



St. Ursula Academy
Grades 6-12

**Student
Handbook**

2014-2015

THIS PAGE INTENTIONALLY BLANK

TABLE OF CONTENTS

INTRODUCTION

Non-Discrimination Statement3
 School Phone/Fax Numbers3
 Website Address.....3
 ACT/SAT School Code3
 St. Ursula Academy Crest.....3
 St. Ursula Academy Motto4
 St. Ursula Academy Alma Mater5
 The Philosophy of St. Ursula Academy5
 Mission Statement & Statement of Belief6

HIGH SCHOOL ACADEMIC POLICIES

Graduation Academic Requirements.....7
 Absence/Make-up Work.....8
 Academic Integrity8
 Academic Probation.....9
 Academic Progress.....9
 Cheating9
 Counseling Department9
 Course Drop Policy.....9
 Credit Flex.....9
 Eligibility.....9
 Exams.....10
 Final Grades10
 Grade Point Average10
 Graduation Requirements10
 Graduation Honors10
 Honors Courses11
 Honor Roll11
 National Honor Society11
 National Junior Honor Society.....12
 Pre-Professional Programs.....12
 Scholarships.....12
 Service Hours12
 Summer School.....12
 Theology Curriculum12

STUDENT GUIDELINES

Student Responsibility Statement13
 Academic Integrity13
 Addresses13
 Age13
 Attendance13
 Absence13
 Athletic and Extracurricular Activities.....13
 Excessive Absences13

Medical and Dental Appointments..... 13
 Return from Absences..... 14
 Tardiness..... 14
 Truancy 14
 Vacations/Trips..... 14
 Automobiles..... 14
 Book Bags/Purses 15
 Bullying 15
 Cafeteria..... 15
 Cell Phones/Electronic Devices..... 15
 Cheating..... 15
 College Visits 15
 Computers 15
 Confidences 15
 Dances 16
 Debit Cards..... 16
 Deliveries..... 16
 Disciplinary Procedures 16
 Detention 16
 Probation 16
 Suspension or Dismissal..... 16
 Appeals..... 17
 Suspension Stipulations 17
 Early Arrivals..... 17
 Email 18
 Extra-Curricular Activities..... 18
 Field Trips 18
 Fire Drill/Tornado Drill/Crisis Drill 18
 Fitness Center 18
 Food and Beverages 18
 Gum 18
 Hallways 18
 Harassment 18
 Hazing 19
 Health Services..... 19
 Accident/Injury 19
 Illness 20
 Medication..... 20
 Screening..... 20
 Identification 20
 Laptop Computers..... 20
 Lockers 20
 Marriage Policy 20
 Messages 21
 Military..... 21
 Parking 21

Permission to Leave School.....	21	APPENDIX A.....	25
Photo Publication Policy.....	21	Guidelines for Athletics & Extra-Curricular	
Plagiarism	21	Events	
Pregnancy	21	APPENDIX B.....	27
Publications	21	Policy Regarding Alcohol & Other Drugs	
Religious Functions.....	21	APPENDIX C.....	28
Recording	21	Harassment Policy	
Restrooms.....	22	APPENDIX D	32
School Closing or Delay	22	Internet Policy, The Use of Computers and the	
School Crisis Plan	22	Internet	
Search and Seizure	22	APPENDIX E.....	34
Security	22	Computer Loan Agreement	
Sexting	22	APPENDIX F	36
Smoking.....	22	Christian Service Program	
Social Media	22		
Suspension	22		
Transportation	22		
Truancy.....	22		
Uniform/Grooming	22		
Uniform Rules	24		
Use of School Name	24		
Visitors, Including Parents/Guardians	24		

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.

SCHOOL PHONE/FAX NUMBERS

Main Office Phone.....419-531-1693

Main Office Fax.....419-534-5777

Attendance Office/Nurse.....419-329-2222

ST. URSULA ACADEMY WEBSITE

www.toledosua.org

ACT/SAT School Code

365055

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.

2014-2015

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, own loved Gold and Blue:
Across the years of memories
Our hearts go out to you.

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 guidance 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.

MISSION STATEMENT & STATEMENT OF BELIEF

The mission of St. Ursula Academy is to educate young women to develop their spiritual, intellectual, physical, and emotional well-being in light of the values found in the Gospel and reflected in the life of St. Angela Merici.

