



### **MISSION STATEMENT**

*Bishop McGann-Mercy High School, serving seventh through twelfth grades, is rooted in the teachings of the Roman Catholic Church and the traditions of the Sisters of Mercy. We aspire to serve the Lord with gladness by excelling in education and living works of mercy.*

*Our school community inspires students to live morally, prayerfully, and productively. The community models character through fairness and justice. A spirit of hospitality is cultivated. The responsibility of fulfilling this mission is shared by the school staff, students, and parents.*

**BISHOP MCGANN-MERCY DIOCESAN HIGH SCHOOL  
1225 OSTRANDER AVENUE  
RIVERHEAD, NEW YORK 11901  
631 727- 5900 www.mcgann-mercy.org**

**STUDENT HANDBOOK**

Principal's Office, Ext. 320  
Ms. Kay Sapio

High School Social Worker, Ext. 338  
Ms. Michele Albano

Assistant Principal, Ext. 310  
Mrs. Lisa Navarra

Director of Guidance, Ext. 340  
Mrs. Barbara Poerio

Dean of Students, Ext.336  
Mr. Charles Bender

Director of Finance, Ext. 327  
Mrs. Christine Lennon

Director of Student Services, Ext. 324  
Mrs. Heather Arciero

Director of Institutional Advancement, Ext. 334  
Dr. James Sheehan

Athletic Director, Ext. 321  
Ms. Melissa Edwards

Director of Student Information, Ext.313  
Mrs. Melissa Schlosberg

Admissions Associate, Ext. 335  
Mrs. Catherine Drew

Tuition Manager, Ext. 333  
Ms. Kimberly Maier

Health Office Nurse, Ext. 316  
Ms. Debbie Barth

Chaplain, Ext. 388  
Rev. Steven Maddaloni

Director of Campus Ministry, Ext. 315

**NON-DISCRIMINATION**

McGann-Mercy Diocesan High School does not discriminate on the basis of race, sex, national or ethnic origin or color. Each student is accorded equal rights and privileges in the administration of admission, educational, disciplinary, and financial policies. Participation in school and extracurricular activities, athletics, and academic programs are open to all who meet eligibility requirements.

**RIGHT OF REVISION**

The Principal reserves the right to add, delete, or amend any and all school rules and regulations and to promulgate new and/or amended policies and procedures as deemed necessary. The Principal is the final recourse in disciplinary situations and reserves the right to apply his discretion to all situations when just cause exists.

## **QUICK REFERENCE QUESTIONS**

**How would I make an appointment with a faculty member or an administrator?** Call (631) 727-5900 during school hours 8:00 am – 3:00 pm or via email. E-mail addresses can be found on our website – [www.mcgann-mercy.org](http://www.mcgann-mercy.org). Meetings with the administration surrounding academic issues will only take place after an initial meeting with the faculty member has been completed.

**To whom should I report a change in address, email or phone numbers?**  
Call the Registrar's Office at (631) 727-5900, ext. 313.

**Do I need to report my student's absence?**

Yes. To report your child absent from school, please call the Attendance Office at (631) 727-5900, ext. 310 before 8:30 a.m.. Please send in a note stating the reason for absences when the child returns. If your child is absent or does not complete at least 6 periods of the day, he/she is prohibited from participating in extracurricular activities (sporting events, dances, etc...).

**How can I find out my student's grades?**

Check at [www.mcgann-mercy.org](http://www.mcgann-mercy.org) and click on parent access to PowerSchool. Parents have been issued a user ID and password. If you encounter any problems, call (631) 727-5900, ext. 313.

**Has today's sporting event been canceled?**

Check announcements at [www.mcgann-mercy.org](http://www.mcgann-mercy.org)

**Has school been canceled because of weather?**

If time permits, you will receive an automated message from our emergency phone broadcast system. Information will also be posted to our website and announced on News 12, Walk Radio 97.5 FM, & WBLI Radio 106.1 FM.

**What if my child is feeling ill during the school day?**

Your child must report to the school nurse. The nurse will contact you if it is necessary for your child to go home. Do not arrange this by texting or calling your child's cell phone. Student use of cell phones during the day results in disciplinary action. To ensure the safety of your child, if he/she sends you a text or calls from a cell phone, direct him/her to go to the nurse's office.

**How can I get a message to my child during the school day?**

You should call the main office. Contacting your child's cell phone could result in disciplinary action.

**What if my child forgets his/her lunch or lunch money?** Have the child report to the main office.

## **Does the school have a social worker?**

Yes. The school social worker is available to students and their parents to discuss social, emotional, and familial issues. The social worker can be reached at (631) 727-5900, ext. 338.

## **ACADEMIC POLICIES**

### **ATHLETIC/ACTIVITY ELIGIBILITY PROCESS**

In order to participate in any activity, trip, or sport, the student must be in good academic, disciplinary, and financial standing with the school. A list of ineligible students will be compiled by the Assistant Principal and Athletic Director. All athletes must submit a triplicate form prior to each season.

- Students will be ineligible if they fail **two or more courses** in a quarter. The first quarter grades will be utilized to participate in the **winter** season and the second quarter grades will be utilized to participate in the **spring** season. In order to participate in a non-athletic activity, the grades from the last full quarter prior to the activity will be utilized.
- Returning students will be ineligible for the current Fall Season if they fail **any course** from the previous academic year and do not successfully complete summer school and/or any other requirement set in order to pass. Grades must be submitted to the Assistant Principal prior to the first practice.
- New students who are accepted on academic or disciplinary probation may not participate in activities or sports without the consent of the Assistant Principal and/or Dean of Discipline.
- All Athletic Fees, Activity Fees, and/or Materials Fees must be paid prior to being allowed to participate in the first official competition, performance, production, or trip. Tuition must be current.
- Any student who receives an "In-School Suspension" (ISS) will not be able to participate in practices, official contests, activities, trips, and/or be a spectator at home or at away events on the day of the suspension.
- Any student who receives an "Out-of-School Suspension" (OSS) will not be able to participate in practices, official contests, activities, trips and/or be a spectator at home or away events on the day of the suspension and will be suspended from playing in the next official contest (in the case of activities, a determination will be made).
- Any student who receives a total of two separate incidents of "Out-of-School Suspension" will not be able to participate for the rest of the season or activity.

**Parents:** Submit a copy of your child's summer school grades to the Assistant Principal immediately upon receipt. No student who attended summer school will be permitted to practice without these grades.

**THE STUDENT ASSISTANCE TEAM** is comprised of administration and staff who meet weekly to help students achieve their academic and personal best.

**ACADEMIC INTERVENTION DEFINED**

If a student begins to struggle in their academics, the following interventions will be implemented:

- If a student is failing one subject OR MORE, he/she may be required to attend the After School Library Program and/or extra help sessions on an agreed schedule several times per week.
- If a student is failing several subjects, he/she may be required to meet weekly with a guidance counselor.

**ACADEMIC PROBATION**

Students who do not satisfactorily complete course requirements in two or more subjects at the end of a marking period, and those who are absent or late excessively, will be placed on Academic Probation. Students on Academic Probation are required to meet regularly with their guidance counselor and/or the Assistant Principal to develop a system that will increase the likelihood of academic success. They may also be required to attend extra help sessions. Additionally, these students, at the discretion of the administration, may be required to temporarily suspend participation in extracurricular or athletic activities. Students are removed from Academic Probation by successfully completing course requirements.

Students who fail three or more courses at the end of the school year may be asked to terminate their relationship with McGann-Mercy High School.

Classes may not be repeated during the following academic year. Seniors may not repeat senior year. Failure to successfully complete summer school demonstrates an inability to master the course content or a lack of desire to focus on academic requirements. Either may jeopardize the student's relationship with McGann-Mercy High School.

Students who successfully complete courses but fail the Regents Exams are required to retake the Regents Exam at the next available offering (often given at another site). Failure to make up a Regents Exam that is designated as a requirement for graduation may jeopardize the student's relationship with McGann-Mercy High School.

