



**Ursuline Academy**

# STUDENT-PARENT HANDBOOK

**2023-2024**

**- Mission Statement -**

*An independent Catholic school for young women in grades 7-12, Ursuline Academy fosters respect, compassion, intellectual curiosity, and a commitment to service. Inspired by the legacy of St. Angela Merici, our students grow to be women of integrity who engage in their communities with purpose and presence.*

*We live with faith, courage, and joy.*

Dear Students, Parents, and Guardians,

It is my pleasure to welcome you to the Ursuline family, a community which emphasizes respect for others and a commitment to service. Ursuline students are encouraged to be academically curious and bring a high level of purpose to the school. We want all of our students to succeed in the classroom, on the athletic fields, in artistic endeavors, and in the friendships they will make throughout their time at Ursuline. We strive to create an environment at Ursuline that is both challenging and supportive.

This handbook is reviewed and published each year to ensure that students and parents are aware of how we will work with families to provide a high-quality educational experience for our students. Please read the handbook carefully; it has information about academic expectations and policies, student behavior, and communication with various members of the school community. With these guidelines, we hope that students will be able to pursue passions and discover new interests. As we are all guided by St. Angela, we should remember to **“strive to be faithful to that which God has called you.”**

I look forward to meeting students and families so that we can all make a strong commitment to our school and community.

Sincerely,

Sue Petrone  
Principal

### **Purpose of the Student-Parent Handbook**

The purpose of this handbook is to express the philosophy and objectives of education at Ursuline Academy and to outline procedures to be followed in the management of the school community. It is the responsibility of students and their parents or guardians to familiarize themselves with all of the information contained in this document.

The handbook also defines student expectations and parent responsibilities, while explaining the role of the administration, teaching faculty and staff members. The rules and regulations contained in this handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which she may find herself. By enrolling at Ursuline Academy, both parents and students agree that they will comply with the standards for behavior that are essential in the Ursuline Academy community.

This document is in effect from the first day of school in September of 2023 through the first day of school in September of 2024.

While every effort is made to keep the contents of this handbook up-to-date, the Ursuline Academy administration reserves the right to change or alter any statement herein without prior notice. Students and parents are informed of policy changes as they occur. The interpretation and application of all school rules are at the sole discretion of the Ursuline Academy administration.

## Ursuline Academy

### Administration

Kathleen Levesque '77	Head of School	781-493-7706
Maureen Greenwood	Assistant to the Head of School	781-493-7706
Sue Petrone	Principal	781-493-7719
Regina MacLeod	Assistant to the Principal	781-493-7718
Beth Choiniere	Dean of Teaching and Learning	781-493-6736
Emily Hewitt	Dean of Student Life	781-493-7746
Amy Cembor	Director of School & College Counseling	781-493-7723
Elizabeth Jensen '05	Academic Resource Specialist	781-493-7722
Susan Penella	Executive Director of Technology	781-493-7710
Charlie Kotsiopoulos	Director of Information Services	781-493-3191
Leigh Ann Luetzen	Director of Finance & Business Operations	781-493-7708
Michael O'Connor	Director of Athletics	781-493-6413
Heather Smart '95	School Nurse	781-493-7721
Catherine Solomon	Chief Enrollment Officer	781-493-7726
Chanel Taylor	Registrar	781-493-6735
Mary-Kate Tracy '94	Director of Mission	781-493-7728
Joseph Ziska	Chief Advancement Officer	781-493-7711
Lisa Graves	Director of Marketing & Communications	781-493-7717
Attendance Line		781-801-1589

### Campus Ministers

Kathleen Furey '18	781-493-7791
Jayne Losey	781-493-6743

### Department Chairs

Katherine Sheehan	English Chair
Susan Glancy	Fine Arts Chair
Linda Galasso	Mathematics Chair
Jennifer Brown	Science Chair
Alexander Ward	Social Studies Chair
Phyllis Morrison	Theology Chair
Elizabeth Mahoney	World Language Chair

### School and College Counselors

Amy Cembor	Director of School and College Counseling	781-493-7723
Jessie Jones	7th and 8th Grade School Counselor	781-493-7761
Alicia Parker	9th-12th Grade School and College Counselor	781-493-7748
Shannon Rolston	Coordinator of School and College Counseling	781-493-7724

# Table of Contents

## URSULINE CULTURE

MISSION STATEMENT .....	6
CORE VALUES OF URSULINE SPONSORED SCHOOLS .....	6
THE URSULINE PRAYER .....	6
THE SCHOOL ANTHEM .....	6
HISTORY OF URSULINE ACADEMY .....	7

## COMMUNITY EXPECTATIONS AND VALUES

PARENTAL COOPERATION AND PARTNERSHIP.....	9
ACCEPTED CHAIN OF COMMUNICATION .....	9
CUSTODY .....	10
STUDENT CODE OF CONDUCT .....	10
STUDENT BEHAVIOR .....	11
RESPONSE TO CHOICE UNALIGNED WITH URSULINE ACADEMY'S VALUES .....	12
UNSTRUCTURED TIME .....	13
DISRUPTIVE BEHAVIOR .....	13
TRAVEL AND ACADEMIC RECORDS .....	13
VIOLATION OF STUDENT LIFE EXPECTATIONS .....	13
DETENTION .....	13
EXTERNAL OR INTERNAL SUSPENSION .....	14
PROBATION .....	14
EXPULSION .....	14
SUBSTANCE ABUSE POLICY.....	15

## ATTENDING URSULINE

SCHOOL HOURS AND SUPERVISION OF STUDENTS.....	17
ABSENCES .....	17
TARDINESS .....	18
TRUANCY .....	18
EARLY DISMISSAL .....	18
NURSE DISMISSAL .....	19
LEAVING CAMPUS .....	19
LYING, DECEIT AND FORGERY .....	19
SEARCH OF SCHOOL AND PERSONAL PROPERTY .....	19
OFF-CAMPUS BEHAVIOR .....	19
FIRE/EMERGENCY DRILLS .....	20
TEA ROOM POLICIES .....	20
ATTENDANCE FOR PROGRAM DAYS.....	20
TEACHER ABSENCE FROM CLASS .....	21
SCHOOL CANCELLATIONS OR DELAYS .....	21
TRANSPORTATION.....	21
BUS TRANSPORTATION .....	21
RIDE-SHARING .....	22
AUTOMOBILES/PARKING .....	22
UNIFORM .....	23
DAILY UNIFORM .....	23
ADDITIONAL OPTIONS FOR DAILY UNIFORM .....	23
FORMAL UNIFORMS .....	24
SPIRIT DAYS DRESS CODE.....	24
FIELD TRIPS .....	25
SENIOR PRIVILEGES .....	25
BACCALAUREATE MASS .....	25
GRADUATION .....	25
TRANSFERRING FROM URSULINE ACADEMY.....	26

**STUDENT SERVICES**

LIBRARY ..... 27  
LOCKERS ..... 27  
LOST AND FOUND ..... 27  
LUNCH OFFERINGS ..... 27  
FOOD DELIVERY SERVICES..... 28  
ANNOUNCEMENTS ..... 28  
BULLETIN BOARDS AND POSTERS ..... 28  
ATHLETICS ..... 28  
CLUBS ..... 29  
DANCES ..... 29  
RULES FOR DANCES ..... 29  
FUNDRAISING POLICY FOR STUDENTS..... 30  
FUNDRAISING GUIDELINES ..... 30  
PROHIBITIONS ..... 30  
DONATIONS FROM LOCAL BUSINESS AND VENDORS ..... 30  
ALUMNAE AND PARENTS ..... 30  
STUDENT/FACULTY SEEKING GRANTS ..... 30  
ADDITIONAL RESTRICTIONS AND REQUIREMENTS ..... 31

**TUITION AND FEES**

REFUND POLICY ..... 33

**ACADEMICS**

ACADEMIC REQUIREMENTS FOR ADMISSION ..... 34  
ACADEMIC REQUIREMENTS FOR MIDDLE LEVEL (7-8) ..... 34  
ACADEMIC REQUIREMENTS FOR GRADUATION (9-12) ..... 34  
ACCOMMODATION FOR SIGNIFICANT TIME AWAY FROM SCHOOL DUE TO MEDICAL NEEDS 35  
CONCUSSION-RELATED ACCOMMODATIONS ..... 35  
ACADEMIC RESOURCE CENTER AND LEARNING ACCOMMODATIONS..... 35  
COURSE ACCELERATION ..... 36  
ACADEMIC PROBATION ..... 36  
FAILURES ..... 36  
SENIOR FAILURES ..... 37  
ACADEMIC HONORS ..... 37  
QUARTERLY ACADEMIC HONOR REQUIREMENTS ..... 37  
EXAMS ..... 37  
AP EXAMS ..... 37  
SENIOR EXAMS ..... 37  
DISCLOSURE POLICY FOR GRADUATING SENIORS ..... 37  
GRADE CALCULATIONS ..... 38  
ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES ..... 38  
CONTACTING A FACULTY MEMBER ..... 38  
CONTACTING A SCHOOL COUNSELOR, DEAN OR THE PRINCIPAL ..... 38  
BOOKS AND COURSE RESOURCES ..... 39  
ONLINE COURSES ..... 39  
ONLINE LEARNING..... 39  
REPORT CARDS ..... 39  
APPLICATION TO ADVANCED PLACEMENT COURSES ..... 39  
COURSE REGISTRATION..... 39  
ADD/DROP PROCESS ..... 39  
ACADEMIC INTEGRITY ..... 40  
ACADEMIC DISHONESTY ..... 42  
CONSEQUENCES FOR ACADEMIC DISHONESTY ..... 43  
TRANSCRIPT REQUEST PROCESS..... 44

**CAMPUS MINISTRY**

SERVIAM (I WILL SERVE) IS A LIVED REALITY AT URSULINE..... 45  
COMMUNITY SERVICE PROGRAM ..... 46  
CLARIFICATION OF COMMUNITY SERVICE ..... 47  
DIRECT V. INDIRECT SERVICE ..... 47  
COMMUNITY SERVICE PROGRAM EXPECTATIONS CHART..... 47

**SAFETY AND SECURITY**

STUDENT SECURITY ID BADGE ..... 49  
STUDENT ACCESS TIMES ..... 49  
PARENT VISITS / VOLUNTEERS ..... 49  
VISITORS ..... 49  
EMERGENCY PROCEDURES ..... 50  
    SHELTER IN PLACE ..... 50  
    EXTERNAL EVACUATION ..... 50  
    A.L.I.C.E. PROCEDURES ..... 50  
    WEAPONS POLICY ..... 50  
EMERGENCY COMMUNICATION WITH ADMINISTRATION ..... 51

**HEALTH AND WELLNESS**

HEALTH DATA REQUIREMENT ..... 52  
COMMUNICATING WITH THE NURSE ..... 52  
CHRONIC HEALTH CONDITIONS ..... 52  
MEDICATION ADMINISTRATION..... 53  
HEAD INJURY MANAGEMENT AND PREVENTION POLICY ..... 53  
SPECIAL CIRCUMSTANCES ..... 54  
ENVIRONMENT ..... 54  
    USE OF PESTICIDES ..... 54  
    ASBESTOS NOTIFICATION ..... 54

**TECHNOLOGY**

ACCEPTABLE USE POLICY ..... 55  
RESPONSIBLE USE WITHIN THE CLASSROOM POLICY..... 56  
CELL PHONE/SMARTPHONES ..... 57  
IPAD, TABLETS, AND LAPTOPS ..... 57  
PHOTOS AND VIDEOS ..... 58  
SOCIAL MEDIA ..... 58

**APPENDICES**

APPENDIX A- POLICIES UPHOLDING RESPECT AND HUMAN DIGNITY AT URSULINE..... 59  
APPENDIX B- CONTINUOUS LEARNING LAB SAFETY CONTRACT..... 67  
APPENDIX C - STUDENT AND PARENT STATEMENT OF COMMITMENT AND PERMISSIONS.... 74

# URSULINE CULTURE

---

## Mission Statement

An independent Catholic school for young women in grades 7-12, Ursuline Academy fosters respect, compassion, intellectual curiosity, and a commitment to service. Inspired by the legacy of St. Angela Merici, our students grow to be women of integrity who engage in their communities with purpose and presence. We live with faith, courage, and joy.

## Core Values of Ursuline Sponsored Schools

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

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

## The Ursuline Prayer

*Gracious God,  
Let us remain in harmony,  
United together all of one heart and one will.  
Let us be bound to one another by the bond of love  
Respecting each other, helping each other, and bearing with each other  
in Jesus Christ.  
For if we try to be like this, without any doubt, the  
Lord God will be in our midst. Amen.*

## The School Anthem

Saint Angela Merici, tender mother true.  
We sing your praise from sea to sea, Our  
Loyalty pledged anew!  
Serviam! Serviam!  
Our shield with hope is bright!  
Serviam! Serviam!  
Ursuline hearts unite!

## History of Ursuline Academy

The Order of St. Ursula has been described as “probably the very first Christian organization on record in history for the teaching of young girls.” In the early sixteenth century, Angela Merici, an Italian woman and a member of the third order of Saint Francis, experienced a vision of young women “ascending to heaven on a ladder of light.” Over the course of the subsequent decades, Merici established a small company of women committed to spiritual development, living as a religious community while remaining integrated into the world. Since Angela Merici’s death in 1540, the community that she founded has carried on her legacy. The Order of Ursuline Sisters, named after the early Christian martyr St. Ursula, now works throughout the world, ministering in various ways including education, embodying the spirit of their foundress, Saint Angela.

Sisters of the Ursuline Order were among the first women to arrive in North America. In 1639, a group of Ursuline sisters founded the first North American convent in Quebec. By 1727, Ursulines made their way to New Orleans, where they founded the academy that exists there to this day and has the distinction of being both the oldest continuously operating school for girls and the oldest Catholic school in the United States.

In 1820, Ursulines came to Boston as the result of a bequest from Father John Thayer. In his will, Thayer mandated that a school be founded for the education of poor girls and that Ursuline Sisters establish it. Accordingly, four Ursulines from Trois Rivières Convent in Canada set up a tuition-free school for girls next to the Cathedral of the Holy Cross on Franklin Street in Boston. The school on Franklin Street got off to a strong start, attracting students without difficulty. However, due to crowded conditions and poor air quality, tuberculosis infected all four of the founding sisters. By 1827, all had passed away of the disease, and a new plan to build an academy emerged. A project was soon underway to build a school on a purchase of land in Charlestown (today East Somerville) that consisted of acreage for farms, orchards and gardens, a farmhouse, several outbuildings, and a hill on which the new convent school would be built.

The new academy, named Mount Benedict after the bishop, adopted a European model of education, comprising both core academic subjects and “finishing” accomplishments considered necessary for young women of genteel origins. While places were reserved for academically talented but not economically privileged students, the majority of the student body consisted of young women of means, largely drawn from prominent Unitarian families. In 1830, the school achieved its peak enrollment of 80 boarding students.

The growth of the academy coincided with the growth of anti-immigrant, nativist sentiment in Boston. Irish Catholic immigrants were seen by many working-class Americans as a threat to their economic security. A worldwide outbreak of cholera also contributed to fear of Irish immigrants among some Americans. When Irish immigrants in Boston were disproportionately affected by cholera, some Bostonians’ xenophobic tendencies increased.

In a gathering storm of anti-Catholic sentiment, a series of acts of violence against Catholics and their property occurred in Boston between 1830 and 1834. Finally, in August of 1834, an event occurred that precipitated the convent’s destruction. A nun named Sr. Mary John, suffering from physical and mental exhaustion left the convent at night and sought shelter at the home of the parents of two students who



had graduated from the academy. Sr. Mary John returned to the convent the next day. But the damage had been done; nativist Bostonians, already suspicious of Catholics, gathered and marched on the convent.

What followed was an episode of anti-Catholic violence unparalleled in American history. The *Boston Evening Transcript's* summary reveals the extent of the devastation:

*The subject of universal interest in the city today has been the work of destruction accomplished by a mob, last night and this morning, at and about the Ursuline Convent, on Mount Benedict, in Charlestown- resulting in the complete sacking of the principal building itself- a four-story handsome brick edifice, with wings, and front about eighty feet- together with the farmhouse, cottage, and every other building upon the premises, and also with the demolition of consumption by fire of all of the furniture and chattels of every description, appurtenant to the whole.*

Teachers and students fled the burning convent, while the mob vandalized graves, tore apart the headmistress's office, and defiled the chapel and its appurtenances. In the days following the burning of the convent, the chapel's silver ciborium (the vessel used to contain the consecrated Eucharist) was discovered and brought to the nuns at their temporary lodgings. Students at Ursuline Academy had the chance to see the very ciborium, which has been housed at the Ursuline convent in Dedham for the last fifty years. Attempts to recreate the original academy in Boston or its environs did not succeed, and for more than a century, there was no Ursuline presence in the city.

In 1946, at the invitation of then Archbishop Richard Cushing, a group of Ursuline Sisters returned to Boston to open Ursuline Academy on Arlington Street with forty-five students. Within ten years the student body at the Academy had expanded, and a search for larger quarters began.

