



Our Lady of Mercy Academy

“Excellence in Education for Women Since 1928”

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TABLE OF CONTENTS

Part I	4
The Values of Mercy Secondary Education Association.....	4
Mission Statement.....	4
Philosophy.....	4
Mercy Graduate.....	4
Accreditation.....	4
Admissions.....	4
Academic Scholarships.....	5
Program of Studies.....	5
Affiliation with St. John's University.....	5
Requirements for Graduation.....	5
Academic Information.....	7
Valedictorian.....	7
Salutatorian.....	7
Honor Roll.....	7
General Rules.....	7
Integrity.....	8
Part II	9
Student Rights.....	9
Student Responsibilities.....	10
Required Dress Code.....	10
Conduct.....	11
Attendance Policy.....	14
Part III	15
Theology/Youth Ministry.....	16
The School Library Media Center.....	16
Health Services.....	17
Assemblies.....	17
Emergency Procedures/Fire Drills.....	17
Field Trips.....	18
Senior Information.....	18
Part IV	19
Tuition and Fees.....	19
Fees.....	20
Extra Curricular Clubs and Activities	20
The National Honor Society	21
Bell Schedules	22
Handbook Contract	23
Student Emergency Numbers	23
Monthly View Calendar	25-35



September 2008

Dear Students,

Welcome back! September brings a new opportunity for the school community to begin a new adventure. We have just passed a milestone: Celebrating 80 years of Mercy education! For eighty years OLMA has shaped the lives of productive Mercy women of moral character who are intelligent, compassionate, and socially aware.

On their journey to graduation, Mercy students have been guided in partnership by parents, teachers, staff, and administration. The success of each student's experience at the Academy is predicted on an understanding of expectation. The Student Handbook provides information and defines parameters to help students achieve the Academy's goals.

As we enter into our 81st year of educating young women guided by the charism of Catherine McAuley, it is our prayer that the 2008-2009 school year will provide each student with an opportunity to reach her God-given potential. The administration, faculty, and staff join in community to ask God's blessing on all in the "Circle of Mercy." May each of you find success in the new school year.

With affection,


Sr. Helen Lyons, RSM
Co-Principal


Mrs. Joan Gordon
Co-Principal


Sr. Monica Henkemeier, RSM
Assistant Principal


Sr. Rosemary Hickey, OP
Assistant Principal

PART I

OUR LADY OF MERCY ACADEMY

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

Students share educational experiences in an academic curriculum featuring both an Honors Program and Advanced Placement courses. Seniors may enroll in accredited college courses offered through St. John's University. The tradition of academic excellence is evidenced by the fact all Mercy graduates continue their education in college.

The Mercy Spirit is also reflected in over 30 extra curricular activities, including an extensive sports program, which attracts widespread participation at all interest levels. Located on a spacious campus, the Academy's facilities include tennis courts, soccer/lacrosse fields, 2 softball fields, and a well-equipped gym.

THE VALUES OF MERCY SECONDARY EDUCATION ASSOCIATION

- Collaboration
- Compassion and Service
- Educational Excellence
- Concern for Women and Women's Issues
- World Vision and Responsibility
- Spiritual Growth and Development

MISSION STATEMENT

Founded in 1928 as a Catholic college preparatory school for young women, Our Lady of Mercy Academy is dedicated to providing a comprehensive education that is permeated with the charism of Catherine McAuley, foundress of the Sisters of Mercy.

In response to the challenge of the Gospel, the faculty and staff of Our Lady of Mercy Academy work to educate students in a holistic fashion within a compassionate environment of reverence for one another and for the world.

Each student is challenged to develop her God-given gifts in order to become an authentic witness of Mercy in the global community of the 21st century.

PHILOSOPHY

The philosophy of Our Lady of Mercy Academy is based on the Church's threefold mission: to impart the message of Jesus, to advance the building of Christian community, and to witness to the gospel message. Guided by the principles FIDES, MORES, CULTURA (Fidelity to Principle, Moral Integrity, and Enrichment of Life), the Academy educates its students to seek personal fulfillment as aware, contemporary Christian women who are challenged to give witness to this philosophy.

Our Lady of Mercy Academy is a community centered on the teachings of Christ as its unifying force. OLMA continues to provide young women with an environment that nourishes spiritual, intellectual, emotional, and social growth. With guidance and support, students are helped to become well-rounded, merciful, and intelligent women.

Students, parents, and teachers form a Christian educational community where knowledge is inspired and enhanced by faith. All offer their own unique contribution to create a shared experience based on the teachings of Christ.

MERCY GRADUATE

The Mercy graduate is a woman of moral character who is an intelligent, compassionate, socially aware individual. She is an independent thinker, open to change, and self-disciplined. She possesses a joyful optimism grounded in the Gospel message. She has the skills to succeed in whatever work she undertakes. Following the footsteps of Catherine McAuley, she serves to better the lives of those in need. Aware of her many blessings, she is physically, spiritually and emotionally able to assume her unique role in today's world.

ACCREDITATION

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

ADMISSIONS

Admission to the ninth year is based on successful performance on the Cooperative Entrance Examination and the student's expressed desire to attend Our Lady of Mercy Academy. There is a placement test in Math for all incoming ninth graders. A Foreign Language placement test is administered to ninth graders who are seeking placement in level two of the language.

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

ACADEMIC SCHOLARSHIPS

Scholarships are awarded each year to qualified incoming freshmen. Scholarships are initially based on academic performance on the Catholic High School Entrance exam. Recipients must maintain a 90.0% final average per academic year without any final grade failure.

If the academic criteria are not met, the recipient will lose the scholarship for the next academic year.

PROGRAM OF STUDIES

New York State Regents diplomas are issued to graduates who fulfill requirements. The program of studies includes required academic courses and electives in academic and business subjects. Students may not take courses at any other institution while attending Our Lady of Mercy Academy and expect to receive credit toward an OLMA diploma for these courses. All final academic decisions are made with the approval of Administration.

AFFILIATION WITH ST. JOHN'S UNIVERSITY

College courses are offered to eligible Seniors through affiliation with St. John's University. The courses are taught by OLMA's faculty who are also adjunct professors to the University. The credit earned may be transferred to other colleges.

