



URSULINE

Voice. Values. Vision.®

Ursuline Academy of Cincinnati Student & Family Handbook

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1. Student & Family Handbook Introduction

Welcome to Ursuline Academy's Student & Family Handbook.

1.1 Preamble

Ursuline Academy is one of Cincinnati's foremost college-preparatory institutions, forming, nurturing, and challenging young women to academic, spiritual, and personal achievement in accordance with the ideals and values of St. Angela Merici and the Ursuline Sisters. In order to structure and guide the educational process at Ursuline Academy, this handbook establishes our core ideals, vision, and mission as an Ursuline Academy institution, in addition to detailing academic curricula, grading, student conduct policies, disciplinary procedures, and student safety among other key subjects. These policies ensure that Ursuline Academy is fulfilling its duty as an institution dedicated to fostering a community of mutual respect, academic excellence, justice, and moral integrity.

1.2 COVID-19 and Public Health Policy

The COVID-19 pandemic has impacted nearly every facet of public life during the 2019-2020, 2020-2021, and 2021-2022 academic years. The exact impact of the pandemic on the 2022-2023 academic year is currently uncertain. It is also uncertain of what other public health concerns may arise this year. However, Ursuline Academy is committed to fostering community, solidarity, and hope during these trying times. As such, the practical means through which Ursuline Academy will accomplish its Mission may adapt in light of the ever-changing circumstances. Ursuline Academy will strive to communicate such changes to the entire Ursuline Academy community in a timely fashion, as appropriate. For the most up-to-date COVID policies, as well as other public health information, please consult our website at <https://www.ursulineacademy.org/current-families> for more information.

2. General Information

2.1 Vision Statement of Ursuline Academy

Ursuline Academy cultivates young women who are motivated by intellectual curiosity, spiritual discernment, and service to others.

Using a personalized and innovative approach, Ursuline Academy empowers students to recognize their strengths and create opportunities for their own learning and growth.

Graduates of Ursuline Academy are leaders in their professions and communities whose faith in God is integrated into every aspect of their lives.

2.2 Mission Statement of Ursuline Academy

In the Catholic tradition of Ursuline education, the mission of Ursuline Academy is to prepare young women for college and beyond by nurturing their souls, intellects, hearts, and imaginations.

2.3 Philosophy Statement

Voice. Values. Vision.

In the *vision* of St. Angela Merici, Ursuline Academy empowers the young woman to recognize her unique gifts, to give *voice* to her ideals, to strive for personal and academic excellence, to seek justice through actions inspired by Gospel *values*, and to accept the challenge of human freedom with its accompanying responsibilities. Ursuline Academy welcomes diversity and fosters community in an atmosphere of mutual respect.

Consistent with the Ursuline charism that values the uniqueness of each person, we welcome and embrace diversity, and seek to build community. Ursuline Academy is inclusive of those with various learning needs and preferences, races, cultures, ethnicities, faiths and religious traditions, sexual orientations, socio-economic backgrounds, and more. We believe that the exposure to a broad range of talents, perspectives, and experiences prepares our students for full participation in the world and life beyond school. Ursuline Academy supports an environment that:

- Makes space for life experiences,
- Fosters listening and conversations,
- Encourages respectful dialogue, and
- Allows time for reflection.

At Ursuline Academy, we “learn not just for school, but for life.”

2.4 History

Ursuline Academy was a seed sown in 1475 when Angela Merici was born in Desenzano, a small town in Northern Italy. Early in her life Angela had a direct indication from the Holy Spirit that she should found, in Brescia, a Company of women consecrated to the Lord. Events and circumstances of the times would delay the foundation of the Company of St. Ursula until five years before her death in 1540. In those intervening years she spent her energies visiting the sick, consoling the dying, comforting the bereaved, advising, encouraging, and bringing peace among her own people.

Angela Merici established the Ursulines in 1535. It was the first non-cloistered community of women in the history of the church, and the first religious community for women begun by a woman. Inspired by Gospel challenges, Angela and her followers reached out to rich and poor

alike with special concern for the development of a strong family life. A true educator, Angela enabled people to reach their full potential and to use their skills in service.

From their foundation in Italy, Ursuline communities were established all over Europe. They came to the “New World” via Canada in 1639. Ursulines established the very first religious community of women in the United States in New Orleans in 1727.

The Ursulines of Brown County were founded by another woman of vision and faith, Julia Chatfield. As an Ursuline of Boulogne-sur-mer, her pioneer spirit enticed her to accept the invitation of Bishop John Purcell to come to the newly formed Cincinnati diocese in 1845. The Ursulines of Boulogne-sur-mer and Beaulieu joined forces and sent Julia Chatfield and ten other nuns to St. Martin where the diocese had built a seminary and established a parish. The seminary was moved back to Cincinnati and the sisters were given the 400 acres of land to be used for educational purposes.

Fifty-one years later, in 1896, it was decided, in keeping with the changing times, that a second school should be established in Cincinnati, a day school for students from 1st through 12th grade. In 1905, because the original building was already outgrown, the school was moved to Oak and Reading Roads to be expanded in 1928 to accommodate an ever-increasing student population. In 1963, the decision was made to eliminate the grade school and concentrate on the secondary level; and in 1970, space again being a crucial factor, the move was made to the current location in Blue Ash.

Founded on the ideals of a strong woman of faith; courageous, pioneering, concerned about education, Ursuline Academy continues to challenge, direct, and assist in the development of young women in light of Gospel values and directives handed down by Angela Merici.

2.5 Scope of Policies, Guidelines, and Procedures Contained in the Student & Family Handbook

It is the obligation of every Ursuline Academy student to comply with the policies, guidelines, and procedures within including the relevant sections in the [Athletic Handbook](#), Employee Handbook, [FinalForms](#), and this Student & Family Handbook, as a condition of enrollment. Every enrolled student is required to sign an agreement, which can be found on [FinalForms](#), stating that they will abide by all the policies and regulations set forth in this handbook. All policies that apply to the students shall generally be referred to as being the “Student & Family Handbook.”

Additional policies, guidelines and procedures may be utilized by offices, departments or programs within Ursuline Academy. In the event of a conflict between those policies, guidelines or procedures and the Student & Family Handbook, the Student & Family Handbook will apply unless otherwise noted herein.

The Student & Family Handbook applies to the conduct of Ursuline Academy students and any individual participating in any Ursuline Academy activity shall also abide by the rules provided herein.

An Ursuline Academy “student” is an individual that has plans to enroll or is currently enrolled at Ursuline Academy. Ursuline Academy “parents/guardians” can be an individual or couple that has legal custody of a student. An “Ursuline Academy activity” means all activities carried out or funded by Ursuline Academy. Ursuline Academy’s principal will have final say as to what constitutes an Ursuline Academy activity.

The Student & Family Handbook shall remain in effect throughout the year even when students are not in academic session.

Any violation of the Student & Family Handbook will be handled according to Ursuline Academy’s disciplinary process set forth in sections [15](#) and [16](#).

2.6 Official Version Provision

All students are responsible for knowing, understanding, and abiding by the terms of the official version of this Student & Family Handbook. The official version of this Student & Family Handbook is located on Ursuline Academy's website at:

http://www.thezonelive.com/SchoolStructure/OH_UrsulineAcademy-Cincinnati/handbook.pdf

The link to the official version of this Student & Family Handbook will be emailed to all students annually.

Ursuline Academy reserves the right to make changes to the Student & Family Handbook at any time and once those changes are posted online, they are in effect. Annual notice of changes to this Student & Family Handbook will be provided to students through [FinalForms](#), the [Student/Parent PlusPortals](#), e-mail system or by some other method reasonably intended to reach all students.

This version is authorized for use effective as of its posting to Ursuline Academy’s website and replaces any prior versions.

2.7 Official Email Address for Ursuline Academy Correspondences

An Ursuline Academy email address will be provided to all enrolled students and will act as the official email address for Ursuline Academy correspondences. To ensure that Ursuline Academy communications are received, all official electronic correspondences sent from Ursuline Academy Administration to the student population will be sent to the student's Ursuline Academy email address. Students are expected to check this email account regularly as the student is responsible for all correspondence received at that address. Questions regarding an email account can be addressed by contacting Keith Schaeper at kschaeper@ursulineacademy.org.

2.8 Local Address for Official Notices

It is the responsibility of parents/guardians to furnish their home address to the Administration via [FinalForms](#) and to subsequently update [FinalForms](#) of any address changes. Failure to do so may constitute a violation for failure to cooperate with the Administration.

Ursuline Academy notices sent to a student's home address or email address on file will be deemed to have reached the student.

2.9 Name Preferences

Parents/guardians are expected to complete and keep current the Name Preference Field on [FinalForms](#). The name identified in this field is the name that will be used while the student attends Ursuline Academy. Parents/guardians may update the Name Preference Field at any time.

Ursuline Academy will create a master list from the Preferred Name Field which faculty will use in official documents, including class attendance sheets. However, please note that the name formally found on the student's legal birth certificate will be the one listed on the student's diploma upon graduating from Ursuline Academy.

Ursuline Academy reserves the right to identify the student by the name found on a student's birth certificate if the parents/guardians either fails to complete the Name Preference Field, or if the student's preferred name would be inappropriate or otherwise disruptive.

2.10 Visitors

All visitors should report to the main office and sign in. Prospective students should contact the [admissions office in advance to schedule a visit](#). The admissions director will arrange an escort for the day. Such visitors may be limited on a particular day.

Students who want to have a friend/relative visit for all or part of a school day must make a request to administration in advance.

Students accept full responsibility for all the words, actions, and behaviors of their visitors, whether those visitors are present during normal school hours or during school hours, school-sanctioned activities, or extra-curricular events. Visitors are expected to abide by all of Ursuline Academy's policies during their time at Ursuline Academy or its events.

2.11 Waivers

"Waivers" are the general term used to refer to a collection of documents, which often must be signed prior to individuals participating in certain experiences both on and off Ursuline Academy property. Ursuline Academy students, parents/guardians, employees, as well as non-Ursuline Academy individuals, may need to sign waivers before participating in an activity. Information about when a waiver is needed, which form(s) to use, and printable copies of the waivers are available on [FinalForms](#) or via the faculty supervisor for the activity. Waivers are sometimes called Assumption of Risk/Release and Medical Emergency Forms. Note the waiver forms on the website are the only forms approved by Ursuline Academy for this purpose and may not be modified or changed in any way. For some activities, waivers may be sent over email to the faculty supervisor for the activity.

3. Admission, Placement, and Voluntary Withdrawal of Students

3.1 Admission

Ursuline Academy strives to provide a creative educational environment in which young women are assisted and encouraged to assume responsibility for their education. The college-preparatory curriculum functions within a modular schedule that encourages independence, responsible decision making, and development of time-management skills.

Admission is contingent upon the following:

1. Successful completion of the previous school year;
2. Recommendation from the previous school;
3. A satisfactory composite score on the High School Placement Test;
4. Satisfactory grades and scores on any other standardized tests taken in the past three years;
and
5. Satisfactory written statements submitted as part of the application process.

Applications are reviewed by the Admissions Review Committee and students will be considered on the basis of merit. Placement in the class will be available within a designated time period for all students to whom admission has been offered. After the traditional application window, applications will be considered on a rolling basis if there is space in the class.

3.2 Placement

After students are admitted to Ursuline Academy, their placement in classes is determined as follows:

1. Grade 9
 - a. Recommendations for honors courses are determined by pertinent standardized test scores.
 - b. Placement in higher grade level courses is determined by department policy and may include diagnostic tests, completion of a prerequisite course, and/or other requirements deemed necessary by the individual department
2. Grade 10-12
 - a. As stated in the [Curriculum Guide](#). All placement in classes require parents/guardians' approval.

3.3 Transfers into Ursuline Academy

Students wishing to transfer into Ursuline Academy should contact the [Admissions Office](#) to be placed on a Waiting List. When space becomes available, the Admissions Office will send an application and begin the evaluation process which includes testing and meeting with a counselor. Students accepted for transfer will be notified, and Ursuline Academy will request records from the previous school.

3.4 Academic Voluntary Withdrawal

In order for students to withdraw from Ursuline Academy the following must be completed before official transcripts can be sent:

1. Settlement of financial obligations;
2. Return of textbooks purchased with auxiliary funds;
3. Removal of personal items from school locker;
4. Obtain a withdrawal form and transfer of records from the main office;
5. Complete the withdrawal form including securing parents/guardians' signature; and
6. Complete the request for transfer of records from including securing parents/guardians' signature.

The student's new school will contact Ursuline Academy requesting records. Transcripts will then be sent directly to the requesting school. Note that under certain circumstances, Ursuline Academy may require a student to withdraw or the student will face expulsion.

4. Curriculum and Ursuline Academy Activities

4.1 Grade Level Requirements

All students are required to carry 6 credits plus physical education and counseling requirements per school year.