In 1957, the Ursuline Order acquired a twenty-eight-acre estate in Dedham, Massachusetts, a site that has been continually upgraded and further developed. Since the official opening of the school in Dedham nearly seventy years ago, each decade has been marked by progress and challenge. Though there is no longer a daily presence of Ursuline sisters on campus, the Ursulines of the Central Province remain strongly involved in the development of Ursuline-Dedham. The Academy's students are served with the same dedication and commitment by a faculty of mostly lay members, several of whom are alumnae or parents of alumnae. Faculty "Angela Retreats" and other professional development opportunities ensure that St. Angela's legacy continues to work through the lay professionals who have inherited the school's mission.

Since the first class graduated from the school on Arlington Street in Boston in 1947, Ursuline Academy has embodied the mission and vision of the Ursuline Order and the inspiration of St. Angela Merici. Today, the Ursuline Sisters and Ursuline Academy community continue to work for the same mission envisioned by St. Angela five hundred years ago: to provide guidance and opportunity for young women.

## **Community Expectations and Values**

---

The school's Catholic identity and Ursuline educational heritage make character formation an essential element of its mission. Both in classroom instruction and in the larger context of school order, each student is called upon to learn to make informed, responsible decisions and to accept the consequences of her decisions. Ursuline seeks not merely to inform the student but also to form her.

Thus, Ursuline calls for each student's growth in self-discipline, manifested in intellectual rigor, persevering application to studies, and conduct toward others that recognize the human dignity of each individual. At Ursuline, then, education takes place in a moral context in which knowledge is joined to virtue. Each student attending Ursuline is expected to own her journey, to risk, to grow, to serve, and to conduct herself in deed and word in accordance with the mission and guiding values of the Academy. It is critical to our identity as an Ursuline school that all members of the community foster the expansion of conscience as much as intellect.

### **Parental Cooperation and Partnership**

Ursuline Academy works in partnership with parents and guardians to support our students' education. For our partnership to flourish, parents must have the full faith that administrators, faculty and staff at Ursuline Academy are working to help students develop intellectually, morally, artistically, athletically, socially, and spiritually. Parents can best contribute to their daughters' success at Ursuline Academy by establishing school work as a priority at home, by staying informed about events and developments at Ursuline Academy, by ensuring students' prompt and consistent attendance, and by communicating with faculty and staff in a timely, respectful manner. Parents and guardians are expected to be respectful and cooperate with Ursuline with respect to all decisions affecting the student. If in the opinion of the administration, parental behaviors or lack of communication, separate or apart from student conduct, seriously interferes with the teaching/learning process or makes a positive or constructive relationship impossible, Ursuline may require parents to withdraw their daughter from the Academy. No refund of tuition or fees will be made if a student is required to withdraw or is expelled as a result of the actions of her parent or another legally responsible adult. In matters involving discipline, academics, or health, the school will only meet with parents and/or legal guardians.

### **Accepted Chain of Communication**

We believe that following a proper chain of communication helps to foster self-advocacy in a student while also allowing for that student to be heard. If an issue arises, students should first consult their teacher. If a teacher is unable to offer assistance, students should reach out to their respective School Counselor or Dean for additional support.

If a parent has a concern about a particular situation, the parent should likewise first contact the teacher for discussion. Spontaneous parent visits to teachers or administrators are not allowed. Each member of the faculty and staff at Ursuline Academy is assigned an email address as well as a phone number with a voicemail box. If a parent or student wishes to contact a member of the faculty for a discussion or meeting, they may find all of the contact information available on the Ursuline website under the Faculty and Staff Directory.

Under certain circumstances, students and parents may be required to meet with teachers or administrators several times in a short span of time or at regular intervals throughout the school year to ensure the resolution of a situation. In all cases, a spirit of respect and civility is essential for all engaged in the partnership.

## **Custody**

The custodial parent or legal guardian is the only public person authorized to access the private information of a respective student. Especially in cases of divorce, it is the responsibility of the custodial parent that has legal custody to inform Ursuline Academy in writing and to describe the kind of access a non-custodial parent may have. Other relatives have no legal right of access to student information unless that right of access is granted by the custodial parent or legal guardian in writing. Only custodial parents can give consent for a student to be picked up before the end of day bell.

Ursuline Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding the privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Principal. In the absence of any court document, the school will view each parent as having full legal custody of their child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic record or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

## **Student Code of Conduct**

At Ursuline, we expect our students to live in accordance with our school's Code of Conduct, which is rooted in Gospel values and the legacy of St. Angela. This represents what we stand for as a community.

Together, we call all community members to live in accordance with the following:

**We build community wherever we go.** This means:

- Creating an environment, wherever we gather, that welcomes and values others, especially those who might be excluded.
- Listening to others with compassion and a desire for understanding.

**We honor the uniqueness of the individual.** This means:

- Learning to appreciate that the background and personal experiences of others may be substantially different from your own.
- Seeking common ground that honors our differences, yet unites us in community.
- Striving to use our personal gifts, in a spirit of *Serviam*, to positively impact those on the margins of the community and the world.

**We respect ourselves, one another, and the world around us.** This means:

- Ensuring that words and actions are fair, kind, and responsible.

- Building relationships based upon mutual care and trust.
- Prioritizing our personal health and wellness.
- Taking responsibility for the surrounding environment.

**We act with integrity.** This means:

- Engaging with complete honesty in all efforts, both inside and outside of the classroom.
- Speaking up if someone is being treated unfairly or unkindly.
- Helping whenever and wherever needed.

As Ursuline Academy engages in the consistent work necessary to become the best version of itself, we seek to sustain and further develop a school environment that is affirming, respectful, safe, and supportive of each student. Similarly, we seek to support and encourage our students, as they engage on their individual journeys to grow, develop, and become the best versions of themselves. We value their unique contributions and, in accordance with our mission, pledge to meet them where they are and prepare them for the complex world that awaits them.

We recognize that, while on our respective journeys, mistakes will happen, and missteps will occur. People will make poor choices that harm others and fall short of *our* expectations, as well as *their* own good intentions. As these instances, ultimately, damage communal well-being, disciplinary action must focus on personal accountability, but must also be rooted in the legacy of St. Angela Merici, Catholic social teaching, and modeled after restorative justice practices, which emphasize the importance of contrition, grace, mercy, empathy, and forgiveness.

Any individual found to be responsible for behavior contrary to the Code of Conduct will be held accountable and be subject to the disciplinary and restorative justice process set forth by the Administrative Team. This process may involve a meeting with the Dean of Student Life and other members of the Team, reflection exercises and a formal review of responses, relationship-building exercises, a probationary period, suspension, and should it be deemed necessary, expulsion. For further information, please see Appendix A, Policies Upholding Respect & Human Dignity at Ursuline Academy..

We take very seriously our responsibility to develop respectful, compassionate young women, who demonstrate integrity. We also embrace the challenging, yet rewarding process, through which they are empowered to engage in their communities with purpose and passion.

## **Student Behavior**

The Ursuline student demonstrates respect for herself, others, and her surroundings. Examples of respectful behavior includes:

- Fully complying with uniform policies.
- Attending school-wide events, Mass, special program days, and assemblies regularly and promptly.
- Respecting and caring for resources, surroundings, and the environment.
- Fostering healthy habits in self and others.
- Honoring the property of others.

- Practicing proper social media etiquette, with the understanding that what she says or does always reflects upon herself and Ursuline.
- Being kind to all members of the Ursuline community and putting others' needs before her own.

Ursuline students are expected to demonstrate good behavior and respect for themselves and others at all times in accordance with our mission and guiding principles. Hazing, harassment, bullying (see Bullying Policy- Appendix A, Harassment Policy- Appendix B), or mistreatment of any member of the community is a violation of this rule.

Students who are not scheduled to be in class are only permitted to occupy designated communal spaces. These gathering spaces include the Tea Room, library, Angela Hall, lobby of the Reynolds Center, and outside area visible from the Tea Room (the "backfield"). The consumption of food is only permissible in the Tea Room and Angela Hall and food must be disposed of entirely. Chewing gum is prohibited. Students are allowed to carry reusable drinking vessels inside of all campus buildings, but drinks in disposable containers that do not have a resealable top will be disposed of immediately. Violation of these rules will result in detention.

A student who uses inappropriate language in the classroom/hallway/common area, before or after school hours will be subject to disciplinary consequences, depending on the language used and its intent. Any use of racial, ethnic, homophobic, gendered, or religious slurs or invective is strictly prohibited. Use of common obscenities and vulgarities are not appropriate for school and is subject to detention for a first offense, with increased penalties for further incidents. Use of obscenities, slurs, or other forms of harmful speech or images in an electronic forum, such as group text intended for members of a team, is strictly prohibited. Those who violate this policy electronically are subject to the same disciplinary proceedings and consequences as those who use these forms of speech vocally in the school setting. A student who uses any type of threatening speech, in any form, toward any member of the Ursuline community will be subject to significant disciplinary consequences.

A student who shows disregard for communal spaces and Ursuline property (desks, lockers, hallways, etc.) by leaving a mess, committing vandalism, not making an effort to recycle responsibly, or otherwise making shared spaces unpleasant for her peers and teachers will be required, at a minimum, to clean or otherwise restore the affected space to its original condition. Students will be expected to pay for the breakage of any science lab equipment, technology items and other property.. Detention and other penalties may be imposed as well.

### **Response to Choices Unaligned with Ursuline Academy's Values**

All members of the Ursuline community are expected to conduct themselves in accordance with the mission and guiding values of the Academy. School authorities reserve the right to impose sanctions for justifiable reasons and after due process. When a student receives any communication from the school, whether it is a returned assessment or a detention slip, she must treat it as a private communication and not share it with others in any form.

## **Unstructured Time**

Students are encouraged to make good use of their unstructured time in school. There are four recommended alternatives offered to all students: the library for quiet study and/or research, the student lounge in the Reynolds Center, Angela Hall if not otherwise in use, and the Tea Room.

## **Disruptive Behavior**

Students are expected to exhibit behavior conducive to the educational, spiritual, and moral development goals of Ursuline Academy. To that end, the following behaviors will result in disciplinary action. Please note that the administration reserves the right to act upon other inappropriate conduct not contained or specified below.

- Vulgarity, profanity
- Horseplay, running, yelling, or any conduct disruptive to the educational process
- Disrespectful behavior of any kind
- Defacing/damaging school property
- Slanderous, defaming statements or libelous attacks on the character of anyone (verbal, electronic, or written)
- Reckless driving including speeding and driving that jeopardizes the safety of community members
- Insubordination

## **Travel & Academic Records**

The discipline, academic, and attendance records of students applying for travel will be reviewed by the administration, who may prevent students from traveling with Ursuline based on their records or other concerns. Students who are in financial arrears may not be allowed to travel with Ursuline. Travel applicants need to be up to date on their service hours at the time of application.

## **Violation of Student Life Expectations**

To further the cause of good order and to encourage the independent growth of self-discipline, Ursuline Academy has developed a system of disciplinary consequences. This system normally includes detention, suspension, probation, and expulsion. In cases where students are alleged to have violated school expectations, the Principal or her designee will first investigate the matter. Upon investigation, the respective administrative team member will determine the appropriate consequences for the given infraction, in conjunction with what is written below. When necessary, the school administration will communicate their concerns to both the student and the parent or guardian.

## **Detention**

Detention is a period of time to be used for student reflection about how her behavior affected herself and others. Detention will be after school on Tuesdays from 3:00 PM – 4:00 PM. Students receiving the detention should report to the Dean of Student Life or her designee who will assign restorative justice work in written or active form for the hour. In other cases, the Dean of Student Life or her designee may ask the student to write a reflection in addition to restorative justice. Detention takes priority over any

school-sponsored activity or event and is to be served at the next detention slot after it is assigned. Arriving late to or missing scheduled detention will result in additional detention. Continued “skipping” of detention may result in suspension or expulsion. Students who miss detention as a result of seeking after-school academic help must present the Dean with a written and signed note from their teacher in advance of the detention to reschedule their detention without penalty. A note of assigned detentions is kept in each student’s internal disciplinary record.

### **External or Internal Suspension**

In cases where a student’s conduct requires temporary removal from the Ursuline community, suspensions will be employed. During a suspension, a student is expected to be either at home with her parents (external suspension) or be separated from the school population at school (internal suspension). All suspended students are excluded from all school-related activities during their suspension period. Before a student’s being suspended, the appropriate administrative team member will thoroughly investigate the matter at hand and communicate with the student’s parents/guardian regarding the given infraction. A discussion between the school, the impacted student, and her family will occur to provide the student and her family with an opportunity to be heard. A suspension ranges in the time frame from one day to five. In most situations, a student has previously received corrections in terms of discussion and/or detention. In these cases, the suspension is an elevated response to continual uncorrected actions. In other cases, the action or decision by the student is considered severe enough to result in an immediate action of suspension. The appropriate administrative team member or Principal will assign the suspension. The student’s school counselor will also be notified, as Ursuline Academy may be required to notify colleges of particular disciplinary incidents. Any student suspended by Ursuline Academy is responsible for arranging, obtaining, and completing all school work missed due to the suspension. Students who are suspended can make up any missed work for a maximum of 75% credit.

### **Probation**

Probation constitutes a flexible tool to be utilized at the informed discretion of the school administration, and it can be employed to address both academic and or school life issues. The purpose of probation is to heighten student and parental awareness of the fact that current school behavior is unacceptable. Students placed on probation who continue to exhibit unacceptable behavior will be liable for further disciplinary action. Probation may be utilized in conjunction with the above consequences, independently, or not at all.

### **Expulsion**

Expulsion is a very serious response to infractions that violate our community standards. The following may be grounds for expulsion:

- Possession of dangerous or hazardous materials
- Consistent disregard for the health, well-being, and safety of others
- Possession of weapons or dangerous materials
- Bullying, hazing, or harassment, whether in-person or online
- Violation of the school’s Acceptable Use of Technology Policy

- Evidence of possession, use of, or being under the influence of, drugs or alcohol on school property or at school-sponsored events <sup>1</sup> (Please see below)
- Inappropriate conduct that is racist, sexist, ableist, or harmful and disrespectful towards others
- Plagiarism and cheating
- Fighting (regardless of fault) and violence
- Truancy/Excessive absenteeism
- Stealing
- Vandalism
- Continued willful disobedience and open persistent defiance of stated classroom or institutional policies
- Jeopardizing the good name of Ursuline Academy
- Any off-campus misconduct prejudicial to the good name of Ursuline Academy

In some instances, students who violate expected norms of behavior may be prohibited from attending school events or activities including dances, travel, games, and field trips.

We realize that we cannot establish school policies and sanctions for every possible situation. It is our obligation to act to preserve and protect the rights and safety of all members of our community and to take appropriate action. The Ursuline Academy administration reserves the right to remove a student from the community for other inappropriate conduct not listed or specified. We ask that parents trust that teachers and administrators have the best interests of the community and the smooth operation of the school at heart when they respond to infractions.

The privilege of participation in the Ursuline school community requires adherence to the school rules. Ursuline may revoke enrollment at its sole discretion, based upon evaluation of a student's discipline, academic, and attendance records.

### **Substance Abuse Policy**

Use or possession of alcohol, illegal drugs, marijuana, CBD/THC/BHO products in any form, tobacco/vaping products (including Juuls and Dab Pens), medication, or any related paraphernalia on the Ursuline property or at school-sponsored events or trips is strictly prohibited. Our first concern is safety, not only that of the person using or impaired by an illegal or controlled substance, but also of all others in her midst. Having ascertained that the student's health and wellbeing are secure, chaperones, in conjunction with the school administration, will investigate any incident and determine the appropriate response.

Ursuline students are forbidden to use or possess illicit substances (narcotics, prescription or recreational drugs) or alcoholic beverages. Violation of this rule jeopardizes a student's privilege to attend Ursuline and may subject the student to the level of discipline the administration, in their sole discretion, determines is appropriate. Cigars to celebrate events are expressly forbidden, and there are significant consequences for student-athletes.

---

<sup>1</sup> In cases where students proactively seek assistance from Ursuline Academy personnel in dealing with a chemical dependency or drug addiction, those students will be helped in the spirit of developing our young women, provided that such a request comes **before** the discovery of an alleged violation.



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

The faculty and administration recognize that substance abuse may occur within the school-aged population. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration will actively seek to identify students in the school community whose actions indicate that they may be using drugs or alcohol. Where evidence exists that a student may be involved in substance abuse, her parents/guardians will be apprised of our concern and asked to seek professional help for their daughter.

Please refer to the **Health and Wellness: Medical Administration** section for more detailed information.

## Attending Ursuline

---

### School Hours and Supervision of Students

Ursuline Academy opens at **7:05 am**. Advisory begins at **8:00 am**, with the rare exception of a schedule change. Attendance will be taken in the morning advisory and at the beginning of each academic class. Academic classes end at **2:46 pm**, at which time students are dismissed. **Students who are not participating in a supervised extracurricular activity are expected to leave campus by 5:00 pm.** At all times, students are expected to follow the rules and regulations of Ursuline Academy. Please note an administrator will be on campus until **5:00 pm** Monday through Friday.

