



ST. URSULA ACADEMY

STUDENT HANDBOOK

2017 – 2018

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Founded in the Ursuline tradition and rooted in the Catholic faith, SUA educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

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INTRODUCTION

St. Ursula Academy's academic integrity guidelines and conduct are based on Gospel values and rooted in the Catholic faith.

MISSION STATEMENT

Founded in the Ursuline tradition and rooted in the Catholic faith, SUA educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

STATEMENT OF BELIEFS

Ursuline Spirituality

- We believe that the purpose of Catholic education is to honor the past, while preparing each young woman for the present, the future, and eternity in mind, body, heart, and spirit.
- We believe in providing an environment in which students, faculty, staff, and all constituents are inspired to build and deepen their relationship with God.

Academic Excellence

- We believe multi-faceted college-preparatory curricula, combined with adaptable instructional practices, promote critical thinking, creative expression, and academic mastery while inspiring intellectual curiosity and growth.

Service

- We believe compassionate service and reflection are integral to our faith and to each student's engagement in a global society, preparing her to be an ethical, engaged, and socially-conscious citizen.

Leadership

- We believe a single-sex environment develops confident, courageous, self-directed leaders who are prepared for this complex and continually changing world.

Community

- We believe a trusting and nurturing community, dedicated to living the common mission, leads to individuals who can encourage and learn from one another.
- We believe in celebrating traditions with our past, present and future community members in the spirit of St. Angela Merici's enduring vision of togetherness.

Openness to Change

- We believe that while some truths remain constant, openness to thoughtful change is necessary in this dynamic world and generates a culture of lifelong learners.

INTRODUCTION

Care of the Individual

- We believe in cultivating each student's individual strengths and interests and empowering her to achieve her highest potential.
- We believe that students thrive in an emotionally and physically safe environment.
- We believe that everyone should be treated with grace, dignity, and respect.

Development of the Whole Person

- We believe spiritual, intellectual, physical, aesthetic, and emotional development is achieved through a broad range of curricular, co-curricular, and extra-curricular activities.
- We believe moral fortitude, self-discipline, and perseverance are integral to the development of the whole person.
- We believe a supportive faith-based environment with committed faculty and staff enhances and guides the development of each student.

THE PHILOSOPHY OF ST. URSULA ACADEMY

St. Ursula Academy is a Catholic high school which bases its philosophy of Catholic education on the premise that it exists to prepare today's young women for the present, the future, and eternity. The school provides a process by which a student may develop her potential to lead a full and productive life both for her own personal enrichment and for the enrichment of others.

St. Ursula Academy is a community of teachers and learners involved in an ongoing experience aimed at developing within the student a firm commitment to Christian values. The school accepts as a primary value the recognition of love for the spiritual dimension in the existence of each of us.

St. Ursula Academy offers a broad academic program, a preparatory curriculum for the college-bound student. This academic program recognizes the student's right to a solid and rich background of experience to prepare her for tomorrow. Hence, the school recognizes the need for continual evaluation of curriculum to keep pace with the rapid social and technological changes in the world.

Consistent with Christian ideals, the student is encouraged to participate in school and community activities through the theology program, athletics, the counseling program, and through curricular and extra-curricular activities. These contribute to inner growth and self-understanding and provide opportunities for leadership.

St. Ursula Academy recognizes the importance of educating students to live in a pluralistic society – a society composed of many different religious, racial, cultural, and ethnic groups – and the Academy realizes the importance of educating its students to live responsibly in a democratic society. The school also believes that it is important to acknowledge the value of contributions made by these various groups to our American society.

In developing student values and in meeting academic needs, the school community seeks to instill within the student an abiding desire and will to achieve the highest quality performance. Thus the school prepares young women for today, the future, and eternity.

INTRODUCTION

ST. URSULA ACADEMY CREST



The St. Ursula Academy Crest focuses on the timeless gifts of knowledge, education, faith, and friendship. It symbolizes our commitment to God and our responsibility to others. It incorporates our past, symbolizes the present, and focuses on our commitment to prepare the young women of St. Ursula to move successfully into the future.

MOTTO

Solo Deo Gloria, for the glory of God alone is our school motto, reflecting our heritage and founding by the Ursuline Sisters in 1854.

ALMA MATER

St. Ursula, St. Ursula, our own loved Gold and Blue
Across the years of memories
Our hearts go out to you.
Friendships formed are cherished as years go by,
Scenes of happy days;
Today we sing thy praise anew,
We'll loyal be to the Gold and Blue
And our own SUA.
St. Ursula, St. Ursula, our own loved Gold and Blue
Across the years of memories
Our hearts go out to you.

NON-DISCRIMINATION STATEMENT

St. Ursula Academy admits students of any race, color, and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to all students. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational and admission policies, scholarships, loan programs, athletic or any other school administered programs.

INTRODUCTION

STUDENT RESPONSIBILITY STATEMENT

St. Ursula holds a strong belief in the dignity and value of each individual. A student of St. Ursula Academy is called and expected to reflect and demonstrate that belief in an atmosphere of respect and courtesy. The first step in this effort is self-respect, which comes from meeting the challenge of self-discipline. St. Ursula Academy will help the student achieve that level of self-discipline which recognizes not only her own legitimate needs, but also the legitimate needs of others to learn and to grow.

Registration at St. Ursula Academy is the student and parent/guardian agreement to accept and comply with all written school guidelines. Violation of any guideline may result in disciplinary action including suspension or dismissal. These guidelines are subject to change at the discretion of the administration. Proper notification of any changes will be disseminated.

ACADEMIC OVERVIEW

GENERAL STATEMENT OF ACADEMICS

St. Ursula Academy, grades 6 – 12, is Toledo’s oldest, all female, Catholic school and has been educating young women of today for tomorrow since 1854. We believe multi-faceted college preparatory curricula, combined with adaptable instructional practices, promote critical thinking, creative expression, and academic mastery, while inspiring intellectual curiosity and growth. Fully accredited by Ohio Catholic School Accrediting Association, SUA offers intensive programs in the fields of Theology, English, Social Studies, Mathematics, Science, World Languages, Technology, Fine Arts (Performing and Visual), Physical Education, Business, and Life Skills. SUA offers Honors, Advanced Placement, Professional Career Programs, as well as the AP Capstone Program. We believe in cultivating each student’s individual strengths and interests and empowering her to achieve her highest potential.

INSTRUCTIONAL LEVELS OFFERED

- Junior Academy Courses: SUA offers courses to prepare students for a successful high school career.
 - GPA is not calculated.
- College-Preparatory Courses: SUA is a college-preparatory high school.
 - College Prep courses are available in all disciplines. College Prep courses are on a 4.0 scale.
- Honors-Level Courses:
 - Honors-level courses are available in several disciplines. Criteria for placement in honors courses are determined by each department. Honors-level courses are weighted a 5.0 for the classes of 2018. Beginning with the class of 2019, honors-level courses are weighted 4.5.
- Advanced Placement (AP) Courses:
 - College Board states that “AP is a rigorous academic program built on the commitment, passion, and hard work of students and educators from both secondary schools and higher education. Since 1955, the AP Program has enabled millions of students to take college-level courses and exams, and to earn college credit or placement while still in high school.”
 - SUA is approved by College Board to offer AP courses in English, Mathematics, Performing Arts, Science, Social Studies, Technology, Visual Arts, and World Languages.
 - Students must meet the minimum requirements/pre-requisites in order to enroll in an AP course.
 - The College Board determines the fees for the exams. Students who are enrolled in AP Courses are strongly encouraged to take the AP Exam. **Students enrolled in AP Capstone courses are required to take the respective AP exams.** Advanced Placement courses are weighted as a 5.0.

HIGH SCHOOL GRADUATION REQUIREMENTS/AWARDS

ACADEMIC REQUIREMENTS

To meet the prescribed requirements set forth by Ohio Catholic School Accrediting Association, the Ohio Department of Education, and St. Ursula Academy the following information and requirements are listed:

Each high school student is required to complete SUA approved credit hours as follows:

- Freshmen: 7.5 units
- Sophomores from the classes of 2018: 8.0 units
- Sophomores from the classes of 2019 and beyond: 8.25 units
- Juniors: 8.0 units
- Seniors: 8.0 units

Subject	Requirements	Subject	Requirements
Theology	4.0 units: • 1.0 unit each grade	Technology	0.5 unit Computer Skills
English	4.5 units: • 1.0 unit each grade • 0.5 unit Writing Well or Composition	Business	0.5 unit Personal Finance
Mathematics	4.0 units: • 1.0 unit each grade • including Algebra II	Fine Arts	1.0 unit
Social Studies	3.0 units: • 1.0 unit Am. History • 1.0 unit Am. Government • 1.0 unit World History	World Languages	2.0 units • (3 or 4 recommended)
Science	3.0 units: • 1.0 unit Biology • 1.0 unit Chemistry • 1.0 unit (Physics recommended)	Leading Self (Classes 2019 and beyond)	0.25 unit
Physical Education & Health	1.0 unit to include: • 0.5 unit Physical Education • 0.5 unit Health	Electives	To complete schedule

HIGH SCHOOL GRADUATION REQUIREMENTS/AWARDS

ADDITIONAL REQUIREMENTS

Graduation is a privilege. A student will not graduate, participate in the commencement ceremony, or receive a diploma, if all requirements are not met. In addition to completing the academic requirements, students must also complete the following:

1. Pass all assessments required by the Ohio Department of Education.
2. Complete sixty (60) clock hours of community service. Twenty (20) hours are due at the end of freshman, sophomore, and junior years.
3. Complete the Career Exploration Experience ([COLLEGE & CAREER READINESS](#), page 31).
4. Apply to at least one four-year, post-secondary institution.
5. Attend St. Ursula Academy a total of four years beyond grade eight. Transfer students are handled individually.
6. Attend Kairos.
7. All tuition, fees, fines, and obligations must be met.

THEOLOGY REQUIREMENTS

SUA offers a holistic, faith-formation program based on our mission and core values as an Ursuline, all-girls academy. All students regardless of faith must participate in this program based on Catholic tradition, which includes Theology courses, Liturgies, prayer services, retreats, and service requirements.

Theology Courses

The Theology curriculum of St. Ursula Academy follows the course of study proposed by the Diocese of Toledo. This course of study comes from the United States Conference of Catholic Bishops (USCCB) framework for teaching religion.

The Theology Department presents the teachings and values of the Roman Catholic Church in an atmosphere of ecumenical respect for other beliefs, practices, and faith traditions. In keeping with the spirit and Catholic identity of St. Ursula Academy, all students are required to pass Theology as a regular academic subject.

HIGH SCHOOL SERVICE REQUIREMENTS/SERVICE PROGRAM (APPENDIX F)

Service hours are accumulated through independent service at one or several qualifying agencies. Each high school student must complete a minimum of sixty (60) clock hours of individual community service. Twenty (20) hours are due by each April 1 at the end of freshman, sophomore, and junior years. **Day of Caring is a mandatory school-wide community project that is an additional service requirement.** To be considered for leadership opportunities, students' service hours must be submitted by April 1.

HIGH SCHOOL GRADUATION REQUIREMENTS/AWARDS

AWARDS TO BE ANNOUNCED AND PRESENTED AT HIGH SCHOOL GRADUATION

The Bishop's Cross

The highest honor bestowed upon any graduate of a Catholic High School in the Diocese of Toledo is the Bishop's Cross. The history of this honor is unique. The first record dates to the year 1873. At that time, it was referred to as the "Gold Medal for Christian Doctrine." It was first presented to a graduate of St. Ursula Academy in 1873 by Bishop Gilmour of the Diocese of Cleveland (at that time, Toledo was still a part of the Cleveland diocese). In 1893, Bishop Horstmann, Cleveland's third Bishop, changed the name of the honor to "Gold Cross for Christian Doctrine."

In 1911, the newly formed Diocese of Toledo received Bishop Joseph Schrembs as its first Bishop. In 1915, Bishop Schrembs changed the name of the award again to the "Bishop's Cross for Christian Doctrine." For the first time, it included the Bishop's Coat of Arms in the center of the cross, which is true even today.

Throughout its history the award had been presented in recognition of academics in religion; however, in the 1960's the honor took on an added dimension when involvement in Christian service was added to the criteria.

A student who receives the Bishop's Cross should be an individual who clearly strives to love God with all her heart, soul, mind, and strength. Likewise, she should be one who manifests an active life of Christian charity in the way she relates to and serves her neighbor.