**ATTENDANCE POLICY**

Bishop McGann-Mercy Diocesan High School is mandated by New York State to keep accurate and permanent attendance records for each student. All members of our community have a right to a copy of our Comprehensive Attendance Policy. A copy is posted on our school website and is available at "Meet the Teacher" night. If you do not have access to the internet, please call the Principal's office for a copy. Attendance records include the number of legal absences, trancies,

unlawful detentions, tardiness, and early dismissals. Attendance records are part of the permanent record for each student. Attendance records, including tardiness, will be reported on transcripts sent to colleges. All school days are important, including half days or modified-schedule days, such as those involving community liturgies. These periods of prayer and worship are important and the school urges parents to allow absence on these days for only the most serious of reasons.

A student may not miss more than 20 classes in one subject during the school year [10 per semester]. A student must complete six consecutive periods of the academic day in order to receive credit for the day. **Course credit may be denied if a student exceeds 20 missed class sessions.** A student who is excessively absent due to medical reasons may be required to enroll in home study. Whenever a student is absent, the student is responsible for all work covered during that absence. All assignments must be made up by the student, including tests, study, and written materials. Excessive absences may result in a student being placed on Academic Probation and may require attendance at Saturday detention. Additionally, students with excessive absences or lateness may be ineligible to participate in after school activities and field trips. Seniors with excessive absences may lose their senior driving privileges, have their academic year extended, and/or be denied access to the prom.

Any student who is absent or not in the building for the hours listed above, may not participate in sports or extracurricular activities (dances, etc.) for that day/evening. This includes off campus events.

Any student who is consistently late to school will face disciplinary action. Unexcused truancy from class (cutting) will result in disciplinary action. Participating in organized "cut days" or unexcused absence for one entire day may result in an ISS.

Juniors and Seniors are permitted two college visits (which may not exceed one night stay over) during school time. Documentation of the visit must be attached to the absence note.

Parents are required to call the school to advise the Attendance Office of a student's absence. Upon returning, the student must present a note from the parent to the Main Office. An absence of three (3) or more consecutive days requires a note from a physician. If a note is not received on the day the student returns back to school, the absence will be considered an unexcused absence.

**Students who have been absent from a school day may NOT participate in any afterschool activities on that day.** All missed assignments and tests must be made up for each class. **Teachers are not required to provide make-up work or give extra help for students who have unexcused absences (e.g. vacation, babysitting, working, etc.).**

If a student needs to be dismissed early, a written note from the parent stating the time of the early dismissal must be submitted to the Main Office by 8:30 am. The

parent must come to the Main Office at the stated time to sign the student out. If the student intends to drive, the parental note must include such information. **Traditionally, no student will be permitted to leave early on the basis of a telephone message. Parents may be asked to produce proper photo ID.** All visitors to the school, including parents/guardians, are required to sign in at main entrance desk or Main Office.

**If, during the course of the school day, a student begins to feel ill, he/she MUST report to the nurse. When necessary, the nurse will initiate parent contact. Students should NOT call home and request to be picked up. They must report to the nurse. A student who arranges for a parent to retrieve him/her from school WITHOUT going to the nurse WILL BE SUBJECT TO DISCIPLINARY ACTION.**

### **1. ATTENDANCE DURING EXAMS**

In order for a student to sit for a midterm or final exam, a student must be in good financial standing. Students are REQUIRED to sit for ALL midterms, finals, and Regents examinations that are mandated by their course load. If a student is absent for a midterm or final, a doctor's note is required for him/her to take a make-up exam. If a note cannot be obtained, students will be notified of the makeup proctoring fee and may not take the exam until the fee is paid. A doctor's note is also required for students who are absent for Regents Examinations. No electronic devices are allowed in exam rooms except for approved calculators, as announced. Smart Watches are an unapproved electronic device.

### **2. LATENESS TO SCHOOL**

Students are expected to be present in their first scheduled class before the bell rings and thus should arrive at school to allow time to go to their locker. Any student who arrives after the bell will be deemed "late to school." If a student fails to go to the office upon arriving late, he/she will be considered absent for the day and an unnecessary phone call will be made to the home. **Any student who is consistently tardy to school will be issued a detention for every 5 unexcused latenesses.**

### **3. LATENESS TO CLASS**

A student must be in the classroom ready to work when the bell rings. Students who are late to class must have a pass. A student who is consistently late to class may be subject to disciplinary action at the discretion of the teacher and/or administration.

### **COMPUTER USE POLICY**

All students and parents/guardians are required to sign an "Acceptable Computer Use Policy" form. This form must be signed each year. Students are permitted to use school computers during their free periods in the library and in the computer lab when not occupied by a class. Some items from the acceptable use policy for computers are presented below:

- Students must always be supervised whenever using computers in the building.
- Students may not use any computer which they have not been authorized to use.

- Students are required to sign in when using school computers.
- Students are required to log in with their own username and password.
- Students must log out upon completion of their computer session.
- Students are forbidden from using the school's computer network as a means to manipulate or access private data, either within the school community or via the Internet.
- Students are forbidden from physically or electronically altering or damaging any computer equipment, settings, or data.
- Students are forbidden to download any software on the school computers without specific faculty authorization.
- Students are forbidden to access any material via the Internet that is not for research use. Any attempt to gain access to inappropriate material will result in immediate disciplinary action.

Failure to comply with this policy may result in revocation of computer privileges as well as detention, suspension, and possible expulsion. The school, while taking precautions for protection, will not assume responsibility for students who access inappropriate material.

In some instances, students will be permitted to bring in their own personal computer/tablet devices. These students and parents/guardians are required to sign a "Bring Your Own Device Acceptable Use Policy" form. They also need to present to the Assistant Principal an academic reason stating the need for the aid of the electronic device. They will also need clearance from the Dean of Discipline. In the case of special education needs, the student will need permission from the Director of Student Services AND the Assistant Principal. **Students who are approved to bring in their own devices relinquish the right to privacy and must provide their devices along with the appropriate passwords to any administrator, upon request.**

### **COMPUTER USE AND SOCIAL NETWORKING SITES**

Student behavior is expected to conform to values consistent with Catholic faith, both inside and outside the school setting, including computer use and participation in social networking sites such as, but not limited to, MySpace, YouTube, Twitter, and Facebook. In accordance with this policy:

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 the 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.

## **COURSE REQUIREMENTS**

PASSING GRADE FOR ALL STUDENTS IS 70%.

For each course, teachers will issue written expectations for students with regard to general requirements and grading policies. If a student does not satisfactorily complete course requirements for a particular course, he/she must successfully complete that course over the summer before returning to school in September. Students who fail three (3) or more subjects may be required to transfer from McGann-Mercy. Any student who fails a Regents Exam in June is required to take the Exam in August. Failure to make up a Regents Exam that is designated as a requirement for graduation may jeopardize the student's relationship with McGann-Mercy High School.

Classes may not be repeated during the following academic year. Seniors may not repeat senior year.

Failure to successfully complete summer school demonstrates an inability to master the course content or a lack of desire to focus on academic requirements. Either may jeopardize the student's relationship with McGann-Mercy High School. Information regarding requirements for honors, AP, college and school programs courses can be found in our curriculum guide online at [www.mcgann-mercy.org](http://www.mcgann-mercy.org).

## **GRADUATION REQUIREMENTS**

A diploma from Bishop McGann-Mercy Diocesan High School will be conferred when a student has successfully completed all New York State and McGann-Mercy requirements. **In addition, a senior is required to complete all assigned work and obtain a passing grade in ALL of the senior classes, including electives listed in the student's program. A Senior needs to have accumulated a total 29.5 credits in order to graduate. Failure to pass all subjects and to pay all of the following - tuition, graduation fees and all outstanding financial obligations - may prevent a student from participating in the Commencement Exercises, the Prom, receipt of final transcript and/or diploma.** There will be no refund of graduation fees or expenses if a student is dismissed, voluntarily transfers, or does not attend the ceremony. The same procedures apply to the Junior High Medallion Ceremony. The principal may, in extreme circumstances, revise graduation requirements for a student.

## **HOMEWORK**

Homework is an integral part of student life and is a key factor to success at Bishop McGann-Mercy Diocesan High School. Homework assignments may be posted on the school website at [www.mcgann-mercy.org](http://www.mcgann-mercy.org). For the complete homework policy, please check the school website. **NOTE: An after school detention can be issued at the teacher's discretion for every three (3) missing homeworks.**

## **PLAGIARISM**

Plagiarism is **forbidden** at McGann-Mercy. Plagiarism is defined as, “presenting the ideas or words of another as one’s own.” This includes copying, downloading, or otherwise obtaining information from written or electronic sources, including the Internet, without properly citing the source of the information. Plagiarism is considered cheating. Any student found plagiarizing material will receive a failing grade on the assignment in which the plagiarism occurred and will be given one day of “In-School Suspension.” A second offense will result in an “Out-of-School Suspension.” A third offense will result in an administrative conference during which expulsion will be discussed.

