



ST. URSULA ACADEMY

STUDENT HANDBOOK

2018 - 2019

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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.

TABLE OF CONTENTS

<u>INTRODUCTION</u>	6
Mission Statement.....	6
Statement of Beliefs.....	6
Vision Statement.....	7
St. Ursula Academy Crest.....	7
St. Ursula Academy Motto.....	7
St. Ursula Academy Alma Mater.....	8
Non-Discrimination Statement.....	8
Student/Parent Responsibility Statement.....	8
<u>ACADEMIC OVERVIEW</u>	9
General Statement of Academics.....	9
Instructional Levels.....	9
<u>HIGH SCHOOL GRADUATION REQUIREMENTS/AWARDS</u>	10
Academic Requirements.....	10
Additional Requirements.....	11
Theology Requirements.....	11
High School Service Requirements/Service Program.....	11
Awards to be Announced and Presented at High School Graduation.....	12
<u>HIGH SCHOOL ADVANCED ACADEMIC PROGRAMS</u>	13
Advanced Placement (AP Program).....	13
Women in Careers Program.....	15
Pre-Professional Programs.....	15
<u>GRADING SCALE/POLICIES</u>	18
Grading Scale.....	18
Grade Point Average (GPA).....	18
Course Drop Policy.....	18
Final Grades.....	18
SUA Financial Aid Requirements.....	19
<u>ACADEMIC RECOGNITION</u>	20
Honors.....	20
National Honor Society.....	21
Valedictorian/Salutatorian.....	22
Latin Honors.....	22
Honors Night.....	23

TABLE OF CONTENTS

<u>ACADEMIC CREDITS</u>	24
Types of Credit.....	24
Credit Calculation Policy.....	24
Coursework Prior to Admission	25
PE Waivers.....	25
<u>ACADEMIC COMMUNICATIONS</u>	26
Communication	26
Parent/Teacher Conferences.....	26
Student Records	26
Transcript/Student Records Request.....	26
Non-Custodial Parent Access.....	26
Student Withdrawal Request.....	27
<u>ACADEMIC SCHEDULE</u>	28
College Block Schedule.....	28
Registration	28
Schedule Change Policy.....	29
<u>TESTING POLICIES</u>	30
Exams.....	30
Required Standardized Testing.....	30
ACT School Code.....	30
<u>ACADEMIC ASSISTANCE</u>	31
Absence/Make-up Work Policy	31
Academic Probation.....	31
Academic Performance and Athletic/Extracurricular Eligibility	31
Failure Policy	31
School Counseling Services	32
The Learning Commons.....	32
<u>COLLEGE & CAREER READINESS</u>	33
College Counselor.....	33
College Quest	33
Leading-Self	33
Career Exploration Experience (CEE)	33
College Visits.....	34

TABLE OF CONTENTS

ACADEMIC INTEGRITY	35
General Statement.....	35
Cheating/Plagiarism Definitions.....	35
Cheating/Plagiarism Policies	35
STUDENT GUIDELINES	36
Addresses	36
Age/Independence.....	36
Attendance	36
Book Bags/Purses.....	37
Bullying.....	37
Cell Phones/Electronic Devices	38
Cheating	38
Confidences.....	38
Custody/Guardianship.....	38
Dances	38
Debit Cards	38
Deliveries	38
Dining Commons	39
Disciplinary Procedures	39
Early Arrivals	40
Email.....	40
Extracurricular Activities.....	41
Field Trips.....	41
Fire Drill/Tornado Drill/Crisis Drill...41	
Fitness Center.....	41
Food & Beverage.....	41
Forgotten Items	41
Gum.....	41
Hallways.....	42
Harassment.....	42
Hazing.....	42
Health Services	43
Identification.....	43
Laptop Computers.....	43
Lockers.....	44
Marriage Policy.....	44
Military	44
Parent Out-of-Town	44
Parking.....	44
Permission to Leave School.....	45
Photo Publication Policy.....	45
Plagiarism	45
Pregnancy	45
Publications.....	45
Recording	45
Restrooms.....	45
Safe School Plan.....	46
School Closing/Delay.....	46
School Name	46
Search & Seizure.....	46
Security.....	46
Seminar Expectations	46
Senior Class Pranks.....	46
Sexting	46
Smoking.....	47
Social Media.....	47
Transportation	47
Truancy.....	47
T-Shirt Apparel.....	47
Uniform/Personal Appearance	48
Weapons.....	51