The school office is open between **7:00 am** and **5:00 pm**.

### Absences

Regular and punctual attendance for all scheduled activities, including advisory, study halls, Mass, and assemblies is required of all students.

If a student will be absent, her parent or guardian must report her absence by **8:15 am** by using the dedicated Attendance Line which can be reached either by emailing [attendance@ursulineacademy.net](mailto:attendance@ursulineacademy.net) (recommended) or calling **(781) 801-1589**. Any absence due to illness that exceeds three (3) consecutive days requires a physician's note to return to class. After a student's absence for three consecutive days without a physician's note, the Principal or her designee will send an email to the parents. Any absences, late arrivals, or early dismissal for appointments require the student to bring a note from the medical professional upon their arrival back to school.

If a student's absence is a cause for concern, the administration will request a meeting with parents. At that meeting, an attendance contract may be put in place. If parents and students do not uphold the terms of the attendance contract, the student may be required to withdraw from Ursuline Academy.

If a student's chronic physical or mental health condition causes frequent absences, the parent should initiate and sustain communication with the nurse, school counselors, and administrators, and provide medical documentation upon request. In the event of a hospitalization, a conference with the student's healthcare provider, her Ursuline school counselor, and an administrator will be necessary before the student's readmittance. The school also requires written clearance from a medical professional in order for the student to return to Ursuline. After the student is readmitted, she may require the services of outside tutors to reclaim lost academic learning.

If a student will miss school because of non-Ursuline extracurricular activities or because of families' extending vacation time, parents must speak with the Dean of Student Life for permission. Voluntary absences are not considered to be excused. Teachers are not obligated to provide make-up opportunities for assessments or homework missed as a result of voluntary absence.

## **Tardiness**

Attending classes and participating in Ursuline daily activities are an integral part of the Ursuline experience. Any student who arrives after the **8:00 am** bell must sign in with the main office and get a pass before she will be admitted to class. A student who accumulates three tardies in a quarter will be assigned a detention. Subsequent detentions will be assigned if a student accumulates 6, 9, 12, etc. tardies in the same quarter. Any unexcused class absence (including study halls and free blocks) or excessive tardies will make the student ineligible for any extracurricular activities that day and may result in detention for the student.

During the day, a student who is late for any class will be marked tardy by their classroom teacher. A student must obtain all missed work resulting from tardiness. When a teacher reports three tardies from class, the student will receive a detention.

Students must be in school by **9:45 am** to participate in extracurricular activities (including athletics) that day. Any exception to this rule will be determined by the Principal. If a student arrives at school after the teacher has given an assessment, and has not planned for this absence in advance, the teacher will make the assessment available for the student to take during study or immediately after school. Parents with extenuating circumstances must email or call the Attendance Line at least one day in advance to arrange for an alternate arrival time.

Parents may be asked to meet with the administration to discuss strategies to improve a student's punctuality and the consequences of frequent tardiness. Any member of the administration may request a meeting with the parents of a student for whom tardiness is a habit, either daily or for a particular class, so they may form a plan to improve the student's punctuality. Further tardies may result in probation, suspension, or other disciplinary action.

## **Truancy**

Students are expected at school on every scheduled day. A truant student will be liable for suspension and a grade of zero for all work missed. There are no authorized skip days at Ursuline Academy. Any student who participates in a skip day will be subject to suspension and a grade of zero for all work missed.

## **Early Dismissal**

Given the importance of class time for student's academic success, Ursuline Academy strongly urges parents to make outside appointments after school, on Saturdays, or during vacations. Parents requesting an early dismissal must send an email to the Attendance Line before **8:15 am** on the day of the dismissal. This email must contain the reason and time for dismissal. School administration reserves the right to deny this privilege if it deems the reason to be insufficient. Students granted dismissal must sign out at the main office before leaving the building through the main doors. If a student returns to school after her appointment, she must also sign in at the main office before returning to class. If a student's non-medical dismissals become excessive, the Principal may call a meeting with parents.

## **Nurse Dismissal**

*Parents and students are reminded that any and all medically warranted dismissals must only be processed through the Nurse's Office.* Students who require dismissal because of illness must go to the Nurse, who will arrange their dismissal with their identified emergency contact. Students aged 18 years or older are not allowed to self-dismiss; all dismissals must originate with a request from a parent/guardian. Students should not make such requests (via email, phone calls, text, etc.) to their parents directly during the school day. All concerns regarding sickness should initially be communicated to the nurse on duty. The school nurse is happy to assist students when they are feeling unwell. This policy allows the Nurse's Office to monitor illness trends throughout the school population and make appropriate recommendations to parents regarding follow-up treatment. Please note that students who become ill at school and go home sick may not participate in any extra-curricular activities that day to adequately recover.

## **Leaving Campus**

Once students arrive on campus in the morning, they are not permitted to leave the campus during the day, including before advisory, without express authorization from an administrator or the Nurse. This rule pertains to students' unstructured time, with the exception that seniors may leave the school grounds if they have earned the privilege of senior lunch off-campus. Students are not allowed in the parking lots or in the front of the school except when arriving or departing from school. Leaving the school grounds without permission at any time will make the student subject to suspension. When students are given permission to leave campus, they must sign out at the main office and exit through the main doors.

## **Lying, Deceit, and Forgery**

As a part of the daily operation of Ursuline Academy, students may be asked by school personnel to discuss incidents relative to school life. In all interactions, students are expected to be truthful, forthcoming, and transparent. Students who forge or submit inauthentic documentation (absent notes, parental signatures, medical forms, etc.) will be in violation of this policy. Students who lie, conceal the truth or deliberately deceive Ursuline personnel will be subject to disciplinary action, including suspension and possible removal from the school community.

## **Search of School and Personal Property**

Ursuline school administrators may and will engage in reasonable searches of students at any time and without notice to ensure the safety and well-being of the Ursuline community. Such searches can involve, but are not limited to, a student's personal effects, locker, vehicle, property, back/pack/book bag, cell phone, electronic devices, etc. Ursuline will confiscate any item deemed to represent a concern to the safety and well-being of the school community and its members. Items may be provided to law enforcement for further processing and/or action. Students who do not comply with searches will be subject to immediate expulsion from the Ursuline community.

## **Off-Campus Behavior**

Students are reminded that while enrolled at Ursuline Academy, they are ambassadors of the school and representatives of the community, at all times, both in-person and online. Consequently, student behavior

off-campus and online should reflect the values that Ursuline Academy represents. While the school does not, as a rule, monitor students' behavior outside of the school or school functions, we reserve the right to sanction a student for any behavior which violates the values of the school, which imperils the student herself, which raises fundamental concerns about her judgment, causes public scandal or which detrimentally impacts the school, its students or its reputation. Such behavior would include, but not be limited to reckless driving, being present at a party where alcohol or drugs are prevalent (if a student finds herself in such a circumstance, she should immediately leave the gathering), deliberately defaming or threatening a member of the school community, or engagement in behavior at odds with Ursuline's stated values. Again, student conduct that jeopardizes the good name of Ursuline Academy may be cause for removal from the community.

### **Fire/Emergency Drills**

Whenever emergency signals sound, all classes must proceed immediately in SILENCE and in orderly lines along the routes designated for each room and the building. When the return signal is given students are to re-enter the building in SILENCE. The first student should hold the door until all have passed. Any student who acts inappropriately will be reported to the Principal and may receive disciplinary action at the discretion of the administration.

### **Tea Room Information and Policies**

The Tea Room is a designated area to enjoy lunch and converse with friends. With few exceptions, lunch is to be eaten in the Tea Room only. While eating lunch, Ursuline students are asked to practice good table manners, respect the Tea Room employees, and have an inclusive attitude. Each student is responsible for the cleanliness of the table where she sits. All students should deposit trash into the wastebaskets, make every attempt to not waste food, wipe up spills, and recycle at every opportunity. Any student who does not clean her area will be subject to disciplinary action.

Students may take advantage of the lengthy lunch block to meet with teachers or study in the library after finishing their meal. Students are not permitted to occupy the hallways during lunch as it is a distraction to classes that are in session. In the spirit of community, sisterhood, and digital well-being, Ursuline Academy strongly encourages students to enjoy their lunchtime device-free.

In addition to regularly scheduled lunch and break times, the Tea Room is open for light breakfast before advisory as well as snacks during Activity Block. Students who encounter schedule conflicts during their regular lunch period are asked to enjoy meals during the Activity Block.

Please note that while the kitchen is nut-free, the Tea Room space is not a nut-free environment.

### **Attendance for Program Days ( Women in Leadership, Masses, Special Assemblies, etc.)**

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

Ursuline Academy commits to helping our students develop themselves as whole individuals. Therefore, Ursuline devotes partial or full days each year to focus on students' growth in areas beyond the classroom. These include such special, community-focused days as Women in Leadership, Masses, and other days. It is our expectation that all community members are in attendance for these days. Any absences should only be for medical reasons to be confirmed by a doctor's note. Absences on these days without a doctor's note will require make-up hours and assignments. Students will make up hours before school and, at the discretion of the administration, will complete an assignment pertaining to the day.

### **Teacher Absence From Class**

In rare instances when the teacher does not appear within the first 10 minutes of class, two students should report to the main office to report the faculty member missing. Students should remain in the classroom until released by an administrator.

### **School Cancellations or Delays**

In the event of hazardous weather conditions, a notice of school cancellations will be announced via telephone, email, and text alerts. If power permits, Ursuline will also post a popup cancellation message at [www.ursulineacademy.net](http://www.ursulineacademy.net). However, Ursuline may remain open even when Boston Public Schools are closed. Ursuline students commute from across greater Boston and the South Shore, and the safety of all students will be taken into account when closing decisions are made. Parents are encouraged to use their discretion in deciding to keep their daughters home during hazardous conditions. Buses serving Ursuline and other schools may run or not run depending on the hosting school's status. Parents may call the Main Office to learn the bus situation during inclement weather. Teachers will post on their portals or Classroom the assigned work, if any, for the day.

### **Transportation**

#### **Bus Transportation**

The Town of Dedham provides fee-based transportation to Dedham residents who live 1 - 1.5 miles or more from the Academy. Families may sign up directly through Dedham Public Schools.

Based on demand, Ursuline Academy partners with other private schools each year to provide additional options. If you wish to utilize the bus service, you may contract for service on an annual basis. Parents are responsible for understanding the bus route, timings, and decisions about delays/cancellations.

All regulations, including uniform standards are enforceable while students are on a bus. Students violating these rules will be disciplined by their respective school. Video cameras are in operation on the buses, and the bus driver may recommend students for dismissal from the transportation system. Students are asked to alert the Principal of any behavioral issues occurring on the bus.

Ursuline Academy provides transportation, whenever possible, for students participating in off-campus extracurricular events. Students who are not driving or receiving a ride from a parent are strongly encouraged to take the school-provided transportation. In the Commonwealth of Massachusetts, liability follows the vehicle: students and parents who drive other students assume all the risks and liabilities of doing so. Students with limited licenses are prohibited from driving unrelated passengers. The Academy

cannot monitor which students have a parent's permission to ride with other students or to drive student passengers. Parents are responsible for their student's transportation use. Parents are expected to adhere to pick-up times after events, retreats, competitions, and school activities. At the discretion of school administration, there may be consequences for avoidable late pick-up practice.

### **Ride Sharing**

For the safety and security of our students, Taxi/Limo/Rideshare is not an approved method of transportation for students. These types of services will not be allowed on our campus for students. Taxi/Limo/ Rideshare requires that all passengers unaccompanied by an adult be 18 years or older when they are used by students after the conclusion of the school day.

### **Automobiles/Parking**

Ursuline Academy is located in a residential area. Drivers to Ursuline must be respectful and considerate of Ursuline's neighbors. Lowder Street is a one-way street with a speed limit of 25 mph. The speed limit on campus is 10 mph. Careful driving procedures must be observed at all times. Parking is a privilege, not a right. With parking being limited, it is a privilege for a student to have a parking space on campus. Due to limited parking space, parking is assigned to senior applicants who hold a valid, current driver's license (not a driver's license that requires an adult companion in the vehicle). The remaining spaces will be available to Juniors who qualify. Not every student driver will be able to secure a parking permit.

Students must register their cars with the school and are issued a parking permit for a cost of \$100. A student must supply a copy of her license before obtaining a permit from the Main Office. Parking spots become available for the academic year at the end of August.

Once students arrive in the parking area, they must enter the building immediately. Students may not return to their vehicles until dismissal without specific permission from the main office. They must sign out in the Main Office and sign back in when they return.

Only on special occasions, when explicitly asked by school administration, may students park on the neighborhood streets surrounding Ursuline Academy, for example on Sawyer Drive. In these instances neighbors are informed of the special event.

Please note:

- Vehicles on the property of Ursuline Academy are subject to be searched by the administration if the Academy has reasonable suspicion to believe such a search is warranted.
- The school does not assume responsibility for theft or damage to vehicles parked on school grounds.
- Any careless or reckless driving on the campus may result in loss of on-campus parking privileges and detention.
- If car-to-car contact occurs in the parking lot, the student must immediately report to the Principal. While disciplinary action may not result, it is common courtesy, and therefore expected in the Ursuline community, to inform the owner of the other vehicle.
- Frequent reckless driving on campus and in nearby neighborhoods may result in the retraction of the parking permit.
- If a student no longer needs her parking space, she should notify the Principal so that the space can be officially reassigned.
- Students may be asked to park in alternate locations for various school events.

## Uniform

Ursuline Academy's traditional dress code upholds the core values of our mission. The uniform is worn with pride and enhances a sense of unity and community spirit among our students. Jewelry, make-up, and hair adornments must be understated and appropriate. Hairstyles should not be distracting, and hair may not be dyed with unnatural hair color. Body or facial piercings and body art are not allowed. Hats, caps, shawls, blankets, warm socks, or scarves may not be worn during the school day. The Principal or her designee has final authority in determining the appropriateness of a student's uniform.

There are two versions of the uniform: daily and formal.

### Daily Uniform

- For the safety and security of our students, all students are expected to wear a school-issued lanyard with their ID badge at all times at school, including uniform holidays and Spirit Days. Students also must wear their ID in the Tea Room for purchasing food items.
- Ursuline's green plaid skirt (Hem must be no more than an inch above the knees as a student stands straight) or navy blue tailored pants.
  - Pants must be full-length, measuring from waist to ankle, and made from fabrics such as cotton, cotton/polyester, or wool. (Pants made of fabrics such as denim, corduroy, leather, velvet, Lycra, etc., are not acceptable as uniform wear.)
- White polo shirt with the school insignia, long or short sleeve\* (The senior class wears navy blue polos.) Polos may be worn untucked, but they should be no longer than the student's hip.  
\*Note: Ursuline has adopted a uniform polo shirt with the school insignia. All students are required to wear the polo shirt with the school insignia.
- Socks and Tights
  - Navy blue or black socks (socks must be visible above shoes or sneakers)
  - Black or blue tights
- Shoes
  - Black sneakers with black laces. There may be a minimal amount of white on the sneaker, or they may be all black.
  - Tan, brown, black, or navy shoes with rubber soles (i.e. docksider or penny loafer)

### Additional Options for the Daily Uniform (contingent on weather)

- Navy blue fleece jacket with school logo.
- "URSULINE" navy blue crew neck sweatshirt (sold only in the UA bookstore).
- Navy quarter-zip with the bear paw or "Ursuline" on the front.



- Black or navy solid leggings (worn under plaid skirt during winter months at the discretion of the administration).
- Personal winter coat/parka when traveling between buildings
- Navy blue tailored pants may be worn in lieu of the plaid skirt. Pants must be full-length, measuring from waist to ankle, and made from fabrics such as cotton, cotton/polyester, or wool. (Pants made of fabrics such as denim, corduroy, leather, velvet, Lycra, etc., are not acceptable as uniform wear.)
- At the discretion of the administration, students may be allowed to wear boots.
- On the first Friday of the month, students may wear hooded Ursuline sweatshirts or any team or club sweatshirts; otherwise, hooded sweatshirts are not part of the uniform.
- Seniors: Tie-dyed senior t-shirts may be worn on the 24th of each month. College sweatshirts will be allowed after April 1.

### **Formal Uniform** (to be worn at Mass and other formal occasions)

- Green blazer
- Ursuline’s green plaid skirt (Hem must be no more than an inch above the knees as a student stands straight.) or navy blue tailored pants.
  - Pants must be full-length, measuring from waist to ankle, and made from fabrics such as cotton, cotton/polyester, or wool. (Pants made of fabrics such as denim, corduroy, leather, velvet, Lycra, etc., are not acceptable as uniform wear.)
- Neat Oxford button-down shirt (short or long-sleeved) *tucked in* (N.B.: The daily white polo is not part of the Formal Uniform).
- Black or navy blue tights.
- Tan, brown, black, or navy shoes with rubber soles (i.e. docksider or penny loafer) \*Note: Sneakers are not part of the Formal Uniform; students may change into their sneakers after the Mass or formal occasion.