In order to discern such qualities in a prospective recipient of the Bishop's Cross, it will be necessary to carefully consider the student through the lens of four key areas: human formation, spiritual formation, intellectual formation, and pastoral formation.

The St. Angela Award

The Ursuline Sisters were founded by Angela Merici in Italy in 1535. The Ursulines have a rich heritage in educating young women who will take their place in society as model Christian leaders. Angela Merici had a strong belief in the importance of Christian living with attitudes, values, and actions based on charity. Her life was one of service, friendship, advice, care, compassion, and concern for others. Members of the senior class are recognized for exemplifying in an outstanding manner some of these same qualities and characteristics of Angela Merici. The St. Angela Award is given based on the recommendation of a selection committee.

Mary Ann Gugger Award

Mary Ann Gugger graduated from St. Ursula Academy in 1969. Mary Ann was the kind of person who was always there to help with any school project. She gave generous amounts of time to her school. Mary Ann died just one year after her graduation. In her honor, a Spirit-Service Award was established for the graduate(s) who best exemplifies Mary Ann's spirit. Seniors who have been generous with their time in areas such as student council, class offices, orchestra, concert choir, school musical, clubs, core team, intramurals, athletic teams, and service projects are considered for the Award.

HIGH SCHOOL ADVANCED ACADEMIC PROGRAMS

ADVANCED PLACEMENT (AP) PROGRAM

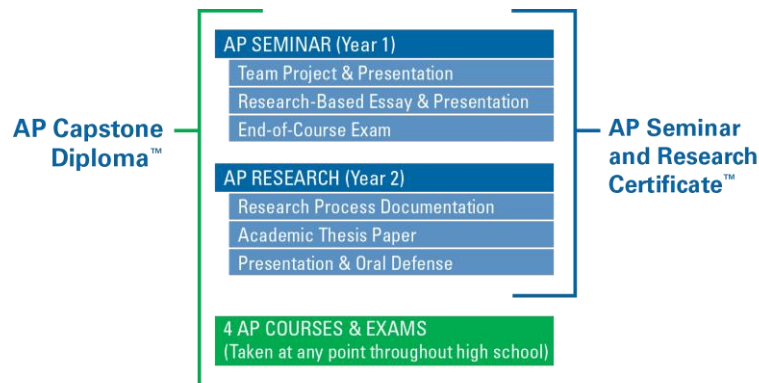
College Board states that “AP is a rigorous academic program built on the commitment, passion, and hard work of students and educators from both secondary schools and higher education. Since 1955, the AP Program has enabled millions of students to take college-level courses and exams and to earn college credit or placement while still in high school.”

AP Benefits

- An international program that offers students flexibility in a variety of disciplines
- Most widely recognized rigorous academic program in the U.S. (recognized by over 3,000 universities in the U.S. and over 600 universities worldwide)
- The curriculum in every AP class is equivalent to at least a first-year college course
- College credits may be earned with passing scores on AP exams.
- A strong indicator of future success in college

AP Capstone

SUA offers an innovative Advanced Placement program called the AP Capstone. AP Capstone is composed of a total of six courses: AP Seminar, AP Research, and four AP courses of the student’s choice. Based on their interdisciplinary knowledge, students plan and conduct an investigation centered on a real-world problem. The courses culminate in the production and oral defense of a 5,000-word scholarly research paper.



HIGH SCHOOL ADVANCED ACADEMIC PROGRAMS

AP Scholar Awards

AP offers a variety of recognition awards for taking and passing a certain number, or combination, of courses. Please see <http://professionals.collegeboard.com/k-12/awards/ap-scholar> for more information. Below is a summary of these options:

- ***AP Scholar***: Granted to students who receive scores of 3 or higher on three or more AP Exams
- ***AP Scholar with Honor***: Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams
- ***AP Scholar with Distinction***: Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams
- ***State AP Scholar***: Granted to one male and one female student in each U.S. state and the District of Columbia with scores of 3 or higher on the greatest number of AP Exams, and then the highest average score (at least 3.5) on all AP Exams taken
- ***National AP Scholar***: Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams
- ***AP International Diploma***: The APID was designed to prepare students to apply for international higher education institutions. The APID is automatically awarded if students meet the following criteria:
 - Earn a 3 or higher on five or more total AP Exams, based on the content areas below:
 - Two AP exams in two different World Language and culture courses or two AP exams from one World Language and culture course and one English course
 - One exam offering a global perspective
 - One exam in either Science or Mathematics and Computer Science
 - One additional AP exam which cannot be English or World Language

SUA AP Award: AP Social Studies Scholar

- This award is designated to any student who successfully completes all five AP Social Studies courses offered at SUA, which include: Psychology, Human Geography, United States History, Comparative Government and Politics, United States Government and Politics.

AP Course Expectations

Members of an AP class will be held to a high academic standard. St. Ursula's AP courses will challenge students with rigorous material and thought-provoking discussions in order to build fundamental understanding. In order to succeed in this setting, a student must be willing to be present, complete assignments on time, ask questions, push through complicated material, and seek extra assistance when necessary. The teacher and other support systems at SUA are available to provide assistance and resources to guide the students on this path to success, but students must adopt an attitude of self-discipline and attention to detail to meet success. Course-specific prerequisites and expectations will also apply.

HIGH SCHOOL ADVANCED ACADEMIC PROGRAMS

WOMEN IN CAREERS PROGRAM

The Women in Careers Program offers the student an opportunity to explore a profession in more depth. This program includes a course, as well as an internship or experience in a professional setting. Any student participating in this program must complete both course and internship in full. Not completing the program in full will result in a failing grade. The following courses are part of this program:

- Women in Business 0.5 credit
- Women in Digital Arts 1.0 credit
- Women in Health Science Professions 0.25 credit
- Women in Leadership 0.5 credit

PRE-PROFESSIONAL PATHWAYS

In the spirit of offering a rigorous college-preparatory curriculum that will prepare young women for their future professions, SUA offers several pre-professional pathways. All pre-professional course suggestions are designed to include **AP Capstone**, to provide students with a balance of professional and liberal arts preparation for the university of their choice.

Pre-Business

Theology 4.0 credits	English 4.5 credits, plus:	Mathematics 4.0 credits, plus:	Social Studies 3.0 credits, plus:	Science 3.0 credits
	<ul style="list-style-type: none"> • AP Lang & Comp • AP Lit & Comp 	<ul style="list-style-type: none"> • Statistics or • AP Statistics • AP Computer Science Principals 	<ul style="list-style-type: none"> • Microeconomics • Macroeconomics • AP Psychology • Women in Leadership 	
Phys. Ed. 0.5 credit	Business & Tech 1.0 credit, plus:	Fine Arts 1.0 credit	World Languages 2.0 credits, plus:	Health 0.5 credit
	<ul style="list-style-type: none"> • Accounting • Intro to Law • Women in Business 		<ul style="list-style-type: none"> • Additional credits in preferred language • Recommended: Spanish 	

HIGH SCHOOL ADVANCED ACADEMIC PROGRAMS

Pre-Communications

Theology 4.0 credits	English 4.5 credits, plus:	Mathematics 4.0 credits, plus:	Social Studies 3.0 credits, plus:	Science 3.0 credits, including:
	<ul style="list-style-type: none"> • Journalism • Speech • AP Lang & Comp • AP Lit & Comp • AP Capstone 	<ul style="list-style-type: none"> • Statistics or • AP Statistics 	<ul style="list-style-type: none"> • AP U.S. Gov & Politics • AP Comparative Gov & Politics • AP Psychology • Women in Leadership 	
Phys. Ed. 0.5 credit	Business & Tech 1.0 credit, plus:	Fine Arts 1.0 credit, plus:	World Languages 2.0 credits, plus:	Health 0.5 credit
	<ul style="list-style-type: none"> • Intro to Law • Women in Business 	<ul style="list-style-type: none"> • Women in Digital Arts • H Yearbook Design 	<ul style="list-style-type: none"> • Additional credits in preferred language • Recommended: Spanish 	

Pre-Engineering

Theology 4.0 credits	English 4.5 credits	Mathematics 4.0 credits, plus:	Social Studies 3.0 credits, plus:	Science 3.0 credits, plus:
		<ul style="list-style-type: none"> • AP Calculus AB • AP Calculus BC • Intro to Engineering • AP Computer Science Principals 	<ul style="list-style-type: none"> • Microeconomics • Macroeconomics • AP Psychology • Women in Leadership 	<ul style="list-style-type: none"> • H. Physics • AP Chemistry
Phys. Ed. 0.5 credit	Business & Tech 1.0 credit, plus:	Fine Arts 1.0 credit, plus:	World Languages 2.0 credits, plus:	Health 0.5 credit
	<ul style="list-style-type: none"> • Women in Business 	<ul style="list-style-type: none"> • Women in Digital Arts 	<ul style="list-style-type: none"> • Additional credits in preferred language 	

Pre-Law

Theology 4.0 credits	English 4.5 credits, plus:	Mathematics 4.0 credits, plus:	Social Studies 3.0 credits, plus:	Science 3.0 credits
	<ul style="list-style-type: none"> • Speech • AP Lang & Comp • AP Lit & Comp • AP Capstone 	<ul style="list-style-type: none"> • Statistics or • AP Statistics 	<ul style="list-style-type: none"> • AP U.S. Gov & Politics • AP Comparative Gov & Politics • AP Psychology • Women in Leadership 	
Phys. Ed. 0.5 credit	Business & Tech 1.0 credit, plus:	Fine Arts 1.0 credit	World Languages 2.0 credits, plus:	Health 0.5 credit
	<ul style="list-style-type: none"> • Intro to Law • Women in Business 		<ul style="list-style-type: none"> • Additional credits in preferred language • Recommended: Latin 	

HIGH SCHOOL ADVANCED ACADEMIC PROGRAMS

Pre-Med/Vet

Theology 4.0 credits	English 4.5 credits	Mathematics 4.0 credits, plus:	Social Studies 3.0 credits, plus:	Science 3.0 credits, plus:
	<ul style="list-style-type: none"> • AP Capstone 	<ul style="list-style-type: none"> • AP Statistics • AP Calculus AB • AP Calculus BC 	<ul style="list-style-type: none"> • AP Psychology • Women in Leadership 	<ul style="list-style-type: none"> • H Anat & Phys • H. Physics • AP Biology • AP Chemistry • Women in the Health Sciences
Phys. Ed. 0.5 credit	Business & Tech 1.0 credit, plus:	Fine Arts 1.0 credit	World Languages 2.0 credits, plus:	Health 0.5 credit, plus:
	<ul style="list-style-type: none"> • Intro to Law • Women in Business 		<ul style="list-style-type: none"> • Additional credits in preferred language • Recommended: Latin or Spanish 	<ul style="list-style-type: none"> • Women's Health • Nutrition & Exercise

Pre-Visual Arts: Studio, Graphic, Audio Visual (AV)

Theology 4.0 credits	English 4.5 credits, plus:	Mathematics 4.0 credits	Social Studies 3.0 credits, plus:	Science 3.0 credits, including:
Theology 4.0 credits	<i>AV:</i> <ul style="list-style-type: none"> • History of Film 	<ul style="list-style-type: none"> • AP Computer Science Principals 	<ul style="list-style-type: none"> • AP Psychology • Women in Leadership 	<ul style="list-style-type: none"> • Anatomy & Phys (H)
Phys. Ed. 0.5 credit	Business & Tech 1.0 credit, plus:	Fine Arts 1.0 credit, plus AP Art History, and:	World Languages 2.0 credits, plus:	Health 0.5 credit
	<ul style="list-style-type: none"> • Intro to Law • Video Production • Women in Business 	<i>Studio:</i> <ul style="list-style-type: none"> • Art I • Drawing • Ceramics • Painting • Sculpture • AP Studio Art Drawing <i>Graphic/AV:</i> <ul style="list-style-type: none"> • Photography • Women in Digital Arts • H. Yearbook Design 	<ul style="list-style-type: none"> • Additional credits in preferred language 	

GRADING SCALE/POLICIES

GRADING SCALE

- 93% - 100% A
- 85% - 92% B
- 77% - 84% C
- 70% - 76% D
- Below 70% F

GRADE POINT AVERAGE (GPA)

Term grades are used when calculating the student's high school GPA. Grades receive points as follows:

Classes of 2018

Grade	A	B	C	D	F
AP & Honors Courses	5 points	4 points	3 points	1 point	0 points
College Prep Courses	4 points	3 points	2 points	1 point	0 points

Class of 2019 and Beyond

Grade	A	B	C	D	F
AP Courses	5 points	4 points	3 points	1 point	0 points
Honors Courses	4.5 points	3.5 points	2.5 points	1 point	0 points
College Prep Courses	4 points	3 points	2 points	1 point	0 points

Points for each course grade are multiplied by the course's term credit to obtain the course credit points. The GPA is determined by dividing total credits earned by the total potential credits. Honors for graduation are computed at the end of the fourth term of the senior year. However, those students who do not achieve Honors at the end of third term will not be recognized in the Graduation Program due to printing deadlines.