TABLE OF CONTENTS

<u>APPENDIX A: GUIDELINES FOR PARTICIPANTS IN ATHLETICS AND OTHER EXTRACURRICULAR EVENTS.....</u>	52
<u>APPENDIX B: POLICY REGARDING ALCOHOL AND OTHER DRUGS</u>	55
<u>APPENDIX C: HARASSMENT POLICY</u>	56
<u>APPENDIX D: POLICIES CONCERNING TECHNOLOGY.....</u>	61
<u>APPENDIX E: WORKS OF MERCY SERVICE PROGRAM.....</u>	71
<u>APPENDIX F: CHANGES TO THE ST. URSULA ACADEMY STUDENT HANDBOOK....</u>	74

INTRODUCTION

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.

VISION STATEMENT

St. Ursula Academy is the premier educational choice for young women and their parents, fostering a learning environment that develops young women of wisdom, service, and faith so that each is empowered to embrace the challenges of the world with leadership, courage, and compassion.

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

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

INTRODUCTION

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.

STUDENT/PARENT 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, including any action determined by administration to be detrimental to the mission, values, moral standards, or reputation of St. Ursula Academy, 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 change will be disseminated to students and parents.

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 as a 4.5.
- Advanced Placement (AP) Courses:
 - SUA is approved by the College Board to offer AP courses in English, Mathematics, Performing Arts, Science, Social Studies, Technology, Visual Arts, and World Languages, as well as the AP Capstone Program, providing students the opportunity to earn college credit. Advanced Placement courses are weighted as a 5.0.
 - AP Capstone is a prestigious and innovative program that equips students with independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges.
 - 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.

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: 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 Technology Fundamentals
English	4.5 units: • 1.0 unit each grade • 0.5 unit 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 (Sophomore Year)	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 (See *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 yearly Day of Caring and Senior Kairos.
7. Meet all tuition, fees, fines, and obligations.

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/WORKS OF MERCY SERVICE PROGRAM (See *Appendix E*, page 71)

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 April 1 at the end of freshman, sophomore, and junior years. This obligation must be met to be eligible to take exams.

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

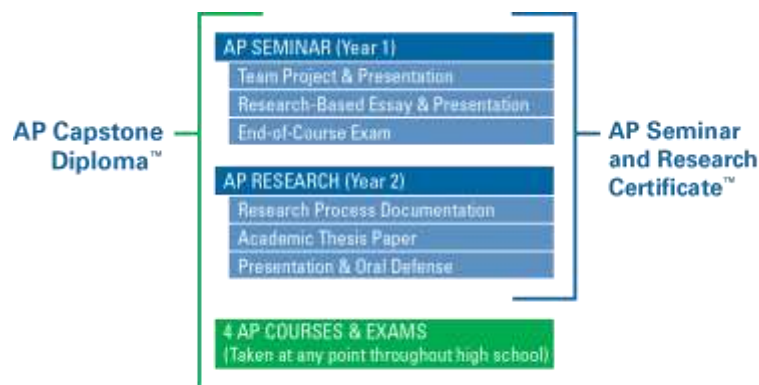
The rigorous and challenging nature of The Advanced Placement Program® (AP) enables students to pursue college-level studies while still in high school. The program consists of college-level courses developed by the AP Program that high schools can choose to offer, and corresponding exams that administered once a year. 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
- The rigorous coursework strengthens a student’s transcript and college application

AP Capstone

AP Capstone is an innovative program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. 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. **Students must complete all terms of an AP course in order to receive the 5.0 grading scale.**

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• AP Capstone	<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 • HN 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"> • HN 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"> • Intro to Law • 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"> • HN Anat & Phys • HN Physics • AP Biology • AP Chemistry • Women in 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"> • HN Anat & Phys
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 • HN 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:

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 senior year. Due to printing deadlines, only students who have earned Honors by the end of the third term will be recognized in the Graduation Program.

