

GWYNEDD MERCY ACADEMY HIGH SCHOOL

Student Handbook

Academic Year: 2019-2020

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The Student Handbook provides students and parents with important information about school policies and procedures. It also delineates school regulations which are contracted between the school and its student and parents/guardians.

It is the responsibility of students and their parents/guardians to be aware of the information contained in this Student Handbook.

The Administration of Gwynedd Mercy Academy High School retains the right to revise or expand upon these policies, procedures, and regulations whenever the administration deems necessary.

Table of Contents

MISSION, OBJECTIVES AND PHILOSOPHY	5
Mission Statement.....	5
Belief Statements	5
Statement of Philosophy	6
Graduate Profile	7
Objectives	7
Brief History of Gwynedd Mercy Academy High School.....	8
SCHOOL POLICIES	9
Introduction.....	9
Academic Integrity.....	9
Student Responsibilities.....	10
Parent/Guardian Responsibilities.....	10
Student Strategies.....	10
Cheating	11
Plagiarism	11
Honor Code Pledge	11
Honor Code Violation Process.....	12
Level of Consequences	12
Acceptable Use Policy for Technology	13
Guidelines for Use of Computer.....	14
Admissions.....	14
Mass & Assemblies.....	15
Bullying	15
Cafeteria.....	17
Classroom Duties	17
Dress Code	17
General.....	17
Fall/Spring Uniform.....	18
Winter Uniform.....	18
Drug and Alcohol Policy	19
Definitions.....	19
Policy Violation	20
Search Procedures.....	21
Emergency Drug Situations	21

Self-Referral or Referral by a Concerned Party	21
Aftercare	22
Electronic Devices	22
Fundraising	23
Lockers.....	23
Lost and Found	23
Smoking	Error! Bookmark not defined. 22
Study Periods	23
Violence	Error! Bookmark not defined. 17
Quadrangles	24
SCHOOL PROCEDURES	24
Attendance	24
General.....	24
Excused and Unexcused Absences.....	Error! Bookmark not defined. 24
Long Term Absence Policy	24
Chronic Absence.....	25
Procedures for Student Absence	Error! Bookmark not defined. 25
Procedures for Student Lateness.....	Error! Bookmark not defined. 26
Procedures for Early Dismissal.....	28
Procedures for Weather-Related or Emergency Dismissals	29
Procedures for College Visits/Interviews	29
Perfect Attendance	29
Daily Schedule	Error! Bookmark not defined.
Discipline Code.....	30
Demerit System.....	31
Common Infractions	32
Automatic/Multiple Detentions	32
Fire Drills.....	32
Learning Commons.....	33
General	33
Hours of Operation and Student Access	33
Use of Team Rooms.....	30
How to Reserve a Team Room	30
Use of Quiet Area	30
Use of Other Spaces.....	30

Use of Technology	30
Use of Furniture	31
Transportation	35
Bus	35
Drop-off/Pick-up of Students	36
Student Drivers	36
Visitors	36
ACADEMIC INFORMATION	37
Graduation Requirements	37
Required Credits	37
Course Selection	37
Course Levels	37
Grade Point Average	38
Class Rank	38
Honor Roll	35
First Honors	38
Second Honors	39
Salutatorian/Valedictorian	39
Academic Policy Regarding Student Participation in Activities	39
Academic Failures	39
Senior Exemptions	40
COUNSELING AND HEALTH ISSUES	40
Mission of the Counseling Department	40
Programs	40
Policy for Students with Accommodations	411
Process	411
College Board	Error! Bookmark not defined.
Health Services	443
Health Care	443
Medication	444
Confidentiality	454
Policy Regarding Student Pregnancy	455
Policy Regarding Abortion	466
Policy Regarding Physical and Sexual Abuse	466
Policy Prohibiting Sexual Harassment by Employees and Students	477

STUDENT ACTIVITIES	48
Student Activities.....	48
Field Trips.....	48
Student Guidelines for Field Trips	48
School Dances.....	49
Student Guidelines for Dances	49
STUDENT ATHLETICS.....	49
Participation	49
Sports Teams.....	50
Participation Policies for Athletics	50
Transportation Policies for Athletics	50
Uniform Policy for Game Days	51
Physical Education Classes.....	51
SCHOOL TRADITIONS/HOMEROOM ACTIVITIES.....	52
School Traditions	52
Homeroom Activities.....	53
ALMA MATER.....	54

MISSION, OBJECTIVES AND PHILOSOPHY

Mission Statement

Gwynedd Mercy Academy High School, a Catholic college preparatory school, encourages young women to live and act justly in the spirit of Jesus Christ and to follow in the tradition of mercy and service inherited from Catherine McAuley, foundress of the Sisters of Mercy.

Gwynedd Mercy Academy High School respects individual differences and challenges each student to achieve academic excellence.

Gwynedd Mercy Academy High School empowers each student to develop her unique talents and abilities and to become a competent and compassionate Christian woman.

Belief Statements

We believe that...

God is the core of our existence and Jesus Christ is a model for our life.

The foundation of our school is based on the Gospel values of compassionate presence, justice, service, and respect for the dignity of all persons, which are the charisms of Catherine McAuley.

The school community participates in service activities in order to strengthen its awareness and concern for others and to ensure that the dignity of all persons is respected and protected.

Positive moral and religious values are fundamental to personal growth, social responsibility, and global awareness.

The goal of education is to develop and nurture the whole person: intellectually, spiritually, morally, physically, emotionally and socially.

Students learn to become competent and compassionate adults in a nurturing community atmosphere that provides positive role models.

As co-educators, parents and teachers motivate and challenge each young woman to reason, to inquire, and to communicate effectively in order to influence her life situations.

Each student succeeds in a supportive educational environment that encourages her distinct abilities, talents, and interests.

Women have the ability to communicate effectively and influence corporate, political and ethical policies.

Educators inspire a fundamental love of learning.

Learning is a life-long dynamic process that requires reflection and action.

Statement of Philosophy

Gwynedd Mercy Academy High School is an independent Catholic college preparatory high school for young women established in 1861 by the Sisters of Mercy. The school community is comprised of Sisters of Mercy, lay faculty members and staff, and a student body from an extensive geographic area. Students are educated in a Christian environment that is characterized by and rooted in the tradition of the Mercy charism. The spirit of Mercy is recognized by respect for the dignity of each individual, a loving response to the ever present and emerging needs of our society, and a warm and hospitable environment.

The mission of the academy is to prepare competent young women to live and act in the spirit of Jesus Christ. Accordingly, the educational program aspires to develop individuals who are deeply spiritual, cultured, intellectually, morally and emotionally mature, physically and psychologically healthy. Students are thus well prepared to accept roles of leadership and responsibility in contemporary society, to be good stewards of all creation, and to act justly.

Preparing students for life in the twenty-first century, the school community recognizes its responsibility to promote academic excellence in an environment that fosters faith sharing and strong moral principles. Programs at various levels endeavor to develop critical and original thinking and to promote a life-long love of learning. The academic program, complemented by co-curricular and extra-curricular opportunities, enhances the development of the whole person, and assists each student to recognize and affirm the unique talents and abilities of every individual.

By challenging her capabilities and respecting her limitations, Gwynedd Mercy Academy High School calls each student to become a competent and compassionate participant in her church, school and community. As an articulate woman who lovingly and morally promotes human dignity and the rights of all, she contributes to the transformation of the world.

Graduate Profile

A graduate of Gwynedd Mercy Academy High School is:

A competent and compassionate woman of Faith, who chooses to live her life rooted in Gospel values.

A woman of Mercy, who in the tradition of Catherine McAuley, responds generously to the needs of the poor and alienated persons of society.

A woman who is well prepared for the challenges of a college experience.

A woman who actively engages in the learning process and is committed to the continual development of her unique gifts, talents and abilities.

A woman of integrity who fosters right relationships and justice for all persons.

A woman who communicates effectively and uses her influence to bring about social change.

A woman who demonstrates critical thinking and problem-solving skills, technological competence, flexibility, and an appreciation of diversity - ingredients for success in her future endeavors.

A woman who demonstrates respect for herself and others; makes wise choices and accepts responsibility for her actions.

A woman who appreciates creativity and beauty in their myriad forms of expression.

A woman who is empowered to become an authentic witness of Mercy in the global community of the 21st Century.

Objectives

Gwynedd Mercy Academy High School proposes to educate a young woman who:

Lives out Christian Catholic values and the Mercy Heritage.

Acquires analytical and critical thinking skills from a wide variety of courses which address her individual needs.

Forms study skills and habits necessary for success in higher education.

Develops and pursues her talents and interests in the areas of the arts, the humanities and athletics.

Consciously participates in life by involving herself in social, moral and global issues.

Actively ministers to those in need through service organizations, ministry programs and class projects.

Experiences an environment which fosters leadership in women.

Participates in prayer experiences, retreats and liturgical celebrations.

Matures through interpersonal relationships with teachers and peers.

Appreciates the joy of growing personally, morally, physically and socially.

Intends to pursue a life-long quest for learning.

Brief History of Gwynedd Mercy Academy High School

Gwynedd Mercy Academy, known until 1964 as The Academy of the Sisters of Mercy, is sponsored by the Sisters of Mercy, Mid-Atlantic Community.

Mother Catherine McAuley founded the community of the Religious Sisters of Mercy in Dublin, Ireland, on December 12, 1831. She lived only ten years after establishing her Institute and sending Sisters to all parts of Ireland and England. The Sisters dedicated themselves to the "service of the poor, the sick, and the ignorant."

Mother M. Patricia Joseph Waldron brought the Sisters of Mercy to Philadelphia in 1861. On the first Monday of September 1861, the Academy of the Sisters of Mercy was formally opened on Spring Garden Street in the parish of the Assumption. In August 1863, the school was moved to a private home at Broad Street and Columbia Avenue. At that time there were 28 pupils who followed a "Course of Instruction in English, French, Spanish and Italian Languages, Belles-Letters, Ancient and Modern History, Geography, Arithmetic, Rhetoric, Astronomy, Use of the Globes, Natural Philosophy, Botany, Chemistry, Mythology, Music, Drawing, Needlework, and all the usual requisite accomplishments of female education." Adjacent homes were purchased along Broad Street over the years to provide for the needs of a growing school.

In 1947, the Sisters of Mercy purchased the Taylor Estate in Gwynedd Valley, ten miles north of Philadelphia. The academy moved into various buildings of the Taylor Estate; the stables were converted into a school building, containing a gymnasium, library, cafeteria, classrooms, and business offices. A Science building was erected in 1948. These buildings served the Academy, as well as the newly-founded Gwynedd Mercy College (1948), until 1954.