1. Purpose of Catholic Education – We believe the purpose is to educate the whole student – body, mind and spirit, in the Gospel Values
2. Faith Formation – We believe in encouraging each student to develop and strengthen her faith in God.
3. Student Learning and Achievement – We believe in empowering every young woman to be eager to learn and achieve her personal best.
4. Instruction – We believe through mentoring in a positive environment, differentiated instruction, and the use of technology, that students will be engaged to become critical thinkers.
5. Role of Curriculum – We believe that learning is an interactive process and that single sex education fosters leadership and academic achievement.
6. Assessment – We believe one size does not fit all; assessments should be frequent and in different formats, challenging each student’s confidence in what she has mastered.
7. Continuous Improvement – We believe we should always strive for improvement and assess our effectiveness to generate well-educated, life-long learners.
8. Leadership for Continuous Improvement – We believe faculty and staff will set goals for professional development.
9. Community Building in the School – We believe that community fosters respect, participation, self-worth, understanding, and support.
10. Christian Service – We believe there is a need to instill a sense of responsibility to share one’s talents in the spirit of service.

HIGH SCHOOL ACADEMIC POLICIES

GRADUATION ACADEMIC REQUIREMENTS

To meet the prescribed requirements set forth by the North Central Association, the Ohio Catholic School Accrediting Association, the State of Ohio Department of Education and St. Ursula Academy, and also to help students select a proper sequence of courses, the following information, requirements, and suggestions are listed:

Each student is required to be scheduled for the following:

Freshmen - 7.5 units
 Sophomores - 8.0 units

Juniors - 8.0 units
 Seniors - 8.0 units

College Prep Core*

Subject	Requirements	Subject	Requirements
Theology	4.0 units; 1.0 unit each grade	Physical Education	0.5 unit
English	4.5 units; 1.0 core unit each grade 0.5 unit Writing Well/ Composition	Contemporary Computer Skills	0.5 unit
Mathematics	4.0 units at SUA; 1.0 unit each grade (through Algebra II)	Fine Arts	1.0 unit
Social Studies	3.0 units; 1.0 unit American History 1.0 unit American Government 1.0 unit World History	World Language	2.0 units (3 or 4 strongly recommended)
Science	3.0 units; 1.0 unit Biology 1.0 unit Chemistry 1.0 unit (Physics recommended)	Personal Finance	0.5 unit
Health	0.5 unit	Electives	To complete schedule

*Exceed State Minimum

In addition to completing the above courses, students must meet the following requirements:

1. Pass all five (5) sections of the Ohio Graduation Test (OGT).
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 Project.
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 handled individually.)
6. All tuition, fees, fines, and obligations must be current.

ABSENCE/MAKE-UP WORK [See *Attendance*, page 13.]

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 www.moodle.toledosua.org. All missed quizzes/tests must be taken **within the first week** of her return to school. Make-up testing is held during Seminar.

ACADEMIC INTEGRITY

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.

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 honor societies 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 may also involve suspension or dismissal. Membership in honor societies or school leadership positions as well as consideration for school and departmental awards, etc. will also be affected.

Offenses:

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.

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 PROBATION [See *Appendix A*, page 25.]

A student who receives one failure in a term may be placed on academic probation. The student and her parent/guardian will be notified of the probation. Academic records of the student on probation will be evaluated at the end of each term. If the student has not met the conditions of probation, the decision concerning her continuance will be made by the Principal after teachers, parent/guardian and counselors have been notified. Students on academic probation will be ineligible to participate in athletic and extracurricular events. All student athletes are governed by the eligibility rules of the Ohio High School Athletic Association and St. Ursula Academy's rules for athletes. All student activities are subject to the same eligibility rules.

ACADEMIC PROGRESS

Student grades are posted weekly at www.PowerSchool.com. Parents/guardians may monitor their daughter's grades throughout the term. Parents/guardians will be contacted if their daughter is in danger of failing. Official printed grade reports will be mailed at the end of the academic year.

CHEATING [*Academic Integrity*, page 8.]

COUNSELING DEPARTMENT

Junior Academy and Freshman Counselor

Junior Academy and freshman students are assigned a School Counselor who specializes in transition programs. A student or parent may contact the counselor at any time. For non-emergency situations, an appointment should be scheduled with the counselor in advance.

School Counselors

Each student in grades 10 – 12 is assigned to a counselor. A student or parent may contact the counselor at any time. For non-emergency situations, an appointment should be scheduled with the counselor in advance.

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 student in their college process.

COURSE DROP POLICY

Students cannot drop a class after the fifth day.

CREDIT FLEX

Credit Flex opportunities are available. Contact the School Counselor for details.