COURSE DROP POLICY

Students cannot drop a course after 3:30pm on the fifth day of the respective semester. After the fifth day, any course dropped will result in a failing grade. See *Schedule Change Policy*, page 29.

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 REQUIREMENTS

A student must maintain:

- *Cumulative GPA:* Students must **maintain** a cumulative GPA of 2.0 to be eligible for SUA financial aid. A student whose GPA falls below 2.0, will not be eligible for financial aid from SUA for the following academic year.
- *Acceptable Attendance:* Student who miss 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.
- *Character and Conduct:* Students must demonstrate high character and acceptable conduct to be eligible/maintain their financial aid award. Students in violation of Student Handbook policies are at risk of losing their financial aid.
- *Enrollment:* Students must be enrolled 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

HONORS

Honors are awarded to students at the end of each term. **Grades of D, F, I (Incomplete), or GP (Grade in Progress) in any course disqualify a student from consideration for Honors.** The GPA is a fixed number to the third decimal place (no rounding). Honors recognition is based on Term Grades as follows:

For the classes of 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 junior year; seniors become candidates at the end of Term 1 of 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

School-related absences are those that SUA requires students to attend. For NHS consideration, college visits are not considered a school-related absence.

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 meeting attendance and tardiness requirements. 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 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 2019 and 2020 only

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

Students eligible for valedictorian and salutatorian honors at graduation must have completed **31.75 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

Latin Honors will replace the valedictorian/salutatorian recognition.

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

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 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 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. Stoles will be presented to eligible NHS seniors to wear at graduation.

4. AP Capstone Cords

Students who have successfully completed AP Seminar and AP Research will be recognized.

5. Additional Awards

Individual awards will be presented from each department.

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 grades are final and become a part of both the student's permanent college transcript and the SUA transcript.** The State of Ohio determines CCP deadlines as well as application approval.
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 **Director of Academics** by April 1 (for summer assessment), May 1 (for semester one assessment), or November 1 (for semester two assessment). Course and credit approval will be determined after review by Administration.
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 **Director of Academics** by April 1 (for summer assessment), May 1 (for semester one assessment), or November 1 (for semester two assessment). Course and credit approval will be determined after review by Administration.

6. **Credit Recovery**—St. Ursula Academy has approved credit recovery options for students who earned a failing grade. The School Counselor will initiate this process, if needed.

CREDIT CALCULATION POLICY

Credits are earned for **SUA Coursework** that a student 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 as determined by Administration.

ACADEMIC CREDITS

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.

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 do not complete the requirements of the PE Waiver by the end of junior year will automatically be enrolled in Physical Education senior year.**

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

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, school counselors, staff members, and administrators.

Academic information is communicated in the following ways:

- Syllabus
- PowerSchool
- Moodle
- Mini Class Night
- Parent/Teacher Conferences
- Official printed grade reports are mailed at the end of the academic year.

Parents are expected to monitor their daughter's grades on PowerSchool throughout each term. If there is a question or concern regarding a particular course, grade, or assignment, contact the teacher to answer the question or resolve the issue. If communication with the teacher does not resolve the issue, contact the school counselor. When needed, the school counselor can schedule a meeting with all parties involved (including the teacher) to resolve the issue. Any additional concerns can be directed to Administration.

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 a daughter on an Academic Success Plan are required to attend Parent/Teacher conferences.

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. 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 and/or holiday 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 **Principal** 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

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, 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 students in grades 6 – 9 as well as transfer students.

ACADEMIC SCHEDULE

SCHEDULE CHANGE POLICY

A student may request a schedule change prior to the first day of class by contacting their school counselor. A schedule-change fee is assessed beginning August 1.

Beginning on the first day of class, schedule changes will incur an additional fee and will be permitted only for extenuating circumstances. A completed *Drop/Add Course Form* signed by the parent, student, and teacher, along with the fee, must be submitted to the counselor by 3:30pm on the fifth day of the respective semester to initiate the process. Final approval is at the discretion of administration at which time the school counselor will notify the parent/guardian and student. After the fifth day, any course dropped will result in a failing grade.