COURSE DROP POLICY

Students cannot drop a class after 3:30pm on the fifth day of the semester. After the fifth day, any class dropped will result in a failing grade.

FINAL GRADES

Term grade disputes cannot be initiated beyond the tenth business day after final grades are posted. Any grade disputes must be handled according to the communication policy: first with the teacher, and then with the Principal if unresolved. Determinations made by the Principal are final and cannot be appealed.

GRADING SCALE/POLICIES

SUA FINANCIAL AID REGARDING ACADEMICS

A student must maintain:

- Cumulative GPA of 2.0 to be eligible for SUA financial aid at SUA. A student whose GPA falls below 2.0 at the end of term 4, will not be eligible for financial aid from SUA for the following academic year.
- Acceptable Attendance: A student who misses more than five classes in a term, whether the absences are excused or unexcused, (excluding medical-documented absences and school-related absences) may not receive financial aid from SUA for the following academic year.
- Enrollment in six (6) or more SUA courses to be eligible for financial aid. SUA's donors choose to support students who embrace the opportunities and student life at SUA. St. Ursula's community is enriched because of the gifts and talents of every student. Therefore, any student not enrolled in at least six (6) SUA courses will not be eligible for financial aid.

ACADEMIC RECOGNITION

HONOR ROLL

At the end of each term, honors are awarded to students who have done above average work. **Grades of D, F, I (Incomplete), or GP (Grade in Progress) in any course disqualify a student from consideration for the honor roll.** The GPA is a fixed number to the third decimal place (no rounding). Honor Roll is based on Term Grades as follows:

For the classes of 2018, 2019, and 2020:

High School	
Term GPA	Honor
4.0 and above	Dean's List
3.750 - 3.999	First Honors
3.500 - 3.749	Second Honors

For the classes of 2021 and beyond:

High School	
Term GPA	Honor
4.0 and above	Dean's List
3.750 - 3.999	First Honors
Junior Academy	
All A's	Dean's List
All A's & B's	First Honors

ACADEMIC RECOGNITION

NATIONAL HONOR SOCIETY

Juniors become candidates for the St. Ursula Academy Chapter of the National Honor Society by attaining a cumulative grade point average of 3.98 or higher by the end of Term 3 of the junior year; seniors become candidates at the end of the first term of the senior year. Candidates must take 8.0 credits per year (with the exception of Physical Education freshman year, which is granted 0.5 credit for a semester course). Transfer students become eligible for membership after completing one full semester of classes at St. Ursula Academy; however, credits transferred must equate to standards set for non-transferring candidates.

Candidates must also meet attendance requirements as stated below. The only absences that will not count against candidacy are those that are school-related or medically documented. All medical and school-related documentation must be submitted/approved to the Attendance Coordinator/School Nurse prior to applying for membership into NHS.

Attendance Eligibility (at the end of Term 3 Junior Year)

NON-ACCEPTABLE ABSENCES (Non-school related or Non-medically Documented)	ELIGIBILITY STATUS
6 Days or less at the end of Term 3 of Junior Year	Eligible
More than 6 Days and less than 8 Days at the end of Term 3 Junior Year	Deferred, provided the total of non-acceptable absences does not exceed 10 days by the end of Term 1 Senior year
8, 9, or 10 Days total from beginning of Junior year to end of Term 1 Senior year	Apply/Reapply

Candidates may seek membership by filling out membership forms, signing the NHS pledge, completing an essay demonstrating their capabilities in the four NHS pillars of Scholarship, Leadership, Service, and Character, as well as attendance and tardiness. Tardiness will also be considered for selection purposes. Based on the preceding requirements, potential members will be recommended by an appointed Faculty Council, reviewed by the Assistant Principal, and approved for acceptance by the Principal. Induction of new members will occur at the spring Honors Night. NHS will choose its officers, meet on a regular basis during the year, and plan one group service project that complements the NHS Service pillar. Each member will also be responsible for choosing and completing an individual service project. Members will be expected to continue to demonstrate outstanding scholarship, (maintain the minimum cumulative GPA per term), leadership, character, and school attendance following selection in order to remain in good standing with NHS and be eligible for all benefits accorded membership. Suspension may affect National Honors Society membership.

ACADEMIC RECOGNITION

VALEDICTORIAN/SALUTATORIAN

Classes of 2018, 2019, 2020 only

Valedictorian and Salutatorian are determined by final, cumulative GPA (minimum of 31.5 credits for the class of 2018 and 31.75 credits for the classes of 2019, and 2020; no suspensions).

Students eligible for valedictorian and salutatorian honors at graduation must have completed 31.5 (or 31.75) graded (not pass/fail) credit hours as approved by SUA (including approved College Credit Plus and/or approved Independent Study). Credit Flex course credits do not count toward valedictorian/salutatorian honors. Independent study course credits must be pre-approved by Administration in order to count toward valedictorian/salutatorian honors. Valedictorian/Salutatorian must have attended SUA all eight (8) semesters of high school.

Classes of 2021 and beyond

The Valedictorian/Salutatorian policy is under review for the class of 2021 and beyond.

LATIN HONORS (CLASSES OF 2021 AND BEYOND)

Latin Honors are determined by final cumulative GPA (minimum 31.75 credits). Students are recognized for their academic achievement based on both GPA and academic integrity. Students with academic integrity infractions will not be recognized regardless of GPA.

Students eligible for Latin honors at graduation must have completed a minimum of 31.75 credit hours to include a minimum of 31.5 graded (not pass/fail) along with the Leading Self course (0.25 credit pass/fail) as approved by SUA (including approved College Credit Plus and/or approved Independent Study). Credit Flex course credits do not count toward Latin honors. Independent study course credits must be pre-approved by Administration in order to count toward Latin honors. Students earning Summa Cum Laude Latin honors must have attended SUA all eight (8) semesters of high school.

Summa Cum Laude = Highest praise

Magna Cum Laude = High praise

Cum Laude = Praise

Summa Cum Laude	4.4 and above
Magna Cum Laude	4.2 - 4.399
Cum Laude	4.0 - 4.199

On final transcripts, the Latin Honor earned will be determined by cumulative GPA.

ACADEMIC RECOGNITION

HONORS NIGHT

Honors Night recognizes students for their academic achievements.

1. Honors Medals

Honors Medals are awarded to students in the classes of 2018, 2019, and 2020 who achieve all the following criteria:

- Term 1 GPA of 3.5 or greater
- Term 2 GPA of 3.5 or greater
- Term 3 GPA of 3.5 or greater

Honors Medals are awarded to students in the classes of 2021 and beyond who achieve all the following criteria:

- Term 1 GPA of 3.75 or greater
- Term 2 GPA of 3.75 or greater
- Term 3 GPA of 3.75 or greater

2. Honors Cords

For the classes of 2018, 2019, and 2020, cords are awarded to students who have achieved a 3.5 cumulative GPA by the end of Term 3 of senior year. For the classes of 2021 and beyond, cords will be awarded to students who have achieved a 3.75 cumulative GPA by the end of Term 3 of senior year.

3. National Honors Society (NHS)

Induction into National Honor Society will take place during Honors Night. Also, stoles will be presented to eligible NHS seniors to wear at graduation.

4. Additional Awards

Individual awards from each department will be presented by as deemed appropriate.

ACADEMIC CREDITS

TYPES OF CREDIT

The Ohio Department of Education and St. Ursula Academy recognize that an effective educational program is one that provides opportunities for students to customize aspects of their learning around respective needs and interests. When considering alternative types of credit, please contact SUA's school counselor.

St. Ursula Academy accepts credits from a variety of sources listed below:

1. **SUA Coursework**—Courses developed and taught by SUA teachers will count toward graduation credit.
2. **Transfer Credit**—Transfer courses may be granted credit toward graduation as approved by Administration.
3. **College Credit Plus Credit**—The College Credit Plus Program (CCP) allows college-ready students, grades 7 - 12, who qualify for college admission to participate. Students can earn college credit and/or high school graduation credit through the successful completion of college courses. CCP deadlines are determined by the state.
4. **Credit Flex**—Credit Flex Options that replace current SUA elective course offerings may be granted credit through a pre-approval process. Credit Flex options are awarded a Pass/Fail. The Credit Flex Application and/or Proposal, must be submitted to SUA's school counselor by April 1 (for summer assessment), May 1 (for semester one assessment), or November 1 (for semester two assessment).
5. **Independent Study**—Independent Study allows students to pursue courses **not currently offered at SUA**, such as Italian, or AP Physics, may be granted credit through a pre-approval process. SUA has approved vendors for Independent Study options, which are listed below:
 - Diocesan Online Learning Initiative
 - Brigham Young University

The Independent Study Application must be submitted to SUA's school counselor by April 1 (for summer assessment), May 1 (for semester one assessment), or November 1 (for semester two assessment).

6. **Credit Recovery**—St. Ursula Academy has approved credit recovery options for students who earned a failing grade.

CREDIT CALCULATION POLICY

Credits are earned for **SUA Coursework** that a student successfully completes with a passing grade, and credits are calculated according to their assigned credit amount. For all other options, such as Transfer Credit, Credit Flex, Credit Recovery, and Independent Study, credits are calculated once the credit has been approved according to the policies outlined in the Student Handbook.

COURSEWORK PRIOR TO ADMISSIONS

St. Ursula Academy does not award credit for courses taken prior to enrollment at St. Ursula Academy, except in the case of high school transfer students.

ACADEMIC CREDITS

PE WAIVERS

In accordance with Section 3313.603 of the Ohio Revised Code, students in grades 9-11 may be excused from all physical education course requirements by participating in at least two full seasons of school-sponsored interscholastic activities, Marching Band, Color Guard or Cheerleading. A PE waiver allows a student to substitute the regular SUA PE graduation credit requirement with any elective. *The PE waiver does not decrease the number of credits a student must complete to graduate from SUA.*

State law requires that a student must complete, as determined by the coach or marching band director, two full seasons of an eligible sport or activity to receive a PE Waiver. Partial waivers are not granted for one completed season. Injuries will not preclude a student completing a season, provided the coach verifies that the student contributed as her injury would allow. The PE Waiver cannot be retroactively applied to prior completed sports seasons.

Students who wish to take advantage of the PE Waiver must fill out the *PE Waiver Application* for Seasons 1 and 2 prior to Season 1.

ACADEMIC COMMUNICATION

COMMUNICATION EXPECTATIONS

St. Ursula Academy is committed to maintaining open lines of communication between all constituents involved in the education of our students, including parents/guardians, teachers, counselors, staff members, and administrators. Therefore, there are communication expectations for all involved.

Parents/guardians: It is expected that parents/guardians will check PowerSchool on a regular basis to monitor their daughter's academic progress. When a parent/guardian has a question or concern regarding a particular course, grade, or assignment, it is expected that the teacher will be contacted first to answer the question or resolve the issue. If communication with the teacher does not resolve the issue to the satisfaction of the parent or guardian, then the school counselor may be contacted. The school counselor will then schedule a meeting with all parties involved (including the teacher) to resolve the issue.

Teachers: It is expected the teachers will provide students with a syllabus, as well as evaluation criteria for all course assessments. In addition, teachers will update PowerSchool once a week, provided that there is new data to enter.

School Counselors: It is the school counselor's responsibility to answer questions and to facilitate all academic processes outside of individual course curriculum. For example, school counselors can provide support with credit policies and options, provide information and support with college/university preparation, and also provide support with social and emotional issues. In addition, the school counselor can help facilitate issues students may be experiencing within a particular course if past attempts to resolve the issue with the individual teacher have not been resolved to the student's satisfaction.