Ground was broken for a new Academy building in 1954 to house both the elementary and secondary schools; construction was completed in April 1955. As the Gwynedd Valley area

grew, so did the school's enrollment, and additional spaces have been added as needed. The Springhouse Public School was purchased in 1982 to house the elementary division of the Academy.

Many additions have since been constructed to accommodate the tremendous growth of the Gwynedd Mercy family.

Association with Gwynedd Mercy University over the years has provided a rich resource to the Academy. The presence of the university on our campus greatly enriches our students.

In all its endeavors, Gwynedd Mercy Academy High School strives to continue the tradition of excellence begun so confidently in 1861. We now have approximately 3,000 faithful alumnae who are witnesses to the excellent education and opportunities they received at Gwynedd Mercy Academy High School.

SCHOOL POLICIES

Introduction

In order to create an atmosphere for learning, it is essential for students to be cooperative and responsible members of the school community. All students are responsible for acting inside or outside of school in a manner which reflects the philosophy and mission of Gwynedd Mercy Academy High School. Any action which would cause shame or embarrassment to the school may result in suspension or, if grave, dismissal.

Regulations are an attempt to achieve the greatest good for the greatest number of people in our school community. The underlying basis of all regulations is that we comprise a community dedicated to the pursuit of a common goal. Faculty and students alike seek the development of the whole person in her relationship with herself, with others, and with God. Those within this community must realize that freedom to seek this development is both guaranteed and limited by the conditions of an academic society. We hope that every member of this community is motivated by the spirit of courtesy, sensitivity, and concern in all dealings with others.

Academic Integrity

Gwynedd Mercy Academy High School is a community committed to nurturing and developing competent and compassionate women of faith who choose to live their lives rooted in Gospel values. Believing that these values are fundamental to personal growth, we aspire to mold women of integrity who demonstrate respect for self and others, make wise choices, accept responsibility for their actions and promote justice for all persons

The GMAHS tradition of academic excellence can continue only when achievements are fulfilled in an atmosphere where all members conduct themselves in a truthful and trustworthy manner.

Therefore, the intent of the Honor System is not to punish, but to perpetuate a climate of principled scholarship that encourages and rewards the development of each student's unique talents and abilities.

The policies, rules, and regulations included in this *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. Parents will be given prompt notification if changes are made.

Student Responsibilities

- To understand the content of the Honor Code and its purpose as a guide to promote honesty in all scholastic efforts
- To uphold the academic integrity of the GMAHS community by choosing not to engage in cheating or plagiarism
- To address with the teacher any questions or uncertainties about assigned work
- To utilize *Turnitin.com* as a technological resource for plagiarism prevention

Parent/Guardian Responsibilities

- To preserve the academic integrity of the GMAHS community by becoming familiar with the Honor Code and encouraging their daughter(s) to abide by its guidelines and responsibilities
- To support the enforcement of consequences if the Honor Code is violated

Student Strategies

Strategies to assist students with their commitment to academic integrity:

- Ensure that your academic goals are realistic and achievable by writing them down, evaluating them periodically, and consulting with your parents, teachers, and counselor.
- Create an academic plan that is both challenging and reasonable, recognizing your unique talents and abilities.
- Be mindful of your time as you strive to balance academic endeavors with involvement in extracurricular activities. Use your red book as an effective tool to assist with time management.

In response to these recommendations and responsibilities, GMAHS expects that no student will engage in the following behaviors:

Cheating

To cheat is “to deal with dishonestly for one’s own gain.” (*Webster’s New World Dictionary*) Examples of cheating may include but are not limited to:

- Copying and/or offering homework verbally, in written form, or by electronic means
- Copying and/or offering answers to tests or quizzes verbally, in written form, or by electronic means (Any form of communication among students is strictly prohibited before, during, and after the administration of an exam, test, or quiz in order to maintain testing integrity).
- Bringing in and using unauthorized information during class or test time, including information stored in a calculator, cell phone, handheld computer or any such device
- Pressuring other students to violate the Honor Code
- Having anyone, including parents or tutors, complete assignments for submission as one’s own
- Presenting collaborative work as individual work
- Copying answers from answer guides in texts
- Obtaining unauthorized prior knowledge of an examination
- Fabricating data, information, or sources
- Forging signatures or tampering with official records

Plagiarism

To plagiarize is “to take (ideas, writings, etc.) from (another) and pass them off as one’s own.” (*Webster’s New World Dictionary*)

One tool used to prevent plagiarism and offer constructive feedback on how to effectively use sources is www.turnitin.com. Students submit assignments via Turnitin.com when instructed to do so by their teachers. Turnitin may be used in multiple ways ranging from identifying plagiarism, to providing effective grading tools, and offering opportunities for peer review and feedback. Turnitin.com seeks to “identify unoriginal content [and]...manage potential academic misconduct by highlighting similarities to the world’s largest collection of internet, academic, and student paper content.” Turnitin.com also seeks to “empower students to think critically and take ownership of their work. Easy-to-use feedback and grading features facilitate instructional intervention [and]...lay the foundation for original thinking, authentic writing, and academic integrity practices that will last a lifetime.”

Examples of plagiarism may include but are not limited to:

- Attempting to pass off someone else's work, imagery, or technology as your own without acknowledging the source
- Incorporating portions of another's writing within the context of your own work without proper acknowledgement

Honor Code Pledge

Students will be asked to sign an acknowledgment of the Gwynedd Mercy Academy High School Honor Code Pledge at the start of the school year. Signing off on the Honor Code Pledge means the student agrees to and will abide by the statement in all academic endeavors. In addition, the Honor Code Pledge will be prominently displayed in all classrooms.

"On my honor, I have neither given nor received unauthorized aid in completing this assignment."

Honor Code Violation Process

When a teacher suspects a student or students of violating the established Gwynedd Mercy Academy High School Honor Code, he/she collects evidence to support the suspicion. This evidence is presented to the Dean of Academics and Dean of Student Affairs. If it is determined the evidence of cheating is sufficient, the Dean of Academics and/or the Dean of Student Affairs meets with the student(s) and parents/guardians (if deemed necessary) and issues consequences to the student(s) as outlined below.

Level of Consequences

First Offense:

- The student(s) will initially receive a grade of ZERO or an INCOMPLETE for the assignment in question. The student(s) **may** have the opportunity to earn some credit for this assignment as determined by the teacher in conjunction with the Dean of Academics and Dean of Student Affairs.
- In addition to the academic consequence, if students are found to be guilty of cheating, they must attend 3 detention sessions beginning with the next scheduled detention after the decision is rendered.
- Any verified first offense will be documented in the student's file.

Second and Subsequent Offense(s):

- A 2nd offender will receive a grade of ZERO for the assignment in question, with no opportunity to earn credit for the assignment.
- 2nd offenders of the Honor Code will receive suspension. If the offense is deemed particularly grave, the student may be dismissed.
- If it is determined, through due process, that a student has violated the Honor Code for a third time, she will be dismissed.

NOTE: Consequences will be determined on a case-by-case basis. The Dean of Academics and Dean of Student Affairs have final determination on all Honor Code matters.

Acceptable Use Policy for Technology

Technology at Gwynedd Mercy Academy High School promotes academic achievement, critical thinking, communication and the creativity of its students. It is meant to enhance the curriculum and research applications by providing access to appropriate resources to promote the collaborative work of students and faculty.

All use of the school technology must be consistent with the educational goals of Gwynedd Mercy Academy High School. We remain committed to upholding the ethical, moral, legal and responsible use of our network and computers. Gwynedd Mercy Academy High School takes precautions to restrict access to objectionable content with a firewall and filter system. It is, however, impossible to control all materials. Students will be held responsible for their behavior and communications while online. Any use of student or school devices or of the school network for commercial purposes is prohibited. Furthermore, during school hours recreational use of technology is also prohibited.

Faculty and staff will monitor use of technology and intervene if the school resources or network are not properly utilized. Any violations of the acceptable use policy will be referred to the Dean of Student Affairs for disciplinary action. Network administrators may, if deemed necessary, review files and communications to maintain system integrity. Students should not assume that files stored on school servers are private.

Gwynedd Mercy Academy High School reserves the right to monitor, access, and disclose all messages, sent or posted from, or stored on computers to administration, counselors, parents and law enforcement officials. Messages relayed or received may not contain profanity, obscene comments, and sexually explicit materials or expressions of bigotry, racism or hate. Communication online should reflect the mission and values of Gwynedd Mercy Academy High School. Students may not use the network in such a way that it would disrupt the use of the network by other users. **Students may not attempt to circumvent the network security by using any web-based application to bypass the school's**

filtering system. Students must respect appropriate laws and copyrights governing information accessed online.

Our goal is to reinforce the appropriate and responsible use of technology. In-class use of student devices/phones is at the discretion of the instructor. Students must report to the front office and ask permission to make a call to a parent. Calls must be made from the front office.

Students are allowed to use ear buds/head phones in the Learning Commons and designated study areas.

The use of technology is a privilege, not a right, and must be used solely for educational purposes. Students should not share network or email passwords. Students are not allowed to record, video tape or take pictures while in the building with their own devices without permission of the faculty or administration. Any posting of illegal or inappropriate content online that does not adhere to the mission of the school will result in disciplinary action. Any cyberbullying whether on or off campus will not be tolerated and will result in disciplinary/legal action.

Students are responsible for the security and safety of any personal devices they bring to school. Students should not reveal via the Internet, personal information, (phone number, address, photos or videos).

Gwynedd Mercy Academy High School makes no warranties of any kind, expressed, or implied, for the service it is providing. Gwynedd Mercy Academy High School will not be held responsible for any damages students may suffer due to improper or irresponsible use of technology. Use of information obtained over the Internet is at your own risk.

Due to rapid changes in technology, it may be necessary to update the acceptable use policy during the school year. Parents and students will be notified of any amendments, and will be required to approve in writing any major updates and changes to this policy.

Admissions

To determine the appropriateness of the school/student match, the Admissions Office carefully evaluates each applicant's individual strengths and talents. Gwynedd Mercy Academy High School favors candidates for admission who demonstrate a positive attitude and willingness to work.

Admission procedures consist of a completed application, a Scholarship-Entrance Exam, a recommendation from a teacher, guidance counselor or Principal, and transcripts from grades six and seven.

In admission policies, personnel and general practices, Gwynedd Mercy Academy High School acts without regard to race, religion, national or ethnic origin, or physical handicap.

Mass and Assemblies

The entire school community comes together monthly, as well as other special occasions during the year, to celebrate the Liturgy of the Eucharist. Coming together as a school community at Liturgy is essential to participating fully in the life of the school.