Our Lady of Mercy Academy's graduation requirements encompass and surpass the minimum expectations of New York State Board of Education.

REQUIREMENTS FOR GRADUATION

Our Lady of Mercy Academy

Curriculum	Credits
Art	1
English	4
*Computer Technology	0.5
Health	0.5
Language	3
Mathematics	3
* Music	1
Physical Education	2
Science	3
Social Studies	4
Theology (includes service)	4
*Electives	3

***Our Lady of Mercy Academy's requirement of 1 credit of music and 0.5 credit in Computer Technology combined with its 3 credit elective requirement exceeds New York State's elective requirement for a Regents Diploma and meets the elective requirement for an Advanced Regents Diploma.**

The state issues a Regents, Regents Honors, Advanced Regents and Advanced Regents with Honors Diploma.

The chart below indicates the requirements for each type of diploma. The New York State Curriculum is subject to change.

		Regents Diploma	Advanced Regents Diploma
COURSES	English	4	4
	Social Studies	4	4
	Mathematics	3	3
	Science	3	3
	Health	0.5	0.5
	The Arts	1	1
	Core Credits	15.5	15.5
	Languages other than English	1	***
	Physical Education	2	2
	Sequence Courses/Electives	3.5	4.5
	TOTAL Required (minimum)	22	22
EXAMINATIONS	RE English	Yes	Yes
	RE Mathematics	Yes	Yes
	3 rd RE Mathematics	No	Yes
	RE Global History & Geography	Yes	Yes
	RE US History & Government	Yes	Yes
	RE Science	Yes	Yes
	2 nd RE Science	No	Yes
	Languages other than English	Yes	Yes
		MINIMUM TESTING REQUIREMENTS	

To receive a Regents Diploma with Honors or and Advanced Regents Diploma with Honors, students must fulfill the requirements for the diploma and have a minimum of 90.0% average on Regents exams.

*** To earn the advanced designation, the student must complete one of the following:

1. A language other than English (3 credits)
2. The arts (5 credits)

A Diploma from Our Lady of Mercy Academy will only be conferred on a student who has successfully completed all New York State requirements and OLMA's requirements as stated in the Curriculum Guide.

Seniors are required to take seven (7) courses. In addition, each Senior is required to complete all assigned work and obtain a passing grade in all of the senior classes as listed on her program.

ACADEMIC INFORMATION

CUMULATIVE AVERAGE

Courses will be weighted for Honor Roll and cumulative grade point average according to the following scale.

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

VALEDICTORIAN

The valedictorian is the student with the highest weighted cumulative grade point average in the five major subjects and a 90.0% average in Theology for three and three-quarter years. The Valedictorian must have attended OLMA for 4 full years.

SALUTATORIAN

The salutatorian is the student with the second highest weighted cumulative grade point average in the five major subjects and a 90.0% average in Theology for three and three-quarter years. The Salutatorian must have attended OLMA for 4 full years.

HONOR ROLL

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

Principal's List	95.0% average with no failures
First Honors	92.0% average with no failures
Second Honors	88.0% average with no failures
Must take a Minimum of 4 Academic Subjects	

GENERAL RULES

Classroom Make-up Testing Policy: Each academic department determines the policy for make-up tests. A copy of this policy is distributed in class during the first week of school and is on file in the Assistant Principal for Student Life's office.

Classroom Late Assignment Policy: Each academic department determines the policy regarding the acceptance of late assignments. A copy of this policy is distributed in class during the first week of school and is on file in the Assistant Principal for Student Life's office.

Formal School Exams: Special days are designated for Comprehensive Exams, which are given in January and June. Regents exams substitute for final exams. The marks from these exams are recorded on the report card and are averaged into the appropriate semester grade. Each exam grade is calculated as 20% of the semester grade.

INTEGRITY

In keeping with OLMA's philosophy and mission statements, the school is committed to promoting moral integrity, fidelity to principle and reverence for one another. OLMA believes honesty, respect, fairness and trust must permeate all that is done as a school community.

Integrity involves qualities of sincerity and honesty. It implies each individual is trustworthy and refrains from lying, stealing and cheating. At OLMA, stealing refers to the taking of such items as textbooks, notes, and any personal belongings of another person.

Cheating is the inappropriate transfer of information - both in and out of the classroom. Cheating includes, but is not limited to, the following items:

- Giving or receiving aid on a test or attempting to do so
- Procuring test answers in advance
- Copying homework
- Misusing calculators or other devices including programming information that is not explicitly permitted

The faculty and staff work to educate students in an environment of mutual respect and reverence. The students are supported, encouraged, and challenged to do their best in all academic areas. Each student is personally responsible for fulfilling all class assignments.

Any behavior compromising the integrity of a student's work or a teacher's assessment of that work constitutes cheating. Students who misrepresent themselves and their work face serious academic consequences. At the beginning of each academic year, individual classroom teachers will explain, in detail, policies regarding academic honesty relevant to their discipline and course.

CONSEQUENCES FOR CHEATING are the following:

- The student automatically fails the assignment or the test with a grade of 0%.
- The teacher involved reports the offense to the Chairperson and to the Assistant Principal for Student Life who will communicate with Guidance.
- The teacher involved telephones the student's parents immediately to inform them of the infraction.
- The Assistant Principal for Student Life speaks to the student about the more serious consequences regarding future infractions.

Plagiarism

1. Plagiarism is defined as the use of another's words, ideas and creations without documentation of the source. This use includes paraphrasing, as well as direct quotes.
2. Some work, such as group projects, may be shared with SPECIFIC AUTHORIZATION from the teacher.

The use of all outside sources requires documentation, including texts, the Internet, creative ideas from the Fine Arts, dance, music, the visual arts and drama.

The CONSEQUENCES FOR PLAGIARISM are the following:

First Infraction

- The student receives a 55% for the assignment.
- The teacher involved reports the offense to the Chairperson and to the Assistant Principal for Student Life who will communicate with Guidance.
- The teacher involved telephones the student's parent/guardian immediately to inform them of the infraction.
- The Assistant Principal for Student Life speaks to the student about the more serious consequences regarding future infractions.