Principal: The Principal is available to partner with any parents/guardians regarding any unresolved issues, feedback, or ideas.

STUDENT RECORDS

Official records of each student are kept on file with the Registrar.

Student records include the student registration form, academic transcripts, academic testing, and attendance information. All student records will use the legal first and last name of the student. All students must use their legal names in all school listings unless Administration receives a legal document indicating a change.

TRANSCRIPT/SCHOOL RECORDS REQUEST

Upon written request from the parent/guardian and with at least twenty-four hours notice, the registrar will provide parent/guardian or the student with unofficial copies of data. However, response time may be lengthened during summer hours.

NON-CUSTODIAL PARENT ACCESS

St. Ursula Academy abides by the provisions of the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, non-custodial parents are permitted access to their daughter's education records, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. It is the custodial parent's responsibility to notify the Registrar if there is such a court order or if there is a change in custody. A copy of any court order restricting access of a non-custodial parent must be filed with the Registrar.

ACADEMIC COMMUNICATION

ACADEMIC PROGRESS

Student grades are posted weekly at <http://powerschool.toledosua.org>. Parents are expected to monitor their daughter's grades throughout each term. Official printed grade reports are mailed at the end of the academic year.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are an opportunity for parents to partner with teachers for the academic success of their daughters. Parent/teacher conferences are held twice a year (once a semester). **Parents/guardians with daughters on Academic Success Plans are required to attend Parent/Teacher conferences.**

STUDENT WITHDRAWAL REQUEST

Withdrawal of a student is a formal procedure. Parents must:

1. Contact an administrator or school counselor to initiate the withdrawal process.
2. Complete and submit the Withdrawal Form to the Principal indicating the official date of withdrawal and reason(s) for withdrawal.
3. Sign and submit a *Release of Records Form* (obtained from the SUA school counselor).
4. Return all school property (such as school ID, laptop, textbooks, library books, athletic uniforms, etc.) and meet all financial obligations at SUA.
5. Meet with principal and student's assigned school counselor for an exit interview.

Official school records will be mailed to the new school upon completion of the withdrawal process. The Principal will inform faculty and staff when a student has withdrawn.

ACADEMIC SCHEDULE

COLLEGE BLOCK SCHEDULE

St. Ursula Academy follows the college block schedule. Students are enrolled in four 80-minute classes each day Semester I, followed by four 80-minute classes Semester II. This provides students the opportunity to complete eight (8) credit hours each academic year. There are numerous benefits to the college-block schedule, some of which are described here:

- Students earn 31.75 credits, which allow them to pursue the Women in Careers and AP Programs, as well as electives of interest.
- Students will graduate from SUA with an impressive, comprehensive transcript.
- Students have an opportunity to accelerate in subject areas of strength. For example, a student may take Honors Algebra II Semester I, followed by Honors Pre-Calculus Semester II. A student is encouraged to “double-up” in disciplines of her interests and strengths.
- Students receive more quality instructional time as less time is needed to review previous learned material.
- Longer class periods allow students to delve deeper into content areas.
- Students focus on only four (4) courses per term.
- More extended time in class allows for a broader variety of instructional techniques in the classroom to meet the needs of students with different learning styles.
- Teachers have fewer students, which allow them more time to develop closer student relationships.
- Credit Recovery can be attained within the academic year.

REGISTRATION

Rising sophomore, junior and senior scheduling requests will be completed on-line through PowerSchool. High school students and parents/guardians will receive written instructions on how to register online. Students are responsible for making appropriate scheduling choices (which includes being aware of course prerequisites) for the upcoming school year, and for submitting a hard copy of the *Course Request Form* with a parent/guardian signature to their school counselors by the specified deadline. The school counselors review student schedule requests and meet with students when needed. Scheduling appointments will be arranged for Junior Academy, freshmen, and transfer students.

SCHEDULE CHANGE POLICY

A student may drop a class or request a schedule change prior to the first day of class. A \$50 schedule change fee is assessed from August 1 through Orientation Day, depending upon individual circumstances. If a student requests a change after the first day of class, the schedule change is permitted ONLY for extenuating circumstances. **The student must submit a *Drop/Add Course Form* complete with parent/guardian and teacher signatures.** The student and her parent/guardian will be notified by the school counselor if the change is approved. A \$75.00 schedule change fee is assessed, depending upon individual circumstances. Students cannot drop a class after 3:30pm on the fifth day of the semester. After the fifth day, any class dropped will result in a failing grade.

All schedule changes are subject to course and seat availability.

TESTING POLICIES

EXAMS

Exams are given the final week of each term (four times per year), as stated on the school calendar. High school exams count for 20% of the term grade, while Junior Academy exams count for 10% of the term grade. Plans for family vacations, appointments, or work should not be made on exam days. **Exams will not be given early, and there will be no change to the exam schedule.** Should an emergency arise, students and/or parents/guardians should contact the student's school counselor.

All tuition, fees, monetary responsibilities, fines, service hours, detentions, Career Exploration Project, and any other obligations must be met prior to taking term exams. Failure to resolve these obligations will result in the student not being permitted to take term exams, and not receiving final grades for the course for that term.

Students are not permitted to start the new term until exams are complete. If exams are not complete, the student must take all missed exams on the first day of the new term.

When there is a financial hold on exams, the financial issue must be resolved and the exams must be completed within 10 school days after the last instructional day in order to receive credit for the course. **A student will earn an Incomplete and no credit will be awarded for courses not completed within that deadline.**

STANDARDIZED TESTING

Students must pass all tests required by the State of Ohio, as well as take the following additional assessments:

Grade 6	
Grade 7	Measured Academic Progress (MAP)
Grade 8	ACRE (Assessment of Children/Youth Religious Education) and HSPT
Grade 9	The Aspire
Grade 10	PSAT
Grade 11	PSAT and ACT
Grade 12	ACRE (Assessment of Children/Youth Religious Education)

ACT/SAT SCHOOL CODE

365055

ACADEMIC ASSISTANCE

ABSENCE/MAKE-UP WORK POLICY

Students are responsible for all work missed during their absence. Arrangements for missed work rest solely with the student. **Teachers are not required to remind students of their obligations.** All assignments are posted at <http://suamoodle.toledosua.org>. All missed quizzes/tests must be taken **within the first week** of the students return to school. The Testing Center is open daily during seminar. Tests may be made up in the Testing Center, or at the convenience of the teacher.

ACADEMIC PROBATION

A student who receives one failure in a term, or has a term GPA below 2.0, will be placed on academic probation. The student and her parent/guardian will be notified in writing of the probation. The student and her parent/guardian must meet with her SUA school counselor within the first week of probation to set up an Academic Plan to define clear academic conditions that must be met by the end of the following term. If the student has not met the conditions of probation, the decision concerning her enrollment at SUA will be made by the Principal after teachers, parent/guardian, and school counselors have been notified. In addition, a student who remains on academic probation for more than one term during an academic year will not be permitted to return the following academic year to SUA, unless an exception is made by the Principal.

ACADEMIC PERFORMANCE AND ATHLETIC/EXTRACURRICULAR ELIGIBILITY

A student with a term GPA below 1.75 or with one failure in a term will be ineligible to tryout, to practice, to play a sport, or to participate in an extra-curricular activity in the following term. All student athletes are governed by the eligibility rules of the Ohio High School Athletic Association and St. Ursula Academy's rules for athletes.

Entering freshmen must have passed 75% of their second semester eighth grade classes to participate in extra-curricular activities and/or athletics Term 1. During the freshman year, the physical education grade will be counted the same as all other grades for the purpose of eligibility ONLY. It remains .25 credits per term in the cumulative GPA.

FAILURE POLICY

On rare occasions, a student's performance in a class may warrant a failing grade. If this is the case, the following will apply:

- A student who fails a term of a required course must repeat that term.
- Failing two or more courses in a year may be grounds for dismissal.
- Seniors who fail courses required by SUA will not receive their diploma until the failed course has been completed.

SCHOOL COUNSELING SERVICES

Students are assigned to a school counselor. A student or parent may contact the counselor directly. For non-emergency situations, an appointment should be scheduled with the school counselor in advance.

ACADEMIC ASSISTANCE

THE LEARNING COMMONS

The Learning Commons (TLC) provides academic assistance to all students grades 6 – 12 by professional, licensed educators. The Learning Commons is open from 7:00 a.m. – 5:00 p.m. Monday thru Thursdays and 7:00 a.m. – 3:00 p.m. on Fridays. Assistance is available in the following ways:

- Drop-in academic support
- Individual support, which can be arranged by appointment with a specialist in that content area
- Intense Focus Group support as identified by SUA team

COLLEGE & CAREER READINESS

COLLEGE COUNSELOR

College counseling begins freshman year and is ongoing through senior year. Student and parent meetings are offered throughout all four years. The College Counselor is available to assist students in the college selection process.

LEADING SELF SOPHOMORE YEAR FOLLOWED BY CAREER EXPLORATION EXPERIENCE (CEE)

This course is an introduction to leadership as well as the Career Exploration Experience. While leadership has many parts, one of the core foundations of leadership is knowing and understanding oneself first. Students will learn about themselves to understand the recipe for leadership success. This course is required of all sophomores and is offered during Seminar. It is a pass/fail course worth .25 credits. This course prepares students for a successful Career Exploration Experience.

The Career Exploration Experience provides students with a better understanding of their values, interests, personality, and skills. This discovery process will lead to self-knowledge and valuable insight when considering college choices, majors, and careers. Both CEE and Leading Self are required for graduation.

COLLEGE VISITS

Students are permitted college visits each year as follows:

- Freshman 1 visit
- Sophomore 2 visits
- Junior 3 visits
- Senior 2 visits

A *Request for Student Leave Form* must be submitted to the Attendance Office prior to the visit for the absence to be excused. Students must bring written proof of the college visit. Unexcused college visits will make the student ineligible for athletic and extra-curricular practices, rehearsals, contests, and other events. College visits will not be approved on exam days or retreat days.

ACADEMIC INTEGRITY

GENERAL STATEMENT

At St. Ursula Academy, we have a responsibility to call each other to the highest standards of honesty. Students will observe a standard of integrity through which they respect both their work and the work of others. All students have an obligation to understand all ramifications of academic integrity and to adhere to these high expectations.

HOMEWORK STATEMENT

Students should expect to have homework commensurate with the demands of a college-preparatory program. Written work is not the only form of homework that requires attention. Students may have assigned readings to complete and review of the day's activities and lessons as part of their assigned or unassigned expectations.

While suggestions, explanations, and clarifications on a student's coursework by parents/guardians or other adults are appreciated by faculty members, the ultimate academic success depends upon her ownership of it. Students are encouraged to be independent learners and find their own voice. A student's work ought to reflect her own ability at whatever level she is on the educational continuum.

CHEATING/PLAGIARISM DEFINITIONS

Cheating is a misrepresentation of one's talents, knowledge, and ability. Cheating, plagiarizing, or assisting others to do so, will not be accepted at St. Ursula Academy. All instances of cheating will be reported to the Assistant Principal; the teacher will notify the parent/guardian. Cheating includes, but is not limited to:

- Looking at another student's work.
- Giving or receiving information on tests or quizzes either verbally, in written form, or by electronic means.
- Using unauthorized information, including, but not limited to, information on paper or any other medium, "cheat sheet," on a cell phone, calculator, or other electronic device.
- Students may not use a paper/project for one class and then use that same paper/project for a different course.

Plagiarism involves using material from any source, whether the Internet, written publication, or another person, and presenting it as one's own work by not properly citing that information. Plagiarism includes, but is not limited to:

- Submitting images or documents, in whole or in part; the unethical use of documents may mean using direct quotations, summaries, or paraphrases of another's language, or using another's ideas without proper citation.
- Using the work of another and presenting it as one's own.

Acquisition of Tests/Quizzes: Students who obtain a copy of a teacher's test or answer documents, either by accessing the teacher's files (electronic or physical) or by any other means, shall face disciplinary action both for violation of academic integrity and for theft of property.

ACADEMIC INTEGRITY

CHEATING/PLAGIARISM POLICIES

Violation: If a student violates the academic integrity policy, her teacher will notify her parent/guardian, and the Assistant Principal. For that student's first offense, she will receive a zero. She may retake/rewrite for a score of 50% of the achieved score. Record of the infraction will be placed in her file, and membership in the National Honor Society or school leadership positions, as well as consideration for departmental awards, etc., may be affected. Any repeated offense, in current or subsequent courses, will result in a zero for the assignment with no possibility of a retake/rewrite and will also involve suspension or dismissal. Membership in the National Honor Society or school leadership positions, as well as consideration for school and departmental awards, etc. will be affected.