Department	Course	Grade Level	Credit
English			
	English I	9	1
	English II	10	1

	English III	11	1
	English IV	12	1
Counseling			
	Freshman Counseling	9	1/8
	Sophomore Counseling	10	1/8
	College Planning	11	1/8
Mathematics			
	Algebra I	9	1
	Geometry	9, 10	1
	Algebra II	9, 10, 11	1
	Precalculus	10, 11, 12	1
	Elective	12	1
Physical Education			
	PE I	9	1/4
	PE II	10, 11, 12	1/4
Health		9	1/2
Religious Studies			
	Christian Awareness	9	1
	Scripture	10	1
	Christian Morality	11	1/2
	Church Issues	11, 12	1/2
	Electives	11, 12	1
Science			

	Biology	9	1
	Chemistry	10	1
	Elective	10, 11, 12	1
Social Studies			
	Foundations	9	½
	World History	10	1
	U.S. History	11	1
	American Government	12	1/2
	Economics	11, 12	½
World Language (2 years of the same language)		9, 10, 11, 12	2

4.2 Schedule Changes

Students are provided with a significant period of time to determine their course selections for the following year. The course selection process at Ursuline Academy has been carefully designed to provide students with opportunities to learn about their course options. These opportunities include the information outlined in the [Curriculum Guide](#), Course Options Day, where students have the opportunity to learn directly from the teachers what expectations are for different courses, and information disseminated in counseling groups. Students are also encouraged to seek the advice of their counselors and parents/guardians prior to making their selections. At every point in the process, students are encouraged to choose wisely based on their aptitude, ability, and commitment to other activities.

As an institution, Ursuline Academy is committed to providing students with the best classroom experience possible. The information obtained from the course selection process, namely, the number of students enrolled in each course, is used to determine staffing needs and the number of sections offered in each course, both of which serve to maintain low student to faculty ratio.

Ursuline Academy's schedule change policy reflects both of these realities, while providing students with some flexibility to make necessary changes. After a student has submitted the course selection form to the counselor, the student is permitted to make changes to course selections until

the designated date in the [Curriculum Guide](#). This allows students a final opportunity to review their report card and courses scheduled (which will be included with the final report card) for the first semester of the following year. Students will be required to complete a schedule change form (including parents/guardians' signature), along with the \$200 fee before changes are processed. No changes to schedules will be permitted after this final deadline. This applies to changes in [Credit Flexibility Requests](#) as well. Schedule changes are made through the counseling office only. The scheduler does not make changes unless the procedure above has taken place.

Students making unauthorized changes in schedules are subject to disciplinary action.

4.3 Physical Education

Students who wish to be excused from participation in physical education class must have permission from the physical education teacher and present a doctor's excuse whether physically in writing or digitally via an authenticated email.

4.4 Religious/Spiritual Development

While Ursuline Academy welcomes and fosters diversity, we also recognize that our Catholic foundation and Ursuline Academy spirituality offer us a rich heritage that, when celebrated communally, can enrich and call forth spiritual growth in individuals and the community. Therefore, all members of the student body, regardless of personal faith tradition, are expected to attend all liturgical celebrations.

A retreat experience is offered at each grade level for the spiritual enrichment of our students. Students are expected to make use of these opportunities and to participate fully. The Junior Retreat is required for graduation. Retreat days are not counted as absences for purposes of attendance.

4.5 Summer Learning

Summer school provides students with the opportunity to take enrichment courses, improve achievement, develop skills, and make up work in courses which were failed or only partially completed. Students who wish to pursue a summer school course should contact their counselor during the course selection process.

Students who wish to take a summer course outside Ursuline Academy for original credit must follow the guidelines for [Credit Flexibility](#). (See Curriculum/Credit Flexibility).

If a student wishes to make up a credit through private tutoring, the tutor must be a certified teacher. Details and time requirements must be worked out with the student's counselor.

To preserve the integrity and continuity of Ursuline Academy's curriculum, it is recommended that students take required courses at Ursuline Academy unless they are being taken to make up failed courses or to accelerate a sequence. Accelerating a sequence may only be done with department approval.

4.6 Credit Flexibility

Students at Ursuline Academy may participate in the Ohio Plan for [Credit Flexibility](#). These options give students the opportunity to pursue interests or needs through personally designed programs or courses offered outside Ursuline Academy. However, to maintain the integrity of Ursuline Academy's curriculum and the mission of the school, students will be required to sign for the required 6 courses each semester, 5 of which must be taken at Ursuline Academy

[Applications for Credit Flexibility](#) will be accepted during the course selection process only. Applications are available on the [website](#) or from a student's counselor. The Assistant Principal and a committee will review the application and accept or deny the application. Students who apply for and are accepted to participate in [Credit Flexibility](#) must adhere to the deadline agreed to in the application. Course work under Credit Flex is applied to the academic year of the application (i.e., if the application was submitted and accepted in 2019-2020, the transcript will reflect the work as completed in 2019-2020). Therefore, if students do not complete this work before the start of the next academic year, they are considered academically delinquent and would be subject to any or all of the following consequences: withholding of the semester schedule; restricted access to official transcripts; suspended involvement in student activities, including athletics, organizations, and academics. Credit Flex course work is typically completed during the summer and transcripts provided to the school in August. Students who choose to exercise the [Credit Flexibility](#) option and take required courses without department recommendation assume responsibility for any gaps in the foundational knowledge necessary for upper-level courses and may be required to demonstrate mastery before being admitted to a higher-level course.

4.7 Credit for Incoming Freshmen

Courses taken before the Freshman year and approved for credit will appear on the high school transcript but will not be counted in the student's GPA. Credit for these courses may be counted toward graduation requirements with department approval; however, testing or other assessment may also be required by the department before credit is granted. See [Curriculum Guide](#) on the Ursuline Academy's website for more detailed information.

4.8 Graduation Requirements

Starting with the Class of 2025, students will be required to have 24 ½ credits, which reflects the addition of Social Studies at 9th grade (Foundations in History and Geography).

English = 4 credits

Fine Arts = 1 credit

Counseling = 3/8 credit

Health = 1/2 credit

Mathematics = 4 credits

Physical Education = 1/2 credit

Religious Studies = 4 credits

Science = 3 credits

Social Studies = 3 1/2 credits

World Language = 2 credits of the same language

4.9 College Credit Plus (CCP)

The College Credit Plus program allows students to earn high school and college credit simultaneously by taking courses at participating Ohio colleges and universities. Tuition for these courses is free at a public college. There may be a modest fee for private college credit. Funding for students in private schools is limited so timely application is necessary. More information is available through a student's counselor. An informational meeting for parents/guardians and students is held each year at Ursuline Academy prior to the course selection process. [See the Ohio Department of Education website for further information.](#)

4.10 College Requirements

College entrance requirements vary greatly. The national trend is toward a more rigorous and traditional curriculum. The Ohio Board of Regents and the State of Ohio Board of Education have issued joint recommendations on a course of study for college-bound students. These recommendations reflect collegiate expectations for entering students and reduce the need for remedial course work at the college level. Their main recommendations are as follows:

- a. The college preparatory curriculum should include 4 credits of English and math;
- b. Three credits in social studies and science;
- c. One credit is required in fine arts;
- d. One half credit is required in both health and physical education;
- e. Instruction in financial literacy or economics is required; and
- f. Three years of a world language is recommended.

A well-balanced program in academic subjects will be expected by most colleges.

4.11 Use of School Resources

Students have the privilege of borrowing print and electronic resources from the library including books, laptop computers, display cables, etc. All library resources must be checked out from the library and recorded by a member of the library staff. The student assumes full responsibility for

any resource loaned to her, and materials are to be returned to the library in a timely manner. Any library resource that is not returned, is lost, or is damaged will be charged to the student. Transcripts and report cards will be held until all such fees are paid. Students have access to multifunction copier/printers in the library. Students are expected to be responsible in their use of these resources. Demerits will be issued for violation of library policies and /or misuse of the library facility.

4.12 Tutoring

Ursuline Academy will make reasonable efforts to provide physical space for students to be tutored by individuals who are not employees of Ursuline Academy. Such tutoring must take place on school days during the hours of 8:00 and 3:00. Parents/guardians should make a written request to the student's counselor, and the counselor will maintain that request as part of the student's file.

The tutor must provide the Principal with documentation that the tutor has undergone a background check by the Ohio BCI and FBI.

4.13 Writing Center

With all writing across disciplines, students are encouraged to use the UA Writing Center. Staffed by carefully selected and trained upper class students and the English Department faculty, Ursuline Academy's Writing Center is a service for students seeking dialogue and assistance regarding their writing. Through one-on-one sessions of reading, response, conversation and writing peer, tutors and faculty members assist students to become their own best writers and editors. Within this format, the center's core mission is to support writing at all grade levels and in all subjects. Center hours, during the school day and after school, vary each semester. While students are welcome to make an appointment themselves within the Writing Center, teachers may work with the Writing Center Coordinator to link a specific assignment to the Center.

4.14 Textbooks

Students are responsible for all books issued to them. Students are required to have either a new textbook or used textbook for each course or subject. A student will be charged for any book lost or substantially damaged. "Substantial damage" includes, but is not be limited to any damage that hampers the educational utility of the book, such damage includes excessive writing in the book, multiple missing pages, water, and/or mold damage.

Transcripts and report cards will be held until all such fees are paid. All loaned textbooks must have the student's name in them and must be covered with "non-stick" book covers. Students are not permitted to write in loaned textbooks.

4.15 Field Trips

Field trips are meant to enhance the academic and co-curricular education of students. It is the responsibility of the student to arrange for making up quizzes, assignments, etc. Such work is to

be made up at the convenience of the teacher. No student is required to miss class to participate in a field trip.

4.16 Dances

There are three dances scheduled regularly during the academic year:

- a. Fall/Winter- Sophomores, Juniors, Seniors
- b. Spring- Freshmen, Sophomores, Juniors
- c. Prom- Seniors

The following general regulations apply to dances.

The time for the Fall/Winter and Spring dances will be 8:30p.m.-11:00 p.m. Students will not be permitted to enter after 9:00 p.m. and must remain until 10:30 p.m. If, for good reason, a student cannot meet these time requirements, they should contact the Dean of Students prior to the date of the dance.

Students will be notified regarding the times and details regarding Prom.

Once students have left the dance, they are not permitted to leave and then return.

Students will be notified of appropriate attire for students and guests via email.

Students are responsible for their guest.

No drinks of any kind may be brought into the dance. Non-alcoholic drinks will be provided at the dance. Please notify the administration if any guest has any medical condition which will require certain accommodations. No bags larger than a small purse or wallet or clear bags are permitted.

Every student and guest will be breathalyzed before entering. The school reserves the right to remove anyone for erratic or inappropriate behavior.

4.17 Co-Curriculars and Athletic Teams

There are approximately 30 opportunities available for involvement in clubs, organizations, and athletic teams at Ursuline Academy. Every student is encouraged to participate in at least one activity.

Students taking after school or evening courses that conflict with co-curricular activities, including athletics, should have prior approval from the teacher/moderator/athletic director to determine whether or not both activities are possible. Some conflicts will not be possible, and students will need to make a choice.

In order to coordinate the schedules of co-curricular activities and athletic teams, the following general directives are operative:

1. Sport practices will not start before 3:30 so club meetings can take place.
2. Students attending the all-school Student Council meetings may remain in the meeting until 3:45.
3. If a student misses a practice because of choosing to attend a co-curricular function, the student must be prepared to accept the consequences, which in most cases means having to sit out the next game.

More detailed information regarding athletic policies is available in the [Student Athlete Handbook](#).

5. Grading

5.1 Grading System

In an effort to keep parents/guardians and students informed regarding academic progress, grade information is available through the website. Grades will be issued at the end of the first and third quarters. Report cards indicating student achievement are issued at the end of every semester through [PlusPortals](#). Parents/guardians are asked to examine the online reports, progress reports, and report cards carefully in order to ascertain progress or deficiencies on the part of the student.

A letter grading system is used according to the following scale:

GRADE	Minimum Score
A+ (99-100)	98.45
A (92-98)	91.45
A- (90-91)	89.45
B+ (88-89)	87.45
B (84-87)	83.45
B- (82-83)	81.45
C+ (80-81)	79.45
C (78-79)	77.45
C- (76-77)	75.45
D+ (74-75)	73.45

D (72-73)	71.45
D- (70-71)	69.45
F	BELOW 70
I	Incomplete
Pass/Fail	

Some partial-credit courses are graded pass/fail. In some instances, students may be given a choice of whether they wish letter grading or pass/fail.

If a student has not completed all the work for a given semester, the student will receive an “I”. When this occurs, a notice will be sent specifying the deadline by which the work must be completed. Work, which is not completed by the designated time, will become “F”.

Students who are carrying five graded credits may choose to take one elective on a pass/fail basis. This option does not apply to world language, AP courses, Advanced Studio, or required courses. All pass/fail decisions must be made by the fifth week of a course and have approval from parents/guardians. Forms for this purpose are furnished by the counseling department. Once this decision has been made, it may not be reversed.

5.2 Grade Point Average

Different averages will be shown on the student report card. Only final grades are entered on the permanent record.

The Semester Average includes all courses for the semester. (This is the average used Honor Roll)

The Cumulative GPA includes all courses taken for letter grades. This average is computed at the end of the year when final grade and credit has been determined. This average is shown on the final report card and is used for college transcripts. (A GPA based on a straight 4.0 scale will be provided to colleges upon request.)

5.3 Quality Points

Quality Points are assigned as follows:

	College Prep	Honors/AP
A+	4.34	5.01
A	4.00	4.67
A-	3.66	4.33

B+	3.34	4.01
B	3.00	3.67
B-	2.66	3.33
C+	2.34	3.01
C	2.00	2.67
C-	1.66	2.33
D+	1.34	2.01
D	1.00	1.67
D-	.66	1.33
F	.00	.00

5.4 Exam Policy

In most year-long courses, exams will be required (except for those courses subject to the Exam Exemption Policy.)

5.5 Exam Exemption Policy

At the teacher's discretion, in non-AP courses, Seniors may be exempt from an exam:

- 1) if they have an 89.5 average in for the semester of a semester course, or
- 2) an 89.5 average in the second semester of a year-long course.

At the teacher's discretion, in AP courses, students who take the AP exam may be exempt from the final exam of the course.