In addition to being an integral part of the instructional program, assemblies are a means of providing for the student body and faculty a positive identification with the program of Gwynedd Mercy Academy High School. As such, the students and teachers working together can develop school spirit and a generally wholesome school atmosphere. Students and student groups are encouraged to participate in assembly programs to display their talents and accomplishments. Other educational programs will be drawn from professional and community resources.

Since Masses and assemblies are held during the school day, all students are required to attend. Good manners, consideration of others, respectful and appreciative attention are expected to prevail.

Skipping mass or an assembly without an excused absence will result in automatic detention. Disruptions during mass or an assembly will be taken very seriously and will result in demerits at the discretion of the teacher/Dean of Student Affairs.

Bullying

Gwynedd Mercy Academy High School creates a loving and caring environment, where students should have a safe and positive learning experience. GMAHS is committed to providing an educational atmosphere free from harassment, intimidation and bullying for all students and staff. GMAHS promotes mutual respect, tolerance, and acceptance of all members of the school community. GMAHS will not tolerate any behavior that infringes on the safety of any student.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, psychological, cyber or written interactions. Bullying can take many forms and occur in virtually any setting. Examples of bullying include but are not limited to:

- Any act that is intended to ridicule, humiliate, or intimidate the person (i.e. slurs, innuendos, taunting, spreading rumors, etc.)
- Intimidation, either physical or psychological
- Threats of any kind, stated or implied
- Assaults on any member of the community, including those that are verbal, physical, psychological or emotional
- Attacks on property
- Written intimidating/threatening and/or demeaning letters, notes, messages, texts, or emails
- Social isolation or manipulation of a person

- Engaging in implicit or explicit coercive behavior to control, influence or affect the health and well-being of a person
- Any other behavior or acts which have the effect of substantially interfering with a student's education, creating an intimidating or threatening educational environment, or substantially disrupting the orderly operation of the school.

Cyber bullying (via the internet, cell phones or other technological means) including but not limited to comments on social networking sites, text messages, instant messages or emails, is strictly forbidden under this policy.

False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

GMAHS expects students and staff to immediately report any incidents of bullying to the Principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur.

Bullying of any type has no place in a school setting. Any reported bullying incidents or complaints will be promptly investigated by the Principal and Dean of Student Affairs, with assistance from the Counseling Staff regarding conflict resolution. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, and during a school-sponsored activity (or activity hosted by another school) whether on or off campus.

GMAHS will take action against any person who engages in bullying. Any person found to be participating in bullying behavior may be subject to disciplinary action up to and including expulsion. Responses to confirmed bullying include:

- Verbal warning
- Removal from class
- Verbal or written apology to the victim
- A parent-teacher conference
- Conference with the Principal
- Counseling
- Detention
- Suspension
- Expulsion

Consequences to bullying behavior will depend upon the frequency and severity of the conduct. By working with families and students, GMAHS strives to educate the school community about bullying and eliminate bullying types of behaviors.

Violence

The Principal will take immediate action against a student who poses a threat or a danger to any member of the school community. Physical assaults are forbidden. A weapon is any implement which can be used to threaten, endanger, or injure oneself or another person. If a student is found with a weapon, a parent and the police department will be contacted. Suspension or expulsion may result.

Cafeteria

Good manners and consideration for each other must be evident at all times. The tables must be cleaned before students leave the cafeteria. Students are assigned to take turns to ensure the dining area is left clean. Food is NOT permitted outside the dining area. Carrying a water/beverage bottle outside the classroom is a privilege and any student abusing this right will be reprimanded.

Purchasing food in the cafeteria during homeroom, a class period, a study or any other period not specifically designated as lunch is prohibited. Students may purchase breakfast food before the start of first period and eat breakfast in the cafeteria. If a student is working with a teacher during a designated lunch period they must have a pass giving them permission to leave the cafeteria with food. Students may purchase from the grab-and-go section of the cafeteria up until 2:30 pm.

Use of the Baggot Street room during lunch periods is prohibited. Only students who are working with the Admissions Office may use that room for lunch on designated visitor days.

Classroom Duties

All students are expected to share in the responsibility of keeping classrooms in order. At the end of the day, windows are to be closed, shades are to be drawn to the mid bar, and lights are to be turned off.

Dress Code

General

By choosing to attend Gwynedd Mercy Academy High School, each student has agreed to wear the school uniform as described below. The uniform builds a sense of community and minimizes distractions. Parents are asked to support their daughter in complying with the uniform code.

The uniform should be clean and neat at all times. The blazer must be worn for all formal occasions, such as assemblies, and skirts are to be of an appropriate length (no shorter than 3" above the knee). If a student chooses to wear shorts under her uniform skirt, they must be a solid black or dark blue.

No excessive jewelry such as chains and the like are permitted. With the exception of ear piercing, body piercing is forbidden. Extreme hairstyles or hair dyes are not permitted.

Parents should send an explanatory note if a student is unable to wear her uniform on a given day. An excuse pass will then be issued by the Dean of Student Affairs. A doctor's certificate is required for the extended use (more than one day) of anything other than the regulation shoe.

On occasions such as field trips, when the uniform is not worn, the moderator will determine student dress norms.

Note: Effective since the 2017-2018 school year, Student ID's must be in your possession at all times during the school day. The replacement cost for a lost ID is \$5.00.

Fall/Spring Uniform

The fall/spring uniform consists of a white banded bottom polo shirt with emblem, light blue kilt, navy socks or tights and traditional loafers in burgundy or black (see Bass® or Eastland®).

Athletic socks, ripped stockings, sweatshirts, and long sleeve shirts worn under the short-sleeved polo are not permitted.

Uniform is to be worn for the entire school day. If you have permission to change for a sport during lunch you must wear Gwynedd gear that clearly identifies your sport. Sneakers must be worn for the remainder of the school day; no slippers, flip-flops, or slides.

This uniform should be worn prior to November 1st and after April 15th.

Winter Uniform

The winter uniform consists of a navy blazer with emblem **and/or** navy sweater or sweater vest, white button-down shirt, plaid kilt, navy socks or tights and traditional loafers in burgundy or black (see Bass® or Eastland®). The sweater is part of the daily uniform unless replaced with the blazer. The blazer must be worn to all formal events including liturgy and assemblies.

Athletic socks, ripped stockings and sweatshirts are not permitted. Seniors may wear their school approved ¾ zip sweatshirt.

Uniform is to be worn for the entire school day. If you have permission to change for a sport during lunch you must wear Gwynedd gear that clearly identifies your

sport. Sneakers must be worn for the remainder of the school day; no slippers, flip-flops, or slides.

This uniform should be worn between November 1st and April 15th.

Drug, Alcohol, & Vaping Policy

This policy, including its rules, regulations, and guidelines, is an effort by Gwynedd Mercy Academy High School to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol, vaping, and mood altering substances by students.

Definitions

Distribution: To deliver, sell, pass, share, or give to another person, or to assist in distribution of any alcohol, drug, vaping, or mood altering illegal substance.

Drug/Mood Altering Substance: Alcohol, drugs, vaping products, narcotics and/or other health-endangering compounds which include but are not limited to alcohol, alcoholic beverages, vape pods, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent-containing substances, prescription drugs, “look-alike” drugs and includes all controlled substances identified in the following laws: Public Law 91-513 and P.L. 233, No. 64.

Look-Alike Drugs: Substances manufactured or designed to resemble drugs, mood altering substances, narcotics, and other health endangering compounds.

Drug Paraphernalia: All equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or introducing into the human body a controlled substance in violation of the previously mentioned laws.

Possession, Active: To possess or hold, without attempt to distribute, any alcohol, drug, vape, or mood altering illegal substance.

Possession, Constructive: Knowledge of sources or means of access to any alcohol, drug, vape, or moodaltering illegal substance.

School Jurisdiction: School premises, any school-sponsored activity or any other cooperating school activity, or traveling to and from school or school-related activities. Any occurrence at any time, including weekends, that can be substantiated through a police report falls within school jurisdiction.

Suspicion: A present, observable student behavior and/or appearance that warrants the suspicion. Rumors (unsubstantiated information from any source) are not classified as suspicion.

Policy Violation

The Gwynedd Mercy Academy High School Policy is violated when any student, visitor, guest, or any other person is suspected of unlawfully manufacturing, using, abusing, possessing, constructively possessing, distributing, or attempting to distribute drugs, alcohol, vaping products, or any mood altering substances, or drug paraphernalia, or is suspected of conspiring, aiding or abetting the use, abuse, active possession, constructive possession, or distribution of drugs, alcohol, vaping products, or any mood altering substances.

Gwynedd Mercy Academy High School administration will notify the parents, counselor, and other authorities as deemed necessary when a student has violated GMAHS's drug, alcohol, & vaping policy.

GMAHS students rumored to be involved in any way with drugs, alcohol, or vaping will be investigated and parents will be notified. Any other person who has violated the school's Drug, Alcohol, & Vaping Policy will be reported to the proper authorities and the school will cooperate in the prosecution of that person.

A student suspected of violating GMAHS's drug/alcohol/vaping policy will be investigated. The investigation may include but is not limited to a meeting with the student, counselor, Principal, and Dean of Student Affairs, and a drug/alcohol/vaping test administered by an agency recommended by the school. If the suspicion is confirmed, at the discretion of the Principal, the student may be subject to:

- Indefinite Detention
- Suspension
- Dismissal
- Drug/Alcohol/Vaping Assessment
- Drug/Alcohol/Vaping Classes
- Loss of privilege to participate in all school activities and sports for up to a year

A student may not return to school until a meeting with the student's parents has occurred. In the meeting, the student will be strongly encouraged to disclose where she obtained the drugs, alcohol and/or vaping products.

A student found in the act of distributing (see definition) alcohol, drugs, and/or vaping products within the area of the school's jurisdiction will immediately be expelled from school.

A student will be expelled if it is determined that she has violated the school's Drug, Alcohol, & Vaping Policy a second time.

Search Procedures

School authorities may search a student's locker and seize any illegal and/or inappropriate materials. Such materials may be used as evidence against the student in disciplinary proceedings. Lockers are subject to inspection and search. Assignment of lockers does not imply an expectation of privacy. Prior to a locker search, the student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning.

Emergency Drug Situations

The first person on the scene of an emergency drug/alcohol/vaping situation should render immediate first aid to the student and notify the Principal and school nurse as soon as possible. Care should be taken to safeguard the student and to prevent escalation of the problem within the school.

Self-Referral or Referral by a Concerned Party

Any student who is self-referred to the administration, a counselor, or faculty member, or who is referred by anyone else, and who seeks help with a chemical use/abuse and/or dependency, and who is not under the immediate influence of a chemical substance, is not subject to this policy's provisions as outlined for a first violation.