Elements of the uniform may be purchased from the uniform company and/or the school store. If for any reason, a student requires a uniform accommodation, she should speak with the Dean.

### **Spirit Days Dress Code**

Spirit Days celebrate our pride in our community. On Spirit Days, students may wear anything with Ursuline Academy on it. No other school, company, or logo should be present in a student’s choice of clothing. Ursuline Academy sweatpants, hats, and athletic shorts are acceptable. A student’s dress should reflect the values of Ursuline Academy. Flip-flops, ripped jeans, short shorts or short skirts (that do not brush the top of the knee), sheer garments, tops that do not cover the student’s midriff, are strapless, or have “spaghetti straps” are not permissible. We respect that not everyone may have non-uniform Ursuline clothing, so in the spirit of community, we extend Spirit Day clothing items to include anything green and/or white in color as long as they follow the aforementioned guidelines. Please remember that lanyards and IDs must be carried and accessible on all spirit days and uniform holidays.

## **Field Trips**

Experiential education enhances classroom instruction and is thoughtfully planned by the teacher. When a student accompanies a teacher or staff person on a field trip, the student must comply with all Ursuline Academy policies. Signed permission slips including emergency contact information as well as any fees must be submitted to the appropriate designee in advance of the trip. Uniforms are required to dress for field trips unless otherwise specified. Students who fail to meet appropriate standards of behavior while on Ursuline Academy field trips or travel may be required to return home before the planned end of the trip at the expense of their parents. Student attendance on field trips planned as experiential education is mandatory. To be able to participate in the field trip, the student needs to exhibit good behavior and academic standing; otherwise, she will not be allowed to go, and no refund will be issued for any related fees.

## **Senior Privileges**

The following privileges may be earned by members of the senior class throughout the year as an acknowledgment of their responsible leadership for the community. The Principal will notify the senior class when privileges have been earned and their start date/s:

- Navy blue Senior uniform shirt
- Monthly lunch out
- Late arrival if a study occurs during the first block of the day
- Early school dismissal if a study occurs at the last block
- Senior class t-shirts on designated dates
- College sweatshirts on designated dates and after April 1

Seniors with more than three unexcused absences or tardies, per semester, will lose privileges. The above privileges are granted only to Ursuline seniors and can be revoked at any time by the Dean or the Principal.

## **Baccalaureate Mass**

The Baccalaureate Mass is held on the eve of graduation and is mandatory for all seniors who intend to participate in the graduation ceremony. It is a time for the senior class and members of the school community to pray together and prepare for the momentous occasion of graduation. During the Mass, Ursuline confers senior academic awards.

Students in the senior class will wear white academic robes. White or pale-colored attire, in accordance with reverence of the service, should be worn beneath the robes along with sensible shoes.

## **Graduation**

In the fall of a student's senior year, the graduating class and senior administrators decide on a common white dress, or other appropriate clothing, that will be worn at graduation. Graduation is planned to be celebrated outdoors; seniors need to wear white, gold, or nude-colored shoes that can be safely worn on grass.

Students coming to graduation as guests should dress in accordance with the spirit of the celebration. Students helping with graduation should be in formal uniform unless the Principal determines that the weather requires more suitable attire.

### **Transferring From Ursuline Academy**

If a family chooses to have their daughter attend another educational institution, parents are asked to notify the Principal of the potential transfer as soon as possible for additional conversation.

## Student Services

---

### Library

The Ursuline Academy library is available as a quiet study space before and after school, during study halls, activity periods, and lunch periods. It is open from **8:00 am to 5:00 pm**. (Monday-Thursday), and until **3:30 pm** on Fridays. No food is permitted in the library. Students are able to check out books through the Front Office. Please note that printing is not available in the library.

### Lockers

Ursuline Academy is co-tenant of all lockers. School administration will inspect and/or search any and all lockers, as they deem appropriate. Only Ursuline-issued locks are permitted and may be acquired at the Front Office. Non-Ursuline locks will be removed.

Each student is assigned a locker and a combination lock which will be hers for the duration of time at Ursuline. Assigned lockers must not be changed without permission from the Dean. Students who fail to lock their lockers must accept responsibility for items lost, stolen, or borrowed without permission. Lock combinations should never be given out to any other person. Students will be responsible for paying for any damage done to the locker assigned to them or for a missing lock. Replacing a lost lock costs \$10. For safety reasons, books, book bags, clothing, and sports equipment may not be left in hallways or other common spaces at any time.

### Lost and Found

The student's name should be on the cover of all her books. Uniforms, particularly blazers, should be marked clearly with the student's name. Unmarked articles of clothing, books, etc. will be kept for two weeks, at the end of which time they will be donated to charity. Students should not carry excessive amounts of money or valuables. Ursuline Academy will not be responsible for money or valuables lost.

### Lunch Offerings

The goal of the lunch program is to provide a varied menu with healthy choices for a diverse and active student body. Each day, hot entrees, deli sandwiches, and a salad bar are available, along with fresh fruit, milk, and juice. While the Tea Room is not nut-free, meals prepared in our kitchen are. Pre-packaged food – including desserts and bakery items – may contain nuts. Gluten-free options are available.

Parents and guardians may load money on a student's account online by visiting the [Ursuline Academy lunch page](#), or they may add funds by check (made payable to SLA, Ursuline's food service provider). All checks must be brought to the Tea Room register. Students may also pay in cash at the register. Students should use their school ID card at the register to access funds on a student account. Ursuline Academy requests lunch fund balances be kept positive to make purchases. If a student's account falls below \$10, the student and parents/guardians will be notified to reload the account.

## Food Delivery Services

For safety and security, students will not be allowed to use or order from any type of delivery service, including Uber Eats, Grubhub, etc. during the school day. Students who order food after school hours are expected to greet and pay the deliverer outside the main entrance.

## Announcements

Each school day starts with a prayer on the public address (PA) system. Other timely announcements relating to the entire student body follow the prayer. Announcements to be read over the PA must be approved by the Principal or her designee at least 24 hours before announcement times. Announcements should not be handed to the Principal or her designee in the middle of announcements. Some announcements will also be displayed on digital signage throughout campus and shared through the *Bear Necessities* daily publication.

## Bulletin Boards and Posters

All posters and materials to be displayed on campus must be submitted to the Principal or her designee for approval. No notices or posters may be affixed to lockers or any painted wall or surface. All posted notices must be kept current.

## Athletics

There is a separate Athletic Handbook. Particular items of importance are highlighted here:

High school sports provide a venue to learn about the values of competitiveness, honesty, integrity, teamwork, and most importantly, how to deal with success and failure. Sports are a valuable training ground for what a student will face when her school days are over.

The athletic program at Ursuline Academy includes:

Fall	Cross Country, Field Hockey, Soccer, Swimming & Diving, Volleyball
Winter	Basketball, Ice Hockey, Indoor Track, Ski
Spring	Golf, Lacrosse, Softball, Tennis, Track

All expectations of proper conduct that apply during school hours are in effect on playing fields, pertaining to athletes and student spectators, alike.

In order to practice or play, student-athletes must be in school, arriving no later than 9:45. Excused tardiness, such as a medical appointment, are an exception.

Ursuline student-athletes abide by the rules and procedures enumerated in the Athletics Handbook and should speak with their coach first, and ultimately the Athletic Director if they have questions about their participation in athletic co-curricular.

## **Clubs**

Ursuline students are encouraged to take advantage of the variety of extra-curricular activities available to them. Clubs meet both before and after school, or during the Activity Period. Enrollment in clubs is open after the club fair in September. Certain clubs allow for open enrollment throughout the year. Club offerings change annually and are subject to student interest. If a student would like to initiate a club, she can speak with the Dean at any time about the process for instituting a new club. Students are encouraged to commit to one or several clubs throughout the entire school year, regularly attending club meetings and events.

Any students applying for leadership positions need to be up to date with their service hours at the time of application.

If a student applies to become a member of the National Honor Society, she is reminded that the adult recommendation must originate outside of Ursuline; that is, no Ursuline teachers or coaches may write a student's recommendation.

## **Dances**

On-campus Ursuline dances include the Family Dance for grades 7-8 and the Winter Semi-Formal for grades 9-12. The Junior-Senior Prom takes place off-campus. All dances are chaperoned by members of the Ursuline Academy faculty and administration.

### **Rules for Dances**

All students and guests are expected to dress and dance appropriately.

- All students and guests are expected to comport themselves appropriately in their actions and speech. Disciplinary action may result at the discretion of the Principal.
- Students must follow the established time of arrival and may not leave before the posted end time unless signed out by a parent or guardian.
- Students may not leave the dance and then return.
- In the cases of the prom or semi-formal, each Ursuline student may invite one guest from another school, whose name and contact information must be provided to the Principal or her designee before the dance. Ursuline students are responsible for the behavior of their guests and will be subject to consequences at the discretion of Ursuline administration.
- All students and guests should have a picture ID with them.
- All school policies about alcohol or drug use apply.

Ursuline Academy will occasionally announce dances being held at other schools or parishes but does not provide chaperones to these events. Parents who are concerned or have questions about dances held at venues other than Ursuline should contact the sponsoring school or parish.

## **Fundraising Policy for Students**

Fundraising: defined as the collection of money through contributions, sales, and/or events/programs for the purposes of charitable donation and/or club support.

Ursuline Academy understands that students (specifically those affiliated with Ursuline-recognized clubs and other student organizations) may wish to seek funds to support key initiatives and projects. Therefore, it is important for all to understand that Ursuline benefits greatly from the ongoing generosity of alumnae and parents who provide significant monetary support for student-related events/programs and services on an annual basis. In addition, businesses and vendors in the Dedham-area community contribute significantly to Ursuline by providing monetary support and services that enrich life at Ursuline. For these reasons, it is imperative that all fundraising activities be coordinated.

After reviewing the guidelines set forth in this document, students should submit a [Fundraising Application](#) to the Dean of Student Life, who will coordinate with the Principal, Director of Mission, Campus Ministry Department, and Advancement Office regarding all necessary approvals.

### **Fundraising Guidelines**

- Fundraising may be conducted for the purposes of charitable giving to entities outside of Ursuline Academy. The monies raised for the purpose of charitable giving must be given to the Business Office and may not be held by an individual, student club, or organization. The Business Office will in turn cut a check to the organization once given specific instructions by the club/student group. Fundraising for charitable causes will be approved by Campus Ministry.
- Fundraising may also be conducted for the purposes of a school-sponsored club's mission/activities. Fundraising for club purposes will be approved by the Dean of Student Life.
- All fundraising activity must be reported to the Dean of Student Life who will, in turn, give a report to the Business and Advancement Offices.
- Any group that is creating merchandise or marketing material (either to sell or for club purposes) that includes the Ursuline Academy name or artwork must ensure the usage is in accordance with the Academy's branding guidelines. Approvals must be sought from the Director of Marketing and Communication via email at: [communications@ursulineacademy.net](mailto:communications@ursulineacademy.net)
- Clubs may sponsor an individual, but that individual's project must be directly related to that club's mission on campus and cannot be used for an academic endeavor.
- All raised funds for the purpose of club support shall be deposited into the club's account and not held by any individual student.

### **Prohibitions**

Ursuline Academy reserves the right to restrict all fundraising activities to reasonable times, places, and manners. The following activities are specifically prohibited:

- Solicitation by credit card/telephone card companies.
- Fundraising for Ursuline-recognized clubs or any UA organization or initiatives using crowdfunding platforms (e.g., Kickstarter, GoFundMe, Patreon, etc.) or electronic money transfer platforms, such as Venmo or PayPal.

- Items normally sold in the Ursuline Bookstore may not be offered for sale without prior written permission from the Bookstore Manager.
- Formal fundraising events/programs soliciting parents, alumni, faculty, or staff, except for those approved by the Chief Advancement Officer.
- Fundraising for any candidate for political office or political campaigns.
- Sale or distribution of items that violate existing contracts or Ursuline policies.

### **Donations from Local Businesses and Vendors**

The Dean of Student Life coordinates all requests from student clubs and organizations to solicit businesses and vendors for monetary donation and/or services. Those seeking donations from local vendors for events/prizes/etc. should be aware of and sensitive to the fact that they receive many requests from both the Ursuline community and other members of the community. Therefore coordinating these efforts enables Ursuline Academy to ensure that we are not overburdening the same businesses and vendors for support.

### **Alumnae and Parents**

The Advancement Office coordinates all fundraising efforts to benefit Ursuline. Individual students, Ursuline-recognized clubs, and other student organizations are not permitted to solicit alumni or parents for monetary support. Should one wish to solicit alumni or parents to help fund a key initiative, it is required that the group contacts the Advancement Office by submitting detailed information in the Fundraising Application.

Ursuline recognizes that parents of current students are sometimes asked to provide supplemental funding for student activities, clubs, organizations, and special initiatives such as trips for athletic teams or clubs; however, students are not permitted to conduct widespread parent fundraising appeals.

### **Students/Faculty Seeking Grants**

Ursuline recognizes that an individual student, group of students, and/or faculty may wish to seek external grant funding. Those wishing to seek external grant funding should submit a Fundraising Application. Ursuline will not submit or accept student-initiated grant proposals that are not sponsored by a faculty or club moderator. The faculty or staff member who accepts the role will be responsible for:

- Guiding the student(s) to work in a timely fashion with the Advancement Office when appropriate
- Ensuring that the student-initiated proposal follows all Ursuline policies.
- Supporting students' efforts to obtain the required Ursuline approvals before submitting the grant proposal.

Additionally, if the proposal is funded, the liaison will be responsible for:

- Overseeing the student's implementation of the grant.
- Ensuring that the student's project team complies fully with the funder's reporting requirements.
- Overseeing all the activities related to the grant-funded project.
- Ensuring the fiscal management of the grant follows Ursuline policies.



**Additional Restrictions and Requirements**

Ursuline acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to fundraising activities. Restrictions may be made in addition to, or in lieu of, those outlined in the policy.

Ursuline-recognized clubs who violate this Fundraising Policy may be subject to disciplinary action.

## **Tuition and Fees**

---

For complete information on tuition, fees, payment options, and tuition refund insurance, please visit our website [Tuition and Fees page](#).

### **Refund Policy**

There are no refunds of deposits or fees paid. For more information about tuition and fees, please contact Ursuline Academy's Business Office (781-493-7708).

## Academics

---

### Academic Requirements for Admission

Ursuline Academy is a college-preparatory school for young women in grades seven through twelve. The selection of students for admission is based on academic ability, standardized test scores, extracurricular activities, and potential contributions to the community. No person shall be denied admission based on race, religion, sexual orientation, socio-economic background, or physical disability. An entrance exam is required of each student requesting admission to grades seven through eleven.

### Academic Requirements for Grades 7-8

Students in the 7th and 8th grades are expected to take a year-long course in the following disciplines:

<i>English</i>	<i>Social Studies</i>
<i>Mathematics</i>	<i>Theology</i>
<i>Science</i>	<i>Classical or World Language (French, Latin, or Spanish)</i>

Students in 7th and 8th grades also take a quarter-long class in the following areas:

<i>Art</i>	<i>Technology</i>
<i>Music</i>	<i>Wellness</i>

### Academic Requirements for Graduation (Grades 9-12)

Ursuline Academy encourages all students to choose the curriculum that best challenges their academic abilities. Four years of study in a discipline is strongly encouraged. Students should be in close communication with their School Counselor for advice about course selection. Students enroll in at least 6 courses per year, and many students take advantage of Ursuline's rich curriculum offerings to enroll in seven. In order to graduate, students must successfully complete the following:

- 4 years in Theology*
- 4 years in English*
- 4 years in Mathematics (including, in some cases, Computer Science)*
- 3 years in World Language (French, Latin, or Spanish)*
- 3 years in Social Studies*
- 3 years in Science*
- 1 year in Fine Arts*
- 3 years in electives*
- 9th Grade Colloquium*

## **Accommodation for significant time away from school due to medical necessity**

If a student has been absent from class for an extended period of time and is expected to return to school with her current class, the Dean of Teaching and Learning and School Counseling Office will work with the family and the girl's teachers to create a plan for making up missed work. While these circumstances vary according to the individual situation, teachers will provide a minimum threshold of assignments and assessments that would constitute authentic course or unit(s) completion.

## **Concussion-related accommodations**

Ursuline will make reasonable efforts to support a student who is recovering from a concussion. As part of that support for the well-being of the student, Ursuline restricts the student's participation in all athletics, theater arts, class trips, and social events sponsored by the school until the student is fully cleared for all academics by her physician. It is the school's expectations and desire for a partnership that the concussion protocols of rest, accommodations for light and noise, and avoidance of physical exertion are also being implemented at home to assist in student recovery. Ursuline will implement accommodations, as needed if prescribed by the student's physician. These accommodations frequently include:

- Excused absences and or/partial days
- Rest period during the day
- Extension of assignment deadlines
- Staggering or postponement of testing
- Accommodation for hypersensitivity to light and noise (a more quiet environment for testing and assignments)
- Avoidance of other physical exertion
- Preferred classroom seating

If needed, a meeting with School Counseling will be scheduled to plan the re-entry for a student who has suffered a concussion. The purpose of this meeting will be to discuss any accommodations or modifications with respect to academics, including course requirements, homework, testing, and scheduling, and other aspects of school activities, including athletics. The Principal will be responsible for the implementation of this policy.

