



ST. URSULA ACADEMY

STUDENT HANDBOOK

2023 – 2024

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

July 20, 2023

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# *INTRODUCTION*

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## **MISSION STATEMENT**

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

## **STATEMENT OF BELIEFS**

### *Ursuline Spirituality*

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

### *Academic Excellence*

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

### *Service*

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

### *Leadership*

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

### *Community*

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

### *Openness to Change*

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

# INTRODUCTION

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## Care of the Individual

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

## Development of the Whole Person

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

## VISION STATEMENT

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

## ST. URSULA ACADEMY CREST



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

## MOTTO

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

## *INTRODUCTION*

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### **ALMA MATER**

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

### **NON-DISCRIMINATION STATEMENT**

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

### **STUDENT/PARENT RESPONSIBILITY STATEMENT**

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

Registration at St. Ursula Academy is the student and parent/guardian agreement to accept and comply with all school guidelines. Violation of any guideline, including any action determined by administration to be detrimental to the mission, values, moral standards, or reputation of St. Ursula Academy, may result in disciplinary action including suspension or dismissal.

These guidelines are subject to change at the discretion of the administration. Proper notification of any change will be disseminated to students and parents/guardians.



## *ACADEMIC OVERVIEW*

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### GENERAL STATEMENT OF ACADEMICS

St. Ursula Academy, grades 6 – 12, is Toledo’s oldest, all female, Catholic school and has been educating young women of today for tomorrow since 1854. Our multi-faceted college preparatory curriculum promotes critical thinking, creative expression, and academic mastery, while inspiring intellectual curiosity and growth. Fully accredited by Ohio Catholic School Accrediting Association, SUA offers intensive programs in the fields of Theology, English, Social Studies, Mathematics, Science, World Languages, Technology, Fine Arts (Performing and Visual), Physical Education, Business, and Life Skills. SUA offers Honors, Advanced Placement, Women in Professional Careers Programs, as well as the SUA Leadership Program.

### INSTRUCTIONAL LEVELS OFFERED

- Junior Academy
  - JA courses prepare students for a successful high school experience. GPA is not calculated.
  - High school course options are available to 8<sup>th</sup> graders based on course availability and department criteria. GPA calculation does not start until Freshman year.
  
- High School
  - College-Preparatory Courses: SUA is a college-preparatory high school.
    - College Prep courses are available in all disciplines. College Prep courses are on a 4.0 scale.
  
  - Honors-Level Courses:
    - Honors-level courses are available in several disciplines. Criteria for placement in honors courses are determined by each department. Honors-level courses are weighted as a 4.5.
  
  - Advanced Placement (AP) Courses:
    - SUA is approved by the College Board to offer AP courses in English, Mathematics, Performing Arts, Science, Social Studies, Technology, Visual Arts, and World Languages, providing students the opportunity to earn college credit. Advanced Placement courses are weighted as a 5.0.

# *HIGH SCHOOL GRADUATION REQUIREMENTS*

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## ACADEMIC REQUIREMENTS

To meet the prescribed requirements set forth by the Ohio Catholic School Accrediting Association, the Ohio Department of Education, and St. Ursula Academy the following criteria must be met.

High school students are required to successfully complete SUA approved credit hours as follows:

- Freshmen: 7.5 credits
- Sophomores: 8.25 credits
- Juniors: 8.0 credits
- Seniors: 8.0 credits

Subject	Requirements	Subject	Requirements
Theology	4.0 credits: • 1.0 credit each grade	Leadership Class of 2025 and beyond	2.0 credits: • 0.5 unit each grade
English	4.0 credits: • 1.0 credit each grade	Business	0.5 credit Personal Finance
Mathematics	4.0 credits: • 1.0 credit each grade; including Algebra II	Fine Arts	1.0 credit
Social Studies	3.0 credits: • 1.0 credit Am. History • 1.0 credit Am. Government • 1.0 credit World History	World Languages	2.0 credits • 3 or 4 recommended
Science	3.0 credits: • 1.0 credit Biology • 1.0 credit Chemistry • 1.0 credit (Physics recommended)	College & Career Exploration	0.25 credit
Health & Wellness	1.0 credit to include: • 0.5 credit Physical Education • 0.5 credit Health	Electives	To complete schedule
Communications/Technology Class of 2025 and beyond	0.5 credit Global Communications	Additional Requirements	As stated on page 11

# HIGH SCHOOL GRADUATION REQUIREMENTS

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## ADDITIONAL REQUIREMENTS

Graduation is a privilege. To participate in the commencement ceremony, and receive a diploma, students must complete all academic requirements as well as the following additional requirements:

1. Pass all assessments required by the Ohio Department of Education.
2. Complete sixty (60) clock hours of community service. Twenty (20) hours are due at the end of freshman, sophomore, and junior years.
3. Complete the College & Career Exploration workshop and project. (See *College & Career Readiness*, p. 28).
4. Apply to at least one four-year, post-secondary institution.
5. Attend St. Ursula Academy a total of four years beyond grade eight. (Transfer students are handled on an individual basis.)
6. Attend retreats, school-wide service activities, and Senior Kairos.
7. Meet all tuition, fees, fines, and other obligations.

## THEOLOGY REQUIREMENTS

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

### *Theology Courses*

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

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

## HIGH SCHOOL SERVICE REQUIREMENTS/WORKS OF MERCY SERVICE PROGRAM (See *Appendix E*, page 69.)

Service hours are accumulated through independent service at one or several qualifying agencies. Each high school student must complete a minimum of sixty (60) clock hours of individual community service. Twenty (20) hours are due by April 1 at the end of freshman, sophomore, and junior years. This obligation must be met prior to taking exams.

## GRADING SCALE/POLICIES

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### GRADING SCALE

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

### GRADE POINT AVERAGE (GPA)

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

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

Points for each course grade are multiplied by the course's term credit to obtain the course credit points. The GPA is determined by dividing total credits earned by the total potential credits. The GPA is a fixed number to the third decimal place (no rounding).

### COURSE DROP POLICY

Students cannot drop a course after 3:30pm on the third day of the respective semester. After the third day, any course dropped will result in a failing grade. (See *Schedule Change Policy*, page 24.)

### FINAL TERM GRADES

Final Term Grades for the 2023 - 2024 academic year are posted on the following dates:

- Term 1           Wednesday, October 25, 2023
- Term 2           Friday, January 12, 2024
- Term 3           Friday, March 22, 2024
- Term 4           Thursday, May 30, 2024

Grade disputes should be initiated with the teacher. If unresolved, term grade appeals must be submitted in writing by the parent/guardian to the principal within three (3) business days of the posted final term grades. The decision made by the Principal is final.

## *GRADING SCALE/POLICIES*

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### **SUA FINANCIAL AID REQUIREMENTS**

A student must maintain:

- *Cumulative GPA:* Students must maintain a cumulative GPA of 2.0 to be eligible for financial aid. A student whose GPA falls below 2.0, will not be eligible for financial aid for the following academic year.
- *Acceptable Attendance:* Students who miss more than five classes in a term, whether the absences are excused or unexcused, (excluding medical-documented absences and school-related absences) may not receive financial aid for the following academic year.
- *Character and Conduct:* Students must demonstrate high character and acceptable conduct to be eligible/maintain their financial aid award. Students in violation of Student Handbook policies are at risk of losing their financial aid for the current school year as well as the following academic year.
- *Enrollment:* Students must be enrolled in six (6) or more SUA credits to be eligible for financial aid. SUA's donors choose to support students who embrace the opportunities and student life at SUA. St. Ursula Academy's community is enriched because of the gifts and talents of every student. Therefore, any student not enrolled in at least six (6) SUA credits will not be eligible for financial aid.