5.6 Student Progress

In order to provide a consistent link among school, students, and parents/guardians, Ursuline Academy uses an online grading system. Teachers post assignments and grades on a regular basis through this internet-based system. Incoming students and their parents/guardians receive a password with which to access this information.

Parents/guardians and students can also exchange emails with teachers through this system. Parents/guardians should contact teachers directly with questions regarding student progress and grades.

The school reserves the right to withhold credit from any students who have an excessive number of absences.

5.7 Conferences

Parents/guardians are an important part of the student's educational experience. Parents/guardians are encouraged to review progress reports, which are posted to [PlusPortals](#) approximately every 6 weeks. The school encourages parents/guardians to schedule or request a conference with any of the student's teachers throughout the school year.

5.8 Class Rank

Ursuline Academy does not provide exact class rank due to the relatively homogeneous abilities within the selective population. However, for scholarship applications, quintile standings are given but should remain confidential.

5.9 Co-Curricular and Athletic Eligibility

Eligibility is determined at the end of each semester. All students must 1) pass all classes and/or 2) maintain a minimum semester GPA of 2.0.

If a student fails to meet either of these standards at the end of a semester, there will be a meeting to evaluate the student's status with the specific team/ organization. Students placed on probation may continue to participate in organizations and practice/play with their team but their grades and class participation will be checked weekly. If they are not making progress, they will be declared academically ineligible. Ineligible students may not participate in organizations or practice/dress for any meets, matches, or games.

If a student is ineligible during a tryout period for athletics, the student will not be permitted to participate during that season. Academic eligibility for fall sports tryouts is determined by the preceding semester.

5.10 Academic Warning

Students whose GPA is 1) below a 2.0 average in a semester and/or 2) who fail a subject in a semester will be sent a warning letter. These students are required to meet with their counselor to develop a plan for improvement and may be placed in proctored study or the Student Success Center. If improvement has been shown after progress report and/or each semester grade report, the student may be removed from academic warning. If weakness persists, the program continues through subsequent semester as needed. Students on repeated academic warning may be placed on Academic Probation at the discretion of the Administration in consultation with the student's counselor.

5.11 Academic Probation

Ursuline Academy promotes academic excellence and provides support for all students. However, there are times when students are unsuccessful in their academic pursuits. The condition of Academic Probation is considered most serious.

Students whose GPA falls below 1.5 at the end of the year will be placed on Academic Probation. A student may also be placed on Academic Probation if they have: 1) failed courses, 2) have received an Academic Warning, and/or 3) who have a quarter GPA below 1.5.

The duration of probation and terms of probation will be determined by the Administration. At the end of the probationary period, the decision will be made by Administration, in consultation with the student's counselor, as to 1) whether or not the student should remain at Ursuline Academy and/or 2) whether the probationary period will continue. While on probation, a student may be restricted to a reduced course load and/or receive other stipulations intended to improve the student's academic success.

5.12 Academic Dismissal

Students on academic probation who fail to restore their cumulative grade point average to above 1.5 within two semesters may be asked to withdraw from Ursuline Academy.

6. Honors/ Awards

6.1 Honor Roll

Honor Roll is determined by the student's achievement in all graded classes. Honor Roll is based on the semester average. Placement on the Junior/Senior Honor roll requires an average of 3.9 or above for First Honors; an average no lower than 3.5 for Second Honors. The Freshman/Sophomore Honor Roll requires an average of 3.5 or above. Students who have a grade lower than "C+" are not eligible for the honor roll.

6.2 National Honor Society

Guidelines for Ursuline Academy's Chapter of the National Honor Society are as follows:

- a. A candidate must exhibit excellence in character, service, leadership, and academics.
- b. Anyone who meets the minimum academic requirement (3.5 cumulative GPA, class of 2023; 3.75 cumulative GPA for the classes of 2024, 2025, and 2026) may ask to be considered by the faculty council for admission.
- c. Students may be admitted after completing two academic years at Ursuline Academy. Exceptions may be made for transfer students.

- d. Once admitted, students must maintain the minimum academic requirement GPA (see part b) used as the basis for consideration to become an NHS member, and continue to exhibit excellence in character, service, leadership, and academics. If they fall below the minimum requirement, they are put on probation for a semester; however, they can only be on probation one time. After a specified time, a student's membership will be revoked.
- e. Transfer students who were members of the National Honor Society at their previous high school will be accepted automatically into Ursuline Academy's Chapter.

6.3 Ursuline Academy Honor Club

Students, who have a 3.9 average or above after seven semesters, will be accepted into Ursuline Academy's Honor Club upon graduation from Ursuline Academy. At graduation, the students in Ursuline Academy Honor Club will receive a special gold pin.

6.4 High School Academic Diploma with Honors

The High School Academic Diploma with Honors is awarded by the Ohio Department of Education and notated in Ursuline Academy's graduation program and on Ursuline Academy's diploma. Requirements can be found on the [Ohio Department of Education's website](#). Search for High School Academic Diploma with Honors.

7. Attendance Policies

7.1 Attendance

Students have a responsibility to attend school regularly, to be punctual, and to follow attendance procedures. It is our belief that regular school attendance contributes to academic achievement and a lifelong work ethic. It is also our belief that the process of learning is as valuable as the content mastered and, though not testable, is irreplaceable. Parents/guardians and students are asked to be cooperative and to avoid situations that interfere with regular attendance. Students are expected to be in homeroom by 7:50 and will be marked tardy after 7:55.

For the safety of our students, Ursuline Academy has a "closed campus" policy. Students are expected to be on campus for the student's entire day, even though they may have unscheduled time. Students are not permitted to leave to run errands, go to lunch, etc. Unscheduled time should be spent on study, meeting with teachers, making up work, etc.

7.2 Reporting an Absence

Parents/guardians should report absences by calling the school or sending an email to attendance@ursulineacademy.org on the day of absence.

7.3 Excused Absences

The state of Ohio recognizes the following as excused absences:

- a. Personal illness or medical appointment;
- b. Illness in the family;
- c. Death of a relative;
- d. Religious observances; and
- e. Legal court appointments.

Teachers will make reasonable efforts with students to make up work resulting from an excused absence, but there are times when this is not possible, and students may require outside tutoring.

In the case of foreseeable absence, parents/guardians should notify the main office in advance and arrangements for makeup work should be made ahead of time with the teacher.

7.4 Other Absences

The school recognizes that students and families also have occasions to participate in other experiences that result in absence from school. When possible, parents/guardians should notify the Dean of Students in writing in advance of these other absences. Parents/guardians and students assume responsibility for making up work resulting from such absence - tests, quizzes, worksheets, writing assignments - according to the policies of individual teachers. These policies will be given to students at the beginning of a course and should be read carefully. As a result of these absences, outside tutoring may be necessary. Parents/guardians and students, while making these choices, must recognize that some work, by its very nature, cannot be made up – such as class discussion, teacher explanations, student interaction. Student attendance is calculated in hours missed.

7.5 Unexcused Absences/Truancy/Skipping Class

Truancy or skipping class will result in disciplinary action. In addition, an academic penalty may be imposed. In general, students will receive a maximum of 50% of the value of any assignments/tests for that day. Alternate academic penalties may be imposed by the teacher with approval of the administration and/or alternate assignments/tests may be required. Failure to report to an early bird class for reasons other than “excused absences” will be considered as “skipping a class.”

7.6 Absences Due to School-Related Activities

Absences due to field trips, retreats, special in-school programs, and participation in school-sponsored activities are not recorded as absences for purposes of attendance. Teachers will allow students a reasonable time to complete assignments from retreat days.

7.7 Co-Curricular Activities

Students must be in school at least half the day in order to participate in co-curriculars and school dances (except Athletics). Student athletes are expected to be at school the entire day to be eligible to participate in a game, meet, or match. Families may contact the [Athletic Office](#) to make arrangements if they have an appointment or special situation. (Seniors with early dismissal privileges may leave at their approved time.)

7.8 Remote Learning and Attendance

The school is equipped with technology that allows students to attend classes remotely in certain circumstances. Ursuline Academy wants to ensure students do not get too far behind in their studies if they need to be away from school for more than one day. However, the school also recognizes that remote learning with the current equipment and technology is not a substitute for in-person attendance. Ursuline Academy's policies regarding remote learning attendance are as follows:

Students may not choose to be remote on a day-to-day basis.

Any student's parents/guardians that wishes to request that their child be able to participate in remote learning may apply for remote learning access through a [Microsoft Form](#) available on the school's website.

If the parents/guardians seek remote learning for longer than three days for a medical reason, they must also provide medical documentation.

The Dean of Students will review each application.

- a. An application for remote learning will either be accepted or rejected by the Dean of Students. The Dean of Students will also have authority to determine if participation by the student in the remote learning will result in the student being marked as "remote" or "absent" in Ursuline Academy's attendance records.
 1. If the application is accepted for remote learning and deemed an appropriate reason for not attending in-person instruction, the student's attendance will be marked as "remote" in Ursuline Academy's attendance records.
 2. For instance, students requesting remote access because of illness, health recovery, or quarantine due to viral exposure, will be granted remote access and marked as "remote" in Ursuline Academy's attendance records.
- b. If the application is accepted for remote learning and deemed an inappropriate reason for not attending in-person instruction, the student's attendance will be marked as absent in Ursuline Academy's attendance records.

1. For instance, students requesting remote access because of travel will be granted remote learning access but will be marked absent in Ursuline Academy's attendance records.
- c. Should the application be rejected, the student will not be admitted to class remotely, and any missed school days will be counted as absences.

Parents/guardians may submit an additional application if a change in the number of days requested for remote learning is necessary.

Students should not contact their teachers directly to ask for remote access to class.

Parents/guardians that fail to submit an application for their child prior to that child missing school will result in their child being marked as absent and remote learning will not be available to them until an application is submitted and approved.

Certain classroom experiences like seminars, labs, and presentations cannot be replicated in the remote learning environment. Students who have been remote during these activities should work with their teacher(s) to see how or if those activities can be made up.

7.9 College Visits

Seniors and Juniors will be permitted a total of 4 days over both years of absence for college visits. Students must have pre-approval from their counselors and should notify the attendance office in advance regarding college visits. College visits may not be taken on the days before or after Christmas or Easter recess, nor after May 1. Verification for the college day should be presented to the school upon return and should include the official stamp, signature, and title of the representative of the college.

7.10 Excessive Absence

The State of Ohio defines Excessive Absence as "...absent with or without a legitimate excuse...for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year." Thirty-eight hours is equivalent to 5-6 school days per month; sixty-five hours is equivalent to 10 days in a year.

7.11 Chronic Absenteeism

The State of Ohio defines Chronic Absenteeism as "missing 10% or more of the school year for any reason" – excused, unexcused or suspensions. This is approximately 18 school days in a year. Cases of chronic absenteeism will be addressed individually to determine if Ursuline Academy is able to meet the needs of the student.

Barring a serious illness, the school may refuse to grant credit to anyone who accumulates 20 absences in any class or 20 days of absence in a school year. In cases of excessive or chronic absence where credit has been granted, students may be required to have additional tutoring as

preparation for higher level courses at Ursuline Academy. Outside tutoring may be necessary for students with excessive or chronic absence.

For classes that meet on a weekly basis, e.g., evening or after school, more than 3 absences will generally be considered excessive and credit may not be given if absences exceed that number.

Students who have a chronic condition, hospitalization, surgery, or other prolonged absence in excess of three days should contact the student's counselor and the Dean of Students. In these situations, a reentry meeting is required before a student can return to class. This meeting should be scheduled through the student's counselor.

7.12 Early Bird Classes

Early Bird classes are scheduled before the official school day begins from 7:10-7:50 AM, except Early Bird PE which begins at 7 AM. Failure to report to an early bird class for reasons other than "excused absences" will result in three or more demerits and a detention. Students who arrive late for an early bird class will be marked tardy and one demerit will be issued. Excessive absence in an early bird class may result in no credit for the class.

7.13 Late Arrival

If parents/guardians know that a student will be arriving late due to a doctor's appointment, etc., they should notify the school office that morning via email attendance@ursulineacademy.org or by phone 513-791-5791, explaining the reason for the late arrival. When students arrive late to school, they should report to the attendance office and scan the QR code to attend classes. A student will be marked a Late Arrival for the following reasons:

- a. Personal illness or healthcare appointment,
- b. Illness in the family,
- c. Death of a relative,
- d. Religious observances, or
- e. Legal court appointments.

7.14 Tardy

Students who arrive late for other reasons (traffic, oversleeping, etc.) will be considered tardy. These students should scan the QR code at the attendance office and will receive a demerit.

7.15 Early/Midday Dismissal

Parents/guardians may request early/midday dismissal for healthcare appointments if necessary. Every effort should be made to minimize the number of such absences. Students must scan the attendance QR code when leaving and returning.

Students who become ill during the day must report to the school nurse or the main office prior to contacting parents. Students will not be permitted to leave school unless the office receives permission from the student's parents/guardians.

The Dean of Students may contact parents/guardians of students who have excessive late arrivals or early/midday dismissals and may require a health care provider's verification for further such absence.

7.16 Dismissal

Students in grades 9-11 who are free at the end of the day are required to check in at the appropriate location at the end of mod 18. Failure to do so may result in demerits.

7.17 Senior Early Dismissal

Seniors have the privilege of ending the school day after their last scheduled class. A form giving a senior student consent to leave early must be completed on [FinalForms](#). If students violate this privilege or their conduct and/or academic achievement warrants, early dismissal will be revoked for a period of time determined by the Dean of Students. Senior schedules cannot be adjusted to accommodate early dismissal.

