search.

College Visits: Seniors are encouraged to schedule their college visits after school or on a school holiday. College visits on a school day are recorded as an absence. Check Our Lady of Mercy Academy's calendar when making appointments.

PART IV

GENERAL INFORMATION AND STUDENT SERVICES

Mercy Wellness Department

Mercy Wellness Department works closely with administration, teachers, parents, and community services in an effort to meet the academic, social, and emotional needs of our students. The department has three full time counselors. Students will meet for intentional instruction once in a 12-day wellness block cycle.

Counselors are available to meet with students throughout the school day. Individual students may schedule an appointment by signing up with the Administrative Assistant in the Wellness Department. The Counselors also act as a liaison between school, school districts, and other mental health professionals who are involved with Our Lady of Mercy Academy students.

The Wellness Department also includes a Director of Student Services and a school Social Worker.

Campus Ministry

Campus Ministry, an integral part of the Our Lady of Mercy School Community, encourages students to strengthen their faith and deepen their relationship with God. The Campus Minister chooses a Campus Ministry Team each year to assist in developing activities that integrate Catholic teachings and values into the school. The Campus Ministry Team includes Extraordinary Ministers of Holy Communion, Retreat Leaders, and Service Ministers.

Extraordinary Ministers of Holy Communion assist at all Eucharistic Liturgies. Eucharistic Liturgies are celebrated for Mercy Day, Thanksgiving, Christmas, Easter, and the First Friday of the month. Mass is also provided on Wednesdays during Advent and Lent. Other spiritual activities include Adoration on First Friday, and the sacrament of Reconciliation during Advent and Lent.

Retreat Ministers are responsible for the planning and implementation of four class level retreats. The retreats are planned around themes appropriate to the needs of the individual class. Games, music, talks, and activities contribute to this yearly day of reflection. Attendance is mandatory.

The Service Ministers are responsible for the organization and implementation of the school drives. These drives raise awareness of the needs of the wider community, integrating the Mercy values of compassion and service to people who are less fortunate. All clubs and honor societies include at least one service activity a year and may request the assistance of the Service Ministers.

Health Services are provided by the Syosset School District. The School Nurse is present in the building from 8:00AM to 3:00PM. The number is 921-1047 ext. 005. New York State Law requires all new entrants and students in 10th grade receive a physical examination.

All students must follow NYSED requirements for vaccinations.

Participation in interscholastic sports activities requires a physical examination by a private physician to be on file prior to the fall, winter, or spring seasons. This examination must be dated after June 1st to be valid for the current school year.

Any student who becomes ill during the day must go to the School Nurse. If the student returns to class, she must have the pass signed by the School Nurse indicating the time of her return. If necessary, the School Nurse will contact a parent to pick up the student.

Administration of Medication During School Day: In order for any internal medication to be taken in school, including over-the-counter medication, state law requires a written request from the family physician indicating the frequency and the dosage of such medication. The School Nurse must also have on file a written request from the parent to administer the medication. A new form must be filled out for each change of medication and renewed each school year. The medication must be supplied in a container professionally labeled by the pharmacist and kept in the Nurse's office. No student is to self-medicate during school hours.

Accidents/School Accident Insurance: In the event a student has an accident or injury in the school building or on the school grounds, she must report the injury immediately to her teacher, coach, or nurse.

Our Lady of Mercy Academy provides “Excess” secondary medical insurance benefits to all students. Our student accident insurance policy covers medical expenses not covered by the student’s primary medical insurance plan. Parents/Guardians must file for medical benefits first with their primary medical insurance plan and then file a claim with OLMA’s student accident claims administrator. Questions regarding coverage and claims should be referred directly to the Business Office.

PART V

FINANCIAL INFORMATION

<u>Tuition 2021-2022</u>	\$ 14,275.00
Payment Plans	
One Payment Plan Due 6/1/21	\$ 14,275.00
Four Payment Plan Due 6/1/21, 9/1/21, 12/1/21, and 3/1/22	\$ 3,568.75 per installment
Ten Payment Plan Due 6/1/20, 7/1/20, 8/1/20, 9/1/20, 10/1/20 11/1/20, 12/1/20, 1/1/21, 2/1/21, 3/1/21	\$ 1,427.50 per installment

Contact the Business Office via email seven days before any scheduled direct debit (ACH) or credit card payment to authorize a change to your plan.

Fees

School Fee	\$ 625.00
Senior Fee	\$ 500.00
Freshman Registration Fee	\$ 650.00
Upper Classmen Re-Registration Fee	\$ 250.00
Gym Uniform	\$ 100.00
Sports Fee (per sport- except Crew)	\$ 250.00

Other Fees:

FACTS Administrative Fee:

One payment tuition plan	\$ 0.00
Four payment tuition plan	\$ 50.00
Ten payment tuition plan	\$ 100.00
Late Fee	\$ 60.00
Declined Payment Fee *	\$ 30.00

***This fee will be applied to your account for any failed ACH, auto-debit failed check payments.**

All fees for the 2022-2023 Academic Year are due June 1st, 2022 and are non-refundable. Installments are not offered for the payment of fees.

