URSULINE ACADEMY

2026-2027

Parent-Student K-12th Grade Handbook

Ursuline Academy of New Orleans
Parent-Student Handbook
2026-2027

Campus Administration

Laurie Leiva
Academy President

School Administration

Suzanne Heidel
K-12 Principal

2635 State Street
New Orleans, Louisiana 70118
Academy
861-9150/Fax 861-7392
www.uanola.org

Approved by the Louisiana Department of Education
Accredited by Cognia
Member of National Association of Independent School
The Ursuline Education Network
and National Catholic Education Association

Attendance procedures: Please call or email attendance@uanola.org within 30 min. of the

QUICK REFERENCE PAGE

Main Line: 504-861-9150 **Nurse's Office:** 504-212-6816 **Business Finance Office:** 504-212-6820 **Ursuline Bookstore**: 504-212-6811 **Aftercare Phone:** 504-866-4198 **Severe Weather/Emergency** Official announcements of closing will come from the Superintendent of Archdiocesan schools through the official medium, radio station WWL 870 AM or from the President of Ursuline Academy	**Attendance Phone:** 504-861-9150 **Attendance email**: attendance@uanola.org first bell on the day of absence. Any tardy (after 7:55am) or late arrival students must sign in at Date Door and present a tardy slip to their teacher (Further attendance/absences policy are found within, please see table of contents)

Arrival Procedure *Grades K-7:* the designated Claiborne gate is the only entrance location for the Elementary division. The gate opens at 7:00am. All parents dropping off and/or picking up will enter the Claiborne gate, drop off at the carport area where the security guard and a duty teacher will be waiting. Parents will then proceed to exit right at the first Nashville gate. Parents **must exit right** in order to keep the traffic moving. Students arriving after 7:50am must enter on State Street. *High School:* students may enter at Date Door beginning at **7:30 am**. Students should be dropped off in the State St. Horseshoe after 7:30. **Students arriving between 7:00am and 7:30am must use the Claiborne gate entrance and be dropped off in the carpool line and report to Coke Lobby. No cars may**	**Dismissal Procedure** *Grades K-7th:* Regular dismissal is at 3:05pm. Please **do not** enter the Claiborne gate before the designated time or you will be asked to exit and re-enter. No space will be available along the line for parents to park and wait. *High School:* 3:05 pm dismissal students dismiss at Date Door or Coke Lobby unless they are expected at the gym. **State Street Date Door is locked at 4pm**. After 4 pm all students must remain in Library Hall or Coke Lobby and must be picked up at the Nashville carpool pavilion. All students must be off campus by 5:30pm.

enter the faculty parking lot on State St. Coke Lobby Doors may be used starting at 7:30am. All student drivers should park in student parking on Nashville Ave., must have their vehicle registered with the Dean of Students, and must enter the building immediately upon arrival through Coke Lobby or Date Door.	

Check Out Procedure - all students must sign-out at Date Door. Parents must enter the building through Date Door to check out a student in grades K-7th.

UNIFORM REGULATIONS	UNIFORM REGULATIONS HIGH SCHOOL
Grades K-3 ● A-line jumper with length to top of knee and white Peter Pan broadcloth blouse (long or short sleeve) with optional blue monogram on left collar ● Navy or white sock or nylon opaque tights ● Navy uniform shoes; uniform company carries approved style(s) ● Navy blue cardigan sweater with school emblem, monogram optional ● Optional: Navy Ursuline sweatshirt ● No make-up or fingernail polish may be worn. **Grades 4-7** ● Uniform skirt with length no shorter than 2 inches above knee ● White oxford blouse (long or short sleeve) with blue monogram on the pocket ● White U.A. socks or nylon opaque tights or knee socks (navy or white) ● Navy uniform shoes; uniform company carries approved style(s)	**Grades 8-12** ● UA skirt (never “rolled” and no shorter than 2” above the knee) ● A short- or long-sleeved white button-down oxford blouse with the Serviam crest on the right side which must be worn anytime the blazer is worn; OR - A white polo with the Serviam crest on the side tucked in at all times (shirts must be monogrammed with first initial & last name. ● White UA ankle socks purchased from Schiro’s or plain white or navy knee-hi socks (worn to the knee) ● Eastland Plainview shoes (School shoes must be laced, tied in a traditional bow, kept in good condition and remain on the feet while on campus.) ● A navy blue blazer with the Serviam Crest. ● Ursuline issued student ID and lanyard

• Required: Monogrammed navy blue pullover sweater • Optional: Navy Ursuline sweatshirt • No make-up or fingernail polish may be worn. • 4-7 UA Lanyards must be worn daily and may not be decorated. • Jewelry is to be kept simple and only 1 piercing is allowed in earlobe only (earrings smaller than a quarter).	• Jewelry is to be kept simple and 2 piercings are allowed in earlobe only (earrings smaller than a quarter) • Nail polish should be simple - no nail enhancements (rhinestones etc.) are allowed. Natural and Acrylic nails must not exceed 3/4" from the cuticle. **Further uniform regulations found within. Please see the Table of Contents.*

IF YOU HAVE QUESTIONS ABOUT...