7.18 Class Absence for Participation in Official Ursuline Academy Events

Any student who will be absent from class due to participation in an official Ursuline Academy event should request in advance any assignments that may be missed during the absence, so that they will not fall behind in the coursework.

8. Financial Obligations

Families should refer to their current Enrollment Contract for information regarding Tuition/Fees and Registration Policies, Scholarships and Financial Aid, and Tuition Payment Plan options.

8.1 Scholarships and Financial Aid

Scholarships are available as follows: merit-based scholarships are based on exceptional academic achievement and awarded prior to admission. The following criteria are taken into consideration for merit-based scholarships: High School Placement Test scores, 6th-8th grade report cards, any

available standardized test results taken in 6th-8th grade and an application essay written by the student and awarded prior to admission.

Financial Aid is awarded to students from grants and endowed funds created by donor contributions. Financial Aid is based on financial need and ascertained by FACTS, and, in some cases, criteria established by the endowed fund creator, which varies from fund to fund. Families are required to complete the FACTS application to be eligible. These awards must be applied for annually.

Ursuline Academy Grants are awarded annually based on financial need as ascertained by the FACTS application. These awards must be applied for annually.

8.2 Restitution for Lost or Damaged Property

Students may be required to make restitution when they are responsible for the loss of or damage to Ursuline Academy property or found responsible for the loss of or damage to the personal possessions of others. The failure to make timely restitution may result in the replacement cost of the damaged property being charged to the student, where interest may be assessed.

8.3 Loaned Property from Department/Club

Failure to return property that is loaned in good faith by Ursuline Academy to a student to facilitate their success and development (i.e., textbooks, club sports equipment, calculators, etc.) may result in the replacement cost of the materials or equipment loaned being charged to the student.

9. General Health

9.1 School Nurse

A school nurse is available to coordinate school and community health resources. Students should report to the nurse or attendance office in case of illness/emergency, for medication, or for other health care needs. Emergency information obtained from [FinalForms](#) will be used to contact parents/guardians or the child's physician in the case of an emergency. The primary role of the school nurse is to serve as the liaison between education and health. The school nurse promotes, facilitates, and maintains health and wellness in the entire school community. The school nurse does not diagnose a condition, prescribe medications, or make decisions related to medical plans of care. The school nurse will only share information specific to a student with other Ursuline Academy employees if that employee has a legitimate educational interest in the information or as otherwise allowed under privacy laws.

9.2 Illness and Communicable Diseases

Students who become ill or exhibits any sign of communicable disease at school should report to the nurse or main office immediately. Parents/guardians will then be notified regarding the student's illness. The school nurse will coordinate and decide whether the student will remain at

school or go home. The student will be allowed to return after required treatment and a note from parent/physician.

9.3 Administration of Medications

When it is necessary for medication to be dispensed, the following procedures must be followed:

1. The school must receive an [ADMINISTRATION OF MEDICATION](#) form which includes consent of the parents/guardians and an authorization from the licensed prescriber and:
 - a. All prescription medications must be delivered to school in the original container from the pharmacist. The nurse's office will supply regular strength Acetaminophen tablets, 325 mg, and Ibuprofen 200 mg tablets to students who have an Administration of Medication form on file. All other over-the-counter medications must be supplied by the parents/guardians in the original container and accompany the form.
 - b. The parents/guardians assume responsibility for the safe delivery of medication and the required forms to the school.
 - c. No student shall carry any medication (prescription or over-the-counter medication) on their person in school, with the exception of Epinephrine pens (EpiPen or Auvi-Q), inhalers, diabetic supplies, or other approved emergency medications. Students in possession of medication without school approval are subject to disciplinary action. Students that carry an EpiPen or Auvi-Q must also have one stored in the nursing office.

9.4 Student Hospital Transportation

During school hours, Ursuline Academy employees can only transport a student to the hospital during a severe emergency. Only the Principal and President can deem what constitutes a severe emergency.

Except in a severe emergency, any visit to the hospital will be via ambulance and at the student's expense. It is advisable for the student to check with their insurance agency to see if hospital visits are covered by their health care plan.

9.5 Student Health Insurance

Ursuline Academy requires all students to have health insurance.

9.6 Forms

The following forms require a physician's signature and are available on the website under Current Families:

- a. [Parents-FinalForms](#)
- b. [Administration of Medication Form](#)
- c. [EpiPen/Auvi-Q Form](#)

9.7 School Health Screenings

A program of early identification, diagnosis of vision and hearing is an essential part of school health programs. Per the ODH requirement, each year a nurse performs hearing and vision screening on all Freshmen, Juniors, and transfer students. Such screenings, while a valuable public health procedure, are not a substitute for professional examination and care.

9.8 Immunization Records

By state law, complete immunization records are required by the 15th day of school or the student will be excluded until the requirement is met.

- a. Required Vaccinations: Measles, Mumps, Rubella (MMR)
 - 1. Two doses of MMR (first dose one must have occurred on or after first birthday, with the second dose given at least 28 days after the first dose OR two doses of Measles, Two doses of Mumps, and One dose of Rubella OR lab reporting confirming immunity for each.
- b. Hepatitis B
 - 1. Three doses of Hepatitis B OR lab report confirming immunity
- c. Meningococcal conjugate (ACWY)
 - 1. One dose since age 16

Students may meet these requirements by submitting their physician-certified immunization record through the [FinalForm](#) platform.

Failure to submit the required information may prevent students from registering for classes.

In cases where parents/guardians do not immunize their child due to philosophical, religious, or medical reasons, a waiver must be completed by the parents/guardians and include the reason for the lack of immunization.

To best protect the health of Ursuline Academy's community as a whole, a high level of compliance with the vaccination requirements is required. Ursuline Academy will consider allowing individualized immunization exemptions on a case-by case basis for students as follows:

- [Medical Exemption](#): If a student is unable to meet the immunization requirements due to qualifying medical reason, the student must complete a Medical Exemption Request Form. The signature of a medical provider (MD, DO, Nurse Practitioner, or Physician Assistant) will be required on the request form, which is available through the [FinalForm](#) website.
- [Religious Exemption](#): If a student is unable to meet the immunization requirements due to religious beliefs, the student must complete a Religious Exemption Form. This form must be signed by a public notary is available through the [FinalForm](#) website. A student's philosophical or ethical concerns regarding the vaccine will not meet this requirement.

Students with exemptions will be asked to sign a form stating they agree to leave Ursuline Academy and not attend classes if an outbreak occurs.

Ursuline Academy will work to reasonably communicate to unvaccinated students regarding outbreaks, but it will ultimately be the responsibility of an unvaccinated student, and unvaccinated student's parents/guardians to monitor local health trends and determine whether a health risk exists particular to the unvaccinated student.

9.9 Food Allergies

In order to minimize risks and provide a safe environment for all students, students with food or other life-threatening allergies are required to have written documentation of such allergies from their physician or other licensed prescriber. This documentation should include a treatment plan for an allergic reaction. Parents/guardians should also provide up-to-date medications. This information should be reported on [FinalForms](#).

9.10 Concussions

When a student is diagnosed with a concussion, the parents/guardians should contact the attendance office AND the student's counselor and send in any paperwork from the student's physician confirming the diagnosis. The counselor will then determine what accommodations will be necessary according to the physician's order and [contact the school nurse](#), the student's teachers, and administration.

The student may not participate in any extra-curricular activities until cleared by a physician. It is the responsibility of the student to notify any club moderator of potential or actual absences.

When the student has been "cleared" by a physician to return to normal activity, a letter from the physician should be given to the counselor.

If the student is an athlete, the Athletics office will follow the recommendation of the physician and the guidelines from OHSAA.

9.11 Tuberculosis Screening Policy

All foreign-born, newly enrolled students who have been in the USA for 5 years or less must provide documented evidence of a negative TB test within 90 days of their first day of enrollment. Required test must be either Mantoux Test 5 TU PPD (skin test) or QuantiFERON blood test. (If test is positive, student may remain in school. Further directions will be provided by the school nurse.)

Any student with either: (1) documented history of tuberculosis, or (2) positive PPD or blood test and a normal chest x-ray, must provide documented proof of absence of TB symptoms, determined by screening by licensed physician or nurse.

Any currently enrolled student, who travels **at any time** to a high-risk country, in a non-tourist capacity, must provide documented evidence of a negative skin or blood test **in no less than 60 but no more than 90** days after return. “High-Risk” countries can be found on the UA website, Current Families/Parents/School Nurse, or contact the school nurse.

9.12 Pet Policy

Ursuline Academy does not allow pets on Ursuline Academy property.

9.13 Emotional Support Animals

An Emotional Support Animal (ESA) is defined as any animal with a primary role of providing emotional comfort to a person with a disability. ESA's are not required to undergo specialized training. ESA's are not the same as Service Animals in that they are not individually trained to do work or perform tasks for the benefit of an individual with a disability.

Emotional support animals are not allowed at Ursuline Academy.

9.14 Service Animals

Service animals are allowed in all places of public accommodation. This includes campus buildings, and anywhere on campus they are needed to assist an individual with a disability to participate in educational programs and other campus activities. Service animals must be under effective control at all times and cannot harm or threaten others in the campus community including faculty, staff, students and guests. Consistent with federal and state law, a service animal may be prohibited from Ursuline Academy facilities or programs if the animal's behavior or presence poses a direct threat to the health or safety of others. The animal may also be excluded from areas where its presence fundamentally alters the nature of a program or activity, if the animal is disruptive, and if its presence would result in substantial physical damage to the property of others. Service animals must be housebroken and cleaned up after.

If a student with a service animal would like to receive additional accommodations, documentation and an Accommodation Planning Meeting with the Dean of Students will be required to determine the appropriate accommodations.

10. Safety and Security

10.1 Generally

Students and employees have a duty to report to the school significant threats to other students, staff, or the general community. All personnel and contract employees are background checked and Safe Parish certified. The campus is under video surveillance and video footage may be consulted to verify information or activities on campus.

Students are not permitted to open any door to admit visitors or guests. Students may open any door to admit emergency personnel, if the emergency personnel is acting within their scope of duty.

All visitors and guests besides emergency personnel acting within their scope of duty must enter at the main entrance and report to the main office.

10.2 Notification

If, for any reason, classes must be cancelled or delayed, students and parents/guardians will receive an email and text message.

Students and parents/guardians will also be notified by email and text messages if there is a significant emergency or dangerous situation, occurring at the school, involving an immediate threat to the health or safety of students and employees on campus.

Ursuline Academy will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a failure in the systems (technology) listed above, Ursuline Academy may use face-to-face communication. Ursuline Academy typically provides follow-up information to the community using the same systems that were used to send out the original alert.

10.3 Inclement Weather Policy

Ursuline Academy does not follow any other district or group announcement and will be identified as Ursuline Academy Blue Ash. If Ursuline Academy is in session, students not present will be marked absent. If inclement weather occurs during the school day, students and parents/guardians will also be advised by email and text message. Parents/guardians should not call the school. If inclement weather persists, Ursuline Academy may implement remote learning plan.

In the event of a severe thunderstorm/tornado warning, (but not severe thunderstorm/tornado watch), alarm sirens will be sounded in the city. Members of Ursuline Academy's community should immediately tune to a local TV, radio station, weather app, or storm radar app to determine which type of storm is occurring.

If there is a severe thunderstorm warning, then it is safe to remain in class. In the event of a tornado, Ursuline Academy employees will instruct students to leave class and go to designated places. Tornado drills are practiced periodically.

10.4 Classes Are Cancelled/Ursuline Academy Closed

On such days, classes will not be held and/or Ursuline Academy offices will be closed. It is expected that the use of this category will be rare.

10.5 Classes Are Cancelled/Ursuline Academy Offices on Delayed Start

On such days, classes before the defined time are cancelled and Ursuline Academy offices will remain closed until a specific time.

10.6 Safety Drills

At the direction of state and local first responders, safety procedures are practiced throughout the school year. Safety procedures include fire, tornado and campus intruder drills. Fire, tornado, lockdown, and evacuation procedures are also posted in all classrooms and general areas. In the event of a true emergency, please do not contact the main office as all modes of communication may be necessary to communicate with emergency personnel.

10.7 Classroom Safety

It is the policy of Ursuline Academy to maintain an effective accident prevention program.

Instruction in safety is an integral part of all courses that may pose hazards to safety and health. Students must understand and accept their individual responsibilities for following the instructions and procedures established to protect both themselves and others.

10.8 Immediate Student Danger

Should a student pose an immediate danger to or severely disrupt Ursuline Academy's community, or endanger any individual, this student may be removed from all classes and activities for a time period determined by the Administration.

If an Ursuline Academy employee determines a student may pose an immediate danger to themselves (including a mental health crisis), the student will be removed from all classes and activities and the proper authorities and/or parents/guardians will be called to provide the appropriate assistance.

A student removed from all classes and activities will be prohibited from visiting Ursuline Academy's premises (all buildings and grounds) except when engaged in official conferences approved in writing, by phone or email through the Dean of Students, or designee.

The decision whether or not to impose a separation will be at the discretion of the Dean of Students, or designee.

A student whose conduct involves threatening behaviors and which is contrary to this Student & Family Handbook, due to psychological or other medical difficulties, may be required to obtain a diagnostic evaluation.

A student may also be required to participate with Ursuline Academy in developing a relevant treatment plan. Failure to comply with the treatment requirement can result in disciplinary action, and mandatory withdrawal from Ursuline Academy.

Further, Ursuline Academy may disclose information from a student's education record to appropriate parties in connection with an emergency if the information is necessary to protect the health or safety of the student or other individuals.

