

**URSULINE ACADEMY OF DALLAS  
PARENT-STUDENT HANDBOOK  
2021-2022**

**CAMPUS ADMINISTRATION**

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Education  
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Director of  
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**SCHOOL ADMINISTRATION**

**Andrea Shurley**

Principal

**Estela Ayala**  
Director of Diversity,  
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**Kayla Brown**  
Dean of Students

**Ashley Rae Mathis**  
Director of Admissions  
and Enrollment Management

**Cecilia Nipp**  
Director of Global  
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Cultural Exchange

**Anne Robertson**  
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**Elizabeth Smith**  
Dean of Academics

**Stephanie Hill**  
Athletic Director

**EXPANDED SCHOOL ADMINISTRATION**

**Danny Poellot**  
Student Activities  
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**Matt Lepley**  
Senior Grade Dean

**Amanda Briones**  
Junior Grade Dean

**Jessica Bailey**  
Sophomore Grade Dean

**Rachel Clark**  
Freshman Grade Dean

**Corby Baxter**  
Director of  
Professional Learning

**Kathryn Gibbs**  
**Campus Ministry**  
Retreat Coordinator  
and Peer Ministry

**Amy Gilchrist**  
Auxiliary  
Programs  
Director

**Kellie Fitzpatrick**  
**Campus Ministry**  
Pastoral Life  
Coordinator

**Gabrielle Merani**  
**Campus Ministry**  
Service Coordinator

Ursuline Academy  
4900 Walnut Hill Lane  
Dallas, TX 75229

Phone: (469) 232-1800 Fax: (469) 232-1836

Website: [www.ursulinedallas.org](http://www.ursulinedallas.org)

**Disclaimer**

While every effort is made to keep the contents of this handbook up to date, the Ursuline Academy Administration reserves the right to change or alter any statement herein without prior notice. Students and parents are informed of policy changes as they occur.

## QUICK REFERENCE PAGE

**Main Line: 469-232-1800**

**Nurse/Clinic Phone: 469-232-1832**

**Business/Finance Office Phone: 469-232-3571**

### **Beatrice Haggerty Library**

469-232-1816

Hours:

7:45 AM – 6:00 PM Mon-Thurs

7:45 AM – 5:00 PM Friday only

### **Bear Necessities-(Ursuline Store)**

469-232-3582

Hours: 8 AM – 4 PM Mon-Fri during school year

### **Severe Weather/Emergency:**

In the event of severe weather conditions or an emergency, the school will send a telephone voice mail message to families. Information will also be available at [www.ursulinedallas.org](http://www.ursulinedallas.org)

### **School Pass App**

**Attendance Email: [attendance@ursulinedallas.org](mailto:attendance@ursulinedallas.org)**

**Attendance Phone: 469-232-3963**

### **Dean of Students Attendance Note Procedure**

Log into School Pass

- Complete the steps to report an absence, an early dismissal, or late arrival for your daughter(s).

All parent/guardian notes to the Dean of Students Office regarding absences must include:

- student first and last name
- student ID number
- date of absence(s)
- reason for absence(s)
- phone number where parent/guardian can be reached
- if emailed, the student's first name, last name, and ID number must be in the subject line

All notifications of absences must be received by the Dean of Students Office within three school days after the date of absence(s) or the student will receive a Class I Infraction for each absence.

## DAILY SCHEDULES

<b>Monday Schedule</b>	
<b>Period</b>	<b>Time</b>
Teacher Professional Development	8:00 – 9:10
1	9:15 – 10:35
2	10:45 – 12:05
3	A Lunch 12:05 – 12:50 Class 12:50 – 2:10  Class 12:15 – 1:35 B Lunch 1:35 – 2:20
4	2:20 – 3:40
Tutoring	3:40 – 4:10

<b>Tuesday – Friday Schedule</b>	
<b>Period</b>	<b>Time</b>
Meetings/Tutoring	7:45 – 8:35
1	8:40 – 10:00
Activity Period	10:10 – 10:40
2	10:45 – 12:05
3	A Lunch 12:05 – 12:50 Class 12:50 – 2:10  Class 12:15 – 1:35 B Lunch 1:35 – 2:20
4	2:20 – 3:40
Tutoring	3:40 – 4:10

## SPECIAL SCHEDULES

<b>AM Assembly &amp; Extended Advisory Schedule</b>	
Period	Time
Meetings/Tutoring	7:45 – 8:35
1	8:40 – 9:45
AM Assembly	9:55 – 11:25
2	A Lunch 11:25 – 12:05 A Class 12:05 – 1:10  B Class 11:35 – 12:40 B Lunch 12:40 – 1:20
3	1:20 – 2:25
4	2:35 - 3:40
Tutoring	3:40 – 4:10

<b>Late Arrival Schedule</b>	
Period	Time
1	10:30 – 11:35
2	A Lunch 11:35 - 12:10 Class 12:10 – 1:15  Class 11:45 – 12:50 B Lunch 12:50 – 1:25
3	1:25 – 2:30
4	2:40 – 3:40
Tutoring	3:40 – 4:10

<b>PM Assembly Schedule</b>	
Period	Time
Meetings/Tutoring	7:45 – 8:35
1	8:40 – 9:40
2	9:50 – 10:50
3	A Lunch 10:50 – 11:30 Class 11:30 – 12:30  Class 11:00 – 12:00 B Lunch 12:00 – 12:40
4	12:40 – 1:40
PM Assembly	2:10 – 3:40
Tutoring	3:40 – 4:10

## **ABOUT THIS HANDBOOK**

This handbook is solely intended for the students and parents of Ursuline Academy of Dallas. We have prepared this handbook to help familiarize you with Ursuline's policies and procedures. However, no single document can anticipate every issue that may arise. Ursuline reserves the right to make decisions regarding the school community as needed. Additionally, Ursuline reserves the right to amend, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without notice. This handbook supersedes and replaces all prior handbooks. This handbook is not a contract.

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## **MISSION STATEMENT**

Founded in 1874, Ursuline Academy of Dallas is an independent Catholic college preparatory school for young women sponsored by the Ursuline Sisters.

The mission of Ursuline Academy is the total development of the individual student through spiritual formation, intellectual growth, service to others and building of community.

Ursuline Academy educates young women for leadership in a global society.

## **CORE VALUES FOR URSULINE SPONSORED MINISTRIES**

Inspired by the call of the Gospel and challenged by the needs of our time, we, like St. Angela Merici, foundress of the Ursuline Community, ground our mission in the following core values:

Spiritual formation and faith development  
Respect for the uniqueness of the individual  
Development of the whole person  
Development of a nurturing community spirit  
Commitment to peacemaking  
*Serviam* (I will serve) as a lived reality

A hallmark of an Ursuline sponsored school is academic excellence.

## **VISION STATEMENT FOR ROMAN UNION CENTRAL PROVINCE URSULINE SCHOOLS 2020-2024**

### ***INSIEME (TOGETHER)***

In the Spirit of St. Angela  
We are called to be authentic witnesses  
By listening, encountering,  
And understanding one another.  
We revel in the spirit of *insieme*  
To “make new life”  
In a complex, global community.  
It is through this that we lead people to Christ  
And give glory to God.

(From the Mission Personnel and Campus Ministers of our USA Roman Union Schools, Discerned from the words of Pope Francis to the 2019 Roman Union General Chapter participants.)

## ALMA MATER

Ursuline Academy, in our hearts you'll always be,  
Ever loyal, ever true, we're forever thanking you.  
Let us raise our hearts together, for our love will last forever  
We will know each passing year that our God is always near.

Ursuline Academy, in our memories you will be,  
Ever loving, ever kind, joyful days we keep in mind.  
Let us raise our hearts together, *Serviam* we pledge forever  
In the years to come we'll be thanking God so gratefully.

## PORTRAIT OF A GRADUATE

*Act, move, strive, hope, cry out to God with all your heart...*

--St. Angela, Prologue to the Counsels, 17

An Ursuline graduate

- Is a woman of faith and reflection.
- Embodies *Serviam* by using her gifts to learn from and serve others.
- Appreciates multiple perspectives and celebrates the uniqueness of all locally and globally.
- Encourages and exemplifies integrity and resiliency.
- Is a life-long learner who engages with others ethically, critically, empathetically.
- Is an independent, innovative thinker who instigates and embraces change.
- Strives to build a strong sense of community.

## **URSULINE ACADEMY OF DALLAS STATEMENT ON COMMUNITY AND INCLUSION**

Grounded in our Catholic tradition and in the words of St. Angela, Ursuline Academy of Dallas celebrates, values, and respects the rich tapestry of humanity.

We desire for each student to feel that she is known and fixed in our hearts.

We strive for excellence in promoting diversity, inclusion, equity, and justice.

We believe that all individuals experience the world through various dimensions such as age, ethnic heritage, religious tradition, gender, mental/physical ability, economic status, immigration status, education, family structure, body size/shape, race, sexual orientation, and more.

We create global citizenship by recognizing and cultivating our interconnectedness to each other and the greater global community.

We seek to identify and to challenge all forms of prejudice, discrimination, and injustice.

We, all members of the Ursuline Academy of Dallas community - students, faculty and staff, alumnae, administration, parents, family, and Board of Trustees - are responsible for the ongoing advancement of our inclusive community.

*“My last word to you is that you live in harmony, united together (Insieme) all of one heart and one will: Be bound to one another by the bond of charity, esteeming each other, bearing with each other in Jesus Christ.”*

- St. Angela Merici

## TRADITIONS

With 147 years of history come many traditions. Among those particularly important to students and teachers are:

### **Mother/Daughter Mass and Brunch**

In the fall of the year, students and their mothers join in a Sunday liturgy and brunch at school.

### **Intramurals**

During the month of November, each class proclaims its spirit, creativity, and athletic strength through murals, hall decorations, videos, and volleyball games.

### **Catholic Schools Week**

Generally observed during the last week of January, we use this week to celebrate the wonderful history of our school and the benefits of attending a Catholic school. The Student Council oversees the contests and highlights of this week.

### **Founders' Day**

Each year on February 2, the school celebrates the anniversary of Ursuline Academy.

### **Retreats**

Each class enjoys the privilege and camaraderie of an annual overnight retreat. This special time is designed to bring the students into greater harmony with themselves, with their classmates, and with God.

### **Freshman Convocation**

During a Eucharistic Liturgy, the Freshmen Class is formally received into the student body.

### **Sophomore *Serviam* Ceremony**

Upon completion of first semester service requirements, sophomores receive *Serviam* medals and promise to live the Ursuline motto of *Serviam*.

### **Junior Ring Ceremony**

In the spring, juniors receive their school rings, symbols that they are members of the Ursuline family.

### **Baccalaureate Mass and Brunch**

Graduating seniors and their parents celebrate their achievements at a Mass followed by a festive brunch.

### **Graduation**

Dressed in a formal white dress and carrying a bouquet of red roses, each graduate receives her diploma and bids a fond farewell to Ursuline Academy of Dallas.

## CODE OF CONDUCT

All members of the Ursuline community are expected to exhibit Ursuline's Core Values:

- Spiritual formation and faith development
- Respect for the uniqueness of the individual
- Development of the whole person
- Development of a nurturing community spirit
- Commitment to peacemaking
- Serviam (I will serve) as a lived reality

A hallmark of an Ursuline sponsored school is academic excellence.

In her commitment to Ursuline's Core Values, the Ursuline Student demonstrates the following traits and meets the following expectations:

### **True to Serviam:**

- Completes all community service requirements
- Looks for opportunity to serve others
- Is generous with her time and her resources

### **Responsible:**

- Follows attendance procedures
- Respects technology policies
- Adheres to code of conduct in all extra-curricular activities
- Complies with campus policies
- Respects athletic regulations and procedures
- Turns in required forms on time

### **Excellent Example of Integrity:**

- Completes all work with academic integrity
- Upholds Ursuline Honor Code
- Is law-abiding
- Represents Ursuline with respect and pride at all times; both on and off campus

### **Reverent:**

- Is attentive during prayer
- Demonstrates prayerful behavior during Mass and all prayer services

### **Hard-working:**

- Turns in completed schoolwork on time and in manner requested by the teacher
- Honors her commitments to extra-curricular activities
- Tries her best at all she attempts

### **Leader:**

- Leads by example by showing integrity in all her actions
- Student leaders meet the additional requirements of their clubs, organizations, and teams
- Encourages appropriate behavior in others

### **Welcoming:**

- Politely greets visitors with kindness
- Treats all members of the Ursuline community with warmth
- Honors Ursuline's Statement on Community and Inclusion

### **Optimistic:**

- Expresses a positive attitude
- Demonstrates pride in Ursuline in both her words and her actions

**The Ursuline Student demonstrates respect of self, others, and of her community. Examples of respectful behavior include:**

- Being in proper uniform at school and proper attire at school functions.
- Attending school-wide events, special program days, and assemblies regularly and promptly.
- Maintaining a clean campus.
- Fostering healthy habits in self and in others.
- Honoring the property of others
- Practicing proper social media etiquette, with the understanding that what you do or say may always reflect upon Ursuline
- Being kind to all members of the Ursuline community and putting others' needs before your own.

When a student does not meet the expectations of the Ursuline Code of Conduct, an infraction is recorded on her internal discipline record. The adult issuing the infraction must notify the student at that time, however, it is the student's responsibility to check her discipline record on My Backpack frequently. Infractions to the UA Code of Conduct fall into three categories.

**Class I Infractions: Irresponsible Behavior**

- worth one point each and include, but are not limited to, the following offenses:
  - failing to turn in required forms (such as the handbook acknowledgement or emergency card) – these may accumulate weekly
  - being out of uniform or wearing the uniform improperly
    - repetitive uniform violation may result in a Class II infraction
  - chewing gum
  - failure to follow the guidelines of Digital Citizenship in Technology Section of the Student Handbook (may be Class II)
  - failing to follow the attendance procedure and policy i.e. signing in/out as required; leaving class early prior to early dismissal time for UA function
  - having food and/or drink (other than water) anywhere in the school building other than designated dining spaces or other areas specified by the Dean of Students Office
  - not turning in an absence note or having a parent call the Dean of Students Office after three school days from the date of absence (no make-up work will be accepted without a note)
  - wearing inappropriate attire at a school function
  - not having a student ID at an Ursuline Dance
  - not wearing ID on appropriate lanyard
  - cell phone going off in class
  - using your cell phone in the hallway
  - failing to follow procedure for library and athletic returns, or failing to do so in a timely manner
  - using any computer other than an Ursuline-issued laptop while on campus
  - does not adhere to Serviam semester hour goals and/or log-in and enrollment requirements for a given semester
  - not responding to emails, Teams messages, or other communication in a timely manner
  - not first seeing the nurse if you get sick during the school day
  - destroying or tampering with your FOB in any way
  - technology or Cave violation

- leaving trash, litter, or food anywhere on campus
- not following safety protocols (health and safety, evacuations, drills, safe environment, etc.)
- not turning in technology equipment on time or when asked
- Every 4<sup>th</sup> infraction point results in a one-hour morning detention.