## **Academic Resource Center and Learning Accommodations**

Ursuline aims to create a learning environment in which every student can work to her highest potential, and we believe that students have the ability to succeed academically with the right support. The Academic Resource Center is a place for students to learn strategies for academic success, including executive functioning skills, time management, organization, and study and test-taking strategies. Students can work with the ARC staff in one-on-one or small group instruction. Students can also meet with peer tutors from the National Honor Society in every subject area.

For students seeking academic accommodations, families must submit required documentation supporting the need for the accommodations to the student's counselor and the Academic Resource Specialist. Appropriate documentation would be as follows:

- A current 504 Plan or Individualized Education Plan from a previous school

- Neuropsychological Testing completed within the last three years

Please note that Ursuline does not guarantee that we will honor or provide all accommodations listed on a 504, IEP, or neuropsychological evaluation. When making determinations about academic accommodations, we take into consideration the resources we have available to our student body, and our ability to successfully implement specific academic support.

Ursuline's Academic Resource Specialist and counselors are available to attend IEP reviews to offer insights and seek recommendations for helping our students succeed. In the case that a student seeks extra time for standardized testing such as the SAT or ACT, families should request instructions through the Academic Resource Center and/or the Counseling Office.

### **Course Acceleration**

Acceleration through a program may be accommodated through summer or online work outside of the regular school year. Students should speak to the Principal or Dean of Teaching and Learning for more information. The Math Department has specific guidelines for students seeking to advance in their mathematics courses, and students should see the Chair of the Math Department for that information.

### **Academic Probation**

Because Ursuline cares about a student's academic progress, it expects students to make their studies a priority. If a student's grade in any class falls below the passing mark of 68% at quarterly reporting time, the student will be placed on academic probation. This placement means that the student may not participate in co-curricular activities or sports until she has brought the grade above the passing mark. Students will be expected to use the time normally reserved after school for practices, games, and activities instead to meet with teachers, work with their counselors to establish better study habits, or apply themselves more attentively to their academic work. Students and parents will receive an email letter from the Principal, after reports are posted, as formal communication of their status. Teachers will update the Principal, Dean of Teaching and Learning, and School Counselor bi-weekly (every two weeks) on the student's progress to see if she may be reinstated appropriately into her club or sports activities.

### **Failures**

A student who fails a course (final grade below 68%) must meet with the Principal to establish requirements for summer work. A letter will be sent from the Principal to the student identifying the opportunities for remediation. No student will be allowed to re-enroll without having made up for that failure. A student who fails two or more subjects for the year will be required to disenroll. No senior will be allowed to graduate with an academic failure on her record. A student may be asked at any time to disenroll if school administration determines that she would be better served in a different academic environment.

## **Senior Failures**

A senior who fails a course (final grade below 68) may be allowed to make up her academic work over the summer. In this case, the administration reserves the right to determine if she will receive her diploma at the graduation ceremony.

## **Academic Honors**

Honors are awarded quarterly in keeping with Ursuline Academy's goal to celebrate students' academic achievements throughout the year. A year-end average is calculated by adding the final averages of each course and dividing the sum by the total number of courses. The resulting figure is carried out in two decimal places. Since grades are automatically rounded each quarter, neither the year-end nor the cumulative high school average is rounded up.

## **Quarterly Academic Honors Requirements**

First Honors: An average of at least 94% with no subjects below 90%

Second Honors: An average of at least 90% with no subject below 85%

Honorable Mention: An average of at least 87% with no subject below 80%

## **Exams**

Teachers determine the final assessments for their courses; some courses may have a final project or capstone event, and others will have a traditional final exam. In grades 9-11 students usually sit for a two-hour exam during the exam period; in grades 7 and 8, exams of shorter duration may be offered.

## **AP Exams**

Regardless of grade level, students taking AP Exams do not have to report to their other classes on AP Exam days.

## **Senior Exams**

Seniors generally are not required to take exams if they have earned a grade of 85% or higher for the year in a course and if they have maintained appropriate attendance and participated fully as contributing members of the Ursuline community. The administration reserves the right to rescind the senior exam exemption privilege based on the consideration of excessive cumulative detentions, absences, early/late dismissal, and tardiness. Seniors arrange with their teachers to take final exams when necessary.

## **Disclosure Policy for Graduating Seniors**

In an effort to maintain a relationship of trust between cooperating institutions, and in accordance with the Best Practices of the National Association for College Admissions Counseling, Ursuline Academy will notify colleges of "any significant change in the candidate's academic status or qualifications, including personal school conduct record between the time of recommendation and graduation." (Promotion to the

senior year ordinarily implies that Ursuline recognizes as satisfactory a student's disciplinary record and can in this regard support a student's application to college.)

## **Grade Calculations**

Calculations for Grades 7-11 with Exams

.5 (First Quarter) + .5 (Second Quarter) = First Semester

.5 (Third Quarter) + .5 (Fourth Quarter) = Second Semester

.45 (First Semester) + .45 (Second Semester) +.1 for final exam= Final Grade

Calculations for Grade 12, Exempt from Final Exam and for students in grades that do not take a final exam:

.5 (First Quarter) + .5 (Second Quarter) = First Semester

.5 (Third Quarter) + .5 (Fourth Quarter) = Second Semester

.5 (First Semester) + .5 (Second Semester) = Final Grade

## **Eligibility for Extracurricular Activities**

A student who has an average of below 68% at marking period in any course will lose eligibility to participate in extracurricular activities, including athletics, in order to create additional time for focusing on her academic studies. Special consideration will not be given to extra credit projects; grades must be based on assessments given to the entire class. Teachers, in consultation with the Principal, may require a student's attendance to be directed to her academics over her extracurricular activities and sports at other times during the school year. The eligibility status will be reviewed on a bi-weekly basis, every two weeks.

Students must be in school by **9:45 am** in order to participate in extracurricular activities (including sports) that day.

## **Contacting a Faculty Member**

Parents concerned about a student's academic progress should **first** consult with the relevant teacher or teachers directly. All teachers may be reached by email (firstinitiallastname@ursulineacademy.net) and will make every effort to respond to all communication within one business day. Teachers welcome appointments to conference with parents. After speaking with the teachers, parents who want to speak further with the Dean of Teaching and Learning or Director of School & College Counseling are encouraged to make an appointment.

## **Contacting a School Counselor, Dean, or the Principal**

The School & College Counseling Office is available for parents who wish to discuss strategies for resolving concerns about a student's academic or emotional development; however, parents should always contact individual teachers **first** to discuss specific issues relating to grades or curriculum. If, after meeting with a teacher and subsequently with a School Counselor and the Dean of Teaching and Learning, there are still unresolved questions, parents may appeal within five school days to the Principal by calling the

Principal's administrative assistant and making an appointment in advance. Once an appeal request is made, the Principal will provide the student and her parent or guardian with an opportunity to be heard. Once all parties have been heard, the Principal will determine if the stated policies and procedures of Ursuline Academy were carried out fairly by all involved. Based upon her findings, the Principal has the authority to uphold or amend the initial decision of the teacher, School Counselor, or the Deans.

### **Books and Course Resources**

Some courses require materials that must be purchased from the school's online book provider or providers of electronic resources; other materials may be purchased from a variety of sellers. Complete information about acquiring resources necessary for courses is provided to students and parents. Questions may be directed to the course instructor or the Principal.

### **Online Courses**

Any student wishing to enroll in an online course must speak first with her school counselor and then with the Principal who will determine the feasibility of this option.

### **Report Cards**

Report cards are posted on the Rediker Parent Portal quarterly. Students and parents are able to print copies of the report card through the portal. Cumulative GPAs will be available at the end of the year for grades nine through twelve.

### **Application to Advanced Placement Courses**

Students apply for AP courses in all subject areas and must meet departmental expectations. If a student would like to appeal her AP decision, she should first see the appropriate Department Chair. The next appeal step is to speak with the Dean of Teaching and Learning. Applications for the following academic year beginning in the winter.

### **Course Registration**

Overseen by the Dean of Teaching and Learning, the Registrar and the Counseling Office they will discuss course registration with current 7th-11th grade students in the late winter for the following year. Certain courses have prerequisites which can be found in the Course Progression chart below. There may be other requirements for registration in specific courses.

If a student desires to advance a level in mathematics, she should speak with the Chair of the Math Department for specific guidelines.

### **Add/Drop Process**

After consulting with their school counselor and teacher, students have until the official date on the School calendar to add and/or drop any courses. Add/drops made after this time will reflect as a



withdrawal on the student’s transcript at the discretion of the Principal. Please note that students may not request specific faculty members.

When a student moves between courses during the term, the two teachers involved, in consultation with the appropriate Department Chairs, the Dean of Teaching and Learning, and the Principal, will communicate with the Registrar to determine whether any grade she has earned will be calculated into her grades in the new course.

**Academic Integrity**

Academic integrity means honesty and responsibility in scholarship. All work a student submits as her own must be the result of the student’s own effort. Teachers will share clear guidelines for their courses so that students will know what they are expected to do alone, and what they are permitted to do collaboratively.

To maintain an environment of predictability and positive support that fosters personal development, faculty are asked to explain to students the following guidelines and then to hold students accountable. Behavior contrary to these guidelines is considered a serious matter to be discussed with the Dean of Student Life. Teachers should retain original material discussed.

In order to protect private intellectual property and encourage true scholarship, we uphold the following standards of academic integrity for students:

Encouraged to ...	Not permitted to...
<ul style="list-style-type: none"> <li>● Have parents or tutors serve as a listening audience</li> <li>● Brainstorm ideas with classmates</li> <li>● Continue discussions after class</li> <li>● Study with friends</li> <li>● Ask the instructor for help</li> <li>● Use spell check in addition to proofreading</li> <li>● Use a thesaurus or dictionary</li> <li>● Use and properly cite resources from Google Classroom</li> <li>● Always present yourself honestly and truthfully</li> </ul>	<ul style="list-style-type: none"> <li>● Plagiarize:               <ul style="list-style-type: none"> <li>-Present someone else’s ideas or work as your own</li> <li>-Paraphrase or summarize another person’s or source’s work or idea without citation</li> <li>-Submit work that is not properly cited</li> <li>-Borrow graphics, video, audio, etc. from sources without citing</li> <li>-Share your work electronically with another so they can enhance it for you or use it as their own</li> </ul> </li> <li>● Copy another student’s work</li> <li>● Allow another student to copy your work</li> <li>● Give and/or receive unauthorized assistance on any assigned work or assessments, including but not limited to assistance from people, books, websites, etc</li> <li>● Engage in “collaboration” on homework or laboratory work without the teacher’s permission</li> </ul>

	<ul style="list-style-type: none"> <li>● Disclose any information about an assessment to another student before everyone has taken the assessment</li> <li>● Talk during assessments</li> <li>● Falsify data: <ul style="list-style-type: none"> <li>-Alter scientific results</li> <li>-“Pad” or intentionally misidentify sources in a bibliography</li> <li>-Cite sources not read</li> </ul> </li> <li>● Copy a copyrighted computer program</li> <li>● Create hotspots, access VPNs, or utilize electronic devices including but not limited to Apple watches during assessments or assignments in class</li> </ul>
--	--

**In addition, the following apply in specific subjects:**

Subject	Permitted to...	Not permitted to...
English	<ul style="list-style-type: none"> <li>● Use a style manual (MLA or APA format)</li> <li>● Use online citation generators</li> </ul>	<ul style="list-style-type: none"> <li>● Edit drafts without the teacher’s prior permission</li> </ul>
History	<ul style="list-style-type: none"> <li>● Use a style manual (MLA or APA format)</li> <li>● Use online citation generators</li> <li>● Use maps and atlases with proper citation</li> </ul>	<ul style="list-style-type: none"> <li>● Edit drafts without the teacher’s prior permission</li> </ul>
Theology	<ul style="list-style-type: none"> <li>● Use a style manual (MLA format)</li> <li>● Use online citation generators</li> </ul>	<ul style="list-style-type: none"> <li>● Edit drafts without the teacher’s prior permission</li> <li>● Refer to any Bible passage without citing Scriptural chapter and verse</li> </ul>
Math	<ul style="list-style-type: none"> <li>● Ask for clarification on a problem, idea, or question</li> </ul>	<ul style="list-style-type: none"> <li>● Use a calculator without permission of the instructor, and if permitted, use only the authorized calculator. as indicated by your instructor</li> <li>● Use cheat sheets of formulae sources or other references</li> </ul>
Science	<ul style="list-style-type: none"> <li>● Ask for clarification on a problem, idea, or question</li> </ul>	<ul style="list-style-type: none"> <li>● Utilize or copy someone else’s lab work (including your lab partner)</li> </ul>

	<ul style="list-style-type: none"> <li>● Collaboratively discuss the outcome of lab work with your lab partner</li> </ul>	<p>without permission from the instructor</p> <ul style="list-style-type: none"> <li>● Fabricate data</li> <li>● Use cheat sheets of formulae or other references</li> </ul>
Classical and World Language	<ul style="list-style-type: none"> <li>● Use a dictionary for take-home assignments</li> </ul>	<ul style="list-style-type: none"> <li>● Use automatic spell check or grammar check on graded assessments or projects</li> <li>● Use online translators</li> <li>● Work with others on any assignment, unless authorized by the instructor</li> <li>● Obtain and use translation help from native speakers on graded assessments and projects</li> </ul>
Fine arts	<ul style="list-style-type: none"> <li>● Use another artist's work for inspiration</li> </ul>	<ul style="list-style-type: none"> <li>● Submit a piece of art or music, created by another, as your own work</li> </ul>

## Academic Dishonesty

Acts of academic dishonesty such as plagiarizing, cheating, bringing unauthorized materials to assessments, sharing quiz/test questions with another student in any way, forging materials, buying assignments, intentionally missing a test or major assignment by dismissal or absence, collaborating on individual assignments and using unapproved sources or materials to complete assignments, or seeking other forms of unfair advantage, violate the trust of the teacher and injure students. Students who act without academic integrity are robbed of the knowledge of their true abilities and the satisfaction derived from engaging sincerely in scholarship. All Ursuline students sign a covenant with their teachers pledging to refrain from academic dishonesty, and each teacher explains what ethical academic work looks like in his or her class.

- Plagiarism
  - Plagiarism is the act of taking another's words, ideas, or printed materials and presenting them as one's own work. This practice includes failing to cite a source correctly or using an AI-assisted generation tool, for example ChatGPT. It is the student's responsibility to learn each department's approved method for citing sources. Plagiarism is a serious offense, and its consequences are severe; teachers will report all instances of plagiarism or other forms of academic dishonesty to the Dean of Teaching and Learning. The penalties for plagiarism will include a scaffolded schedule of responses, taking age, grade level, the pattern of behavior, and the weight of the assignment into consideration. Loss of academic credit may range from failure to reduction in total points awarded for the plagiarized assignment, which must be redone and submitted to the Dean by the end of the quarter. All students who plagiarize will serve detention and subsequent offenses may result in suspension or expulsion. Students who hold offices or are members of campus organizations and athletic teams may lose their privileges of membership.

- A student who shares her work for the purpose of plagiarism or cheating by others will also be reported to the Dean of Student Life. The penalties for this offense are consistent with those mentioned above for the student who profits from the work of another.
- Cheating
  - Cheating includes but is not limited to: collaborating on individual assignments, bringing unauthorized materials to assessments, and/or using unauthorized sources or materials to complete assignments. Teachers will report all suspected instances of cheating to the Dean of Student Life for investigation and response. The penalties for cheating will include a scaffolded schedule of responses, taking age, grade level, the pattern of behavior, and the weight of the assignment into consideration. Loss of academic credit may range from failure to a reduction in total points awarded for the assignment. All students who cheat will serve detention and subsequent offenses may result in suspension or expulsion. Students who hold offices or are members of campus organizations and athletic teams may lose their privileges of membership.
- Seeking Unfair Advantage
  - Seeking an unfair academic advantage is a violation of personal integrity and the ideal of scholarship. Avoiding a test or quiz or postponing or skipping scheduled make-up assessments are two ways of seeking an unfair advantage over fellow students. Asking other students for information about assessments is another example of seeking unfair advantage. Teachers will bring suspected instances of students' seeking unfair advantage to the Dean of Student Life for investigation and response. The penalties for seeking unfair advantage will include a scaffolded schedule of responses, taking age, grade level, the pattern of behavior, and the weight of the assignment into consideration. All students who seek unfair advantage will serve detention and subsequent offenses may result in suspension or expulsion. Students who hold offices or are members of campus organizations and athletic teams may lose their privileges of membership.