ACADEMIC ISSUES: Classroom teacher or student's faculty advisor Dean of Academics K-7 Leslie Clanton Leslie Clanton
Dean of Academics 8-12 – Jennifer Guidry Jennifer Guidry
ACADEMIC & STUDENT WELLNESS SUPPORT: Director of School Counseling K-12 Danielle McAllister Danielle McAllister

K-7 Behavior Support/STUDENT ACTIVITIES: Leslie Joyce Leslie Joyce

8-12 Behavior Support/STUDENT ACTIVITIES: Andrea Estavan Andrea Estavan

ABSENCE/ATTENDANCE: – Kimberly Wimberly attendance@uanola.org
ADMISSIONS/ENROLLMENT: Kate Uhle admissions@uanola.org
ALUMNAE - Régine René-Labrousse Régine René-Labrousse
ATHLETICS: DoBee Plaisance DoBee Plaisance
BUSINESS/FINANCIAL: Tuition, fees, financial aid, etc. – Jana Blakes Jana Blakes
CALENDAR and WEBSITE: info@uanola.org
DIRECTORY CHANGES: info@uanola.org
MISSION: Sarah Gunn
Sarah Gunn
SCHOOL NURSE: UA Nurse
UA Parents Club:
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In Partnership

It is an honor to to maintain continued enrollment at Ursuline Academy, students must uphold behavior that aligns with our core values and educational philosophy, both on and off campus. These values are reflected in our Student-Parent Handbook and encompass a broad range of policies and principles designed to support our mission of nurturing a values-based, Christian education.

It is equally important that parents and guardians support and adhere to these standards of conduct, as established by Ursuline Academy. We believe that a collaborative effort among students, families, and school officials is crucial for the success and well-being of each student.

While we strive to address and resolve any philosophical differences that may arise between families and the school, there may be exceptional cases where Ursuline Academy, at its sole discretion, may determine it necessary for parents or guardians to withdraw their daughter from the school.

Our goal is to ensure that every student benefits from a supportive and cohesive educational environment that reflects the values of Ursuline Academy.

As part of the Ursuline mission to develop the whole person, Ursuline students are encouraged to advocate on their own behalf as the first line of communication with all school personnel.

Ursuline expects all students and parents to follow appropriate protocol when addressing issues concerning academics, discipline, activities, athletics, make-up work, or any other school-related matters. All concerns must first be addressed with the specific teacher, coach, moderator, or individual most directly involved. Only after

contact with the teacher has been attempted should the appropriate administrator be contacted. The President should only be contacted once the preceding steps have been exhausted

Nondiscriminatory Policy

Ursuline Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. Ursuline does not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

An Ursuline Education

Mission Statement

Ursuline Academy of New Orleans, founded in 1727, prepares confident and compassionate leaders for a diverse global society through Catholic spiritual formation, academic excellence, and a life-long commitment to Serviam: I will serve.

Our Promise

To succeed in tomorrow's world, we believe girls must learn to think creatively, articulate their ideas confidently and compassionately, and solve problems collaboratively. Our girls will be ready.

Through highly interactive experiences powered by STEM and the arts -- and a nurturing community diverse by design -- we develop tomorrow's brightest independent thinkers, innovators, and community builders.

Core Values For Ursuline Sponsored Ministries

Ursuline ministry is rooted in a tradition of formation and innovation which dates back to 1535, when St. Angela Merici founded the Company of St. Ursula in Brescia, Italy. It was among the first non-cloistered communities of women in the history of the Church and among the first religious communities for women begun by a woman.

Inspired by the call of the Gospel and challenged by the needs around her, Angela reached out in service and love to rich and poor alike. A true educator, she sought to draw out the gifts and potential in each person. Her writings offer a philosophy of formation and education which is personal and attuned to the needs and situation of each individual. Her legacy as a woman of peace and reconciliation encourages unity, mutual love, and respect.

Ursuline Sisters and their collaborators continue today the approach to ministry that draws its life and vision from Angela's spirit and philosophy.