### **Class II Infractions: Disrespectful Behavior**

- worth four points each and include, but are not limited to, the following offenses:  
(These result in a detention.)
  - violating the Honor Code
  - behaving in a disruptive or disrespectful manner
  - skipping class or any portion of a class. Skipping of any kind, if discovered, may result in a Class II infraction, a phone call to parents, and one hour of detention. No credit will be given for work missed (including tests and quizzes) while cutting class
  - using a cell phone during class
  - driving irresponsibly on campus, including driving while on cell phone or texting
  - use of a username and password other than your own
  - using laptop irresponsibly (content and language)
  - accessing inappropriate material from the Internet
  - arriving late to or missing a scheduled detention
  - parking violation (sharing, selling, trading, borrowing or loaning parking spaces, or parking on campus without a permit)
  - mistreating school property, including lockers, desks, walls, laptops, etc. (requires restitution)
  - failing to pay cafeteria debts after receiving notice of the debt and a reasonable opportunity to cure the debt
  - each accumulation of four tardies
  - propping the door open to the athletic locker room
  - failing to show up for a community service commitment/project without notice
  - displaying rude or disrespectful behavior (language, gestures, etc.) towards any Ursuline community member
  - inappropriate use of social media – this may include but is not limited to, poor representation of Ursuline, inappropriate sexual content, demonstration of moral turpitude, etc.
  - using or entering specified areas of the property without permission (classrooms, lawn, the creek and wooded areas, construction site/fenced off area, etc.)
  - not following clinic procedures
  - failure to attend a scheduled detention or arriving late to a scheduled detention
  - does not complete Serviam semester hour goals and/or log-in and enrollment requirements at all for a given semester
  - not returning or turning in technology equipment after multiple reminders or more than once
  - inappropriate décor (stickers, buttons, patches, etc.) on laptops or any other belongings

### **Class III Infractions:**

- Eight points received directly from a Class III infraction may result in Saturday detention, suspension, probation, request for withdrawal from school, and/or expulsion at the sole discretion of the Dean of Students and/or the Principal.
- A Class III infraction may result in removal from any Ursuline organization, including Jesuit Rangerettes or Cheer.
- worth eight points and include, but are not limited to, the following offenses:
  - smoking, vaping, any use of e-cigarettes or any tobacco product, anywhere on campus (includes parking lots)
  - forgery
  - vandalism
  - leaving the campus without permission during the school day; students must remain in the building until after the afternoon prayer
  - possession, use, distribution or sale of alcohol, prescription or recreational drugs in any school setting or school-sponsored event
  - bullying, threatening, or harassing the Ursuline community or any member thereof, verbally, physically, in writing, electronically, etc.
  - bringing disgrace to the Academy
  - repeated and/or inappropriate use of social media
  - fighting or being in possession of a weapon (this includes mace)
  - theft
  - owning, possessing, and/or sharing a false identification document
  - bringing any sort of firearm or weapon to campus

Additionally, Ursuline reserves the right to fine a student and/or her parents or legally responsible adults and/or seek restitution for theft of or damage to Ursuline property or the property of an Ursuline community member while on campus or at an authorized school function. Failure to pay such fine may result in additional disciplinary consequences up to and including a request to withdraw from school and/or expulsion.

### **Accumulation of Infractions and Consequences**

A substantial accumulation of infractions implies resistance or inability to meet the expectations of an Ursuline student. When a student has accumulated a number of infractions, which indicates, to the Dean of Students in his or her sole discretion, the presence of a serious behavior issue, the following guide may (but is not required to), in the Dean of Students' sole discretion, be applied:

- For every 4<sup>th</sup> infraction point, a student may serve a one-hour morning detention.
- Students who accumulate 8 infraction points, some of which are Class II or Class III infractions, may be required to meet with the Dean of Students and may not be eligible for membership in any Ursuline organization.
- A student who accumulates 20 infraction points in an academic year may be placed on disciplinary probation.
- A student who accumulates 32 infraction points in an academic year or engages in other serious misconduct may, at the sole discretion of the Principal, be denied re-registration or subject to cancellation of registration for the following academic year, be asked to withdraw from Ursuline in lieu of expulsion, or may be expelled from Ursuline immediately.

Notwithstanding the foregoing, any instance or course of misconduct may, at the sole discretion of the Principal, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the Principal may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline. Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community or may negatively impact the school's reputation in the community. Circumstances giving rise to expulsion can arise and unfold quickly. The Principal's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. However, when reasonably possible as determined in its sole discretion, the school will make reasonable attempts to notify a student's parent or other legally responsible adult before a decision to expel the student becomes final.

Prepaid tuition and fees are not refunded if a student is expelled or asked to withdraw in lieu of expulsion, or if a student's registration for the following academic year is cancelled for disciplinary reasons. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

### **DETENTIONS**

One-hour detentions are held on Tuesday mornings from 8:00 AM – 8:40 AM and Thursday afternoons from 3:40 – 4:20 PM in the Dean of Students Office. Detention takes priority over any school sponsored event and is to be served at the next detention slot after it is assigned.

Arriving late to or missing a scheduled detention will result in a Class II Infraction and an additional detention will be assigned along with the re-scheduled detention.

Saturday detentions will generally be imposed for Class III infractions and for some Class II infractions, with a minimum of one detention generally issued for each infraction. In the case of a Saturday detention, parents or legal guardians will be contacted.

### **DISCIPLINARY PROBATION**

A student who has accrued two Class III infractions, who has accrued 20 infraction points, or who has committed a serious offense may be placed on disciplinary probation for a specified period of time during the current or following academic year. Disciplinary probation can be carried over into the next school year depending on the timing of the accumulation of infraction or the incident or other circumstances determined by the Dean of Students. Being placed on disciplinary probation puts the student in jeopardy of losing the following privileges:

- holding any club or class office
- representing Ursuline on any athletic team, cheerleading squad, dance team, or theatrical/musical group. (A student on disciplinary probation may still practice or rehearse but she may not participate in any competitions or performances.)
- representing Ursuline in events/activities at other schools
- being able to seek any class or club office for the upcoming academic year
- enjoyment of all senior privileges
- traveling on Ursuline sponsored field trips/overnight trips

The Dean of Students and/or the Principal will decide which privileges are lost while the student is on disciplinary probation. No student on disciplinary probation may travel on an Ursuline sponsored out of town trip during the probation period or the summer following the probation period if it occurs during second semester.

Generally, students who are on disciplinary probation will be required to meet bi-weekly (for the term of her probation) with the Dean of Students or their Grade Dean, and/or her personal counselor. A student on disciplinary probation who accumulates 4 or more infraction points or does not abide by the disciplinary probation agreement during her probationary period is subject to a review of her status as an Ursuline student. She may be asked to withdraw, expelled, or her probation may be extended.

The privilege of participation in the Ursuline school community requires adherence to the school rules. Each year, students return to Ursuline by invitation only. Invitations may be revoked at any time in the school's sole discretion, and a student's registration may be cancelled at any time before the student's first day of classes for the relevant school year at the school's sole discretion. Whether an invitation will be issued depends on a student's disciplinary and academic records during the preceding year. Ursuline may decline to extend an invitation for admission or re-enrollment at its sole discretion.

The Dean of Students and/or the Principal evaluate each student's continued enrollment based on her discipline record and may revoke that enrollment at any time.

Nothing in this handbook is intended to limit the ultimate authority of Ursuline to suspend or expel any student in the sole discretion, that the conduct of the student or the student's parents undermines the peace, order or wellbeing of Ursuline, threatens the safety or welfare of the students and/or staff or violates the mission, policies or standards of Ursuline, as established from time to time, including without limitation, those outlined in this handbook.

## **SUBSTANCE ABUSE POLICY**

Ursuline students are forbidden to use or possess illicit substances (vaping products, narcotics, prescription, or recreational drugs) or alcoholic beverages. Violation of this rule jeopardizes a student's privilege to attend Ursuline, and/or membership in extra-curricular activities and may subject the student to the level of discipline the Dean of Students, in his or her sole discretion, determines is appropriate. The faculty, administration, and the Board of Trustees recognize that substance abuse may occur within the school-aged population. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration will actively seek to identify students in the school community whose actions indicate that they may be using drugs or alcohol. Where evidence exists that a student may be involved in substance abuse, her parents/guardian will be apprised of our concern and asked to seek professional help for their daughter. Ursuline does maintain the right to use breathalyzers at any and all events when deemed appropriate.

In those instances where students are reported, or their behavior strongly indicates drug or alcohol use, the administration will require an evaluation. This evaluation must be done by a certified professional in a center that specializes in the field of substance abuse before the student will be allowed to return to class. Subsequent treatment, if indicated as necessary, will be required in order for the student to continue enrollment at Ursuline.

The school reserves the right to require a drug and/or alcohol test at any time from any student, and by their signatures acknowledging this handbook, a student's parent and/or other legally responsible adult consents to such testing on behalf of the student. The refusal of an adult student to consent to a drug and/or alcohol test upon request by the school may subject the student to immediate expulsion from the school, at the sole discretion of the Dean of Students. Ursuline further reserves the right to dismiss or deny re-registration to a student who is uncooperative or who is a known substance abuser.

It is unsafe to share, sell, possess, deliver or use prescription medication prescribed to another individual. It is also in violation of Ursuline Academy rules to share, sell, possess, deliver, or use prescription medication that was prescribed to another individual.

Parents hosting parties are also reminded that providing or serving alcoholic beverages for minors is against the law and that they may be held legally liable for any accident involving minors which may occur as a consequence. Parents who intentionally provide alcohol or intentionally provide a place for underage students to consume alcohol will jeopardize their daughter's enrollment at Ursuline.

# ACADEMIC INTEGRITY

## THE HONOR CODE AT URSULINE

Ursuline's motto of Serviam is at the core of its belief. All members of the Ursuline Community are called to serve one another through steadfast dedication to honesty in themselves and others. In keeping with the Ursuline mission statement, each person is expected to uphold the duties and responsibilities of her whole education. All members of the community are presumed honorable; therefore, the Honor Code upholds, rather than tests, the integrity already present. As such, the Code should be held in highest esteem as a continuation and further implementation of Serviam.

### **Purpose**

The Honor Code serves to uphold a sense of integrity at Ursuline Academy. It creates an environment in which dedication to truth, respect, and responsibility is encouraged within the community.

### **What Constitutes a Breach of Honor**

Disruptions of this environment include, but are not limited to, forms of lying, cheating, plagiarism, forgery, stealing, and vandalism. All of these examples violate the Honor Code.

### **Reaffirmation**

In order to affirm the commitment to honesty throughout the year, students will be asked to write the word Honorbound (I have neither given nor received unauthorized assistance on this assignment, nor am I aware of any unauthorized assistance given or received among others) on all tests, quizzes, or assignments.

## HONOR COUNCIL

The Ursuline Academy Honor Council was formed in 1997 by members of the National Honor Society in order to increase awareness of the importance of honesty and integrity in the Ursuline community.

**Consent to participate in Honor Council proceedings is a condition to and is signified by a student's enrollment at Ursuline.**

- **Members**  
The Honor Council consists of four juniors and four seniors nominated by the students and approved by the faculty. Each year, four rising juniors will be selected to serve a two-year term. Every member gives up their free period to serve on Honor Council for two years.
- **Confidentiality**  
All student members of the Honor Council agree not to disclose or discuss any cases referred to the Honor Council except as needed to perform their Honor Council duties.
- **Procedure**  
When a teacher becomes aware of an Honor Council violation, they should report the violation to the Honor Council Moderator. Violations include, but are not limited to, plagiarism, giving or receiving help on assignments or tests, sharing test information, violating testing protocol, using unauthorized materials, lying, cheating in any way, etc. If this is the first time a student has been turned into Honor Council, the teacher, the Honor Council Moderator, and the Dean of Students will have a conversation with the student. Teachers are able to more directly guide their

students by being a part of this initial step. They are able to answer specific questions about the incident. The student will be asked if she would like to have a student advocate with her. The advocate will be one of the members of the Honor Council. If an agreement is not met, the case will be turned over to the full Honor Council and will follow the Honor Council procedure. If a student is turned into Honor Council a second time, or any time following, they will immediately go before the full Honor Council and follow the Honor Council procedure.

When any student of the Ursuline Community becomes aware of an Honor Council violation, they should report the violation to the Honor Council. Violations include, but are not limited to, plagiarism, giving or receiving help on assignments or tests, sharing test information, violating testing protocol, using unauthorized materials, lying, cheating in any way, etc.

There are forms for teachers and students online. The form should be filled out every time a violation is suspected and given to any Honor Council member or the Moderator. If there is any hard evidence, attach it to the form.

A case may be turned in anonymously; however, because we may need further information from a witness it is helpful to the council if the witness gives us her name.

The Honor Council calls the student in question to meet and discuss the incident. A member of the Honor Council serves as an advocate for the student and apprises her of the case in question. During the interview, the advocate assists the student in question with explaining her point of view. The Honor Council does reserve the right to view a student's computer, phone, notebook, etc. if it is pertinent to the case. The Honor Council will not view anything that is not pertinent to the case. If anything is uncovered that could violate Ursuline's Code of Conduct, it may be reviewed by the Dean of Students Office but would not affect the Honor Council process or decision. After hearing the student, the Honor Council deliberates and weighs the accusation and the evidence. Decisions will be made based off reasonable evidence. Decisions cannot be made solely off intent. When the Honor Council has heard the case, it gives all paperwork and a recommended action to the Dean of Students. In the event a student is found in violation of the Honor Code, the Honor Council will recommend the appropriate consequences.

If a student is found to be in violation of the Honor Code, the school will contact the student's parents or legal guardians after talking to the student. Copies of all letters will remain in the student's Honor Council file. Please note: Honor Code violations are a part of a student's discipline file internally only and are not a part of any student's transcript or permanent record, unless the violation results in a level of discipline which, if imposed for an infraction other than an Honor Code violation, would ordinarily be part of a student's transcript or permanent record.

**At the Dean of Student's sole discretion, the first time a student violates the Honor Code, the following actions may be taken:**

- the student will receive a reduced grade, possibly a zero, on her assignment
- the student will be asked to apologize to the teacher involved, and
- the student will receive a Class II infraction and serve a detention.

**At the Dean of Student's sole discretion, on the second offense during her four years at Ursuline, the following actions may be taken:**

- the student will receive a zero on her assignment and five percentage points will be dropped from the student's semester grade in that class
- the student will be asked to apologize to the teacher involved, and
- the student will receive a Class II infraction and serve a detention.

**At the Dean of Student's sole discretion, on the third offense during her four years at Ursuline, the following actions may be taken:**

- the student will receive a zero on her assignment and five percentage points will be dropped from the student's semester grade in that class
- the student will be asked to apologize to the teacher involved
- the student will receive a Class II infraction and serve a detention,
- the Council will recommend that the Principal review her status at Ursuline, and
- the student may be expelled or put on a probationary status.

The assignments, quizzes, or tests that received a reduced grade due to dishonesty may not be excluded from the student's average.

The teacher/student relationship is of extreme importance. When there has been a breach in that trust, it will be encouraged for the student and the teacher to have direct communication.

While all Ursuline students are held to high standards of integrity, those who are elected or selected to leadership positions are called to the highest demonstration of honesty. To this end, a student who runs or applies for Student Council, Honor Council, National Honor Society, or Ambassadors may not be chosen if she has been judged guilty of an Honor Code offense during the current year. Also, any student who is a member of these organizations who is found guilty of violating the Honor Code is subject to removal from that group.

Issues of honor may be handled directly by the Dean of Students and the Principal when a situation merits, and Honor Code violations are subject, at the school's sole discretion, to the provisions of the Code of Conduct set forth in this handbook.

## UNIFORM

The Ursuline uniform signifies membership in the student body. Students are to wear the school uniform every day. The Ursuline Academy uniform must, at a minimum, include a blouse, a skirt, a blazer, socks, and a pair of uniform shoes. All uniform standards are subject to interpretation by the Dean of Students, whose decision as to the appropriateness of any aspect of a student's appearance is final.