## **REPORT CARDS**

Quarterly report cards are issued in November, February, April, and June. Parents should carefully examine each report card. Missing grades, subjects, or possible errors in grades must be immediately reported to the Director of Student Information or Guidance Office. The report card represents a composite evaluation of daily work, home assignments, recitations, quizzes, and tests. Parent-teacher interviews are scheduled in conjunction with the issuance of report cards. Similarly, quarterly Honor Rolls and Principal Lists are derived from the report card grades. A student’s marks may be viewed on Powerschool using your student’s password and user ID.

The link to PowerSchool is located on the school website. In order to receive a report card, the student/and or family must be in good financial standing.

## **SAFE ENVIRONMENT POLICY AND REPORTING**

Bishop McGann-Mercy DHS (the “School”) is committed to providing a school and school-related environment that is free from any behaviors that directly or indirectly threaten the physical or emotional well-being of any of our students. No such behaviors will be tolerated and are subject to the imposition of serious consequences, at the discretion of School administration. Threatening behaviors shall include, **but not be limited to**, the following: inappropriate touching, inappropriate language, sexually suggestive words or actions, harassment, bullying and abuse. Threatening behaviors are prohibited, on and off School grounds, among members of the School community.

For illustrative purposes only, and without any limitation regarding other threatening behaviors, examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, displays of pornographic or sexually explicit pictures, drawings, or caricatures, or language that is otherwise sexually suggestive.

Use of the School’s computer or electronic systems, or of private electronic media, for the purpose of engaging in any threatening behavior between or among any members of the School community is subject to this policy.

All students and School personnel are expected and required to refrain from any threatening behavior and are expected and required to abide by this policy, including its reporting requirements.

If any student or School employee feels that he or she has been subject to behavior prohibited by this policy, he or she should:

1. In the case of a student, report the behavior immediately to (a) his/her parent or guardian and/or (b) to a BMMHS administrator and/or (c) to the Diocesan Office for the Protection of Children and Young People; ( **561-678-5800, x.573**) or
2. In the case of School personnel, report the behavior immediately to (a) his/her supervisor and/or Department head and/or to (b) to a BMMHS administrator and/or to (c) the Department of Education, Diocese of Rockville Centre.

Any parent who at any time feels that his or her child has been, or is being, subject to School-related threatening behavior should contact (a) the dean, social worker and/or (b) the Diocesan Office for the Protection of Children and Young People (**516-678-5800 x.573**) and/or (c) the Department of Education, Diocese of Rockville Centre. Prompt follow-up action will be taken.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

**Student's Rights** - A student enrolled in Bishop McGann-Mercy Diocesan High School shall have the right:

- To be treated with respect by students and staff.
- To grow academically, emotionally, and socially in an environment conducive to learning.
- To learn and participate in school-sponsored activities in a safe environment without pressure, harassment, or intimidation from others.
- To discuss personal or school-related issues with appropriate staff members.
- To ask appropriate questions and express opinions in a constructive, respectful manner.
- To be evaluated objectively and in a manner consistent with clearly stated course goals and objectives.
- To take part in and to be kept informed about student organization activities and other activities throughout the year.
- To have an opportunity to present his/her version of the facts and circumstances that may lead to disciplinary actions.
- To participate in all aspects of the school program regardless of religion, color, national origin, sex, or handicapping conditions.

**Student Responsibilities** - It is the responsibility of each student enrolled in Bishop McGann-Mercy Diocesan High School:

- To respect the rights of each student and staff member.
- To respect the property of other individuals and the facilities of the school.
- To behave in an appropriate manner that does not endanger the safety and welfare of the student or others.
- To follow the appropriate directions of staff members; not to do so in insubordination.
- To come to school on time, be in regular attendance, and to return to school from an excused absence with a signed note.
- To work to the best of his/her ability in all academic and extracurricular pursuits and to strive toward the highest level of achievement possible.
- To be familiar with and abide by all school procedures, policies, rules and regulations.
- To abide by the laws of Riverhead Town, Suffolk County, New York, and the United States of America.
- To conduct oneself as a fine representative of Bishop McGann-Mercy Diocesan High School at all times and hold to the highest standards of conduct at all school events and activities.
- To complete assignments and examinations for evaluation without inappropriate assistance.
- To leave the school building promptly after school-sponsored activities, special events and normal end of school days.
- To behave in a safe, courteous and appropriate manner on school transportation vehicles daily and all school sponsored events such as sports or field trips.
- To dress and conduct yourself in a manner socially appropriate for a Catholic school setting when not in uniform.
- To assume responsibility in maintaining a clean and orderly environment in all school facilities and areas.
- To display appropriate, polite behavior at all times and to refrain from using foul language.

## **DISCIPLINARY POLICIES**

Bishop McGann-Mercy Diocesan High School's rules and regulations are designed to promote responsible student behavior. Respect for authority, respect for each other, and respect for property are essential for a safe, healthy and peaceful atmosphere conducive to a successful teaching-learning environment. Parent-teacher conferences, detentions, or suspensions may be required to correct negative behaviors. Habitual inappropriate conduct may result in dismissal from Bishop McGann-Mercy Diocesan High School. In all school disciplinary matters, the decision of the Administrator is final.

The following offenses will receive immediate disciplinary actions:

### **1. OFFENSES AGAINST PERSONS**

- Any act of insubordination or disrespect toward any member of the faculty or staff.
- Any act of disrespect or harassment toward a fellow student.

- Physical abuse or fighting. This includes pushing, shoving, grabbing, touching, or obstructing the movement of another individual.
- Theft, damage, destruction, or unauthorized use of the property of another.

## **2. OFFENSES AGAINST PROPERTY, THEFT, AND DESTRUCTION**

- Unauthorized removal, retention, mutilation, vandalism, or destruction of common property of Bishop McGann-Mercy Diocesan High School and the Diocese of Rockville Centre, including all library resources and books, all media resources, and any textbooks.
- Students and their parents will be held financially responsible for any act of vandalism or destruction.

## **3. OFFENSES AGAINST THE SCHOOL COMMUNITY**

- Any instances of academic dishonesty.
- Forgery of any document or signature submitted to any school official.
- Unauthorized alteration of any school document or official record. This includes examination grades, report cards, progress reports, and attendance notes.
- Misrepresentation of individuals when telephoning school officials.
- Other behavior incompatible with the nature of a school community and the rights of its members.
- Possession of weapons, fireworks, matches, and lighters.
- Any violation of school code regarding drugs, alcohol, or tobacco.
- Any act which threatens the health, safety, or security of the school community.
- Any student who is aware of a substantial offense against the school community, and/or its safety, and fails to report it in a timely fashion is subject to a punishment commensurate with the offense which was hidden.

## **4. OFFENSES AGAINST THE COMMUNITY**

Bishop McGann-Mercy Diocesan High School reserves the right to review student misconduct which occurs at any time off campus and is injurious to the reputation of the school. The administration reserves the right to determine if and to what degree the misconduct is injurious to McGann-Mercy's reputation and disciplinary sanctions will be imposed.

Examples of violations include, but are not limited to:

- Inappropriate use of Internet or email.
- Violation of ordinances of the Town of Riverhead and the County of Suffolk.
- Violation of Federal and State Laws.
- Leaving the school campus (either during or after school) without permission.

## **DISCIPLINARY ACTIONS**

Repeated offenses of the discipline code, attendance policies, or the dress code will incur a progressively severe penalty which may lead to suspension or termination. The following constitutes the levels of sanctions for such behavior:

## **1. DETENTION**

Detention is an after-school session assigned to students as a disciplinary measure. A student is expected to report to detention on the day assigned. Detentions may be postponed only under exceptional circumstances to be determined by the Dean. If a student is absent for the day that detention is assigned, he/she is required to serve the detention on the first day he/she returns to school. **AFTER-SCHOOL EMPLOYMENT OR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES DOES NOT EXCUSE A STUDENT FROM SERVING DETENTION.** Failure to serve detention on the day assigned will result in "In-School Suspension" (ISS) and a parental contact.