## *AWARDS AND ACADEMIC RECOGNITION*

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### **TERM HONORS (GRADES 6 – 12)**

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

<b>High School</b>	
<b>Term GPA</b>	<b>Honor</b>
4.000 and above	Dean's List
3.750 – 3.999	First Honors
<b>Junior Academy</b>	
All A's	Dean's List
All A's and B's with 2 or more A's	First Honors

## AWARDS AND ACADEMIC RECOGNITION

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### NATIONAL HONOR SOCIETY

Juniors become candidates for the St. Ursula Academy Chapter of the National Honor Society by attaining a cumulative grade point average of 3.980 or higher by the end of Term 3 of junior year; seniors become candidates at the end of Term 1 of senior year. The GPA is a fixed number to the third decimal place (no rounding).

Candidates must take 8.0 credits per year (with the exception of Physical Education freshman year, which is granted 0.5 credit for a semester course). Transfer students become eligible for membership after completing one full semester of classes at St. Ursula Academy; credits transferred must equate to SUA's academic standards.

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

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

NON-ACCEPTABLE ABSENCES (Non-school related or Non-medically Documented)	ELIGIBILITY STATUS
24 blocks or less at the end of Term 3 of Junior Year	Eligible
More than 24 blocks and less than 32 blocks at the end of Term 3 Junior Year	Deferred, provided the total of non-acceptable absences does not exceed 40 blocks by the end of Term 1 Senior year
32 - 40 blocks total from beginning of Junior year to end of Term 1 Senior year	Apply/Reapply

School-related absences are those that SUA requires students to attend. College visits are not considered a school-related absence.

Candidates may seek membership by filling out membership forms, signing the NHS pledge, completing an essay demonstrating their capabilities in the four NHS pillars of Scholarship, Leadership, Service, and Character, as well as meeting attendance and tardiness requirements. To be considered for membership, applicants must adhere to specific criteria and deadlines as stated in the application packet. Based on the preceding requirements, potential members will be recommended by an appointed Faculty Council and reviewed by the Assistant Principal. Final approval for acceptance is granted by the Principal. Induction of new members will occur at Honors Night or at the fall Honors Assembly.

NHS will choose its officers, meet on a regular basis during the year, and plan one group service project that complements the NHS Service pillar. Each member will also be responsible for choosing and completing an individual service project. Members will be expected to continue to demonstrate outstanding scholarship, (maintain the minimum cumulative GPA per term), leadership, character, and school attendance following selection in order to remain in good standing with NHS and be eligible for all benefits accorded membership. Suspension may affect National Honors Society membership.

## AWARDS AND ACADEMIC RECOGNITION

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### AP SCHOLAR AWARDS

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

- **AP Scholar:** Granted to students who receive scores of 3 or higher on three or more AP Exams
- **AP Scholar with Honor:** Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams
- **AP Scholar with Distinction:** Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams
- **State AP Scholar:** Granted to one male and one female student in each U.S. state and the District of Columbia with scores of 3 or higher on the greatest number of AP Exams, and then the highest average score (at least 3.5) on all AP Exams taken
- **National AP Scholar:** Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams
- **AP International Diploma:** The AP International Diploma (APID) is a globally recognized certificate awarded to students who display exceptional achievement across a variety of disciplines. The College Board awards the APID to students who meet the following criteria:
  - Earn a 3 or higher on five or more total AP Exams, in specific content areas.
  - Apply to a university outside the U.S.

*If interested in the APID, contact the Director of Academics for the complete list of criteria.*

### ***St. Ursula Academy AP Social Studies Scholar Award***

St. Ursula Academy grants this award to students who successfully complete all five AP Social Studies courses offered at SUA, which include: Psychology, Human Geography, United States History, Comparative Government and Politics, United States Government and Politics.



## AWARDS AND ACADEMIC RECOGNITION

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### LATIN HONORS

Latin Honors are determined by final cumulative GPA with a minimum 31.75 credits\*. Students are recognized for their academic achievement based on both GPA and academic integrity. Students with academic integrity infractions will not be recognized regardless of GPA. Latin Awards will be awarded to students who have achieved a 4.000 GPA or higher by the end of Term 3 of senior year.

Those seniors earning a Summa Cum Laude honor will be invited to submit a speech for the graduation ceremony. To be eligible, speakers must be enrolled in at least 6.0 SUA credits their senior year. Speeches chosen for the graduation ceremony will be selected by a committee.

\*Students eligible for Latin honors at graduation must have completed a minimum of **31.75 credit hours to include a minimum of 31.5 graded (not pass/fail) along with the Career and College Exploration (0.25 credit pass/fail) as approved by SUA (including approved College Credit Plus and/or approved Independent Online Study)**. Credit Flex course credits do not count toward Latin honors. Students earning Summa Cum Laude Latin honors must have attended SUA six (6) semesters of high school.

Summa Cum Laude = Highest praise

Magna Cum Laude = High praise

Cum Laude = Praise

Summa Cum Laude	4.350 and above
Magna Cum Laude	4.175 - 4.349
Cum Laude	4.000 - 4.174

The GPA is a fixed number to the third decimal place (no rounding).

# *AWARDS AND ACADEMIC RECOGNITION*

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## **FRESHMAN AND SOPHOMORE HONORS CEREMONY**

Freshmen and Sophomores will receive honors medals and individual awards at an honors ceremony during the school day.

### **1. Honors Medals**

Honors Medals are awarded to students who achieve all the following criteria:

- Term 1 GPA of 3.750 or greater
- Term 2 GPA of 3.750 or greater
- Term 3 GPA of 3.750 or greater

### **2. Additional Awards**

Individual awards will be presented.

## **JUNIOR AND SENIOR HONORS NIGHT**

Honors Night recognizes Juniors and Seniors for their academic achievements.

### **1. Honors Medals**

Honors Medals are awarded to students who achieve all the following criteria:

- Term 1 GPA of 3.750 or greater
- Term 2 GPA of 3.750 or greater
- Term 3 GPA of 3.750 or greater

### **2. Additional Awards**

Individual awards will be presented.

### **3. National Honors Society (NHS) Induction for Juniors**

Induction into National Honor Society will take place during Honors Night.

### **4. Honors Cords for Seniors at Graduation**

Cords will be awarded to students who have achieved a 3.750 cumulative GPA by the end of Term 3 of senior year.

### **5. NHS Stoles for Seniors at Graduation**

NHS stoles will be presented to eligible NHS seniors to wear.

## **AWARDS TO BE PRINTED IN THE GRADUATION PROGRAM**

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

## *AWARDS AND ACADEMIC RECOGNITION*

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### **AWARDS TO BE ANNOUNCED AND PRESENTED AT HIGH SCHOOL GRADUATION**

#### *The Bishop's Cross*

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

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

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

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

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

#### *The St. Angela Award*

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

#### *Mary Ann Gugger Award*

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

## ACADEMIC CREDITS

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### TYPES OF CREDIT

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

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

1. **SUA Coursework**—Courses developed and taught by SUA teachers will count toward graduation credit.
2. **Transfer Credit**—Transfer courses may be granted credit toward graduation as approved by Administration.
3. **College Credit Plus Credit**—The College Credit Plus Program (CCP) allows college-ready students, grades 7 - 12, who qualify for college admission to participate. Students can earn college credit and/or high school graduation credit through the successful completion of college courses. **CCP grades are final and become a part of both the student's permanent college transcript and the SUA transcript.** While a university may allow students to retake a course for grade replacement, the non-passing grade will remain on SUA's transcript and will negatively impact the student's GPA.
4. The State of Ohio determines CCP deadlines as well as application approval.
5. **Credit Flex**—Credit Flex Options that replace current SUA elective course offerings may be granted credit through a pre-approval process. Credit Flex options are awarded a Pass/Fail. The Credit Flex Application and/or Proposal, must be submitted to SUA's Director of Academics by April 1 (for summer assessment), May 1 (for semester one assessment), or November 1 (for semester two assessment). Course and credit approval will be determined after review by Administration.
6. **Independent Online Study**—Independent Study is an online option that allows students to pursue courses **not currently offered at SUA**, such as Italian, or AP Physics through approved SUA vendors. Student is responsible for the cost of the course and all related expenses. The Independent Online Study Application must be submitted to SUA's Director of Academics. Course and credit approval must be granted prior to starting the course.
7. **Credit Recovery**—St. Ursula Academy has approved credit recovery options for students who have failed a course. The School Counselor will initiate this process, if needed.