### Basic Uniform

The basic uniform includes the following list of approved items:

- white oxford or cotton material, pointed collar, may be button-down, long-sleeved or short-sleeved, tuck-in blouse
- navy blue cardigan or navy-blue v-neck sweater
- navy blue blazer with Ursuline's crest on pocket
- solid navy-blue or black tights with no ridges/pattern/cutouts/mesh, or solid navy or black footless tights/leggings (socks must cover legging hem)
- solid white crew socks that must cover ankle (no emblems)
- solid white knee socks
- navy blue or black and white saddle oxfords
- red, white, and blue plaid skirt (hem must be no more than three inches above the knee as a student stands straight)
- red, white, and blue plaid pants can be made to order from Mills Uniform Co. but must be worn with a brown or navy belt and cannot be worn on special assembly days when dress uniform is required
- red or navy pullover Ursuline fleece from Bear Necessities
- Ursuline sweatshirts in excellent condition (not torn, frayed, or stained) – all sweatshirts worn on campus must have Ursuline's name on it
- one sweatshirt over a school blouse is allowed; two or more sweatshirts cannot be layered and worn
- class lanyard and ID badge

### Dress Uniform

For certain special assemblies and all Masses, students are expected to wear their dress uniform. This includes their uniform shirt, skirt, saddle shoes, and blazer. Sweatshirts cannot be worn under blazers. ID badges must be worn. Socks should be solid white or navy, or uniform compliance tights can be worn.

### Senior Choices

The senior uniform includes the following list of approved items:

- navy blue cotton, short-sleeved, tuck-in blouse
- navy blue  $\frac{3}{4}$  sleeve blouse
- white v-neck cardigan or sweater
- solid navy-blue socks that must cover ankle (no emblem)
- solid navy-blue knee socks

## **Graduation Attire**

All Ursuline graduates wear a formal white dress, a white hat, white dress shoes, and carry a dozen red roses.

**It is strongly recommended that labels with student names be placed in all uniform items (particularly blazers/sweaters).**

Students are expected to wear the uniform properly at all times during the school day. The uniform blazer is worn for all liturgical events/assemblies unless otherwise directed. Jewelry, make-up, and hair adornments must be understated and appropriate to the uniform and proper deportment, at the school's sole discretion. Hairstyles should not be distracting, and hair may not be dyed an unnatural hair color. All jewelry should be minimal and appropriate for school. Tattoos, facial jewelry, and body piercings are not allowed. All pins worn must be appropriate for school. Undergarments should be tasteful, not visible, and flesh colored only.

Non-uniform items may not be worn during the day. Undershirts must not be visible. Sweatpants cannot be worn under the uniform skirt during school hours. Blankets will only be allowed in the classrooms at the discretion of the teacher. No blankets should be worn or seen in the hallways.

A student will only be permitted to wear non-uniform shoes if she has an official note from her physician stating that, for medical reasons, she cannot wear the shoes for a specified number of days. This note is presented to the Dean of Students and is kept on file. Only in rare instances will non-uniform shoes be permitted for an entire semester or school year. If a student has a uniform pass because of an injury or per doctor's orders, she must wear solid white, grey, navy, or black tennis shoes.

In the event that the uniform cannot be worn (due to injury or special circumstances), the student must request a temporary pass from the Dean of Students prior to her first class.

Students who arrive at school, for their first class, in non-uniform clothing are not in compliance with the uniform requirements and are unprepared for school. The student will receive a Class I infraction for improper/incomplete uniform.

Occasionally, the Dean of Students may approve a "Dress Down Day" for the student body. On those days, school appropriate, casual clothing is acceptable. Nothing should be too tight or too short. Shorts, pajamas, and/or torn garments are never appropriate attire for class days. Flip flops and slippers are not permitted on dress down days. The administration will not allow apparel that is, or is perceived to be, contrary to the mission of the school.

## **DANCE GUIDELINES**

### **Casual Dress**

Attire should be modest and appropriate for a high school dance. No plunging neck lines or plunging backs. No bare midriffs. Nothing should be too short or too tight. Ursuline students are responsible for seeing that they and their dates/guests observe the dress code in order to gain admission to the dance.

### **Semiformal**

Dress code is semiformal attire. Ursuline students are responsible for seeing that they and their dates/guests observe the dress code in order to gain admission to the dance. Semiformal/after-five dress attire is to be worn, which is in good taste, modest and appropriate in cut and length for school. Any attire that is too tight, too short, low cut, bare midriff or backless may not be worn. Dress shoes are required.

### **Formal**

Dress code is formal attire. Ursuline students are responsible for seeing that they and their dates/guests observe the dress code in order to gain admission to the dance. Formal/after-five dress attire is to be worn, which is in good taste, modest and appropriate in cut and length for school. Dresses that are too tight, too short, low cut, bare midriff or backless may not be worn. Dress shoes are required.

### **Rules for On-Campus Dances:**

- All students and guests are expected to dress and to dance appropriately for an Ursuline-sponsored event.
- All students and guests are expected to follow the Ursuline Code of Conduct.
- Students must follow the established time of arrival and may not leave before posted time unless signed out by a parent or guardian.
- Students may not leave the dance and then return.
- Each Ursuline student may invite only one guest from another high school
- All students and guests should have a school picture ID.

### **Breathalyzers**

Ursuline does maintain the right to use breathalyzers at any and all events when deemed appropriate. Breathalyzers will be used at all Ursuline functions. If any student (Ursuline or guest) blows over 0.0, parents will be called to pick up their child and there will be further consequences with the school.

### **Attendance**

If a student is absent the day before a dance, she may not attend the dance. If she has sustained a concussion before the dance, she may not attend the dance for safety reasons.

### **Ticket Purchases and Table Requests**

For some Ursuline dances, tickets will need to be purchased by a certain date and table requests will need to be submitted by a certain date. The school will do whatever we can to ensure our students can attend each dance, however, if a student does not purchase tickets or complete table assignments by the communicated deadline, she may not be able to attend the dance or may receive a Class I infraction for not following procedures.

### **Guests**

While Ursuline does not require a form to be completed if a student is bringing a guest from another school, all Ursuline students are responsible for the behavior and attire of their guest. Any guest at an Ursuline dance should not be over the age of 19 or under the age of 14.

At any Ursuline or Jesuit event, any chaperone has the final authority on determining whether or not dress is appropriate. Students and visitors may be given Class I infractions, refused entry, asked to put on an additional garment, or forced to leave the event at a chaperone's sole discretion.

## ATTENDANCE

Hours: 7:45 am – 4:10 PM

Phone: 469-232-3963

*School Pass App*

Email: [attendance@ursulinedallas.org](mailto:attendance@ursulinedallas.org)

It is the responsibility of each student to regularly review her attendance record on My Backpack. Each absence without parent/guardian notification will result in a Class I Infraction. Changes to attendance records need to be approved by the Dean of Students Office.

Furthermore, a student who is on campus must attend all of her scheduled classes. A student on campus, cannot leave the building until after the conclusion of the afternoon prayer at 3:40.

### ABSENCES

In order to determine whether an absence is excused, the school will take into consideration notice from a parent/guardian which complies with the Absence Notification requirements below. Any absence for which notice is not provided as required by the Absence Notification requirements will be considered unexcused.

Texas state law requires that students attend school each day that instruction is provided. In addition to compulsory attendance law, Texas requires schools to enforce the “90% rule” which states that students enrolled in a K – 12 school must attend class for 90% of the time that it is offered to receive credit. At Ursuline Academy, students are allowed four absences per class per semester (excluding absences that are excused with doctor’s notes submitted within three days of the absence). Should a student exceed the allowed four absences per class per semester, she will be required to make up any additional truant time outside of school hours. Allowed make-up time will not exceed 320 minutes per class. If the amount of make-up time exceeds 320 minutes per class, the Dean of Academics and the Dean of Students will decide whether or not the student can receive full credit for the class.

### DOCTOR’S APPOINTMENTS

If a student has a doctor’s appointment, the note must be turned in to the attendance office within two weeks if the appointment is to be counted as an “excused absence with a doctor’s note”.

### ATTENDANCE PROCEDURES

#### Absence Notification

Starting in the 2021-2022 school year, parents and students will have to download School Pass to report absences. Parents/Guardians can download the app and report whether their daughter will be coming in late, leaving early, or missing the entire day. For the 2021-2022 school year, if you have technical issues with School Pass, we will continue to accept phone calls or emails within 30 minutes of the start of classes to report an absence, late arrival, or early dismissal. **The attendance office should receive notification before 9:10 AM.** If emailing that a student will be leaving during a class, please copy the teacher on the email. If you are emailing, please include your daughter’s first and last name, her ID number, grade level, date and reason for absence, as well as a phone number where parent/guardian can be reached. The Attendance Office phone number is (469) 232-3963 or email [attendance@ursulinedallas.org](mailto:attendance@ursulinedallas.org) and follow the Dean of Students Attendance Note Procedure.

All parent/guardian notes and/or phone messages to the Dean of Students Office regarding absences must include:

- student first and last name
- student ID number
- date of absence(s)
- reason for absence(s)
- phone number where parent/guardian can be reached
- if email, the student's first name, last name, and ID number should be in the subject line

Parent/Guardian notification of an absence must be received by the attendance office within three school days after the date of absence(s) or the student will receive a Class I Infraction for each absence.

### **Advisory Attendance**

It is the responsibility of the student to report in person to her advisor during Advisory, Class Meetings, and assemblies. A Class I Infraction may result if this procedure is not followed. A student with more than 4 absences in advisory and/or class meeting, excluding absences with a doctor's note will serve a detention. If a student reaches more than 8 absences in advisory and/or class meeting, excluding doctor's notes, the student will serve a Saturday detention.

### **Attendance for Program Days**

(Career Day, Global Week, etc.)

*The mission of Ursuline Academy is the total development of the individual student through spiritual formation, intellectual growth, service to others, and building of community.*

Ursuline Academy commits to helping our students develop themselves as whole individuals. Therefore, Ursuline devotes partial or full days each year to focus on students' growth in areas beyond the classroom. These include such special, community-focused days as: Career Day, Global Day, STEM Day, Humanities Day, and others. It is our expectation that all community members are in attendance for these days. **There will be no college visits approved on these days.** Any absences should only be for medical reasons to be confirmed by a doctor's note. Absences on these days without a doctor's note will require make-up hours and assignments. Students will make up hours before school and will complete an assignment pertaining to the day. Attendance procedures should be followed.

### **Advance Notice of Absence**

If a student knows in advance that she will be absent (for example surgery or travel), she should provide a parent/guardian/coach documentation that follows the Attendance Note Procedure to the Dean of Students Office and notify her teachers to arrange for make-up work.

Any absences due to family trips, non-UA sports, or extracurriculars must be **approved at least two weeks** in advance by the Dean of Students and the Dean of Academics. Unless this is done, the student stands in jeopardy of losing credit for missed work. Students are responsible for initiating communication with their teachers and completing all work in a timely manner. Work not completed in a timely manner risks a late penalty of reduced points.

**Early Dismissal**

Any student who must leave campus for any reason after she has arrived at school (this includes zero-hour classes) must sign out with the attendance office and must provide permission from a parent/guardian that complies with the Absence Notification requirements above. If appropriate notice is not received, the Dean of Students' Office may, at the Dean of Students' discretion, contact the parent/guardian for verbal permission allowing the student to sign out and leave campus. The parent may also come into the Attendance Office and write a note at the time of dismissal. In this instance, the student must still sign out.

If a student gets sick at school, they must visit the clinic immediately. If a student has visited the clinic and is sent home sick during the school day, the student must sign out in both the clinic and the Attendance Office.

In emergency situations, such as illness, the parent or person on the emergency card will be contacted by phone and the student will be allowed to check out at the discretion of the Dean of Students.

**Eligibility for Extra-Curricular Activities when Absent**

A student must be present for two full in-person class periods in order to participate in extracurricular activities that same day. In order for a student to participate over the weekend, she must be present more than 2 full classes on a Friday. Absences due to doctor's appointments may be excused.

**Free Period Sign-In Procedures**

Students must sign in for a first period free at the beginning of the day in the Dean of Students Office. A student who neglects to sign in for a first period free will receive a Class I Infraction. Seniors returning from Community Service should report directly to their next period class. If they have a free period after Community Service, they must sign in at the Dean of Students Office or receive a Class I Infraction.

**Multiple Absences**

Seniors with more than four absences in each class, per semester, will lose off-campus privileges.

In the event of hospitalization treating emotional issues, a conference is required between the student's mental health care provider, her Ursuline personal counselor, and a school administrator before re-admittance may occur. The school may also require an evaluation of the student by a medical professional in order for the student to return to Ursuline.

Any absence due to illness that exceeds three consecutive days requires a physician's note to return to class.

**Return to School**

When arriving late to school, a student must have a parent notify the attendance office following the Dean of Students' Attendance Note Procedure or the Dean of Students office must have received a parent/guardian phone call. After three school days, if the Dean of Students Office has not received parent/guardian notification, a Class I infraction will be issued to the student for each absence and she may receive a reduced grade for any work missed.

**Student Tardies and Early Dismissals**

Students are expected to be on time to all classes in order to avoid disrupting the learning environment. If a student is late for school or for an individual class, she should report to the Dean of Students Office to check in.

Every fourth tardy and every fourth early dismissal to school and/or to class per semester results in a Class II Infraction (4 infraction points), a discussion with the student, and a mandatory one-hour detention. Only tardies and early dismissals with a doctor's note will be excused. If a student is 20 minutes late or leaves 20 minutes early, it is considered tardy or an early dismissal. If a student misses more than 20 minutes of a class, it is considered an absence, whether in-person or remote.

**Zero Hour Class Absences**

A student must present a note or have a parent/guardian call the Dean of Students Office, following the Dean of Students Attendance Note Procedure when she has missed a zero-hour class (dance, band, color guard, for example). Missing a zero-hour class is considered a regular absence and the same attendance rules apply.

# ACADEMICS

## CURRICULAR REQUIREMENTS BY CLASS

Class	Theology	English	Math	Social Studies	Science	World Lang	Electives	PE	Fine Arts	Comp Science	Speech	Total
2022	4	4	4	4	4	3	1.5	1	1	1	0.5	28
<ul style="list-style-type: none"> <li>Social Studies requirements: 4 credits - Early World History, Modern World History, United States History, Macroeconomics, and Government</li> <li>Science requirements: 4 credits - Physics, Chemistry, Biology and one additional Science course</li> <li>World Language requirements: The same language for three consecutive years beginning in Freshman year</li> </ul>												
Class	Theology	English	Math	Social Studies	Science	World Lang	Electives	PE	Fine Arts	Comp Science	Speech/ Life Skills	Total
2023	4	4	3	4	3	3	1	1	1	1	1.0	26
<ul style="list-style-type: none"> <li>Social Studies requirements: 4 credits - Early World History, Modern World History, United States History, Macroeconomics, and Government</li> <li>Science requirements: 3 credits - Physics, Chemistry, and Biology beginning in Freshman year</li> <li>World Language requirements: The same language for 3 consecutive years or through level 3 beginning in Freshman year.</li> <li>Life Skills requirement is 0.5 credit junior year.</li> </ul>												
Class	Theology	English	Math	Social Studies	Science	World Lang	Electives	PE	Fine Arts	Comp Science	Life Skills	Total
2024 2025	4	4	3	3	3	3	1	1	1	1	1.0	26
<ul style="list-style-type: none"> <li>Social Studies requirements: 3 credits - World History, Government, United States History, and Macroeconomics</li> <li>Science requirements: 3 credits - Physics, Chemistry, and Biology beginning in Freshman year</li> <li>World Language requirements: 3 consecutive years or through level 3 beginning in Freshman year</li> <li>Life Skills requirement: 0.5 credit in Freshman and Junior year</li> </ul>												

### Grading System

90-100	A
80-89	B
70-79	C
65-69	D
Below 65	F

### Equivalence Scale

Numeric Grade	Grade Points	Honors/AP
93-100	4.0	4.6
90-92	3.7	4.3
87-89	3.3	3.9
83-86	3.0	3.6
80-82	2.7	3.3
77-79	2.3	2.9
73-76	2.0	2.6
70-72	1.7	2.3
65-69	1.0	1.6
Below 65	0.0	0.0

## Graduation Requirements

To earn a diploma from Ursuline Academy, a student must meet the following requirements:

- obtain the last six credits from Ursuline Academy while enrolled as a full-time student.
- earn passing grades in all courses or remediate failures
- fulfill all community service requirements
- be enrolled in a minimum of six courses in a given semester at Ursuline.
- complete the minimum credits required in the “core curriculum”
- The Class of 2022 and 2023 may be enrolled in six classes in a given semester, as long as they complete a total of 28 credit for graduation.