Students who receive detention must:

- Report to detention room on day assigned (3:00 p.m. - 4:45 p.m.).
- Be in full uniform.
- Not bring food or drink.
- Be silent at all times during the detention.
- Not bring an iPod, cellphone, radio, computer or other electronic device into the room.
- Be prepared to complete detention assignments.

**Students will NOT be permitted to use this time to complete homework!**

## **2. PROBATION**

Probation is given for a stated period of time for serious misconduct or in the case of repeated misconduct. Probations become part of the student's permanent record.

The general criteria for being placed on probation are:

- A student is involved in a serious violation of a school rule.
- A student has continued to exhibit behaviors which reflect a negative attitude toward school rules and regulation.
- A student continually disrupts the academic process for him/her self as well as for others.
- A student is excessively late or absent.
- A combination of academic and behavioral deficiencies.

Failure to correct behavioral or academic deficiencies will result in termination. Any student whose conduct is such that his/her remaining at Bishop McGann-Mercy Diocesan High School is on a probationary status shall be so notified.

## **CONSEQUENCES OF PROBATION**

A student on probation:

- May not seek or be nominated for any office – e.g. student organization, etc. nor can they be nominated for any class honor e.g. Homecoming or Prom King, Queen, Prince, Princess.
- May be denied participation in school activities, trips, or school honors.

- May be denied driving privileges.
- Students on probation will meet regularly with their guidance counselors and/or the school social worker.
- A student on probation who continues to violate school policies is subject to immediate expulsion.

### **3. IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension is intended for students who exhibit unbecoming or unacceptable behavior and for students who fail to appear for detention. Students are assigned to the In School Suspension room under supervision. If a student is assigned to ISS, he/she will report with enough class work for the entire day. Parent notification will be made by the Dean. A student who is disruptive in ISS will be subject to Out of School Suspension (OSS). On the day of ISS, the student may not participate in extracurricular activities.

- Any student who receives an ISS will be denied the opportunity to run for the Student Organization Office and/or Executive Board President.

### **4. OUT-OF-SCHOOL SUSPENSION (OSS)**

The administration of Bishop McGann-Mercy Diocesan High School reserves the right to suspend, place on probation, or dismiss any student who, by their misconduct, brings discredit to the school or whose habitual conduct is considered offensive or abusive to teachers or fellow students. The Dean will immediately contact parents. Suspended students may be asked to meet with the Dean to discuss the reason for suspension and the manner of correcting the situation. Before a student can return from OSS, a parent meeting may be necessary. A suspension remains in effect until the beginning of the school day designated as the date of return. A letter will go in a student's permanent file for each instance of OSS. Any student on suspension who wishes to come on school grounds to see a teacher or administrator or to gather homework assignments, must call to make an appointment and report to the Dean immediately upon entering the building.

- Any student who receives an OSS will be denied the opportunity to hold any Student Organization office, be it Executive Board or Grade Level position.
- Any student who receives an OSS will lose all right and privileges of membership in National Honor Society.
- Any student who receives an OSS may lose all rights and privileges of being a member of SO and/or Executive Board at the administration's discretion.

### **5. EXPULSION**

In cases where expulsion may be warranted, a student will be asked to remain home on OSS while the situation is being investigated. Every attempt will be made to contact the parents/guardians at the end of the business day, whereby OSS has been issued. Prior to final decisions involving expulsion, the parents/guardians will be notified of the nature of the offense as well as the possible recommendation for expulsion. The parents/guardians and student may submit substantial items/issues for consideration that are new to the investigation. Parent/guardians will be notified of the decision. Should the decision result in expulsion, parents/guardians will be apprised of a timely process for continuing their son/daughter's education at another institution.

Some offenses are grievous enough in nature to have a decision made with little or no days of OSS warranted.

## **DRESS CODE**

**Dress Code becomes effective on the 1<sup>st</sup> day of orientation. Students may jeopardize admission by non-compliance.**

A well-rounded education extends beyond the sphere of book knowledge. Therefore, personal appearance is a matter of concern to both administration and faculty. Good habits in regard to a person's mode of attire, personal hygiene, and grooming are considered ways of developing self-respect and a positive self-image.

The following regulations are based on this philosophy:

- All clothing must be neat, clean, and in good repair (no rips, ink stains, or wrinkles).
- Young men and women must wear the uniform shirts and blouses, respectively. Men's shirts must be fully buttoned with a tie. Women's shirts may only have the top button unbuttoned.
- Young men's hair style must be business-like. Hair must be above the collar and above the ears (must be able to see the top of the ear).
- Young men must be clean shaven.
- Faddish and trendy hairstyles for either sex are not permitted. Hairstyles that entail significant contrasts of longer and shorter hair are not acceptable nor are styles that involve designs. Bleached, dyed, frosted, lightened, or bicolor hair is not permitted. The administration has the final determination of an acceptable hair style.
- Undershirts are to be solid white. They must not hang below the school sweater or golf shirt.
- The skirts of the young women must be of modest length (must touch the top of the knee while standing upright).
- Extreme makeup, jewelry, haircuts, or hair colors are a distraction and thus are not permitted.
- Men must wear **leather belts**.
- Students carrying fashion accessories, pins, patches that either cause a substantive distraction to the school day and/or are "in spirit" an opposition to the teachings of the Catholic Church are not permitted.
- **Piercing:** For safety reasons, there are to be no eyebrow, lip, or tongue piercings or ear gauges. Boys can have a total of one earlobe piercing (stud earring only). Girls may have two ear piercings per ear (stud earrings only). No jewelry is to be extreme or distracting in any way. The administration has final say in what is appropriate for the school.

## **DRESS CODE FOR MCGANN-MERCY HIGH SCHOOL**

### **School Uniform Vendors:**

**Lands' End:** Grades 7, 8, 9, 10, & 11: entire uniform

Grade 12: boy's pants; girl's skirt, traditional sweater

**Lobel's:** Grade 12: optional special sweaters (boys & girls).

You can create an account for both vendors.

Their web sites are: [www.landsend.com](http://www.landsend.com) & [www.lobelsschooluniformco.com](http://www.lobelsschooluniformco.com).

### **Dress Code Details:**

**Junior High boys:** black pants; green sweater; solid white dress shirt; neck tie; black leather belt; dress socks; dress shoes.

**Junior High girls:** black skirt (knee length) or pants; green sweater; solid white oxford collared blouse (not form-fitting); knee-hi socks (solid black, dark green, or white); school shoes.

**Boys - Grades 9, 10, 11:** khaki pants; green sweater; solid white or blue dress shirt; neck tie; black or brown leather belt; dress socks; dress shoes.

**Girls – Grades 9, 10, 11:** khaki skirt (knee length) or pants; green sweater; solid white oxford collared blouse (not form-fitting); knee-hi socks (solid black, dark green, or white); school shoes.

**Senior boys:** may wear the optional varsity style sweater.

**Senior girls:** may wear the optional varsity style sweater and the plaid skirt; school shoes.

### **Shoe policy for all grades:**

**Girls & Boys:** a tradition style leather penny loafer (must be black, brown, or mahogany ... no suede, buckskin, saddle soap, buckles, tassels, or other decorative objects) or a black leather oxford laced shoe. The penny loafer and oxford shoes may be bought from any store.

If a student has to wear special shoes for orthopedic reasons, please send in a doctor's note regarding the condition. In such cases, it is requested that you try to get a shoe that resembles the official school shoe as closely as possible.

**Stockings/socks:** Boys are to wear dress socks, no sports socks. Girls must wear solid color, navy, white, green or black stockings, tights or knee socks. No textured, patterned or designed stockings or socks are permitted.

### **IMPORTANT NOTES:**

**Optional Summer Uniform –** During warm weather, when announced by the administration, uniforms can be adjusted for the weather. Students have the option to:

- 1) remove the sweater from their normal uniform (everything else remains the same.)

OR

- 2) wear the official school polo/golf shirt (the rest of the uniform remains the same). Golf shirts do not have to be tucked in. They may be purchased from Lands' End.