### CREDIT CALCULATION POLICY

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

### COURSEWORK PRIOR TO ADMISSIONS

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

## *ACADEMIC CREDITS*

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### **PE WAIVERS**

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

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

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

## *ACADEMIC COMMUNICATION*

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### **COMMUNICATION**

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

Academic information is communicated in the following ways:

- Syllabus
- PowerSchool
- Canvas
- Mini-Class Night
- Parent/Teacher Conferences

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

### **PARENT/TEACHER CONFERENCES**

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

### **STUDENT RECORDS**

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

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

### **TRANSCRIPT/STUDENT RECORDS REQUEST**

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

### **NON-CUSTODIAL PARENT ACCESS**

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

## *ACADEMIC COMMUNICATION*

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### **STUDENT WITHDRAWAL REQUEST DURING THE SCHOOL YEAR**

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

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

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

# ACADEMIC SCHEDULE

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## COLLEGIATE BLOCK SCHEDULE

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

## REGISTRATION

Rising sophomore, junior and senior scheduling requests will be completed on-line through PowerSchool. High school students and parents/guardians will receive written instructions on how to register online. Students are responsible for making appropriate scheduling choices (which includes being aware of course prerequisites) for the upcoming school year, and for submitting a hard copy of the *Course Request Form* with a parent/guardian signature to their school counselors by the specified deadline. The school counselors review student schedule requests and meet with students when needed. Scheduling appointments will be arranged for students in grades 6 – 9 as well as transfer students.

## SCHEDULE CHANGE POLICY

Student schedules will be made available by mid-July. If necessary, a student may request a schedule change prior to the first day of class by contacting their school counselor. **All schedule changes are subject to course and seat availability.**

### Schedule Change Deadlines and Fees:

- Through Friday, August 4 No Fee
- August 5 – August 11 \$50 Fee
- August 12 – August 21 \$75 Fee

In order to change a schedule after **August 4**, a completed *Drop/Add Course Form* and the appropriate fee must be submitted to the school counselor. Any courses dropped after the third day will result in a failing grade.

The Drop/Add Course Form signed by the parent/guardian, student, and teacher, along with the \$75 fee, must be submitted to the school counselor by 3:30 p.m. of the third day of the semester to initiate the process. Final approval is at the discretion of the Director of Academics. The school counselor will notify the parent/guardian and student of the decision.

**Due to the nature of the following courses, drop stipulations are as follows:**

Course	Reason	Ineligible to be dropped after following date:
Bella Voce	Audition/Performance	May 1 of prior school year
Algebra IA/IB	4 Terms	3:30pm on third day of Term 1
Algebra IIA/IIB	4 Terms	3:30pm on third day of Term 1
AP Biology	4 Terms	3:30pm on third day of Term 1
AP Chemistry	4 Terms	3:30pm on third day of Term 1



## TESTING POLICIES

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### EXAMS

Exams are given the final week of each term (four times per year), as stated on the school calendar. High school exams count for 20% of the term grade, while Junior Academy exams count for 10% of the term grade. Family vacations, appointments, etc. should not be scheduled on exam days. **Exams will not be given early. Any student who misses an exam must take them as scheduled on the Exam Make-up Day.** If exams are not complete, the student must take all missed exams on the first day of the new term.

**All monetary responsibilities (tuition, fees, fines, etc.), textbooks, service hours, detentions, Career Exploration Project, and any other obligations must be met prior to taking term exams.** Failure to resolve these obligations will result in the student not being permitted to take term exams and will result in an Incomplete and loss of credit for those courses.

When there is a financial hold on exams, the financial issue must be resolved, and the exams must be completed within 10 school days after the last instructional day to receive credit for the course. A student will earn an Incomplete and no credit will be awarded for courses not completed within that deadline, which will negatively impact a student's GPA. Students are not permitted to start the new term until exams are complete.

### REQUIRED STANDARDIZED TESTING

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

	MAP	HSPT	ARK	Iowa	PSAT	Pre-ACT	ACT
Grade 6	X						
Grade 7	X						
Grade 8	X	X	X				
Grade 9				X		X	
Grade 10				X	X		
Grade 11					X		X
Grade 12			X				

#### Fall Testing Day – Tuesday, October 24, 2023

- Grade 9 PreACT
- Grades 10 and 11 PSAT

#### Spring Testing Day – Tuesday, February 27, 2024

- Grade 9 and 10 Iowa Assessments™
- Grade 11 ACT

**ACT/SAT SCHOOL CODE – 365055**

## *ACADEMIC ASSISTANCE*

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### **ACADEMIC PROBATION**

A student who receives one failure in a term, or has a term GPA below 1.750, will be placed on academic probation. The student and her parent/guardian will be notified in writing of the probation. The student and her parent/guardian must meet with her SUA school counselor within the first week of probation to set up an Academic Probation Plan to define clear academic conditions that must be met by the end of the following term. If the student has not met the conditions of probation, the decision concerning her enrollment at SUA will be made by the Principal after the Director of Academics/Director of the Junior Academy Program, school counselors, teachers, and parent/guardian have been consulted. A student who is on academic probation due to failures for more than one term will not be permitted to continue at SUA, unless an exception is made by the Principal. A student who is on academic probation due to low GPA for more than one term may not be permitted to continue at SUA, as decided by the Principal.

### **ATHLETIC PROBATION/ATHLETIC COMPETITION INELIGIBILITY**

A student-athlete with one failure in a term will be ineligible to tryout, practice, or compete in a contest in the following term.

A student-athlete with a term GPA below 1.750 will be placed on Athletic Probation. Students on athletic probation will be eligible to tryout and practice, but are ineligible to compete in a contest until the following criteria are met:

- Follow the Academic Probation Contract.
- Achieve 1.750 GPA or above when Progress Reports are officially posted.
- Maintain 1.750 GPA or above for the remainder of the term.

If a student-athlete does not achieve 1.750 GPA at Progress Reports, then that student will no longer be on the athletic team and will not be eligible to practice or compete for the remainder of the term.

All student-athletes are governed by the eligibility rules of the Ohio High School Athletic Association and St. Ursula Academy's rules for athletes.

During freshman year, the physical education grade will be counted the same as all other grades for the purpose of eligibility ONLY. It remains .25 credits per term in the cumulative GPA.

## *ACADEMIC ASSISTANCE*

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### **EXTRA-CURRICULAR PROBATION/COMPETITION INELIGIBILITY**

A student with one failure in a term will be ineligible to tryout, practice, or participate in events/performances in the following term.

A student with a term GPA below 1.750 will be placed on Extra-Curricular Probation. Students on Extra-Curricular Probation will be eligible to tryout and practice, but are ineligible to participate in events/performances until the following criteria are met:

- Follow the Academic Probation Contract.
- Achieve 1.750 GPA or above when Progress Reports are officially posted.
- Maintain 1.750 GPA or above for the remainder of the term.

### **FAILURE POLICY**

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

- A student who fails a term of a required course must repeat that term.
- Failing two or more courses is grounds for dismissal.
- Seniors who fail courses required by SUA will not receive their diploma until the failed course has been successfully completed.
- Course recovery is not grade replacement; the failing grade will remain on the transcript and negatively impacts the student's GPA.

### **SCHOOL COUNSELING SERVICES**

Students are assigned to a school counselor who is available to answer student and parent/guardian questions regarding academics, as well as social/emotional concerns.

- For non-emergency situations, an appointment should be scheduled with the school counselor in advance. The school counselor will provide a pass for the scheduled appointment. Students are not permitted to leave class to see the school counselor for non-emergency situations.
- For emergency situations, the teacher should provide a pass for the student to see the school counselor during class.