## Honor Graduates

Students who graduate earning a cumulative GPA at the end of their senior year are designated as follows:

Summa Cum Laude	greater than or equal to 3.9
Magna Cum Laude	between 3.7 and 3.899
Cum Laude	between 3.5 and 3.699

## Honor Roll

Students earning a semester GPA as follows earn placement on the honor roll. Semester GPA's include weight for any AP/Honors courses.

First Honor Roll	3.9 GPA or higher
Second Honor Roll	3.5 - 3.899 GPA
Third Honor Roll	3.1 - 3.499 GPA

## Academic Dean's List

Students achieving a weighted semester GPA of 3.5 or higher receive the accolade of *Academic Dean's List* in the fall and/or in the spring. This notation appears on student transcripts each time the accolade is earned.

## Academic Concerns and Questions

Any concern parents have regarding an academic issue should be addressed in the following order:

- e-mail or conference with the teacher and the advisor
- e-mail or conference with the Department Chair
- e-mail or conference with the Personal Counselor
- e-mail or conference with the Dean of Academics

## Academic Probation

If a student fails or does not receive credit for two or more semester courses she will be placed on academic probation. To be removed from probation the student must pass all her courses the following semester. Two semesters on academic probation may result in dismissal from Ursuline Academy. Parents or legal guardians will be informed in writing of their daughter's placement on academic probation. No student on academic probation may travel on an Ursuline sponsored out-of-town trip without the consent of the Dean of Academics. Students on probation may not be allowed to participate in any Ursuline sponsored extracurricular activities. A student may not be allowed to re-enroll if she fails two or more courses in an academic year. The Dean of Academics evaluates each

student's continued enrollment based on her academic record and may revoke that enrollment at any time, at his or her sole discretion.

### **Course Remediation/Failures**

Any semester failure must be remediated in an approved summer school program the following summer. Failure to do so may result in the student's dismissal from Ursuline.

If the course is offered at Ursuline during the summer, it must be taken at Ursuline.

If Ursuline does not offer the class, the student should contact the Dean of Academics to receive a list of schools approved for remedial work.

In all cases, the student is responsible to request that her final grade be sent to Ursuline by the first week of August of the new academic school year. A student must have all remediation completed with a passing grade before she can be re-admitted to Ursuline in the subsequent year.

### **Senior Failures**

Seniors who fail a full credit course at the end of fall semester may be eligible for graduation only if approved by the Dean of Academics, at his or her sole discretion, and only if the two semester grades average out to a passing grade. Seniors who fail a required semester course in the fall semester, may, if it can be arranged, make-up that course in the spring semester. A second semester failure may be made up only in summer school, and the student may not be eligible to participate in the graduation ceremony with her class.

### **Electronic Grade Reporting**

Teachers record all grades electronically using MyBackPack <https://backpack.ursulinedallas.org/SeniorApps>. Parents and legal guardians have access and are encouraged to view their daughter's grades on a regular basis at any time through this program.

### **Eligibility for Extra-Curricular and Co-Curricular Activities**

A student must have an average of 65 or better at the end of each designated grading period to be eligible to participate in Ursuline extracurricular *or* co-curricular activities.

- The designated grading periods are semester one and semester two.
- If a student fails to achieve an average of 65 or better at the end of a grading period, the student will be ineligible to compete or perform in extracurricular and co-curricular activities for two weeks at the beginning of the next grading period.
- At the end of the two-week period a student must have a 65 or better average in the class in which she was ineligible in order to resume participation.
- In the event a student does not have a 65 at the end of the two-week period, the ineligibility will continue on a day-to-day basis until the grade is a 65.
- An ineligible student may still practice or rehearse but she may not participate in any competitions or performances. Tutoring and teacher meetings will always take priority over practices or rehearsals.

### **Study Periods for Freshmen**

- Freshmen who chose a study period in the fall semester will be scheduled in a designated classroom until the end of the first semester
- At the end of the first semester, averages will be evaluated. Freshman students with a 70 average or better in all classes will be released from the study period and may choose to study in other areas on campus.
- Freshmen may have to go back to an assigned study hall if their grades drop.

### **Justifiable Schedule Changes**

Student registration is a critical function at Ursuline Academy of Dallas. Based upon the registration data, courses are scheduled, and teachers are employed for the next year. Student schedules received in the summer are considered permanent for the academic year.

A schedule change is considered justifiable if:

- The student was scheduled for a course in which she has inadequate background (must be initiated by instructor).
- The student was scheduled for a course for which she has not completed or passed the required prerequisites.
- The student was recommended for a specific course but was not scheduled into that course.
- The student was scheduled for a course for which she has already received credit.
- The student has special circumstances, and the change is approved by the Dean of Academics.

### **Late Work and Make-Up Tests**

It is the student's responsibility to adhere to department guidelines regarding late work and make-up tests.

### **Advisor, Student, Parent Conferences**

Advisor, Student, Parent conferences are held in the spring semester. We encourage parents to monitor their daughter's academic progress via MyBackPack. (<https://backpack.ursulinedallas.org/SeniorApps>). If a parent is concerned, or simply would like an update about her daughter's progress, she/he may freely contact the teacher throughout the school year. Teachers are also available by appointment throughout the school year.

### **Report Cards**

Report cards are available on MyBackPack (<https://backpack.ursulinedallas.org/SeniorApps>). All course grades are reported without honors/AP weight added. Report cards offer the following information:

- Honors/AP Courses: Honors courses are either preceded by "AP" or followed by "-H" in the course title. For grade calculations, see equivalence scale.
- Incomplete (INC): This grade is given to those students who have not been able to complete their course work due to serious, physician-documented illness or other extenuating circumstance of which the Dean of Academics is aware. The course work is usually to be made up within two weeks of the beginning of the new semester, or the semester grade will be computed based on work completed averaged with zeros for missing work. The Dean of Academics will monitor the schedule for make-up work.
- EXMP: This mark indicates that no semester exam was given in a particular class. In such an

instance, the semester average is computed based on the grades for the semester.

- Semester GPA: This is the average of the student's semester course grades plus any weight for honors/AP courses and only appears on the report card at the end of fall and spring semesters.
- Cumulative GPA: This is the weighted average of **all** semester course grades and credits a student has earned while at Ursuline Academy. Cumulative GPAs are recalculated only at the end of each semester.

### **Exams**

Exams or culminating projects are administered in spring semester for full year courses and second semester courses. If a semester course takes place in the fall, the exam will be administered during the fall semester. Semester exams are 20% of the semester course grade and for a full-year class, the exam is 20% of the second semester grade.

If a student is absent on an exam day and does not have a doctor's note for her illness, she may be assessed a makeup fee of \$100.

### **Semester Exam Exemptions – Seniors Only**

Seniors can be considered for exemption if they meet all of the following criteria for the applicable semester:

- no more than two college visit days during the fall or spring semester
- no disciplinary or academic probation for the semester
- a semester average of "90" or higher in a particular course, and
- has attended Senior Retreat.

### **Make-Up Exams**

All semester exams must be taken at the designated time as outlined in the school calendar. Requests for postponement of a semester exam must be made in writing to the Dean of Academics **three weeks** before the exam date. The Dean of Academics may allow for an early exam or postponement of an exam for family emergencies on an individual basis. A fee of \$100 per exam will be issued, except for emergencies. Make-up exams will be given during the first week of the spring semester for fall semester exams and during the week following the close of school for spring semester exams. Failure to make a timely request for postponement of a semester exam or not taking the exam will result in a zero for the semester exam grade.

Any change of exam dates is at the discretion of the Dean of Academics.

### **Transcripts**

Seniors should request official and unofficial transcripts from the College Counseling office. Unofficial transcripts are issued to students directly and official transcripts are sent to the receiving organization. All other students may request a transcript on our school website under Academics, Registrar and click on Transcript Request Form.

## **E-Days**

The Ursuline Academy E-Day program will be used on days when the campus is closed due to inclement weather or for other reasons deemed suitable by the administration. An E-Day will count as a full school day. An E-Day alert will be communicated using multiple communication platforms to remind students that they should be working from home on these days. Below you will find our expectations for E-Days:

- Ursuline faculty members will post initial communication on Teams by 8:40 or as early as circumstances allow. Students should check Teams multiple times to ensure they receive all assignments.
- Ursuline faculty members will answer questions regarding assignments on Teams, by e-mail, etc., during the day.
- Students should upload completed assignments to their teachers by the date, time, and platform designated by each teacher. Teacher instructions should be checked for specific instructions and deadlines.
- All assignments that receive a grade will be entered into My Backpack.
- In the event that Ursuline's campus is closed for an extended period of time, the school will transition to distance learning and the Dean of Academics will communicate appropriate expectations and protocols

## **SCHOLARSHIPS AND AWARDS**

### **Dean of Students Outstanding Conduct Award**

This recognition is given at the end of each semester to those students who exhibit commendable behavior and good attendance, with no infractions or breaches of honor during the semester. This award is given at the discretion of the Dean of Students and is recorded on the student's official transcript.

### **Alumnae Leadership Scholarships**

These are awarded to current students who exhibit exemplary leadership qualities and are related to an alumna of Ursuline Academy of Dallas (a daughter, sister, niece, granddaughter, grandniece or cousin). In order to be eligible for these scholarships, the student must:

- maintain a grade point average of 2.9 or above
- currently be enrolled as a freshman, sophomore, or junior in the Academy
- complete the application by the deadline.

Candidates are selected by a committee of at least five alumnae which includes one board member as chair. The scholarships for \$1000 each are given to two freshmen, two sophomores, two juniors, and one at-large student. All recipients are notified in April.

### **Academic Scholarships for Incoming 9<sup>th</sup> Graders**

Ursuline Academy awards a limited number of academic based financial awards each year for incoming freshmen.

### **Academic Scholarship for Rising 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Graders**

After final grades have been received, the Principal, Dean of Academics, and Dean of Students will renew scholarships to all previous recipients based on their current academic performance, disciplinary record, and achievement. A minimum grade point average of 3.8 is required.

## COUNSELING

### PERSONAL COUNSELING

Personal Counseling at Ursuline emphasizes the importance of social and emotional learning as well as academics. Students are assigned a Personal Counselor who will work with them throughout their four years at Ursuline.

Students can meet with their Personal Counselor to receive support in areas such as the ones listed below:

- Gaining stress management skills
- Understanding smart social choices
- Building self-advocacy skills
- Navigating friendship, family, and relationship dynamics
- Learning academic study and organizational strategies

Students can feel free to schedule an appointment with their Counselor via email, or they can stop by the Personal Counseling office if they prefer. Counselors also distribute and review well-being surveys with our students.

If a student is suspected to have sustained a concussion, they are required to see a medical professional with up to date concussion training before returning to school. It is highly recommended for all students suspected of sustaining a concussion to see a concussion specialist\*. An Ursuline student athlete must see the Ursuline trainer and a concussion specialist. A student with a suspected concussion must have a medical note with a diagnosis and be symptom free for 48 hours prior to returning to school. Students must follow up with their personal counselor upon returning to school to develop a plan and determine the appropriate academic accommodations. Additional concussion information can be found on the UA website.

\*Concussion specialists are physicians who specialize in concussion management or who are board certified in sports medicine concussions

### Accommodations and Extended Time Testing

Students receive 50 percent extended time on all classroom assessments, quizzes and in class essays. They are eligible for preferential seating. Additional accommodations when supported by their evaluation include use of computer for essays and/or multiple day testing.

While Ursuline makes reasonable attempts to accommodate the needs of student with physical, learning, or other disabilities, the scope of services Ursuline is able to offer may not be sufficient to meet the unique needs of a particular student. If Ursuline is not able to reasonably accommodate a student's needs, Ursuline will attempt to assist the student's family in identifying potential alternative schools capable of offering the necessary services.

Current Testing (within three years) and a current Individual Accommodation Plan must be on file before any applications may be made through College Board or ACT for extended time on standardized tests. The accommodations and applications are facilitated by your daughter's personal counselor.

## **COLLEGE COUNSELING**

The College Counseling office provides support for each Ursuline student and their family as they navigate the college admissions process. The College Counselors are committed to staying current on the latest admission trends and to advocating for our students at the colleges and universities to which they apply.

Through group meetings with students during all four years and through individual meetings with students during sophomore, junior and senior years, College Counselors provide resources to guide our students and their families. Information pertaining to the college admissions process and related activities is shared with students and their parents/guardians through the Ursuline website, the College Counseling Parent Resource Page, Naviance, Quicklinks, email, and text notifications. The College Counselors welcome students in all four classes who wish to consult with them regarding college admission questions.

### **College Visit Days**

First and second semester discretionary college visit days are pre-arranged days which a student may use for college visits or scholarship interviews during the admission process. To request a college visit day, a student must send one group email to all teachers for classes she would miss on her visit day. This email should be sent at least 4 days before her planned visit, and should have her College Counselor, Attendance, and a parent/guardian copied on the email as well. The subject line should read "College Visit." In the message, please include the date(s) class will be missed, along with the name and location of the college(s). A student must complete all her classwork prior to leaving for her college visit. Sophomores have two college visit days in the spring semester. Juniors have two college visit days during the fall semester and two college visit days in the spring semester. Seniors have three college visit days each semester to use at their discretion. College Visit Days may not be applied during the class retreats and special program days.

*\*Additional college visits days must be approved by the College Counseling Office and the Dean of Students Office.*

## CELL PHONES

### **Classroom, Advisory, Class Meeting, Assemblies, Mass, and Any Other Educational Event:**

All cell phones must be on silent, and no phone usage is allowed in the classroom. The exception to this rule is if the teacher wants the students to use the cell phone for educational purposes. During an assembly, Mass, prayer service, etc., cell phones are to remain in a student's advisory location.

### **General School Building (including hallways and Haggar):**

Between the hours of 8:40 AM and 3:40 PM, TALKING on your phone may only be done outside. Talking on your phone is never allowed in the library. Silent usage (texting, email, applications...) is allowed during a free period in the cafeteria, lounges, or in the library. Cell phone usage of any kind is prohibited in the hallways. This will result in a Class I infraction.

Students must adhere to their teachers' classroom cell phone policies not detailed here. A student's cell phone will be confiscated for not following this policy and must be retrieved at the end of the school day from the Dean of Students' office. A student whose phone is confiscated will receive a Class II infraction and a detention. Any further cell phone offenses will result in further disciplinary action.

Using the phone during class or in the testing center (including texting) is unacceptable and the use of a phone during a quiz, test, or exam will result in a zero.

**Videoring any member of the Ursuline community without permission is not allowed anywhere on campus (classrooms, bathrooms, cafeteria, outdoors, etc.) and will likely result in a disciplinary consequence.**

## STUDENT ACTIVITIES

### CLASS ACTIVITIES

#### Advisory

In keeping with the Ursuline Mission, the Ursuline advisory program strives to nurture the individual by providing opportunities for all students to experience acceptance and to grow in understanding, appreciation, and respect for the school's traditions. An Ursuline student is more likely to succeed with a strong network of support and a committed adult advocate within the school.

#### Freshman Class

The Freshman Class begins the school year with a Freshman Orientation. Later in the year, they will participate in Freshman Convocation, Intramurals, and an overnight Class Retreat. They will also have three Freshman Mixers.

#### Sophomore Class

Sophomore students receive their *Serviam* pins at a special ceremony. In addition, they participate in Intramurals and sponsor a Spring dance. They also come together as a class for an overnight retreat.

#### Junior Class

The main activities of the Junior Class are Powder Puff, Intramurals, the Junior Ring Ceremony, and Prom. They also go overnight as a class on a retreat and they may host the Freshman Mixer at Ursuline.