10.9 Unattended Classroom

If a teacher is not present at or near the start of a class, one student should come to the office and the other students wait quietly in the room for directives from the teacher or from an administrator.

10.10 Privacy of Electronic Information

Ursuline Academy's Policy on the Privacy of Electronic Information governs the privacy and protection of electronic information stored on or transmitted through Ursuline Academy computers, devices, servers, systems, or equipment. [This policy can be viewed online.](#)

10.11 Use of the Building

The building will be open for normal school use from 6:30 a.m. to 4:00 p.m. Monday through Friday. The academic wings and library are locked at 5 PM and are not available to students.

The school building is divided into areas for the most convenient use of the school community. After 7:55 a.m. classroom areas, micropolis areas, and halls are quiet areas. The cafeteria or gallery may be used for more relaxed activities; however, loudness is not appropriate. The stereo may not be moved and should be kept at a low volume that will not disturb the academic atmosphere. If this is abused, the stereo will be removed. The chapel is available for prayer and contemplation by students and faculty. During unscheduled time, the students should plan to conduct themselves in such a way as to respect the study needs of others as well as to develop their own academic pursuits.

11. Student Wellbeing

Ursuline Academy is dedicated to educating young women and to fostering a supportive, caring school community. If a student is dealing with a personal situation such as family issues, illness, loss of a loved one, gender identity issues, an eating disorder, chemical dependency, or pregnancy, the student and the student's parents/guardians are encouraged to inform the student's school counselor or an administrator so that help may be given as soon as possible.

11.1 Counselors

The [Counseling Department](#) strives to help students to perform at optimum level through their own efforts assist students in meeting and solving problems as they arise aid students in laying a permanent foundation for mature attitudes and well-balanced lives

These aims are achieved through individual student conferences and curriculum, which addresses specific areas of concern at assigned grade levels.

All students and parents/guardians have access to [SCOIR](#), a comprehensive portal that keeps students informed about events and scholarships. It also tracks student information and provides Web resources for college and careers.

All counselors are available for academic and personal counseling.

11.2 Psychologist

A school psychologist is available four days a week to students and parents/guardians for consultation, counseling, and assessment regarding academic, behavioral, and emotional concerns. For more information, please see: <https://www.ursulineacademy.org/academics/counseling>.

11.3 Academic Services Coordinator

The academic services coordinator is available 5 days a week for individual or small group curriculum-based interventions (test taking and study strategies, written language, time management, etc.).

11.4 Student Assistance Counsel

The [Student Assistance Council](#) has been established to systematically and professionally address individual student issues which may be having a significant adverse effect on educational performance. The Council is comprised of an administrator, school counselors, school psychologist, and the academic services coordinator. With the support and involvement of school employees, the Student Assistance Council assists all students in need of support.

11.5 Support for Seeking Help with Alcohol and Drugs

Ursuline Academy recognizes the many pressures, stresses, and cultural issues facing our students, whether academic, psychological, familial, or developmental among others. While young people face many such stresses, Ursuline Academy is unequivocal in asserting that turning to alcohol, drugs, illicit substances, or other such habits is never the solution. Everyone, including all of God's children, face dark moments in life. As such, Ursuline Academy wishes to help its students who come forward and are honest if they are struggling with such issues. Ursuline Academy's counselors will work with the student and the parents/guardians of that student to help provide the best care available. There are many rehabilitation programs available that the counselors can recommend for such students.

Although Ursuline Academy imposes serious penalties for students caught willingly partaking in such illicit activities, Ursuline Academy strongly encourages all students struggling with such issues of substance abuse, addiction, temptation, peer pressure, or other such pressures to seek out their counselors for help.

A student who is forthright in seeking health at Ursuline Academy through its resources will not necessarily be absolved of any wrongdoing, depending on the severity of one's actions, but Ursuline Academy does offer a Good Samaritan Amnesty Policy (see Section [16.2](#)) that may apply in some cases. In all cases, if a student seeking help is punished, the sanctions will always be far more severe if the student is discovered by the school committing willful, illicit acts such as selling, using or delivering such substances, than if the student comes forward to willingly seek help.

For Ursuline Academy's comprehensive policy see [Appendix A](#) and [Appendix B](#).

12. Community Ministries

12.1 Spiritual Development/Community Ministries

The Community Ministries Department collaborates with the administration, religious studies department, counseling department, and student activities in fostering a school environment that is permeated with Gospel values. All members of the school community are challenged to build a strong faith foundation within the tradition of an Ursuline education. Programming empowers the community to live our Mission, Philosophy, Core Values, and Community Statement.

12.2 Campus Ministry

Through retreats, prayer experiences, and leadership development, the Campus Ministry program challenges all members of the school community to build a strong faith foundation within the tradition of an Ursuline education. Ursuline Academy recognizes the presence and gift of God's love in all aspects of the school experience and supports each member through prayers and actions.

12.3 Community Service

In the spirit of St. Angela Merici, students are challenged to engage in direct service to others through a variety of both one time only and ongoing projects through Ursuline Academy's Community Service Program. The goal of this program is to form students as servant leaders, who regularly give of themselves as a means of living out faith in daily life. Although Ursuline Academy has no service requirement, all students are encouraged to participate in some dimension of community service during the year.

12.4 Diversity and Inclusion

Ursuline Academy fosters community and an atmosphere of mutual respect by enhancing understanding and cooperation among all Ursuline Academy students regarding different cultures, ethnicities, learning styles, opinions, religious traditions, sexual orientation and socio-economic

backgrounds. It is our belief that diversity brings richness and meaning to life, and that exposure to a broad range of talents, perspectives and experiences better prepares the young women of Ursuline Academy for full participation in our school, local and global community.

13. Conduct Standards

The immediately preceding sections outlines the conduct expected at Ursuline Academy.

This [Section 13](#) lays out the general conduct standards expected of all Ursuline Academy students at all times.

[Sections 14](#) describes specific behaviors or prohibited conduct that are noted because of their severity, their general relevance to high school settings, and/or to provide clarity or specific expectations. This is not an all-inclusive list.

[Section 15](#) of the Handbook explains who has the authority to enforce Ursuline Academy's conduct policies and the ways violations should be reported.

[Section 16](#) lays out the disciplinary sanctions or consequences for unacceptable conduct.

13.1 General Conduct Introduction

Ursuline Academy's standards for conduct are predicated upon respect.

Any student with a concern for self or another student may report anonymously to the Dean of Students, counselor, nurse, or trusted adult.

All matters involving students may be subject to Ursuline Academy discipline procedure regardless of whether the conduct occurred on or off Ursuline Academy's campus, and regardless of whether the event is an Ursuline Academy sponsored or supervised activity.

13.2 Respect for Oneself

Ursuline Academy requires students to conduct themselves with respect for themselves. Ursuline Academy values all of its students and is concerned about each student's total development. Therefore, Ursuline Academy encourages students to take advantage of the resources available to them to enhance the quality of their lives while expecting them to assume responsibility for their personal well-being.

Students can show pride and respect in themselves and in Ursuline Academy by applying themselves to class work and by maintaining the best tradition of good behavior, which has been established over the years by Students.

Reasonable, mature behavior is expected at all times.

13.3 Respect for Others

Ursuline Academy requires students to conduct themselves with respect for others. True to its Ursuline ideals, Ursuline Academy believes that each person has worth and dignity. Members of Ursuline Academy's community are expected to demonstrate a mutual respect and concern for others. Students should learn to accept, recognize, and appreciate those who are different from them and to act in a manner that helps create a strong sense of community and acceptance.

A student shall not cause physical injury or behave in a manner that may threaten to cause physical injury to another.

Inappropriate behavior such as losing one's temper, shouting, threatening or harassing another person, bullying, or using racial/ ethnic/sexual/demeaning slurs will not be tolerated.

Quiet must be observed in classroom areas to establish and maintain an atmosphere conducive to study. Out of respect for all students and teachers, quiet study should also be maintained in common spaces such as the cafeteria, microps, halls and gallery.

13.4 Respect for Authority

Ursuline Academy requires students to conduct themselves with respect for authority, including abiding by the provisions of the Student & Family Handbook as well as all class room rules and other instruction or expectations communicated by Ursuline Academy employees.

13.5 Respect for Community

Ursuline Academy requires students to conduct themselves with respect for community. By virtue of Ursuline Academy's mission and its commitment to fostering a safe, caring, and supportive learning environment for students free from bullying, harassment, or discrimination, Ursuline Academy expects of every student that they be respectful of all individuals. Living in community means that every student must be mindful of and sensitive to behaviors that may be offensive to others, both on and off campus.

13.6 Respect for Ursuline Academy Values: Honesty and Integrity

Ursuline Academy requires students to conduct themselves with respect for Ursuline Academy values, including honesty and integrity. As members of an Ursuline, Catholic institution, it is the responsibility of all students to conduct themselves according to the values within Ursuline Academy's Mission Statement, and to develop personal characteristics of honesty and integrity in all aspects of their lives. Students are expected to abide by all Ursuline Academy policies and procedures and to obey laws enacted by the federal, state, and local governments. All acts of dishonesty, including both academic dishonesty and conduct unrelated to academics that has an adverse impact on Ursuline Academy, violate this policy.

13.7 Respect for Property

Ursuline Academy expects students to respect property both inside and outside of Ursuline Academy's community. This includes both real and personal property, whether owned by Ursuline Academy, students, employees, or any property in which Ursuline Academy has an interest.

14. Specific Conduct Standards

While students are expected to conduct themselves at all times in accordance with the General Conduct Standards in Section [13](#), certain conduct is worthy of specific note because of its severity, its general relevance to high school settings, and/or to provide clarity of specific expectations. Note that these Specific Conduct Standards are in addition to or provide clarification for the General Conduct Standards, and do not replace them.

14.1 Searches

Lockers, desks, and school-issued technological devices are school property and are therefore subject to inspection or search by Ursuline Academy at any time without prior notice. In addition, students and their parents/guardians' consent to inspection of personal items at any time for any reason and without prior notice as a condition of enrollment and attendance at Ursuline Academy. Personal property includes, but is not limited to personal computers, cell phones, backpacks, purses, lunch containers, pockets and vehicles. An inspection does not imply wrong-doing by the student being inspected.

Resisting or lack of cooperation with a search may result in disciplinary action, up to and including expulsion, even in the first instance.

14.2 Possession of Weapons

The possession of, use or storage of any weapon is strictly prohibited at Ursuline Academy, and while present at or engaged in any Ursuline Academy-sponsored activity.

"Weapon" includes, but is not limited to, any firearm, ammunition, explosive device (including fireworks), martial arts weapon, knife (other than those necessary for cooking or approved Ursuline Academy activities), bow and arrow, air gun, shot gun, BB gun, paintball gun, rifle, pistol, any other type of deadly weapon, any item that can cause bodily harm, or other items that look like a weapon.

14.3 Damage to Property

Damaging or defacing any property such as building, equipment, books, lockers, furniture, and other articles belonging to the school or other people is prohibited; students will be charged for damage accordingly.

14.4 Fire

Setting or use of any unauthorized fire is prohibited.

14.5 Tobacco Products, Electronic Nicotine Delivery Devices, Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia

Ursuline Academy is a smoke-free, alcohol-free, and drug-free campus. The unlawful possession, use, consumption or distribution of tobacco products, electronic nicotine delivery devices (including e-cigarettes/pods, or related devices, chargers, etc.), alcohol, drugs, controlled substances, and related instruments or paraphernalia (e.g., bong, pipe, rolling papers, hookahs) at Ursuline Academy or as a part of any Ursuline Academy activity is prohibited. In addition, unlawful possession, use, consumption or distribution of tobacco products, electronic nicotine delivery devices, alcohol, drugs, controlled substances, and related instruments or paraphernalia while a student of Ursuline Academy is strictly prohibited.

Any student who is found distributing, using, or showing signs of use, or being in possession of tobacco products, electronic nicotine delivery devices, alcohol, drugs, controlled substances, or other related instruments or paraphernalia, etc. will face serious disciplinary action. Any such items will be confiscated and students will be subject to the disciplinary process. Students may be asked to submit to alcohol and/or drug testing at any time.

All students present where a violation is occurring are considered responsible for the violation and may face discipline. For example, if underage consumption of alcohol or use of illicit drugs is occurring in a student's home, all present may be held responsible.

Violators of these policies will be subject to discipline under this Student Handbook and may also be referred for prosecution in accordance with applicable laws.

14.6 Discrimination

Ursuline Academy affords equal opportunity to all qualified students regardless of race, color, age, creed, religion, sexual orientation, gender identity and expression, ancestry, national or ethnic origin, disability, political beliefs, marital status, military status, or genetic information. Discrimination against any individual on the basis of any of the above characteristics will not be tolerated. Retaliation against individuals for reporting discrimination, participating in the investigation of a complaint of discrimination, or for enforcing this policy is also strictly prohibited.

14.7 Harassment

Our Judeo-Christian faith embraces each individual as a gift from God worthy of love and respect. In addition, the school has a right and duty to protect all students. Therefore, harassment in any form, for any reason is prohibited, whether conducted on campus, off campus, or by digital means.

Harassment is unwelcome conduct, which is severe or pervasive enough to create an educational environment that a reasonable person would consider intimidating, hostile, or abusive. Harassing conduct may be verbal (e.g., jokes, insults, innuendo, propositions, threats, slurs, text messages, social media content), nonverbal (e.g., gestures, the display of pictures or other visual material including via social media), physical (e.g., touching, assault), and/or emotional (e.g., excluding or ignoring someone). Ursuline Academy understands that there is a range of severity in harassing conduct and reserves the right to make a judgment on the seriousness of a possible conduct infraction with a corresponding range of consequences for the infraction(s).