### **THE LEARNING COMMONS**

The Learning Commons (TLC) provides academic assistance to all students grades 6 – 12 by professional, licensed educators. The Learning Commons is staffed from 7:00 a.m. – 4:30 p.m. Monday thru Thursdays and 7:00 a.m. – 3:00 p.m. on Fridays. Assistance is available in the following ways:

- Drop-in academic support
- Intense Focus Group support as identified by SUA team

## *COLLEGE & CAREER READINESS*

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### **COLLEGE COUNSELOR**

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

- College Quest Freshman – Junior Years
- College & Career Exploration Sophomore Year
- College Visits See below

### **COLLEGE QUEST**

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

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

### **COLLEGE & CAREER EXPLORATION**

SUA's College & Career Exploration is a required workshop for students during their sophomore year. Integral components of self-awareness and self-leadership are knowing and understanding what's important to you. During the College & Career Exploration Workshop, students will gain a greater understanding of who they are and potential careers that align with their values, interests, personality, and strengths. This workshop prepares students for a successful Career Exploration Experience.

The Career Exploration Experience helps students gain insight regarding potential careers and alignment with their values, interests, personality, and strengths. The Career Exploration Experience is a discovery process consisting of a shadowing experience and professional interviews to gain valuable insight when considering college choices, academic majors, and careers. While leadership has many parts, one of the core foundations of leadership is knowing and understanding oneself first.

Students will receive .25 credits upon completion of both the workshop and project, which are required for graduation. Credits are granted as pass/fail and will be recorded on the student's transcript.

## COLLEGE & CAREER READINESS

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### COLLEGE VISITS

An essential step in the college selection process is taking an official visit to a college campus. An official college visit includes a formal campus tour and meeting with an admissions representative.

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

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

College visits are approved based upon the following criteria:

- *The College Campus Visit Form* must be completed and submitted to the College Counselor one week prior to the visit for initial approval.
- Formal documentation must be submitted to the College Counseling Office within two days of returning to school for the absence to be excused.
- Students must be in good standing with grades and attendance.
- **College visits cannot take place on Exam/Retreat/Senior Days.**

Stipulations:

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

# ACADEMIC INTEGRITY

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## GENERAL STATEMENT

St. Ursula Academy's academic integrity guidelines and conduct *are based on Gospel values and rooted in the Catholic faith.* St. Ursula Academy observes a standard of integrity through which students respect both their work and the work of others. All students have an obligation to adhere to these high expectations and understand the ramifications of violating academic integrity policies.

## CHEATING/PLAGIARISM DEFINITIONS

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

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

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

**Repeated Absences on Test/Quiz Days:** Academic integrity becomes an issue when a student is repeatedly absent on a quiz/test day. This behavior will be addressed by the Assistant Principal and the Director of Academics.

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

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

## CHEATING/PLAGIARISM POLICIES

**Violation:** If a student violates the academic integrity policy, her teacher will notify her parent/guardian, and the Assistant Principal. For that student's first offense, she will receive a zero and possible disciplinary consequence. She may retake/rewrite for a score of 50% of the achieved score. Record of the infraction will be placed in her file, and membership in the National Honor Society or school leadership positions, as well as consideration for departmental awards, etc., may be affected. Existing financial aid and scholarships may also be affected.

Any repeated offense, in current or subsequent courses, will result in a zero for the assignment with no possibility of a retake/rewrite and will also involve suspension or dismissal. Membership in the National Honor Society or school leadership positions, as well as consideration for school and departmental awards, etc. will be affected. Existing financial aid and scholarships may also be affected.

## STUDENT GUIDELINES

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### AGE/INDEPENDENCE

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

**ALCOHOL AND OTHER DRUGS** (See *Appendix B*, Page 51.)

### ATTENDANCE (419) 329 – 2222

**Absence:** Students are expected to be present every day for each block unless an illness or a prearranged absence prevents attendance. St. Ursula Academy is required by law to adhere to House Bill 410 regarding truancy and absences. If a student must be absent, a parent or guardian is required by the State of Ohio to contact the ATTENDANCE OFFICE (419-329-2222) BEFORE 9:00 a.m. on the day of the absence.

**Excused Absence:** As defined by Ohio law, excused absences include personal illness or injury, medical appointments, death in the family, or any event which has been prearranged with the School Administration. In order to be excused, students must provide a written note signed by her parent/guardian (and/or written documentation from the medical office) as deemed below to the Attendance Office upon her return to school. Any student returning to school after an absence exceeding two days must provide a medical release note signed by her physician. **If no documentation is presented, the absence is considered unexcused/truant.**

#### *Make-up Work Policy*

Students are responsible for all content and missed work during their absence. Students are expected to check Canvas or contact their teachers regarding missed work. **Teachers are not required to remind students of their obligations.** Assignments, quizzes, and tests will be entered as a “0” in PowerSchool until work is completed, submitted, and graded.

Students are encouraged to complete and submit work while absent. If needed, students who are absent five or less consecutive days will have the same number of days as absent to complete and submit any missed assignments. Quizzes and tests must be completed/scheduled within three days of return to school in the Testing Center during Seminar, or at the convenience of the teacher.

- **Absences on a Review Day**

If a student is absent on a review day, they will need to study/prepare for the quiz/test and take the quiz or test with the class on the scheduled day.

- **Repeated Absences on Test/Quiz Days**

Academic integrity becomes an issue when a student is repeatedly absent on a quiz/test day. This behavior will be addressed by the Assistant Principal and the Director of Academics.

For absences beyond five consecutive days, deadlines will be determined by the Director of Academics.

## STUDENT GUIDELINES

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**Prearranged Vacation:** St. Ursula Academy strongly discourages the scheduling of vacations or trips when school is in session. Any student who plans to miss two days or more (including any extension of a scheduled school break) must complete and submit a *Request for Student Leave Form* (available from the Attendance Office) at least 24 hours prior to her absence. Approval rests solely with the school administration. In the case of preapproval, the student is responsible for all content missed during the absence and is expected to meet all current academic obligations upon her return to school. Arrangements for make-up work rest solely with the student; teachers are not expected to review missed instruction, nor are they required to remind students of their obligations.

Teachers are not required to give any missed work/assessments prior to the absence. NO EXAM WILL BE GIVEN EARLY. If preapproval is not received, the absence is considered unexcused/truant.

**College Visits:** Students must submit an SUA College Campus Visit Form to the College Counseling Office to initiate approval for a college visit. (See *College Visits*, page 29.)

**Unexcused Absence/Truancy:** An unexcused absence is considered truancy. In the case of an unexcused absence, the student loses the right to make up missed assignments, quizzes, tests, etc. No credit will be given on the days(s) a student is truant. Students are responsible for all content missed during their truancy. Truant students may also receive disciplinary consequences.

**Tardiness:** Students are expected to be in their classrooms on time. Students arriving to Block 1 class later than 8:00 a.m. must sign in at the Attendance Office to pick up an admit slip. Each tardy to school will result in a thirty-minute detention. A student who misses half of Block 1 will be considered absent from that class and will be issued a one-hour detention. Chronic latecomers will be referred to the Assistant Principal for disciplinary action. A student who is tardy three times to a class (Block 2, 3, 4, and/or 5) will be issued a one-hour detention by her teacher.

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

**Excessive Absences:** Given the schedule of the college block, any student, who misses more than five classes in a term, whether the absences are excused or unexcused, may lose credit for that particular course. Tutoring may be required to gain contact hours missed due to an excessive absence. The tutor and payment schedule will be arranged by St. Ursula Academy. In addition, excessive absences may affect existing financial aid/scholarships, membership in the National Honor Society, other school leadership positions, as well as participation in the graduation ceremony. Instances of lengthy illness or hospitalization will be handled on an individual basis. If a student is in jeopardy of losing credit due to absences, the Assistant Principal will meet with the student and her parent/guardian.

### BOOK BAGS/PURSES

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



## *STUDENT GUIDELINES*

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### **BULLYING** (See *Appendix C*, page 52.)

