

The Behavioral Adjustment

Mercy High School Student & Family Handbook, 2022-23

[mhsmi.org/School Life/Student & Family Handbook](https://mhsmi.org/School%20Life/Student%20&%20Family%20Handbook)

Uniform Policy - Key Points

- Pants or skirts
- Skirts should be worn no more than two inches above the knee. Any student who permanently shortens her uniform skirt to an unacceptable length will be required to purchase a new skirt.
- IDs must be worn with a lanyard (does not have to be a Mercy lanyard) around the neck, at all times while in the building.
- Only the black cardigan, V-neck or vest sweaters purchased from Educational Outfitters, black quarter-zip sweatshirts purchased from the Marlin Shop or Mercy Varsity letter sweaters may be worn in addition to the uniform blouse or polo and skirt (not in place of the blouse or polo).
- Students must wear socks or tights with their uniform. Footless tights or leggings may be worn under the uniform skirt, but socks must be worn as well. Colors: black, dark green, gray, maroon, navy or white
- Shoes must be closed toe and closed heel. Crocs and closed toe Birkenstock clogs are acceptable. Boots may be worn during the months of November - March only.

Attendance Policy - Absences

Number of Days Absent	Action Taken
1 - 4 class or daily absences	No action taken
At 5 class or daily absences	E-mail sent to parents/guardians
At 7 class or daily absences	Phone call and follow-up letter sent to parents/guardians notifying of Oakland County Truancy Protocol
At 10 class or daily absences	Student may be considered truant resulting in a required meeting with the student, parents/guardians, teacher, counselor and Administration
11-15 class or daily absences	Automatic deduction of 5% from final grade
16 - 20 class or daily absences	Automatic deduction of 10% from final grade
21 or more class or daily absences	Student will receive NCR in each class and must earn credit by repeating the class or taking another similar class

Attendance Policy - miscellaneous

- ▶ A student who becomes ill during the school day must report to the Wellness Center or Reception Area immediately. A student who misses class because of illness, and does not report to the Wellness Center is considered skipping.
- ▶ A student may rest in the Wellness Center for up to one class period only. If the illness persists, the nurse will call a parent/guardian to pick-up the student. The student will remain in the Wellness Center while waiting to be picked up.
- ▶ Documentation must be provided to the Attendance Office following a late arrival, early dismissal or leaving & returning during the school day. Without documentation the absence will be counted as a skip/unexcused absence.
- ▶ All students, are expected to attend Mass, prayer services, assemblies and any other all school events that occur during the school day.
- ▶ Students are expected to stay in school until dismissal time even if they have an unscheduled 7th hour.

Attendance Policy - long-term absences

2 or more days

- 1) A parent/guardian must inform the Dean of Student Affairs by e-mail or letter at least one week prior to the anticipated long-term absence.
- 2) The Dean of Student Affairs notifies the student's adviser, counselor and all teachers of the anticipated long-term absence.
- 3) The student will work with each teacher to arrange a day/time to make up all missing assignments and assessments.
- 4) The parent/guardian notifies the Attendance Office, 248-476-2222, of the long-term absence no later than 9:00am the first day of the absence. Early notification is appreciated. The parent/guardian does not need to call after the first day, if the process has been followed.

Discipline

- Detention (minor violations): 45 minutes during unscheduled time
 - If the detention is not complete within 2 days, student must serve it after school on day two.
- Loss of club or team membership
- Loss of unscheduled time
- Restorative Practices: Relationship, Respect, Responsibility, Repair, Reintegration - this approach is rooted in the sacrament of Reconciliation and is used to strengthen the Mercy community. Restorative practices may be used in conjunction with detentions or suspension.
- Suspension & expulsion - rarely used