School Fee

The School Fee is an annual, non-refundable fee billed to cover the out-of-pocket costs related to expenses such as: Retreats, School Yearbook, Science Lab Supplies, Student Accident Insurance, Student Handbook, Student ID Cards, and other student expenses.

Senior Fee

The Senior Fee is a non-refundable fee specific to the graduating class. The fee covers all college transcripts and the cost of graduation expenses such as: Cap, Gown and Tassel, Diploma and Case, Flowers and Decorations, Graduation Printing Expenses, and other graduation related expenses.

Upper Classmen Re-Registration Fee

The Upper-Class Re-Registration Fee is an annual, non-refundable fee billed in the Spring for the 2023-2024 academic year to all rising students. This fee covers the costs associated with course selection and re-registration expenses for the 2023-2024 academic year.

FACTS Tuition Management

Our Lady of Mercy Academy has partnered with FACTS Tuition Management for all billing and collection of tuition and fees for the 2022-2023 school year. All students must have a FACTS Tuition account and are responsible for the payment of the FACTS Administrative Fee. Invoices for tuition will be sent by FACTS via email or mail as selected by each family. All payments are to be made directly to FACTS. Additional billing to the student account includes but is not limited to athletic fees, trips, and other student events.

Our Lady of Mercy Academy Scholarship awards are applied against the last invoice and are subject to the student's grades fulfilling the requirement of the scholarship.

If a student withdraws from Our Lady of Mercy Academy during the school year, parents are responsible for the tuition due for the semesters the student has completed and 100% of the semester enrolled at the time of the withdrawal. Tuition paid for the semesters the student has not commenced will be refunded less a \$250.00 administrative fee.

All fees paid to Our Lady of Mercy Academy are non-refundable.

It is anticipated and expected that all school families will honor their financial commitment to Our Lady of Mercy Academy in accordance with the financial contract executed during enrollment.

However, should there be extenuating circumstances that prevent you from fulfilling your financial obligations with Our Lady of Mercy Academy, you are asked to contact the Business Office of Our Lady of Mercy Academy immediately.

Past Due Tuition Accounts

Failure to pay tuition or fees owed to Our Lady of Mercy Academy in a timely manner will result in:

- (1) Inability of the student to continue her education at Our Lady of Mercy Academy and maintain her status with her class and her class schedule.
- (2) Denial of Our Lady of Mercy Academy scholarships, awards or financial aid until all past due balances are paid.
- (3) Denial of the student to participate in school-sponsored class trips (Epcot, Boston and Washington D.C.), special class events (Father Daughter Dance, Junior Event, Fashion Show and Senior Prom) and other activities.
- (4) Student participation in clubs, sports and Sports Night may also be in jeopardy.
- (5) Transcripts will not be forwarded to students, parents/guardians, other schools or colleges when a family has a past due balance on their account. This includes the sending of transcripts with college applications, transcripts required for school transfers, and final transcripts sent colleges.
- (6) Placement of the student's account with the school's collection agency.

Student class schedules for the upcoming school year will not be finalized until all tuition and re-registration fees are paid.

If on January 15, 2023 there remains a balance on a student's account of \$1,000 or more, the student will not be permitted to return to Our Lady of Mercy Academy for the third quarter until the outstanding balance has been paid in full.