Common forms of harassment include but are not limited to:

- a. Posting videos, memes or photos on digital platforms that have a harassing impact. Note that although “vanishing” message apps have messages that seem to disappear after a certain period of time, people can take pictures of such posts and even, in some cases, recover such data. Citing the “vanishing” feature of such posts as a defense if they are released will be neither legitimate nor tolerated as a defense to harassment. In addition, just because a student’s account on a social media app is private does not exculpate a student for any hateful, bullying, harassing, or other such inappropriate posts on a profile.
- b. Trolling
- c. Online impersonation or phishing
- d. Sharing of nonconsensual intimate images
- e. Sexual harassment, gender-based harassment. It can occur regardless of gender or gender expression, or between an individual and a community of people. It can occur before or after consensual sexual activity. It can occur regardless of whether there was intent to cause harm.
- f. Retaliatory Harassment, any intentional adverse action taken by an accused individual or allied third party against an individual making a complaint of harassment, a supporter of such individuals, or any participant or supporter of a participant in an investigation or resolution of a complaint of harassment.
- g. No student or student organization shall participate in any form of hazing. Hazing shall include any intentional or reckless act, or coercion of another to act, that is an implicit or explicit condition for initiation into, admission to, affiliation with, or continued membership in any group or organization, and which causes or creates a substantial risk of causing mental or physical harm, harassment, discomfort, embarrassment, or ridicule to any person, including, but not limited to, coercing another to consume alcohol or other drugs.

14.8 Bullying

Bullying is a type of aggressive behavior that causes distress or harm, demonstrates an imbalance of power, and is repeated over time. Bullying behaviors can be physical, emotional (such as exclusion or ignoring), or verbal (such as not talking to someone or encouraging others to do the same). Some bullying behavior may also constitute harassment. All bullying conduct is prohibited.

14.9 Hazing

No student or student organization shall participate in any form of hazing.

For the purposes of this section, the term "hazing" shall include any intentional or reckless act, or coercion of another to act, that is an implicit or explicit condition for initiation into, admission to, affiliation with, or continued membership in any group or organization, and which causes or creates a substantial risk of causing mental or physical harm, harassment, discomfort, embarrassment, or ridicule to any person, including, but not limited to, coercing another to consume alcohol or other drugs.

All hazing allegations shall be reported to the Dean of Students. The Dean of Students, or designee, will initiate an investigation into the allegation and, if appropriate, will initiate disciplinary actions against the accused individual or organization. The failure to report an incident of hazing is also a violation of this policy and may result in disciplinary action.

14.10 Solicitation

Except as approved by the Principal, or designee, in conjunction with a school-sponsored fundraiser or event, individuals are prohibited from sponsoring, hosting the sale of, or distributing products or services at Ursuline Academy, or by using Ursuline Academy resources or technology.

14.11 Complicity in an Other's Infraction

Students may be held responsible for complicity of any violation of the Student & Family Handbook. "Complicity" means allowing a violation of the Student & Family Handbook to occur, whether by enabling the violation or failing to report it. It is the responsibility of each student to make a prudent choice when they become aware of a violation.

14.12 Cheating

Cheating is the fraudulent or dishonest presentation of work. It involves the use of unauthorized or unethical assistance to gain an unfair advantage over other students.

The determination of cheating or the appearance of cheating is at the discretion of the teacher and includes but is not limited to:

- a. The use or attempted use of unauthorized aids or resources beyond those authorized by the instructor during an exam, test, quiz or other academic exercise;

- b. Possession, or an attempt to gain possession, of an exam, test or quiz prior to it being administered;
- c. Procuring, accepting or providing to another any material that contains questions or answers to any examination or assignment unless the student's possession of the material has been authorized by the instructor;
- d. Using any print or electronic communication device on a test when it is not authorized;
- e. Acquisition or use of tests or other academic materials without prior approval whether orally, via hard copies, through social media or other online sources;
- f. Hiring or otherwise engaging someone to impersonate a student to take an exam, quiz, or test, or complete an assignment, paper, computer program or project. This involves both paying (and otherwise compensating) someone and/or being paid to take an exam for another person.
- g. Looking at another student's test paper or quiz paper;
- h. Copying another student's work on a test, quiz, or assignment;
- i. Employing aids in undertaking course work or in completing any exam or assignment that are not authorized by the instructor;
- j. Altering graded class assignments or examinations and then resubmitting them for regrading without the instructor's permission;
- k. Submitting substantially the same material more than once without prior authorization from the instructor, such as a paper that was written and submitted in another class;
- l. Providing answers using electronic devices, if not permitted by the instructor;
- m. Any unethical use of computers or other technology;
- n. Plagiarism, described in more detail below;
- o. Enabling, described in more detail below.

14.12.1 Plagiarism

Plagiarism is any attempt to represent another person's work or ideas as one's own. Plagiarism takes place whether such theft is accidental or deliberate. A claim of forgetting to document ideas, a source, or materials is no defense.

Generally speaking, students should properly credit all sources in their research and any assignments in accordance with the citation form accepted by the instructor, whether the content is quoted directly, paraphrased, or summarized.

Examples of plagiarism include, but are not limited to:

- a. Using published material verbatim without using quotation marks and giving proper credit to the author.
- b. Paraphrasing someone else's information without appropriately citing the source.
- c. Submitting a paper or assignment that has been prepared by another person, group, or commercial company.
- d. Copying another student's assignment with or without permission from the author.
- e. Expressing in the student's own words someone else's ideas without giving proper credit.
- f. Unfairly using material, such as taking large portions of another person's work without a substantial addition of one's own ideas or commentary.

14.12.2 Enabling

Enabling others to cheat is also cheating and includes the following but is not limited to:

- a. Allowing one's work to be copied and turned in by another student as the student's own.
- b. Allowing one's test, quiz or assignment to be copied by another student.
- c. Writing a research paper, report, essay or preparing a project, etc. for another student.
- d. Giving or offering information during an exam, test, quiz, project, paper or assignment.
- e. Allowing one's examination answers to be seen by others.
- f. Posting answers on a digital forum

14.13 Use of School Logo

The unauthorized use of Ursuline Academy's logo is prohibited. Written permission of the Principal is required to use the logo.

14.14 Technology Policy

Ursuline Academy uses technology, electronic resources, and internet access to enhance student learning and to provide a quality educational experience for all students. Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of Ursuline Academy, the school will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology.

14.14.1 School Responsibility

The school shall provide access to technological resources, including internet, for educational purposes. The school shall also provide training in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from internet resources. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

14.14.2 User Responsibility

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under their personal and/or school email or other technology account. Passwords are to be guarded and neither displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees to not bypass the school firewalls or other safety measures, whether by hacking or using virtual private networks (“VPNs”). Moreover, users agree not to harm or alter school property or others through their online usage.

Students are expressly prohibited from engaging in illegal sharing or downloading. For the purpose of enforcing this provision, the term “illegal sharing and downloading” shall include the sharing or downloading of any data, files, software, information, music, videos, e-books, games, or other materials in violation of any third party’s copyrights, Ursuline Academy’s policies, or any federal, state, or local law, rule, or regulation. In addition to any sanction through the Student Conduct Process by Ursuline Academy, any student found to have engaged in illegal sharing or downloading may be subject to civil and criminal proceedings.

The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property. Any use of technology in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

14.14.3 Social Media and Online Communities

Social media and online communities such as Facebook, Twitter, Instagram, GroupMe, LinkedIn, YouTube, TikTok, blogs, and the like can be valuable tools for students, both personally and educationally. Information posted on these sites, or other sites similar in nature, however, can often lead to negative or unintended consequences. Students understand that information posted on any site may become available to advertisers, law enforcement, employers, alumnae, campus organizations, Ursuline Academy administration, and other users. Any information posted may be utilized for Ursuline Academy’s legitimate business purposes, including but not limited to assessing student conduct or health and safety matters.

Students are responsible for any and all consequences that may arise as a result of information posted on any site. Students' use of social media and online communities – whether it is used for school or personal purposes – must conform to all relevant policies governing Student Conduct. Violations of this policy will result in disciplinary action.

Unless a student obtains prior written consent from Ursuline Academy, students may not create any account, page, or profile on any social media outlet that:

1. Appears to be sponsored by or created by Ursuline Academy or any Ursuline Academy group or organization, or
2. May lead others to believe that the account, page, or profile is sponsored by or created by Ursuline Academy or any Ursuline Academy group or organization.

14.14.4 Bring Your Own Device (BYOD) Student Laptop Requirement

All students are required to bring a laptop computer (Windows or Mac) to school on a daily basis as part of class materials. Students should arrive at school with the battery fully charged. Students will have access to the school network, academic portals, and course specific required applications. The maintenance of the laptop and backing up data from personal devices as well as cloud storage are the responsibility of the student. **Ursuline Academy is not responsible for damage or theft of student owned equipment.** Students purchasing a new laptop are required to select a device that meets the minimum hardware requirements published by Ursuline Academy. If a student is unable to provide a personal laptop, the student and parents/guardians may request the loan of a laptop by completing the “Long Term Laptop Loan” application. A limited number of laptops will be provided to students based on need. Both the [laptop hardware requirements](#) and the long-term [laptop loan form](#) can be found on Ursuline Academy's website.

14.14.5 Cell Phone/Electronic Devices

The use of cell phones/electronic devices/earphones for academic purposes is at the discretion of teachers. Teachers will set their own policies regarding the use of electronic devices in their classes and communicate those policies at the beginning of the year/semester or as needed throughout the year.

The use of cell phones for purposes of making calls is restricted to the café/patio/gallery during free mods. Students are permitted to make calls in other areas of the building with the permission of faculty. Students are permitted to use electronic devices for other purposes during the course of the school day in the hallways and common study areas, so long as doing so is not disruptive to the academic environment or others. Students watching videos or listening to recordings must use earphones and the speakers must be off.

Cameras and electronic devices with camera/recording capabilities should only be used with permission from faculty. Ursuline Academy's community respects the right to an individual's privacy, which includes not photographing, video recording, and/or posting to social media or other online platforms without explicit permission.

Violations of this policy may result in the device being confiscated and/or demerits issued. Consequences for subsequent violations will be at the discretion of administration. Items can be reclaimed from the office of the Dean of Students.

14.15 Attire Policy

Students' dress and appearance helps promote a professional learning environment.

14.15.1 Uniform Policy

Students at Ursuline Academy are expected to strive for personal and academic excellence and to accept the challenges of human freedom with its accompanying responsibilities. The school uniform is meant to signify school membership, minimize competition, maximize convenience, and be cost conscious. In addition, the uniform should promote self-respect and pride in being identifiable as an Ursuline Academy student. Therefore, it is important that students take individual responsibility for their individual appearance. Students are to be in school uniform from 7:50 am until 3:10 pm.

Uniforms should be clean and in good condition. No modifications should be made to uniform items. (Cutting, removing sleeves, creating holes/rips, etc.) This applies to spirit wear items worn on Spirit Days.

The first day of every week is **Spirit Day** at Ursuline Academy, and students may choose to wear the uniform skirt or pants with other Ursuline Academy shirts or sweatshirts. All school uniforms must be purchased at [Schoolbelles](#) or the [school spirit shop](#), except for the following items:

- a. Pants,
- b. Black, navy, and white turtlenecks,
- c. Undershirts, and
- d. Shoes.

The school uniform is as follows:

- a. Skirt:
 1. Official Ursuline Academy black watch plaid kilt.
 - i. Must be buttoned, at a "fingertip" length.
- b. Pants (may not be cargo-style or capris):
 1. Dark navy pants, or
 2. Black watch plaid pants.

- c. Shirt (long or short sleeves):
 - 1. Official Ursuline Academy white or green polo shirt.
 - i. Only black, navy, or white turtlenecks may be worn under the polo shirt.
 - 2. White turtleneck shirt.
 - 3. Students in grades 11 and 12 may wear their class rugby-style shirt as their uniform shirt. Students in grade 11 must wait until their class orders these shirts.
- d. Optional Sweater/Vest/Sweatshirt/Fleece:
 - 1. Official Ursuline Academy Sweaters or Vests (must be worn over a shirt):
 - i. Dark blue crew or V neck sweater with Ursuline Academy monogram, or
 - ii. Ursuline Academy Black full zip fleece vest
 - 2. Official Ursuline Academy Sweatshirt (must be worn over a shirt).
 - 3. Official Ursuline Academy Green Fleece.
 - i. A shirt is not required to be worn underneath as long as the collar is zipped.
- e. Socks/Leg wear
 - 1. Solid black tights or black leggings may be worn under the uniform skirt.
 - 2. Socks in any color may be worn, but they cannot extend past the knees.
- f. Shoes
 - 1. Full footed shoes.
 - 2. Shoes that elevate one's natural height by more than two inches are not allowed.
 - 3. Bedroom slippers without heel backs and "Crocs" or Crocs-style shoes are not acceptable options for school.

g. Other

1. No headwear of any kind may be worn (e.g., hat, earmuffs, bandanas, fleece ear covers) except for medical or religious reasons.
2. No other visible items of clothing may be worn, draped, tied or otherwise displayed on the body (including jackets, scarves, blankets).
3. No sunglasses.

14.15.2 Out of Uniform Days

On out-of-uniform days, it is equally important that students take individual responsibility for their appearance. Students may wear jeans (in good condition-no holes or rips), athletic wear, sweatshirts, tee shirts, flannel pants. Leggings/yoga pants etc. should only be worn with longer shirts/tops. Articles of clothing should not display inappropriate messages.