If a student arrives at school after the teacher has given an assessment and has not planned for this absence in advance, the teacher will make the assessment available for the student to take during study or immediately after school. Taking the assessment is a priority over activities.

### **Consequences for Academic Dishonesty**

The penalties for academic dishonesty will include a scaffolded schedule of responses, taking age, grade level, the pattern of behavior, and the weight of the assignment into consideration. Loss of academic credit may range from failure to a reduction in total points awarded for the assignment. All students who commit a breach of academic integrity will serve detention and subsequent offenses may result in suspension or expulsion. Students who hold offices or are members of campus organizations and athletic teams may lose their privileges of membership.

A student in one or more academic honor societies who violate the academic integrity policy will be sanctioned according to an honor society's by-laws in addition to the school's policy. For a student not already a member of honor society, some violations of the academic integrity policy can preclude acceptance.

The following may occur upon the breach of academic integrity:

- Verbal and written communication with parents about the nature and consequences of the academic dishonesty
- Detention, suspension, or expulsion
- Authentic re-completion of the assignment, submitted within the quarter to the Dean of Teaching and Learning
- Academic penalty

### **Transcript & Recommendation Request Process**

Students and alumnae may request official or unofficial transcripts for summer programs, internships, or scholarship applications; transferring schools; prospective employers; college or grad school applications (alumnae only); or for other uses. Requests for recommendations for summer programs, enrichment opportunities, and/or transfers must be made through the Registrar.

## Campus Ministry

---

Guided by Catholic tradition, the counsels of the Ursuline foundress, Saint Angela Merici, and the Ursuline philosophy of Serviam (“I will serve”), Campus Ministry at Ursuline Academy seeks to create an environment permeated with Gospel values and to enrich our community with a greater depth of contemplation and participation in Catholic social action. Students’ spiritual life is nourished in a variety of ways throughout the year:

- Required community service hours & optional Campus Ministry-led service opportunities
- Daily prayer
- Community prayer services
- Eucharistic Masses with Choral Group and praise band ministries
- Peer Minister-led class retreats
- Weekend-long retreats for Juniors and Seniors
- Service Trip to Bethlehem Farms

The Campus Ministry Office exists to support students in their spiritual growth and development. Inspired by the example and legacy of St. Angela Merici, the Campus Ministers are happy to accompany students as they seek to grow, explore their faith and spirituality, and make their way throughout their time at Ursuline. Students are welcome to drop by or contact the Campus Ministers with any questions, concerns, and ideas for clubs and events. All students, ideas, and faith backgrounds are welcome!

### **Serviam (I will serve) is a Lived Reality at Ursuline!**

*“Do something, get moving, risk new things, stick with it, get on your knees, then be ready for big surprises!”*

~Saint Angela Merici

Students at Ursuline Academy embrace St. Angela’s call to action each year in our service program by sharing their gifts of time and talent to serve those who are in need. Students may choose school-sponsored service activities or seek out their own volunteer opportunities, provided they meet the Ursuline community service requirements. Choices of appropriate service may vary from faith-based activities to service for a specific non-profit agency or underserved population. The Ursuline Sisters of the Roman Union have called all Ursuline students and staff to go beyond our borders when reaching out to others. An Ursuline student’s community service should stretch her beyond her comfort zone so that she is able to serve people who are truly in need and provide support for social justice issues. A student learns to identify what can improve an underserved person’s life; she gains a better understanding of what it means to be elderly, disabled, abused, impoverished, seriously ill, marginalized; and, she develops skills to use in order to meet the needs of these communities. Every project should consist of an Ursuline student having direct contact with a person or organization that seeks to serve others. Prepared through their theology classwork with a quarterly service reflection and yearly grade-level focus on specific social justice issues, the Ursuline Community Service program enables students to put their abilities and interests to work for God, others, and themselves. In a typical year, Ursuline students collectively exceed 25,000 volunteer hours in countless ways.

Middle school students are especially encouraged to join in any of the numerous Campus Ministry service programs which occur each month after school as an introduction to community service at Ursuline as well as a way to get to know their peers. The programs are open to all grades and transportation is provided. Campus Ministers, Theology teachers, and other faculty and staff serve as mentors to the students as they serve. Programs include after-school service at White Oak Cottages and during the school day service at Community Servings.

Upperclasswomen have the option of participating in our extended service week at Bethlehem Farm in Alderson, WV in June.

Thank you for your continued prayers and work in support of our mission of Serviam. If you have any questions, please contact the Campus Ministry Office.

### **Community Service Program**

Ensuring a positive and beneficial experience in the completion of community service hours remains a high priority for the Campus Ministry Office. The following guidelines support such an experience.

Service Hour Requirements:

30 hours for Grades 7-9

40 hours for Grades 10-11

80 hours Senior Service Project

- Students must minister to people in need (i.e., the poor, hungry, or unhoused; the sick or injured; people with cognitive or physical challenges; the elderly or infirm; the immigrant or refugee), or serve God's creation through working with animals or the environment.
- Students must work through a non-profit or charitable organization. See "Clarification of Community Service Program Requirements" below.
- Students are encouraged to participate in the service programs run through the Campus Ministry Office.
- Parents or other family members may NOT sign off for service hours, even if service is completed alongside family. Please find the volunteer coordinator or organization supervisor to sign off on service hours.
- All service hours are logged on Mobile Serve (new 2023-2024 academic year). Registration for new students on this program will be done in religion classes in the Fall 2023.
- Any senior who does not satisfy the above requirements by the end of senior year will not be allowed to participate in commencement exercises, nor will she receive her diploma until such requirements are satisfied.
- Hours *do not* roll over from year to year. The total hours required are a minimum for the year. Students are welcome to complete more than the required, however, those additional hours cannot be applied to another school year.
- Service done for a profit-making organization or privately owned business, which does not have community service as its mission, does not count towards community service hours.
- Anything for which a student earns money or gains professional resume-building experience (i.e. an internship or CIT position) does not count towards community service hours.
- Work done for family members or neighbors does not count towards community service hours.

- Work done for membership in other organizations (i.e. National Honor Society, student club or sports team, etc.) does not count towards community service hours.
- Work done at for-profit camps does not count towards community service hours. Instead, look for non-profit camps or camps run by schools or parishes.
- **If there is a question as to whether a project may be documented for credit, it is the student's responsibility to contact the Campus Minister who will make the determination prior to the service event.**
- Service hours may not consist only of indirect service, as defined below.

## Clarification of Community

Beginning September 2023, Campus Ministry will publish an **Approved Service Organization List** that lists all the charitable and nonprofit organizations that have been pre-approved by Campus Ministry. Students must begin their service search by reviewing the list and choosing an organization to serve with. The list offers students ideas and direction to complete their Service Hours. If a student does not see an organization on the list, they will be able to submit the organization to Campus Ministry for review and approval, before committing to any service work. The list will be updated weekly and accessible to students via the Campus Ministry Google Classroom.

## Direct vs. Indirect Service

Students may engage in acts of both Direct and Indirect service, however, the majority of a student's hours should come from direct service opportunities.

**Direct Service:** Involves working face-to-face with the community members being helped (assisting in an elementary school classroom, reading to Hospice patients, serving food at a soup kitchen or organizing and distributing food at a food pantry, teaching CCD, serving at a nonprofit day care or mentoring kids at a Boys and Girls Club, and being a walking guide at Perkins School for the Blind or assisting individuals/communities with varying abilities).

**Indirect Service:** Seeks to help community members in a broader, indirect way. Students work to improve life for the community as a whole without targeting individuals for assistance (doing a litter pick up at a local park, removing trash from lake beds or riverbeds, organizing donations at Cradles to Crayons or Room to Grow, packaging food at Community Servings, harvesting produce at Community Harvest or a community farm, and serving at an animal shelter).

## Community Service Program Expectations Chart

It is required that all students will devote time each year for service according to the following chart. Hours completed after June 12 of any year will be applied to the following academic year. This includes hours for new students starting at Ursuline Academy in the Fall (unless otherwise arranged and approved by the Campus Ministry Office).



Grade	Focus	Minimum # Focus Hours	Maximum # Hours allowed at U.A.	Minimum Total # Hours required
7	Elderly	5	10	30
8	Education & Literacy	5	10	30
9	Individuals with Special Needs (cognitive & physical disabilities: autism, Downs Syndrome, cerebral palsy, MA, blindness, deaf, etc)	5	10	30
10	Food Insecurity, Poverty and the Unhoused	5	10	40
11	Care for God's Creation and Environmental Justice (restoring/preserving natural environment, sustainable & community gardens, decrease carbon footprint, animal shelters, etc)	5	10	40
12	Senior SERVIAM Project			80

## Safety and Security

---

Student safety and security are important to everyone in the Ursuline community. If students observe or experience threatening behaviors they are advised to immediately report this to a member of the administrative team or any adult in the school.

### Student Security ID Badge

All students are expected to wear a school-issued lanyard with their ID badge at all times at school, including Uniform Holidays and Spirit Days. If the student's badge has been left at home, the student will need to see the Main Office for a temporary badge that day. Lost or damaged ID cards can be purchased for \$10 from the Main Office. Lanyards and plastic sleeve replacements are \$3. Lost cards must be reported immediately for security reasons. These cards are also required for Tea Room purchases.

Security access cards will not function during holidays, snow days, vacations, etc. Students must be "buzzed in" by the administration these days. In addition, all students are asked to check in at the main office during these days or any "off" hours to avoid being locked into the building. Students are not permitted to leave the school grounds during regular hours.

### Student Access Times

Weekdays 7:05 am -7:59 am	85 Lowder Street, Reynolds Center, and the Carriage House (with teacher appointment) front doors (main entrance and student entrance) Student entrance will remain locked all day after 8:00 am
Weekdays 8:06 am -5:00 pm	85 Lowder Street (school main entrance and Tea Room entrance), Reynolds Center, and the Carriage House (when teachers are present, closes at 5:00 pm)

### Parent Visits/Volunteers

In our effort to protect our students and employees, we require all parents/visitors to sign in at the main office when entering campus. This process ensures that Ursuline is aware of all visitors to the campus at all times. Visitors will sign in and receive a self-adhesive name badge that should be applied to the outermost garment for easy identification. Visitors must return to the main office to sign out when ready to leave campus. As a reminder to ensure everyone's safety, students are not to open or hold doors for visitors even if they are recognized. While we are mindful of being kind to visitors, we must be vigilant about safety.

### Visitors

Ursuline Academy values parental involvement and community support. While visitors are always welcome, safety is a priority.

Visitors will be asked to state their name and business before being admitted to the school building. Upon admission, visitors must proceed to the main office and obtain a Visitor's Pass, which should be displayed for the duration of the visit. Upon completion of the visit, the visitor must sign out and return the pass. Visitors may not interrupt classes and must schedule all teacher conferences in advance.

Any student who wishes to invite another girl to school for one day or part of a day must give the administration at least three days' notice of the upcoming visit. Both the student and the guest must submit written permission from the parents/guardian for the visit. The guest's letter of permission must include her parents' names and emergency phone numbers(s); the school nurse will contact the visitor's parent or guardian to ascertain if the visitor has health issues about which she should be aware and to request immunization information. The visitor should follow dress-down day expectations.

While we welcome any alumna to return to Ursuline for a visit, we encourage these visits before and after school to maintain the integrity of the learning environment.

## **Emergency Procedures**

### **Shelter in Place**

Should it be necessary, due to weather, emergency, or a hazardous spill, to centralize students in locations within the building, the gym and/or the interior corridors will be used for this purpose. Students will be directed to proceed in an orderly fashion to a predetermined location and to wait for the all-clear.

### **External Evacuation**

In the event that students need to leave campus by foot due to an emergency, they will be directed by faculty or staff members to predetermined off-campus gathering areas.

An evacuation drill is held several times per year. A sign indicating the exit to be used is posted in each room. Students should observe silence while exiting the building as quickly as possible. Students should move to their designated location and keep all driveways and roadways clear. The "ALL CLEAR" signal which indicates that it is safe to return to the building will only be given by a member of the staff.

### **A.L.I.C.E. Procedures**

Ursuline Academy has adopted A.L.I.C.E. procedures for active shooter events. Students may be trained in locking down and barricading rooms and in methods of evacuation. Visitors who are on campus during A.L.I.C.E. drills must participate in drills and with all other members of the community. Visitors will not be admitted while A.L.I.C.E. drills are in progress.

### **Weapons Policy**

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

## **Emergency Communication with Administration**

Parents will be contacted through the Rediker Admin Notify system (cell phone message and/or text message) and be given information regarding where to retrieve their students in the event of an emergency. Under no circumstances should parents come to Ursuline Academy's campus if an external evacuation has been ordered. Dedham police will assist in the evacuation and will close access to the school via Lowder Street. Cell phone calls will not be answered until all students and faculty are safe.

## Health and Wellness

---

The Health Office is staffed by a registered nurse who is committed to minimizing health-related barriers to learning. The nurse is present each day from **8:00 am to 3:00 pm**. The following health policies are in place to support student learning by maximizing health and wellness.

### Health Data Requirement

Ursuline Academy complies with Massachusetts Department of Public Health regulations and requires that the following information is on file in the Health Office before a student may attend school:

- **Immunizations:** Proof of MDPH required immunizations must be submitted and reviewed by the school nurse before a student may enter school.
- **Physical examination:** A current physical examination (within the last twelve months) is required for all new students in grades 7-12. A current physical examination (with the last twelve months) is required for all students entering grade ten.
- **Student-athletes:** MIAA and Ursuline Academy rules require documentation of a physical exam performed within thirteen months of the first day of tryouts for eligibility to participate in the athletic program. The physical exam must be submitted to the school nurse for review before tryouts. Additionally, per MIAA rules, the physical exam must remain current for the duration of the season for students to retain eligibility to play.

### Communicating with the Nurse

The school nurse can be reached either by telephone at 781-493-7721 or by email at [nurse@ursulineacademy.net](mailto:nurse@ursulineacademy.net). Inquiries will be answered within one business day.

Parents are encouraged to call the school nurse any time they have questions or concerns or want to share important information such as a change in health status, a new medical diagnosis, a report of a contagious disease or condition such as strep throat, chickenpox, whooping cough, measles, mumps, mononucleosis, scabies, meningitis, scarlet fever or lice.

Information regarding health requirements, health forms, and health resources can be accessed through the [Health Office link](#) on the school website.

### Chronic Health Conditions

Parents should contact the school nurse before the beginning of each school year if their daughter has a chronic medical condition that requires attention, specialized health care, or potential emergency intervention during the school day. These conditions include, but are not limited to, asthma, diabetes, life-threatening allergies requiring emergency medication, a seizure disorder, and mental health concerns.

An Individual Health Care Plan (IHCP) is developed by the school nurse in collaboration with the student, parent and, if appropriate, healthcare provider, for a student diagnosed with a chronic medical condition to ensure the student's full participation in her educational program.

## **Medication Administration**

Ursuline Academy complies with Mass DPH regulations 105 CMR 210.000 and state guidelines regarding the administration of medications in school. The medication policy in its entirety is available for parents' review in the Health Office. Medication cannot be dispensed unless the following requirements have been met:

- A current Physician's order is on file in the Health Office for the prescription.
- Students who must take medication during the school day must make this known to the nurse.
- Medication administration should be scheduled at times other than school hours whenever possible.

The nurse cannot dispense any over-the-counter medications (Tums, Advil, Benadryl) until the parental consent for the administration of the non-prescription medication section of the student health and emergency information form has been completed.

- Medication must be delivered to the school nurse in either a pharmacy or manufacturer-labeled container by a parent or guardian. All medications are to be kept in the Health Office.
- Only the doses to be given during school hours should be brought to school.
- Students may neither carry medication nor self-medicate.
- All medications must be retrieved by the parent/guardian by the last day of school or it will be destroyed.

Following consultation with the school nurse and the development of a medication administration plan, the following exceptions to self-administration apply:

- Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
- Students with life-threatening allergies may possess and administer epinephrine by auto-injector.
- Students with diabetes may possess and administer a glucose monitoring test and insulin delivery.
- Students with cystic fibrosis may possess and administer prescription enzyme supplements.

## **Head Injury Management and Prevention Policy**

Ursuline Academy is committed to ensuring the health and safety of our students. Children and adolescents are at a greater risk for head injury and concussion than adults. Scientific evidence supports the finding that a traumatic brain injury can have a serious effect on a young developing brain. In order to consistently and effectively manage these injuries, Ursuline Academy has established this policy, in accordance with MA 105 CMR 201.000, to provide guidelines for the training, prevention, management, and return to school and activities for students who incur a head injury. The care and management of head injuries in the school setting require collaboration among families, administrators, teachers, medical providers, school nursing, athletics, and school counseling staff.

All students must submit an updated physical examination performed within the previous thirteen months before tryouts or practice in accordance with MIAA regulations. The school will offer concussion education for athletes, administrators, teachers, parents, guidance staff, and the nurse. The athletic director will mandate concussion education for all coaches in the form of the National Federation of High School's online concussion course.