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

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

Ursuline Ideals

Courtesy, Loyalty,Courage

Ursuline Motto

Serviam: I will serve

Foundational Expectations

Adult Code of Conduct

The choice of Ursuline Academy by families includes a commitment to be governed by the school's policies, procedures, rules, our Catholic/Christian values and the teachings of St. Angela. All parents/guardians, volunteers, visitors, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving the school's students, personnel, and related school business (i.e., academic, athletics and extracurricular activities). As a faith-based school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children, following Ursuline Academy's core values. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our girls with the best training and education possible for them to become strong faith-filled people. If issues arise between parents/guardians and staff, they are to be addressed in a timely manner using Ursuline Academy's protocol policy found in the parent/student handbook.

Parental Cooperation

Ursuline Academy expects strong cooperation from parents/guardians. Parents/guardians are responsible for maintaining current updated numbers and records for contact and other purposes. Parents are responsible for reporting and updating medical conditions and/or information concerning students in writing as situations change throughout the school year.

Ursuline's strength lies in programs. Parental involvement is a key to the success of the school. Parents/guardians are expected to volunteer and participate in school activities.

Parents who fail to support the school or follow the Adult Code of conduct, may be required to withdraw their student(s) from the school or the school will unenroll the student. Parents who harass others (students, coaches, other parents or faculty and staff) at Ursuline Academy and/or disrupt the educational atmosphere of the Academy, or spread inflammatory or false information about Ursuline Academy may be required to withdraw their student(s) at any time. The President will decide when this sanction is appropriate.

Respect for Others' Boundaries

An Ursuline student respects the space, time, body and health of others. Creating empowering boundaries is an important part of respecting others and oneself.

Ursuline Academy embraces behavior which contributes to, rather than detracts from, an academic atmosphere and is appropriate to a young Christian woman. Public displays of affection (PDA), including but not limited to holding hands, long embraces, close dancing and kissing are not to be displayed while on campus or during school sponsored activities, including dances.

Publicity

Throughout the year, Ursuline Academy publishes articles, press releases and advertisements for publicity and recognition purposes. These publications (honor rolls, school awards and achievements, community service, club participation, recruitment advertisements, brochures, etc.) are coordinated through the Communications Office.

All publicity is handled appropriately with adult supervision. Occasionally, candid pictures (i.e. athletics) may appear. All publicity is generated to reflect Ursuline in the best manner possible. We firmly believe that our students represent us best.

Your consent to publish your daughter's name and photo is requested on the Handbook Acknowledgement Form in Blackbaud.

Residency

All students must reside with their parents or legal guardians while enrolled as students at Ursuline Academy.

Ursuline Academy follows the Archdiocese of New Orleans Office of Catholic Schools Anti-bullying & Harassment Policies

The policy may be referenced HERE

Ursuline Academy follows the Archdiocese of New Orleans Office of Catholic Schools PRINCIPLES OF ETHICS AND INTEGRITY IN MINISTRY:CODE OF ETHICS

The policy may be referenced HERE.

Ursuline Parents Club

The objective of the Parents Club is to promote a strong sense of community in partnership with the school and to facilitate communication, cooperation, and involvement between parents and the school community. A list of annual events is published in our school calendar and all current families are encouraged to participate, attend, and welcome new members into our community. Volunteers for activities on campus with the students must take the Safe Environment training required by the Archdiocese, an online training valid for multiple years. Contact parentsclub@uanola.org for the latest information about how to get involved.

Academics

Blackbaud Learning Management System

Blackbaud is a family of interactive web portals for parents, students, and teachers. These tools will allow parents to follow their daughter's academic progress. Parents and students will be given log in credentials at the start of the year in order to set up an account to view this information online. To protect the student's privacy, students and parents are urged not to share log in with anyone. Parents are expected to review Blackbaud regularly to keep informed on their daughter's progress in school. Parents and students can elect how often they wish to receive e-mail notifications regarding new data posted to Blackbaud. Blackbaud also allows parents to communicate any concerns directly with teachers via e-mail. The student directory, found on Blackbaud is available to current Ursuline Academy parents, faculty and staff. Its information is solely for the purpose of improving communication between these groups about matters that pertain to the Academy. We thank you in advance for

not using the directory for any other purpose or sharing any information found in the directory.

Ursuline Academy K-7 School Academics

Honor Code

Inspired by St. Angela Merici, I will model the Ursuline ideals of Courtesy, Loyalty, Courage, and *Serviam* in all aspects of my life. Guided by the spirit of Truth, I strive for honor in all my endeavors and pledge to uphold the highest standards of academic integrity.