It should be noted that all teachers and staff (everyone employed by GMAHS or working at GMAHS) must report to the Administration and Counseling Department all students seeking assistance or help with chemical use/abuse and/or dependency.

In the event that a student fulfills the above qualifications for self-referral, or referral by a concerned party, the following procedures will be followed:

- The student will be encouraged to inform her parents of the problem and to have them contact the school.
- If the parents have not contacted the school within 2 days, parents will be called to arrange a meeting.
- The student and parents must sign a form that acknowledges the problem.
- The student must agree on the same form not to use alcohol, drugs and/or vaping products.
- The student must have an assessment, and agree to release this assessment information to the school, and to follow the recommendations of the assessing agency.
- No disciplinary actions will be taken unless the student is suspected of alcohol, drug and/or vaping use within the area of jurisdiction of the school.

- If the student and/or parents refuse to cooperate after she has approached the school official, there will be a presumption of guilt and the student and parents must go through the reinstatement procedure.

Aftercare

The Administration and the Counseling Department will assist in carrying out procedures recommended by the crisis intervention personnel in providing a smooth transition from treatment to the classroom environment. Every effort will be extended to help the student realize the goals she has established for herself.

Smoking

Smoking and all other forms of smokeless liquid and powder are forbidden everywhere in school or on school property, on school buses and at all school-sponsored events. Violation of this policy will result in an automatic detention as well as other disciplinary follow up as needed. (see Drug, Alcohol, & Vaping Policy above)

Electronic Devices

Cell phones are not permitted to be visible in classrooms and must not be visible as students are traveling in the hallways between class. In addition, students must not use laptops or other personal devices as they are traveling the hallways. Cell phone and personal device use in class is left to teacher discretion if it is relevant to the work being done in class. This rule is intended to protect the learning environment of the classroom and study areas and increase safety in the hallways.

Cell phone and personal device use in the cafeteria is permitted but limited to email and/or text or basic research. Students are not permitted to take photos/videos or access social media sites. While students are permitted to use laptops or other personal devices during lunch, they do so at their own risk as others are eating and drinking at the table. It is highly encouraged to limit technology use as much as possible during lunch periods so that students can interact with one another. On Tech Free Fridays no electronic devices are allowed to be visible in the cafeteria. Students are encouraged to sign out of the cafeteria after they have eaten and use the Learning Commons if they need to study or do research.

If cell phone/personal device use in the hallway, classrooms or cafeteria is violated, the device will automatically be taken and given to the Dean of Student Affairs until the end of the school day. No personal device of any kind should be brought to Mass or Assemblies.

For the first offense, the device will be taken from the student and she will receive three demerits. A second violation will result in an automatic detention. *A second violation will additionally require a parent to pick up the device from the Dean of Student Affairs.*

In the case of an emergency, a student should report to the front desk to use a school phone. Parents are asked not to contact students via phone or text during the school day as

it is very distracting to the educational environment. In case of an emergency, please call the main phone number (215-646-8815) and your message will be delivered to your daughter. All correspondence – dropping off a package; a student going home sick etc., must go through the front office. Any student using the sports door during the school day will receive an automatic detention.

Fundraising

Fundraising of any kind must first be cleared with the Principal.

Lockers

Students may go to their lockers whenever they can do so without being late for class. Lockers must be locked when not in use. No student has permission to use another student's locker. Lockers are to be kept in good order. The Administration reserves the right to conduct periodic inspection of lockers.

Master locker keys can be found in the Front Office. These three keys are meant for emergency and not daily use. Students must sign the key out and return it immediately. A student who continually forgets their locker key will be asked to purchase a new key for \$10.00.

Bathrooms

Students must follow teacher policies on the use of the bathroom during class periods. There is a common sign-out book in each classroom with school issued bathroom passes that must be used. The bathroom passes are on lanyards and can be hung on the hooks inside bathroom stalls. One student is allowed at a time to use the bathroom during class periods, study, and homeroom. Students are not to use the bathroom as a gathering space at any time.

Lost and Found

The Lost and Found is operated by the Student Council, and is open each day during lunch. The school assumes no responsibility for the personal property of students.

Study Periods

All students are assigned study areas. Seniors are allowed to sign out of a study period but must report to study hall first. If a 9th, 10th, or 11th grade student wishes to do research or needs to print work the student should have a pass and/or the study period moderator will decide if signing out to the study hall is appropriate during that period based on volume. Either way, students must report to the study hall moderator first. Students must sign out of study before reporting to any of the other areas where she must also sign in. If a student wishes to work with a teacher during study time, she should report first to the study moderator with a pass from the teacher they are going to see. On her return to study, she

should bring the pass back signed by the teacher with whom she was working. If a student is unable to get a pass in advance, it is up to the discretion of the study hall moderator to allow her to leave the room during the period. An atmosphere of quiet should prevail in study rooms. No food or beverages are permitted in the classrooms or the Learning Commons.

If a student has a study hall during a lunch period, she is reminded that signing out to the Learning Commons may not be an option as the volume of students is often high during those periods. Seniors will be given the option to sign out to other locations during a lunch study as communicated by the Dean of Student Affairs

Quadrangles

The use of the first quadrangle (across from the Gym) during study time is a senior privilege. The quadrangle is used for study or group work. Students using the quadrangle must be seated on the chairs provided. They must be in full uniform at all times. As part of the senior privilege food is allowed in the front Quad. Students must clean up all garbage.

The second quadrangle (by the Learning Commons) is available to all students as a place for study. Students must be seated on the chairs provided. They must be in full uniform at all times. There are picnic tables in this Quad which are for classroom use only. **No food is permitted in this area.**

SCHOOL PROCEDURES

Attendance

General

Regular attendance is essential for success in school. Frequent absence from regular classroom learning experiences disrupts the continuity of the learning process.

Students are expected to be present for the entire school day. Students who arrive at school after 11:30 a.m. or who leave before 12:00 p.m. will be marked absent for a half-day.

Absences are classified as EXCUSED or UNEXCUSED according to the reason for the absence. An EXCUSED absence is an absence due to illness, family emergency, death of a family member or legal concerns. An UNEXCUSED absence is any absence that is not considered EXCUSED as described above. Examples of UNEXCUSED absences include vacations or any trip not expressly sponsored by Gwynedd Mercy Academy High School.

It is highly discouraged to arrange routine visits to the doctor, dentist, taking a driver's test, etc. during school time as a sufficient number of holidays are already present in the school calendar. Parents are strongly advised not to plan vacations during the academic year when school is in session. School days missed to extend an existing holiday or create a new one are detrimental to a student's academic success. When non-medical absences are unavoidable, adherence to certain procedures minimizes, as much as possible, the negative effects on a student's academic standing. The procedure for reporting an anticipated, non-medical absence (including a vacation, non-GMA athletic events, etc.) is as follows:

- A written request (electronic or handwritten) must be submitted to the Dean of Student Affairs stating the timing and reason for the absence. This must be submitted at least one week prior to the absence. Submission of this written request guarantees only that the request will be considered, not that it will be automatically granted.
- The request will be shared with the Dean of Academics. The student's teachers will be contacted to evaluate how an absence will impact progress in the course.
- Once approval for the non-medical absence has been granted, the student will be expected to contact all of her teachers for assignments and she is responsible for any work that has been missed. Students should expect to take a make-up test on the day they return unless arrangements have been made in advance with the teacher.

Academic work missed due to school functions such as Field Trips, GMA Athletic Events, Admissions visits to elementary schools etc. may require students to miss classes. In all cases parents will be notified in advance and a permission slip must be signed. The Dean of Academics may deny an individual student the privilege of attending such activities if the student is in danger of failing a particular class. Students are required to contact teachers in advance. Students are accountable for all material missed

For college visits please see page 29.

Any student who cuts school or leaves campus without permission will receive an automatic detention and appropriate disciplinary follow-up by the Dean of Student Affairs.

Procedures for Student Absence

- On the day of the absence, a parent/guardian calls the attendance office (215-646-8815, Ext. #330) before 8:00 a.m. each day of the absence.
- Parents/Guardians must submit a written explanation within three (3) calendar days of the absence. This should be done on a 3x5 index card with the student's name, dates of absence, and reason for absence. The School Code of Pennsylvania requires a reason for absence. A parent or guardian must sign the

card. *Demerits will be given when written explanation is not submitted within three (3) calendar days of the absence.*

- Students absent for three or more consecutive days must submit a doctor's certificate.
- Students are expected to make arrangements to complete any missed work on the first day after returning from an absence.
- For planned absences, parents must communicate a student's absence in advance of the starting date of the absence to the Dean of Student Affairs (see procedure above). The student is responsible for obtaining assignments from her teachers.

Procedures for Student Lateness

- A student is late if she is not in first period prior to 8:19am.
- Late students must report to the Front Office to sign in and receive a Late Pass which is to be given to their teacher.
- Lateness is excused only for
 - doctor/dental appointments accompanied by a signed note from a doctor
 - When the school bus fails to arrive at school on time
 - Family emergency accompanied by a note signed by a parent/guardian.
- All other latenesses are UNEXCUSED and will result in a demerit. When a student reaches 5 demerits, they must serve detention according to the stated detention policy.
- If a student is late 10 times, she has established a pattern of lateness and therefore will serve another detention and will lose the privilege of driving to school for a period of time as determined by the Administration.
- Students will be given a warning by the Dean of Student Affairs if the number of latenesses begins to accumulate.
- Students are reminded that traffic is an inevitable part of driving to school and must plan accordingly by leaving enough time to travel safely to and from school.

Long Term Absence Policy

A student who accumulates 20 absences (or 10 in a semester) jeopardizes her promotion to the following grade level at the end of the school year. The student may subsequently be asked to attend summer school.

If a long term absence from school becomes necessary, the following procedures will go into effect:

- Fill out paperwork provided by the Counseling Office
- Parents will be required to submit to the Dean of Student Affairs and the student's counselor a written note from the physician that explains the reason for the absence, the projected length of time of the absence, and any specific

recommendations applicable to the school setting. Should that time be extended, the physician will need to provide an updated note. A copy of the physician's communication will be sent to the school nurse.

- If the student's absence is for mental health reasons, a written note from her doctor/therapist is to be submitted to the counselor who will monitor the student according to the written recommendations. While all recommendations will be considered, the school may not always be able to abide by each recommendation given.
- The student's counselor will organize a meeting with the Dean of Student Affairs and any other appropriate individuals to evaluate the written directives according to the academic policies of Gwynedd Mercy Academy.
- Teachers of the student will be notified of the student's absence and needs by the student's counselor. If necessary, the counselor will organize a meeting of teachers, parents, and all involved parties to discuss any special circumstances. Following the meeting, each teacher, in consultation with the Dean of Academics, will devise an educational plan for the student that will include all required topics, assignments, and assessments that the teacher deems essential to the integrity of the course.
- When the student is ready to return from such an extended absence, the school will require a written report from the physician/therapist ensuring that the student is able to return to school. A return to school meeting will be scheduled with the counselor, the Dean of Academics, the student, and her parents to discuss the procedures and credit requirements/adjustments.
- A clearance will be recommended to permit the student's counselor and doctor/therapeutic team to communicate regarding treatment, therapeutic plan, and assimilation back into the school environment.