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

### **CAMERAS**

For safety and security purposes, St. Ursula Academy uses surveillance cameras throughout its campus.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones are not permitted in classrooms (or during academic times while in the bathroom, hallway, etc.), Sorelle, The Learning Commons, Mass, assemblies, class meetings, or Detention. High school students may check cell phones during Lunch/Seminar and between classes in the Dining Commons, hallways, etc. Junior Academy students may check cell phones between classes and in the Dining Commons at the end of lunch.

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

Mobile Hotspots: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.

### **CHEATING** (See *Academic Integrity*, page 30.)

### **CONFIDENCES**

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

### **CONTACT INFORMATION**

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

### **CUSTODY/GUARDIANSHIP**

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

## *STUDENT GUIDELINES*

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### **DANCES**

Semi-formal and formal dances provide a social experience for girls who attend St. Ursula Academy. The Christmas Dance is open to grades 9 - 12. The Prom is open to grades 11 - 12. Junior Academy dances are informal and are open to grades 6 - 8.

### **DEBIT CARDS**

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

### **DELIVERIES**

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

### **DINING COMMONS/SENIOR LOUNGE/WELCOME LOBBY**

Students are responsible for disposing of their refuse. Tables should be clean and chairs in place before leaving the Dining Commons/Senior Lounge/Welcome Lobby. Courtesy and respect for others should be the norm. In the interest of safety, aisles must be kept clear. Only **sealed**, non-glass containers may be taken from the Dining Commons.

### **DISCIPLINARY PROCEDURES**

Individual teachers establish basic guidelines concerning conduct in their classrooms. Any student directed to leave the classroom for misconduct is to report to the Assistant Principal's office immediately. **Disciplinary options** available to the Assistant Principal include, but are not limited to:

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

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

## *STUDENT GUIDELINES*

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

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

1. Violation of school policies
2. Actions that disrupt the peace and safety of the school
3. Insubordination, disrespect
4. Cheating, plagiarism, forgery, or assisting same
5. Repeated disregard of uniform
6. Harassment of any kind
7. Damage to school property or vandalism (restitution may be pursued)
8. Possession of a weapon or look-alike weapon (See *Weapons*, page 46.)
9. Fighting or the attempt to intimidate by physical force (both initiating and responding)
10. Malicious gossip, teasing or bullying, intimidation, racial comments, hazing, threats, or defamation of character, written, verbal or digital/electronic, in or out of school.
11. Illegal use, abuse, sale, purchase, distribution, consumption or possession of alcohol, tobacco, vape pens/e-cigarette ingredients, CBD, Dab pens, Delta 8, cannabinoid/similar substance, THC, prescription/non-prescription drugs, or any controlled substance by a student, or a student in the presence of underage drinking, vaping or other substance abuse (as stated above), in or out of school all year. (See *Appendix B*, page 51.)
12. Theft or unauthorized possession of school or personal property.
13. Derogatory, inappropriate, or slanderous statements, drawings, surveys, conversations, etc., or pictures of self, other students or school personnel on social media, e-mail, or text messages, etc., whether in or outside the school setting.
14. Any action in or out of school all year judged by school officials to be contrary to St. Ursula Academy's ethical, religious, and legal standards of responsible conduct or action that compromises the mission, values, moral standards, or reputation of St. Ursula Academy.

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

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

## *STUDENT GUIDELINES*

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

### **Out-of-School Suspension:**

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

### **In-School Suspension:**

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

**Athletes are subject to additional penalties/suspension as stated in the Athletic Handbook.**

### **EARLY ARRIVALS**

The school building is open for students to arrive at 7:00 a.m.; classrooms are open for students at 7:45 a.m. Students arriving prior to 7:45 a.m. may go to the Dining Commons, the Welcome Commons, or The Learning Commons. Appropriate behavior is expected; tables should be clean and chairs in place before leaving. Students who arrive prior to 7:45 a.m. are welcome but are not supervised.

### **EMAIL**

Students are required to check their St. Ursula Academy email account throughout the school day.

### **FIELD TRIPS**

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

### **FIGHTING**

Physical fighting is not tolerated and will result in dismissal.

## *STUDENT GUIDELINES*

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### **FIRE DRILL/TORNADO DRILL/CRISIS DRILL**

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

### **FITNESS CENTER**

Use of the fitness room requires the presence of an SUA employee. A *Fitness Center Waiver* is required to use fitness equipment. Fitness Center use during the school day is restricted to class use only.

### **FOOD AND BEVERAGE**

Food and beverages should be consumed in the Dining Commons. No carry-out food may be delivered to the school. Bottled water may be carried throughout the building with the exception of the science labs, due to safety regulations; glass containers are not permitted in the building. No other beverages or food may be brought into the classroom.

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

### **FORGOTTEN ITEMS**

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

### **GUM**

Gum chewing is not permitted during the school day.

### **HALLWAYS**

Students should not be sitting in the hallways during the school day. When leaving a classroom, students must sign out/into the classroom. Cell phone use is not permitted during Academic blocks, even if a student is in the hall during class.

**HARASSMENT** (See *Appendix C*, page 52.)

## *STUDENT GUIDELINES*

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### **HAZING**

Hazing is strictly prohibited at St. Ursula Academy. Hazing as defined in Ohio Revised Code 2903.31 in the Criminal Code is “As used in this section ‘hazing’ means doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.” Hazing includes but is not limited to any negative action in some way connected to an activity or right-of-passage.

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

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

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

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

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

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

## STUDENT GUIDELINES

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### HEALTH SERVICES

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

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

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

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

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

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

### IDENTIFICATION

Students must always carry their student identification card.

### LAPTOP COMPUTERS

Laptop computers are the responsibility of the student. Required forms must be submitted via FinalForms and the student fee needs to be paid before laptops will be issued. When not in the student's possession, laptops must be locked in the student's locker. Refer to the *MacBook* section on Canvas, as well as *Appendix D* of the Student Handbook for additional information. (See *Appendix D*, page 57.)

## STUDENT GUIDELINES

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### LOCKERS

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

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

### MARRIAGE POLICY

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

### MILITARY

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

### PARENT/GUARDIAN OUT-OF-TOWN

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

### PARKING

Drivers must register their vehicles with the Main Office and purchase a parking permit to park in the student lot. All other areas on campus are off limits. A permit must be displayed. **Students who park in an unauthorized location on campus, or without purchasing a parking permit, will receive a disciplinary consequence.** If lost, a replacement permit must be purchased. Once the car is parked, it must be promptly exited, locked, and not re-entered until after dismissal from school.

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

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



## *STUDENT GUIDELINES*

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### **PERMISSION TO LEAVE SCHOOL**

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

### **PHOTO/VIDEO PUBLICATION POLICY**

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

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

Publications include, but are not limited to, school yearbook and newspaper, sports publications, school website, **school-managed social media sites**, alumnae magazine, television and radio segments, press releases, and any school-approved re-publication thereof. Students' names may be included with photos/videos.

*Faculty in the Resident Educator Program are required by the Ohio Department of Education to be videotaped in the classroom or resource room.*

**PLAGIARISM** (See *Academic Integrity*, page 30.)

### **POLITICAL STATEMENTS/SOCIAL STATEMENTS**

Students are not permitted to wear clothing or accessories with political or social statements/graphics on SUA's campus or to any school-sponsored event.

### **PREGNANCY**

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

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not permitted on school property or school-sponsored events.

### **PUBLICATIONS**

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

### **RECORDINGS**

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

## *STUDENT GUIDELINES*

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### **RESTROOMS**

Except in an emergency, restrooms are to be used during class exchange or lunch time. Single-use restrooms are for faculty, staff, and visiting adults only.

### **SAFE SCHOOL PLAN**

St. Ursula Academy's Safe School Plan is on file in the Main Office. Individuals should report potential suicides, school shootings, bullying, or other concerns to administration, school counselors, or the School Safety Tip Line: 844-SAFEROH. The School Safety Tip Line is anonymous.

### **SCHOOL CLOSING/DELAY FOR INCLEMENT WEATHER**

If Sylvania Schools are closed or delayed, St. Ursula Academy will be closed or delayed accordingly. SUA's alert system, Swift K12, will send out a text alert.