Courses with restricted drop stipulations:

Course	Reason	Ineligible to be dropped after following date:
Bella Voce	Audition/Performance	May 1 of prior school year
Algebra IA/IB	4 Terms	3:30pm on fifth day of the first semester
Algebra IIA/IIB	4 Terms	3:30pm on fifth day of the first semester
AP Biology	4 Terms	3:30pm on fifth day of the first semester
AP Chemistry	4 Terms	3:30pm on fifth day of the first semester
AP Seminar	Timing of the 2 Terms	3:30pm on fifth day of the first semester
AP Research	3 Terms	3:30pm on fifth day of the first semester

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. Family vacations, appointments, etc. should not be scheduled on exam days. **Exams will not be given early. Any student who misses an exam must take them as scheduled on the Exam Make-up Day.** If exams are not complete, the student must take all missed exams on the first day of the new term.

All monetary responsibilities (tuition, fees, fines, etc.), textbooks, 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.

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 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. Students are not permitted to start the new term until exams are complete.

REQUIRED STANDARDIZED TESTING

Students must meet the criteria of one of the graduation pathways (End of course, Iowa, or ACT) to qualify for a high school diploma from the State of Ohio. State-scholarship students are required to take additional state assessments in order to maintain respective state scholarships.

	MAP	HSPT	ACRE	End-of-Course	Iowa	PSAT	Pre-ACT	ACT
Grade 6								
Grade 7	X							
Grade 8		X	X					
Grade 9						X	X	
Grade 10				X	X	X		
Grade 11				X		X		X
Grade 12			X					

October Testing Day

- Grades 9, 10, and 11 PSAT

March Testing Day

- Grade 9 PreACT
- Grade 10 Iowas
- Grade 11 ACT

ACT/SAT SCHOOL CODE - 365055

ACADEMIC ASSISTANCE

ABSENCE/MAKE-UP WORK POLICY

Students are responsible for all content and missed work during their absence. Students should check Moodle or contact their teachers regarding missed work. **Teachers are not required to remind students of their obligations.**

Students will have the same number of days as absent to complete and submit any missed assignments. Quizzes and tests must be made up **within three days** of return to school. Assignments, quizzes, and tests will be entered as a "0" in PowerSchool until completed.

Students can make up their tests in the Testing Center during Seminar, or at the convenience of the teacher. Special arrangements will be made for extenuating circumstances.

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. A student who remains on academic probation for more than one term during an academic year will not be permitted to continue at 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 terms 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 successfully completed.
- Course recovery is not grade replacement; failing grade will remain on the transcript.

ACADEMIC ASSISTANCE

SCHOOL COUNSELING SERVICES

Students are assigned to a school counselor as follows:

- Ms. Abby Beham Last Name A - G
- Ms. Kelsie LaValley Last Name H - N
- Ms. Wendy Vischer Last Name O - Z

School Counselors are available to answer student and parent questions regarding academics, as well as social/emotional concerns. For non-emergency situations, an appointment should be scheduled with the school counselor in advance.

THE LEARNING COMMONS

The Learning Commons (TLC) provides academic assistance to all students grades 6 – 12 by professional, licensed educators. The Learning Commons is staffed from 7:00 a.m. – 4:30 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

St. Ursula Academy recognizes the importance of preparation and guidance in the college selection process. Ms. Rebecca Tobias, SUA's College Counselor, facilitates this journey with all students, which consists of four major components:

- College Quest Freshman – Junior Years
- Leading Self Sophomore Year
- Career Exploration Experience Summer prior to Junior year
- College Visits See below.

COLLEGE QUEST

College Quest is an interactive learning experience that engages both students and parents in conversations regarding the college selection process. Every College Quest session is different and geared toward individual class years.

- Freshman Expedition Fall
- Sophomore Exploration Winter
- Junior Trail Fall
- Senior Summit Spring of Junior Year

LEADING SELF

While leadership has many parts, one of the core foundations of leadership is knowing and understanding oneself first. Through the use of assessment tools, students will identify their values, interests, personality, and skills. This one-term, pass/fail course (.25 credits) is required of all sophomores and is offered during Seminar. Leading Self prepares students for a successful Career Exploration Experience.

CAREER EXPLORATION EXPERIENCE (CEE)

The Career Exploration Experience provides an opportunity for students to better understand their values, interests, personality, and skills. This discovery process is comprised of a shadowing experience and professional interviews to gain valuable insight when considering college choices, majors, and careers. CEE is required for graduation.