The administration reserves the right to revise the dress code at any time it deems necessary. Additionally, the administration reserve the right to make all final judgments as to the appropriateness of a student's attire and appearance.

### **UNACCEPTABLE DRESS/ ATTIRE FOR OUT OF UNIFORM DAYS**

shorts	cargo pants (pants with multiple
bodysuits	large pockets)
spandex/lycra	breakaway pants
midriff blouses	leggings
miniskirts	tight sweaters
sheer fabrics	leather sandal/clogs/flip-flops
extreme headbands	yoga pants
extreme high heels	

#### **General guidelines for all:**

No jeans, no t-shirts or shirts with offensive words/symbols, no sneakers, no faddish, flamboyant or bizarre dress. **All students should be clean, neat, and in keeping with the grooming standards.** When jeans are permitted on specifically announced days, they must be clean, neat and not ripped. Jeans are not permitted when the dress code is listed as business or business casual.

When there is any question regarding the appropriateness of attire or appearance, the determination will be made by the Dean. Repeated failure to comply with dress code regulations may result in expulsion. Any student who is not in compliance with the proper school uniform and grooming standards may be suspended for the day or denied access to examinations.

#### **Uniform Infractions:**

Any uniform infraction will warrant either a warning or after school detention (as determined by the Dean). To avoid consequences for improper uniform attire a student **MUST** have a note from home explaining the reason for being out of uniform. If the Dean determines that the excuse is valid, the student will be given a Uniform Pass for the day and no punishment will be given.

Note: If a student demonstrates a frequent pattern of non-compliance with wearing the uniform, that student may be placed on probation or possibly expelled as determined by the administration.

#### **School Ceremonies:**

Any student who dresses in an inappropriate manner (or a manner in opposition to the dress code stated for the event) for a school ceremony will be asked to either go home to change clothes or not participate in the ceremony.

## **ELECTRONIC AND TELEPHONE EQUIPMENT**

**Except in an emergency, telephone messages will not be delivered to a student. If a parent or guardian needs to contact a student in an emergency, the Main Office must be called. No student should be receiving calls or messages via cell phone during school hours, even from a parent. Failure to comply with this policy will result in disciplinary action.**

All iPods, radios, cassette players, beepers, laser pointers, Smart Watches, or any device not necessary for instructional purposes are prohibited from use in the school building during school hours. Cell phones are not to be used during school hours or in the library after school. Phones should be turned off and put away prior to a student entering the building. They may be turned on again at dismissal. If a student is caught with a cell phone during school hours, the following disciplinary actions will be taken:

- *First offense:* after-school detention.
- *Second offense:* the phone will be taken from the student, who will receive a minimum of one day of In-School Suspension. The phone will be returned to the student at dismissal.
- *Third offense:* the phone will be taken from the student, who will receive a minimum of one day of Out-of-School Suspension. A parent or guardian will have to come to the school to retrieve the phone.
- *Additional offenses:* each case shall be reviewed individually, but termination from the school is a distinct possibility.

**If a student chooses to bring a cell phone or electronic device into the building he/she relinquishes his/her right to privacy. Upon the request of an administrator, the student must relinquish the cell phone and its password. This may be required either for cause or during random inspections.**

Headphones and cell phones must be removed prior to entering the building in the morning. Cell phones may not be used to play video games, music, or as a clock, once the student enters the building.

**Video and Audio Recordings:** Students are prohibited from making any electronic or digital recordings of another student or adult in the school UNLESS given expressed permission from the instructional leader. Violation of this policy may result in disciplinary and/or police action.

## **GENERAL POLICIES AND PROCEDURES**

### **ALCOHOL AND DRUGS**

In compliance with New York State law, all school campuses are “smoke free” zones. Bishop McGann-Mercy Diocesan High School is a drug, alcohol, and tobacco free school. This includes smokeless tobacco products. E-cigarettes and vapes, including non-nicotine brands, are prohibited. The purpose of the school policy is to maintain an educational environment which allows students the opportunity to concentrate on their academic work and develop social relationships free from drugs, alcohol, or tobacco. The policy provides students in need with the opportunity for help with drug and alcohol problems through

education, prevention, and intervention, and applies disciplinary measures where appropriate. Any student suspected of possible drug and/or alcohol use will be referred for appropriate intervention and/or disciplinary steps. This can involve parental contact, principal's conference, guidance referral, referral to a social worker or psychiatric agency, periodic drug testing, and/or suspension and expulsion. Failure to comply with the recommended intervention may result in immediate expulsion from McGann-Mercy High School.

Any student who participates in a co-curricular activity, school trip, club, or athletic team is subject to random drug testing and/or testing due to reasonable suspicion, at the request of an Administrator. Any student who refuses to submit to an administrative request for drug testing is subject to dismissal from McGann-Mercy. During events where students are driven by vehicles other than those of their legal guardians, we have the right to the search of their vehicles. Failure to comply may result in their ejection from the property or the property of the event being held. No compensation will be made for students who miss events due to non-compliance.

### **ATHLETIC AND SOCIAL FUNCTIONS**

Students are encouraged to attend social and athletic functions sponsored by Bishop McGann-Mercy Diocesan High School; however, the following restrictions apply:

- **A student who is absent may not attend any social or athletic function on the day of the absence from school. A student must be in school for six consecutive periods in order to be able to participate in any after school activity, sport or function unless given prior approval by the administration.**
- **Any student with early dismissal who wishes to participate in an extracurricular activity MUST have completed a minimum of six consecutive periods of school time for that day.**
- A student who is improperly dressed or poorly behaved will be asked to leave any school function and the parent/guardian will be contacted.
- Requirements and restrictions to specific class and school functions such as the Prom, Junior Ring Night, and school dances are determined by the administration and the moderators.
- All students must abide by the rules and regulations set forth by the Student Organization for the school dances.
- All students must abide by the rules and regulations set forth by the Student/Athlete Contract.

Administration reserves the right to refuse any person entrance to social and athletic functions. All non-students must be approved by the Administration/Moderator prior to the event.

### **REGULAR BELL SCHEDULE**

1st Bell	8:00 a.m.
2nd Bell	8:05 a.m.
1st Period	8:10 a.m. - 8:50 a.m.
<b>Homeroom</b>	8:53 a.m. - 9:01 a.m.
2nd Period	9:04 a.m. - 9:44 a.m.

3rd Period	9:47 a.m. - 10:27 a.m.
4th Period	10:30 a.m. - 11:10 a.m.
5th Period	11:13 a.m. - 11:53 a.m.
6th Period	11:56 a.m. - 12:36 p.m.
7th Period	12:39 p.m. - 1:19 p.m.
8th Period	1:22 p.m. - 2:02 p.m.
9th Period	2:05 p.m. - 2:45 p.m.

**AM LITURGY BELL SCHEDULE**

1st Bell	8:00 a.m.
2nd Bell	8:03 a.m.
1st Period	8:05 a.m. - 8:37 a.m.
<b>Homeroom</b>	8:40 a.m. - 8:48 a.m.
<b>MASS</b>	8:58 a.m. – 9:58 a.m.
2nd Period	10:08 a.m. - 10:40 a.m.
3rd Period	10:43 a.m. - 11:15 a.m.
4th Period	11:18 a.m. - 11:50 a.m.
5th Period	11:53 a.m. - 12:25 a.m.
6th Period	12:28 a.m. - 1:00 p.m.
7th Period	1:03 p.m. - 1:35 p.m.
8th Period	1:38 p.m. - 2:10 p.m.
9th Period	2:13 p.m. - 2:45 p.m.

**ACTIVITY DAY BELL SCHEDULE**

1st Bell	8:00 a.m.
2nd Bell	8:05 a.m.
1st Period	8:10 a.m. - 8:45 a.m.
<b>Homeroom</b>	8:48 a.m. - 8:56 a.m.
2nd Period	8:59 a.m. - 9:34 a.m.
3rd Period	9:37 a.m. - 10:12 a.m.
4th Period	10:15 a.m. - 10:50 a.m.
5th Period	10:53 a.m. - 11:28 a.m.
6th Period	11:31 a.m. - 12:06 p.m.
7th Period	12:09 p.m. - 12:44 p.m.
8th Period	1:47 p.m. - 1:22 p.m.
9th Period	2:25 p.m. - 2:00 p.m.
<b>Activity</b>	2:03 p.m. – 2:45 p.m.