Policy for maintaining credit in the case of Long Term Absence

Absences from school, for whatever reason, do not excuse a student from the obligation to meet all schoolwork, as defined by the teachers and the prescribed departmental curriculum.

- In the event that assignments are outstanding, a zero for that work will be recorded in the teacher's grade book until the missing work is turned in to the teacher who will then remove the zero and enter the appropriate grade.
- It may happen that the quarter grade will be recorded as an incomplete (I) due to the presence of zeroes. This grade will be adjusted once all work is deemed current within an amount of time determined by the Dean of Academics.
- A student receiving academic accommodations due to long term absence may not be eligible to participate in activities or extracurricular events until she receives clearance from the Dean of Academics.

Chronic Absence

Students who miss more than 20 class periods for a full year course or 10 class periods for a semester for any reason may fail that class for the year and jeopardize her promotion at the end of the year. Certification of an absence by a physician, as described in long term absence, will be taken into consideration when evaluating the student's academic progress. Satisfactory completion of required work is expected. The administration, in conjunction with the student's counselor, will review the matter with parents before a decision is made. Persistent absences may also result in the student being subject to appropriate disciplinary action and loss of driving privileges.

Students will be given a warning once the number of absences/latenesses begins to accumulate. Students are reminded that if chronic lateness results in the missing of the same first period class each day, then this will be added with absences to determine if a student is in danger of reaching 10 missed class periods for a semester or 20 for the year.

Procedures for Early Dismissal

- All students must sign out at the Front Office.
- Early dismissals are appropriate for urgent or unavoidable situations. A student needing to leave school early must bring a note to the Front Office PRIOR TO THE BEGINNING OF THE SCHOOL DAY. The note should be on a 3x5 index card signed by a parent or guardian.
- Seniors have the privilege of signing out during the last period of the day on a day with no scheduled afternoon assembly without special permission. On a regular bell schedule, seniors may sign out during 9th period. On other bell schedules or B/C days, seniors may sign out of a last period study. Regardless of the day's schedule, all seniors MUST sign out with the Front Office. Students who do not sign out with the Front Office will receive a demerit and may lose the privilege of leaving early.
- On B and C days, Seniors may sign out during the last period of the day if they have a study. Seniors MUST sign out in their study first and then sign out at the front office. There is to be no sign out before the start of the last period at 1:35.
- If a student unexpectedly has to leave campus during the day, her parent/guardian must call the Front Office. Parents/Guardians must directly contact the school. A text message to a student is not sufficient. A note should be brought with the parent picking up the student, or if the student is driving herself, a note should be returned the next day.

Procedures for Weather-Related or Emergency Dismissals

- The school administration will determine the necessity for early dismissal and will notify parents via the AlertNow messaging system.
- If the school is notified that a bus district will arrive early to pick up its students, the students for that district will be dismissed in time to meet the bus.
- No student may call a parent and ask to be dismissed early.
- A determination will be made by the school's administration about the departure of student drivers.

Procedures for College Visits/Interviews

- Our calendar allows for several days off which are ideal for college visits. All attempts should be made to schedule college visits during this time.
- Seniors will be allowed 2 school-excused college visitation days. These days are not counted against a student's attendance record.
- Documentation of a college visit is available from the college admissions office and must be included with the required absence note. A student who fails to follow these procedures will be marked absent.
- A student must inform her teachers beforehand of her absence and is responsible for all academic work missed.
- The student may participate in athletic or extracurricular activities.

Perfect Attendance

At the end of the school year, perfect attendance is awarded to students who are not absent for all or any part of each official school day.

Daily Schedule

BELL 1	
REGULAR SCHEDULE	
1st Bell	8:15
2nd Bell	8:19
1st Period-A	8:19-8:59
2nd Period-B	9:02-9:42
Hmrm M	9:45-9:57
3rd Period-C	10:00-10:40
4th Period-D	10:43-11:23
5th Period-E	11:26-12:06
6th Period-F	12:09-12:49
7th Period-G	12:52-1:32
8th Period-H	1:35-2:15
9th Period	2:18-3:00

BELL 2	
MONARCH MORNING	
1st Bell	8:15
Monarch Morning Programming	
Hmrm M	10:19-10:31
1st Period-A	10:34-11:04
2nd Period-B	11:07-11:37
3rd Period-C	11:40-12:10
4th Period-D	12:13-12:44
5th Period-E	12:47-1:18
6th Period-F	1:21-1:52
7th Period-G	1:55-2:26
8th Period-H	2:29-3:00

BELL 3	
MASS/ASSEMBLY	
1st Bell	8:15
2nd Bell	8:19
Hmrm M	8:19-9:30
Mass/Assembly	
1st Period-A	9:35-10:05
2nd Period-B	10:16-10:46
3rd Period-C	10:57-11:27
4th Period-D	11:38-12:08
5th Period-E	12:19-12:49
6th Period-F	1:00-1:30
7th Period-G	1:41-2:11
8th Period-H	2:22-3:00

BELL 4	
FRIDAY SCHEDULE	
1st Bell	8:15
2nd Bell	8:19
1st Period-A	8:19-9:01
2nd Period-B	9:04-9:46
Hmrm M	9:49-10:00
3rd Period-C	10:03-10:45
4th Period-D	10:48-11:30
5th Period-E	11:33-12:15
6th Period-F	12:18-1:00
7th Period-G	1:03-1:45
8th Period-H	1:48-2:30

BELL 5	
DAY B/DAY C	
1st Bell	8:15
2nd Bell	8:19
Period A/B	8:19-9:42
Hmrm M	9:45-9:59
Period C/D	10:02-11:25
Period J1/K1	11:28-12:08
Period J2/K2	12:11-12:51
Period J3/K3	12:54-1:34
Period G/H	1:37-3:00

Discipline Code

Since one of our goals as an educational institution is the development of mature, responsible young women, we consider the maintenance of a good discipline record of the utmost importance. Students are warned that a poor discipline record may result in exclusion from student activities and field trips, educational tours, senior-junior prom, competition for salutatorian and valedictorian.

Certain sanctions have been established for the violation of school rules. Serious breaches of discipline, such as any harmful threats to faculty, staff, or other students, may warrant in-school suspension. A pattern of misbehavior may amount to a serious breach of discipline.

Demerit System

Ordinary day-to-day discipline matters are governed by a demerit system. The accumulation of 5 demerits leads to an after-school detention.

First and second detentions will be held on Wednesday mornings from 7:30 - 8:10 am and Friday afternoons from 2:30 to 3:10 in Room 4. Once a fifth demerit is received, students have a ten-day window to coordinate with the Dean of Student Affairs to serve their detention on a Wednesday or a Friday. If the detention is not served in that window, it will result in a demerit for each day not served. During detention students will work on an appropriate activity as decided by the Dean of Student Affairs. *Students should report to detention in full uniform.*

If a student receives a second detention, she must also arrive having completed a Self-Reflection which is a four-paragraph typed essay describing:

1. The events leading to the infraction.
2. How the student could have handled the situation differently.
3. The school's expectation on this matter and whether the student has the ability to meet this expectation.
4. How the school can assist the student to help meet expectations going forward.

Third detentions will last 60 minutes and will be served after school on Friday. A third detention will also result in a meeting between the parent(s) and Dean of Student Affairs.

Common Infractions

The following is a list of the most common infractions of school regulations for which students may receive from 1 to 4 demerits. Given the variety of human ingenuity, it is not an attempt to be an exhaustive list:

Class disruptions	Missing absence notes (3 day grace period)
Disturbance at assemblies	Neglect of cafeteria duties
Lateness for school	Being on corridors during classes
Lateness for class	Locker violations
Lack of cooperation	Food/beverage outside of cafeteria
Out of uniform	Unclean, untidy uniforms
Chewing gum	Unauthorized use of technology

Automatic/Multiple Detentions

The following infractions incur automatic and sometimes multiple detentions:

Leaving campus without permission	Smoking
Defacing school property	Disrespect to faculty, staff
Speeding on school property	Honor Code Violations
Stealing	
Cutting classes, assemblies, or other scheduled events	
Compromising school security by propping doors and using unauthorized exits	
Other breaches of behavior stipulated by the school	

If a problem should arise concerning a student's conduct, influence, attitude or performance, we hope that consultation between parents and teachers will resolve the difficulties. If irreconcilable differences should occur, the Academy reserves the right to dismiss a student.

NOTE: The Principal has the final determination on all discipline matters.

Fire Drills/Armed Intruder Drills

When the fire alarm sounds, the students are to leave the building immediately by the route designated -- **in absolute silence** -- quickly and in an orderly manner. Windows and doors are to be closed. At a signal, the teacher returns with his/her class in silence.

Armed Intruder drills are also held during the school year. These drills are done in conjunction with the Montgomery County Department of Public Safety. Gwynedd Mercy Academy High School follows the MCDPS protocol of run, hide, fight. Notification about these drills will be sent to parents and guardians prior to the start of the drill. During these drills, students practice being aware of the exits in the building and whether or not to run, hide, or fight based on the circumstances of the drill.

Learning Commons

General

The Learning Commons is a learner-centered, technology-rich space that was designed to promote student inquiry, intellectual curiosity, and collaborative learning in a comfortable setting. In order to ensure that all who use the Learning Commons treat it as an academic environment, the following guidelines have been established.

Hours of Operation and Student Access

The Learning Commons is open Monday and Wednesday from 7:45 a.m. until 4:00 p.m. Tuesday and Thursday from 7:45 a.m. until 4:30 p.m. Friday from 7:45 a.m. until 3:30 p. m. ALL students are welcome in the Learning Commons during the following times:

- Before and after school
- During study periods and on A days (depending on volume and must sign out with study teacher first)
- During lunch periods on A days (must sign out of lunch)

In addition to the times listed above, students must have a pass to go to the Learning Commons during 9th period or a study period. Passes will not always be granted depending on the high volume during certain periods of the day. All students must sign out of lunch and study periods before going to the Learning Commons.