Students should use discretion to ensure that the outfit they choose is appropriate for an academic setting. For instance, the following should not be worn: shorts, sleeveless tank tops, camisoles, bare midriffs, pajamas, outer wear (coats, jackets, scarves, hats) slippers, and/or flip flops. Please note that this is not an exhaustive list.

Students participating in field trips are expected to dress appropriately according to the nature of the field trip.

14.16 Plush Toys

Students may not carry stuffed toys, “plushies,” or similar items around school or have them out in classrooms. If such items come to school, they must be stored in backpacks or lockers.

14.17 Parking Policy

14.17.1 Cars/Parking

All vehicles driven on campus must display a current parking permit. Permits are sold on a yearly basis to Juniors and Seniors. Students who purchase permits will be assigned to a designated space and expected to park in that space on days in which classes are in session. Sophomores may apply for a parking space once they obtain their license; however, space allocation is based on availability. Students may not park in designated faculty spots. Students are not permitted to park in the adjacent office building or in the hotel/shopping areas.

Students are not permitted to go to their cars without permission or to loiter on the parking lot between 7:50 am and 3:10 pm. Unsafe driving practices on school property, improper or inconsiderate parking methods, failure to display permits, illegal parking, and other forms of misconduct involving automobiles may result in disciplinary consequences or the school may suspend a student’s privilege of driving/parking on campus.

Replacement permits will be sold at a quarterly prorated amount. If a student does not have their permit in their car, they must report the license number, make, and color of the car to the Dean of Students. Changes in license numbers/cars should be reported as they occur throughout the year.

Directional arrows, parking signs, and all traffic laws must be observed. Vehicles parked without permits in campus parking lots are subject to fines, booting, and/or towing.

Vehicles parked on campus or entering Ursuline Academy property are subject to inspection by Ursuline Academy's Administration. This is a necessary measure to ensure public safety on Ursuline Academy's campus. Ursuline Academy is not responsible for fire, theft, loss or damage of any kind to any vehicle/contents while on Ursuline Academy property.

14.17.2 Parking for People with Disabilities

A handicap sticker is required for special parking due to health problems in accordance with the law. This sticker must be obtained through the Ohio Bureau of Motor Vehicles. Once obtained and displayed on the vehicle, the individual has the right to park in any designated handicap space with a current Ursuline Academy parking permit.

14.17.3 Parking During Events on Campus

During events on campus (e.g., basketball games, concerts, etc.) students and employees may be directed to park in alternate on-campus parking spots. Vehicles parked in reserved or restricted lots during major events are subject to tow at the owner's expense. Students should also allow additional time to arrive at their classes.

14.17.4 Public District Transportation

Courtesy and safety precautions are expected at all times.

Students are expected to be on time for all buses and cooperate with the bus driver at all times. Conduct while on the bus must be in accordance with Ursuline Academy's standards and with standards established by the system providing busing. Students not complying with these regulations will be requested to discontinue riding the bus.

Arrangements for a student to ride a bus from another district should be made in advance with the individual school district as policies vary.

14.18 Student Conduct at Athletic Events

The provisions of the Student & Family Handbook continue to apply at all Ursuline Academy events, including athletic events. Students are prohibited from engaging in any conduct, which may be illegal, offensive, or disruptive at any Ursuline Academy athletic event. Such activities may include, without limitation, throwing or projecting objects of any kind; wearing inappropriate, inflammatory, or offensive clothing; using disruptive or abusive language or gestures; interfering

with the progress of any athletic event; or entering the floor, field, track, or playing surface of any athletic facility before, during, or after an athletic event without prior approval.

Any student who violates this Section may be immediately ejected from an athletic event and temporarily or permanently suspended from attending future Ursuline Academy athletic events.

14.17 Food and Water

Food may only be consumed in the café, adjoining cafeteria, and/or designated overflow classroom. However, food may be consumed in other areas at the discretion of a teacher, coach, or moderator.

Students should dispose of their trash in the receptacles provided.

Students may carry water bottles and consume water during their frees and between classes. Consuming water in the classroom is at teacher discretion. Students may not consume water in the library, computer labs, assemblies.

14.18 Interplay of Law and Ursuline Academy Policy

Alleged violations of or convictions of local, state, or federal law arising from conduct that occurred on campus or off campus can often be violations of the Student & Family Handbook. Similarly, violations of this Student & Family Handbook are sometimes also potential violations of criminal law. Some of the Specific Conduct Standards included in this Section address areas of potential overlap between the law and Ursuline Academy standards.

14.18.1 Timing of Student & Family Handbook Process with Criminal Process

Ursuline Academy acknowledges that simultaneous adjudication of a Student & Family Handbook matter and a criminal case may make the criminal case more difficult for a student to defend or for the prosecutor to prosecute. Ursuline Academy reserves the right to proceed with its own adjudication in the manner deemed appropriate by Ursuline Academy, considering the interests of the entire Ursuline Academy Community.

14.18.2 Requesting of Public Records

The Principal, or designee, reserves the right to request police reports or other public records for review and/or submission to a student's conduct file.

14.18.3 Reporting of Crimes and Emergencies

Students are responsible for being aware of and complying with Ursuline Academy policies/procedures, and applicable law. Students are encouraged and expected to accurately, voluntarily, and promptly report crimes, emergencies, potential threats, or risks to the appropriate Ursuline Academy office(s) and/or to call 911.

15. Reporting Suspected Violations of the Student & Family Handbook

Students and others may report suspected violations of the Student & Family Handbook to the Dean of Students. Students may also report suspected violations to other employees who will help facilitate reporting to the Dean of Students.

If someone complains that a student has violated any section of the Student & Family Handbook, or if Ursuline Academy otherwise becomes aware that a student may have violated the Student & Family Handbook, the matter will be reviewed by the Dean of Students, or designee.

15.1 Authority for Classroom Discipline and Reporting for Discipline under the Student & Family Handbook

Disciplinary problems of a minor nature, occurring in the classroom, should be resolved by the classroom teacher. Each teacher has the right and responsibility to deal with disruptive behavior and other violations of classroom rules according to individual classroom policies. The disciplinary sanctions outlined in Section [16](#) should be followed, when applicable.

Chronic or more serious issues may be referred by the classroom teacher to the Dean of Students for additional disciplinary action under the Student & Family Handbook.

15.2 Confidentiality in Reporting

Students may report these incidents anonymously, and the employees and Dean of Students will take every reasonable measure to conceal the identity of the reporter. Generally, personally identifiable information about a reporting student only shared with persons with a specific need to know. This includes, but is not limited to, individuals who are investigating/adjudicating the complaint or delivering resources or support services to the reporting student. Ursuline Academy does not publish the name of the reporting student, but it may maintain identifiable information for follow up. Despite best efforts to maintain confidentiality, in some situations the reporter's identity may be or become apparent or suspected from the circumstances.

15.3 Emergency Situations

In emergency situations, please call 911 before reporting under the Student & Family Handbook.

16. Discipline

Most prohibited conduct complaints will be handled utilizing restorative justice-oriented mediations. These mediations will be overseen by the Dean of Students and may include a Counselor, the Director of Inclusion and Community or a faculty member trained in these practices. In conjunction with or in lieu of such mediations, Ursuline Academy may take disciplinary action as prescribed in this Section [16](#) against any student who violates the General

Conduct Standards (Section [13](#)) and/or the Specific Conduct Standards (Section [14](#)) contained in the Student & Family Handbook.

16.1 Disciplinary Sanctions

Disciplinary sanctions for any violation of the Student & Family Handbook may include but will not be limited to demerits, academic penalties, restriction of privileges, suspension, probation, expulsion, and/or, if appropriate, notification to legal authorities.

In most instances, demerits will be given to a student for misconduct. The number of demerits given for each offense will be determined by the seriousness of the violation. (See below.) Demerits need not be given in all circumstances; certain violations may warrant sanctions without the use of the demerit system. In addition, more than one disciplinary sanction may be assessed at any given time.

More specific information about disciplinary sanctions for certain violations is also spelled out below.

16.1.1 Demerit Offenses

Demerits are issued in categories, which correspond to the number of demerits that are given, except for Category 4 which may result in up to 6 demerits. The categories include [Attendance Policies](#); [Respect for Oneself](#); [Respect for Others](#); [Respect for Authority](#); [Respect for Community](#); [Respect for Academy Values](#); [Respect for Property](#); [Searches](#); [Possession of Weapons](#); [Damage to Property](#); [Fire](#); [Tobacco Products, Electronic Delivery Devices Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia](#); [Discrimination](#); [Harassment](#); [Bullying](#); [Hazing](#); [Solicitation](#); [Complicit in an Other's Infraction](#); [Cheating](#); [Use of School Logo](#); [Technology Policy](#); [Attire Policy](#); [Parking Policy](#); [Student Conduct at Athletic Events](#); and [Food and Water](#).

For example, a student might receive a Category 1 violation with 1 demerit in Attendance for being late to class. However, a similar incident would merit a Category 2 violation and 2 demerits if the student was repeatedly late, or a Category 3 and 3 demerits for missing an Early Bird class. A student would receive a Category 4 violation in the Attendance category for skipping class, which would result in three detentions. The demerits are issued based on the severity and the repetition of misconduct behaviors.

Category 1 = 1 Demerit

Attendance Policies

Respect for Oneself

Respect for Others

Respect for Authority

Respect for Community

Respect for Academy Values

Searches

Possession of Weapons

Damage to Property

Fire

Tobacco Products, Electronic Delivery Devices Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia

Solicitation

Complicit in an Other's Infraction

Cheating

Use of School Logo

Technology Policy

Attire Policy

Parking Policy

Student Conduct at Athletic Events

Food and Water

Category 2 = 2 Demerits

Attendance Policies

Respect for Oneself

Respect for Others

Respect for Authority

Respect for Community

Respect for Academy Values

Searches

Possession of Weapons

Damage to Property

Fire

Tobacco Products, Electronic Delivery Devices Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia

Solicitation

Complicit in an Other's Infraction

Cheating

Use of School Logo

Technology Policy

Attire Policy

Parking Policy

Student Conduct at Athletic Events

Food and Water

Category 3 = 3 Demerits

Attendance Policies

Respect for Oneself

Respect for Others

Respect for Authority

Respect for Community

Respect for Academy Values

Searches

Possession of Weapons

Damage to Property

Fire

Tobacco Products, Electronic Delivery Devices Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia

Discrimination

Harassment

Hazing

Solicitation

Complicit in an Other's Infraction

Cheating

Use of School Logo

Technology Policy

Attire Policy

Parking Policy

Student Conduct at Athletic Events

Food and Water

Category 4 = ALL VIOLATIONS IN THIS CATEGORY WILL RESULT IN THREE DETENTIONS PLUS 4-6 Demerits

Attendance Policies

Respect for Oneself

Respect for Others

Respect for Authority

Respect for Community

Respect for Academy Values

Searches

Possession of Weapons

Damage to Property

Fire

Tobacco Products, Electronic Delivery Devices Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia

Discrimination

Harassment

Hazing

Solicitation

Complicit in an Other's Infraction

Cheating

Use of School Logo

Technology Policy

Attire Policy

Parking Policy

Student Conduct at Athletic Events

Food and Water

Students will be notified by email when they have received demerits and/or detentions. Students are required to respond to said email, so the Dean of Students is aware they received it. Failure to respond to the email notification within two school days will result in additional demerits issued.

16.1.2 Sanctions Based on Accrual of Demerits

Accrual of a certain number of demerits midpoint (October 15 and March 15) and end of the semester will result in the following consequences:

Demerits

- 3 After school detention
- 5 Letter to parents/guardians plus a second detention
- 6 After school weekly detention for the remainder of the quarter
- 8 Free mod restriction

12 Suspension until parents/guardians conference and disciplinary probation

A student who has a total of 10 demerits during any one academic year will be subject to Disciplinary Warning/ Probation or expulsion, depending on the offense(s).

16.1.3 Academic Penalties

In situations where the academic integrity of school work is questioned, the material will be confiscated and an academic penalty will be imposed.

The academic penalty will be determined by the teacher and the Assistant Principal for Curriculum and Instruction. Alternate assignments/tests may be required.

Additionally:

1. The teacher will counsel the student(s) and contact parents/guardians;
2. The teacher will notify the Assistant Principal, the Dean of Students, or the counselor; and
3. The student will receive four demerits and three detentions.

Further consequences may be given depending on the gravity of the situation or a pattern of issues related to academic integrity. These may include exclusion from student or club offices, honor societies, or student events; suspension or expulsion from school; or other restrictions as determined by the administration. In addition, the Student Assistance Council may be notified.

Academic penalties may be assessed for violations of the Student & Family Handbook other than academic integrity issues, as deemed appropriate by the Dean of Students, or designee.

16.1.4 Restrictions of Privileges

Ursuline Academy students enjoy many privileges, including but not limited to, free mods, use of technology, opportunities to study abroad, and opportunities to participate in extracurricular activities or events. Any one of more privileges may be revoked – temporarily or permanently – as a measure of discipline, in lieu of or in addition to any other disciplinary sanction.

16.1.5 Disciplinary Considerations for Particular Violations

16.1.5.1 Penalties related to Tobacco Products, Electronic Nicotine Delivery Devices, Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia

Ursuline Academy-imposed sanctions for violations of the Tobacco Products, Electronic Nicotine Delivery Devices, Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia (Section [14.5](#)), for even a first offense, may include suspension, termination or expulsion, compulsory attendance at alcohol and other drug education or rehabilitation programs,

or other appropriate disciplinary measures. Contraband will be confiscated. Without limiting the foregoing, additional guidance for certain violations is provided in the following subsections.