#### Senior Class

Senior Community Days at the beginning of the school year aim to bring all members of the class together as they prepare for a happy and productive senior year. In the fall semester, seniors sponsor a dance, Powder Puff, participate in Intramurals, and enjoy Snowball, the formal dance exclusively for Ursuline seniors and their dates. In the Spring they will attend Senior Retreat, and Prom. The year culminates in the Baccalaureate Mass and Awards Brunch, followed the next day by Graduation.

#### Senior Privileges

The following privileges are granted only to Ursuline Seniors and can be revoked at any time:

- the Senior uniform (navy blue shirt, blue socks, white sweater, and white fleece pullover)
- Community Days
- creating and teaching the Freshman Dance
- preference for on-campus parking
- use of Senior Closet and Senior Courtyard
- community service during school hours
- college visit days
- birthday "bashes"
- Senior Snowball Dance
- senior shirts on Fridays
- off-campus privileges (must meet academic, conduct, and attendance requirements)
- Senior Picture Day
- Senior Skip Day
- Senior Prank

- wearing your college t-shirt on the day you sign the college board (must wear school skirt and shoes)
- college t-shirt day
- special luncheons during graduation practice
- Senior Baccalaureate Mass and Brunch
- Senior Farewell Assembly
- Graduation Ceremony

### Dances

Ursuline dances include the Harvest Dance, Ursuline/Jesuit Homecoming, Snowball (seniors only), Spring Sadie Hawkins (sophomores only), 3 Freshmen Mixers, and Junior-Senior Prom. All dances are chaperoned by members of the Ursuline Academy faculty and administration.

### Club/Activity Requirements

Integral to a college-preparatory education is student participation in school-sponsored, student-led, extra-curricular activities. All student organizations at Ursuline Academy must be educational in nature and must support and further the school's mission. To remain in good standing each club must:

1. Send Student Leadership to all trainings/meetings scheduled by the **Student Activities Director**.
2. Hold quarterly meetings, or at least 4 meetings over the course of the school year.
3. Comply with Safe Environment regulations, which require an adequate number of screened and trained adults present at events involving students and/or minors. For off-campus events and/or after school hours (events on the weekends or 30 minutes after dismissal on a school day), there must always be 2 screened and trained adults present and at least 1 screened and trained adult present for every 10 students.
4. Hold at least one service project/event per semester (for any organization that identifies as a service club).

***NOTE: A one-time service project does not constitute a club. Instead, you will be directed to Campus Ministry and Ursuline's Service Coordinator for assistance.***

5. Submit a *Mid-Year Club Report* in Fall 2021 which includes
  - a. A complete roster of your club (including Student Leadership and Moderators);
  - b. A photo of your club (submit to the Yearbook Staff by **the end of January 2022**);
  - c. A summary of the club's activities for the semester;
  - d. Future plans for the spring semester.
6. Submit an *End-of-Year Club Report* to the **Student Activities Director** in Spring 2022 which includes
  - a. An updated **Club Charter** document;
  - b. An updated list of Student Leadership for the 2022-2023 school year;
  - c. The club's Moderator(s) (each Moderator must submit the *Moderator Agreement Form*);
  - d. A summary of the club's activities for the year;
  - e. Future plans for the 2022-2023 school year.

***NOTE: Failure to meet the Club Requirements as stated above puts the status of the club or organization in jeopardy, which can result in probation or the discontinuation of the club or organization.***

### **New Club Proposals**

Students may propose new clubs in the last half of the spring semester by completing a **Club Charter** document, securing club Moderator(s), and submitting a **New Club Proposal Form**. The **Club Committee** will review all proposals and make approval decisions. Final approval of clubs and activities is subject to the discretion of the Principal and the Dean of Students.

### **Club Fair Policies**

All **current clubs** who completed the *End-of-Year Club Report* and all **new clubs** that were approved by the **Club Committee** the previous spring will participate in the **Club Fair** in Fall 2021. Important rules to keep in mind:

- Club Fair will take place virtually via *Flipgrid*
- Each club may submit a video of up to 2 minutes in length
- Each club should provide contact information in their video for interested members

### **Fundraising Policy**

Fundraising priorities are established by the President's Office in consultation with the Academy's Board of Trustees. Priorities at any given time may include, but are not limited to academic programs, scholarship support, endowment growth, or capital projects. On behalf of the President and Board of Trustees, the Advancement office oversees all fundraising activity (cultivating relationships, soliciting gifts, and proper stewardship of support) and ensures that it is aligned with the Academy's priorities.

No employee or student shall engage or initiate a fundraising effort or accept a gift without the appropriate review and approval by the Advancement office. This policy applies to in-kind gifts (donations of goods) and gifts of financial support. The policy also applies to fundraising that benefits Ursuline as well as fundraising that benefits outside nonprofit organizations.

In line with the above policy, clubs may not engage in school-wide on-campus fundraising for their organization. This includes, but is not limited to bake sales, dress down day sales, t-shirt sales, and goods drives, such as food and clothing donations. Ursuline Academy of Dallas is committed to carrying out Serviam as a lived reality; however, to maintain our status as a non-profit organization, to respect the frequency with which our community is approached with fundraising initiatives, and to avoid favoring one person's nonprofit over another, fundraising on campus is no longer permitted.

Students are encouraged to find alternative ways to serve their community, such as scheduled service efforts at local organizations, organized drives at off-campus locations that are open to the public, and planned events to raise awareness for various causes. There will be funds set aside each year for clubs should they require financial support to carry out their activities. Please see below for the Funds Approval Process.

### **Funds Approval Process**

Should a club require financial support to carry out their activities, they may submit a **Funding Request Form** to apply for funding.

***NOTE: To ensure reimbursement, you MUST apply and be approved for funding PRIOR to making any purchases. You are also required to turn in any receipts as proof of your purchase.***

To apply for funds, students must communicate the purpose of their club and the ways in which the funding will support their goals as an organization. Applications for funding will be reviewed by the **Student Activities Director**. Approval for funding will be determined based on the club's standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school's mission.

### **Speaker Approval Process**

Should a club be interested in hosting a guest speaker on campus, they may submit a **Guest Speaker Request Form** for approval.

***NOTE: You MUST apply and be approved PRIOR to making any plans with your guest speaker. You are always required to have your moderator present while your guest(s) is on campus.***

To apply for guest speaker approval, students must communicate the purpose of their club and the ways in which the speaker will further their goals as an organization. Requests for guest speakers will be reviewed by the **Student Activities Director**. Approval for speakers will be determined based on the club's standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school's mission.

### **Shirt Design Approval Process**

Should a club be interested in designing a shirt or sweatshirt which the club members may choose to purchase, they may submit a **Club Shirt Design Request Form** for approval.

***NOTE: You MUST apply and be approved PRIOR to placing an order. All designs are required to noticeably include either "Ursuline" or "UA" to obtain approval.***

To apply for a club shirt design approval, students must provide the actual design which demonstrates the connection to both the club and to Ursuline Academy. Requests for club shirt designs will be reviewed by the **Student Activities Director**. Approval for the designs will be determined based on the club's standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school's mission.

### **Clubs with Election/Selection Criteria**

These clubs include, but are not limited to, Student Council, Ambassadors, Freshman Shadow Hosts, Transfer Mentors, Honors Societies, Student Leadership Teams, and/or Honor Council. Students who are applying for membership in these organizations at Ursuline Academy must:

- have met requirements for community service to date;
- meet the minimum cumulative GPA requirement posted by each organization;
- have no more than 8 infraction points in the current academic year (no more than 6 for National Honor Society);
- have no Honor Code violations in the current academic year;
- not be on academic or disciplinary probation;

Students who are members of Ambassadors, Student Council, and National Honor Society may only serve as an officer in one of those organizations during any one school year.

### Important Dates

All students may propose new clubs to the **Club Committee**. All current clubs are required to submit an *End-of-Year Club Report*, which upon completion, will make the club eligible for the upcoming school year and allow for that club/organization to have a table at the **Club Fair**. Please see below for the 2021-2022 timeline:

### Timeline

<b>Fall 2021</b>	
Club Fair Opens (Virtual via <i>Flipgrid</i> )	Friday, September 3
Mid-Year Club Report and Roster (via <i>Forms</i> ) Due	Thursday, December 16 @ 4:00 PM
Yearbook Photo Due	Friday, January 28 @ 4:00 PM
<b>Spring 2022</b>	
New Club Information Presented	Tuesday, March 22 Thursday, March 24
New Club Application Posted on <i>Teams</i> (UA Daily News)	Friday, March 25 @ 8:30 AM
New Club Proposals Due	Wednesday, April 13 @ 4:00 PM
New Club Approvals Announced	Friday, April 29
End-of-Year Club Report (via <i>Forms</i> ) for Current Clubs Due	Friday, May 20 @ 4:00 PM

## CAMPUS MINISTRY

The Office of Campus Ministry focuses on the spiritual formation of the students. The counsels of St. Angela Merici, foundress of the Ursuline order, and the Ursuline philosophy of *Serviam* (“I will serve”) are the guideposts of the ministry. The primary focus of the office is to challenge and nourish the spiritual life of every student through promotion of:

- active participation in daily school prayer, in Eucharistic Liturgies (Masses), in Advent and Lenten Reconciliation, and in other prayer services
- student service to the community (including local, national, and global) as well as the Ursuline community
- involvement in class retreats, and
- service of the peer ministers to the school community.

### VISION STATEMENT 2020-2024 FOR URSULINE ACADEMY

In the Spirit of St. Angela we are called to be authentic witnesses by listening, encountering and understanding one another. We revel in the spirit of “*insieme*” (together) to “make new life” in a complex, global community. It is through this that we lead people to Christ and give glory to God. (From the Mission Personnel and Campus Ministers of our USA Roman Union Schools, discerned from the words of Pope Francis to the Roman Union General Chapter participants.)

#### “*Serviam: I Will Serve*”

Each Ursuline school shares a common commitment to forming students as servant leaders. The Latin word, *Serviam*, inspires all Ursuline women. Starting with service opportunities initiated both inside and outside of school, the spirit of *Serviam* gives rise to life-long dedication to serving the neighbor in need. The idea behind the *Serviam* formation program is for the Ursuline student to progressively deepen her understanding of and commitment to incorporating a spirit of service in all she does. What begins with service opportunities that address community needs expands into studying and addressing systems that promote peace and justice for all.

#### The following are included in Ursuline’s *Serviam* program:

- activities organized by Campus Ministry
- outreach opportunities that are school-wide
- service opportunities adopted by grade level
- service opportunities adopted by advisories
- service activities that are components of school clubs and athletic teams
- service-learning opportunities introduced in the classroom
- school-sponsored mission trips
- Senior Service: regular time each week when seniors are released from classroom time to go out into the community and serve
- Independent projects that the students initiate and participate in outside of school

## Expectations and Requirements

	Fall Semester Minimum Hours	Spring Semester Minimum Hours
Freshman	10	10
Sophomore	20	10
Junior	10	10
Senior	Senior Service Program	Senior Service Program

### Senior Service Monday Program Attendance Policy:

- Regardless of the number of hours served, every senior is expected to be at their service location every Monday morning.
- If you are going to be absent from your service due to illness, please email the service coordinator, your site coordinator, and the attendance office prior to the service date.
- Only up to 3 unexcused absences per semester; all unexcused absences will require make-up hours outside of the senior service Monday program
- Class I infraction on the 4th unexcused absence and a meeting with the service coordinator
- Class II infraction on the 5th unexcused absence and possible re-placement of senior service program
- After the 6<sup>th</sup> unexcused absence, service will be at Ursuline from 8:30-10:30 with service coordinator.
- Only up to 3 excused absences per semester before make-up hours are required outside of the senior service Monday program.
  - Please try not to book appointments that are flexible during this service time.

### Serviam Expectations:

All service hours are to be logged properly and verified by either a signature on site, an automatic email sent to your verifier who will need to approve your hours in that email, or a verified geotag hit on the Mobile Serve system app or computer site before the deadlines for each semester. Failure to log your hours in properly or have verified hours by each semester deadline will result in a Class I infraction. Failure to log in or complete your minimum hours per semester will result in a Class II infraction (this includes a detention). Please contact the Service Coordinator if you have any questions regarding these policies and procedures.

### Sophomore Serviam

During a student's sophomore year, she will celebrate her induction into the tradition of Serviam. In preparation for Serviam induction, students complete 20 hours before the fall semester service hour deadline. A sophomore who does not complete her 20-hour service requirement by the fall semester deadline may not be able to participate in the Serviam ceremony that takes place in the spring semester.

**Serviam Opportunities for Ursuline Clubs:**

Each service club is challenged to do one active service project a year. All club service opportunities being applied toward the Serviam requirement must be approved through the Service Coordinator.

All questions concerning the approvability of service opportunities can be submitted to the Service Coordinator.

**Ursuline Policy on Service Drives or Fundraising for Non-Profits:**

Fundraising priorities are established by the President's Office in consultation with the Academy's Board of Trustees. Priorities at any given time may include, but are not limited to academic programs, scholarship support, endowment growth, or capital projects. On behalf of the President and Board of Trustees, the Advancement office oversees all fundraising activity (cultivating relationships, soliciting gifts, and proper stewardship of support) and ensures that it is aligned with the Academy's priorities.

No employee, student, or volunteer shall engage or initiate a fundraising effort or accept a gift without the appropriate review and approval by the Advancement office. This policy applies to in-kind gifts (donations of goods) and gifts of financial support. The policy also applies to fundraising that benefits Ursuline as well as fundraising that benefits outside nonprofit organizations.

In line with the above policy, clubs may not engage in school-wide on-campus fundraising for their organization. This includes, but is not limited to bake sales, dress down day sales, t-shirt sales, and goods drives, such as food and clothing donations. Ursuline Academy of Dallas is committed to carrying out Serviam as a lived reality; however, to maintain our status as a non-profit organization, to respect the frequency with which our community is approached with fundraising initiatives, and to avoid favoring one person's nonprofit over another, fundraising on campus is no longer permitted.

Students are encouraged to find alternative ways to serve their community, such as scheduled service efforts at local organizations, organized drives at off-campus locations that are open to the public, and planned events to raise awareness for various causes. There will be funds set aside each year for clubs should they require financial support to carry out their activities. Please see below for the Funds Approval Process.

**RETREATS**

The Ursuline retreat program is a long-standing tradition that helps students come closer to Christ and to bond with their classmates. Absences at retreat should be rare and exceptional. There will be no college visits approved for retreat days. Only students who present doctor's notes will be allowed to miss retreat; there will be no other types of absences during retreats.

If a student misses her class retreat, she will be required to make up hours and complete required activities pertaining to the event. Those hours will be made up before school or on a Saturday.

The retreat coordinator and the attendance office must be noticed two weeks prior to the retreat if a student will be absent. If we receive absence notification after the two-week deadline, the student will receive a Class I infraction and may be subject to a fee to cover her expenses at the retreat center.

If an absence from retreat is known in advance, the Attendance Office and the Campus Ministry office should be notified with the following:

Student first and last name

- Student ID number
- Reason for absence
- Parent name and contact information
- If email, the student's first name, last name, and ID number should be in the subject line

If an absence is required for an Ursuline function (i.e. a sport playoff) arrangements will be made through the Athletic Department.

Should a student become ill before departure on retreat, please notify the Attendance office and the Retreat Coordinator.

- 469-232-3963
- [attendance@ursulinedallas.org](mailto:attendance@ursulinedallas.org)
- [kbrandt@ursulinedallas.org](mailto:kbrandt@ursulinedallas.org)

Seniors will not be exempt from spring final exams if they are absent from the Senior Spring Retreat.

## ATHLETICS

Ursuline Academy of Dallas proudly showcases its athletic program which includes interscholastic competition in 11 varsity sports. The mission of Ursuline athletics is to develop confident student-athletes who are competitive and dedicated to teamwork, leadership, and tradition while embodying the Ursuline mission.