**Please check the school website for alternative bell schedules.**

**CAFETERIA AND BEVERAGE POLICY**

The cafeteria is open each morning with a breakfast menu (and each afternoon from 3:00 p.m. to 4:30 p.m.). Students report to the cafeteria before 8:00 a.m. and at their assigned lunch period. Students may bring lunch to school or purchase a hot or cold lunch. The cafeteria is the school dining room and should be a place of relaxation and enjoyment. All students are expected to contribute to that atmosphere by cooperating with cafeteria supervisors and kitchen staff. Inappropriate behavior, such as personal grooming or sitting on tables, is not permitted. Students are expected to clean their table and deposit trash in the waste cans. **No food or drink is to be taken out of the cafeteria. No food or drink is to be consumed in the student locker rooms.** Students may neither arrive late nor leave the cafeteria early without a written pass. In the mornings,

no students (except for seniors on senior privilege) are permitted to purchase food after 8:00 a.m.

All beverages brought from home are to arrive in sealed bottles or cartons. Beverages are to be consumed only in the cafeteria. Once a beverage is opened (either from home or purchased at school), it must be consumed prior to leaving the cafeteria. Students are permitted time to hydrate in the cafeteria, prior to school, at lunch-time and after school. Water bottles which are filled at home are not permitted in the cafeteria or in the classrooms. Athletes are permitted to bring empty transparent "sports water bottles" to practice and fill them, with the coach's permission, prior to the work-out, practice, or game.

Only valid medical excuses will be allowed to vary from this policy. A doctor's note should be presented to the Dean of Students for approval. If approval is granted, a student may bring in a transparent, self-filled water bottle. This bottle will be given a special water proof sticker by the Dean of Students. This sticker will enable the faculty and staff to determine that the student has special permission. These students may not consume beverages during class-time, rather they must consume them either before or after the class instruction begins.

All students may utilize the water fountains between periods, or with the permission of the teacher.

### **CHANGE OF ADDRESS**

Parents should report in writing any change of address or telephone numbers to the Director of Student Information at the time of the change.

### **CONCUSSION POLICY**

Please see the athletic tab on our school website for information on the school's concussion policy.

### **DANCES**

While the dances are social events where the atmosphere is casual, the students must adhere to certain rules that apply to the dance.

- Only McGann-Mercy students are permitted to attend dances unless otherwise noted.
- If permitted, only one guest per student. The guest must be signed up in advance and must include a home phone number (for emergencies).
- All guests must comply with school rules of conduct. No unacceptable behavior will be tolerated. A phone call home will result if directions or chaperone's requests are not heeded.
- All tickets are to be sold in advance only. All information must be given at the time of purchase including student and guest's name and phone number.
- Dress codes will be enforced. There will be no hats allowed in the dance. No bare midriffs or revealing clothing. If the dance is a semiformal, no jeans or sneakers are permitted.
- No one will be admitted one hour after the start of the dance.

- No one can leave the dance early unless special permission from a chaperone is received in writing in advance.
- A student who is absent or suspended on the day of the dance may not attend.
- No food or beverages may be brought into the dance.

### **ELEVATOR**

If use of the elevator by a student is necessary during the school day, he/she must obtain a pass from the school nurse. If the school nurse is not available, the student should report to the Dean's Office.

### **EXAMS**

In order for a student to sit for a midterm or final exam, a student must be in good financial standing. If a student is absent for a midterm or final, a doctor's note is required for him/her to take a make-up exam. If a note cannot be obtained, students will be notified of the makeup proctoring fee and may not take the exam until the fee is paid. A doctor's note is also required for students who are absent for Regents Examinations.

### **FIELD TRIPS**

Field trips are an extension of the classroom. In order to be eligible for participation in a field trip, a student must be: in good academic standing, in good behavioral standing, and in good financial standing. If a student misses a field trip due to any of the reasons stated above, he/she will not have a right to a refund of trip fees and expenses.

### **FIRE AND EMERGENCY DRILLS**

Students should be familiar with the procedure for evacuation which is posted in each room of the school. During an emergency or drill, all students must walk as rapidly as possible, without running, in order to evacuate the building safely and in the shortest possible time. Strict silence is to be observed in order to follow directives and prevent panic.

### **FIRST AID**

First aid is administered at the time of an injury in school and allows only those measures which provide safety and comfort to the student until the parent/guardian is notified and/or further treatment is available. School personnel are only permitted to perform first aid treatment.

### **IDENTIFICATION CARDS**

Each student will receive an identification card issued in the fall of each year. This card is to be presented at the request of school personnel and bus drivers. Failure to do so will result in disciplinary action. Lost cards can be replaced for a \$5.00 fee.

### **IPM NOTIFICATION**

The recently effected Section 400-h of the Education Law requires schools to advise parents and guardians of the following: pesticide products may be used periodically throughout the school year. If any parents or guardians wish to, they

may receive 48-hour written advance notice from McGann-Mercy Diocesan High School of an actual application. Please contact the Principal or the Assistant Principal for further information.

### **INSURANCE**

Medical expenses incurred during school activities or while participating on a school athletic team must be submitted first to the family's own insurance carrier. The school's policy provides secondary coverage. Forms are available in the health office and will be provided upon request. Please report an injury as soon as possible to the person in charge of the activity and to the school nurse within 48 hours.

### **LIBRARY AND MEDIA CENTER**

The library is open to all students with a valid pass during the school day and on various afternoons. Library rules are comparable to those found in public libraries and are strictly enforced; there are procedures for checking out books, periodicals, and videos. Fines are levied for late returns, damages, or losses. Students are expected to adhere to the "**Computer Acceptance Use Policy**" when using library computers.

### **LOCKERS**

Lockers are the property of Bishop McGann-Mercy Diocesan High School and are loaned to students during the school year. The administration reserves the right to inspect lockers. Students must maintain neat, clean lockers and may neither share nor change their assigned locker. Decals or other decorations are not permitted to be placed either inside or outside the lockers. Any damage to a student's locker must immediately be reported to the Dean. Financial restitution will be required for all locker damage. Students are advised to be certain that locks on all lockers are securely locked. Only school issued locks are permitted to be used. The administration accepts no responsibility for articles lost or stolen from lockers. Students are not permitted to eat, drink, or loiter in the locker rooms.

### **POWERSCHOOL**

This program holds the student's academic information. It is expected that parents and students monitor academic progress. Teachers update PowerSchool on a regular basis. This program is designed to enhance communication between parents and teachers, not to replace it. It is available to families in good financial standing.

### **RETURN BACK TO PREMISES**

Any student who leaves the premises after the school day has ended is not permitted to return back to the school for an after school event, without the permission of the Dean of Students. If the event is to take place in the evening of the school day, he/she may leave the property and return to the property just prior to the event.

### **SACRAMENTAL LIFE**

We celebrate the Sacraments of Reconciliation and Eucharist regularly during the school year. These are communal gatherings which unite us in love, forgiveness, and grace. The Catechism reminds us that the Eucharist is the “source and summit of the Christian life.” As such, ALL members of our community are welcomed and expected to attend. Students who do not profess the Catholic faith are expected to attend these gatherings as members of the community, however, they will not be asked to partake in the fullness of the Sacraments. In respect for the importance of these days, mid-day excusals from school are **not** permitted. In an emergency, doctor’s notes, etc. will be accepted.

### **SCHOOL CLOSINGS**

School closings, due to weather conditions or local emergencies, are broadcast on local radio and television stations. (WBLI-106.1 FM, WALK-97.5 FM, and News Channel 12). Listen for announcements. As a general rule, if the Riverhead public schools are closed, Bishop McGann-Mercy Diocesan High School will also be closed. As often as possible we will utilize the School Messenger telephone information system to broadcast information. All announcements are posted on the school website at [www.mcgann-mercy.org](http://www.mcgann-mercy.org).

### **SCHOOL GROUNDS**

For the safety of faculty, staff, students, and visitors, trespassing is not allowed. Students who are found to be on school grounds before or after school hours and are not involved in a supervised school or extracurricular activity will be brought to the attention of Administration for possible disciplinary action. **A STUDENT IS NEVER TO BE ON THE PROPERTY OR IN A ROOM ON THE PROPERTY UNSCORTED BY A FACULTY MEMBER, ADMINISTRATOR, STAFF MEMBER OR COACH.**

### **SCHOOL HEALTH SERVICES**

The school nurse, school physician and other school personnel work together to plan and implement a comprehensive school health program. If you have any information concerning your child’s health that would be beneficial for the school health team to know or have any questions concerning the health of your child, please call the school nurse to schedule an appointment at (631)727-5900, ext. 316.