ADDRESSES

Please notify the Main Office immediately whenever there is a change of address, email address, phone number, or parent's/guardian's place of employment.

AGE/INDEPENDENCE

St. Ursula Academy does not recognize students age 18 and over to be legally independent. Also, students cannot live independently while attending St. Ursula. They must live with a parent or legal guardian.

ATTENDANCE (419) 329 – 2222

Absence: Students are expected to be present every day for each block unless an illness or a prearranged absence prevents attendance. If a student must be absent, a parent or guardian is required by the State of Ohio to contact the ATTENDANCE OFFICE (419-329-2222) BEFORE 9:00 a.m. on the day of the absence.

Return from Absences: In order to be excused, students must provide a written note signed by her parent (and/or a slip from the medical office) as deemed below to the Attendance Office upon her return to school. Any student returning to school after an absence exceeding two days must provide a medical release note, signed by her physician.

- **Excused Absence:** As defined by Ohio law, excused absences include personal illness or injury, death in the family, or any event which has been prearranged with the school Administration. An absence which is described as “excused” entitles the student to make up tests, homework, etc. at the convenience of the teacher. The student is responsible for all content taught during her absence and is required to take all missed quizzes and tests within the first week of return to school. Students may not use class time to make up tests/quizzes. Arrangements for make-up work rest solely with the student; teachers are not required to remind students of their obligations. Makeup testing is available during Seminar.
 - **Medical and Dental Appointments:** Off-Campus Permission, Early Dismissal, or Tardies must be accompanied by slips from the medical office. **If no slip is presented, the absence is considered unexcused/truant.**
 - **Prearranged Vacation:** St. Ursula Academy strongly discourages the scheduling of vacations or trips when school is in session. Any student who plans to miss two days or more (including any extension of a scheduled school break) must complete a Request for Student Leave Form (available from the Attendance Office) prior to the absence and have it approved. This approval rests solely with the school administration. In the case of preapproval, the student is responsible for all content missed during her absence and is expected to meet all current academic obligations upon her return to school. Arrangements for make-up work rest solely with the student; teachers are not expected to review missed instruction, nor are they required to remind students of their obligations. Teachers are not required to give any missed work/assessments prior to the absence. **NO EXAMS WILL BE GIVEN EARLY.** All missed quizzes/tests must be taken within the first week of her return to school. **If preapproval is not received, the absence is considered unexcused/truant.**
 - **College Visits:** College visits are not permitted on Exam Days or Retreat Days.

STUDENT GUIDELINES

- ***Unexcused Absence/Truancy.*** An unexcused absence is considered truancy. In the case of an unexcused absence, the student loses the right to make up the work. No credit will be given for the time a student is truant. Truant students will also receive a suspension.
- ***Tardiness.*** Students are expected to be in their classrooms on time. Students arriving to Block 1 class later than 8:00am must sign in at the Attendance Office to pick up an admit slip. Each tardy to school will result in a thirty-minute detention. A student who misses half of Block 1 will be considered absent from that class and will be issued a one-hour detention. Chronic latecomers will be referred to the Assistant Principal for disciplinary action. A student who is tardy three times to a class (Block 2, 3, and/or 4) will be issued a one-hour detention by her teacher.

Athletic and Extracurricular. Students must be in school for the full day in order to participate in any activities, including games, competitions, and performances. Students may be excused for a maximum of 90 minutes for a medical appointment when accompanied by a slip from the medical office upon return to school. Unusual circumstances such as attendance at a funeral, for example, must have prior approval from an administrator.

Excessive Absence: Excessive absences create a hardship for the student. Any high school student, who misses more than five classes in a term, whether the absences are excused or unexcused, may lose credit for that particular class. In addition, excessive absences may affect membership in the National Honor Society, other school leadership positions, as well as participation in the graduation ceremony. Student may also lose financial aid. Instances of lengthy illness or hospitalization will be handled on an individual basis. If a student is in jeopardy of losing credit due to absences, the Assistant Principal will meet with the student and her parent/guardian.

BOOK BAGS/PURSES

Book bags are for student convenience to transport materials to and from school and must remain in lockers during the school day. Purses larger than 12 inches by 12 inches must also be kept in lockers. The school reserves the right to open and inspect the contents of all book bags and purses.

BULLYING (See *Appendix C*, page 55)

Bullying is aggressive behavior or intentional harm-doing, negative actions repeated over time, and/or an interpersonal relationship characterized by misuse of an imbalance of power. Bullying is a form of harassment.

CAFETERIA/SENIOR LOUNGE

Students are responsible for disposing of their refuse when using the cafeteria. Tables should be clean and chairs in place before leaving. Courtesy and respect for others should be the norm. In the interest of safety, aisles must be kept clear. Only **sealed** aluminum or plastic containers may be taken from the cafeteria.

CELL PHONES/ELECTRONIC DEVICES

Students are permitted to carry their cell phones during the school day. However, students are not allowed to use cell phones in any classes unless specifically given permission by faculty members. Students are also not allowed to use phones during academic times while in the bathroom, hallways, etc. Cell phones may be used between classes in hallways, bathrooms, etc., and in the cafeteria during lunch/seminar (with the exception of the classroom or The Learning Commons). Absolutely no cell phones during Liturgies, class meetings, school assemblies, detentions, or at any time in The Learning Commons.

Cell phones/electronic devices (including ear pieces) will be confiscated if they are used or heard and turned into the Main Office. The student will receive a detention for failing to follow school policy. The phone/device will be returned to the student at the end of the school day. If a second offense occurs, the student will receive a detention, and the phone will be returned to the student at the end of the school day. The Assistant Principal will meet with the student and contact the parents. Excessive violation of the cell phone policy may result in a disciplinary hearing and an in-school suspension.

CHEATING (See *Academic Integrity*, page 35)

COMPUTERS (See *Appendix D*, page 60)

CONFIDENCES

Confidences, written, verbal or electronic, which threaten the life, health or safety of anyone or involve criminal activity, must be reported to the proper authorities.

CUSTODY/GUARDIANSHIP

If there is a change in custody/guardianship, a legal document indicating this change must be submitted to the Principal.

DANCES

Semi-formal and formal dances provide a traditional social experience for St. Ursula Academy students. High School dances are open to grades 9 – 12. The Prom is open to grades 11 – 12. Junior Academy dances are open to grades 6 – 8.

DEBIT CARDS

Each student is responsible for her debit card and balance. If a card is lost, the student must notify the Main Office immediately to avoid liability for unauthorized charges and to purchase a new card at a cost of \$10.00. Payment must be made before the card will be issued. With each new card, a new identification number will be assigned. After the third replacement request, the cost per card increases to \$20.00. Detailed statements will be provided upon request. **Misuse of another student's debit card is theft.**

DELIVERIES

Deliveries of food, flowers and other gifts to students will be held in the Main Office until 3:00 p.m.

DISCIPLINARY PROCEDURES

Individual teachers establish basic guidelines concerning conduct in their classrooms. Teachers may also assign penalties for violation of these guidelines. Any student told to leave the classroom for misconduct is to report to the Assistant Principal's office immediately. **Disciplinary options** available to the Assistant Principal include, but are not limited to:

Detention: Detention is held every Wednesday, 3:05 p.m. – 4:05 p.m. and Thursday, 7:15 a.m. – 7:45 a.m. The detention list is posted weekly in the cafeteria. Detention obligations must be met in order to participate in any athletic or extra-curricular activity. Unserved detentions will be doubled. Failure to meet this responsibility by date given by Assistant Principal will result in an in-school suspension. In cases of excessive detentions, the Assistant Principal will schedule a conference with the student and her parent/guardian.

Probation: Disciplinary probation is used if, in the informed judgment of the Assistant Principal, the student's behavior requires immediate improvement to avoid dismissal. Probation will continue for a specified period of time and under a specific set of conditions. At the conclusion of that time period, the student's record will be reviewed and probation will be removed or extended, or a decision regarding suspension or dismissal will be made.

Suspension or Dismissal: Immediate suspension may be imposed for violations. Duration and location depend upon the severity of the infraction. Additional suspension, probation, or dismissal may be imposed after a hearing by the Assistant Principal. **Only a parent/ guardian may attend a disciplinary hearing with a student.** The Assistant Principal, reserves the right to suspend/dismiss a student. Membership in the National Honor Society or other school leadership positions, as well as consideration for school and departmental awards, etc. will also be affected.

Infractions which may result in suspension or dismissal include, but are not limited to, the following:

1. Violation of school policies
2. Actions that disrupt the peace and safety of the school
3. Insubordination, disrespect
4. Cheating, plagiarism, forgery, or assisting same
5. Repeated disregard of uniform
6. Harassment of any kind
7. Damage to school property or vandalism (restitution may be pursued)
8. Possession of a weapon or look-alike weapon (See Weapons, page 50)
9. Fighting or the attempt to intimidate by physical force (both initiating and responding)
10. Malicious gossip, teasing or bullying, intimidation, racial comments, hazing, threats, or defamation of character, written, verbal or electronic, in or out of school
11. Illegal use, possession, distribution, abuse of prescription or non-prescription drugs or alcohol or being in the presence of illegal use, possession, distribution, abuse of prescription or non-prescription drugs or alcohol in or out of school all year. (See Appendix B, page 54)
12. Theft or unauthorized possession of school or personal property.
13. Derogatory, inappropriate or slanderous statements, drawings or pictures of self, of other students or of school personnel on personal web-sites, in e-mail, or text messages, etc., whether in or outside the school setting.
14. Any action in or out of school all year judged by school officials to be contrary to St. Ursula Academy's ethical, religious, and legal standards of responsible conduct or action that compromises the mission, values, moral standards, or reputation of St. Ursula Academy.

Any student accused of a serious wrong may be placed on a home study program pending an investigation or adjudication.

Appeals: Decisions regarding disciplinary probation, suspension or dismissal may be appealed in writing within five days by the parent/guardian to the Principal, whose decision is final and binding.

Suspension Stipulations: Suspension may be out of school or in school., as determined by the Assistant Principal.

Out of School Suspension:

- Student may not attend any school or school-sponsored activity during the suspension period.
- All homework must be submitted by 3:00pm the day the student returns to school.
- Student must come prepared to make up missed in-class assignments, labs, performances, presentations, quizzes, and tests the day that she returns to school or at the convenience of the teacher.
- Student receives full credit for missed work. Any obligations not completed on time will result in a zero.
- Student is responsible for all content missed during suspension; teachers will not review missed instruction.
- When the student returns to class, she is expected to be prepared for that day's academic obligations.

In-School Suspension:

- Student must report to the Assistant Principal before 8:00am and submit all homework.
- Student will complete all class work during in-school suspension.
- Student must bring a packed lunch.
- If in-school suspension is imposed for more than one day, student may not attend any school or school-sponsored activity during the suspension period.

Athletes are subject to additional penalties/suspension.

EARLY ARRIVALS

Classrooms are open for students at 7:45 a.m. Students arriving prior to 7:45 a.m. may go to The Learning Commons for quiet study or to the cafeteria. Students using the cafeteria are expected to behave appropriately. Tables and chairs are to be in good order when students leave.

EMAIL

Students are required to check their St. Ursula Academy email account throughout the school day. School and personal messages will be delivered electronically. Only emergency messages will be delivered directly to students.

EXTRACURRICULAR ACTIVITIES (See *Appendix A, page 51*)

The primary focus of our school community is academic achievement. However, participating in extracurricular activities promotes growth and development, teaches social and recreational skills, and develops leadership. Participation is a privilege. Any student on disciplinary or academic probation will be suspended by the Assistant Principal from participation in extra-curricular activities. Suspension from SUA includes suspension from all school-related activities.

STUDENT GUIDELINES

FIELD TRIPS

Field trips are considered a part of the school curriculum. The St. Ursula Academy code of behavior applies to all field trips. Students are required to wear their St. Ursula Academy dress uniform for field trips. Exceptions are subject to the approval of the Assistant Principal. Off-Campus Permission Release forms signed by a parent/guardian are required and must be returned to the teacher prior to the field trip. Students must make arrangements with teachers of other classes prior to participating in a field trip. **All previously assigned work must be submitted before leaving for the field trip.** Students are responsible for completing all work missed. If a field trip is not a full-day event, students will return to St. Ursula for remaining classes. Early dismissals will not be granted.