Class Assignments

The class assignment process is designed to make classes as balanced as possible. As professional educators, every decision made focuses on what most benefits students. Parent requests for students to be placed in a class with certain friends or with a certain teacher will not be honored. Changes will be made at the discretion of Ursuline Administration.

Communication of Progress

Parents may check grades at any time via Blackbaud and are welcome to contact the teacher with concerns.

Parent/Teacher conferences are scheduled twice a year to discuss the progress of each student. However, a parent may request a conference with a child's teacher by calling the school office (504-861-9150) for an appointment or by contacting the teacher via email.

Examination

The last test of each quarter for grades 6-7 will be a quarterly test from the material for the whole quarter. This end of quarter test may count more in the quarter than other tests.

Grading System

The K-4 and 5-7 grading scale is as follows:

A 94-100 **B** 86-93 **C** 78-85 **D** 70-77 **F** 69 or below
A student must earn a score of 70 to pass each subject for the grading period.

Kindergarten through second grade will receive a standards-based report card for ELA and Mathematics. In addition to any letter grades, teachers will use the following proficiency scale marks to communicate student progress toward meeting essential grade level standards for all subject areas.

E-Exceeding **M**-Meeting **P**-Progressing **B**-Beginning

E - Student has demonstrated mastery of grade level standards and is able to extend and apply concepts with a greater depth of understanding to new situations.
M-Student Demonstrates mastery of grade level standards.
P- Student shows basic understanding and is progressing toward mastery of the grade level standard.
B-Student is beginning to demonstrate understanding but is not yet meeting grade level standards.

K-3 Science, Social Studies, Religion, and Work Habits only will receive the following:

C-Consistent- student is on task and aligned to the teachers‘ Learning and behavioral expectations.

I- Inconsistent- student is on task but at time off task and not always meeting the learning and behavioral expectations of the teacher.

NI- Needs Improvement- student is off task and does not align with teacher learning and behavioral expectations

Specials courses may use number grades throughout the quarter, but grades will be converted to these proficiency levels at the end of the quarter.

S = Secure
P = Progressing
B = Beginning

Homework

Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for particular lessons through experience.

Parents can assist by

- Providing an atmosphere in the home conducive to study;
- Checking to see that homework is completed;
- Encouraging the student to read;
- Stimulating the student's interest in hobbies, travel, and reading.

Since each student has different capabilities and interests, it would be difficult to determine the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

When a student is absent, a parent should call or email attendance@uanola.org to before 8:30 a.m. to arrange for homework assignments. Students and parents are encouraged to check Google Classroom regarding missed assignments. Please contact your child's teacher and requested materials can be placed by Date Door by 3:15pm. Work cannot be gathered before 3:15pm as teachers are still in class.

Accelerated Courses

Eligibility for accelerated courses is based on a review of standardized test scores, past academic achievement (GPA), and teacher recommendations. Each summer administration assesses each student's performance according to the admissions criteria. Student participation in seventh grade accelerated courses does not automatically qualify a student for high school honors classes.

Academic Probation

As part of an UA Growth Plan developed by the Ursuline Academy Counseling Department, a student whose academic performance indicates serious deficiencies may be placed on academic probation

Promotion and Retention

Advancement to the next grade at Ursuline is based on a student's daily performance, test results, recommendations of teachers and her ability to complete work successfully.

Promotion to the next grade level depends on successful completion of all subject areas. If a student's year-long average in any subject is a failing grade, the administration may recommend one of three options: retention; successful completion of a summer program; or denial of admittance for the following school year. Any student who fails two or more subjects will either be retained or will not be able to return to Ursuline.

Parents will be notified regarding the need for summer school. All arrangements must be made with the approval of the Dean of Academics. Verification of successful completion of the summer school program must be sent to Ursuline by the agreed upon date.

Excessive absence may result in: a report to the Department of Child and Family Services; retention; or disciplinary action, including expulsion.

Report Cards

The weight given to homework, projects, quizzes, tests, etc., in each course is determined by the teacher and is used to calculate quarter grades. All quarter grades are rounded to the nearest whole number. Students receive a report card every nine weeks.

Students whose conduct is in good standing will receive the following designation each quarter.

- **A Honor Roll**: Students in grades 3-7 who achieve As in all subjects for their quarter grade.
- **A/B Honor Roll**: Students in grades 3-7 who achieve As and Bs in all subjects for their quarter grade.

Artificial Intelligence

Use of generative AI programs including by students on graded assignments is

prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as a violation of the Honor Code.