Suspected concussions that occur during school or school activities are reported immediately to the parent/guardian for referral to a medical provider. Head injuries occurring outside of the school day or school athletic activities should be reported by the family to the school for follow-up and monitoring of the student while in school. A physician, under the guidelines set forth in MA 105 CMR 201.000, must give medical clearance for the gradual return to academics and athletics. Students must be fully cleared by the treating physician for a full return to academics before a return to any extra-curricular activities will be permitted.

Academic support during recovery will be provided for students. We will implement accommodations as recommended by the treating physician.

If in the judgment of Ursuline Academy staff and administration, a return to athletic or activity participation is not in a student's best interest (whether academic or medical), administrators may prohibit a student from further participation in sports and/or activities at Ursuline.

### **Special Circumstances**

Students with a substance abuse problem, eating disorder, or any other emotional problem that affects their ability to succeed and thrive at Ursuline will be required to participate in a treatment program or course of therapy. Refusal to participate or underperformance in such a program may result in a student's dismissal from Ursuline. Based on a concern for the wellbeing of the entire student body, Ursuline Academy reserves the right to determine the outcome of each case. Whenever questions arise about a student's emotional or mental health, parents/guardians, the student, members of the administration, the nurse, and the student's school counselor will meet to discuss appropriate treatment options and to determine what steps are necessary to ensure the student's continued enrollment at Ursuline or to devise a plan of medical leave and re-entry (if appropriate). The school may require contact with medical personnel involved in the student's treatment or require that a psychiatric evaluation of the student be completed before the student may re-enter Ursuline.

### **Environment**

#### **Use of Pesticides**

State regulations require that the school give a 24-hour notice before any pest control application made on school property to parents who request it. Parents must notify the school in writing if they wish to be notified of the pest control applications.

#### **Asbestos Notification**

In accordance with EPA regulations, Ursuline Academy has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos-Containing Materials in Schools Rule: 40 CFR, Part 763 (AHERA) Friable (easily crumbled) asbestos-containing material may cause health problems.

Asbestos-containing material is present in Ursuline Academy. A record of the inspection, a diagram of the location(s) of asbestos, the management plan for the school, and a copy of relevant EPA regulations are available at Ursuline Academy. Please note that this letter is updated annually.

# Technology

---

## Acceptable Use of Technology Policy

Ursuline Academy expects technology resources (includes, but is not limited to - laptops, desktops, iPads, Apple watches, mobile devices, printers, copiers, AudioVisual, Peripheral devices) to be used in ways that promote learning, collaboration, responsible digital citizenship and reflect mutual respect within our learning community. Access to the Ursuline Academy network and technology resources is a privileged component of the learning process. Ursuline Academy monitors the use of the school's technology resources and will restrict and/or revoke access to these resources and apply other disciplinary sanctions when a student is found to have violated the standards of Acceptable Use below.

Given the rapidly changing nature of information technology systems and devices, the policies stated in this document cannot cover every possible situation. Therefore, students and adults alike are expected to use good judgment when working in gray areas not covered explicitly by these policies; when in doubt, users should consult with members of the administration and technology staff to determine whether a given usage is appropriate/permitted. In contested cases, administrators will be the final arbiter of what constitutes irresponsible use of technologies at Ursuline Academy.

### Expectations:

1. Passwords are confidential and are not to be shared with anyone. Attempts to defeat system protections or to violate an individual's online data and privacy violate the trust that should exist among students, faculty, and staff.
2. The spirit and letter of all Student/Parent Handbook rules also apply to the use of all technologies within or beyond the immediate Ursuline Academy community, whether on or off-campus network or devices.  
(For example - using UA Google services - Gmail, classroom, etc. require adherence to the policies and use set forth.)
3. Students must comply with copyright laws and the provisions for license agreements that apply to software, printed and electronic materials, graphics, multimedia, and all other technology resources licensed to and purchased by Ursuline Academy or accessible over network resources provided by the school.
4. Students are not allowed to use any method to circumvent the UA network to gain access to the Internet or blocked applications. The UA network is set up in compliance with federal guidelines as well as administrative restrictions. Filtering by using cell phone hotspots, VPNs, or any other method is a violation of this policy and may result in disciplinary action or loss of technology privileges at school.
5. Students must respect and safeguard the integrity of the network, computer systems, and hardware. The installation and/or use of any Internet-based file-sharing program, such as



Dropbox, on equipment belonging to Ursuline Academy, is explicitly prohibited. These types of items may be installed and used on personal devices only.

6. Students who use or borrow any Ursuline-owned equipment such as laptops, iPads, Chromebooks will be held responsible should any item become damaged, lost, or stolen while in their possession. Ursuline-owned equipment may not be used when food or drink is present and must be returned to the respective Ursuline staff member by the specified time set when borrowed.
7. The use of iPads, phones, or laptops will vary according to teacher/staff requirements. Any staff member has the right to require any student to abstain from technology use, either due to academic or behavioral circumstances. During class time, devices must be used visibly (the device must be placed on a desk or tabletop) and in ways that do not detract or distract from the academic atmosphere of Ursuline Academy. Failure to comply with these standards may result in the loss of technology privileges; additional disciplinary sanctions may be implemented.
8. Ursuline Academy creates, manages, and monitors student email accounts via Google For Education Workspace. Students should use this email for academic purposes and understand that this is a monitored account and can be reviewed by the administration at any time.
9. If necessary, the Ursuline Academy administration maintains the right to review content on a student-owned device if deemed necessary due to alleged violations of technology usage.

### **Responsible Use within the Classroom Policy**

It is the teacher's responsibility to create policies in classrooms to ensure an appropriate learning atmosphere. It is the student's responsibility to use electronic devices appropriately, maintaining the standards of behavior expected of Ursuline Academy students. As available technologies change, it is reasonable to expect that policies will evolve in response to new circumstances.

If a student's use of a mobile device distracts or disrupts a class or activity or affects the user's ability to comport herself appropriately in or out of class, the student will be held accountable and will meet appropriate sanctions determined by the teacher. If disruptive behavior or inappropriate use of technology continues, teachers may elevate the issue to administration.

For the safety of all individuals, the use of earbuds while traversing hallways is prohibited.

All Ursuline students are encouraged to:

- Use technology to support their learning in ways consistent with the Ursuline Academy mission
- Conduct research for educational purposes related to curriculum, personal interest, and development
- Access information that will facilitate their selection of the college or university they wish to attend
- Increase their awareness of career path opportunities
- Infuse technology into their coursework to develop collaboration and communication skills
- Improve their information literacy, research skills, and project-based learning
- Develop global learning and awareness to use technology to solve community problems

Ursuline subscribes to a service that identifies safety concerns from students' school email and Google documents. Offensive language or language that indicates emotional, mental or physical illness is flagged and brought to the attention of the administration for investigation. Disciplinary action may follow, at the discretion of the Deans.

### **Cell Phones / Smart Phones / Smart Watches**

Cell phones and smart watches are not allowed on the UA network at any time. During the school day, students may carry cell phones and watches, but all devices should be turned off and may not be used for any purpose or function. Teachers may grant permission for use for educational purposes only. Phones and watches may not be used in hallways, large gathering spaces, or during lunch periods.

Before **8:00 am** and after **3:00 pm**, devices may be used for phone calls and texting before and after school hours but must be set to vibrate..

Students who are ill and wish to be dismissed from school should not contact parents/guardians by text or phone until they have spoken to the school nurse. Ursuline asks for parental cooperation regarding texting during school hours.

The use of cell phones to create wireless "hotspots" and/or VPNs is strictly prohibited. In the event that the number of devices in use overwhelms the network, Ursuline Academy reserves the right to remove any device from the network as needed.

### **iPads, Tablets, Chromebooks and Laptops**

The iPad is the designated device to be used by students for textbooks, projects, note-taking, etc., but can be supplemented as needed by other devices. Student devices will be used to access Google Classroom, student portals, and UA software applications specific to lesson plans, activities, and assessments. Student owned devices must only access the guest network to maintain the integrity and security of the UA network. UA reserves the right to deny access to the network of a personal device if the device is not up to date or has questionable software installed.

All users of mobile devices are responsible for having them in good working order (fully charged, up-to-date with apps and books required for class) each school day. The use of these devices in class is entirely at the teacher's discretion. Every teacher has the right to determine what devices are acceptable in her or his classroom and to determine what modes of usage may be employed (use of electronic versions of textbooks, note-taking applications, etc.). Students who bring personal devices to school should have their names engraved or labeled on the device for easy identification and should employ strong passwords and security settings. Ursuline Academy is not responsible for the loss or theft of devices; students are encouraged to secure all mobile devices, and students have been issued a locker and lock to assist in this task.

Ursuline encourages students to engage in tech-free time at Lunch to further community and sisterhood.

## Photos and Videos

*Please note that to record any individual without his or her permission is illegal under Massachusetts law; no teacher, student, staff, or member of the administration may be recorded without her or his knowledge and explicit permission.* No member of the Ursuline Academy community may capture without explicit permission activities that have a reasonable expectation of remaining private and internal, such as personal conversations, classroom activities, and meetings. Students may not take photographs or videos of class materials, including assessments, the content displayed in class, or other materials without the explicit permission of the teacher. Students found to have taken pictures of tests, etc. without permission, will be subject to the penalties stated pertaining to academic dishonesty.

Members of the Ursuline Academy community should use sensitivity and good judgment and should not share any materials that harm, denigrate or deprecate any other member of Ursuline Academy, including students, faculty, and staff.

## Social Media

It is the responsibility and expectation of all Ursuline students to be a positive representation of the school at all times. Any negative/disrespectful posts on any social media platform by a student will result in disciplinary action, including potential suspension or expulsion.

The use of social media applications in a school setting must be directly related to educational and/or school-related endeavors. If students wish to create a social media account in conjunction with an Ursuline club, sports team, or class, they must gain the permission of the coach or club moderator and the Director of Marketing and Communications. It must be monitored and “followed by” by official Ursuline Academy social media platforms. The creation of any social media account that purports or appears to be an official Ursuline Academy account is expressly forbidden.

Inappropriate use of social media that distracts or detracts from instruction time will be disciplined according to the individual teacher and staff policies. Students who text or use social media applications in class will be subject to disciplinary measures. “Friending” or “following” between students and staff members is prohibited. Unless specifically directed, students should not at any time discuss Ursuline faculty, staff, classes, or events in a digital or social media forum.

When using social media, all members of the community are expected to adhere to the Responsible Use of Technology Policy and should conform to the values of Ursuline Academy. There is no expectation of privacy when using social media; everyone should be mindful of what they post online. Students should be aware that their digital footprints are public, not private. Ursuline Academy students should never post anything online that they would not want their peers, friends, parents, teachers, administrators or other members of the Ursuline Academy community to see and/or read. Every person must understand that her/his online identity is an extension of herself/himself and know that what is inappropriate in the real world is also inappropriate in virtual communities. Anyone who uses either Ursuline Academy or personal resources to post, create, send, access, download or upload material that is abusive, discriminatory, unlawful, harmful, hateful, crude, harassing, or sexually explicit will face disciplinary action.

## **Appendix A - POLICIES UPHOLDING RESPECT & HUMAN DIGNITY AT URSULINE ACADEMY**

---

### **POLICIES UPHOLDING RESPECT & HUMAN DIGNITY AT URSULINE ACADEMY**

As outlined in the Statement on Community and Inclusion and the Student Code of Conduct, Ursuline Academy is committed to respect for the uniqueness of each individual, the development of the whole person, and the fostering of solidarity within our community. Each member of this community accepts responsibility for their own actions and is relied upon to foster community well-being by abiding by the objectives stated within the following policies.

#### **I. DEFINITIONS**

##### **Protected Classes:**

The term “Protected Class”, when used in these policies, refers to a group of people defined by the law who share common characteristics and are protected from discrimination and harassment by federal, state and/or local laws. Ursuline Academy recognizes Massachusetts law which outlaws treating people unfairly based on membership in a protected class, such as race, national origin, religion, disability, age, sexual orientation, or gender identity.

##### **Harassment:**

Harassment is any physical, verbal or written act which is unwanted and offensive, demeaning and/or humiliating and therefore, fails to respect, protect and affirm a person’s fundamental rights and dignity as a human being. Harassment occurs when a hostile environment is created by the offending behavior. Examples of harassment include, but are not limited to:

Physical: Intimidating gestures, physical violence, assault, or threats of injury;

Verbal: Derogatory comments toward or about another based on a person’s protected class.

This includes threats, attempts at humor, and unwelcome remarks regarding a person’s cultural Observances;

Written: Correspondence of any kind, including any unwelcome or objectively offensive or inappropriate graffiti, defacing notices, posters, cartoons, caricatures, written threats, or derogatory statements based on a person’s protected class;

Electronic: Correspondence of any kind and the forwarding/sharing of discriminatory messaging or representations, including cartoons, caricatures, memes, GIFs, photos, text messaging, group chats/messaging, social media, gaming, or any other type of communication or representation.

**Discrimination:**

Discrimination refers to the treatment or consideration of, or making a distinction in favor of or against, a person based on the group, class, or category to which that person belongs rather than on individual merit. Discrimination confers privileges on a certain class or denies privileges to a certain class because of race, age, sex, nationality, religion, or handicap.

**Retaliation:**

Retaliation is any form of intimidation or reprisal directed against a student or staff member who reports bullying, harassment or discrimination and provides information during an investigation.

**II. POLICIES****A - Policy Against Discrimination and Harassment**

Ursuline Academy is committed to maintaining a school environment that is free from discrimination and harassment. Both stand in direct contrast to the school's pledge to provide a safe, welcoming environment in which everyone can work and learn. To that end, all members of the school community must foster, promote, and maintain an environment that is inclusive, tolerant, respectful, and affirming of all people and their human dignity. Discrimination and harassment are serious violations of school policy and will not be tolerated. Any incidents of either should be reported immediately to an administrator, faculty or staff member.

**Sexual Harassment:**

Sexual harassment violates state and federal law and is a serious violation of Ursuline Academy policy.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or success as a student;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive environment.

**Hazing:**

Hazing of any sort is a serious violation of Ursuline Academy's disciplinary policy and will not be tolerated in any form. Hazing is defined in section 17 of Chapter 269 of the laws of the Commonwealth of Massachusetts as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food,

liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or another person, or which subjects such student or another person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Not only is it a crime to participate in or organize hazing, but it is also a crime for a person at the scene of such a crime to fail to report hazing: “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.” (Section 18)

### **False Allegations:**

The intentional articulation of knowingly false information or accusations made in bad faith stands in direct contrast to the development of a safe environment. This type of behavior can be extremely hurtful, cause irreparable harm, and, as it amounts to defamation of character, may be, in some cases, punishable by law. Ursuline Academy does not tolerate or condone false accusations against students, staff members, faculty members, or administrators, including racism, criminal activity, promiscuity, ability to perform a particular task or duty (based upon a person’s Protected Classes), or any other type of false statement regarding another person’s morals, ethics, or level of integrity.

### **Retaliation:**

Retaliation against an individual for making a report or complaint of discrimination and/or harassment, or for participating or refusing to participate in any proceeding regarding such a complaint, or for opposing discriminatory practices is prohibited. Allegations of retaliation will be Investigated.

### **What to do if you experience or witness discriminatory and/or harassing acts, are aware of a false allegation of discrimination or harassment, or are aware of retaliation?**

Any student (or parent/guardian of a student), who experiences or witnesses discriminatory or harassing acts, is aware of a false allegation of discrimination/harassment or experiences retaliation is encouraged to report it to a member of Ursuline’s administration, faculty or staff as soon as reasonably possible. All Ursuline faculty and staff are trained in appropriate next steps.

Ursuline Academy will promptly and thoroughly investigate reports of discriminatory/harassing acts, false allegations of discrimination/harassment or retaliation in a manner that respects the privacy of all parties concerned and to the extent permitted by law, and to the extent practical and appropriate under the circumstances.

### **Consequences for engagement in the use of discriminatory/harassing behavior, intentional false allegations or retaliation:**

Ursuline Academy does not tolerate discriminatory behavior, intentional false allegations, or retaliation. While matters of discipline are taken extremely seriously, Ursuline Academy is a community. Therefore, all

disciplinary action is rooted in our desire to develop community members of integrity, who are respectful, compassionate, and committed to service, while living with faith, courage, and joy. To that end, while disciplinary action must focus on accountability, it must also be rooted in the legacy of St. Angela Merici, Catholic social teaching, and modeled after restorative justice practices, which emphasize the importance of grace, mercy, empathy and, ultimately, forgiveness.

Ursuline Academy will take appropriate and timely action to address discriminatory behavior, intentional false allegations, or retaliation upon determining that it has occurred. This may include the use of restorative justice practices; a meeting among the party/parties involved, their parent(s) or guardian(s), and administration; detention, probation, suspension, or in some cases, expulsion. The individual or individuals involved may be referred to counseling, training, and/or additional interventions to assist them in healing, learning and understanding, developing empathy, growing, and restoring a more just and equitable general school environment. Ursuline Academy may also impose remedial measures designed to address or prevent future recurrences of harm that results from discrimination, false allegations, or retaliation, and their impacts to individuals or the educational environment.