ELIGIBILITY [*Appendix A*, page 25.]

EXAMS

High school exams are given the final week of each term (four times per year). **All tuition, fees, monetary responsibilities, fines, service hours, detentions, Career Exploration Project paperwork, and any other obligations must be met prior to taking exams.**

FINAL GRADES

Term grades cannot be disputed beyond the tenth day after final grades are posted.

GRADE POINT AVERAGE (GPA)

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

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

Grade	A	B	C	D
AP & Honors Courses	5 points	4 points	3 points	1 point
Non-Honors Courses	4 points	3 points	2 points	1 point

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 credit points by the total credits attempted. Honors for graduation are computed at the end of the third term of the senior year.

GRADUATION REQUIREMENTS

Graduation is a privilege. A student will NOT graduate, participate in the commencement ceremony or receive a diploma if the following requirements are not met:

1. All requirements stated under Academic Requirements on page 16.
2. All requirements listed under Exams above.

GRADUATION HONORS

Valedictorian/Salutatorian

Valedictorian and Salutatorian are determined by final cumulative GPA (minimum 31.5 credits; no suspensions).

The Bishop’s Cross

This award is a special one and was first given by Bishop Gilmore at a St. Ursula Academy graduation in 1873. The center of the cross has the coat of arms of our Bishop, Bishop Leonard Blair. This award is given to a senior who has shown outstanding participation in all religious expressions of the school, has maintained an “A” or “B” average in religion for all the years she has attended St. Ursula, has exhibited an attitude of cooperation and enthusiastic support for the school’s effort to build a caring, honest community and has participated outside the school in religious projects and groups.

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. This award is to recognize young women in the senior class who exemplify in an outstanding manner these same qualities and characteristics of Angela Merici.

Mary Ann Gugger Award

Mary Ann Gugger graduated from St. Ursula 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 graduation. In her honor, a spirit-service award was established for a graduate who best exemplifies Mary Ann's spirit.

HONORS COURSES

Honors courses are available in several subject areas. Criteria for placement in honors courses are determined by each department and are published in the Course Description Guide.

Any student who fails to maintain at least a C average in an honors course or consistently fails to complete the course requirements will not be eligible for the next level honors course as well as other potential future honors courses.

HONOR ROLL

At the end of each term, honors are awarded to students who have done above average work. **Grades of D, F, I, or GP in any course disqualify a student from consideration for the honor roll.** The GPA is a fixed number to the third decimal place. Honor Roll and honor ribbons are based on TERM GRADES as follows:

High School	
4.0 and above	Dean's List
All A's (at least 4.0)	President's List
3.750 - 3.999	First Honors
3.500 - 3.749	Second Honors
Junior Academy	
All A's in Core Classes	First Honors
All A's & B's in Core Classes	Second Honors

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 3.75 (3.98 beginning with the class of 2018) or higher by the end of the first semester of the junior year; seniors become candidates at the end of the first term of the senior year. Candidates may apply for membership by filling out membership forms, signing the NHS pledge, and completing an essay demonstrating their capabilities in the four NHS pillars of Scholarship, Leadership, Service, and Character. Potential members will be selected by an appointed Faculty Council and with the

approval of the Principal. Transfer students become eligible for membership after completing one full semester of classes at St. Ursula Academy. Induction of new members will occur at the spring Honors Night. NHS will choose its officers, meet on a regular basis during the school 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, leadership, and character following selection.

NATIONAL JUNIOR HONOR SOCIETY

In order to be considered for National Junior Honor Society, Junior Academy Students must maintain at least a 3.5 cumulative grade point average in core classes for their sixth or seventh grade year. Once students achieve this academic standard they are invited to complete an application demonstrating acts of leadership, service, citizenship, and character. These applications are reviewed by a minimum of five faculty members and then selected students are inducted annually in the spring. Transfer students become eligible for consideration after completing one full semester of classes at St. Ursula Junior Academy. Once selected, members have the responsibility to uphold and continually demonstrate these four qualities. NJHS will meet several times throughout the year to plan events relating to its mission to live out the four National Junior Honor Society pillars.

PRE-PROFESSIONAL PROGRAMS

Any student participating in a Pre-Professional Program must complete the course in full. Not completing the course in full will result in a failing grade. The program may not be dropped after the fifth day.

SCHOLARSHIPS

If a student does not maintain a GPA of 2.0 or above, scholarships and financial aid are at risk.

SERVICE HOURS

Each high school student must complete sixty (60) clock hours of individual community service. Twenty (20) hours are due by 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 May 1.