### **SCHOOL NAME**

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

### **SEARCH AND SEIZURE**

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

### **SECURITY**

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

### **SEMINAR EXPECTATIONS**

Seminar is reserved for academic/class/other meetings, individual/group study, tutoring, and meeting with faculty/personnel from Student Services. (Students must attend all required meetings.) Students may not sit/linger in the hallways.

- Students in grades 6 - 9 will have a closed seminar. Students must remain in their assigned classrooms for the duration of seminar. Students will need a pass to leave their seminar room.
- Students in grades 10 - 12 will have an open seminar. During Seminar, students in grades 10 - 12 may be in a supervised classroom, The Learning Commons, The Welcome Lobby, and Angela Lobby.
  - Food is not permitted in the Welcome Lobby, Angela Lobby, The Learning Commons, and the classrooms.
  - Students are not permitted in the following areas during Seminar: Athletic wing, Gym, Locker Rooms, Mezzanine, stairwells, and unsupervised classrooms. Additionally, high school students are not permitted in the Junior Academy wing during Seminar.
- The Learning Commons is reserved for students who need to meet with a TLC tutor.

## *STUDENT GUIDELINES*

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### **SENIOR/CLASS PRANKS**

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

### **SEXTING**

Sexting is harmful, unacceptable, and illegal. Violations will result in disciplinary consequences including suspension or dismissal. St. Ursula Academy employees are mandated to report all instances of sexting to the police.

**SMOKING** (See *Appendix B: Alcohol and Other Drugs*, page 51.)

### **SOCIAL MEDIA**

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

### **SOCIAL STATEMENTS/POLITICAL STATEMENTS**

Students are not permitted to wear clothing or accessories with social or political statements/graphics on SUA's campus or to any school-sponsored event.

### **TIKTOK**

Creating and posting TikTok videos during the SUA school day or in SUA school uniform/SUA athletic uniform is not permitted.

Students may not participate in TikTok trends unless approved by Administration.

### **TRANSPORTATION**

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

### **TRUANCY**

Ohio Law defines truancy as an unexcused absence. In the case of truancy, the student loses the right to make up missed assignments, quizzes, tests, etc. No credit will be given on the days(s) a student is truant. Students are responsible for all content missed during their truancy. Truant students may also receive disciplinary consequences.

### **T-SHIRTS/APPAREL**

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

## *STUDENT GUIDELINES*

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### **UNIFORM/PERSONAL APPEARANCE**

Good grooming and neatness are expected of all students; uniforms must be in good repair. **Students must dress for Physical Education, Fitness, and Dance classes in the Locker Rooms.** Uniforms must be worn in all other areas. Uniform violations are subject to detention. The school uniform consists of the following required and optional items:

#### *JUNIOR ACADEMY*

##### **REQUIRED purchase from Flynn & O'Hara:**

- Navy poly/wool kilt with embroidered arrow, no shorter than four inches above the mid-knee; no longer than one inch below the knee (Skirts should not be shortened above the embroidered arrow.)
- Blue oxford button-down collar long-sleeved shirt with SUA monogram
- White (with three navy stripes) V-neck cardigan sweater with SUA crest
- Plaid crisscross tie
- Physical Education uniform

##### **OPTIONAL purchase from Flynn & O'Hara:**

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

##### **DRESS UNIFORM: Must be worn all day for Mass and Special Occasions**

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

#### *HIGH SCHOOL*

##### **REQUIRED purchase from Flynn & O'Hara:**

- Navy poly/wool kilt with embroidered arrow, no shorter than four inches above the mid-knee; no longer than one inch below the knee (Skirts should not be shortened above the embroidered arrow.)
- Blue and white striped oxford button-down collar, long-sleeved shirt with SUA crest
- White (with navy trim) cotton V-neck tennis sweater with SUA crest
- Navy (with white trim) V-neck sweater vest with SUA crest
- Navy (with five white stripes) crewneck sweater with SUA crest
- Plaid tie (14", 3-41 plaid tie)
- Physical Education uniform, if needed

##### **OPTIONAL purchase from Flynn & O'Hara:**

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

##### **REQUIRED purchase from The Quiver:**

- T-shirt for dance and fitness classes

## STUDENT GUIDELINES

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### HIGH SCHOOL (CONTINUED)

**DRESS UNIFORM: Must be worn all day for Mass and Special Occasions**

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

### Uniform Rules

**Shirt:** A uniform shirt must be worn under a sweater. A solid white t-shirt (*without* designs or words) is acceptable under a uniform shirt; colored t-shirts are **NEVER** permitted. All shirt cuffs must be buttoned or neatly turned back, oxford shirts must be tucked in, and JA ties must be snapped and properly worn.

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

**Shoes:** Low-heeled leather shoes in solid black, gray, brown, tan, or navy are permitted. The only exception to a solid color shoe is a boat shoe where the primary part of the shoe must be a solid black, gray, brown, tan, or navy. Shoes with thick white athletic-style rubber trim are not permitted regardless of the upper material. Boots, flip-flops, sandals, athletic, canvas, moccasins, slipper-like, or fur-trimmed shoes are not permitted. Shoe exceptions for injuries require a physician's note to the nurse. Any approved shoe exceptions (due to injury) must be worn with required uniform socks.

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

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

**Piercings/Gauges/Tattoos:** Nose, facial and other body piercings, gauges, tattoos, or **eyebrow slits/designs** are not permitted. Violations will result in a disciplinary consequence; removal will be required to return to school.

### Dress Down Code

- Pants (below the knee); no yoga pants, leggings, tight pants, or ripped jeans above the thigh
- Shirts/dresses/tops (no low cut, spaghetti straps, halter, strapless, tube tops, bare midriffs, or bare shoulders).
- Skirts (no more than 4" above the mid-knee)
- Casual shoes, sandals, and flip-flops are acceptable
- For warm weather and special events (as determined by the Assistant Principal), acceptable-length shorts or leggings may be permitted.
- Students are not permitted to wear clothing or accessories with inappropriate statements/graphics on SUA's campus or to any school-sponsored event.
- Students are not permitted to wear clothing or accessories with political or social statements/graphics on SUA's campus or to any school-sponsored event.

## *STUDENT GUIDELINES*

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### **Halloween/Intramurals**

- Masks, weapons, clown, political, or skimpy costumes are not permitted
- Leggings may be worn **only** if it is part of the costume; tights must be covered with running shorts or a skirt
- Students not dressed in costume/intramural theme must wear their uniform.

### **May Crowning**

Students may choose to wear their dress uniform or dress up according to the following guidelines:

- Dress/skirt (no shorter than 4" above the mid-knee) or dress pants/dressy jumpsuits are acceptable
- Dress shoes or dress sandals are acceptable
- Spaghetti straps, strapless, or shear-back dresses/tops must be worn with a jacket or sweater
- **Not Permitted:**
  - Backless, halter, bare midriff, or low-cut dresses/tops
  - Dressy shorts, rompers, or jeans
  - Flip-flops or casual shoes

Students with inappropriate dresses will be given a pashmina (at student's expense) to wear for the remainder of the day.

### **Dance Attire:**

No:

- Low cut
- Backless (Open backs are acceptable, but not below the waistline)
- Bare sides/midribs (Small cutouts are acceptable)
- Too short
- Too tight
- High-high slits

Appropriate choices will be determined by administration. Students with inappropriate dresses will be given a pashmina (at student's expense) to wear for the remainder of the dance.

**VAPING** (See *Appendix B: Alcohol and Other Drugs*, page 51.)

### **WEAPONS**

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

**GUIDELINES FOR PARTICIPANTS IN ATHLETICS AND OTHER EXTRACURRICULAR EVENTS**

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

**ATHLETIC PROBATION/ATHLETIC COMPETITION INELIGIBILITY**

A student-athlete with one failure in a term will be ineligible to tryout, practice, or compete in a contest in the following term.