### **Athletes' Code of Conduct**

Participation in interscholastic athletics at Ursuline Academy is a privilege, not a right, and requires an understanding and a commitment on the part of both the parent/guardian and the student-athlete. Ursuline Academy student-athletes adhere to all school policies, provided in the Ursuline Academy Student Handbook, academic and disciplinary, and are mindful that they represent their school before the public by their participation in approved team sports.

All disciplinary issues involving student-athletes will be administered by the Dean of Students in collaboration with the Athletic Director and coach, and students may be removed from some or all future athletic activities at the school's sole discretion. If a student-athlete is unable to complete the season for any reason (health, personal, academic, etc.) she must inform the head coach immediately.

All student-athletes will be subject but not limited to the following consequences if they accumulate at least 8 infraction points in any given semester:

- possible probation period on team;
- possible suspension from team practices, competitions, etc.;
- possible dismissal from team;
- possible loss of P.E. credit;
- possible forfeiture of varsity letter; or
- all the above.

The degree of these consequences is at the discretion of the Athletic Director, the Dean of Students, and the student-athlete's respective varsity coach.

If an athlete receives a Class III infraction, consequences will, at least, include sitting out for the next scheduled competition. The total number of competitions to be missed will be determined based on the offense and at the discretion of the coach and the Dean of Students.

### **Membership in TAPPS**

Ursuline Academy is a member in good standing of the Texas Association of Private and Parochial Schools (TAPPS) 2-6A Division and offers for its students those team sports that are sanctioned by TAPPS. These approved team sports for the Ursuline Bears are: cross-country and volleyball in the fall; basketball, soccer, and swimming in the winter; and golf, softball, tennis, and track and field in the spring. Other sports at UA, not affiliated with TAPPS (Non-TAPPS), are crew, lacrosse, Jesuit Cheerleaders, Cistercian Cheerleaders and Jesuit Rangerettes.

The Athletic Director works cooperatively with TAPPS officials in administering all athletic competitions.

### **Athletic Pre-Participation Requirements**

All TAPPS and Non-TAPPS sports adhere to all Ursuline Academy Athletic Department policies, as well as

guidelines and procedures set forth in the Ursuline Academy Student Handbook. Ursuline utilizes an online database called RankOne for all student medical information.

The secure web-based system maintains school-related forms, including athletic forms, over-the-counter medication forms, and other health forms. Parents or guardians will have continuous access to your child's health record as well as the ability to make updates when needed. There is one account per family.

Students wishing to participate in interscholastic athletics at Ursuline must complete the online RankOne requirements. These requirements include, but are not limited to, completing and/or uploading the following documents:

- a current physical examination
- a current medical history
- Sudden Cardiac Death Acknowledgement Form
- Concussion and Traumatic Brain Injury Acknowledgement Form
- Over the Counter Medication Consent
- Steroid Use Agreement Form
- Acknowledgment of Rules and Regulations Required by TAPPS (for TAPPS sports only)
- Ursuline Academy of Dallas Athletic Department Acknowledgment of Rules and Regulations
- Ursuline Academy of Dallas Athletic Department Athletic Participation Contract
- Students will need to have a permission form signed from the University of North Texas Sport Psychology.

Students will not be permitted to try out for a sport unless all the athletic pre-participation requirements are submitted online through RankOne for review by the school athletic trainer.

The above requirements must be completed annually.

### **Sports Information Meetings**

Prior to the beginning of each sports season, an informational meeting is held. Students are encouraged to attend these meetings which are scheduled before or after school. Once the teams have been selected, parents/guardians are encouraged to attend a parent informational team meeting related to their respective sports. At these informational parent meetings, the head coach, along with her or his coaching staff, explain team procedures and guidelines and team goals. Parents may be asked to volunteer in various capacities in support of their daughter's participation.

### **Single-Team Participation**

During any sport season, the student-athlete may participate in only one sport. If two sport seasons overlap, the athlete must complete one sport season before beginning another. The same rule applies for students who quit a team or are dropped from a team during the season. The head coaches of all sports teams are to give these student-athletes a tryout when the prior season is completed.

### **Team Uniforms and Equipment**

Uniforms and equipment are distributed at the beginning of each season and collected at the end of each season by the athletic department and head coach. Any uniform or equipment that is damaged or not returned will be billed to the student-athlete's UA account by the finance office at full replacement cost. When applicable, no semester exams may be taken until ALL athletic uniforms and equipment are returned and the proper paperwork is completed.

### **Concussion Policy**

If a student-athlete who participates in Ursuline Athletics is suspected to have sustained a concussion, they are required to see a concussion specialist\* before returning to school. A student with a suspected concussion must have a medical note with a diagnosis and be symptom free for 48 hours prior to returning to school. Students should follow up with their personal counselor upon returning to school to develop a plan and determine the appropriate academic modifications. All Ursuline student-athletes must complete a 5-step return to play process with Ursuline's Athletic Trainer. Upon successful completion of the return to play process, a note from their concussion specialist with final medical clearance must be submitted to the Athletic Trainer prior to participating in any Ursuline athletic events or physical activity. Additional concussion information can be found on the UA website.

\*Concussion specialists are physicians who specialize in concussion management or who are board certified in sports medicine concussions.

### **Injury Reporting**

All injuries must be reported to the UA Athletic Trainer within 48 hours. This may be done by email. The Athletic Trainer contact information can be found on the UA website. If a student-athlete is restricted from athletic participation by a medical professional because of an injury or any other medical diagnosis' then a note from the medical provider must be presented to the Athletic Trainer releasing them to return to athletic participation.

### **Academic Eligibility Requirements**

A student must be present for two full class periods in order to participate in extracurricular activities that same day. In order for a student to participate over the weekend, she must be present more than 2 full classes on a Friday. Absences due to doctor's appointments may be excused and count towards the ½ day requirement.

### **Transportation**

Ursuline Academy will provide transportation for most sporting events. When transportation is arranged by Ursuline, student-athletes must travel with their team to the contest. A student-athlete may go home by other means if she has turned in a Parental Transportation Permission Form to her coach prior to departure. Out of town trips mandate that UA procure professional transportation. Any changes to this policy will be made at the discretion of the Athletic Director

### **Athletic Concerns**

Any concern parents have regarding an athletic issue should be addressed in the following order:

- e-mail or conference with the coach and/or the advisor
- e-mail or conference with the Athletic Director
- e-mail or conference with the Principal

**Locker Rooms**

Locker room facilities are provided for the student-athletes use. Ursuline student-athletes are encouraged to dress for practice and games in the locker room. All student-athletes may also use the locker rooms to dress for off-campus athletic sports competitions prior to leaving campus.

## **SISTER SCHOOL PARTNERSHIPS AND DELEGATIONS**

Ursuline Academy of Dallas has sister schools in the USA, China, Chile, Peru, Brazil, South Africa, France, England, Taiwan, Jordan, and Australia as well as a partnership with the Catholic Diocese of Kampala in Uganda. Ursuline students are invited to apply to travel and to represent Ursuline Academy on delegation visits throughout the year. In order to apply to travel with an Ursuline delegation, a student must:

- Be in good academic standing in all classes with no grade below a 75;
- Have an excellent disciplinary record;
- Have a tuition account that is current and in good standing at Ursuline Academy of Dallas; and
- Be re-enrolled for the following academic year (in order to travel in the summer)

All student applicants are required to fill out an online application which is submitted to the Office Global Relationships and Cultural Exchange. It is a privilege to travel on an Ursuline delegation. The number of student delegates on each delegation is limited. Students are chosen based on their maturity, flexibility, communication skills and global citizenship.

The discipline record of students applying for travel will be reviewed by the Dean of Students, who may prevent the students from traveling with Ursuline on the basis of their disciplinary records or other safety related concerns. If a student is selected to travel, approval may be revoked at any time due to changes in the student's disciplinary, attendance, or academic record. Students who are in financial arrears may not be allowed to travel with Ursuline.

## TECHNOLOGY

### **Code of Conduct for Responsible Digital Citizenship**

Digital citizenship is defined as the norms of appropriate, responsible behavior with regards to technology use. It is our goal to develop students to be good digital citizens. Digital responsibility covers areas of etiquette, access, law, communication, literacy, commerce, rights and responsibilities, safety (security), and health and wellness. We at Ursuline Academy encourage and expect truth, respect, protection of self and others, and responsibility. This is in keeping with Ursuline Academy's Honor Code and Code of Conduct. The Honor Code calls all members of the Ursuline community to "steadfast dedication to honesty in themselves and others." Use of any digital device and related content follows this Code and the Code of Conduct for Responsible Digital Citizenship.

*Any violation of the following guidelines of this Code of Conduct for Responsible Digital Citizenship will lead to disciplinary action ranging from an infraction to possible dismissal, depending on the circumstances, and at the sole discretion of the Dean of Students and/or Director of Technology.*

- I understand that I will use only my own school approved laptop, or a school assigned hot spare, on the campus of Ursuline Academy. I will bring my laptop and related equipment to school every day unless instructed otherwise by the School Administration.
- I understand that I will use **only my own accounts** as they pertain to the respective requirements of Ursuline Academy, both academic and fiscal.
- ***I will be Honor bound in my use of all technology resources.***

Because Ursuline Academy of Dallas owns and operates the equipment and software that compose our network resources, the School works to ensure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of Ursuline Academy of Dallas' network resources is subject to the rules stated in this policy. The school may find it necessary to investigate electronic incidents. As the owners of our network resources, including the email system, the school administration reserves the right, if needed, and at its discretion, to open, examine, and/or delete electronic files that violate this Laptop Use Policy. Ursuline may deny use of the network and network resources for any reason, with or without cause.

***All network users must be responsible for their own password and must respect the rights of others.***

Obtaining a password of another person's login is a form of theft. Taking advantage when a network user does not log off is no different than entering an unlocked house. Using someone else's password or posting a message using another person's login or identity is a form of dishonesty. *Consequences may range from a Class II infraction to dismissal, depending on the circumstances and at the sole discretion of the Dean of Students and/or Director of Technology.*

Network Resources refers to laptops, printers, scanners, and miscellaneous peripherals, e-mail, Internet services, servers, network files and folders, cloud storage, and all other technology-related equipment and services owned or leased by or licensed to Ursuline Academy. Network resources are provided subject to compliance with the terms of this policy. These rules apply to any use of Ursuline Academy's network resources.

### **Digital Access – *full electronic participation in society***

Our students, faculty and staff can access the Internet on their laptops via wireless connections that cover the entire academic campus. Guests can access the Internet through our wireless guest network. Any cellphones may also access the Internet through the guest network.

- I will not access any data or account of another user (altering files of another user is considered vandalism).
- I understand that Ursuline Academy reserves the right to inspect network user resources for files.
- I understand that misuse of the network can result in loss of network privileges and/or of an e-mail account.

### **Digital Etiquette - *electronic standards of conduct or procedure***

Etiquette refers to the rules, regulations and standards that outline appropriate conduct when using technology. It is important that we teach, discuss and model technology etiquette. Treat others online as you would want to be treated yourself – with courtesy and respect.

- I will not access material that is pornographic, violent, or otherwise inappropriate.
- I will not disseminate Internet addresses of sites containing such material. I understand that doing so may result in consequences.
- I will select appropriate online names and post only appropriate information and images.
- I will not use technology to bully or tease others.
- I will not create, send, access, or download material which is abusive, unlawful, harmful, hateful, harassing, or sexually explicit.

### **Digital Law – *electronic responsibility for actions and deeds***

This covers legal rights and restrictions governing technology use as well as the ethics of technology use within society.

- I understand that stealing or causing damage to other people's work, identity, or property online is a crime.
- I understand that hacking, downloading illegal music, videos, pictures, plagiarizing, creating destructive worms, viruses or creating Trojan Horses, sending spam, or stealing anyone's identity or property is both unethical and a crime.
- I will request to use the software and media others produce and cite any and all use of electronic information. I will not violate copyright or license conditions. I will cite any and all use of electronic resources.
- I will not conduct any illegal activity (including any conduct or activity that could result in any violation whether civil or criminal of any copyright or other intellectual property law, rule or regulation). I understand that any illegal use of network resources is prohibited.
- I understand that the installation and/or use of any Internet-based file-sharing program is strictly prohibited. Such file-sharing programs like Bit Torrent or its derivatives, Peer 2 Peer programs, and downloads from pirate websites are generally designed to facilitate the illegal sharing of copyrighted material (music, video, software and images) and affect the efficiency of the network and may cause problems with my laptop.
- I will not conduct any commercial business using Ursuline Academy's resources.

### **Digital Communication - *electronic exchange of information***

- I will respect the privacy of electronic communication, such as email or text, just as if it were paper mail.

- I will not share e-mail or text messages with a wide audience unless the author has agreed.
- I will use my Ursuline email address for all school related communication.
- I understand that contents of e-mail, text messages, video chats and audio conversations, shall be consistent with the behavioral, content, and language expectations of the classroom.
- I understand that information obtained from the Internet is not restricted, filtered or validated.

### **Digital Rights and Responsibility - *those freedoms extended to everyone in a digital world***

Just as responsibilities go along with having rights as citizens, digital users have responsibilities that go along with using technology. It is important that digital users understand that appropriate behavior be maintained while using technology.

- I understand that the school may find it necessary to investigate electronic incidents.
- I will not customize my settings in an inappropriate manner.
- I will not alter, add, or delete any files that affect the configuration of a school laptop.

### **Digital Safety (Security) - *electronic precautions to guarantee safety***

Digital Security is using precautions to protect oneself online. It is also protecting your material online. This is important because we need to protect our online identities, just as we would protect our valuables at home. We need to have virus protection, backups of data, etc. As responsible citizens, we must protect our information from outside forces that might cause disruption or harm.

- I understand that electronic student interaction with off-campus persons must follow the Ursuline Code of Conduct.
- I am aware of the risks associated with giving my personal information over the Internet to someone whom I do not know.
- I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- I will keep my laptop secure. I will keep the laptop in my possession, in a designated area or in a locked locker or classroom. I will take extra care to secure my laptop during assemblies and practices/events.
- When I need to leave my laptop in the car, I will lock it in the trunk of my car, out of view.

### **Technology Procedures**

- I will bring my laptop to the CAVE for repair.
- I will back up my files properly so that if it becomes necessary to reformat the drive, no vital information will be lost.
- I understand that the retrieval of data is not the responsibility of the CAVE or Ursuline Academy.
- I understand that issues pertaining to personal and/or recreational software installed by me is not the responsibility of the CAVE or Ursuline Academy.
- I will keep the Windows updates up to date.
- I understand that I can load additional legal software provided it does not interfere with the educational function of the laptop. Additional virus software is unnecessary and may interfere with other systems on the laptop.
- I will have headphones. I will use headphones while listening to any sound producing programs.
- I will have a protective bag/case to store my laptop when not in use.
- I will not touch the screen with a sharp-tipped object because it could result in major damage to the display.
- I am aware that excessive heat or cold can cause damage to my laptop.