Junior Academy students will participate in class service projects as determined by Campus Ministry.

SUMMER SCHOOL

A student must have the endorsement of her counselor and the approval of the Principal for summer school courses.

THEOLOGY CURRICULUM

In keeping with the spirit and Catholic identity of St. Ursula Academy, all students are required to pass Theology I through IV.

STUDENT GUIDELINES

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 INTEGRITY [See *Academic Integrity*, page 8.]

ADDRESSES

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

AGE

St. Ursula Academy does not recognize students age 18 and over to be legally independent.

ATTENDANCE

Absence: Students are expected to be present every day for each block unless an illness or a prearranged absence prevents this. If a student must be absent, a parent or guardian is required by law to contact the **ATTENDANCE OFFICE (419-329-2222) BEFORE 9:00 a.m.** on the day of the absence. **EXCUSED ABSENCES**, as defined by Ohio law, include personal illness or injury, death in the family, or any event which has been prearranged with the school Administration. An **UNEXCUSED ABSENCE** is considered truancy.

Athletic and Extracurricular Activities: 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 in excess of **five** classes in a term, whether the absences are excused or unexcused, may lose credit for that particular class. In addition, she may lose the privilege of participating in graduation ceremonies. 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.

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 will be unexcused.**

Return from Absences: When a high school student returns to school after an absence, she must bring a written excuse signed by her parent/guardian to the Attendance Office BEFORE 7:55 a.m. Junior Academy students must provide a written excuse to the JA Assistant on the morning of their return to school. **Any student returning to school after an absence exceeding two (2) days must provide a medical release note, signed by her physician, before 7:55 a.m. If she does not present the medical release, her absence will be considered unexcused.** An absence which is described as “excused” (noted above) 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. In the case of an unexcused absence, the student loses the right to make up the work.

Tardiness: Students are expected to be in their classrooms on time. High school students arriving to their Block 1 class later than 8:00 a.m. must sign in at the Attendance Office to pick up an admit slip. JA students must sign in with the JA Assistant 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.

Truancy: Any unexcused absence is considered truancy. No credit will be given for the time a student is truant. Truant students will receive a suspension. [See *Suspension*, page 16.]

Vacations/Trips/Prearranged Absences: 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 prior to the absence and have it approved by the Assistant Principal, her School Counselor and the Principal.** 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. **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.** [See *Truancy*, page 14.]

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.

AUTOMOBILES

Drivers must register their vehicles with the Assistant Principal 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.

Abuse of driving privileges may result in detention, suspension of driving privileges, 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.

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 28]

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 [see also *Food and Beverages*, page 18.]

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 allowed to carry their cell phones on their persons. 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 (whether in the classroom or in the hallway). Cell phones may be used between classes in hallways, bathrooms, etc., and in the cafeteria during lunch. Absolutely no cell phones during Seminar 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 \$25.00 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 \$50.00 and the phone will be returned to a parent/guardian after school hours upon payment. A third offense will result in a \$50.00 fine 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.

CHEATING [See *Academic Integrity*, page 8.]

COLLEGE VISITS

Students are permitted one college visit per year. A Request for Student Leave form must be submitted to the Assistant Principal prior to the visit in order 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.

COMPUTERS [See *Appendix D*, page 32.]

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.

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.

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.
9. Fighting or the attempt to intimidate by physical force.
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 27.]
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 by the parent/guardian to the Principal, whose decision is final and binding.

Suspension Stipulations: Suspension may be out of school or in school.

Out of School Suspension:

1. Student may not attend any school or school-sponsored activity during the suspension period.
2. All homework must be submitted by 3:00 p.m. the day the student returns to school.
3. 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.
4. Any obligations not completed will result in a zero.
5. Student is responsible for all content missed during suspension; teachers will not review missed instruction.
6. When the student returns to class, she is expected to be prepared for that day's academic obligations.

In-School Suspension:

1. Student must report to the Assistant Principal before 8:00 a.m. and submit all homework.
2. Student will complete all class work during in-school suspension.
3. Student must bring a packed lunch.
4. 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 daily. School and personal messages will be delivered electronically. Only emergency messages will be delivered directly to students.

EXTRA-CURRICULAR ACTIVITIES [See *Appendix A*, page 25.]

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

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 taking 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, all 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

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 BEVERAGES

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.

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.

HARASSMENT [See *Appendix C*, page 28.]

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. ALL SUCH ACTIONS 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 probations, 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 and Principal. 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 Accident/Injury Report must be completed within 24 hours.