A student-athlete with a term GPA below 1.750 will be placed on Athletic Probation. Students on athletic probation will be eligible to tryout and practice, but are ineligible to compete in a contest until the following criteria are met:

- Follow the Academic Probation Contract.
- Achieve 1.750 GPA or above when Progress Reports are officially posted.
- Maintain 1.750 GPA or above for the remainder of the term.

All student-athletes are governed by the eligibility rules of the Ohio High School Athletic Association and St. Ursula Academy's rules for athletes.

During freshman year, the physical education grade will be counted the same as all other grades for the purpose of eligibility **ONLY**. It remains .25 credits per term in the cumulative GPA.

**EXTRA-CURRICULAR PROBATION/COMPETITION INELIGIBILITY**

A student with one failure in a term will be ineligible to tryout, practice, or participate in events/performances in the following term.

A student with a term GPA below 1.750 will be placed on Extra-Curricular Probation. Students on Extra-Curricular Probation will be eligible to tryout and practice, but are ineligible to participate in events/performances until the following criteria are met:

- Follow the Academic Probation Contract.
- Achieve 1.750 GPA or above when Progress Reports are officially posted.
- Maintain 1.750 GPA or above for the remainder of the term.

**ACCIDENTS/INJURIES**

All accidents/injuries occurring during school hours should be reported to the school nurse. All accidents/injuries occurring in or on school property outside of school hours, as well as practice sessions, or any event sponsored by the school must be reported immediately to the person in charge, the athletic trainer, or an Administrator. A *School Incident Report Form*, which is available in the Clinic, must be completed within 24 hours by the student.

**ALCOHOL/DRUGS** (See *Appendix B*, page 51.)

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

**CONDUCT**

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



**DAILY ATTENDANCE**

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

**DETENTION**

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

**EARLY DISMISSAL FOR ATHLETIC/EXTRACURRICULAR EVENTS**

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

**ELIGIBILITY - DISCIPLINARY**

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

**ELIGIBILITY – STUDENT GOVERNMENT**

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

**EQUIPMENT**

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

**PHYSICALS**

All forms must be completed and submitted via FinalForms before a student can practice or participate in a sport.

**SCHOOL CLOSING**

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

*Snow/Ice Policy*

- Lucas County Level 2 or 3 Snow Emergency – All practices/games are canceled. Optional practices are prohibited.
- Lucas County Level 1 Snow Emergency – Practices can be conducted. Attendance is not mandatory. Parents ultimately will decide if it is safe to attend practice.
- The President, Principal, and the Athletic Director/Assistant Principal will determine if contests/performances will be played during a Level 1 snow emergency.
- When school is canceled due to snow or ice, no practices can take place until after 12:00 p.m.

*Fog*

- When school is canceled due to fog, no practices can take place until after 12:00 p.m.
- The President, Principal, and the Athletic Director/Assistant Principal will determine if it is safe to conduct practices/contests/performances.

**POLICY REGARDING ALCOHOL & OTHER DRUGS**

Illegal use, abuse, sale, purchase, distribution, consumption or possession of alcohol, tobacco, vape pens/e-cigarette ingredients, CBD, Dab pens, Delta 8, cannabinoid/similar substance, THC, prescription/non-prescription drugs, or any controlled substance by a student, or a student in the presence of underage drinking, vaping or other substance abuse (as stated above), in or out of school all year, is illegal. A violation of this policy is a serious offense and is subject to school disciplinary action that may include dismissal.

In addition, such conduct is in violation of the law and is liable to criminal prosecution. The school reserves the right to use a breathalyzer or require a drug test when necessary. If a student attending school or a school-sponsored event is determined by the person in authority to show evidence of consumption/abuse of a controlled substance, including alcohol, tobacco, vape pens/e-cigarette ingredients, CBD, Dab pens, Delta 8, cannabinoid/similar substance, THC, prescription/non-prescription drugs, or any controlled substance, a parent/guardian will be called and the student will be required to leave the activity in the company of her parent/guardian.

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

1. Student will be interviewed/assessed by a school administrator.
2. Notification will be given to parent/guardian.
3. Immediate out-of-school suspension will be imposed. (See *Out-of-School Suspension*, page 36.)
4. The student and parent/guardian will be required to schedule an administrative hearing. Student will not return to school until the hearing has been held and a determination has been made.
5. Students may not participate in athletic or extra-curricular activities during the suspension.
6. A drug test and/or other form of assessment may be ordered, subject to the approval of the Assistant Principal, who will assist in facilitating this requirement. Any expense is incurred by the student.
7. The student may be required to participate in a drug and alcohol prevention program. Parents/guardians may be asked to attend a session.
8. Additional suspension, probation, or dismissal may be imposed by the administration.

**Athletes are subject to additional penalties/suspension as stated in the Athletic Handbook.**

## I. POLICY

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

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

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

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

## II. DEFINITIONS

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

**TYPES OF CONDUCT**

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

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

**III. COMPLAINT PROCEDURES**

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

**A. Formal Complaints**

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

**B. Informal Complaints**

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

**C. Anonymous Complaints**

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

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

Teachers and other school staff, who witness acts or receive reports of harassment, intimidation, or bullying, as defined above, shall promptly notify/submit written report to the Assistant Principal.

**B. Administrator Responsibilities****A. Investigation**

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

**B. Remedial Actions**

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

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

**D. Disciplinary Interventions**

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

**V. REPORTING****A. Report to the Parent or Guardian of the Perpetrator**

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

**B. Reports to the Victim and her Parent or Guardian**

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

**VI. MONITORING – THIS POLICY WILL BE REVIEWED ANNUALLY.**



*Diocesan Statement on Technology*

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

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

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

**Acceptable Use Policy**

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

Electronic devices include, but are not limited to Smart phones, Smart watches, and earbuds/headphones. These devices are not to be seen, heard, or used in classrooms (or during academic times while in the bathroom, hallway, etc.), Sorelle, The Learning Commons, Mass, assemblies, class meetings, or Detention. High school students may check cell phones during Lunch/Seminar and between classes in the Dining Commons, hallways, etc. Junior Academy students may check cell phones between classes and in the Dining Commons at the end of lunch.

Electronic devices will be confiscated if they are seen, heard, or used during unauthorized times and turned into the Main Office. The student will receive a one-hour detention for failing to follow school policy. The electronic device will be returned to the student at the end of the school day. If a second offense occurs, the student will receive a two-hour detention, and the electronic device will be returned to the student at the end of the school day. The Assistant Principal will meet with the student and contact the parents/guardians. Excessive violation of the cell phone policy may result in additional consequences, a disciplinary hearing, and an in-school suspension.

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

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of the Policies Concerning Technology (Appendix D) may have their account terminated, and future access could be denied. The school administration, faculty, and/or staff may request the Director of Technology to deny, revoke, or suspend specific user accounts.

### **I. Acceptable Uses**

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

#### **A. Safe Communication**

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

#### **B. Netiquette**

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

#### **C. Copyrights**

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

### **II. Unacceptable Uses**

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

**A. Recording devices**

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

**B. Downloads**

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

**C. Unauthorized Access**

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

**D. Other Actions**

- 1) *Employees*: Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Instagram, and Pinterest) unless for academic purposes as specified by the supervising teacher.

- 5) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying*: Cyberbullying is strictly prohibited.
- 8) *Jailbreaking*: Students are not permitted to “jailbreak” school-provided devices (or do any similar process that wipes clean the hard drive of a device).

### **Google Workspace for Education Acceptable Use Policy**

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

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

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

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

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

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

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

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

### **Internet Safety Policy**

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

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

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

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

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

### I. Definitions

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

### II. Internet Terms and Conditions

#### I. Safety

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

#### II. System Security

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

**C. Inappropriate Material**

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

**D. Copyrights**

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

**E. Technology Protection Measures**

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

**F. Privacy**

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

**G. Education**

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

**H. Content of Policy**

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

**III. Loss of Privileges**

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



**COMPUTER LOAN AGREEMENT**

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

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

Students who withdraw from St. Ursula Academy will be assessed:

- A fee to repair all damages to the laptop; fee to be determined by Apple.
- \$50.00 fee to have stickers or sticker residue removed from the laptop
- \$50.00 replacement fee for lost or damaged power adapter
- \$20.00 replacement fee for lost or damaged USB-C charging cable
- \$80.00 replacement fee for lost or damaged a shell

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

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

One user with specific privileges and capabilities has been set up on the laptop for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The student may not make any attempt to add, delete, access, or modify other users' accounts on the laptop and on any school-owned computer.