COLLEGE & CAREER READINESS

COLLEGE VISITS

College visits, an essential step in the selection process, are defined as a campus visit with an official admissions tour.

With approval, students are permitted college visits each year as follows:

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

College visits are approved based upon the following criteria:

- *College Campus Visit Form* must be completed and submitted to the College Counselor one week prior the visit for initial approval
- Formal documentation must be submitted to the College Counseling Office within two days of the return to school in order for the absence to be excused.
- College visits must not take place on exam and/or retreat days.
- Students must be in good standing with grades and attendance.

Stipulations:

- College visits that are not approved will result in an unexcused absence.
- College visits are not school-related; and, therefore, not an approved absence according to National Honor Society guidelines.
- Unexcused college visits will make the student ineligible for athletic and extra-curricular practices, rehearsals, contests, and other events.

ACADEMIC INTEGRITY

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

GENERAL STATEMENT

St. Ursula Academy observes a standard of integrity through which students respect both their work and the work of others. All students have an obligation to adhere to these high expectations and understand the ramifications of violating academic integrity policies.

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 submit 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.

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 and possible disciplinary consequence. 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. Existing financial aid and scholarships may also 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. Existing financial aid and scholarships may also be affected.

STUDENT GUIDELINES

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 ages 18 and over to be legally independent. Also, students cannot live independently while attending St. Ursula Academy; 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. **St. Ursula Academy is required by law to adhere to House Bill 410 regarding truancy and absences.** 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 quizzes, tests, homework, etc. Students are responsible for all content and missed work during their absence. Students should check Moodle or contact their teachers regarding missed work. **Teachers are not required to remind students of their obligations.** Students will have the same number of days as absent to complete and submit any missed assignments. Quizzes and tests must be made up **within three days** of return to school. Assignments, quizzes, and tests will be entered as a “0” in PowerSchool until completed. Students can make up their tests in the Testing Center during Seminar, or at the convenience of the teacher. Special arrangements will be made for extenuating circumstances.
 - **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 her 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 the 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 three days** of her return to school. **If preapproval is not received, the absence is considered unexcused/truant.**

STUDENT GUIDELINES

- **College Visits:** Students must submit an SUA *College Campus Visit Form* to the College Counseling Office to initiate approval for a college visit. See *College Visits*, page 34.
- **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 an in-school 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 illness or 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 Absences: Given the schedule of the college block, any student, who misses more than five classes in a term, whether the absences are excused or unexcused, may lose credit for that particular course. Tutoring may be required to gain contact hours missed due to an excessive absence. The tutor and payment schedule will be arranged by St. Ursula Academy. In addition, excessive absences may affect existing financial aid/scholarships, membership in the National Honor Society, other school leadership positions, as well as participation in the graduation ceremony. 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 56)

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

STUDENT GUIDELINES

CELL PHONES/ELECTRONIC DEVICES

Cell phones are not permitted in classrooms (or during academic times while in the bathroom, hallway, etc.), The Learning Commons, Convocation, Liturgies, assemblies, class meetings, or Detention. High school students may use cell phones during lunch/seminar and between classes in the Dining Commons, hallways, etc. Junior Academy students may use cell phones between classes and in the Dining Commons prior to prayer.

Cell phones/electronic devices (including ear pieces) will be confiscated if they are seen or heard during unauthorized times 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)

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

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 **Principal** 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.

DANCES

Semi-formal and formal dances provide a 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.

STUDENT GUIDELINES

DINING COMMONS/SENIOR LOUNGE

Students are responsible for disposing of their refuse. 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**, non-glass containers may be taken from the Dining Commons.

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 be affected. **Existing financial aid and scholarships may 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 51)
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 55)
12. Theft or unauthorized possession of school or personal property. (Continued on next page.)

STUDENT GUIDELINES

13. Derogatory, inappropriate, or slanderous statements, drawings, or pictures of self, of other students or of school personnel on social media, 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 3:00 p.m. 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 8:00 a.m. 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 Dining Commons or the Learning Commons. Appropriate behavior is expected; tables should be clean and chairs in place before leaving. Students who arrive prior to 7:45 a.m. are welcome but are not supervised.