- I will clean up any liquid spilled accidentally on my laptop, immediately. I will follow the following guidelines:
  - Turn the laptop off.
  - Blot off excessive moisture.
  - Let the laptop air dry.
  - Bring the laptop to the CAVE.
- ***I understand that the Microsoft warranty includes up to 2 replacements for accidental damage over the 4 years and complete coverage for hardware failures NOT due to damage. If a 3<sup>rd</sup> replacement due to damage is necessary, I am responsible for the out-of-warranty exchange fee, currently \$599.00.***

### **School-Owned Equipment**

- Students have access to one (only one at a time) hot spare (laptop) or brick (charger) if their laptop or brick is in the CAVE for repair. A student may borrow a hot spare and/or brick for the day, if they leave their laptop at home.
- Surface Pens are not available for students to borrow.
- A limited number of Flip video cameras and DVD drives are also available for students to check out for school projects.
- Students using a hot spare, brick or other equipment owned by Ursuline Academy of Dallas are responsible for the equipment. The borrowed items must be returned before receipt of their own repaired equipment. ***Infractions will be given to students who fail to return borrowed items on time.*** Students are contacted via their Ursuline email about overdue items.
- I understand that upon graduation or transferring to another school from Ursuline Academy, I will no longer be allowed to check out hot spare equipment from the CAVE. I understand that such equipment is only available to current Ursuline students.
- If damage or loss occurs to the school-owned equipment that is not covered by warranty, the student is responsible to pay for replacement of the equipment. In the case of a missing school-owned laptop, the student will need to help the Director of Security file a police report and the \$250 insurance deductible will be billed to the student's account. If a brick or any other equipment is lost or damaged, the replacement cost will be billed to the student's account.
- All borrowed equipment must be returned at the end of the regular school year or at the end of summer school if the student is attending.
- It is the student's responsibility to log out of all personal accounts and websites before returning the hot spare.

### **FREQUENTLY ASKED QUESTIONS**

#### **What is the CAVE?**

The CAVE is the laptop repair suite. Students bring their laptops to the CAVE for any questions involving their laptops and for any maintenance required for their machines.

#### **If I have laptop problem, when can I get help?**

##### **During the School Day:**

Bring your laptop to the CAVE, Monday through Friday from 7:45 A.M. to 4:15 P.M. Students may bring their laptops to the CAVE provided they do not miss advisory or any class time without teacher permission.

## **Summer**

The CAVE is open every weekday during Summer School, 9:00am to 4:00pm. In the month of July, the CAVE is open only Monday and Wednesday 9:00am to 4:00pm. In August, the CAVE goes back to regular hours.

## **Vacations**

During school holiday closures (Thanksgiving/Christmas/Spring Break), students can contact Microsoft Support for warranty help.

## **If my laptop is missing or misplaced, what should I do?**

- Go immediately to the Director of Security's office and report the loss in as much detail as possible. Then go to the Technology Suite and alert the CAVE.
- If your laptop is found, immediately notify the Director of Security and the CAVE.
- If the laptop does not reappear, the Director of Security will advise you on how to make a police report.
- Stolen laptops must be reported to the police. The Director of Security will assist you.
- ***A report must be made within 7 days of the theft.***
- There is a \$250 deductible for replacement of a stolen student laptop.

## **How do I know if my laptop or brick is ready to pick up?**

Students are contacted via their Ursuline email.

## **Where can I purchase replacement styluses, bricks, batteries and plastic parts?**

- Most laptop parts and bricks have a 4-year warranty and can be repaired or replaced at the CAVE without cost to the student.
- All out of warranty expenses are the responsibility of the student. This includes lost bricks, styluses, stylus tips, stylus batteries and repairs beyond the scope of the warranty.

Replacements for non-warrantable, lost or stolen bricks and styluses can be purchased at Bear Necessities. Stylus batteries and tips are also available at Bear Necessities.

## **SAFETY AND SECURITY**

Student safety and security are important to everyone in the Ursuline community. If students observe or experience threatening behaviors, they are advised to immediately report this to the Dean of Students, the Director of Security, or any adult in the school.

### **Student Badge**

All students are always expected to wear a lanyard with their ID badge at school. If the student's badge has been left at home, lost (\$10 purchase for a new one), or damaged, they will need to report to the Front Office in the Rotunda for a badge that day. All temporary badges must be returned to the same location at the end of the day. Lost or damaged lanyards can be purchased for \$4 from the Bear Store.

### **Parent Visits/Volunteers**

In our effort to protect our students and employees, we require all parents/visitors to sign in at the Rotunda entrance when entering campus. This process ensures that Ursuline is aware of all visitors to the campus at all times. Our receptionist scans your driver's license and prints out a self-adhesive name badge. Adhere the badge to your outermost garment for easy identification at all times while on campus, and our receptionist will sign you out when you are ready to leave campus.

### **Carpool Line**

Please refer to the Campus Map for carpool circulation. The left lane around the campus is for PICKUP. The right lane around campus is for PASSING only. We ask that you remain in your vehicles during this time. Copies of the campus map plan are available on the Ursuline website. Cones and barricades are placed around the campus for the safety of our students. Please do not move any of the cones or barricades. Please refer to the Campus Map for designated drop off or pick-up locations.

### **Evacuation Drills**

An evacuation drill is held monthly. A sign indicating the exit to be used is posted in each room. Students should observe silence, this includes NO cell phone use, while exiting the building as quickly as possible. Students should move to their designated location and keep all driveways and roadways clear. The "ALL CLEAR" signal which indicates that it is safe to return to the building will only be given by one of the following persons:

- Principal
- Academic Dean
- Dean of Students
- Director of Technology
- Director of Athletics
- Director of Security

Students will not be dismissed during an evacuation drill for appointments.

### **Tornado Drills**

Teachers will inform students of the specific procedure to be followed. In general, each student should proceed to a closed-in hall and sit on the floor with her head between her knees. There should be no talking and no cell phone use. Blinds and curtains should be closed to prevent flying glass. Students must stay away from glassed areas. No one should be outside the building during a tornado drill.

Students will not be dismissed during a tornado drill.

In the event of an actual evacuation or tornado, students will not be dismissed.

### **Parking**

Students, faculty, parents, and staff are expected to be familiar with and abide by all traffic regulations. The Ursuline Director of Security has jurisdiction to enforce the traffic and parking regulations, with the right to remove or impound any vehicle operated or parked in violation of those regulations. The owner of the vehicle will be required to pay moving and storing costs. Parking violations will include, at a minimum, a Class II infraction, and a detention.

With parking being limited, it is a privilege for a student to have a parking space on campus. Due to limited parking space, parking is assigned to Senior and Junior applicants who hold a valid, current driver's license (not a driver's license that requires an adult companion in the vehicle). Priority is given to:

1. carpools (Senior/Junior drivers only)
2. individual Seniors
3. individual Juniors

Parking applications must be renewed annually, and vehicle information must be current at all times. The Director of Security assigns all parking spaces.

If a student does not have an assigned parking space and needs a space temporarily, she should email or visit the Director of Security to request a temporary permit prior to the day the space is needed.

Parents that are visiting and DO NOT have a UA car sticker, must stop at the front gate, and check in with the Security Officer. The Officer will instruct you where to park on campus. All UA parent car stickers will be handed out at student orientation. All parents must park in the circle visitor parking spots. If those are full, please consult the security officer.

For safety reasons, Ursuline students may not park on any street adjacent to the school campus or in the immediate neighborhood. In addition, a student may not return to her car during the school day without permission from the Dean of Students' Office.

If a student no longer needs her parking space, she should notify the Director of Security so that the space can be officially reassigned.

All vehicles parked on the campus at any time by students, faculty, and staff must be registered and the parking permit properly displayed on the rear-view mirror. The person in whose name a vehicle is registered will be held responsible for any violations.

All campus roadways and parking lots have a maximum speed limit of 15 MPH. Pedestrians have the legal right-of-way. Drivers on campus must observe all traffic signs.

Students who drive dangerously or irresponsibly will receive a Class II infraction and may lose the privilege of parking on campus.

Students who are talking on a cell phone or texting while driving in the school parking lot will receive a Class II infraction and may lose the privilege of parking on campus.

### **Weapons Policy**

Dangerous or disruptive articles, such as firearms, pepper spray, knives, or fireworks are not in keeping with the mission and standards of the school and are not permitted on campus, in any vehicle on campus, or at any school sponsored function including on school-sponsored trips. Violation of this policy is a serious offense. Such articles will be confiscated, and not returned, and appropriate disciplinary actions will be taken. At the discretion of the Dean of Students, law enforcement may also be notified.

### **Expectations Regarding Social Networking Sites**

It is not recommended that students identify themselves as Ursuline students on any social networking site or public blog. A student whose profile (postings, biographical information, photographs) or participation is linked to content that focuses on rumors, mean-spiritedness, and/or inappropriate material may be subject to disciplinary action, up to and including expulsion, at the sole discretion of the Dean of Students.

### **Ride Sharing**

For the safety and security of our students, any rideshare services families may wish to use need to be vetted through the Director of Security and Principal. Once approved, all drop-offs and pickups will need to happen in the designated front part of the school.

### **Food Delivery Services**

For the safety and security of our students, they will not be allowed to use or order from any type of delivery service (Uber Eats/Favor/Grub hub, etc.). Visitors can drop off lunch to students at the Rotunda Entrance.

### **Cameras on Campus**

For the protection and safety of students and faculty, all activities, and premises at Ursuline Academy of Dallas may be recorded by video surveillance. No surveillance will be conducted in areas where students and/or faculty have a legitimate expectation of privacy, such as changing rooms, showers, or restrooms.

## CLINIC PROCEDURES

### **Illness during the School Day**

Ursuline provides an infirmary for temporary care of students who are ill or injured. If a student is ill, she must first report to class and obtain a pass from her teacher in order to report to the infirmary, if she is in condition to do so. There is usually a nurse on duty or on call for emergencies. Students leaving class due to illness must go directly to the nurse's office. A student is allowed to remain in the infirmary for 20 minutes, then she must either go home or return to class. Before making a decision to send a student home or back to class, one or more of the following steps will be taken: the student's temperature will be determined, symptoms will be discussed, and/or the parent/guardian will be contacted. Any student who has a fever, vomiting, contagious disease or is obviously ill will be sent home and should remain at home until she is symptom-free and fever-free for at least 24 hours.

An ill student will not be allowed to drive herself home from school unless parental permission has been given to the nurse or to the Dean of Students office. In the case of serious illness or accident, appropriate medical personnel will be contacted and, if necessary, the student will be transported to a medical facility, accompanied by two members of the school staff.

When a student does leave school early due to illness, she MUST see the nurse in order to receive permission to leave campus. She must also sign out in the attendance office after seeing the nurse. Failing to go to the nurse before going home ill, may result in a Class I infraction.

Ursuline athletes in season should report any injuries to the Athletic Trainer.

### **Medication Policy**

Students should take all medications at home before arriving at school whenever possible. Only medications that are necessary for a student to remain in school or on school sponsored over-night class retreats will be given during school hours. The school nurse or a school staff member is usually available to administer medication for students with a medical need. No student is permitted to carry any over the counter and/or prescribed medication with her at school or on retreat; (see below concerning inhalers or EpiPens). Over-the-counter medication (Acetaminophen, Ibuprofen, Benadryl, etc.) will only be given provided that the appropriate authorization is signed by the parent/guardian and is on file in the infirmary.

Students requiring use of inhalers and EpiPens are excluded from the above policy and may carry these medications with them as long as the proper procedures have been followed as described below concerning medications at school. The Medication at School form must be completed and submitted to the school nurse including the doctor's prescription and signature. If a student is required to carry an inhaler or an EpiPen, a spare should be kept in the clinic in case of emergency.

Each student's medication must be in a labeled container from the pharmacy with the following information:

- student's name
- physician/dentist name, phone number
- date
- name of medication
- dosage

- directions for administration
- duration medication is to be given

Only properly labeled medications will be administered when the medication is accompanied by a signed permission form from the parent/guardian and physician.

All medications (except inhalers and EpiPens) are kept in a locked cabinet in the nurse's office. It is each student's responsibility to come to the nurse's office and request her medication.

Ursuline has shifted all student medical information to an online database called Magnus Health SMR (Student Medical Record).

The secure web-based system houses school-related forms, including athletic forms, over-the-counter medication forms, and other health forms. Parents have continuous access to their child's health record as well as the ability to make updates when needed. There is one account per family.

Please know that only UA employees who are licensed and certified medical providers have access to this information. Coaches are only informed of student contact information and any emergency action plan specific to individual students who have conditions which may warrant it. Read the Magnus Health Privacy and Security policy.

Other things to remember:

- Please provide at least one emergency contact who isn't a parent/guardian.
- Upload a signed physical even if Ursuline currently has a copy on file. Ursuline is unable to upload documents to student profiles, so parents need to upload their copy of the physical into Magnus.
- Parents need to upload forms they've downloaded into the correct, corresponding section/area. If three forms are required in a section, upload all three completed forms together. If a parent uploads a form to a section/area, it replaces existing forms in that section/area.
- Magnus offers many helpful online tools under the "Need Help?" tab.
  - A step-by-step guide
  - Live chat
  - View tutorial video

For Magnus Health SMR customer support, call 877-461-6831 or email ([service@magnushealthportal.com](mailto:service@magnushealthportal.com))

## **BEATRICE M. HAGGERTY LIBRARY**

In keeping with the mission statement of Ursuline Academy, specifically the preparation of young women "for leadership in a global society," the school library directs its efforts toward ensuring that the students are effective and ethical users of ideas and information.

### **Goals of the Library:**

- to promote reading as a means of lifelong learning and personal satisfaction
- to provide, in partnership with teachers, opportunities for students to learn and practice the process of gathering information and ideas
- to develop critical thinking skills in evaluating information
- to support the curriculum with a well-balanced collection of resources
- to expedite the use of technology in order to gain access to a rapidly expanding universe of information
- to provide professional staff who are knowledgeable about developments in information technology and in trends in education, and who can effectively communicate this knowledge to teachers and students
- to provide and maintain a facility which effectively organizes and manages information resources

### **Hours of Operation**

#### **Library Hours for 2020-2021:**

Monday:	7:45 AM to 6:00 PM
Tuesday:	7:45 AM to 6:00 PM
Wednesday:	7:45 AM to 6:00 PM
Thursday:	7:45 AM to 6:00 PM
Friday:	7:45 AM to 5:00 PM

Adult supervision is provided during the library hours of operation. All students who are not engaged in a supervised activity must leave campus once the library closes.

### **Library Procedures**

- The library is a place for quiet study and reading. Students are welcome in the library at any time and are expected to contribute to the tranquil atmosphere.
- Access to the Library Classroom is scheduled through the library staff. When the classroom is not pre-scheduled, access will be on a first come, first served basis.
- Students may bring light snacks into the library and are expected to show their respect for the space by disposing of waste. Foods requiring a utensil should remain in Hagger cafeteria. Beverages require lids. The library staff has discretion on deciding what foods can be brought into the library.
- The library furniture must remain as it is. Students may not move the library furniture.
- Library materials that are used but not checked out must be placed in the book return receptacle. Students are asked not to re-shelve items or leave the materials on the tables.
- All students are responsible for returning or renewing library materials in a timely manner. While the UA library charges no overdue fines, students should borrow and use materials responsibly and be mindful of the need for others to have access to the library's resources.
- A student who loses library material is responsible for the replacement cost plus \$5 for processing

- All library charges must be cleared before a student may take her semester exams. A Class II infraction will be issued if items are not returned and charges are not paid by the last class day of the semester. Students must resolve library charges in person in the library.
- All library equipment is intended for use by all patrons. Students may not disconnect equipment for any reason.
- While cell phone use in the library is allowed, the students are reminded of the goal of maintaining quiet. Cell phones should remain in the silent mode. Students should step outside of the building to make or receive phone calls.

## SPECIAL CIRCUMSTANCES

### Emotional Concerns

Students with a substance abuse problem, eating disorder, or any other emotional problem will be required to successfully participate in a treatment program if they wish to remain at Ursuline Academy. Withdrawal from or nonperformance in such a program may result in a student's dismissal from Ursuline at the school's sole discretion. The school will make decisions about a student's future at Ursuline after a review of the particular circumstances affecting the student and concerns affecting the entire Ursuline community, including the safety of the community. A meeting will be held with the parent/guardian, student, administration, and Ursuline counselor to discuss appropriate treatment options and communication about that treatment. In cases where the student has been hospitalized or has participated in a long-term treatment center, a re-entry meeting of the administration and the medical personnel who treated the student is required before the student can return to class. The school may also require an evaluation by a medical professional in order for the student to return to Ursuline.