Use of Team Rooms

Team rooms are designed for collaboration and are equipped with state-of-the-art interactive presentation tools. These rooms are intended for use by groups of a minimum of 2 and a maximum of 8 people (including a teacher). Teachers may reserve team rooms for small classes, but are not permitted to hold class there regularly. So that as many people as possible may have an opportunity to use these rooms, no one (teacher or student) may reserve a team room more than 2 times in one week.

How to Reserve a Team Room

In order to reserve a team room, please complete the online form, which can be accessed on the Learning Commons website. When reserving a team room, please be sure to specify which room you wish to reserve. Reservations will not be held for more than 10 minutes. If you arrive more than 10 minutes late, your reservation will be canceled.

Use of the Quiet Area

The purpose of the Quiet Area is to provide a silent place for students to study. When using the Quiet Area, students should be respectful of those around them and observe the silence of this area by refraining from talking, listening to music, and watching videos.

Use of Other Spaces

Only the two team rooms may be reserved by teachers and students. The Mac lab is designated for use by the Graphic Design, Digital Publications, and Tech Resources classes, while the lounge, quiet area, and computer workstations may be used by students on a first come, first served basis. Teachers who assign one of their classes a special project that requires students to use the computers available in the Learning Commons may contact Mrs. Connor via e-mail to submit a request to use the computer workstations during a specific class period.

Use of the Technology

Because the Learning Commons is an academic environment, the use of all technology while in the Learning Commons, including the use of personal electronic devices, is intended for academic purposes only. Some examples of unacceptable use of personal technology while in the Learning Commons include the following activities:

- Texting
- Shopping online
- Accessing unapproved social media sites during school hours including but not limited to facebook, twitter, instagram, snapchat, tumblr, vsco, tiktok, etc.
- Viewing personal photos
- Watching videos or playing music for entertainment purposes
- Playing video games

Guidelines for Use of School Computers

- All use of technology must be for educational or research purposes, and consistent with the mission and goals of the school.
- The Internet will be used to support the school curriculum, projects between schools, communication, and research for students, faculty and administration.
- Viewing of the following types of material is not permitted at school: offensive materials, hate mail, discriminatory remarks or obscene or pornographic material.

- Users of computer equipment must be polite and respectful of the rights of others. This means no writing or sending of abusive messages, no use of inappropriate language, no threats, harassments or bullying.
- The network may not be used for illegal activity, for purposes of profit, non-school-related activities, lobbying, advertising, transmission of offensive materials, hate mail, discriminatory remarks or obscene or pornographic material.
- The computer desktop should not be changed or tampered with. This includes but is not limited to computer configuration, alert noises, screensavers, backgrounds, recording sounds, etc.
- Installation or setup of any type of software, games, or any other unauthorized software is forbidden on school computers.
- Any work done on a school computer should be saved to your OneDrive account.
- Students must log off the network when they are finished.

Use of Furniture

The furniture in the Learning Commons was chosen for its comfort, flexibility, and mobility. It has the capacity to be rearranged very easily so that students may form the unique configurations they need in order to meet in teams, complete a project, or work individually. All furniture in the Learning Commons should be used appropriately. Inappropriate use includes the following:

- Putting feet up on the furniture
- Reclining or sleeping on the furniture
- Standing on the furniture.
- Sitting on the tables.
- Moving the rolling chairs away from the computer workstations.
- Leaning back when sitting on the stools at the high top tables.
- Rolling around when using the rolling chairs.
- Playing with the lever that allows height adjustment on the rolling chairs.
- Defacing the furniture in any manner.

Food and Beverages

No food or beverages are permitted in the Learning Commons, except for water in containers.

Transportation

Bus

Every student is expected to comply with the regulations of her school district concerning conduct on school buses. Every student will be held responsible to

GMAHS for her conduct on the bus. A student who continually violates these rules will be deprived of bus transportation.

Drop-off/Pick-up of Students

Parents must pick up and drop off students on the side of the building facing the college in the "Circle of Mercy". Parents are not permitted to drop students off at the Sports Door or at the Front Entrance at any point in the day.

Student Drivers

Parking permits cost \$50 and may be purchased in September by **Juniors and Seniors only!** Please see the Dean of Student Affairs to obtain a parking permit.

Students receiving their license during the school year, may purchase a parking permit by going to the Forms section of Plus Portals to register. Parking Passes purchased after March 1 will cost \$25.

Directions for Student Drivers:

1. Students are assigned to a parking area. *Anyone parking outside of their assigned parking area will be fined \$5.*
2. Parking tags must be displayed where they are easily seen. *Any student found parking on school grounds without a permit will be fined \$5.*
3. Students may lose parking privileges for violating the 15 MPH speed limit, repeated permit violations or accumulated unexcused lateness to school.
4. No student is to be in the parking lot for any reason during the school day unless an emergency arises and permission has been received from the Front Office.
5. Please report any changes in cars or license plates on the car driven to school to the Dean of Student Affairs immediately.
6. If for some reason a student does not have a permit on a car she is driving, *even for one day*, she should report that fact to the Dean of Student Affairs.
7. Only Juniors and Seniors may drive to school. No Sophomore, or in rare cases Freshmen, may purchase a parking pass or drive to school.
8. The number of parking passes available is limited and not guaranteed to all Juniors and Seniors. Passes will be given on a first come, first served basis by students who have already obtained their driver's license.

Visitors

All visitors must report to the Front Office.

ACADEMIC INFORMATION

Graduation Requirements

In accordance with Pennsylvania State requirements and our own philosophy, each student is expected to complete a minimum of 24 credits in grades 9 through 12 in order to graduate. (A full year of instruction equals one credit; 1/2 credit is given for semester courses.) Each year, students are required to enroll in a minimum of six academic courses.

Required Credits

Theology	4 credits
English	4 credits
Social Studies	3 credits; 4 recommended
Mathematics	3 credits; 4 recommended
Foreign Language	2 credits; 3-4 recommended
Science	3 credits; 4 recommended

A student will choose academic elective courses for credit to complete 24 in total. Health/Physical Education is required.

Course Selection

Before making selections, the student is urged to discuss her academic interests and educational plans with her parents, teachers, counselor, and others qualified to help her. She should look at the course offerings carefully and consider her abilities, preferences, needs, and eligibility for courses. With this information in mind, the student will meet with her counselor to determine an appropriate course load for the upcoming school year. Department approval is required prior to the student's meeting with her counselor. Changes will not be made by the Dean of Academics in the approved final roster except in extraordinary cases. The school reserves the right to cancel courses for which there is inadequate enrollment. Requests for a change in roster will not be honored after the first week of school.

Course Levels

Level 1 – AP*: Qualifying marks and department approval are pre-requisites for Advanced Placement courses.

Level 2- Honors Courses: Qualifying marks and department approval are pre-requisites for Honors courses.

Level 3 - Standard college preparatory courses: Department approval is sometimes required.

**Students who enroll in AP Courses MUST take the AP exam in May. The cost of the exam will be paid by individual students.*

Grade Point Average

A student’s Grade Point Average is based on a 100 point scale as follows:

<i>Un-weighted Grade</i>	<i>LEVEL 3 College Prep- weighted</i>	<i>LEVEL 2 Honors -weighted</i>	<i>LEVEL 1 AP – weighted</i>
100	100	106	108
99	99	105	107
98	98	104	106
97	97	103	105
96	96	102	104
95	95	101	103
94	94	100	102
93	93	99	101
92	92	98	100
91	91	97	99
90	90	96	98
89	89	95	97
88	88	94	96
87	87	93	95
86	86	92	94
85	85	91	93
84	84	90	92
83	83	89	91
82	82	88	90
81	81	87	89
80	80	86	88

** Conversion table only shown through un-weighted grade of 80*

A student’s Grade Point Average can be calculated at any time by using the conversion table above to determine the “weighted grade” for each course, adding these “weighted grades” together and then dividing by the total number of courses.

Class Rank

Because of the small and selective nature of the student body, Gwynedd Mercy Academy High School does not assign a specific rank to its students.

Honor Roll

The Honor Roll reflects the performance of a student within a given level of courses. Honors are computed for major courses at the end of the first semester and the end of the year.

First Honors

Un-weighted semester average of 93

No grade lower than 88

Second Honors

Un-weighted semester average of 90

No grade lower than 85

Salutatorian/Valedictorian

The salutatorian and valedictorian are selected by a panel of faculty and students from the top twenty (20) girls in the class.

Academic Policy Regarding Student Participation in Activities

Student participation in activities is highly encouraged. As many students as possible should make an effort to involve themselves in school affairs. However, such participation must not be a detriment to academic performance. To ensure a balance between academics and activities, the following regulations will be applied at each quarterly marking period:

1. Students who fail one academic subject are placed on probation, but they are permitted to continue in school activities.
2. Students who fail two academic subjects are not permitted to participate in any way in any activity until at least one of the teachers whose course she has failed will agree, after a reasonable time*, that the student has sufficiently improved in her subject area to allow her to continue school activities. At such time the teacher will inform the Dean of Academics, in writing, of such a decision.
**The student must pass successfully at least one class-administered test after the time of her report card distribution.*
3. Students who fail three or more academic subjects will not be permitted to participate in any way in any activity for the remainder of the quarter.

Moderators of activities and the Athletic Director may devise their own system for verifying academic eligibility. They may consult the Dean of Academics' list of failures which are recorded each quarter or they may require that students report to them with report cards.

Academic Failures

If a student fails more than two major courses, she may not return to Gwynedd Mercy Academy High School. If she fails one or two major courses, she must remove the failures before her return to school. She will then be on academic probation.

If a senior fails more than one major course, she may not participate in graduation exercises. If a senior fails one course, she may participate in graduation exercises, but will not receive her diploma until after she satisfies the course requirements.

Senior Exemptions

Seniors with a combined first semester, third and fourth quarter average of 93 and an acceptable attendance record are exempt from May exams. If there should be a question regarding a student's discipline/conduct/attitude, the Dean of Student Affairs and Principal will decide if this student is eligible for the exemption.

COUNSELING AND HEALTH ISSUES

Mission of the College Counseling Department

The School Counseling program at Gwynedd Mercy Academy High School seeks to foster each student's personal growth and development. We collaborate with each student in becoming fully emerged in the Gwynedd community and all that it has to offer. Our goal is to help each student find success in high school and in the future. Counselors work with students and families to provide academic coaching, emotional support, goal setting, and problem-solving strategies. Counselors meet regularly with students individually, through small group settings, and in consultation with faculty and parents. The School Counseling Department provides programming to students in alignment with the health awareness themes per month.

School Counseling Events:

- Connections Camp
- Individual
- Small Group Meetings
- Advisory Classes
- PAL (Peer Advisory League)
- Parent Meetings
- Mental Wellness presentations for parents

Mission of the College Counseling Department

The College Counseling office at Gwynedd Mercy Academy High School is here to guide students through the college application process from *start to finish*. Advising and programming will meet students at each step of the college process.