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.

STUDENT GUIDELINES

EXTRACURRICULAR ACTIVITIES (See *Appendix A*, page 52)

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 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. *Student 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 *Fitness Center Waiver* 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 Dining Commons 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.

STUDENT GUIDELINES

HALLWAYS

Students should not be sitting in the hallways during Seminar/Lunch; nor should students be in the hallways during class time. 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 56)

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 member “...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.

STUDENT GUIDELINES

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 Form*, which is available in the Clinic, 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 card at all times.

LAPTOP COMPUTERS

Laptop computers are the responsibility of the student. Required forms must be submitted via FinalForms and the technology fee needs to be paid 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* section on Moodle, as well as *Appendix D* of the Student Handbook for additional information. (See *Appendix D*, page 61)

STUDENT GUIDELINES

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 **magnets 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 WILL 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/social media 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. **Single-use restrooms are for faculty, staff, and visiting adults only.**

STUDENT GUIDELINES

SAFE SCHOOL PLAN

St. Ursula Academy's Safe School Plan is on file in the Main Office. Students/Parents should report potential suicides, school shootings, bullying, or other problems to the School Safety Tip Line: 844-SAFEROH. This resource is an anonymous tip line.

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.

SEMINAR EXPECTATIONS

Seminar is reserved for academic/class meetings, individual/group study, tutoring, and meeting with personnel from Student Services. (Students must attend all required meetings.) Classrooms are available during Seminar; students may not sit/linger in the hallways. The Learning Commons is reserved for students who need to meet with a TLC tutor. The Welcome Commons and Angela Lobby are open to students in grades 10 - 12.

Food is not permitted in the Welcome Commons, The Learning Commons, and the classrooms. Food is permitted in the Angela Lobby; however, lunch trays are not permitted.

Students are not permitted in the following areas during Seminar: Athletic wing, Gym, Junior Academy wing, Locker Rooms, Mezzanine, stairwells, and unsupervised classrooms.

SENIOR/CLASS PRANKS

Senior/class pranks are not tolerated and are subject to suspension/dismissal.

SEXTING

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

STUDENT GUIDELINES

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.

STUDENT GUIDELINES

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:

GRADES 6, 7 & 8

REQUIRED purchase from Flynn & O'Hara:

- Navy poly/wool kilt, no shorter than four inches above the mid-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)

DRESS UNIFORM:

- Navy kilt
- Blue oxford shirt
- White cardigan
- Blue plaid crisscross tie

GRADE 9

REQUIRED purchase from Flynn & O'Hara:

- Navy poly/wool kilt with embroidered arrow, no shorter than four inches above the mid-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
- 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:

- White (with three navy stripes) V-neck cardigan sweater with SUA crest
- Sperry boat shoe (tan)

STUDENT GUIDELINES

DRESS UNIFORM:

- Navy kilt
- Blue and white striped oxford shirt with crest
- Navy vest
- Blue plaid tie

<i>GRADES 10, 11 & 12</i>

REQUIRED purchase from Flynn & O'Hara:

- Navy poly/wool kilt, no shorter than four inches above the mid-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 five white stripes) crewneck sweater with SUA crest
- Sperry boat shoe (tan)

DRESS UNIFORM:

- Navy kilt
- Blue and white striped oxford shirt with crest
- Navy vest
- Blue plaid tie

STUDENT GUIDELINES

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 white, navy, 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 permitted. 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. Shoes with thick white athletic-style rubber trim are not permitted regardless of the upper material. 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. Any approved shoe exceptions (due to injury) must be worn with required uniform socks.

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. Neck scarves are not permitted. 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. Violations will result in a disciplinary consequence; removal will be required to return to school.

Dress Down Code

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

STUDENT GUIDELINES

Dance Attire:

No:

- Low cut
- Backless (Open backs are acceptable, but not completely backless or below waistline)
- Bare sides
- Bare midriffs
- Too short
- Too tight
- Thigh-high slits

Appropriate choices will be determined by administration. Students with inappropriate dresses will be asked to call home for an appropriate dress.