Ursuline Academy High School Academy

Honor Code

Inspired by St. Angela Merici, I will model the Ursuline ideals of Courtesy, Loyalty, Courage, and *Serviam* in all aspects of my life. Guided by the spirit of Truth, I strive for honor in all my endeavors and pledge to uphold the highest standards of academic integrity.

Academic Requirements

Louisiana State Graduation Requirements

English	4 units
Mathematics	4 units
Social Studies	4 units
Foreign Language*	2 units
Physical Education	2 units
Science	4 units
Fine Arts	1 unit
Electives	2 units

*Two consecutive years in the same language

Notes:
Students who begin in the 8th grade are considered to be on an accelerated program. The completion of state graduation requirements by the end of a student's junior year does not qualify a student to participate in Ursuline Academy's senior graduation ceremonies or to receive the Ursuline Academy diploma.

Students must be enrolled in core courses in the following subjects every year: English, Math, History, Science, and Religion. Students in grades 8-11 will take 7 courses a year. In addition to the core academic subjects, students will also take elective courses. Seniors may take a half or whole year of a study period in lieu of elective credits as long as they are on track to graduate.

General Progression of Core Academic Courses

Religion	English	History	Math	Science	Language
Religion 8	English 8	World Geography*	Pre-Algebra	Physical Science*	French I Spanish I Latin I H ASL I
Religion 9	English I*	World History^	Algebra I*	Biology*	French II Spanish II Latin II H ASL II
Religion 10	English II*	American History^	Geometry*	Chemistry*	French III Spanish III Latin III H
Religion 11	English III*	Government^	Algebra II*	(See list of science electives below)	
Religion 12▫	English IV▫^		Advanced Math▫		Advanced Language offered as Honors
	English V^		AP Calculus		

*Honors also offered ▫Dual Enrollment also offered ^ AP also offered

Electives

Course descriptions can be found on this page. Please note that all courses are offered based on student interest and faculty availability.

Scheduling Process

Scheduling will take place during the second semester. Students will schedule online through Blackbaud with guidance from advisory teachers and counselors. Blackbaud will suggest the appropriate courses for a student to take along with any electives the student may choose to take, if her schedule permits. Any student enrolled in an honors course with a C or lower at the end of the first semester may be recommended to move into the academic program for the course in the next semester and/or semester and/or school year. To request a move into an honors, AP, or DE course, a student must have exemplary grades in their current course, high test scores, and the recommendation of her teacher.

Parents are encouraged to review students' course selections in Blackbaud during the scheduling process. Please note, once the construction of the master schedule begins,

there is no guarantee that a schedule change request can be met. All current tuition and fees, including registration fees for the next school year, must be paid in order for a student's schedule to be processed.

Course Fees

Several high school courses have additional fees. These fees are communicated to families through Course Descriptions during the scheduling process each spring. Fees for Fall courses are posted to Smart Tuition each September. Fees for Spring courses are posted to Smart Tuition each January. Fees include, but are not limited to those below. Fees are subject to change.

Dual Enrollment College Tuition: $300 per course per semester
AP Exam Fee: $99 (posted in the spring)
Elective Course Materials Fee: Varies by course, ranges from $40-$90.

Honors Diploma

High Honors
High Honors will be awarded to students graduating with 4.50 weighted GPA or higher who have completed 3 years of the same foreign language.

Honors
Honors will be awarded to students graduating with a weighted GPA 4.00 to 4.49 who have completed 3 years of the same foreign language.

Please note that since only two years of ASL are offered, ASL can not be used to satisfy the three year foreign language requirement to graduate with honors.

Grading System

G.P.A. (Grade Point Average)
To determine a student's grade point average, the following quality point values are assigned to each grade:

A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-65	1.0
F	64-0	0.0

One quality point (1.0) is added to the grade for honor courses if a student has earned

“C” or better. Honors credit will be granted to transfer honor courses that were available to Ursuline students on the same grade level.

A student’s Ursuline grade point average is determined using seven units per year. Excluded from the student’s Ursuline grade point average and class rank are outside classes such as Driver’s Education, summer school courses, college courses, and performing arts classes taken ***outside*** the normal school day. ***Concurrent enrollment*** at the New Orleans Center for the Creative Arts (NOCCA) or any college that offers concurrent enrollment classes during the regular academic day will be counted in the student’s Ursuline grade point average provided that they do not exceed the seven units.

Cumulative grade point average and class rank are based on semester ***letter grades***.