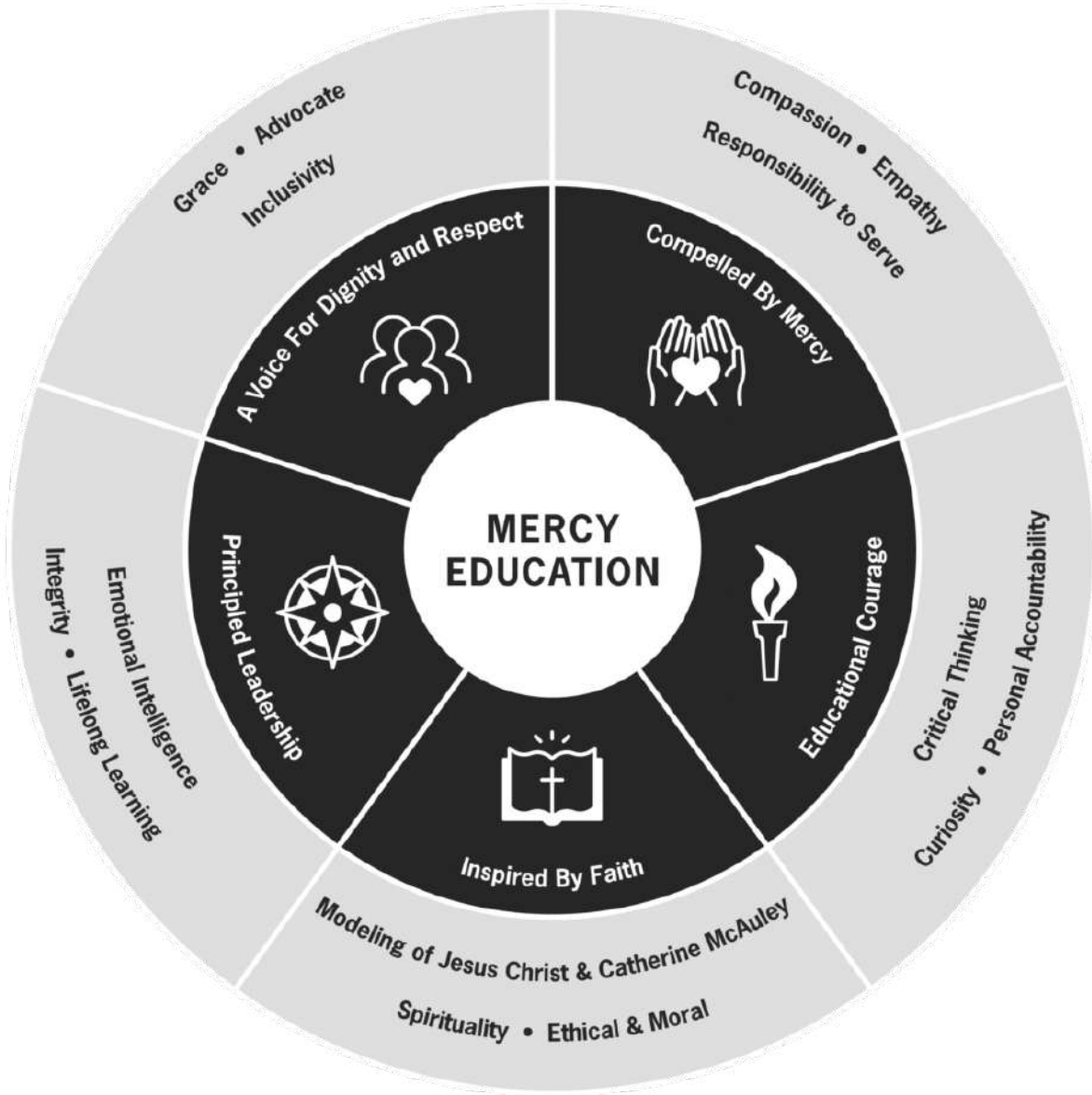
If at the end of the school year there remains an outstanding balance on a student's account, the student will not be permitted to return to Our Lady of Mercy Academy until all financial obligations are completely satisfied.

The policies, rules and regulations included in the Student Handbook are not all encompassing. Situations will arise that will require sanctions as determined by the school's administration. The Principal, therefore, reserves the right to amend any directive, guideline, or procedure at any time.

PART VI






A JOURNEY OF STUDENT DEVELOPMENT

This is the culmination of everything Mercy Education hopes to achieve. This blueprint defines the attributes that support our Core Values and the steps students take to gain them.



CORE VALUE

STUDENT ATTRIBUTES

 <p>Compelled By Mercy</p>	<p>Compassion. Having concern for the needs of all, including those outside our immediate circle.</p> <p>Empathy. Putting yourself in someone else’s shoes to understand their feelings and perspectives.</p> <p>Responsibility to Serve. Fulfilling the duty to not just care about other, but to take action on their behalf.</p>
 <p>Educational Courage</p>	<p>Curiosity. Being open to other ways of seeing the world and exploring new ideas.</p> <p>Personal Accountability. Staying disciplined in decision-making, proactive in correcting mistakes and self-motivated in our studies.</p> <p>Critical Thinking. Gathering and objectively evaluating and analyzing information through reflection and reason.</p>
 <p>Inspired by Faith</p>	<p>Spirituality. Developing a personal relationship with a loving, merciful God, expressed in service and respecting other faiths.</p> <p>Modeling of Jesus Christ & Catherine McAuley. Living life with abundant love, compassion, generosity and hospitality, demonstrating the strength of infinite mercy.</p> <p>Ethical & Moral. Following a personal code based on Gospel values that guides action and choices.</p>
 <p>Principled Leadership</p>	<p>Integrity. Standing up for or doing what’s right, including when it’s difficult or unpopular.</p> <p>Lifelong Learning. Always learning something new, gaining skills and wanting to know more, in all walks of life.</p> <p>Emotional Intelligence. Recognizing and welcoming emotions within ourselves and others to build resilience and healthy relationships.</p>
 <p>A Voice for Dignity and Respect</p>	<p>Grace. Allowing others to be fully human without judgment, while honoring what is God-like within each person.</p> <p>Advocate. Being a forceful defender, supporter and sometimes spokesperson for the values and people we hold dear.</p> <p>Inclusivity. Going beyond tolerance to embrace diversity, while accepting and serving with open arms.</p>