Second Infraction

- The student receives a 0% for the assignment.
- The teacher involved telephones the student's parent/guardian and informs them of the infraction.
- The Assistant Principal for Student Life meets with the student, parent/guardian, and the student's guidance counselor. A follow-up letter summarizing the discussion and agreements reached at this meeting is sent home by the Assistant Principal for Student Life. The letter must then be signed and returned to school.

Subsequent infractions will result in disciplinary action, which may include suspension or expulsion.

Course Credit: The final average determines whether a student passes or fails. In Regents courses, a student must pass the Regents exam (with a 65.0%) and the course to receive Regents credit. A student must pass the Regents exam to fulfill state requirements for graduation.

Course Failure: Any student who fails a course must attend a full-summer school session or be tutored for 30 hours by a certified teacher in this subject area. Certification must be presented to OLMA's Guidance Department. Failure of more than two subjects requires the parent/guardian and student to have a meeting with Administration. A student who fails more than two courses in June jeopardizes her future placement at OLMA.

Course and Regents Failure: Any student who fails both the course and the Regents must attend a full-summer school session or be tutored for 30 hours by a certified teacher in the subject area. Certification must be presented to OLMA's guidance Department. The student must retake the Regents in August.

Regents Failure: Any student who fails a Regents exam, but passes the course, may sit for the exam in August after completing a mandatory two week mini-review class in summer school, or being tutored for 12 hours by a certified teacher in the subject area.

Registration is necessary in order to retake the August Regents exam. All Regents marks will appear on the transcript. **Subject teachers must notify parents/guardians of Regents failure.**

Progress Reports are distributed in the middle of the first and second quarters. Parents are to note teachers' comments, sign the form and return it to the homeroom teacher via the student. Students who fail to return progress report on time must serve detention.

Academic Probation: Freshmen, Sophomores, or Juniors who fail two subjects and Seniors who fail one subject are placed on academic probation. The students meet with their Guidance Counselor and Director of Guidance, who will make appropriate recommendations. **Seniors on probation lose the following: early out, free periods, and car privileges.** Students on Academic Probation may be excluded from extra curricular activities and school functions until significant improvement has been made at the next academic juncture. **Weekly academic updates are sent to parents/guardians.**

Report Cards: The academic calendar is divided into 2 semesters consisting of 2 quarters each. A semester grade is calculated at the end of 2 quarters, once in January and again in June. The semester grade consists of the two-quarter grades plus either a mid-term exam or a final exam grade. The final grade is determined by averaging the two semester grades.

The homeroom teacher distributes the report card three times a year. Each student is required to take the card home and share it with her parent or guardian, have it signed and returned to her homeroom teacher who will give the student a copy to keep. **Students who fail to return their report cards on time must serve detention.** The final report card will be mailed.

PART II SCHOOL RULES STUDENT RESPONSIBILITIES AND BEHAVIOR

At OLMA the focus is on the student. The faculty and staff work together with the students and the parents to ensure the school campus is a safe and caring environment where every student is enabled to grow in her God-given gifts. The entire school community makes a commitment to responsible behavior within the guidelines that are developed by members of the school community, communicated to the students, faculty and parents in the school handbook and followed consistently by everyone.

Our Lady of Mercy Academy supports a zero tolerance policy for violence whether verbal or physical, and the possession of weapons, drugs and alcohol. Resources are available both inside and outside of the school to support students and parents.

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

STUDENT RIGHTS

Each OLMA student has the following rights:

1. To learn in a nurturing environment
2. To be respected by teachers and peers
3. To feel safe and secure
4. To be free to express herself in a courteous manner
5. To appeal when a serious situation arises

STUDENT RESPONSIBILITIES

Each OLMA student has the following responsibilities:

1. To develop academically, physically, socially and spiritually
2. To help create and maintain a nurturing environment
3. To behave in a caring and respectful way
4. To respect school property and the property of others
5. To be honest and trustworthy
6. To comply with all OLMA policies, procedures, and rules

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

Corridor Behavior: Students are to speak quietly when walking through the corridors. Running and shouting are inappropriate and unacceptable.

Parking and Pick-up: No unauthorized persons are **permitted** on school property. A letter from a parent/guardian is required if a student is not traveling home by bus.

STUDENTS WHO ARE DRIVEN TO SCHOOL BY A PARENT MUST BE DROPPED OFF IN THE PARKING AREA. No cars are to be driven into or parked in the circle.

Study Halls: Students complete school related work in study hall in an atmosphere of quiet. Seniors are not required to attend programmed study halls. If they choose to do so, they must follow the same directives as other students.

Students requesting to go to the library are given a written pass by the study hall supervisor. The pass is to be signed by the librarian and returned to the study hall supervisor before the end of the period.

Students who need to see a teacher to make up a test or to receive extra help, must present a written pass from that teacher; otherwise, the student is NOT allowed to leave the study hall.

Homeroom Period: Students are to report promptly to the assigned room. Channel 1 news is viewed each morning. Attendance is taken. Students are to remain in Homeroom. If a student has a pass, she is permitted to leave homeroom after the announcements.

Cafeteria: Students are expected to behave in a refined and courteous manner. Students must clear their table ten minutes before the end of the period.

Lockers/Gym Lockers: All lockers (regular and gym) are the property of Our Lady of Mercy Academy. Lockers must be kept locked at all times with a school issued lock. Students are advised not to give the combination to other students. Nothing is to be left outside of the locker. **All valuables must be locked in the student's locker. Handbags or wallets are never to be left in a student's book bag on the locker room floor. OLMA is not responsible for the loss of unsecured items.** If students wish, they may bring money and/or other valuables to Administrators for safekeeping. It is not the school's responsibility if things are lost when lockers are left open.

Students may not congregate in the locker rooms before, during, and after school.

School authorities reserve the right to open and to search lockers if the need arises.

Electronic Device Policy: Students are not permitted to use electronic devices (including but not limited to tape/CD/DVD players, iPODS, Recorders, radios, cell phones, pagers, beepers, and cameras) during the school day.

All electronic devices brought to school must be locked in the student's locker from 8:00AM-3:00PM.