- **IMMUNIZATION**

Immunization records must be presented upon registration to school. The New York State immunization requirements for school attendance are available in the registration material and/or from the school nurse. No religious exemptions are accepted for required immunizations.

- **PHYSICAL EXAMINATIONS**

Physical Examinations are required upon entrance/registration to school, as well as seventh and tenth grades and at any other time deemed necessary by school authorities. Physical forms for completion by your private health care provider are available from the school office. During the school year, the school physician will be conducting school physicals for students who need this service to comply with state requirements. This examination is only a screening procedure and not a diagnostic

exam. If a condition is found that needs further evaluation, the parent will be notified, and a health form, to be completed by your private health care provider, will be required.

- **HEALTH SCREENING**

Health Screenings are done annually and include height, weight and vision for grades seven through twelve. Hearing screenings are done in seventh, eighth and tenth grades, and for all students participating in interscholastic sports. Scoliosis screenings are done for students in seventh through tenth grades.

- **MEDICATIONS**

It is encouraged that all medication be administered at home, but in the unusual circumstance that it is necessary for a child to receive his/her medication during school, the following procedure must be followed:

- The medication must be in the original container and properly labeled. Ask the pharmacist to provide two labeled containers, one for school and one for home.
- The medication should be delivered to the health office by the parent/guardian.
- Written orders from the physician for prescription and nonprescription medications should be submitted to the health office (this includes aspirin, Tylenol, etc.).
- Written permission from the parent must also be submitted to the health office.
- If the above procedures are not acceptable or not complete, the child's parent/guardian may come to school and administer the medication at the appointed time.
- Under certain circumstances, a student may self-carry emergency medication if a physician determines necessity. Please contact the school nurse for further information regarding this option.
- In the event that the school nurse is not available, the Principal's trained designee may assist a self-directed student with the taking of their own oral, topical, and inhalant medication. The designee will be trained by the nursing personnel.
- Medication forms and complete guidelines for the administration of medication in the school environment are available in the health office.
- Prescription and non-prescription medication requests/orders must be renewed the beginning of each school year.
- All medications must be picked up from the health office at the end of the school year. Any medication left in the health office at the end of the last day of school will be discarded.

- **SPORTS**

Interscholastic sports examinations are required prior to a student's participation in the sports program. These examinations are provided during the school year by the school physician. If you prefer to have this physical done by your private health care provider, you must obtain a sports physical form from the health office and return it before the deadline. The school physician is the medical authority who determines the physical capability of a student prior to the participation in the sports

program and will be reviewing the record before the student may participate in the sports program.

Athletic Department Permit Card/Medical Clearance triplicate forms are required before each sport season. Deadlines for the return of these forms are: May 1st of the previous school year for fall sports (exception: newly registered students); October 1st for the winter sports; and January 15th for spring sports. The sports deadlines are strictly adhered to.

If a student is injured during the school day, the student must report the injury to the teacher and the school nurse as soon as possible. If an injury occurs during a sport, the student must immediately report it to the coach and within 48 hours to the school nurse.

### **SENIOR PRIVILEGE**

A student who has senior privilege must arrive to school in time to be in homeroom promptly and in full dress code. If a senior arrives first period, he/she must change into dress code upon arrival. Seniors may purchase food during senior privilege. All other handbook rules apply during senior privilege.

### **STATEMENT REGARDING HARASSMENT AND SEXUAL HARASSMENT**

Bishop McGann-Mercy Diocesan High School is committed to providing a safe, secure and positive learning environment for all students. The foundation of our Student Rights and Responsibilities is based upon RESPECT for oneself, one's peers and teachers. Therefore, any act of harassment is in violation of the Student Rights and Responsibilities and will be treated with serious disciplinary action including termination.

Harassment shall be defined as any repeated behavior that causes undue trouble, worry or torment. Any bias comment or intimidating action based upon a person's ethnic or racial group, religious belief, sexual orientation or physical appearance shall be deemed harassment. Harassment is intended to include, but not be limited to, racial, ethnic, religious and sexual slurs. The deciding factor is the feeling that a particular phrase, gesture or behavior evokes in the individual on the receiving end or those witnessing it. With this in mind, students are prohibited from engaging in public displays of affection on school property.

Sexual harassment is illegal and violates state and federal law. Sexual harassment is a form of discrimination and is defined as: "Unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal, or physical conduct of a sexual nature." Verbal sexual harassment includes offensive words and comments, spoken privately to a person or in front of others. Examples include: comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, and spreading rumors about a person of a sexual nature.

Physical sexual harassment is any uninvited sexually oriented physical act. Examples include: grabbing or touching a person, impeding a person's movement, or purposely bumping against a person.

Non-verbal sexual harassment includes: making obscene gestures, writing people's name along with sexual remarks, facial expressions (winking, kissing), displaying written or graphic sexual material.

### **Reporting Procedure:**

Any student who believes he/she has been the victim of any form of harassment should report the conduct to one of the following persons: guidance counselor, school administrator, chaplain, and/or school social worker. Please see section: Safe Environment Policy and Reporting.

### **STUDENT EMPLOYMENT**

While the school recognizes that after-school employment may assist students in their personal development, and the school acknowledges that reasons for employment vary, it is our experience that some students who work long and/or late hours return to school unprepared, tired, and inattentive. Such an established pattern inhibits the learning process, jeopardizes a student's academic standing, and places education in a secondary position.

### **TOBACCO**

New York State Law of 1994, Ch. 565 prohibits the use of tobacco (smoke or smokeless) in any form on the school grounds of public and non-public preschools, nursery schools, and elementary and secondary schools. "School grounds" are defined to include all school buildings, all outdoor grounds within the school's property boundaries, and vehicles used to transport students or school personnel. In addition, any student activities or school-sponsored events, including the prom, are included in the ban. Bishop McGann-Mercy Diocesan High School complies with and enforces this law. Students who violate this law will be given one full-day suspension. Additionally, students may not possess tobacco or tobacco related products (matches, lighters, etc.).

### **TRANSPORTATION**

Bus transportation is provided by school districts. Students using these buses are expected to observe all safety rules and regulations. Students who remain for supervised after school activities are to sign up on a daily basis for a late-run bus. All buses leave promptly at a specified time; students must be ready to board when the buses arrive.

### **STUDENT CARS**

Seniors who wish to drive to school must apply for a permit through the Dean. Students who do not have a permit or who violate the rules listed below may be fined and may lose their privilege of parking in the school parking lot:

- A. Park in marked spaces assigned by the Dean.
- B. Display parking permit in window.
- C. Do not leave the parking lot until all buses have left.
- D. Appropriate parking lot speed limit must be observed at all times.

- E. Enter property via the Middle Road Gate and exit via Ostrander Avenue Gate.
- F. Agree to have their cars searched if reasonable suspicion of inappropriateness is suspected.
- G. Refrain from playing the stereo in a loud/disturbing manner.

A student MUST have a senior license in order to be issued a parking permit. Students with a junior license are NOT permitted to park on campus at ANY time under ANY circumstances. The penalty for doing so will be a minimum of 1 day ISS. A student who parks on campus, relinquishes the right to privacy. If the administration has reasonable suspicion to search a car, the student will be requested to open the vehicle voluntarily. If the student refuses, parents/guardians will be asked to come to the school in order to initiate a search. A student who leaves prior to their parent/guardian's arrival is subject to disciplinary action, up to expulsion.

### **USE OF SCHOOL PICTURES AND WORK**

If you do not wish your son/daughter's picture, course work, or name to be posted on our school's website, in our school newsletter, or in local media, you must notify the school in writing. Please submit your request to the attention of the Principal.

### **VISITORS**

All visitors must present photo ID at the front door and then report to the Main Office upon entering the building. Student visitors, after having made prior arrangements with administration, are to obtain a one-day pass from administration upon arrival.