Our students are extraordinary Christian women and our goal is to find a college environment where they will continue to flourish academically, spiritually and emotionally after graduating from GMAHS.

College Counseling Events:

- Junior college kick off night
- Individual college planning meeting
- Standardized Testing parent program
- Practice ACT
- College Fair
- Mock interview with college representative
- Senior college presentation

Policy for Students with Accommodations

Every student at Gwynedd Mercy Academy High School who has received psycho-educational testing and has been identified as having a learning disability or condition that requires accommodations will receive an Education Plan based on the recommendations that come from the testing. The accommodations included in the Education Plan allow a student to maximize her ability to demonstrate learning and are not intended to minimize student responsibility.

Process

1. A student who comes to GMAHS with documentation that indicates a need for accommodations will receive an Education Plan based on what has been effective at the previous school. The counselor will discuss with the parents of the student the accommodations that are available at GMAHS. Teachers may not be able to accommodate every recommendation in the report.
2. A student who during the course of high school is suspected of having a learning difference will be recommended for psycho-educational evaluation. If the testing indicates that the student does in fact have a learning disability or difference that requires accommodations, the School Counselor will develop an Education Plan for the student based on the results and recommendations of the school psychologist who prepared the report. The student's counselor will communicate the plan to the student and to the parent.
3. The student's Counselor will prepare the Education Plan and disseminate this information to the student's teachers in writing in a confidential manner, and only to those teachers who currently teach the student. The Dean of Academics will also receive a copy of the student's Education Plan. At the beginning of each year, the Counselor will contact the parents to review the Education Plan which will be updated as needed and receive permission to disclose this information to the student's new teachers (i.e. through a meeting with the new teachers or a written copy of the plan, or both). At the conclusion of the first marking period, the Counselor will ask for teacher feedback regarding the student's academic achievement in the form of a progress report. During the remaining three quarters the Counselor will use progress reports and deficiency notices to determine how the needs of the student can be better met and how the Teacher and Counselor can support the student in her academic efforts.

4. Students are encouraged to make contact with their teachers informing them of any accommodations they may need. It is imperative that the student understands the type of accommodations she needs and how she can benefit from them. It is also suggested that the student and/or her parents talk to her Counselor for any further clarification.
5. The student and each of her teachers will work together to make sure that the student receives the necessary accommodations. It is the responsibility of the student to make sure that she is requesting these accommodations from her teachers.
6. A student with an Education Plan that allows for extended time on tests and quizzes needs to communicate with their counselor and teachers about needed accommodations. Students with extended time will take their tests in the Testing Center.
7. If the student or parents feel that the student is not receiving the proper accommodations, the student and/or parents are to discuss this with the teacher. A meeting with the parents and teachers, as well as the Counselor can be scheduled to clarify accommodations if necessary.
8. During the individual meetings, the Counselor will discuss with the student the effectiveness of the plan and her academic progress.
9. Some students may choose to participate in the Catherine Learning Program for additional academic support (see description below).

Psycho-educational reports and recommendations are valid for a period of five years. When a student's testing approaches this five year mark, new testing should be initiated. An Education Plan cannot be developed for a student whose testing is more than five years old.

If a student is in attendance at Gwynedd Mercy Academy High School and her testing needs to be updated, the family can choose to have new testing completed by the Montgomery County Intermediate Unit or by an outside agency or private professional with testing certification.

College Board

In order for a student to receive accommodations on College Board (PSAT, SAT, or AP Exams) or ACT assessments, a student must first have an Education Plan in place at Gwynedd Mercy Academy High School for a period of four months. Once this condition has been fulfilled, a Student Eligibility Form can be submitted to the testing agency requesting accommodations. Once a student has been approved for accommodations with College Board, she will be eligible for accommodations on any of the College Board tests. ACT requires that an updated testing accommodation form be submitted for any subsequent testing after an initial approval.

NOTE: Having a valid Education Plan does not guarantee accommodations with a testing agency (i.e. College Board or ACT).

The Catherine Learning Program

The Catherine Learning Program is an academic support service for a unique group of college-bound students with documented learning differences in reading, writing and math, and/or attention issues, organizational difficulties, or memory processing problems. This specialized program to address a range of student needs, and named for Mercy foundress, Catherine McAuley, the program incorporates key ingredients to assist a student in reaching her full potential. The students have a scheduled period each day where they develop individualized strategies for academic success.

The goal of the program is to help each student understand her own learning difference and style. In addition, the learning specialists, in collaboration with all teachers, provide remediation and compensatory strategies to help the student become an independent learner.

The Catherine Learning Program provides a challenging and nurturing environment for learning. In this tradition, and in conjunction with the greater Gwynedd community, the staff empowers each student to accept responsibility for her own learning and to achieve her fullest potential. An important component in each student's success is collaboration of program staff with other Gwynedd faculty, parents, and the school administration.

The Catherine Learning Program offers a personalized instructional approach to learning by aligning individual student needs with research-based strategies. For example, students with language processing differences may use assistive technology such as text-to-speech, audio books, or other options to help with reading. Increasingly, the use of specialized technology is contributing to providing adaptive methods for improving student learning and assessing academic achievement. Classroom accommodations and compensatory strategies promote student empowerment that allows for self-determination toward academic success.

The Catherine Learning Program at Gwynedd Mercy Academy High School provides additional college preparatory academic support service for students with specific learning needs. Students who are part of the Catherine's Place program will meet the same academic requirements of Gwynedd Mercy Academy High School.

The Catherine Learning Program, although not a mandatory four-year program, is seen as a four-year process of growth. Students develop compensatory strategies:

- identify their learning styles
- master academic tasks,
- and employ learned strategies in the academic setting.

Assisted by the Learning Specialist, the students will focus on metacognition (awareness of how one thinks,) academic achievement, self-advocacy, and personal reflection in the context of their curriculum. The Catherine Learning Program is available for an additional fee with limited openings each year.

Health Services

Health Care

The services of a registered nurse are available through the Wissahickon School District and Gwynedd Mercy Academy High School.

The functions of the Health Services include medical examinations and providing first aid. All students are weighed, measured and have an annual vision test. All eleventh grade students also receive a hearing screening and are required by PA law to have a physical.

If a student becomes ill, she must receive permission from her teacher and use the classroom nurse pass before reporting to the infirmary to sign in. If the nurse is not in her office the student must report to the Front Office and sign in. If a student is unable to return to class after one period, the nurse will call a parent to take her home. Students must sign out before leaving school.

The school nurse is responsible only for emergency care of injuries and sudden illnesses which occur while the student is in school. When at all possible, the parents are responsible for transporting the ill or injured student to her home, doctor or hospital.

The cooperation of parents is especially requested for Pennsylvania State mandated programs such as the 11th grade physicals.

Medication

With signed consent from parent/guardian, the school nurse or principal designee, when necessary, will give Tylenol or Ibuprofen. Consent forms are sent home at the beginning of each school year. When any other medication must be given during school hours, certain procedures must be followed. Please contact the school nurse for guidelines.

At no time is medication of any kind to be carried by a student, unless a signed doctor's order is on record in the nurse's office.

Confidentiality

Administrators and teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. A teacher must report to an administrator any instance when a student's life, health, or safety is in jeopardy. In cases of suspected child abuse, all school personnel will follow Pennsylvania law. A parent will be promptly notified of an administrator's or teacher's concern for a student's life, safety, or health.

Policy Regarding Student Pregnancy

If a student becomes pregnant, a letter from her physician should be on file indicating the length of time she may remain in school. Under no circumstances should the student remain in school longer than the time specified by her physician. Each case must be evaluated individually. However, the Principal may decide that it is in the best interest of the student to leave school earlier than was suggested by her physician.

The student's advisor or the Director of Counseling will advise the student on school policies regarding pregnancy and her expected levels of academic achievement while away from school. In all encounters with the student it is paramount that the counselor demonstrates by word and deed the school's desire to be as supportive and helpful as possible.

Before the student leaves school, the Principal or the Director of Counseling will meet with the parents or guardian to explain clearly the support services of the school, the desire of the school to have the student continue on roll, the method of completing assignments, and the expected levels of achievement. At this time the student will also be encouraged to return to school after the birth of her child.

When the student leaves school, she is to be assigned a full program of independent study with specific assignments to be completed on a designated date. During this time she will continue to be carried on the roll of the school.

The Dean of Academics will act as liaison with the student's teachers, obtaining from them assignments which can be completed independently. The teachers will determine an appropriate method of evaluation and return the grade to the Dean of Academics.

If the full on-site roster of the student cannot be completed independently, the Dean of Academics, with the Principal's permission, may permit an adjustment. In all cases, the Principal shall determine, in consultation with the Dean of Academics, whether the student has completed the work required for re-admission and credit towards graduation.

Policy Regarding Abortion

Upon receipt of information that a student has procured an abortion or assisted another in procuring an abortion, the Principal will promptly arrange to meet with the student and her parents.

If the Principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g., Project Rachel, Catholic Social Services, etc.

The Principal will handle each matter in a spirit of Christian compassion and mercy. When public scandal, the student's refusal to participate in counseling, or other circumstances warrant, the Principal may dismiss or take other appropriate action.

The Principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible and communicate it only to those individuals at school or at counseling services who have the right to know.

Policy Regarding Physical and Sexual Abuse

The Child Protective Services Law of 1975 requires, under penalty of law, the reporting of actual and suspected cases of child abuse to civil authorities. An abused child, under the CPS Act, is an individual under 18 years of age who has suffered serious physical or mental injury, sexual abuse, or serious physical neglect, caused by acts or omissions of the child's parents or person responsible for the child's welfare.

Procedure

1. If a teacher/counselor suspects child abuse, he/she must report this to the Director of Counseling immediately. The Director must also be notified if a student confides abuse to a teacher/counselor.
2. The Director of Counseling will talk with the student to assess the situation. She will also inform the Principal. Once the Principal and Director of Counseling have been informed, the individual teacher or counselor no longer has any legal responsibility in the case.
3. The school nurse will also be consulted as determined by the Principal and the Director of Counseling.
4. If the school nurse is not in the building, and the abuse is of a nature to warrant medical attention, the Director of Counseling and Principal will take the student to the nearest emergency room for treatment.
5. The Principal or someone she has delegated will report the abuse to the Childline (1-800-932-0313) in Harrisburg. The Director of Counseling will then call the County Office of Children and Youth (610-278-5800). If the student indicates that she is afraid to return home, the Director of Counseling, Principal,

- and the Child Protective Service worker will determine an appropriate course of action; i.e., the need for a court order so that CPS can take custody and/or whether the police will be called so that they can take custody.
6. Determining how the parents will be informed of any action taken will be made on a case-by-case basis. The Director of Counseling and the Principal will make this decision after consultation with CPS.
 7. A CY47 form will be completed by the Director of Counseling and forwarded to the local CPS within 48 hours of the report.
 8. A copy of the revised Legally Mandated Reporting Requirements is available in the Principal's Office and in the Counseling Center.