Any electronic devices used during the school day will be confiscated and returned at the discretion of Administration to a parent/guardian.

Parent/Guardian Student Contact During School Day: If an emergency arises and a parent/ guardian needs to contact a student, a call can be placed to the Main Office (516-921-1047, ext. 10). Students who need to contact a parent/guardian during the school day, may use the phone in the Main Office. Cell phones are not to be used.

REQUIRED DRESS CODE

Our Lady of Mercy Academy has always had a uniform dress code. It is with **RESPECT** for the past tradition and **PRIDE** in the present association that each student is expected to conform to the uniform policy.

Make-up and jewelry may be worn tastefully, one necklace, one bracelet, one set of earrings. **No body piercing other than in ears is permitted. Only one pair of earrings may be worn on the ear. Hoops, or dangling earrings, bandanas or scarves are not permitted. Hair must be worn in an appropriate style and one appropriate color.** The Assistant Principal for Student Life handles violations.

The uniform consists of the following:

Plaid Kilt

Monogrammed Sweater: Oct. 1 - May 1

Monogrammed Shirt: short sleeve - No T-shirts or turtle-necks are to be worn under the uniform shirt

Shoes: uniform shoe is to be worn at all times - loafer or tie

Socks: **knee socks only (NO SPORTS SOCKS ALLOWED):**

Seniors - Black

Juniors - Grey

Sophomores - Navy

Freshman - Cardinal

Stockings: flesh color

Tights (same color as knee socks)

Leaders Club: white sweater

Skirts are to be worn at the knee or slightly above the knee. Skirts are never to be rolled at the waist. Monogrammed shirts are to be worn with the collar down and sleeves unrolled. Full uniform must be worn to and from school.

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

Dress-Up/Out of Uniform Policy:

The following is **acceptable attire**: Dress or skirt*, dress slacks, appropriate shirt or blouse, and proper shoes. Stockings or socks must be worn on dress-up days.

* Dresses, skirts must be knee length or longer.

The following is **unacceptable attire**: Jogging attire, athletic attire, stretch pants, pajama pants, and shorts. Spaghetti, halter and similar-style straps less than 2" wide on dresses, blouses, or tops. Tops that are revealing, low-cut, tight-fitting, show the midriff, or made of lycra or spandex. No sneakers, flip flops, shower shoes, slides or crocs are permitted. **Jeans are not permitted at anytime, with the exception of Retreat days.**

In all cases, the school reserves the right to decide what is appropriate attire.

CONDUCT

Food and Drink are permitted only in the cafeteria and never in locker rooms or above the basement corridor.

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

Smoking: Smoking is not permitted in the building or on the grounds (Educational Law Sec. 409).

Any student who smokes on campus is **breaking the law**. After the parent/guardian is notified the student is subject to the following:

1st offense - 5 hours of detention and probation for the quarter or semester depending on circumstances (no extra curricular activities including sports, dances, proms. etc.)

2nd offense - Suspension

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

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

Any student showing evidence of having consumed alcoholic beverages or in the possession of drugs, and/or tobacco, at anytime while under the authority of OLMA is subject to dismissal.

"Showing evidence of" includes any behavior observed by an adult which might be indicative of the use of alcoholic beverages, drugs, and/or tobacco.

"In the possession of" includes participation in the use of or being in the presence of the use or storage of alcohol, drugs, and/or tobacco. This includes the presence of alcohol, drugs, and/or tobacco in lockers, automobiles, student rooms or elsewhere on campus.

"Drugs" includes all that is commonly understood in the context of the problem: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, federally controlled substances, etc.

Realizing the seriousness of the problem of alcohol, tobacco, and drug abuse/misuse, OLMA will make every effort to assist students involved with the problem. Strict confidentiality will be observed in providing this assistance; every effort will be made to enable students who are actively seeking help for themselves or others to continue their education at Our Lady of Mercy Academy.

Observations and/or evidence of alcohol/drug use by a student will require an alcohol/drug assessment by an OLMA approved facility.

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

Violence of any kind will not be tolerated.

- Verbal abuse and/or harassment is offensive and never tolerated. Vulgar and offensive language is unacceptable.
- Students who fight or threaten harmful behavior toward another in the building or in the vicinity of the building are **subject to probation and possible suspension or expulsion**. Students who engage in any violent verbal or physical behavior are subject to possible suspension or expulsion.
- Reports of violence must be reported to an adult on campus.

Theft or the destruction of property belonging to the school, staff or other students is a very serious offense. A student who steals or defaces property or is suspected of said offenses is immediately brought to the Assistant Principal for Student Life who will call the student's parent/guardian. Pending an investigation by the administration, immediate disciplinary action ranging from **in school suspension to expulsion will result**. Legal authorities may be contacted. Restitution and repairs are the parent's/guardian's responsibility.

Cutting class is a serious offense which will result in detention, and/or probation or suspension. No credit is awarded for class work. Students will receive a zero for quizzes or missed tests. Parents/guardians must meet with the Assistant Principal for Student Life before the student can return to class.

Seniors who cut a class will lose senior privileges.

Truancy is a serious offense. A truant student is suspended from all classes until her parent/guardian comes in for a conference with the Assistant Principal for Student Life.

Unsupervised Student behavior is prohibited. **No student is permitted on the grounds unaccompanied by a teacher or moderator. Students are NOT permitted off campus during school hours or when staying for after school activities.**

Educational Trips augment the school curriculum. All educational trips are scheduled between September and May 1st. Each student is expected to conduct herself in accordance with the rules in the Student Handbook, as well as the guidelines set by the trip coordinator. **Students are expected to follow the dress guidelines as stated in the student handbook for day trips, as well as for trips of longer duration. Tasteful and reasonable dress and appropriate conduct are expected at all times. Trips are a privilege and not a right. Participation is contingent on attendance, academics, and behavior.** Students who fail to comply with the rules will be sent home at the parent's/guardian's expense.

In the event of an extended trip, medical insurance and authorization forms must be completed and presented before a student receives final approval for the trip.