### **WEAPONS**

Students in possession of any dangerous weapon, including knives and guns (real or otherwise), or any other instrument that could be considered harmful to any member of the school community, whether on their person, in their back packs, in their lockers, or at school functions are subject to immediate suspension and/or expulsion.

## **ADMISSIONS AND PUBLIC RELATIONS**

Students who have not taken the entrance exam (CHSEE) and are seeking admission to BMMDHS must request an application from the Admissions Office. In order to be considered for admittance, a student must have at minimum

- Successfully completed the former school's academic program in their most current grade.

Further information on guided tours and school visits can be obtained by calling the Admissions Office (Extension 332).

## **STUDENTS WITH SPECIAL NEEDS**

Under the Federal regulations for the disabled, some students are entitled to provisions for learning. While these are the rights that some students may have, BMMDHS may not be able, nor is BMMDHS under any obligation to meet these provisions. Therefore, parents/guardians whose children have been diagnosed with any learning challenge in any way should carefully consider and consult with the school's administration before deciding that BMMDHS is the right school to meet their child's needs. Please note that students who have been accepted and have an Individual Education Plan (IEP) must forward this plan to Riverhead Schools, Pupil Personnel Services.

Parents/Guardians whose children have 504 accommodations should consult with the Director of Student Services at BMMDHS to determine which accommodations, if any, can be met.

## **BISHOP MCGANN-MERCY DIOCESAN HIGH SCHOOL CONTRACT**

**Please read the Student Handbook and sign the contract. Your child should return the signed contract to their homeroom teacher on his/her scheduled orientation day.**

Dear Parent,

Please read the statements below and fill in all appropriate information. Sign in the spaces provided and have your student return this form to school on his/her scheduled orientation day. Every student and parent is required to sign and submit the form below in order to continue at Bishop McGann-Mercy Diocesan High School. Thank you for your cooperation. We are looking forward to a wonderful academic, athletic, and social year for your child at McGann-Mercy.

The Administration

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### **PARENT/STUDENT CONTRACT (PLEASE PRINT)**

Name of Student \_\_\_\_\_ Homeroom \_\_\_\_\_

I have read the Bishop McGann-Mercy Diocesan High School handbook and I understand and agree to abide by all of the directives, procedures, computer policies and regulations set forth in the handbook. **I understand that I am**

**responsible for my behavior and/or actions which occur either on or off campus and may be terminated if said behavior and/or actions are deemed injurious to the reputation of McGann-Mercy and its community.** Furthermore, I understand that when there is a question regarding the appropriateness of student behavior, the final determination will be made by Administration. All decisions regarding the disposition of an individual case involving any matter contained herein is at the sole discretion of the Administration.

Signed this \_\_\_\_\_ day of September, 2014 by

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(Student Signature)

I/We have reviewed the policies and the information in this handbook with my/our child and agree to support all policies and cooperate with school officials while my child is at school, on the bus, or in attendance at a school sponsored activity. **I/We understand that my child is responsible for his/her behavior and/or actions which occur either on or off campus and may be terminated if said behavior and/or actions are deemed injurious to the reputation of McGann-Mercy and its community.** Furthermore, I/We understand and agree to all financial obligations, policies, and procedures set for by the Bishop McGann-Mercy Diocesan High School. I/We understand that all decisions regarding the disposition of any individual case involving any matter contained herein is at the sole discretion of the Administration.

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(Parent(s) Signature(s))

## *Prayers, Devotions, and Traditions*

### **THE NICENE CREED**

I believe in one God,  
the Father almighty,  
maker of heaven and earth,  
of all things visible and invisible.

I believe in one Lord Jesus Christ,  
the Only Begotten Son of God,  
born of the Father before all ages.  
God from God, Light from Light,  
true God from true God,  
begotten, not made, consubstantial with the Father;  
through him all things were made.

For us men and for our salvation  
he came down from heaven,  
and by the Holy Spirit was incarnate of the Virgin Mary,  
and became man.

For our sake he was crucified under Pontius Pilate,  
he suffered death and was buried,  
and rose again on the third day  
in accordance with the Scriptures.  
He ascended into heaven  
and is seated at the right hand of the Father.  
He will come again in glory  
to judge the living and the dead  
and his kingdom will have no end.

I believe in the Holy Spirit, the Lord, the giver of life,  
who proceeds from the Father and the Son,  
who with the Father and the Son is adored and glorified,  
who has spoken through the prophets.

I believe in one, holy, catholic and apostolic Church.

I confess one Baptism for the forgiveness of sins  
and I look forward to the resurrection of the dead  
and the life of the world to come. Amen.

## **PRAYER TO THE HOLY SPIRIT**

Come, Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love.

v. Send forth your Spirit and they shall be created.

r. And you shall renew the face of the earth.

## **MYSTERIES OF THE ROSARY**

### **Joyful Mysteries**

1. The Annunciation
2. The Visitation
3. The Nativity of Our Lord
4. The Presentation of Jesus
5. The Finding of Jesus in the Temple

### **Glorious Mysteries**

1. The Resurrection
2. The Ascension
3. Pentecost
4. The Assumption of the B.V.M.
5. The Coronation of the B.V.M.

### **Sorrowful Mysteries**

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of Our Lord

### **Luminous Mysteries**

1. The Baptism of Jesus
2. The Wedding Feast at Cana
3. The Proclamation of the Gospel
4. The Transfiguration
5. The Institution of the Eucharist

## **SALVE REGINA**

Hail, holy Queen, Mother of mercy. Our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, thine eyes of mercy toward us; and, after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.

v. Pray for us, O holy Mother of God

r. That we may be made worth of the promises of Christ.

## **MEMORARE**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided.

Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

## **ANGELUS**

v. The angel of the Lord declared unto Mary  
r. And she conceived by the Holy Spirit Hail Mary...

v. Behold, the handmaid of the Lord  
r. Be it done unto me according to thy word Hail Mary...

v. And the Word was made flesh  
r. And dwelt among us Hail Mary...

v. Pray for us, O holy Mother of God  
r. That we may be made worth of the promises of Christ.

Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we to whom the Incarnation of Christ thy Son was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection, through the same Christ Our Lord.  
Amen.

## **REGINA COELI**

Queen of Heaven, rejoice, alleluia;  
For the Son whom you merited to bear, alleluia;  
Is risen as He said, alleluia.  
Pray for us to God, alleluia;  
v. Rejoice and be glad, O Virgin Mary, alleluia  
r. For the Lord is truly risen, alleluia

## **GUARDIAN ANGEL PRAYER**

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

## **PRAYER TO ST. MICHAEL**

St. Michael the Archangel, defend us in battle. Be our defense against the wickedness and snares of the Devil. May God rebuke him, we humbly pray, and do thou, O Prince of the heavenly hosts, by the power of God, thrust into hell Satan, and all the evil spirits, who prowl about the world seeking the ruin of souls. Amen.

## **ACT OF CONTRITION**

O my God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen.

## **PRAYER OF ST. FRANCIS**

Lord, make me an instrument of Your peace. Where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; where there is sadness, joy.

O, Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love; For it is in giving that we receive; it is in pardoning that we are pardoned; it is in dying that we are born again to eternal life.

### **AN ATHLETE'S PRAYER**

God, let me play well, but fairly. Let competition make me strong, but never hostile. In this and in all things, guide me to the virtuous path. If I know victory, grant me happiness. If I am denied, keep me from envy. See me not when I am cheered, but when I bend to help my opponent up. Seal it in my heart that everyone who takes the field with me becomes my brother or sister. Remind me that sports are just games. Teach me something that will matter once the games are over. And if through athletics I set an example, let it be a good one. Amen.

### **SUSCIPE OF MOTHER CATHERINE MCAULEY**

My God, I am yours for time and eternity. Teach me to cast myself entirely into the arms of your loving Providence with a lively, unlimited confidence in your compassionate, tender pity. Grant, O most merciful Redeemer, that whatever you ordain or permit may be acceptable to me. Take from my heart all painful anxiety; let nothing sadden me but sin, nothing delight me but the hope of coming to the possession of You my God and my all, in your everlasting kingdom. Amen.

### **MERCY FIGHT SONG**

Against the Mercy spirit,  
none can prevail.  
Stand by your colors,  
let no courage fail for everyone is with you!

We are all together going to see you through.  
Hurrah for dear old Mercy high  
we're true to you!