Grading Policies

Grades for academic courses will use the following weighting

	Summative/Major (Tests, Projects, Lab Reports, Etc.)	**Formative/Minor** (Quizzes, Activities, Mini-Labs, Etc.)	**Daily Grade/ Participation** (HW, Class Discussion, Notes, Etc.)
Academic	55%	25%	20%
Honors/AP	60%	30%	10%

Dual Enrollment courses will follow grading defined by the University.

For process based electives such as visual and performing arts, a total points system and the Ursuline grading scale will be used to determine quarter and semester averages. Courses will include at least two summative assessments per quarter. All quarter grades and semester averages are rounded to the nearest whole number.

A clear statement of the teacher’s policy will be given to students at the beginning of each course. Grades are available in Blackbaud and teachers will post assignment grades within a week of the assignment’s due date.

Summative Assessment Remediation

If a student earns a D or F on a summative assessment, the student will be given the opportunity to remediate. Only students with a D or an F can be given this opportunity. The method of remediation and grade adjustment is at the discretion of the teacher.

The maximum final grade for a remediated summative assessment is one letter grade higher. An F can be raised to a maximum of 65 D. A D can be raised to a maximum of 70 C. This will be reflected in the gradebook as an adjustment to the original grade. The new grade will be based on actual performance on the remediation, not just completion. In order to complete remediation, a student must have completed the entire assessment, all offered preparation opportunities, as well as at least 80% of the classwork/homework in the related unit.

To request remediation, students will complete the “Student Request for Remediation” form posted to Google Classroom. Students will meet with their teacher within a week of receiving the graded original assignment and will submit the completed work within a week after this meeting.

Makeup Work

Students with planned absences should discuss the work they will miss with their teachers before the absence in order to make prior arrangements for make-up work. In the case of unexpected absences, a student is responsible for checking Google Classroom for any missed work. Students are also encouraged to contact their teacher for clarification or to schedule a time to meet upon return.

The number of days to complete missed classwork or homework for full credit is equivalent to the number of days the student was absent. In the case of extended absences, the counseling department may work with students and teachers to establish a timeline for making up work, including tests and quizzes.

Assessments must be made up within a week (5 school days) of a student’s return to school. Students, and parents if needed, should communicate with the course teacher regarding a time to make up the assessment. If a student has not made up the assessment within a week, or if a faster timeline is needed, she will take the assessment during class time.

If a student is meeting with a teacher to make up an assessment, the teacher will wait no longer than 15 minutes past the designated time scheduled for the makeup. Students who fail to show for a make-up test, may have their grade reduced by 10% of the value of the test.

Any student who must make up more than one test for a class in any one quarter may

be required to have a conference to determine whether or not additional make-ups will be allowed.

Penalties for Late Work

Major projects and Special Assignments are due on the assigned date. Assignments not turned in when due will be graded accordingly. (Non-school days are included in the count for any assignment that can be turned in electronically.):

- One day late—10% deduction prior to grading
- Two days late—20 % deduction prior to grading
- Three days late—30% deduction prior to grading
- Four days late—50% deduction prior to grading
- More than 4 days late---work not accepted, and no credit is given for the assignment

Honor Roll

To be named to an honor roll a student may not have any incomplete (I) grades. Honor roll are determined at the end each quarter. Alpha Honor Roll students must have no grade lower than an A; Beta Honor Roll students must have no grade lower than a B.

Semester Examinations

There is an examination period at the end of each semester. All semester exams are cumulative for that semester with the exception of AP classes. The weight of the exam in determining the semester grade is 20%, while each quarter's numeric average is weighted at 40%. Failure to take a scheduled exam will result in a zero. A student absent from exams must make up the missed exam the next day they are present at school. The student must schedule her make-up exam with administration the day she is absent.

Students taking Advanced Placement courses are expected to take the College Board AP Exam for an additional fee. Students who are not enrolled in Advanced Placement courses who choose to take the AP Exam are still required to take the course semester exam. Students in AP courses will take the AP exam in lieu of a second semester exam. Any student enrolled in an Advanced Placement course who would like the opportunity to raise their second semester average, may choose to take the teacher-made second semester exam in addition to the AP exam. The student must inform the teacher, in writing, that they would like to take the teacher made exam the same day 4th quarter

grades are finalized. The grade on this exam **WILL** be used to calculate the second semester average.

Students enrolled in dual enrollment courses will take the designated college semester examination for the course(s).

Exam Exemptions

For full-year courses (including Religion), all students regardless of grade level who have earned an “A” for the first semester, an “A” for the third quarter, and an “A” the fourth quarter are automatically exempt from their second semester exams (if students meet all requirements stated below). The semester average for students who are exempt from the semester exam will be computed by averaging the two quarter’s numeric grades. Students enrolled in Dual Enrollment courses are not eligible for exam exemptions.Only seniors may be exempt from semester courses (Theology) provided they have earned A’s for both quarters of that semester.