FIRE DRILL/TORNADO DRILL/CRISIS DRILL

Floor plans and procedures are posted in every classroom. St. Ursula Academy utilizes traditional lockdown drills as well as A.L.I.C.E. procedures and philosophy.

FITNESS CENTER

Use of the fitness room requires the presence of an SUA employee. A health waiver and parental permission form are required to use fitness equipment. Fitness Center use during the school day is restricted to class use only.

FOOD AND BEVERAGE

Food and beverages should be consumed in the cafeteria only. Lunches should be kept in lockers until the lunch period begins. Glass containers are not allowed in the building. No carry-out food may be delivered to the school. Sealed containers are permitted in the hallways before and after school. Bottled water may be carried throughout the building with the exception of the science labs, due to safety concerns. No other beverages may be brought into the classroom.

Given that the Junior Academy students eat late, JA students are permitted to bring a healthy morning snack to be consumed at the teacher's discretion.

FORGOTTEN ITEMS

Forgotten items should be dropped off at the Main Office. Students will be contacted to pick up their items in the Main Office.

GUM

Gum chewing is not permitted during the school day.

HALLWAYS

Students should not be in the hallways during regularly scheduled class times. If it is a necessity, a student must sign out of and into the classroom, and the student should not disturb others while in the hall. Cell phone use is not permitted during Academic blocks, even if a student is not in the classroom.

HARASSMENT (See *Appendix C, page 53*)

STUDENT GUIDELINES

HAZING

Hazing as defined in Ohio Revised Code 2903.31 in the Criminal Code is “As used in this section ‘hazing’ means doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.” HAZING INCLUDES, BUT IS NOT LIMITED TO ANY NEGATIVE ACTION IN SOME WAY CONNECTED TO AN ACTIVITY OR RIGHT-OF-PASSAGE. ANY SUCH ACTION RELATED TO INTRAMURALS WILL BE ADDRESSED.

Not only may a school discipline a student (or group of students) for hazing, it **MUST** take action to prevent such hazing, actively enforcing such policies against hazing that would, by definition, include reasonable discipline when appropriate. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is one of the very few instances in which Ohio law also specifically creates civil liability for any administrator, employee, or faculty members “...who knew or reasonably should have known of the hazing and who did not make reasonable attempts to prevent it...” No administrator, faculty member, or other employee of the school shall encourage, permit, condone, or tolerate any hazing activities. In addition, hazing is one area that provides for criminal sanctions against both the participants and any school employee who recklessly permits its occurrence.

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times and places. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibitions in this policy.

Administrators, faculty members, and all other employees of the school shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee(s) of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Assistant Principal.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, which may include disciplinary probation, suspension, and possible dismissal from team activity and/or school, and may be liable for civil and criminal penalties in accordance with Ohio law.

Athletes involved in a hazing incident may be removed from teams and may lose any and all awards, including varsity letters.

HEALTH SERVICES

The Clinic is open for students during the school day. Any student who is injured should report to the Clinic/Main Office immediately. In the event of illness or accident when the school nurse is not on duty, school personnel will give emergency care only. Parents/guardians are responsible for any additional care. State law requires that immunization records and a current Emergency Medical Authorization form be on file for each student. This form specifies the emergency procedures as designated by the parent/guardian.

Accident/Injury: All accidents/injuries occurring during school hours should be reported to the school nurse. All accidents/injuries occurring in or on school property outside of school hours must be reported immediately to the person in charge or an Administrator. An Incident Report must be completed within 24 hours by the student.

Illness: Any student leaving class for a health reason should report to the school nurse. No student will be readmitted to class without a signed form. Students who become ill will be evaluated by the school nurse before a parent/guardian is contacted. **Students are not to contact a parent/guardian until they have been evaluated by the school nurse, who will make the determination whether parent/guardian notification is needed. No student is to leave the building due to illness without proper authorization. Before leaving, students must sign out in the Attendance Office.**

Medication: Students with a life-threatening condition must carry their medication (inhalers, EpiPens, etc.) with them at all times. Other prescription medication must be administered by the school nurse with written request of the parent/guardian and signature of the physician. Forms are available in the Clinic. **If students are taking any prescription drugs that could affect classroom performance, the school must be notified in writing.**

The school will not distribute non-prescription medication. **NO STUDENT IS TO PROVIDE ANOTHER STUDENT WITH ANY MEDICATION AT ANY TIME.** All questionable medication will be confiscated.

Screening: Students will be screened according to state guidelines in vision and hearing. Referrals will only be sent home if a problem is identified.

IDENTIFICATION

Students must carry their student identification badge at all times.

LAPTOP COMPUTERS

Laptop computers are the responsibility of the student. Required forms must be submitted before laptops will be issued. When not in the student's possession, laptops must be locked in the student's locker. Refer to the *MacBook Handbook* on Moodle, as well as Appendix D of the Student Handbook for additional information.

LOCKERS

Lockers are the property of SUA and may be opened and inspected at any time by the Administration. General guidelines regarding locker use:

- Alcohol, drug-related, vulgar, or inappropriate ads, slogans, pictures, or decorations are not permitted.
- Locker decorations must be attached with **masking tape only**.
- Decorations may be added to the inside of the locker at any time, but must be removed before final exams.
- Exterior locker decorations are permitted on birthdays, and prior to extracurricular activities. ALL EXTERIOR LOCKER DECORATIONS MUST BE REMOVED ON FRIDAYS. ANY REMAINING DECORATIONS MAY BE DISCARDED
- Locker doors must be closed and locked. St. Ursula Academy is not liable for lost or stolen items.
- Students are assigned to an individual locker and are responsible for that locker.

MARRIAGE POLICY

Married students will not be permitted to remain at St. Ursula Academy. The high school experience is not conducive to the adult responsibilities married students have chosen.

MILITARY

Demographic information requested by branches of the military will be released unless a parent/guardian completes an *Opt-out Form*, available in the Main Office.

PARENT OUT-OF-TOWN

If a parent/guardian will be out of town while the student remains in school, the Attendance Office must be provided with the name and phone number of the person(s) who will have legal responsibility for the student during the absence of the parent/guardian.

PARKING

Drivers must register their vehicles with the Main Office and purchase a parking permit in order to park in the student lot. All other areas on campus are off limits. A permit must be displayed. If lost, a replacement permit must be purchased. Once the car is parked, it must be promptly exited, locked and not re-entered until after dismissal from school.

Parking spots are limited. Therefore, passes will be sold to Seniors and Juniors with valid permanent drivers licenses first. Any remaining spots will be sold throughout the year while available. The Parking Permit fee is \$100 regardless of what term it is purchased.

Abuse of parking and driving privileges may result in detention, suspension, or forfeiture of the parking permit. Any vehicle on school property is subject to inspection by the Administration. SUA is not responsible for automobile accidents or vehicle damage on school property.

STUDENT GUIDELINES

PERMISSION TO LEAVE SCHOOL

During the school day, students are not permitted to leave the campus without parent/guardian approval and explicit permission from the Assistant Principal. The school has a legal responsibility to account for each student during the day. Whenever a student has permission to leave the campus, she must sign in and out of the building in the Attendance Office. **NO ONE MAY SIGN OUT FOR ANOTHER STUDENT.**

PHOTO PUBLICATION POLICY

Publishing photographs and images of our students in school publications and on the school's website is beneficial in promoting our school and our students' accomplishments and in sharing our school's experiences with others.

Sources of the photos and other likenesses may include, but are not limited to, students, families, professional photographers and employees or friends of the school.

Publications include, but are not limited to, school yearbook and newspaper, sports publications, school website, alumnae magazine, television and radio segments, press releases, and any school-approved re-publication thereof. Also, teachers in the Resident Educator Program are required by the Ohio Department of Education to be videotaped in the classroom.

Students' names may be included with photos. The student's address and phone number will NOT be published, other than if approved for publication in the Student Directory.

PLAGIARISM (See *Academic Integrity*, page 35)

PREGNANCY

Pregnancy will be handled on an individual basis with appropriate persons. Student and parent/guardian should contact the Principal as soon as pregnancy is confirmed.

PUBLICATIONS

Official publications (newspapers, yearbooks, etc.) are part of the school curriculum and editorial control remains with school authorities.

RECORDING OUTSIDE OF CLASS ASSIGNMENTS

Sound or visual recording for public viewing is not permitted in the school/classroom without written consent from administration.

RESTROOMS

Except in an emergency, restrooms are to be used during class exchange or lunch time.

SAFE SCHOOL PLAN

St. Ursula Academy's Safe School Plan is on file in the Main Office.

STUDENT GUIDELINES

SCHOOL CLOSING/DELAY FOR INCLEMENT WEATHER

If Sylvania Schools are closed or delayed, St. Ursula Academy will be closed or delayed accordingly. Radio and television stations will not mention St. Ursula by name for weather-related delays or closings.

SCHOOL NAME

The name “St. Ursula Academy” or any abbreviation or derivation, as well as the school crest, is not to be used electronically, or on any printed form, piece of clothing, or other material without written permission of the Director of Marketing.

SEARCH AND SEIZURE

St. Ursula Academy has the right to search and seize any property (including cell phones/electronic devices) in the possession of students or on school grounds, when reasonable suspicion exists.

SECURITY

All visitors, including parents, must report to the Main Office to sign in and receive a visitor’s badge when on school property.

SEXTING

Sexting is harmful, unacceptable, and illegal. St. Ursula Academy employees are mandated to report all instances of sexting to the police.

SMOKING

SMOKING WHILE IN SCHOOL UNIFORM, ON OR OFF CAMPUS, IS NOT PERMITTED AT ANY TIME.

Smoking or the possession of cigarettes/e-cigarettes at any school-sponsored event or on the school campus is prohibited. Reported cases will be referred to the Assistant Principal for appropriate disciplinary action. Attendance at a smoking cessation program and/or suspension will be required for all offenders.

SOCIAL MEDIA

Student’s social media should reflect the values and moral standards of St. Ursula Academy. Students are prohibited from establishing communication with faculty/staff via social media with the exception of school-related information.

TRANSPORTATION

Transportation to and from school is not arranged by St. Ursula Academy. Parents must contact local school districts to arrange bus transportation. Bus drivers oversee their buses and riders. Unreasonable conduct on buses by any student can result in forfeiture of the right to ride as well as disciplinary actions deemed necessary by the Assistant Principal.

TRUANCY

Ohio Law defines truancy as an unexcused absence. No credit will be given for the time a student is truant. Truant students will also receive a suspension.

T-SHIRTS/APPAREL

All t-shirts and other apparel must be ordered through The Quiver. Athletics, Dance Team, classes, clubs, and other groups must submit the apparel design for approval and ordering to The Quiver Director.

UNIFORM/PERSONAL APPEARANCE

Good grooming and neatness are expected of all students. **Students must dress for physical education, fitness, and dance classes in the locker rooms.** Uniforms must be worn in all other areas. Uniform violations are subject to detention. The school uniform consists of the following required and optional items:

<i>GRADES 6, 7 & 8</i>

REQUIRED purchase from Flynn & O'Hara:

- Navy poly/wool kilt, no shorter than four inches above the knee; no longer than one inch below the knee
- Blue oxford button-down collar long-sleeved shirt with SUA monogram
- White with three navy stripes v-neck cardigan sweater with SUA crest
- Blue, plaid crisscross tie. Replacements are available for purchase in The Quiver.
- Physical education uniform

OPTIONAL purchase from Flynn & O'Hara:

- Yellow oxford button-down collar long sleeved shirt with SUA monogram
- Sperry boat shoe (tan)

GRADES 9, 10, 11 & 12

REQUIRED purchase from Flynn & O’Hara:

- Navy poly/wool kilt, no shorter than four inches above the knee; no longer than one inch below the knee
- Blue and white striped oxford button-down collar, long-sleeved shirt with SUA crest
- White with navy trim cotton v-neck tennis sweater with SUA crest
- Navy with white trim v-neck sweater vest with SUA crest
- White with three navy stripes v-neck cardigan sweater with SUA crest
- Plaid tie (14”, 3-41 plaid tie). Replacements are available for purchase in The Quiver.
- Physical education uniform

REQUIRED purchase from The Quiver:

- T-shirt for dance and fitness classes

OPTIONAL purchase from Flynn & O’Hara:

- Navy with 5 white stripes crewneck sweater with SUA crest
- Sperry boat Shoe (tan)

Uniform Rules

Shirt: A uniform shirt must be worn under a sweater. A solid white t-shirt (*without* designs or words) is acceptable under a uniform shirt. Colored t-shirts are **NEVER** permitted. All shirt cuffs must be buttoned or neatly turned back. Oxford shirts must be tucked in.