Gwynedd Mercy Academy High School will not tolerate physical or sexual abuse of any of its students, administrators, teachers or staff members. It is the duty of each student, administrator, teacher or staff member to promptly report any actual knowledge of physical or sexual abuse, and it is the duty of every student, administrator, teacher or staff member to report any suspected physical or sexual abuse.

Policy Prohibiting Sexual Harassment by Employees and Students

Gwynedd Mercy Academy High School does not condone nor will they tolerate any form of harassment of a person or persons by another person or persons. Any accusation of harassment (sexual, ethnic, racial, physically impaired) will be vigorously investigated and appropriate sanctions will be levied if the accusations are proved to be factual. This will be coordinated with the school lawyer.

Sexual Harassment Defined

For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment. It also includes any contact or conversation which leaves the recipient feeling threatened or uncomfortable.

Sexual Harassment Prohibited

Sexual harassment is unacceptable conduct and will not be tolerated. All employees and students are responsible for ensuring that this school is free from all forms of sexual harassment.

Persons Covered

This policy prohibits sexual harassment of any employee or student by any other employee, student, vendor or visitor.

Enforcement of the Policy

The Principal shall answer questions about this policy, investigate complaints and take appropriate corrective action. Any person who feels that he or she has been a victim of sexual harassment shall bring the problem to the immediate attention of the Principal.

The school will investigate all allegations of sexual harassment in as prompt and confidential manner as possible and will take appropriate corrective action when warranted. Any employee or student who is determined, as a result of such an investigation, to have engaged in sexual harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee and dismissal in the case of a student.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

STUDENT ACTIVITIES

Student Activities

The school recognizes that activities are an important part of the educational experience. A student in good academic standing may participate in activities provided she has met attendance requirements as published by the Dean of Student Affairs.

All activities must be coordinated through the Director of Activities. The times and places of all meetings should be published in advance to avoid confusion. A complete listing of Student Activities is available on the website. A monthly calendar will be posted regarding meeting times and places.

Field Trips

School field trips are a privilege. A student is expected to participate in a field trip designated for her entire class. A student may be denied participation in a field trip for academic, disciplinary, or financial reasons. The Principal may deny a student's field trip participation for other causes. A parent may ask for a student to remain in school during the time of the field trip. Trips of educational value should be planned for students of all ability levels.

Student Guidelines for Field Trips

- Each student must give the supervising teacher a signed parental consent form at least three days prior to the trip, or earlier, if requested.

- Dress should always be in good taste and appropriate to the nature and the destination of the trip.
- Students are responsible for all work missed due to a field trip.
- A student on a field trip is expected to conform to all school policies, guidelines, and procedures, especially those dealing with safety.

School Dances

School dances sponsored by the different classes fill the social calendar and provide many evenings of enjoyment. School sponsored dances are strictly chaperoned and carefully regulated.

Student Guidelines for Dances

- Ticket sales will not exceed 500 tickets. Once that number is sold, sales will be closed.
- Dances start at 7:00 p.m. and end at 10:00 p.m. Please have parents/rides ready to pick students up promptly at 10:00 p.m.
- All students attending the dance must present his/her I.D. card at the door when entering the dance.
- Doors close one hour after the dance begins. Students must remain at the dance and will not be permitted to leave early unless the parents of the student notify the Principal in writing, prior to the dance, that their son/daughter has their permission to do so.
- Anyone who does not conduct himself/herself appropriately will be asked to leave the dance. Parents will be notified immediately.
- Anyone suspected of substance abuse or alcohol use will not be admitted and subject to the terms of GMAHS's Drug/Alcohol/Vaping Policy.
- Dress should always be in good taste and appropriateness will be determined by attending GMAHS staff and administration.

STUDENT ATHLETICS

Participation

The athletic program is available to the entire student body. All eligible students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. Tryouts for each team are held during the 1st full week of each respective sports season. The decision of the coach, in conjunction with the athletic director, is final. Parents are encouraged to help their children understand that not everyone will be selected.

Every team member is entitled to participate unless she does not follow team rules and regulations found in the Player/Parent/Coaches Contract.

Sports Teams

The following sports teams are available throughout the year.

Fall

Cross Country(V,JV)
Field Hockey(V,JV)
Tennis(V,JV)
Volleyball(V,JV)
Soccer(V,JV)
Golf(V,JV)
Crew

Winter

Basketball(V,JV)
Swimming(V,JV)
Indoor Track(V,JV)

Spring

Softball(V,JV)
Track&Field(V,JV)
Lacrosse(V,JV)

Participation Policies for Athletics

In order to be fair to each participant on a team, the following attendance policy will be in effect:

1. If a player has three unexcused absences from a sport, she will be dropped from the team.
2. If a player misses a practice before a game for a reason unacceptable to the Athletic Department, she will not start the game and could forfeit her position.
3. These policies are in effect during school vacations, holidays, Christmas and spring break.
4. No student may compete in two sports that take place in the same season.
5. Athletes participating in a sport which requires overnight accommodations must remain in rooms assigned by the Coach and be present at all team "Gatherings" for the duration of the competition. **No exceptions will be made.**

Transportation Policies for Athletics

When school transportation is provided, all athletes must go to and from the sports contest on the school's transportation. If a special circumstance arises that would require permission for a student athlete to be transported to an away contest by means other than school provided transportation, a Travel Consent Form, signed by parent/guardian must be presented to the Athletic Director 24 hours prior to the request. If a parent is present at the game, the athlete may leave with the parent. If an athlete intends to leave a game with any other person, a written note must be presented to the coach.

Uniform Policy for Game Days

Student-Athletes are permitted to change into their complete Home or Away Team Uniform (as required for each sport) during their respective lunch period. Sneakers are to accompany the Team Uniform and no other footwear is acceptable. Any deviation from the required team uniform will constitute a “Uniform Violation” and will result in the issuing of demerits.

Physical Education Classes

Gym attire: Students must wear sneakers and socks. T-shirt, sweatshirt, shorts and gym pants must be worn and of the following colors: red, yellow, black, grey or white (or Gwynedd gear). Gym attire must be appropriate.

The following activities are available in physical education classes:

Aerobic Activities	Scooter Soccer	Tennis
Badminton	Basketball	Lacrosse
Court Hockey	Mercy Mile	Volleyball
Fitness/Weight Training	Pilates	Wii Fit
	Yoga	Wii Sports

Link to complete STUDENT ATHLETICS HANDBOOK

<file:///C:/Users/ecarty/OneDrive%20-%20Gwynedd%20Mercy%20Academy%20High%20School/Dean%20of%20Students/STUDENT%20ATHLETICS%20HANDBOOK%202018-19.pdf>

SCHOOL TRADITIONS/HOMEROOM ACTIVITIES

School Traditions

Participation in the traditional events of the school year is an integral part of Mercy life. The more important of these traditions have special significance.

Mercy Day, the Feast of Our Lady of Mercy, and Patroness of the school, occurs on September 24. This Feast Day celebrates our rich history and tradition; it is a special time for rejoicing and festivities.

In the fall, Senior Class officially welcomes the freshmen and installs them as "Mercy girls."

School dances sponsored by different classes fill the social calendar and provide many evenings of enjoyment.

Ring Day generally occurs in December. The Junior Class is receive their class rings at a special liturgy.

The Candlelight Service and procession is Mercy's formal celebration of the Christmas feast. The public is invited. The Music Department performs a selection of Christmas music and members of the Senior Class present a tableau.

The May Liturgy and procession is a spring function in honor of Our Lady, in which all students participate. A May Queen is selected by the Senior Class and crowns the Blessed Mother during the celebration.

In May, the seniors are celebrated by the underclassmen through a special "Senior Appreciation Day."

A Senior Mother-Daughter Liturgy and brunch to follow in May, and is sponsored by The Mother's Club.

Class Day is held on the last day of school. At the Closing Exercises, held in the morning, students are recognized for outstanding achievement in academic subjects.

Graduation culminates the school year. A Bacculaureate Liturgy is celebrated on an evening before Commencement. Wearing long white gowns and carrying red roses for the Commencement Ceremony remains a tradition. Eligible seniors are invited to represent their class as Salutatorian and Valedictorian. Each senior individually receives a gold Mercy medal and her diploma. Graduation ends with the crowning of the Blessed Mother.

Homeroom Activities

Grade Twelve

Senior-Freshmen Picnic (September-October)

Purpose: To welcome freshmen to the Academy.

Activity: A picnic and entertainment.

Responsibility: Prepare picnic and entertainment.

If necessary, raise money to cover the expense.

Grade Eleven

Ring Day (November-December)

Responsibility: Juniors prepare liturgy.

Farewell to Seniors (May)

Responsibility: Plan some activity as a farewell for Senior Appreciation Day.

Grade Ten

Participate in Senior Appreciation Day

Responsibility: Plan appropriate activity of farewell to Seniors for Senior Appreciation Day.

Grade Nine

Farewell to Seniors (May)

Responsibility: Plan a suitable farewell celebration in conjunction with Senior Appreciation Day and prepare a song for the Seniors.

ALMA MATER

GWYNEDD MERCY ACADEMY HIGH SCHOOL Alma Mater

Hail to thee our Alma Mater! School of
Schools all hail to thee!
We, thy children, here assembled dedicate our
Hearts to thee.
Come girls your school now calls for you
To honor the red and the Gold.
Give her your vow to go forth now, her standards
To uphold.

Refrain

***Dear Alma Mater, Mercy, we your children stand
To pledge our lasting loyalty in ever faithful
Band.***

Let all in ardent chorus her merits to uphold.
Strong and high her colors fly as Mercy's Red and Gold.
So rise and cheer unto the sky
To honor the school you hold so dear.
Revere her name of widespread fame
And sing year after year.

CONSENT AND RELEASE

We, the undersigned as parent or legal guardian of _____, do hereby authorize Gwynedd Mercy Academy High School to use the name, picture or likeness of the above-named child, or any material based upon or derived there from, in whole or in part, in any manner or media whatsoever, for the following purposes:

1. Instructional purposes
2. Classroom teacher training
3. Parent/Teacher Associations
4. Annual reports/brochures describing School programs

All students and their parents must sign off on having read this handbook by visiting the Forms section of PlusPortals and selecting the Student Handbook & Consent and Release Signoff forms.