If a student is suspended (a period intended for reflection, education, and clarity), the formal re-engagement process for a student with the school community involves the Dean of Student Life and possibly other administrators.

The foundational elements of the disciplinary process may include:

- Accountability
- Reflection
- Contrition
- Education
- Service
- Empowered Re-engagement

If an individual is found responsible for a discriminatory act, a false allegation of discrimination, or retaliation, they must participate in the disciplinary process as determined by administrators. Failure to do so may result in separation from the community.

## **B - Bullying Prevention Policy**

In accordance with its mission and in compliance with Massachusetts state law, Ursuline Academy does not tolerate any form of bullying, disruption of the educational process, or acts which create an intimidating, hostile, or offensive environment. The community is committed to ensuring a safe environment for students and employees who may be more vulnerable to targeting based on actual or perceived protected classes. Targeting such individuals may violate civil rights statutes and may warrant referral to local law enforcement by the school's administration.

This prohibition against bullying applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school, whether in person, online or while attending events at other schools.

## **Policy Against Bullying, Cyber-Bullying, and Retaliation:**

Bullying and cyber-bullying are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying and cyber-bullying are also prohibited on school transportation including but not limited to vehicles owned, leased, or used by the school, and through the use of technology or an electronic device owned, leased, or used by the school. In addition, bullying and cyber-bullying are prohibited at locations or on devices that are not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted individual; infringes on the rights of a targeted student at school, or materially and substantially disrupts the educational process or the orderly operation of the school. Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying will not be tolerated.

### **Definitions of Bullying Under the Law:**

The following definitions are drawn from the Massachusetts law against bullying:

Bullying is defined as the repeated use by one or more students or by a member of school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the targeted person or damage to the targeted person's property
- Places the targeted person in reasonable fear of harm to her/himself or of damage to her/his property
- Creates a hostile environment at school for the targeted person
- Infringes on the rights of the targeted person at school
- Materially and substantially disrupts the educational process or the orderly operation of the school

### **Cyber-bullying:**

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the internet. It includes, but is not limited to email, instant messages, text messages, and internet postings, whether on a web page, in a blog, via social media, or otherwise.

### **Hostile environment:**

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education or staff member's work environment.



## **Reports of Bullying, Cyber-Bullying, and/or Retaliation:**

Any student or staff member who is the target of bullying or cyberbullying, has witnessed an incident of possible bullying or cyberbullying or otherwise has relevant information about possible bullying or cyberbullying prohibited by this policy is strongly encouraged to report the matter orally or in writing to the administrative team or to any other faculty or staff member with whom the student is comfortable speaking. Any student or staff member who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report as soon as possible.

A parent of a student who may be the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly urged to notify a member of the administrative team or any other faculty or staff member promptly. Furthermore, any parent who has herself or himself witnessed bullying or cyberbullying or has relevant information concerning such an incident is strongly urged to come forward. A parent should also report any incident of retaliation to the administration.

Any member of the faculty or staff of Ursuline Academy who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to report it immediately to the administration. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs her/him of an allegation of bullying, cyber-bullying, or retaliation.

Given the seriousness with which this community approaches bullying and related topics, Ursuline Academy requests that no report or allegation of bullying be made anonymously. Reports made anonymously are extremely difficult to investigate and could be used unjustly. While we fully understand the concerns that parents, students, or staff might have, we encourage all members of the community to bear in mind that Ursuline Academy takes its policy against retaliation seriously. Also, while Ursuline Academy cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, Ursuline releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need-to-know basis.

## **Responding to a Report of Bullying, Cyber-bullying or Retaliation/Formal Procedure:**

1. When a complaint of bullying, cyber-bullying, or retaliation is brought to the attention of a member of the administration, an assessment is made as to whether any initial steps need to be taken to protect the well-being of the person(s) alleged to have been targeted and to prevent disruption of their learning environment while the investigation is being conducted.
2. It is the policy of Ursuline Academy to notify the parents of any student who is an alleged target of bullying, cyber-bullying, or retaliation and the parents of any student who has been accused of engaging in such behavior promptly after a complaint has been made.
3. Once a complaint has been brought to a member of the administration, an impartial investigation is conducted. That investigation may include, but will not necessarily be limited to, interviews with the person who made the complaint, with the student or staff member who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made,

and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident(s). Depending on the circumstances, the person conducting the investigation may choose to consult with other teachers and/or school counselors or to use information from social media or other sources.

4. Following the investigation, the Principal, in partnership with the administrative team, will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy set forth in this plan has been violated, the Principal will determine what disciplinary action and/or other remedial action is appropriate and how it will be implemented. This action may include but is not limited to, conferences with students and parents, the requirement of outside counseling, or detention, suspension, or expulsion as warranted by the severity of the situation.

The goal of an investigation and any remedial process is to correct the situation to the extent reasonably possible and to prevent there being a repetition of the incident or to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

In appropriate circumstances, such as when a crime may have been committed or a child may have been subject to abuse or neglect of the type that is reportable under Section 51A of the Massachusetts laws, law enforcement or another appropriate government agency may be notified.

Upon completion of the investigation, the Principal or the administrator who conducted the investigation will meet individually with the student or students who were the target of the alleged incident and the person against whom the complaint was made (and, in the case of students, their parents) to report the results of the investigation and, where disciplinary or other restorative justice is deemed appropriate, to inform the parties of the steps that will be taken to correct the situation. The amount of information provided may be limited by confidentiality laws protecting student records.

Follow-up contacts will be made with any person found to have been targeted in violation of this policy (and, in the case of students, their parents) to inquire as to whether there have been further Incidents.

### **III: PREVENTION OF BULLYING, CYBER-BULLYING, DISCRIMINATION, HARASSMENT, FALSE ALLEGATIONS AND RETALIATION**

The Ursuline tradition emphasizes respect for the individual and for individual differences, and teachers are clear in their expectations for student behavior. When necessary, parents are notified and asked to reinforce standards for membership in the Ursuline Academy community. Advisory teachers will ensure that students are well informed about what is expected of them and to reinforce positive conduct. Special class meetings and school counseling periods are held occasionally to discuss peer relationships and to empower students to act if they feel targeted or if they witness other students engaging in bullying, discriminating, harassing or other unacceptable behaviors.

In addition, the Dean of Student Life, Director of Mission, Director of Athletics and the Executive Director of Technology emphasize positive conduct and respect for others in their meetings with

students and parents. A copy of these policies is issued to each coach at the beginning of the athletic season. Presentations at faculty meetings ensure that teachers and staff are well informed with regard to these concerns. The administration and faculty recognize that it is essential that expectations for student conduct extend to corridors, classrooms, common areas, locker rooms, Tea Room, as well as class time and in extracurricular activities. Ursuline Academy strives to ensure that ample supervision is provided on Academy premises, including the corridors, locker, and Tea rooms, and on school-provided transportation as well as at school-sponsored events.

#### **IV: CONCLUSION**

The primary goal of this plan for respect and human dignity is to prevent bullying, cyber-bullying, discrimination, harassment and retaliation at Ursuline Academy. Additionally, it is to encourage staff members, students, and their parents to have confidence in Ursuline Academy's procedures, to come forward promptly if a person in the community is subject to conduct that is prohibited, and to implement appropriate corrective measures.

## Appendix B - Continuous Learning Lab Safety Contract

### Ursuline Academy Continuous Learning Lab Safety Contract

The safety precautions/protocols outlined for each hands-on activity are based on the use of the manufacturer's/company's recommended materials and instructions, your instructor's safety protocols, legal safety standards, and better professional safety practices. Students must conduct all activities under adult supervision. Using alternative materials or procedures for these activities at home may jeopardize the level of safety and therefore is at the user's own risk. Further information regarding appropriate safety procedures when conducting science/STEM-related activities is provided by the NSTA. Do not hesitate to contact your instructor if in doubt of any safety protocols.

#### PURPOSE

Science is a hands-on laboratory class. You will be doing many lab activities which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed. These rules must be followed at all times.

#### GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the teacher before proceeding.
3. Never work alone. No student may work in the laboratory without a teacher present.
4. Do not touch any equipment, chemicals, or other materials in the lab area until you are instructed to do so.
5. **Do not eat food, drink beverages, or chew gum in the laboratory.** Do not use laboratory glassware as containers for food or beverages. **Do not apply cosmetics (including lip balm) or touch contact lenses in the laboratory.**
6. Perform only those experiments authorized by the teacher. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the lab. Read all procedures thoroughly before beginning the lab.
8. Never fool around in the lab. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. **Observe good housekeeping practices.** Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area. Keep aisles clear.

10. Know the locations and operating procedures, where appropriate, for all safety equipment including first aid kit, eye-wash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and exits are located.
11. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.
13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the teacher. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
14. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the instructions or by your teacher.
15. Keep hands away from face, eyes, mouth, and body while using chemicals or preserved specimens. **Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus** at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
16. Experiments must be personally monitored at all times. You will be assigned a lab station at which to work. Do not wander around the room, distract other students, or interfere with the lab experiments of others.
17. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their teacher.
18. Know what to do if there is a fire drill during a lab period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
19. Handle all living organisms used in a lab activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
20. When using knives and other sharp instruments, always carry tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

## CLOTHING

1. Students will wear laboratory goggles, unless the teacher specifically states the activity or demonstration does not require eye protection. Goggles must be worn correctly.

2. Contact lenses may be worn provided adequate face and eye protection is provided by specially marked, non-vented safety goggles. In the event of eye exposure to hazardous chemicals, notify the teacher if you are wearing contact lenses.
3. Dress properly for lab activities. Long hair, dangling jewelry, and loose or baggy clothing are hazardous. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
4. Lab aprons should be worn during lab activities when provided. If appropriate, nitrile gloves will be provided and should be worn throughout the activity. Students will be shown how to properly remove the gloves. Wash hands thoroughly with soap and water after removing gloves.

## **ACCIDENTS AND INJURIES**

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it may appear.
2. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the teacher immediately.

## **HANDLING CHEMICALS**

1. All chemicals in the lab are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique is wafting chemical vapors.
2. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
3. Never return unused chemicals to their original containers.
4. When transferring reagents from one container to another, hold the containers away from your body.
5. Replace the top on any reagent bottle immediately after use and return the reagent to the designated location.
6. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
7. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
8. Never remove chemicals or other materials from the laboratory area.
9. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

## HANDLING GLASSWARE AND EQUIPMENT

1. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
2. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
3. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your teacher for removal.
4. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
5. Do not immerse hot glassware in cold water; it may shatter.
6. Remember that hot glass looks the same as cold glass. After heating, glass remains hot for a very long time. Determine if an object is hot by placing your hand close to the object without touching it. After using a hot plate or working with hot glass, warn others of a possible burning hazard by placing a sign nearby indicating that it may be hot.
7. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
8. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
9. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
10. If you do not understand how to use a piece of equipment, ask the teacher for help.
11. To prevent accidental release, discharge, or injury, handle with extreme caution all projectiles, spring-loaded devices, meter sticks, or similar levers, and other physical hazards, such as bare wires, blades, and other sharps.

## HEATING SUBSTANCES

1. Exercise extreme caution when using a gas burner. Take care that hair, clothing, and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light burners only as instructed by the teacher.
2. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.

3. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
4. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
5. Never look into a container that is being heated.
6. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for the hot apparatus to cool before touching it.

## **DISSECTIONS**

1. Treat all specimens with respect and care.
2. Dissecting tools are sharp. Handle all instruments with extreme care. Always cut away from your body and away from others.
3. Inform your teacher of any injuries, illness, or other accidents that occur during dissection.
4. Avoid contact with preservative chemicals.
5. Place specimens in dissecting pans before beginning the dissection, and pin down as necessary. Do not make any cuts while holding the specimen.
6. Never remove specimens or specimen parts from the classroom. All parts of the specimen must remain in the dissecting pan until the dissection is completed.
7. Properly dispose of dissected materials.
8. Store specimens as directed by your teacher.
9. Clean up the work area once the dissection is complete. Wash and dry dissecting tools, and return all supplies to their proper place.
10. Wash your hands thoroughly with soap and warm water once clean-up is finished.

## **FIELD STUDIES**

1. Stay with your class for the duration of the field investigation. Do not wander off.
2. Use gloves if handling plants or animals. Do NOT remove any living specimen from its habitat.
3. Wear a hat and use sun protection on exposed skin. Minimize skin exposure to prevent burns, bug bites, and allergic reactions.
4. Be aware of changing or hazardous weather conditions.
5. Be careful where you step. Ground cover may be hiding hazards such as holes and roots.



6. Inform your teacher of allergies to plants or insect bites. If you need to use an EpiPen<sup>®</sup> for severe allergies, make sure you always have it with you, and inform your teacher of its location while you are outside.
7. Do NOT dispose of any waste products or waste chemicals outside. All waste products should be collected and returned to the classroom for proper disposal.
8. Do NOT enter any body of water. You do not know the depth, velocity, or cleanliness of the water.
9. If the activity requires disturbing a habitat (e.g., digging a hole or constructing a grid), restore the area to its original condition when finished.
10. Gather all tools and equipment and return them to the classroom when finished.
11. Wash hands and any exposed skin thoroughly with soap and water upon returning to the classroom. Complete a tick/insect check upon returning to the classroom. Inform your teacher if you find a tick embedded in your skin.

## **CONNECTED LEARNING LAB SAFETY**

When designing the home laboratory component, we found it necessary to strike a balance between minimizing possible hazards and exposing you to a full range of techniques. If you adhere to a high standard of safety practices, we do not anticipate problems when carrying out home labs.

ALWAYS read the assigned home lab activity completely, before beginning. This helps you carry out the experiment faster as you will understand the purpose of the activity, and you will be able to recognize possible hazards upfront.

### *Personal Safety & Equipment:*

1. Keep any supplies and materials safely away from children.
2. Perform no unauthorized experiments.
3. Select a safe site for lab activities in your home that is well ventilated, and protected from spills, children, and pets. Use a work area, such as your kitchen, where there is a flat and stable working surface, and access to water and various supplies.
4. Notify family members that you are working on a lab and to NOT touch any of the lab materials.
5. Have no food or drink in the lab area while working.
6. Never place any instrument or materials in your mouth. Wash your hands before taking a break for a snack or meal.

### *Chemicals:*

1. Keep all chemicals and equipment out of the reach of children and pets. If possible, keep all unauthorized people out of your selected site when chemicals are in use in order to avoid any

unforeseen accidents. If anyone is allowed to observe you or participate in experiments, follow all of the proper safety rules.

2. Work with the (small) quantities indicated. Follow the instructions to prevent fires, burns and cuts.
3. Label all materials clearly, and make accurate observations and measurements so that you do not make mistakes or need to repeat experiments.

*Spills and Clean-up:*

1. In case of a chemical spill, clean up thoroughly with paper towels and dispose of chemicals out of the reach of children and pets.
2. If chemical spills occur on people or clothing, change your clothes, and rinse clothes and skin thoroughly with lots of running water.
3. Be sure to thoroughly clean up the lab site and all utensils used after working on labs.

**AGREEMENT**

I read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to ensure my own safety and that of my fellow students and teachers. I will cooperate to the fullest extent with my teacher and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the teacher. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

## Appendix C – Student and Parent Statement of Commitment and Permissions

Please print Appendix C, fill out and sign/date the statements below, attesting that both parents/guardians and students have read and agree to comply with the policies of Ursuline Academy.

---

STUDENT'S NAME (PRINTED): \_\_\_\_\_

Student is currently in the following grade:

- Seventh
- Eighth
- Ninth
- Tenth
- Eleventh
- Twelfth

### **Media Release**

I give Ursuline Academy permission to issue press releases and/or pictures, including pictures on the Ursuline Academy website and social media, concerning my daughter's participation in Ursuline activities. *If I wish to prohibit or restrict Ursuline Academy from using my daughter's image in marketing materials or the school website, or from releasing her name in school-related press releases, those restrictions must be communicated via email to the Director of Marketing and Communications at [communications@ursulineacademy.net](mailto:communications@ursulineacademy.net).*

### **Medical Release**

Please check one of the two options below:

- I give permission for my daughter to receive treatment at Ursuline Academy from the School Nurse.
  
- I DO NOT give permission for my daughter to receive treatment at Ursuline Academy from the School Nurse.

We, the undersigned, state that we have read and agree to be governed by the policies, including the Student Code of Conduct, the Continuous Learning Lab Safety Contract, the Acceptable Use of Technology Policy, and the Responsible Use Within the Classroom Policy for the academic year 2023-2024. We fully understand the regulations contained herein and recognize the right of the school to establish rules and provide for their enforcement.

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PAGE MUST BE SIGNED AND SUBMITTED ON OR BEFORE SEPTEMBER 29, 2023.**

Please return this form to Regina MacLeod in the front office - [rmacleod@ursulineacademy.net](mailto:rmacleod@ursulineacademy.net)