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, page 55)

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 submitted via FinalForms 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 show evidence of consumption 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 *Out-of-School Suspension*, page 55)
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/social media
 - 2. Sending abusive or threatening messages
 - 3. Using camera phones to take embarrassing/inappropriate photographs of students and posting them online
 - 4. Using the Internet/social media to circulate gossip and rumors to other students

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 or receive reports of harassment, intimidation, or bullying, as defined above, shall promptly notify/submit written report 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.

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 G Suite 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 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.

G Suite for Education Acceptable Use Policy

While attending St. Ursula Academy, each student has access to G Suite for Education. The G 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 G Suite account under the domain toledosua.org. Students access their email 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 G Suite for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the G Suite 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 G Suite 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 G Suite 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 G Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their G Suite account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their G Suite 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, G Suite 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 G 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 new to St. Ursula Academy 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 Air, charger, and laptop case/shell 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, including the application of stickers to the laptop case or shell. 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 and, 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 their 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 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.
- 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 two-page, yearly reflection is submitted 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 exams. Day of Caring service hours are beyond the required 20 hours of service.**

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 14	AP Course Expectations	Students must complete all terms of an AP course for 5.0 weight.
Page 19	SUA Financial Aid Requirements	Students must maintain cumulative GPA of 2.0.
Page 19	SUA Financial Aid Requirements	Students must demonstrate high character.
Page 21	National Honor Society	College Visits are non-school related.
Page 22	Valedictorian/Salutatorian	Classes of 2021 and beyond, Latin honors replaces Val/Sal.
Page 23	Honors Night	AP Capstone students will be recognized.
Page 24	Types of Credit	Submit academic credit requests to Director of Academics
Page 25	PE Waivers	Seniors with incomplete PE Waiver requirements will take PE.
Page 26	Non-Custodial Parent Access	Notify the Principal.
Page 29	Schedule Change Policy	Drop/Add Course Form needs to be completed.
Page 29	Schedule Change Policy	There are courses with restricted drop stipulations.
Page 30	Required Standardized Testing	See chart.
Page 30	Required Standardized Testing	There is an additional testing day in March.
Page 31	Absence/Make-up Work Policy	Assessments must be made up within three days of return.
Page 34	College Visits	Change in number of visits.
Page 34	College Visits	New process.
Page 35	Cheating/Plagiarism Policies	Existing financial aid/scholarships may be affected.
Page 36	Attendance	House Bill 410
Page 37	Unexcused Absence/Truancy	Truant students will receive in-school suspension.
Page 37	Excessive Absences	Tutoring may be required to gain contact hours.
Page 38	Custody/Guardianship	Notify the Principal.
Page 39	Dining Commons	Formerly known as the Cafeteria.

APPENDIX F**CHANGES CONTINUED**

PAGE	SECTION	MAIN IDEA OF CHANGE SUMMARIZED. PLEASE GO TO PAGE FOR FULL EXPLANATION.
Page 39	Disciplinary Procedures	Existing financial aid/scholarships may be affected.
Page 44	Lockers	Decorations must be attached with magnets only.
Page 45	Restrooms	Single-use restrooms are for adults only.
Page 46	Safe School Plan	Anonymous tip line is 844-SAFEROH.
Page 46	Seminar Expectations	Section added.
Page 46	Senior Pranks	Section added.
Page 48	Uniform Grades 6, 7, and 8	Length of skirt
Page 48	Uniform Grade 9	Length of skirt, new sweater requirement
Page 49	Uniform Grades 10, 11, and 12	Length of skirt, optional sweater
Page 50	Uniform Shoes	Required socks when there is an exception to the shoe policy
Page 50	Accessories	Neck scarves are not permitted.
Page 50	Piercings/Gauges/Tattoos	Removal will be required to return to school.
Page 50	Dress Down Code	No more running shorts; shorts must be acceptable-length.
Page 51	Dance Attire	No completely backless or below the waistline dresses.
Page 51	Dance Attire	No thigh-high slits.
Page 51	Dance Attire	Students inappropriately dressed will be asked to call home.
Page 69	Computer Loan Agreement	No stickers on laptop shells or cases.
Page 73	Day of Caring	Service completed in order to take exams.
Page 73	Day of Caring	Day of Caring hours do not count toward 20 required hours/year.
Page 74	<i>Appendix F</i>	