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 or the Main Office. **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, hearing, height, weight, and blood pressure. Referrals will be sent home only 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 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:

1. Decorations may not be alcohol or drug related.
2. No vulgar or distasteful ads, slogans, or pictures are permitted.
3. Decorations may be added to the inside, only. They must be attached with **masking tape** and removed before final exams. Exterior locker decorations attached with **masking tape** are permitted on birthdays, and prior to extracurricular activities. **ALL EXTERIOR LOCKER MESSAGES MUST BE REMOVED ON FRIDAYS.**
4. **Locker doors must be closed and locked at all times. St. Ursula Academy is not liable for lost or stolen items.**
5. 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. We believe that the high school atmosphere is not conducive to the adult responsibilities married students have chosen.

MESSAGES [See *Email*, page 18.]

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.

PARKING [See *Automobiles*, page 14.]

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 at 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 republication 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 8.]

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.

RELIGIOUS FUNCTIONS

In keeping with the spirit of the Catholic identity of St. Ursula Academy, all students attend all religious functions planned for the student body, including a yearly retreat. Respectful behavior is expected at all times.

RECORDING

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.

SCHOOL CLOSING OR 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 CRISIS PLAN (SAFETY)

St. Ursula Academy's crisis plan is on file in the Main Office.

SEARCH AND SEIZURE

St. Ursula Academy has the right to search and seize any property on school grounds or in the possession of students when reasonable suspicion exists.

SECURITY

All visitors, including parents, must sign in and out in the reception area located in the Main Office and wear 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 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

Students are prohibited from establishing communication with faculty/staff via social media.

SUSPENSION [See *Suspension*, page 16.]

TRANSPORTATION

Bus drivers are in charge of 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 [See *Attendance*, page 14.]

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/GROOMING

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:

GRADES 6, 7 & 8 – Classes of 2021, 2020 & 2019

REQUIRED purchase from Flynn & O’Hara:

- **Dress Uniform** (required for Liturgy):
 - 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 shirt with SUA monogram, long or short-sleeved.
 - White with three navy stripes v-neck cardigan sweater with SUA crest.
 - Plaid cross-over tie provided by SUA to new students. Additional or replacement cross-over ties are available for purchase in The Quiver.
- **Physical education uniform.**

REQUIRED purchase from The Quiver:

- T-shirt for dance class.

OPTIONAL purchase from Flynn & O’Hara:

- Yellow oxford button-down collar shirt with SUA monogram, long or short-sleeved.

GRADE 9 – Class of 2018

REQUIRED purchase from Flynn & O’Hara:

- **Dress Uniform** (required for Liturgy):
 - 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 shirt with SUA crest, long or short-sleeved
 - 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 (replacements are available in The Quiver)
- **Physical education uniform.**

REQUIRED purchase from The Quiver:

- T-shirt for dance and fitness classes

GRADES 10, 11 & 12 – Classes of 2017, 2016 & 2015

REQUIRED purchase from Flynn & O’Hara:

- **Dress Uniform** (required for Liturgy):
 - 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 shirt with SUA monogram, long or short-sleeved
 - White with three navy stripes v-neck cardigan sweater with SUA crest
 - White with navy trim cotton v-neck tennis sweater with SUA crest
- **Physical education uniform.**

REQUIRED purchase from The Quiver:

- T-shirt for dance and fitness classes

OPTIONAL purchase from Flynn & O'Hara:

- Navy with white trim v-neck sweater vest with SUA crest.

OPTIONAL purchase from The Quiver:

- Plaid ties

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

SHOES: Low-heeled leather shoes in solid black, gray, brown, tan or navy are acceptable, as are saddle shoes. 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. Backless shoes are permitted with a closed toe. 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: Unnatural hair colors, extreme hair styles, and hair accessories, 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.

DRESS DOWN CODE:

- Pants (below the knee; no yoga pants, leggings or tight pants).
- Shirts/dresses (no spaghetti straps, halter, strapless, tube tops, or bare midriffs).
- Skirts (no more than 4" above the knee).
- Leggings are only permissible with dresses or tops that are no more than 4" above the knee.
- Shorts and yoga pants are **NEVER** acceptable.
- Administration will designate dress down attire as needed.

USE OF 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.

VISITORS, INCLUDING PARENTS/GUARDIANS [See *Security*, page 22.]

APPENDIX A

GUIDELINES FOR PARTICIPANTS IN
ATHLETICS AND OTHER EXTRA-CURRICULAR 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.