16.1.5.2 Sanctions for Violations Related to Tobacco Products and Electronic Nicotine Delivery Devices

For a first-time tobacco or e-cigarette violation, the student's parents/guardians will be notified, three detentions will be assigned, and the Student Assistance Council will be notified. Subsequent offenses or first offenses with special circumstances will receive further disciplinary action at the discretion of the administration.

16.1.5.3 Sanctions for Possession, Use, or Being Under the Influence of Alcohol, Drugs and Controlled Substances

Any student who possesses, uses, or is under the influence of any illicit or counterfeit substance - including but not limited to alcohol, drugs and controlled substances - at school or any school function - will face serious consequences. The student's parents/guardians and the Student Assistance Council will be notified, and the police may be notified.

For a first offense:

- a. The student may avoid out-of-school suspension if they are placed in a reputable substance abuse counseling program. The student's parents/guardians must provide documentation about the name, dates, nature, and location of the program subject to the approval of Ursuline Academy's administration.
- b. If the family refuses substance abuse counseling for their student, then a three day, out of school suspension will be issued.
- c. The student will also face the following consequences for the remainder of the current quarter and two additional quarters (regardless of counseling status):
 - a. Half of the student's free mods will be re-scheduled into scheduled studies, or the Student Success Center.
 - b. The student will be placed on disciplinary probation.
 - c. Consultation with parents/guardians and student will emphasize available counseling and community resources. In addition, student, parents/guardians and administrators will enter into a written agreement aimed at redirection of the inappropriate behavior.
 - d. Leadership positions will be rescinded, and the student will be prohibited from running for or being appointed to any leadership position. If the student is actively participating in a reputable substance abuse counseling program that has been approved by Ursuline Academy, the term of the suspension may be reduced.

For a second offense:

- a. The student will serve a ten day out-of-school suspension.
- b. For one calendar year, all the student's free mods will be scheduled.
- c. If the second offense occurs within a calendar year of the first offense, the student must have a chemical assessment by a school-approved agency, or they will be expelled.

For a third offense:

- a. The student must have a chemical assessment by a school-approved agency.
- b. The recommendations must be followed by the student and the parents/guardians and must be reported to the administration so that Ursuline Academy can support the student's educational progress. Failure to comply will result in expulsion.

16.1.6 Sanctions for Sale, Distribution, or Purchase of Alcohol, Drugs and Controlled Substances

Any student that sells, distributes, or buys any alcohol, drugs, or controlled substances at school or any school function will be expelled, and the student's parents/guardians and the police will be notified. In such cases of expulsion, there will be no process of appeal for re-enrollment.

16.1.7 Sanctions Related to Weapons

Those who violate the Possession of Weapons policy (Section [14.2](#)) will be expelled and/or subject to criminal charges under local, state, or federal law.

16.1.8 Detention

After school detention is used to deter inappropriate behavior. Students will be given 24 hours' notice for detention so that transportation can be arranged. **Detention takes precedence over other activities (membership in clubs, teams, working, etc.) if there is a conflict in time.** Detention is usually held from 3:15-4:15, on Wednesday. A student who misses an assigned detention will reschedule their detention with the Dean of Students and receive an additional detention. A second failure to report will result in five additional detentions. A student who is absent on the date of the assigned detention will need to reschedule their detention with the Dean of Students on the day they return to school.

Detention regulations are as follows:

- a. Students must remain in the assigned area.
- b. Students must be in uniform during detention.
- c. Students may be assigned a work detail.

- d. Students may not use this time to make up tests/quizzes or do class related work.
- e. There should be no eating or drinking during detention.
- f. Students must relinquish cell phones during detention. They will be stored safely in the main office.

16.1.9 Suspension

A student is suspended from Ursuline Academy for a serious breach of the regulations. At the discretion of the Dean of Students, to avoid suspension, some students will be offered a diversion program, such as addiction counseling or anger management counseling. The length of the suspension and/or the nature of the diversion program will depend on the gravity of the offense. A suspended student is not reinstated at Ursuline Academy until there is a conference with the Dean of Students, the parent, and the student. Suspension is the most serious penalty, short of expulsion, for misconduct.

A student placed on Out-of-School Suspension may not attend classes in person, although they may be deemed eligible to attend remotely. Assignments, tests, and quizzes missed during out-of-school suspension must be made up and it is the responsibility of the student to work with their teachers to complete this work. The Dean of Students will consult with the Assistant Principal to determine whether academic penalties are appropriate during the suspension period.

Students under suspension may not take part in any school activity during the time of the suspension. Students who have been suspended are liable for expulsion in the event of further violations.

College applications require students to disclose suspensions and/or expulsions that occur at any point during their high school career. Students who are suspended after applications have been submitted are required to disclose this information to colleges.

16.1.10 Probation

Disciplinary probation is an ultimatum that immediate and continued progress must be achieved to remain at Ursuline Academy. It will be used for, but is not limited to, the following:

1. Repeated Category 4 infractions,
2. Suspension,
3. Excessive demerits in a given quarter or in the year.

The length of the probation will be determined by the Dean of Students, who will monitor the student during the probationary period.

16.1.11 Involuntary Academic Withdrawal/ Expulsion

Students who have been placed on academic probation and who do not meet the expectations of the probationary period will be asked to withdraw. Similarly, students who present a serious discipline problem or who have been suspended more than once are liable for expulsion. Any student may be asked to withdraw or be expelled for serious misconduct.

16.1.12 Re-Enrollment

When a student wishes to re-enroll after a voluntary or involuntary leave of absence, a written request must be made to the Dean of Students. In the case of an involuntary leave, the Dean of Students or designee will conduct a follow up assessment to determine whether the student has satisfied the conditions for re-enrollment and is eligible to re-enroll. Such an assessment will include consultation with the student's teachers and may include consultation with others on campus, as well as requiring a student to undergo an in-person assessment by a physician or other appropriate individuals as to readiness to return.

After a decision has been made regarding the student's eligibility to re-enroll, the Counselor will make a determination about the transferability of any credits earned at another institution during the student's leave.

16.2 Good Samaritan Amnesty Policy

Ursuline Academy is committed to promoting the health, well-being and safety of all members of our community. In accordance with our Ursuline values, Ursuline Academy encourages students to offer help and assistance to others in need.

Ursuline Academy recognizes that at times students may be hesitant to call for assistance, for fear of negative consequences related to their own behavior or the behavior of the student in need of assistance. For example, an underage student who has illegally consumed alcohol might hesitate to request medical attention for an intoxicated student.

Ursuline Academy's Good Samaritan Amnesty Policy is designed to encourage a student to seek emergency assistance for oneself or a fellow student regardless of the circumstances by eliminating the risk of sanctions in such a situation. Students who qualify for Amnesty include those seeking assistance for themselves or another individual. Qualifying students will receive educational interventions, rather than restrictive conduct sanctions. To qualify for Amnesty, students must do the following:

1. Proactively seek prompt assistance from law enforcement personnel;
2. Stay with the person needing assistance until help arrives to provide officials with as much information as possible;
3. Cooperate with all directives of the law enforcement personnel responding to the incident;

4. Meet with the Dean of Students or designee to discuss the situation and comply with all assigned educational interventions.

Ursuline Academy's Good Samaritan Amnesty Policy is not intended to shield or protect those students who repeatedly violate the Student & Family Handbook. In cases where repeated violations of the Student & Family Handbook occur, Ursuline Academy reserves the right to take student conduct action on a case-by-case basis, regardless of the manner in which the incident was reported.

Amnesty consideration will be provided in cases of suspected extreme intoxication, medical evaluation or other life-threatening circumstances due to alcohol or other drugs and will not extend to related infractions such as assault or property damage. Ursuline Academy's Good Samaritan Amnesty Policy applies only in situations in which students initiate the request for assistance and will generally not be applied in situations in which others initiate the response.

The Dean of Students or designee reserves the right to offer amnesty to reporting parties and witnesses if the circumstances indicate the reporting student and/or witnesses may have engaged in conduct less severe than the allegations involving the responding student.

16.3 Required Withdrawal for Conduct of Parents/Guardians

Ursuline Academy reserves the right to require withdrawal of a student based upon the conduct of parents/guardians that is threatening, hostile, chronically disrespectful, and/or disruptive to the educational process, regardless of any violation by the student. Such determination shall be in the sole discretion of Ursuline Academy.

17. Right to Amend

The Principal retains the right to amend the Student & Family Handbook, as necessary in Ursuline Academy's sole discretion. Students and parents/guardians will be notified if changes are made.

Appendix A: Health Risks of Drug and Alcohol Usage

According to the National Institute on Drug Abuse, alcohol affects every organ in the drinker's body. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver and heart diseases. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that result in harm to one's health, interpersonal relationships, or ability to work. Additional health risks of alcohol include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, and fatal overdose.

According to the Substance Abuse and Mental Health Services Administration (SAMHSA), the use of drugs and/or controlled substances can cause substantial harm for the user's bodily and mental well-being. In addition to the great risk of addiction, use of such drugs, even if used only once, have the ability to cause substantial mental illness such as paranoia, confusion, aggression, insomnia, in addition to brain damage and possibly death. The use of "hard" drugs, even in incredibly low quantities, can cause overdose and even death.

Controlled Substances, and Related Instruments or Paraphernalia

Ursuline Academy is a smoke-free, alcohol-free, and drug-free campus. The unlawful possession, use, consumption or distribution of tobacco products, electronic nicotine delivery devices (including e-cigarettes/pods, or related devices, chargers, etc.), alcohol, drugs, controlled substances, and related instruments or paraphernalia (e.g., bong, pipe, rolling papers, hookahs) at Ursuline Academy or as a part of any Ursuline Academy activity is prohibited. In addition, unlawful possession, use, consumption or distribution of tobacco products, electronic nicotine delivery devices, alcohol, drugs, controlled substances, and related instruments or paraphernalia while a student of Ursuline Academy is strictly prohibited.

Any student who is found distributing, using, or showing signs of use, or being in possession of tobacco products, electronic nicotine delivery devices, alcohol, drugs, controlled substances, or other related instruments or paraphernalia, etc. will face serious disciplinary action. Any such items will be confiscated and students will be subject to the disciplinary process. Students may be asked to submit to alcohol and/or drug testing at any time.

All students present where a violation is occurring are considered responsible for the violation and may face discipline. For example, if underage consumption of alcohol or use of illicit drugs is occurring in a student's home, all present may be held responsible.

Violators of these policies will be subject to discipline under this Student & Family Handbook and may also be referred for prosecution in accordance with applicable laws.

Appendix B: Drug-Free School and Communities Act of 1989

The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. Section 1011i; 34 C.F.R. Section 86.1, et seq.) requires that institutions receiving federal financial assistance establish drug and alcohol abuse prevention programs for students and employees. From time to time, Ursuline Academy may receive federal funds. As a condition of receiving such federal funds or any other form of financial assistance under any Federal program, Ursuline Academy certifies that it has adopted and implemented a program that includes annually providing to all students and employees (regardless of full-time, part-time, temporary or permanent status) materials that contain standards of conduct, a description of the various laws that apply in that jurisdiction regarding alcohol and drugs, a description of the various health risks of drug and alcohol abuse (see [Appendix A](#)), a description of counseling and treatment programs that are available (see Section [11.5](#)), and a statement on the sanctions Ursuline Academy will impose for a violation of the standards of conduct (see Section [16.1.5-16.1.6](#)). This program will be reviewed biennially to determine its effectiveness and implement changes to the program if they are needed, and to ensure that conduct sanctions are consistently enforced.

Applicable Federal, State, and Local Laws Regarding Tobacco Products, Electronic Nicotine Delivery Devices, Alcohol, Drugs, Controlled Substances, and Related Instruments or Paraphernalia

The following is a description of some of the applicable legal standards under federal, state, and local laws regarding tobacco products, electronic nicotine delivery devices, alcohol, drugs, controlled substances, and related instruments or paraphernalia, as of August 1, 2022. This list is not intended to be an exhaustive list of all laws or offenses involving these topics, and this material should not be relied upon as legal advice or guidance regarding these offenses:

Federal Law

Federal law prohibits, among other things, the manufacturing, distributing, selling, and possession of controlled substances as outlined in 21 United States Code, Sections 801-971.

State Laws

State law prohibits the underage consumption of alcoholic beverages, the furnishing of other underage people with alcoholic beverages, the falsification of identification for the purpose of acquiring alcohol, or operation of any motor vehicle while under the influence of alcohol, as outlined in Ohio Revised Code (“O.R.C.”) Section 4301.63-69 and 4511.19.

State law prohibits trafficking, owning, possessing, using, distributing, preparing, and selling of drugs and controlled substances, their instruments, and paraphernalia, as outlined in O.R.C. Section 2925.02-14. The trafficking, owning, possessing, using, distributing, preparing, and selling of counterfeit-controlled substances is also strictly prohibited by State law, as outlined in O.R.C. 2935.37. Moreover, State law strictly prohibits the corruption, persuasion, or convincing of another

towards drug or controlled substance usage, consumption, or purchasing, as outlined in O.R.C. 2925.02.

O.R.C. 2927.02-.023 prohibits persons under the age of 21 from purchasing, using, selling, or distributing tobacco or tobacco-related products including but not limited to cigarettes, electronic smoking devices, chewing tobacco, cigars, pipes, and other tobacco-related paraphernalia, instruments, and products.

Local Law

The City of Blue Ash enforces all the state criminal statutes cited above. In addition, the City lists some additional sanctions for alcohol, tobacco, and other drug use, including without limitation, those prohibitions contained in Codified Ordinances of Blue Ash, Oh, Chapters 513, 523, and 529.