Socks: The argyle SUA socks sold in The Quiver are the preferred sock. Socks (crew length or higher) or tights (no leggings) must be worn with the uniform. Socks and tights must be solid navy, white, or heather gray without monogram or design, except for SUA socks available for purchase in The Quiver.

Shoes: Low-heeled leather shoes in solid black, gray, brown, tan, or navy are acceptable. The only exception to a solid color shoe is a boat shoe where the primary part of the shoe must be a solid black, gray, brown, tan or navy. Boots, flip-flops, sandals, athletic, canvas, moccasins, or fur-trimmed shoes are not permitted. Shoe exceptions for injuries require a physician’s note to the nurse.

Accessories: Excessive jewelry is not a part of the St. Ursula uniform. Unobtrusive earrings are acceptable; no more than two pairs. Simple headbands are acceptable. Head scarves are permitted for religious reasons only.

Hair/Makeup: Unnatural/extreme hair colors, hair styles, hair accessories and makeup, as determined by the Assistant Principal, are not permitted.

Piercings/Gauges/Tattoos: Nose, facial and other body piercings/gauges as well as tattoos are not permitted.

STUDENT GUIDELINES

(UNIFORM/PERSONAL APPEARANCE)

Dress Down Code

- Pants (below the knee; no yoga pants, leggings, or tight pants)
- Shirts/dresses/tops (no low cut, spaghetti straps, halter, strapless, tube tops, or bare midriffs)
- Skirts (no more than 4" above the knee)
- Casual shoes, sandals, and flip-flops are acceptable
- For warm weather and special events, (as determined by the Assistant Principal), basketball/soccer/running shorts may be permitted.

Dance Attire:

No:

- Low cut
- Backless (Open backs are acceptable, but not completely backless)
- Bare sides
- Bare midriffs
- Too short
- Too tight

Appropriate choices will be determined by administration.

WEAPONS

Firearms and other weapons are strictly prohibited on school premises and school events, both on and off property. Threatening to bring weapons to school or a school event is also prohibited. St. Ursula Academy has zero tolerance for weapons and violence.

GUIDELINES FOR PARTICIPANTS IN ATHLETICS AND OTHER EXTRACURRICULAR EVENTS

TO THE STUDENT: The primary focus of our school community is academic achievement. Participation in extracurricular activities, competitive sports, and academic teams promotes growth and development, teaches social and recreational skills, and develops leadership. **PARTICIPATION IS A PRIVILEGE.** Any student on disciplinary or academic probation cannot participate in any sport or extra-curricular activity at St. Ursula Academy. Suspension from St. Ursula Academy includes suspension from all school-related activities.

ACADEMIC PERFORMANCE AND ATHLETIC/EXTRACURRICULAR ELIGIBILITY

A student with a term GPA below 1.75 or with one failure in a term will be ineligible to tryout, to practice, to play a sport, or to participate in an extra-curricular activity in the following term. All student athletes are governed by the eligibility rules of the Ohio High School Athletic Association and St. Ursula Academy's rules for athletes.

Entering freshmen must have passed 75% of their second semester eighth grade classes to participate in extra-curricular activities and/or athletics Term 1. During freshman year, the physical education grade will be counted the same as all other grades for the purpose of eligibility **ONLY**. It remains .25 credits per term in the cumulative GPA.

FAILURE POLICY

On rare occasions a student's performance in a class may warrant a failing grade. If this is the case, the following will apply:

- A student who fails a term of a required course must repeat that term course.
- Failing two or more courses in a year may be grounds for dismissal.
- A senior who fails courses required by SUA will not receive a diploma until the failed course has been successfully completed.
- The transcript and GPA will reflect the failing course and grade, as well as the grade earned from the course recovery.

ACCIDENTS/INJURIES

Every accident/injury on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge and to the school nurse on the next school day. An Accident/Injury Report must be completed within 24 hours.

ALCOHOL/DRUGS [See Appendix B.]

The sale, purchase, transfer, consumption or possession of alcohol or any controlled substance by a student, or a student in the presence of underage drinking or other substance abuse, in or out of school all year, is illegal and a serious offense and is subject to school disciplinary action that may include dismissal. In addition, such conduct is in violation of the law and is liable to criminal prosecution. A student found by her coach or school official to be in violation of the above rules will be immediately ineligible to practice or to participate with the team or any other school extra-curricular group until a school assessment is conducted.

CONDUCT

Coaches or moderators may suspend a student from the team for conduct not conducive to good morale and for violations of particular rules such as, but not limited to: breaking curfew; being late for meetings, practices, or contests; general disrespect, or any other behavior detrimental to the activity. Repeated violations may result in further suspensions or dismissal from a team or activity, subject to review.

DAILY ATTENDANCE

Students must be in school for the **FULL DAY** in order to participate in any activities, including athletic games, competitions, and performances. Students may be excused for a maximum of 90 minutes for a medical appointment when accompanied by a slip from the medical office upon return to school. Unusual circumstances, such as attendance at a funeral, for example, must have prior approval from an administrator.

DETENTION

Detention takes precedence over all athletic practices, games, and extra-curricular activities. Students who fail to complete detention obligations may not participate.

EARLY DISMISSAL FOR ATHLETIC/EXTRACURRICULAR EVENTS

Any student who requests early dismissal from school for an extra-curricular or athletic event must submit a written request signed by a parent/guardian or coach prior to the event(s).

ELIGIBILITY - DISCIPLINARY

Any student on disciplinary probation or suspension from school will not be permitted to participate in any activities, including practices, games, competition, or performances, or other extracurricular activity.

ELIGIBILITY – STUDENT GOVERNMENT

Leadership involves extended commitment. In order to run for a student council office, a student must have a 3.0 GPA. In order to run for class office, a student must have a 2.5 GPA. All candidates must have completed annual service hours by April 1. Applications and guidelines can be found on Moodle. In addition, students must uphold the standards of SUA as delineated in the Handbook.

EQUIPMENT

Athletes are responsible for equipment and uniforms issued to them. These must be returned in good condition at the end of the season. Replacement cost will be charged to the athlete.

PHYSICALS

All forms must be completed and on file with the Athletic Director before a student can practice or participate in a sport.

APPENDIX A ATHLETICS/EXTRACURRICULAR EVENTS

SCHOOL CLOSING

When school is canceled because of weather conditions, all school events and practices will also be suspended. If the weather conditions improve, rescheduling of these events may be done only through permission of the Athletic Director or the Administration. Refer to the Athletic Handbook for complete details.

POLICY REGARDING ALCOHOL & OTHER DRUGS

The sale, purchase, transfer, consumption or possession of alcohol or any controlled substance by a student, or a student in the presence of underage drinking or other substance abuse, in or out of school all year, is illegal and a serious offense and is subject to school disciplinary action that may include dismissal. In addition, such conduct is in violation of the law and is liable to criminal prosecution. The school reserves the right to use a breathalyzer or require a drug test when necessary. If a student attending school or a school sponsored event is determined by the person in authority to be under the influence of a controlled substance, including alcohol, a parent/legal guardian will be called and the student will be required to leave the activity in the company of her parent/guardian.

The following procedure/consequences will go into effect upon suspected violation of this policy:

1. Student will be interviewed/assessed by a school administrator.
2. Notification will be given to parent/guardian.
3. Immediate out-of-school suspension will be imposed. [See Suspension, page 16.]
4. The student and parent will be required to schedule an administrative hearing. Student will not return to school until the hearing has been held and a determination has been made.
5. Students may not participate in athletic or extra-curricular activities during the suspension.
6. A drug test and/or other form of assessment may be ordered, subject to the approval of the Assistant Principal, who will assist in facilitating this requirement. Any expense is incurred by the student.
7. The student may be required to participate in a drug and alcohol prevention program. Parents may be asked to attend a session.
8. Additional suspension, probation, or dismissal may be imposed by the administration.

I. POLICY

It is the policy of St. Ursula Academy that any form of bullying behavior, in or out of school all year is expressly forbidden.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Ursula Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or dismissal from school. “Harassment, intimidation, or bullying”, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special legal obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

II. DEFINITIONS

- A. “Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:
- Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
- B. “Harassment, intimidation or bullying” also means electronically transmitted acts; i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:
- Causes mental or physical harm to the other student/school personnel; and
 - Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

TYPES OF CONDUCT

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- A. Physical violence and/or attacks
- B. Threats, taunts, and intimidation through words and/or gestures
- C. Extortion, damage or stealing of money and/or possessions
- D. Exclusion from the peer group or spreading rumors
- E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Internet sites (also known as “cyber bullying”), such as the following:
 - 1. Posting slurs on the Internet where students communicate or on blogs (personal online journals or diaries)
 - 2. Sending abusive or threatening messages
 - 3. Using camera phones to take embarrassing photographs of students and posting them online
 - 4. Using the Internet to circulate gossip and rumors to other students
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers

III. COMPLAINT PROCEDURES

A St. Ursula Academy employee, student, or volunteer should report any incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in this policy.

A. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Assistant Principal for review and action.

B. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the Assistant Principal for review and action.

C. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

IV. SCHOOL PERSONNEL RESPONSIBILITIES AND INTERVENTION STRATEGIES**A. Teachers and Other School Staff**

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the Assistant Principal of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the Assistant Principal. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the Assistant Principal.

B. Administrator Responsibilities*A. Investigation*

1. The Assistant Principal shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the Principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report. All such documents may properly be considered confidential and not for any publication by the administration.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Remedial Actions

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the Assistant Principal that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
2. Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors, whether and to what extent to impose disciplinary action (detention, in or out-of-school suspension; or dismissal) is a matter for the professional discretion of the Assistant Principal.

C. Non-disciplinary Interventions: When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying.

D. Disciplinary Interventions

1. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not verified, however, shall not be the basis for disciplinary action.
2. In or out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.
3. Dismissal may be imposed only after a hearing with the Assistant Principal. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

V. REPORTING

A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation or bullying by a specific student are verified, the Assistant Principal shall notify the parent or guardian of the perpetrator of that finding.

B. Reports to the Victim and her Parent or Guardian

If after investigation, acts of harassment, intimidation or bullying against a specific student are verified, the Assistant Principal shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the legal privacy rights of the perpetrator of such harassment, intimidation or bullying.

VI. MONITORING – THIS POLICY WILL BE REVIEWED ANNUALLY.

Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; Rome, 1992).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

Acceptable Use Policy

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At St. Ursula Academy, students are allowed to have personal electronic devices on their person during the school day. However, students are not allowed to use cell phones/devices in any classes unless specifically given permission by faculty members. Students are not allowed to use phones/devices during academic times (whether in the classroom or in the hallway). Cell phones/devices, may be used between classes in hallways, bathrooms, etc., and in the cafeteria during lunch. Absolutely no cell phones or electronic devices during Liturgies, assemblies, or at any time in the Learning Commons.

Cell phones/electronic devices (including ear pieces) will be confiscated if they are seen or heard and turned into the Main Office. The student will be fined \$25 for failing to follow school policy and the phone/device will be returned to the student after school hours upon payment. If a second offense occurs, the fine will increase to \$50 and the phone will be returned to a parent/guardian after school hours upon payment. A third offense will also result in a disciplinary hearing and in-school suspension. Additional offenses will lead to further disciplinary action. All collected fines are used to support missions.

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of St. Ursula must obtain parental permission and students in grades 6 and 9 must attend a series of required Internet training sessions through their computer courses. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Director of Technology to deny, revoke, or suspend specific user accounts.

I. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Director of Technology), after consultation with the administration, will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A. Safe Communication

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings:* Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

B. Netiquette

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C. Copyrights

- 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

II. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of St. Ursula Academy in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (Director of Technology). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

- 1) *Messaging:* Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas:* Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting:* Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission:* Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

- 1) *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual's account. Additionally, they are not allowed to delete, copy, modify, or forge other users' emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, Powerschool, or Moodle.
- 3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access*: Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

D. Other Actions

- 1) *Employees*: Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.
- 5) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying*: Cyberbullying is strictly prohibited.
- 8) *Jailbreaking*: Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

III. Content of Policy: Review and Revisions

- 1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at St. Ursula Academy.
- 2) *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

Google Apps for Education Acceptable Use Policy

While attending St. Ursula Academy, each student has access to Google Apps for Education (GAFE). The Google Apps “suite” includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a Smartphone, tablet, laptop, or desktop computer.