Detention is an after-school or Saturday session assigned to students as a disciplinary measure as the result of a referral and/or at the discretion of the Assistant Principal for Student Life. A student who has received one referral will serve detention. A student who is given detention is to report to the specified room on the assigned day and time, in full uniform. A missed detention will result in **Saturday** detentions. Referrals for detention are kept on file and appear on the report card. Referrals must be signed by a parent/guardian.

The Disciplinary Review Board consists of the Co-Principals and the Assistant Principals. The Disciplinary Review Board decides the course of action when a student exhibits a negative attitude toward school policy and/or when a student is involved in a serious violation of school rules. Before a decision is made, the student is given the opportunity to state her position.

Probation/Suspension/Expulsion are consequences for students whose actions or conduct is offensive or brings discredit to the school.

Probation is a set period of time, determined by the infraction, during which students cannot violate any rules without placing themselves in jeopardy of suspension. **Seniors on probation will lose their**

senior privileges. All students on probation must obtain permission from the Assistant Principal for Student Life to participate in any school-sponsored activity.

A student is placed on probation for, but not limited to, the following reasons:

1. Fighting
2. Smoking
3. Destruction of school property
4. Stealing
5. Endangering the safety of others
6. Repeated lateness or absence

The decision to place a student on probation is made by the Administration.

Internal Suspension is intended for students who exhibit unacceptable in-school behavior. The Assistant Principal for Student Life notifies the parent/guardian of the suspension. Students will be supervised in a specific room to complete assigned work rather than being sent home.

The Rules for Internal Suspension are the following:

1. The student must be in the assigned room by 8:05AM and must study or do class work for the entire day.
2. The student is allowed to leave the assigned room only when granted permission to do so.
3. On the day of internal suspension, the student cannot participate in extra curricular activities (clubs, drama, sports practices and games, or any other activities).
4. If a student is disruptive in internal suspension, she is subject to external suspension.

External Suspension is invoked by the Administration when a student continues to disrupt the academic process or endangers a person or property of others. In the case of external suspension, the Assistant Principal for Student Life will immediately contact the parent/guardian and the student will leave the school grounds with the parent/guardian. Suspended students may not return to school until their parent/guardian has met with the Co-Principals and Assistant Principals to discuss the situation.

Suspension from school is for a specified period of time. A suspended student is not permitted on school property. She cannot attend any school-related functions, including sports practices, dances, athletic events, or any other extra curricular activity. If, for any reason, a student on suspension needs to see a teacher or an administrator, she must call for permission.

Subsequent to an external suspension a student is placed on probation and any further infraction of school rules or unacceptable behavior can result in expulsion.

Expulsion is the permanent removal of a student from Our Lady of Mercy Academy. It is the sole decision of the Co-Principals, acting upon the recommendation of the Discipline Review Board.

Our Lady of Mercy Academy reserves the right to review records of academics, attendance and behavior for a student at any time during the academic year in order to determine her continued enrollment in the Academy.

Sexual Harassment is a form of sexual discrimination prohibited by federal and state law. Sexual harassment is any unwanted conduct of a sexual nature. It is the imposition of unwelcome and/or unwarranted sexually oriented acts that creates a hostile, intimidating or offensive academic or work environment.

Our Lady of Mercy Academy is committed to maintaining a learning environment free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. The Academy prohibits any form of sexual harassment or sexual violence.

It is a violation of this policy for any student or employee of the Academy to harass a student or an employee through conduct or communication of a sexual nature defined by this policy. The Academy recognizes sexual harassment can originate from a person of either sex against a person of the same or opposite sex, and from classmates, as well as adults.

It is a violation of this policy for any student or employee of the Academy to be sexually involved with a student or employee. The Academy acts promptly to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the Academy. Any person reporting in good faith any act of perceived sexual harassment is protected from retaliation of any type or nature whether or not harassment is found.

Special Programs and Events enrich the educational experience. Participation in Special Programs and Events is a privilege and not a right. Failure to comply with specific rules, including but not limited to, meeting financial obligations will result in a student forfeiting her privilege of participating in future special programs and events (see page 19, Educational Trips).

- **Junior Ring Night:** Participation in and attendance at Ring Night is open to all students who will be receiving a Mercy Ring.

ATTENDANCE POLICY

The New York State Department of Education's attendance policy imposes significant responsibility on parents/guardians, students, and schools to make certain a student attends school. Absenteeism, lateness and/or early dismissal disrupts educational continuity and should be avoided. There is a strong correlation between good attendance and student performance. Each course of study involves class attendance, homework assignments, tests and class participation. Therefore, absences from classes resulting from lateness, early dismissal or college visits have a definite effect on a student's grade. Vacations or family trips during school time are illegal absences. Teachers are not obliged to give work to students who miss school because of vacation or family trips.

Absences, latenesses and early dismissals are placed on a student's permanent record/transcript and may have negative consequences presently or in the college application process.

Attendance is taken every period.

Classes missed because of school trips, college visits, and in-school activities that absent a student from a particular class are all considered absences. As a result of repeated absences, early dismissals or latenesses, one or more of the following will occur:

1. After school or Saturday detention
2. Internal suspension
3. Loss of senior sign in/sign out privileges
4. Denial of participation in after school activities
5. Reduced grade
6. Denial of course credit

Please note, 3 latenesses will count as 1 absence for disciplinary action. If there are five absences from school or a particular class before December 1st the parent/guardian will be contacted for a conference with the Assistant Principal for Student Life.

A Perfect Attendance award is given to students who have **no absences, no late arrivals, and no early dismissals and do not leave the building in the middle of the day and return.**

Attendance Procedure:

1. A telephone call is required for **every** absence even if it is a one-day duration. A call into the Main Office, phone number (516) 921-1047 ext. 10 is required **before 8:00AM**.
2. When the student returns to school, a letter from the parent/guardian must be presented to the Assistant Principal for Student Life. The note must contain the following:
 - a. Date(s) of absence(s)
 - b. Reason for absence
 - c. Student's name and grade
 - d. Parent/Guardian's signature
3. If a student returns to school without an absent note, the student will not be allowed to go class until an absent note is FAXED or delivered to the school. In addition, the student will serve **detention**.
4. **Doctor's lines (Doctor's letterhead, date and time of the appointment) are requested for the following:**
 - a. Prolonged absence
 - b. Late arrivals due to doctor/dentist appointments
 - c. Early dismissals for doctor/dentist appointments
5. Course work will be provided for an extended illness only. Otherwise it is the student's responsibility to obtain class work and assignments from her peers.