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*, page 27.]

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. 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/EXTRA-CURRICULAR 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 - ACADEMIC

Any student doing D or F level work at mid-term report time will be reported to the Principal by her teacher. Athletic Director and Moderators will consult with the Principal concerning any academic

difficulties. 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.

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.

ELIGIBILITY - DISCIPLINARY

Any student on disciplinary probation or suspension from school will not be permitted to participate in any practices, competition, or other extra-curricular 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 May 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.

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.

APPENDIX B

POLICY REGARDING ALCOHOL AND 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 consequences as outlined below will go into effect.

CONSEQUENCES

The following consequences will apply when a policy violation has occurred:

1. Notification will be given to parent/guardian.
2. Immediate out-of-school suspension will be imposed. [See *Suspension*, page 16.]
3. 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.
4. Students may not participate in athletic or extra-curricular activities during the suspension.
5. 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.
6. The student may be required to participate in a drug and alcohol prevention program. Parents may be asked to attend a session.
7. Additional suspension, probation, or dismissal may be imposed by the administration.

APPENDIX C

HARASSMENT POLICY

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:

- A. 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,
- B. 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.

III. 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; and,
- 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.

IV. 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.

V. 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

1. Investigation

- a. 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.
- b. 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.

2. Remedial Actions

- a. 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.
- b. 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.

3. 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.

4. Disciplinary Interventions

- a. 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.
- b. 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.
- c. 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.

VI. 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.

VII. MONITORING - This policy will be reviewed annually.

APPENDIX D

INTERNET POLICY THE USE OF COMPUTERS AND THE INTERNET

St. Ursula Academy is pleased to offer students access to a computer network and the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes, such as word processing.

Access to the Internet enables students to explore thousands of libraries, databases, museums, and other repositories of information. Although SUA employs a filtering program, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials.

We believe that the benefits for students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

EXPECTATIONS

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. General SUA rules for behavior and communications apply. It is expected that users will comply with school standards and specific rules.

The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

RULES

PRIVACY - Network storage areas are treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly.

STORAGE CAPACITY - Users are expected to remain within allocated disk space and delete material which uses excessive storage space.

ILLEGAL COPYING - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator, nor should students copy other people's work or intrude into other people's files.

INAPPROPRIATE MATERIALS OR LANGUAGE - No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is that students should never view, send, or access materials which they would not want their teachers and parents to see. Should students encounter such materials by accident, they should report it to their teacher immediately.

GUIDELINES

The following guidelines exist to prevent the loss of network privileges at St. Ursula Academy:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operations of the network by installing any software.
- Do not violate copyright laws.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources, such as disk space or printing capacity.
- Do not trespass in others' folders, work, or files.
- Do notify an adult immediately if, by accident, you encounter materials which violate the Rules for Appropriate Use.
- **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules for Appropriate Use are violated.

All rules of conduct of the St. Ursula Student Handbook apply to computer use.

APPENDIX E

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.

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.

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.

APPENDIX F

CHRISTIAN SERVICE PROGRAM

“...whatever you did for one of these least (people) of mine, you did for me.” (Matthew 25:40)

The Christian Service Program is designed to help build a habit of service for the good of all people, in response to the teachings of Jesus. The model is St. Angela Merici, foundress of the Ursulines, who spent her life reaching out to women, children, and families suffering from injustices in her time, and inspiring other women to do the same.

GOALS

1. To encourage students to see the value of service and the contribution they can make to society.
2. To broaden students' vision of the work of social justice as modeled in the Scriptures.
3. To create a positive association and working spirit between St. Ursula Academy and those served.
4. To foster the students' personal growth through individual reflection.

SERVICE PROGRAM

Service hours may be accumulated through one or several qualifying activities. An extended commitment to one agency, school, nursing home, etc., is encouraged, especially as the student matures.

Junior Academy students will participate in class service projects as determined by Campus Ministry.

HIGH SCHOOL REQUIREMENTS:

1. 20 hours by the end of each of the first three years.
2. 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 May 1. **ALL HOURS ARE TO BE COMPLETED BY THE END OF THE JUNIOR YEAR.**
3. Time logs with personal reflection should be submitted to the Director of Campus Ministry periodically.
4. 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. Exceptions must be addressed with the Director of Campus Ministry.
5. 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.**

SERVICE REQUIREMENT IS NOT CONSIDERED COMPLETE UNTIL ALL REQUIRED TIME LOGS AND REFLECTIONS ARE SUBMITTED AND ACCEPTED.