Because the commitment to service is vital to the Ursuline community, failure to complete required service or to submit the community service documentation each year – by the due date – will result in the student not being exempt from ANY second semester exams. (Refer to Service Learning Program section.)

In order for a student to be eligible for an exemption in any class, she may not miss more than four days per period per semester. Due to the attendance requirement, exemptions will be announced on the last class day before exams. Students and parents are encouraged to keep track of absences in Blackbaud throughout the year in order to stay informed of potential exemptions.

Failures

A student who has failed a subject for a semester or for the year will be required to pass that subject in an approved summer school before returning the next fall. A student who does not successfully complete required summer courses will not be readmitted to the Academy and tuition and fees will not be returned. The maximum number of summer school credits permitted to be earned is two (2) units. A student must provide documentation of the completion of the course and credit earned before participation in orientation activities for the following school year. State law mandates a student can earn up to 7 credits through credit recovery.

As prescribed by the Office of Religious Education of the Archdiocese of New Orleans,

all religion classes in 9th through 12th grades are semester courses. Therefore, any single, semester-long religion course in which a student does not receive a passing grade must be made up in summer school.

Technology in the Classroom

Google Classroom is a free web service that is utilized in high schools, colleges, and universities around the world. Ursuline Academy has access to Google Classroom through the Google Workspace for Education. Students will be given log-in credentials at the start of the year. Log-in credentials will be provided via email or through a class code provided by the teacher. Each course will have an individual Google Classroom page. Students will have access to the School Announcements Page as well as the page of each course in which they are scheduled. Google Classroom pages are designed to provide an on-line educational experience that utilizes multimedia materials to develop a thorough understanding of high school subject content. Students will gain understanding through text, audio, video lessons, interactive activities, and worksheets. Teachers will be able to monitor students' progress through activities and assessments conducted on the course Google Classroom page. Additionally, Google originality checker scans student submissions for potential plagiarism. Parents are not given log-in capabilities, but can request to be added as a "guardian" to Classrooms in order to receive weekly email updates.

Ursuline Academy will use a Google Workspace for Education Enterprise Admin Console to manage student Chromebooks.

LanSchool Air will be used to monitor students on their Chromebooks during class times. Even during remote teaching, students' chromebooks will be monitored during normal class times. The active hours for LanSchool will be set as a default to Monday through Friday 7am to 3pm. Active hours will be turned off during holidays and breaks.

Ursuline Academy uses BARK digital monitoring safety services for school issued accounts.

Artificial Intelligence

Use of generative AI programs including by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as a violation of the Honor Code.

Summer Reading Requirement

Each summer, students are required to read a specific number of books designated by the English Department. Additionally, other courses may require work to be completed over the summer.

Awards

Ursuline Academy recognizes the significant achievement and participation of its students in academics, athletics, clubs and service. Among the awards available to students in each grade level are the following: the St. Angela Award, presented to students who give of themselves with great generosity and in the true spirit of Ursuline's motto *Serviam*; the Principal's Award, given in recognition of students who are motivated, who demonstrate responsibility, hard work, and perseverance, who make as much academic progress as they are capable of making, and who strive to reach their potential as best they can; the Service Pin, presented to students who perform one hundred hours of service in the community, and academic awards in each subject. Student achievement in various areas is also recognized by many local and national service organizations, by corporations, and by academic institutions and organizations.

The following are among the awards reserved for seniors and presented at Baccalaureate or Graduation: the CLC Medal, in recognition of the student who, in the opinion of the faculty, has best exemplified the Ursuline ideals of Courtesy, Loyalty, and Courage; the *Sedes Sapientiae* Medal, in recognition of the student whose scholarship, achievement and loyalty, in the opinion of the faculty, have been consistent and outstanding; The Sr. Damian Marie Aycock Award, in recognition of outstanding humanitarian service, determined by vote of the senior class; The Sr. Regina Marie Fronmüller, OSU Service Award, in recognition of students who have completed 100 or more hours of service each year of high school; and the *Cor Unum* Award, presented by the Ursuline Alumnae Association of New Orleans to a graduating senior based solely on her love for Ursuline and for her honest expression of what Ursuline means to her.

Valedictorian and Salutatorian

To be valedictorian or salutatorian, a student must meet all of the following requirements:

- She has been enrolled at Ursuline Academy for at least four years.
- She has earned the highest (or second highest) GPA in her senior class.