6. A student who is not in school for homeroom or who is absent for the day will not be permitted to take any after school make-up tests or participate in any after-school activities/athletic events.
7. Excessive absences, latenesses or early dismissals will result in the denial of privileges.

Attendance on Retreat Days: Student Retreat Days or Days of Recollection are an important part of our Catholic Philosophy of Education. Every student is to be in attendance.

Late Bus Procedure: All students will report to the Main Office upon arrival at school. A late bus pass will be issued for admittance to class.

Lateness: Any student who comes late to school, other than as a result of a late bus, must have her parent/guardian sign her in at the Main Office and list the time of arrival and reason for lateness. If the parent/guardian fails to sign in the student, the student will not be allowed to go to class until a parent/guardian signs the student in.

Seniors who drive and are late must present a note from their parent/guardian. Failure to present a note will result in detention.

Early Dismissal: In case of an **emergency appointment**, a note must be presented to the Assistant Principal for Student Life **at homeroom**. The parent/guardian must sign the student out in the Main Office.

Dismissal for Sickness: The nurse calls the parent/guardian to report any sickness. The student waits with the nurse until the parent/guardian arrives to sign out the student at the Main Office.

School Closings: For school closing because of inclement weather or emergencies, **listen** to Radio Stations - WINS (1010), WGSM (740), WHLI (1100), WGGB (1240), WALK (97.5 FM, 1370 AM) or Channel 12 Cablevision. School Reach will be activated. Each household will receive a phone call.

PART III GENERAL INFORMATION AND STUDENT SERVICES GUIDANCE

The Guidance Department, as an integral part of the school community, works closely with administrators, teachers, parents and community services in an effort to meet the academic, social and emotional needs of our students.

The Guidance Department has four full-time Guidance Counselors. Students meet with their Guidance Counselors in groups during homeroom visits, in freshman advisory classes and individually.

Counselors are available to meet with students throughout the school day. Counselors make daily appointments by sending a Guidance Appointment Pass to their students. Individual students may schedule an appointment by signing up in the Guidance Office to see their Guidance Counselor during a study or lunch period. Guidance counselors are always available to see students when the need arises. Parent/guardian meetings are encouraged and scheduled as needed, in addition to parent/guardian/teacher conferences.

The Guidance Counselors also act as a liaison between the school and other mental health professionals who are involved with OLMA students.

Registration/Course Selection: Course selection for the following year takes place in February. Students are assisted by their Guidance Counselors based on teacher recommendations.

Request for Assignments: Parents/guardians can request assignments for a student who will be absent for one week or longer for medical reasons. Parents must call the Guidance Office, allow several days for work to be prepared and arrange a time to pick up the work.

Testing Program: The following standardized tests are administered in school

Freshmen:	NEDT
Sophomores:	PSAT
Juniors:	PSAT

Students take standardized test for college admissions at off-site testing centers:

Sophomores:	SAT II
Juniors:	SAT I, SAT II, ACT
Seniors:	SAT I, SAT II, ACT

Registration booklets and test dates are available in the Guidance Office.

College Application Process: All Juniors and their parents/guardians have a Junior college meeting in the spring of Junior year. The college application process and specific questions are discussed with their counselor. Counselors meet with students again in the fall of Senior year to review the process, answer questions and discuss deadlines. Students can make an appointment with their counselor at any time to discuss college plans.

1. All college applications must be processed through the Guidance Office.
2. Only complete applications will be accepted. This consists of college application, college application fee, guidance processing fee, essay, transcript request form, an activity sheet and letters of recommendation on file in the Guidance Office.

Applications are processed in the order in which they are received. Fourteen (14) working days must be allowed for this process. Students are responsible for adhering to deadlines and are directed to submit applications before Thanksgiving.

THEOLOGY/YOUTH MINISTRY

The Theology Department is an integral part of the overall curriculum at OLMA. Through formal studies and spiritual experiences students are prepared to meet the challenges of modern society as intelligent, faithful and compassionate witnesses to the reality of God in their lives.

All students are required to take and successfully complete a Theology course each semester. The Senior Theology course is a culmination of their commitment to Catholic Principles, thus developing a strong Catholic Identity.

The Theology program includes a service component. Students discover the importance of reaching out to those in need while developing an awareness of others. Students giving of their time and talent enrich their own lives a hundredfold.

Retreat days are planned for all levels under the supervision of the Campus Minister; attendance is mandatory.

Mercy has a variety of activities to enable students to actively participate and mature in their faith. The activities include liturgies, prayer services, Mission Drive and service projects in collaboration with Mercy Action, Mercy Witness and other clubs. Students are encouraged to use their creativity by initiating prayer and service projects as the need arises.

THE SCHOOL LIBRARY MEDIA CENTER

The school library reflects the philosophy of the school and is a basic resource for quality education. Students acquire information and research skills needed in fulfilling the challenges of their education.

The library facilitates and improves the learning process through the availability of computer programs, Internet access and printed and audio-visual materials. There is a fully automated on-line-public-access card catalog.

The Library/Media Center:

- Works with faculty to meet curriculum needs by providing materials and resources
- Provides for independent study and thinking through the many sources of research materials in print or through technology
- Sponsors the Library Club, which is a school service unit

Library/Media Center Rules:

1. Each student is responsible for the care of materials she borrows so they may be available to others; she must account for lost or damaged materials.
2. Books may be borrowed for two weeks and renewed once.
3. The library is a place for quiet work. At no time should the library be used to socialize with friends. Students may come to the library for the use of the copy machine.

4. Passes must be obtained from study hall supervisors and returned with time and signature of the librarian. Students must return to study hall 5 minutes before the end of the period. All book bags must be left outside the library on the shelves provided.

HEALTH SERVICES

Health Services are provided by the Syosset School District. The School Nurse is present in the building from 8:00AM to 4:00PM. The School Doctor is available for the required school and sports physical.