In order to create a safe, effective way for students and staff to communicate with one another, St. Ursula Academy issues to each a student a GAFE account under the domain @toledosua.org. Students access their account using Gmail. St. Ursula is required by the Child Internet Protection Act (CIPA) to have measures in place which protect students from harmful materials. As such, St. Ursula takes the following steps with student email usage:

1. Students in grades six, seven, and eight (6, 7, and 8) are only allowed to email other staff and students in the St. Ursula Academy. They cannot send emails to any address that does NOT end in @toledosua.org. This applies to receiving emails as well. All emails to students from outside of SUA will be blocked.
2. Student Gmail is ad free, and is filtered for spam.
3. Student email is archived internally, and is searchable by the administrators at any time, should the school deem it necessary.

St. Ursula Academy also has the duty to abide by the Children’s Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps core suite which includes restricted Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

St. Ursula Academy will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student’s email account, and/or their student’s Google Apps for Education files. School staff will monitor a student’s behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times.

Students that adhere to proper use of Google Apps for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the St. Ursula Academy staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, Google Apps for Education is considered a privilege and benefit to students in our district. St. Ursula Academy maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the school has reason to believe violations of law or school policy have occurred.

Internet Safety Policy

The purpose of the Internet Safety Policy is to provide the school's approach to Internet safety and security and provides overarching themes for how St. Ursula Academy will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). St. Ursula Academy recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of St. Ursula Academy. It is the policy of St. Ursula Academy to:

1. Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of St. Ursula Academy must obtain parental permission and students in grades 6 and 9 must attend a series of required Internet training sessions through their computer class. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

St. Ursula Academy reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Director of Technology to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

I. Definitions

- A. A *user* is defined as any student, faculty, or staff member using the technology resources at St. Ursula Academy.**
- B. (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.**
- C. (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:**
 - 1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - 2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - 3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

II. Internet Terms and Conditions

I. Safety

- 1) *Promotion of Internet Safety*: To the extent practical, steps shall be taken to promote the safety and security of users of the St. Ursula Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- 2) *Personal Information*: St. Ursula Academy encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

II. System Security

- 1) *System Bypasses*: St. Ursula Academy treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. St. Ursula Academy strictly forbids students from accessing another individual’s account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) *Hacking*: As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called ‘hacking,’ and other unlawful activities by minors online.

C. Inappropriate Material

- 1) *Final Say*: The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Director of Technology), after consultation with the administration will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
- 2) *Material*: **St. Ursula Academy** prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
- 3) *Liability*: St. Ursula Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Ursula Academy assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. St. Ursula Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

- 1) *Plagiarism*: St. Ursula Academy's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

- 1) *Filters*: To the extent practical, St. Ursula Academy shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
- 2) *Research*: Subject to staff supervision, St. Ursula Academy will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

- 1) *Monitoring*: The Technology Director and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information insuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
- 2) *Supervision by Staff*: It shall be the responsibility of all members of the St. Ursula Academy staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

- 1) *Age Appropriate Training*: The Technology Director/Computer Teacher will provide age-appropriate training for students in grades 6 and 9, who use the Internet facilities of St. Ursula Academy. The training provided will be designed to promote the school's commitment to:
 - a. The standards and acceptable use of Internet services as set forth in this policy
 - b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
 - iii. Cyberbullying awareness and response
 - c. Compliance with the E-rate requirement of the CIPA

H. Content of Policy

- 1) *Current Policy*: Signed Internet Safety Policies will be kept on file at St. Ursula Academy.
- 2) *Updating the Policy*: This policy may be updated when new or changing technology warrants.

IV. Loss of Privileges

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

COMPUTER LOAN AGREEMENT

One Apple® MacBook, charger, and laptop case are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the property of St. Ursula Academy and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing her right to use the computer. The equipment will be returned when requested by St. Ursula Academy, or sooner, if the student withdraws from St. Ursula Academy prior to the end of the school year.

The laptop may be used by the student for non-commercial purposes only, in accordance with the school's policies and rules, the St. Ursula Academy Code of Conduct, as well as local, state, and federal statutes.

The student may not install or use software other than software owned or approved by the school and made available to the student in accordance with this Receipt of Agreement.

One user with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete, access, or modify other users' accounts on the laptop and on any school-owned computer.

The St. Ursula Academy network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the laptop and charger. These labels are not to be removed or modified. If they become damaged or missing, tech support should be contacted for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the laptop.

It is the student's responsibility to regularly back up her files to her personal flash drive.

An email account will be available for each student to use for appropriate academic communication with other students and staff members.

St. Ursula Academy is not responsible for any computer or electronic viruses that may be transferred to or from the student's computer, the server and the student agrees to use her best efforts to assure that St. Ursula Academy's property is not damaged or rendered inoperable by any such electronic virus while in the student's possession.

The student acknowledges and agrees that the student's use of the school's property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the school's property and to return the same in good condition and repair upon request by St. Ursula Academy.

I. Parent Responsibilities

Your daughter has been issued a MacBook Air computer to improve and personalize her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the MacBook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my daughter's use of the Internet and email.
- I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook.
- I will not load or delete any software from the MacBook.
- I will make sure my daughter recharges the MacBook battery nightly.
- I will make sure my daughter brings the MacBook to school every day.
- I understand that if my daughter comes to school without her computer I may be called to bring it to school.
- I agree to make sure that the MacBook is returned to the school when requested and upon my daughter's withdrawal from St. Ursula Academy.
- I understand that I am financially responsible for any loss, damages or repairs not covered under the Apple Care Warranty.

II. Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities.

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of St. Ursula Academy— especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the MacBook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the MacBook.
- I will recharge the MacBook battery each night.
- I will return the MacBook when requested and upon my withdrawal from St. Ursula Academy.
- I will keep the MacBook in its case when not in use.

“...WHATEVER YOU DID FOR ONE OF THESE LEAST [PEOPLE] OF MINE, YOU DID FOR ME.”
MT. 25: 40

The *Works of Mercy/Service Program* at St. Ursula Academy is designed to help students develop a habit of concern and action for the good of all people, in response to the teaching of the Gospel, and a living-out of our baptism. Mercy is said to be a virtue influencing one’s will to have compassion for an, if possible, to alleviate another’s misfortune.

To this end we look to St. Angela Merici, foundress of the Ursulines, as our guide. Angela spent her life reaching out to women, children, and families suffering from the injustices of her time, and inspiring other women to do the same. For Angela a life of service and works of mercy was living the Gospel. It is central to the mission of St. Ursula Academy, and to the spiritual growth of every student.

The Corporal Works of Mercy include:

- To feed the hungry
- To give drink to the thirsty
- To clothe the naked
- To house the homeless
- To visit the sick

While at St. Ursula, students are required to engage in a variety of service projects. These acts of service should expand your awareness of those in need and develop your skills in responding to their needs. A crucial part of the growth process is to reflect upon the service completed, and to express it in writing. This reflection on the experience allows students to discover its impact on a student’s personal life and to realize the joy and grace that God can bring to those who serve and to those who are being served.

Goals

- To encourage students to see the value of service and the contribution they can make to society and the local community following in the spirit of St. Angela Merici
- To broaden students’ vision of the work of social justice as modeled in the Scriptures
- To create a positive association and working spirit between St. Ursula Academy and local agencies serving those in need in the community at large
- To foster personal growth as the student uses time, talent, and resources to serve others, and to encourage the student to find meaningful service utilizing individual and unique abilities and interests

Junior Academy Service

Junior Academy students will participate in class service projects as determined by Campus Ministry. All students, grades 6 – 12, participate in SUA’s annual *Day of Caring*.

High School Basic Christian Service Program Requirements

- Sixty (60) Hours (minimum) may be accumulated in one place or at several qualifying agencies. Service should be to non-profit agencies, such as school, church or parish, nursing homes, after-school programs, social service agencies, or to organizations and events. There is an approved agency list for recommendations. Exceptions must be approved by the Director of Campus Ministry.
- The majority of student exceed the required hours as they find opportunities that are meaningful and fulfilling.
- Expectation
 - 20 hours by April 1 of Freshman year
 - 20 hours by April 1 of Sophomore year
 - 20 hours by April 1 of Junior year
- Hours completed during the summer prior to freshman year may be counted. In order to be eligible for leadership opportunities, a student's service hours must be completed by April 1. All required hours are to be completed by April 1 of Junior year.
- Documentation must be logged online through x2vol.
 - A valid email address for the contact person must be entered when logging hours. The hours served will be validated by the contact person (the person you served or the person responsible for the project).
 - Completed soon after service has been rendered, not later than April 1.
 - A two-page written reflection is required. The reflection details what service has been completed for the entire year. Possible questions to be answered for the paper could include:
 - What was your service?
 - What did you learn?
 - How were you challenged?
 - How did your service this year impact you and others in the community?
 - In what way was the service reciprocal?
 - How did this experience help, strengthen, or challenge your faith life?

SERVICE REQUIREMENT is not considered complete until all required hours are logged into x2vol and the 2-page yearly reflection turned in to the Campus Ministry office.

Acceptable Examples of Service

- Focus on the Corporal Works of Mercy
- The poor, the needy, the elderly, the sick and infirmed – soup kitchens, food banks, schools, churches/parishes, nursing homes, after-school programs
- Non-profit organizations and events that focus on a cause (Salvation Army, muscular dystrophy, Habitat for Humanity, etc.)
- **SERVICE MUST BE TO PEOPLE with the exceptions of:**
 - Pet therapy programs- taking animals to nursing homes/day care for residents (within an established program)
 - Horseback riding lessons for physically/mentally challenged persons, for example, Vail Meadows
 - Training of assistance animals (see Assistance Dogs of America)

Non-Acceptable Examples of Service

- Does not fit within the Corporal Works of Mercy
- Volunteering for political campaigns, family members, times of worship (serving at Mass, ushering, etc.)
- Volunteering for corporations, companies, or individuals whose purpose is financial gain or profit – teaching a dance class at a studio, filing papers in a corporate office.
- Simply doing something without pay does not necessarily qualify as Christian Service under these guidelines.

Day of Caring

Day of Caring is a service-learning program that involves the entire St. Ursula Academy community (students, faculty, staff, and administration). This program is an opportunity for the St. Ursula community to actively participate in the mission of the school, as well as living the Gospel message. Participation in Day of Caring is mandatory for all students. **If students are unable to attend, six (6) additional hours of service will be required of those students prior to graduation.**

The St. Ursula Academy Handbook is reviewed yearly with the goal of continued parent partnership, clarity of expectations, and communication. Please note that the following updates/changes are highlighted in yellow throughout the document:

PAGE	SECTION	MAIN IDEA OF CHANGE SUMMARIZED. PLEASE GO TO PAGE FOR FULL EXPLANATION.
Page 10	Instructional Levels Offered	AP tests required for AP Capstone courses
Page 12	Additional Requirements	Kairos added
Page 20	SUA Financial Aid re: Academics	Attendance requirement added
Page 21	Honor Roll	Change from 3.5 to 3.75 for Classes of 2012 and beyond
Page 22	National Honor Society	Attendance clarification
Page 23	Valedictorian/Salutatorian	Val/Sal under review for the classes of 2021 and beyond
Page 23	Latin Awards	New Academic Recognition for the classes of 2021 and beyond
Page 24	Honors Night	Cords awarded to 3.75 GPA for classes of 2021 and beyond
Page 28	Parent/Teacher Conferences	Parents must attend if daughter on Academic Success Plan
Page 29	Registration	Being aware of Course Prerequisites
Page 30	Exams	Incomplete grade earned for exams not taken within deadline
Page 33	Leading Self	Added
Page 33	College Visits	Excludes exam days and retreat days
Page 38	Cell Phones	Change in discipline procedure when student misusing cell phone
Page 46	Smoking	E-cigarettes included in policy
Page 49	Dress Down	Running shorts added when approved by the Assistant Principal
Page 72	Appendix F	Added New Appendix