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

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

It is the student's responsibility to regularly back up her files to her personal flash drive. An email account will be available for each student to use for appropriate academic communication with other students and staff members.

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

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

**UNATTENDED LAPTOP POLICY**

If a laptop and or laptop accessories is found unattended, the laptop and or laptop accessories will be turned into the Technology Department staff. Students must claim their laptop and or laptop accessories from the Technology Department. Discipline for violating the Computer Loan Agreement is as follows:

**6<sup>th</sup> Grade**

- First offense - verbal warning
- Second offense - written warning
- Third offense - ½ hour detention
- Fourth offense - 1-hour detention
- Fifth offense - 1-hour detention and a \$20 recovery fee
  - Additionally, after the fifth offense, a meeting with the student, a student's parent/guardian, the Director of the Junior Academy, and the Director of Technology will be held to document disciplinary action for future violations.

Offenses are reset after 6<sup>th</sup> grade.

**7<sup>th</sup> and 8<sup>th</sup> Grade**

- First offense - written warning
- Second offense - ½ hour detention
- Third offense - 1-hour detention
- Fourth offense - 1-hour detention and a \$20 recovery fee
- Fifth offense - 1-hour detention and \$30 recovery fee
  - Additionally, after the fifth offense, a meeting with the student, a student's parent, the Director of the Junior Academy, and the Director of Technology will be held to document disciplinary action for future violations.

Offenses are reset after 8<sup>th</sup> grade.

**9<sup>th</sup> through 12<sup>th</sup> Grade**

- First offense - written warning
- Second offense - ½ hour detention
- Third offense - 1-hour detention
- Fourth offense - 1-hour detention and a \$20 recovery fee
- Fifth offense - 1-hour detention and \$30 recovery fee
  - Additionally, after the fifth offense, a meeting with the student, a student's parent, the Assistant Principal, and the Director of Technology will be held to document disciplinary action for future violations.

**I. Parent/Guardian Responsibilities**

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

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

**II. Student Responsibilities**

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

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

**COMPUTER AND POWER ADAPTER REPAIR COSTS****POWER ADAPTER**

- \$25.00\* deductible to replace a non-working power adapter, when the non-working power adapter is turned in. The non-working power adapter turned in must be the original Apple power adapter provided by St. Ursula Academy.
- \$50.00 deductible to replace a lost or stolen power adapter.
- \$10.00 deductible to replace a non-working USB-C charging cable.

\* The power adapter will be replaced at no cost the first time a non-working power adapter is turned in.

**COMPUTER**

Apple will cover, at no charge, will repair or replace defects in materials and workmanship, batteries that hold an electrical charge less than eighty percent (80%) of original specification. Materials include, but not limited to, Logic Board, LCD Display Clamshell, Flash Storage, Top Case with Keyboard, Fan, and Trackpad. See below for non-covered repairs.

**COMPUTER – ACCIDENTAL DAMAGE<sup>^</sup>**

- \$50.00 deductible to fix a damaged screen.
- \$100.00/\$200.00<sup>#</sup> deductible for all other accidental damage incidents.

<sup>^</sup> Accidental damage is the result of an unexpected and unintentional external event (e.g., drops and damages caused by liquid contact from spills). Cosmetic damage is not covered by accidental damage but may be repaired/replace in the course of completing a repair for accidental damage.

<sup>#</sup> After the first accidental damage incident, if a laptop must be repaired for liquid damage the deductible will be \$200.00.

**COMPUTER – LOST OR STOLEN**

- \$250.00 to replace a lost or stolen laptop for the first incident.
- \$500.00 to replace a lost or stolen laptop for the second incident.
- \$1,000.00 to replace laptop for any additional incidents.

“...TRULY I TELL YOU, WHATEVER YOU DID FOR ONE OF THESE LEAST OF THESE BROTHERS AND SISTERS OF MINE, YOU DID FOR ME.” -MT. 25: 40

“REFLECT THAT IN REALITY YOU HAVE A GREATER NEED TO SERVE (THE POOR) THAN THEY HAVE OF YOUR SERVICE.” -ST. ANGELA MERICI

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

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

**The Corporal Works of Mercy include:**

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

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

**Goals**

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

**Junior Academy Service**

Junior Academy students will participate in class service projects as determined by collaboration between Junior Academy students, Junior Academy teachers, school counselors, and SUA Campus Ministers.

*High School Works of Mercy Service Program Requirements*

- Sixty (60) Hours (minimum) may be accumulated in one place or at several qualifying agencies. Service should be to **non-profit agencies**, such as school, church/parish, nursing homes, after-school programs, social service agencies, or to organizations and events. There is an approved agency list for recommendations that can be found on SUA’s website. Exceptions must be approved by the Director of Campus Ministry.
- Expectation and Deadlines:
  - Class of 2027: 20 hours by October 1, 2024
  - Class of 2026: 20 hours by October 1, 2023
  - Class of 2025: 40 hours by October 1, 2023
  - Class of 2024: 40\* hours by October 1, 2023 (\* Hours required are less due to COVID year).
- Hours completed during the summer prior to freshman year may be counted.
- In order to be eligible for leadership opportunities, a student’s service hours must be completed as stated above.
- Documentation must be logged online through x2vol:
  - A valid email address for the contact person must be entered when logging hours. The hours served will be validated by the contact person (the person you served or the person responsible for the project).
  - Hours should be logged within seven (7) days after service has been rendered.
  - With each submission on x2vol, a short, written reflection is required.

*The service requirement is not considered complete until all required hours are logged into x2vol and approved by Campus Ministry.*

*Acceptable Examples of Service the DO qualify for SUA Service Hours*

- Focus on the Corporal Works of Mercy working with the poor, the needy, the elderly, the sick and infirmed, soup kitchens, food banks, schools, churches/parishes, nursing homes, after-school programs, and those less fortunate than yourself.
- Non-profit organizations and events that focus on a cause
- **SERVICE MUST BE TO PEOPLE with the exceptions of:**
  - Pet therapy programs- taking animals to nursing homes/day care for residents (within an established program)
  - Horseback riding lessons for physically/mentally challenged persons
  - Training of assistance animals

*Non-Acceptable Examples of Service*

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

The St. Ursula Academy Handbook is reviewed yearly with the goal of continued parent/guardian partnership, clarity of expectations, and communication. Please note the following updates/changes:

<b>PAGE</b>	<b>SECTION</b>	<b>MAIN IDEA OF CHANGE SUMMARIZED. PLEASE GO TO PAGE FOR FULL EXPLANATION.</b>
P. 12	Grading Scale/Final Term Grades	2023-2024 Posted Dates for Term Grades
P. 17	Awards and Academic Rec/Latin Honors	GPA Requirement Changes
P. 24	Academic Schedule/Schedule Change Policy	2023-2024 Schedule Change Deadlines
P. 25	Testing Policies/Required Standardized Testing	2023-2024 Dates
P. 33	Student Guidelines/Custody	Added Main Office
P. 40	Student Guidelines/Parking	Student Parking that will receive a Consequence
P. 41	Student Guidelines/Photo Policy	Added "School-Managed Social Media Sites"
P. 45	Student Guidelines/Uniform Rules	No Eye Slits/Designs in Eyebrows
P. 68	Appendix E Works of Mercy/Service Program	Written Reflection Required
P. 70	Appendix E Works of Mercy/Service Program	Updated Deadlines
P. 70	Appendix E Works of Mercy/Service Program	When Service Hours are Officially Complete
P. 70	Appendix E Works of Mercy/Service Program	Zoo-Teen does not count toward Service Hours