New York State Law requires all new entrants and students in 10th grade to receive a physical examination. Participation in inter-scholastic sports activities requires a physical examination by a private physician or the school doctor be on file prior to the fall, winter or spring seasons. This examination must be dated after June 1st to be valid for the current school year.

Any student who becomes ill during the day must obtain a pass from her teacher before going to the Nurse. If the student returns to class, she must have the pass signed by the Nurse indicating the time of her return.

Administration of Medication During School Day: In order for any internal medication to be taken in school, **including over-the-counter medication**, state law requires a written request from the family physician indicating the frequency and the dosage of such medication. The School Nurse must also have on file a written request from the parent to administer the medication. A new form must be filled out for each change of medication and renewed each school year. The medication must be supplied in a container professionally labeled by the pharmacist and kept in the Nurse's office.

No student is to self-medicate during school hours.

Students who Require Crutches: No crutches are permitted during school hours. **The family must provide a wheelchair** for the student to move from class to class. Wheelchairs can be rented from many pharmacies.

School Insurance: In the event of a school accident the parent/guardian must file for benefits with their personal Insurance Company. OLMA Insurance Co. is "EXCESS" over any other collectable insurance policy. The Allen J. Flood Insurance Company will pay up to the limits of the policy. Questions should be referred to (914)834-8326.

Working Papers: OLMA does not supply working papers to its students. Papers can be obtained through the student's District High School office.

ASSEMBLIES

General assemblies are planned within the school day. Occasionally, professional groups will be invited to present an assembly. Assemblies are planned for the purpose of enriching the curriculum. They are formal occasions, which broaden students' horizons, expose students to new and different experiences and provide opportunities for group presentations to others.

Courtesy to guests demands appropriate behavior. At assemblies, students will conduct themselves in the following manner:

1. Move in a silent and orderly way through the halls and into the auditorium
2. Sit with their class as assigned
3. Follow instructions of the Assembly Moderators
4. Remain courteous and attentive
5. Cooperate with instructions given for dismissal

EMERGENCY PROCEDURES/FIRE DRILLS

Students need to become familiar with exit routes posted in each room. In vacating the building, students must follow the directions given by faculty and staff. When the alarm sounds, all students must leave the building immediately in silence and report to their assigned area. A detention will be issued to anyone being disruptive during a fire drill. Provisions are made for handicapped students to meet in specified areas.

FIELD TRIPS

On the advice of OLMA's Insurance Company, the following procedures are in effect:

- A senior may drive herself to a school related activity with the expressed written permission of a parent/guardian for each trip.
- Students without cars may drive with an adult with the written permission of a parent/guardian. The permission must state the name of the parent driver.

- Students are driven in the school van when necessary.
- **No student can drive with another student to any activity during school hours.**
- **Students cannot drive other students to or from school or to a trip or event.**

SENIOR INFORMATION

Special Graduation Honors and Awards:

- **Catherine McAuley Christian Leadership Award** is the premiere Senior leadership award given to the student who most reflects the ideal of service shown by Catherine McAuley, Foundress of the Sisters of Mercy. This graduate has demonstrated a commitment to the needy and less fortunate working tirelessly to witness Christian values.
- **Sister Mary Giles Award** is given to the student who most exemplifies the qualities of our Catholic faith and who has witnessed to the same characteristics as were found in Sister's life.
- **Joanne Lagano '96 Award** is given to the student who most exemplifies the qualities of Joanne Lagano '96: academic excellence and school spirit as evidenced by leadership and school service.
- **Sheila R. Berg '02 Award** is given to the student who has excelled in science during her four years at Mercy and has a flair for photography and/or the visual arts.

Participation in Graduation Ceremony: Seniors must pass all subjects to have the privilege of participating in the graduation ceremony. All obligations must be met before sitting for final exams prior to graduation. **Seniors must attend all three graduation practices in order to participate in graduation ceremonies.**

Free Periods: Seniors have the privilege of "free periods" while underclassmen have assigned study periods. Free periods refer only to programmed studies which do not include times when a teacher is absent. Seniors **must report** to these classes as they would any other day.

P.M. Free Periods: Seniors who have completed all their classes may leave two (2) periods before dismissal after **signing out at the Assistant Principal for Student Life's Office**. Failure to sign in/out results in detention. **A second offense will result in a loss of this privilege. Students who incur 5 absences, latenesses, or early dismissals per quarter may lose senior privileges.**

Leaving the Building: No student may leave the building at any time during the day.

Car Privilege: Seniors who wish to drive to school must submit a letter of authorization (obtained in the Assistant Principal for Student Life's Office). The form must be signed by a parent/guardian and student after agreeing to abide by all of the following provisions:

1. All cars must be parked in the area assigned to Seniors.
2. A parking permit must be displayed on the rear view mirror of all cars.
3. Between 8:00AM and 3:00PM students can never go to parking area without expressed permission of the Assistant Principal for Student Life.
4. Seniors who become ill during the day and have driven to school will not be permitted to drive home early unless a parent signs the student out or faxes permission.
5. Our Lady of Mercy Academy does not approve of students driving to school in inclement weather; therefore, the school will not assume responsibility for any accident incurred while driving to and from school. **Cars should not be driven to school on snowy days or when roads are hazardous. Cars should not be driven when snow is predicted for the day.** In the event of unexpected snow during school hours, cars are to be left in parking area and the district bus used to travel home. Students will not be released early to drive home unless a note from the parent/guardian to that effect is faxed or written to the Main Office.
6. Only Seniors (age 17) with a **Class D** license (from DMV) are eligible to drive to/from school.
7. Cars parked on OLMA property are subject to search.
8. Field trips information - please see under heading **Field Trips**.

College Visits (Seniors Only): Seniors are directed to schedule their college visits after school, on a school holiday, during PSAT/NEDT testing day, on Professional Days, etc. College visits on a school day are recorded as an absence. **Check OLMA's calendar when making appointments.**

PART IV FINANCIAL INFORMATION 2008 - 2009

GENERAL INFORMATION

All checks should be made payable to **Our Lady of Mercy Academy, Inc. or OLMA, Inc.** and either mailed to the Academy to the attention of the Finance Department or given to the secretary in the Main Office. Always request a receipt for cash payments.