### Pregnancy

As a school faithful to Catholic tradition, Ursuline holds that "human life must be respected and protected absolutely from the moment of conception" (CCC 2270). We recognize the challenges a pregnant teenager faces, and we are committed to working with any student encountering an unplanned pregnancy to ensure that she can continue her Ursuline education in the way that is most appropriate to her situation. Pregnancy is not a cause for expulsion and will be handled in a sensitive and Christian manner. In the case of an unplanned pregnancy, the student, parents, personal counselor, and principal partner together to determine how best to support the young woman in choosing life.

If you are pregnant and need help, there are pregnancy resource centers in Dallas which can provide you with further support and resources. You can call these numbers for free and confidential counseling from trained advocates.

- Birthright International: 1-800-550-4900 [www.birthright.org](http://www.birthright.org) (Anonymous 24-hour hotline with counselors available)
- Birth Choice Dallas: 214-631-2402 [www.birthchoicedallas.org](http://www.birthchoicedallas.org) (Free counseling and pregnancy testing)
- White Rose Women's Center: 972-222-9383 or 214-821-6292 (Anonymous 24-hour hotline with counselors available, free pregnancy testing) [www.whiterosewomenscenter.org](http://www.whiterosewomenscenter.org)
- Catholic Charities Dallas 1-800-222-9383

After an abortion, a woman typically experiences deep emotional and spiritual pain. If you have undergone an abortion, please contact Project Rachel's confidential helpline at (214) 544-2273 or email [healing@racheldallas.org](mailto:healing@racheldallas.org).

### Harassment and Bullying

No member of the Ursuline community is permitted to harass, intimidate, humiliate, bully, name-call, sexually harass, slander, or put-down any other person. Threats of violence are not acceptable and will be dealt with accordingly. Ursuline is committed to ensuring that our school is physically and emotionally safe for all, a place where students, faculty, and staff can be assured that they will be

treated with dignity and respect. We recognize individuals' differences, including ethnic and racial diversity, as a source of strength and pride and dedicate ourselves to mutual contributions of all members of our school and the common bonds that join us as a safe and healthy school. Harassment or intimidation that occurs verbally, physically, emotionally or electronically (occurring in the following methods including, but not limited to: text messages, social media, emails and phones) will not be tolerated and may, at the sole discretion of the Dean of Students, result in a detention, Saturday School, suspension, disciplinary probation or expulsion from school. If a student believes that she has been the victim of any occurrence or apparent occurrence of harassment or intimidation, the student should immediately report the incident to the Dean of Students. All complaints will be investigated, and thereafter, appropriate, responsive action will be taken. Reports of harassment and information gathered in investigating such reports will be treated as confidential, subject to the school's need to disclose such information in order to investigate and/or take appropriate action.

Bullying is the repeated act of intentionally tormenting a classmate perceived to be "weaker" through use of verbal harassment, physical assault, or through other subtler methods of coercion such as manipulation or organized social exclusion. The bullying or harassment of a fellow student is never acceptable. Such behavior is inconsistent with the values promoted by the school both in regard to the development of individual character and with respect to the formation of community. The deliberate bullying or harassment of a classmate is considered a serious offense, whether the action occurs on or off campus or via email, internet postings, instant message, or telephone text or voice communication.

### **Social Conflict versus Bullying**

Not all conflict between students is equivalent to bullying. Though physical conflict is never acceptable on campus, normal social conflict is a part of daily life and can on occasion be a positive agent for growth in both individual and community relationships. Social conflict is characterized by a relative equality of status between students and often surfaces as an independent event, which may have germinated out of a desire to solve a particular problem. When social conflict goes too far, those involved typically exhibit an element of remorse and assume responsibility for their actions.

Bullying, however, is typically characterized by an imbalance of status and by intentional, repeated, negative actions which seek attention, power, and/or control. Perpetrators tend to express no remorse, may even blame the victim, and often have acted with no discernible practical motive.

Both bullying and social conflict cases may result in serious disciplinary consequences. The severity of consequences will be determined by the Dean of Students Office but may take into account the seriousness of the actions, any history of past behavior, and the impact of the behavior on the individuals and on the school community.

### **Hazing**

Hazing in any form is unacceptable within the Ursuline community. Hazing is defined as any practice whereby one part of a group is made or asked to do something that is either against her will or that the remaining part of the group is exempt from doing by virtue of seniority or other privileged status. Incidents of hazing, whether they take place on school property or not, will be met with a severe discipline response, at the sole discretion of the Dean of Students.

## **GENERAL INFORMATION AND POLICIES**

### **ACCREDITATION AND MEMBERSHIPS**

Ursuline Academy is accredited by the Independent Schools Association of the Southwest (ISAS) and is a member of the Ursuline Education Network (UEN). The Diocese of Dallas affirms Ursuline's compliance with established Catholic Identity Standards. Ursuline Academy of Dallas holds membership in the National Association of Independent Schools (NAIS), the National Coalition of Girls' Schools (NCGS), the National Catholic Educational Association (NCEA), the International Studies Schools Network (ISSN), the Enrollment Management Association, Center for Spiritual and Ethical Education (CSEE), the World Affairs Council of Dallas, Global Education Benchmark Group (GEBG), and OneSchoolhouse. Ursuline also participates in the Texas Association of Private and Parochial Schools (TAPPS) for athletics. Ursuline is also a Microsoft Showcase School.

### **ADMINISTRATION**

The high school is administered by the Principal. The Dean of Academics, the Dean of Students, the Director of Admission and Enrollment Management, the Director of Technology, The Director of Global Relationships and Cultural Exchange, and the Director of Athletics assist the Principal and constitute the school's administrative team.

### **ALUMNAE ASSOCIATION**

"Let us band together, do something great, worthy of ourselves" ~ Ursuline Annuals 1899

The mission of the Ursuline Academy Alumnae Association is to strengthen and support ties between the alumnae and Ursuline Academy of Dallas, to nurture the bond of alumnae sisterhood at home and abroad, to preserve and share the heritage bequeathed to us by the Ursuline Sisters, and to promote opportunities for spiritual, social, intellectual and professional enrichment.

### **ANNOUNCEMENTS**

Each school day starts with a prayer offered by a student on the public address (PA) system. Other timely announcements relating to the entire student body follow the prayer. Announcements to be read must be approved by 4 pm the day before the announcement is to be made.

Students are asked to check the UA Daily News Team each day for announcements that are specific to individuals or clubs.

Some announcements will also be displayed on the digital signage in Main Hall and the FFC. We will have live video announcements on Fridays unless we are on a special schedule, school wide testing, or a holiday week. You will be notified of any changes to the regular announcement schedule. An archive of the live announcements will also be available to watch at <https://www.ursulinedallaslive.org/morning-announcements>. You may include images and video to your announcement on the live video announcements. Please have images in .jpg and videos in .mp4 formats. Videos should not be any longer than 45 seconds. Other types of media such as audio or websites may be accommodated.

## **BEAR NECESSITIES**

The bookstore is open from 8am – 4pm Monday through Friday when school is in session, and the store is open 9am - 1pm during the Summer Session. The store is closed during all school holidays. Bear Necessities carries most supplies necessary for classes along with many items bearing the school logo, such as sweatshirts, hats, and PE uniforms are available. You may also shop online from the Ursuline website.

## **BIRTHDAYS**

On her birthday, a student is allowed to have her locker decorated in a tasteful and non-disruptive manner. Birthday deliveries will be held in the Dean of Students Office until the end of the day.

## **BUSINESS OFFICE**

The Business Office is located in St. Ursula Hall and is open from 7:45 AM until 4:45 PM.

## **CAFETERIA**

Breakfast and lunch are served every full school day. **To promote cleanliness on the campus, food and drink should only be eaten in designated dining spaces or other specified areas by the Dean of Students Office.**

## **DELIVERIES**

Deliveries are accepted in the Dean of Students Office. Food delivery services are not allowed on campus for students. Delivery notification to the student is the responsibility of the person making the delivery. Valentine's Day deliveries are not accepted.

## **EXPOSURE TO ILLNESS**

Ursuline has implemented certain cleaning policies in an effort to limit the spread of illness, but cannot guarantee that any method will completely prevent illness, especially in times of pandemic. Students, parents, and faculty are expected to follow all guidance presented by the school and to take personal precautions in order to avoid exposing others to illness. Anyone who is present on campus acknowledges that risk of contracting illness exists in any school environment, regardless of such precautions.

## **GUARDIANSHIP/RESIDENCE REQUIREMENTS**

Parents play an essential part in the student's school life, not only in terms of support and guidance, but also in terms of participation in various school-related activities. **Students must reside with a parent or other adult with legal responsibility for the student.** Other living arrangements must be approved by the school in advance. The school retains absolute discretion to determine whether alternative living arrangements are consistent with a student's continued participation in the Ursuline community and may require a student to separate from the school due to alternative living arrangements. Parents are asked to notify the Registrar in writing via e-mail or fax of any moves or changes in phone numbers or e-mail addresses during the course of the school year.

If parents/guardians are going out of town, we ask them to notify the Dean of Students Office in writing who should be contacted in the event of student illness or emergency.

### **LOCKERS**

Most freshmen, sophomores, and juniors will be assigned a locker. Students may not change lockers. Students should memorize locker combinations. Ursuline Academy is not responsible for loss or theft of personal items. Lockers must be kept locked. **All lockers remain the property of Ursuline Academy and may be opened and inspected by an administrator or someone appointed by an administrator when that action is deemed necessary.**

### **LOST AND FOUND/PERSONAL PROPERTY**

Students are expected to exercise caution and care regarding their personal belongings. All books and personal property should bear the name and ID number of the student. Students should not bring items of excessive monetary or sentimental value to school. All lost and found items should be taken to the Attendance Office. Those items of higher value like laptops, phones, and purses should be taken to the Director of Security. Every four weeks, unclaimed items will be donated to charity.

### **MESSAGE BOARD AND POSTERS**

All posters and materials to be displayed on campus must be submitted to the Dean of Students for approval. No notices or posters may be affixed to lockers. All posted notices must be kept current, and each student organization is responsible for taking down any flyers once their event is complete. **The approved locations for posting flyers are the student bathrooms and the walls in Haggar.**

### **PARENTAL COOPERATION**

Parents and legal guardians are expected to be respectful and cooperate with Ursuline with respect to all decisions affecting the student. Continued enrollment of a student is contingent upon the parents/guardians abiding by school rules and the decisions of the administration. At Ursuline's discretion, parental behavior of a parent or legal guardian which impedes Ursuline's ability to meet its educational objectives or make a positive or constructive relationship impossible, may result in suspension or expulsion of a student, separate and apart from the student's conduct. No refund of tuition or fees will be made if a student is required to withdraw or is expelled as a result of the actions of her parent or other legally responsible adult.

In matters involving discipline, academics, or health, the school will only meet with parents and/or legal guardians.

### **SCHOOL HOURS**

Doors of the school building open at 7:00 AM each school day. Students arriving at that time are asked to remain in Haggar until 7:45 AM. Teachers, counselors, and administrators are on duty and accessible to students starting at 7:45 AM. The school day starts at 8:40 AM, except on Mondays, when the school day starts at 9:15 AM. Classes dismiss at 3:40 PM. Students remaining in the building after 4:15 PM and who are not involved in athletics or performing arts practice must report to the library for supervised study. The library closes at 6:00 PM daily (5:00 PM on Fridays). All students must be picked up by 6:00 PM (5:00 PM on Fridays) unless they are participating in supervised athletic or performing arts activities.

## **SEARCH OF STUDENT PROPERTY**

In order to prevent and investigate violations of school policies and preserve a safe environment, Ursuline reserves the right to inspect lockers, desks, electronic systems and other facilities provided for school use. Ursuline further reserves the right to inspect student handbags, backpacks, lunchboxes, packages, cars parked on Ursuline property, and other items brought on campus or to school related, off-campus events. Accordingly, students should not have an expectation of privacy with respect to material brought on campus or to school related activities. Ursuline reserves the right to confiscate material that it reasonably believes is in violation of school policies poses danger to the student or others or violates the law. [Students responsible for the presence of such material will be subject to Ursuline’s disciplinary procedures and may be reported to the appropriate legal authorities.](#)

## **STUDENT ALUMNAE ASSOCIATION**

Just as all alumnae are members of the Alumnae Association, all students are members of the Student Alumnae Association. To be considered an “active” member though, students must participate in two activities each year. Activities are listed throughout the year on Teams. SAA lapel pins are given to all active members during the last school Mass of the year.

## **TEACHER ABSENCE FROM CLASS**

In rare instances when the instructor does not appear within the first 10 minutes of class, two students should report to the Academic Dean’s Office to report the faculty member missing. Students should remain in the classroom until released by an administrator.

## **TELEPHONE MESSAGES/USAGE**

Normally, students will not be called out of class for a message. Students who need to make phone calls during the school day should use the phone in the Dean of Students Office, or they may use their personal cell phone outside during their free or lunch periods.

## **VISITORS TO URSULINE**

### **Parents**

Parents are always welcome to visit the school. Ursuline policy requests that parent visitors observe all directives of the Security Guard and the Receptionist. Protocol for all parent visitors includes signing in at the rotunda, going through our Raptor system with their ID, and wearing a visitor badge while on campus.

### **Prospective Students**

Students are welcome to host a prospective student for part, or all, of a school day. Shadow Request Forms are available on the Admissions page of the Ursuline website. The request should be submitted by the prospective student at least one week in advance. Student visitors are expected to wear their school uniform or Sunday best.

### **Students from Other Schools**

All visitors from other schools must be approved by the Dean of Students Office. The visiting student will need to complete the “Short Term Visitor Release Form” and the “Short Term Visitor Parent Permission and Release Form”. Both forms need to be completed and turned into the Dean of Students Office one week prior to the visit.

All other visitors may drop off food and/or deliveries but cannot stay on campus.

### **VOLUNTEERS**

Volunteers are essential to the realization of the school’s mission. Ursuline Academy is grateful to the many parents who lend their time, talent, and treasure as active members of the community. Learn more about the wide variety of opportunities available <https://www.ursulinedallas.org/support-ua/engageatursuline>. Thank you for your interest!

### **PARENTAL ACCESS TO STUDENT RECORDS**

Parents will be allowed to inspect and review their student’s education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the Principal. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent’s access to a student’s educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school’s responsibility to enforce court orders. See below for additional information regarding reimbursement of the school’s costs and attorneys’ fees for involvement in family custody disputes. The school will generally not release a student’s records to third parties without the written consent of a student’s parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The principal, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis. In the event the school receives a judicial order or lawfully issued subpoena for student records, the school will notify the student's parent or legal guardian but will comply with the order and/or subpoena to the extent the materials requested are reasonably available. In the event the student's parent or legal guardian objects or moves to quash the order and/or subpoena, the school will continue to comply unless the subpoena is modified, or the school is excused from compliance by the court.

## **CUSTODY AND FAMILY LAW ISSUES**

Ursuline understands that many families within the school community are affected by custody and other related legal disputes. The school works to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for Ursuline's legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. **If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith.** As an exception to this general rule, upon request by either parent, the school will generally, at the Principal's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc.) with a supporting business records affidavit to both parents or their attorneys free of charge.

Ursuline's campus is private property and is not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are

brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The President of the School or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

## **REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT**

### **Reports to Law Enforcement**

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of Ursuline to comply with this statutory requirement.

### **Cooperation with Law Enforcement and Child Abuse Investigations**

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Ursuline will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's President or his or her designee. The President or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The President or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the President or designee will request to be present during the interview. However, if the officer refuses to allow the President to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

## **REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES**

Ursuline recognizes the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, Ursuline has implemented the following policy:

From time to time, the school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the school, agrees that, in the school's absolute and sole discretion, he or she shall indemnify and reimburse the school and its officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the school which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.