BELL SCHEDULES

2022-2023

Regular Schedule

First Bell		7:50AM	
Second Bell		7:55	
Period	1	8:05- 8:45	
	2	8:48- 9:28	
	3	9:31-10:11	
Wellness		10:11-10:46	(10:11-10:16 Break)
	4	10:46-11:29	
	5	11:32-12:12	
	6	12:15-12:55	
	7	12:58- 1:38	
	8	1:41- 2:21	
	9	2:24- 3:04	

2:00PM Dismissal Schedule

First Bell		7:50AM	
Second Bell		7:55	
Period	1	8:00- 8:37	
	2	8:40- 9:17	
	3	9:20- 9:57	
	4	10:00-10:37	
	5	10:40-11:17	
	6	11:20-11:57	
	7	12:00-12:37	
	8	12:40- 1:17	
	9	1:20- 1:57	
Mass/Meeting		2:05- 3:00	

Half Day Schedule

First Bell		7:50AM	
Homeroom		7:55- 8:10	
Period	1	8:13- 8:35	
	2	8:38- 9:00	
	3	9:03- 9:25	
	4	9:28- 9:50	
	5	9:53-10:15	
	6	10:18-10:40	
	7	10:43-11:05	
	8	11:08-11:30	
	9	11:33-11:55	
Dismissal			

All School Virtual Schedule

Optional Extra Help (Appointment Only)		8:05- 8:35	
Period	1	8:40- 9:11	
	2	9:14- 9:45	
	3	9:48-10:19	
	4	10:22-10:53	
Wellness		10:56-11:36	
	5	11:39-12:10	
	6	12:13-12:44	
	7	12:47- 1:18	
	8	1:21- 1:52	
	9	1:55- 2:26	
Optional Extra Help (Appointment Only)		2:30- 3:00	

Emergency Care Card

Student Emergency Information for use by School Nurse; please return to OLMA by August 1.

Student Name: _____ Sex: _____ Grade: _____

Date of Birth: _____ Place of Birth: _____

Physician: _____ Phone: _____

Dentist: _____ Phone: _____

Parent/Guardian: _____ Relationship: _____

Cell: _____ Work: _____ Home: _____

Address: _____

Parent/Guardian: _____ Relationship: _____

Cell: _____ Work: _____ Home: _____

Address: _____

If Parents/Guardians not available in emergency and authorization to release child to adults listed below:

Please inform persons listed below that their names appear as emergency contacts.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Has your child had any serious illness, injury, or operation during the past year? Yes: _____ No: _____

Specify: _____

Has or does your child receive(d) any medication on a regular basis? Yes: _____ No: _____

Specify: _____

Does your child have asthma, diabetes, epilepsy, a heart or orthopedic condition? Yes: _____ No: _____

Specify: _____

Does your child have any any allergies? Yes: _____ No: _____

Specify: _____

Does your child have any vision or hearing problems? Yes: _____ No: _____

Specify: _____

Do you have any other information which would help the school to better understand your child?

Date: _____

Parent/Guardian Signature: _____

HANDBOOK CONTRACT

**AGREEMENT TO SUPPORT AND HONOR OUR LADY OF MERCY ACADEMY
RULES, REGULATIONS, AND PAYMENT SCHEDULE**

I have read and understand the rules and regulations as outlined for the academic year 2022-2023 and I agree to support and honor them. I understand that my failure to adhere to these rules and regulations and any addendum issued during the school year will result in disciplinary consequences as indicated. I acknowledge my right to convey my questions and concerns about Our Lady of Mercy Academy's disciplinary policies to the Assistant Principal.

Student's Signature

Wellness Group

Date

I have read and understand the rules and regulations as outlined for the academic year 2022-2023, and I have discussed them with my daughter. I understand that my daughter's failure to adhere to these rules and regulations and any addendum issued during the school year will result in disciplinary consequences as indicated. In addition, I agree to all the terms and conditions of this agreement that pertain to tuition and fees. I understand as parent/guardian that I am responsible for the timely payment of all tuition and fees for the 2022-2023 academic year.

Primary Payer _____ Relationship _____ Date _____

Secondary Payer _____ Relationship _____ Date _____

TO BE RETURNED TO THE FIRST PERIOD TEACHER BY FRIDAY, SEPTEMBER 16, 2022