Tuition balances should be current.

Reminders about due dates for tuition and other fees are not issued. Due dates are posted on the website and on the calendar.

Our Lady of Mercy Academy reserves the right to deny participation in certain school related activities when tuition is past due. Participation in school-sponsored trips, proms and the like will be denied when accounts are past due. Seniors with an outstanding balance will not be permitted to participate in graduation exercises nor will they be awarded their diplomas.

TUITION AND FEES

FEES:

Tuition 2006-2007	\$ 7,100.00
Annual Registration Fee	\$ 200.00
Annual School Fee	\$ 400.00
Senior Fee	\$ 300.00
Tuition Guarantee Plan:	
Freshman	\$ 400.00
Gym Uniform	\$ 85.00
Late Fees	\$ 25.00
For payments received after the 4th of the month.	
Returned Checks	\$ 25.00

NSF – Non Sufficient Fund items

Overdue Situations

- **Transcripts** will not be sent to students, parent/guardian, other schools, or colleges when financial obligations have not been met.
- **Report Cards and Exams:** Students will not be permitted to sit for exams, nor will Report Cards be released until tuition and fees are currently paid.

Suspension, Withdrawal, Expulsion:

No part of the tuition and fees, paid up to the date of withdrawal from OLMA will be refunded. This includes those who register and do not attend.

FEES SCHOOL FEE

The School Fee is annual, non-refundable and is designed to cover the out-of-pocket costs related to expenses such as:

- Guidance Testing
- Literary Magazine
- Retreat
- School Yearbook
- Science Lab Supplies
- Student Accident Insurance
- Student Handbook and Calendar
- Student Classroom Supplies
- Student ID Cards
- Student Newspaper

No specific portion of the School Fee is identified with any particular class, item or activity.

EXTRA CURRICULAR CLUBS AND ACTIVITIES

Amnesty International

Art

Art National Honor Society

Badminton*

Band

Basketball*

Businessworks

Chess Club

Computer

Creative Writing

Crew

Cross Country*

Driver Education

Equestrian

Forensics

Golf*

Irish Cultural Club

Italian Club

Italian National Honor Society

Lacrosse*

Leaders' Club

Library

Math

Mercy Action (Service)

Mercy Dance Co.

Mercy Dance II

SENIOR FEE

The Senior Fee is designed to cover expenses such as:

- Academic Awards
- Cap, Gown, and Tassel
- Diploma and Case
- Flowers and Decorations
- Graduation DVD
- Graduation Printing Expenses
- Senior Supper

Mercy Mentors

Mercy Players

Mixed Chorus

Mock Trial

Movie

National Honor Society

OLMANAC (School Newspaper)

Photography Club

Pro-Life

SADD

Science-Ecology Club

Self Defense

Soccer*

Softball*

Spanish Club

Spanish National Honor Society

Student Council

Swimming*

Tennis*

Track and Field*

Tri-M Music Honor Society

Video Club

Volleyball*

Windows (Literary Magazine)

Witness (Service)

Yearbook

(*Athletic fee - \$85.00 per sport)

THE NATIONAL HONOR SOCIETY

(John F. Kennedy Chapter)

The purpose of the National Honor Society is to recognize those students who have demonstrated, with honor, their Scholarship, Character, Leadership and Service. To be eligible for membership in the John F. Kennedy Chapter of OLMA, a student must meet the following requirements:

1. Be a member of the Senior or Junior class
2. Be an OLMA student for at least one year
3. Demonstrate a willingness to work to her full potential
4. Achieve an academic average of at least 90.0% and must continue to maintain this average
5. Receive the approval of the faculty and maintain their approval
6. Be actively involved in volunteer service both in school and in their local community
7. Submit application for candidacy, which includes an essay, and acknowledgment that the final decision is reached by the Chapter Council
8. Submit three letters of recommendation as follows:
 - a. Membership indicated by Club Moderator or Activity Moderator at OLMA
 - b. A letter of recommendation attesting to involvement in outside service
 - c. A letter of character reference from anyone in or out of school, such as parish priest or parish coordinator of activities, director of volunteer services, employer, teacher or coach
9. Understand she is fully liable for dismissal if she does not maintain the standards of Scholarship, Leadership, Service and Character that are stated as a basis for her selection
10. Understand that in the case of flagrant violation of school rules, a student may be dismissed from the National Honor Society.

It is possible for a student to meet the 90.0% academic requirements but fail to meet honor standards in Character, Leadership and Service. In this event, membership in the National Honor Society will be denied.



BELL SCHEDULES

2008-2009

REGULAR SCHEDULE (40 min.)

Homeroom	8:05 - 8:25
Period 1	8:28 - 9:08
2	9:11 - 9:51
3	9:54 - 10:34
4	10:39 - 11:19
5	11:22 - 12:02
6	12:05 - 12:45
7	12:50 - 1:30
8	1:33 - 2:13
9	2:16 - 3:00

Announcements - Dismissal

AFTERNOON MASS OR ASSEMBLY SCHEDULE (35 min.)

Homeroom	8:05 - 8:20
Period 1	8:23 - 8:58
2	9:01 - 9:36
3	9:39 - 10:14
4	10:17 - 10:52
5	10:55 - 11:30
6	11:33 - 12:08
7	12:11 - 12:46
8	12:49 - 1:24
9	1:27 - 2:02

Assembly/Mass/
Meeting 2:05 - 3:00

MORNING

MASS SCHEDULE (35 min.)

Period 1	8:05 - 8:43
2	8:46 - 9:21
3	9:24 - 9:59
HR/Mass/Assembly	10:02 - 11:09
4	11:12 - 11:47
5	11:50 - 12:25
6	12:28 - 1:03
7	1:06 - 1:41
8	1:44 - 2:19
9	2:22 - 3:00

Announcements - Dismissal

HALF-DAY SCHEDULE (35 min.)

Homeroom	8:05 - 8:20
Period 1	8:23 - 8:58
2	9:01 - 9:36
3	9:39 - 10:14
4	10:17 - 10:52
5	10:55 - 11:30
6	11:33 - 12:08

Announcements - Dismissal