The valedictorian and salutatorian are determined by rank in class at the end of the senior year. If there are multiple students with the highest GPA they will all share the rank of first in the class and share the title of Valedictorian. If there are multiple students with the second-highest GPA they will all share the rank of second in the class and share the title of Salutatorian.

Up to seven high school credits per year will be counted in the cumulative GPA.

Attendance Policy

Grades K-7 Attendance

1. Responsibilities imposed by state laws and regulations:
    a) Students must attend school from age 5 to 18 years of age or until they graduate from high school. A student below the age of 5 who enrolls in school shall attend school. Any child below the age of 5 who legally enrolls in school including Pre-K and Kindergarten students shall also be subject to compulsory attendance.
    b) Students are required to attend school regularly and must attend at least 167 days to earn credit and be eligible for promotion to the next grade (absent up to 10 days).
    c) The responsibility for a student attending school lies with the parents or the legal guardian. If the student is chronically absent or chronically late (tardy) to school, the parent and/or student may be referred to the Louisiana Department of Child and Family Services (DCFS).

2. Students may be excused for the whole or part of a day absence for two or fewer consecutive school days for the following reasons:
    a) Personal illness;
    b) Serious illness in the student's immediate family;
    c) Death in the student's immediate family not to exceed one week; or-
    d) Natural catastrophe and/or disasters.

If a student has been absent with a communicable disease or is absent for more than three consecutive days, a letter from a doctor is required before the student is allowed

to return to class. The letter must be sent to the office where it will be placed in the student's file.

Ursuline Academy stresses the importance of regular and punctual attendance. Parents may foster good attendance by:

- Notifying the office of the student's absence by telephoning 861-9150 or emailing attendance@uanola.org by 8:30 a.m. Advanced notification of absences are accepted and voice messages may be left.
- Scheduling medical and dental appointments for after school hours, or on Saturdays, when possible.
- Signing a student out from the office when she leaves the campus before dismissal time.
- Informing the school by note, email, or telephone call if a child is to go home by means other than her regular means of transportation.
- Scheduling vacation trips to coincide with school vacations. Should a child miss school because of vacation, all class work must be made up upon return. Teachers are NOT required to send work home ahead of time.

Please Note: Students must attend a half day of school in order to participate in an after-school activity. These include, but are not limited to, performances, athletic events, club meetings, etc.

Excessive absence may result in: a report to the Department of Child and Family Services; retention; or disciplinary action, including not being able to return.

Long-Term Absences

The policy for dealing with lengthy absences for extraordinary reasons will be individually determined as the circumstances dictate. Students should contact the counseling department and the teachers regarding make-up work for the long-term absences. Students under a doctor's care who are not allowed to attend a full day of class may not attend extra-curricular activities without permission from the administration until released by the doctor.

Make-up Assignments, Tests, etc.

Parents must notify the school office of a student's absence and request the day's work by 8:30am on the day of the absence. Please check your child's Google Classroom. If needed, student's work may be placed by Date Door by 3:15pm. Work cannot be gathered before 3:15pm as teachers are still in class. Should a student miss an assignment or any type of test, it is her responsibility to contact her teacher to arrange to make up the incomplete work within three days after her return to school. A longer

make-up period will be given to any student who is absent a week or more and returns with a doctor's verification.

Students with planned absences shall discuss the work they will miss with their teachers before the absence in order to make prior arrangements for make-up work.

Tardiness

The school day begins promptly at 7:55 a.m.; therefore, students should arrive at school by 7:45 a.m. A student who is tardy must report to Date Door before she can be admitted to the classroom. A student is marked tardy if she arrives at her classroom after 7:55 a.m. If a student arrives at school after 10:30 a.m. or leaves school before 1:00 p.m., she is considered absent for one-half day. If a student leaves school before 10 a.m., she is marked absent for that day.

Parents will receive communication in Blackbaud to address habitual tardiness. Persistent tardiness will result in a parent/principal conference. If tardiness persists, a student may be asked to withdraw from Ursuline.

High School Attendance

Tardiness

A student who arrives after the tardy bell must report Date Door to obtain a tardy slip to be admitted to class. A student will be marked absent from a particular class if she misses more than half of that class. A detention will be issued to a student who accumulates five instances of tardiness each semester. Students with more than 10 tardies a semester will be placed on an attendance contract.

Absences

Parents should report a student's absence to attendance@uanola.org or 504-212-6819 within 30 minutes of the first bell the day their daughter is absent. In your communication, please provide your name, your daughter's name, her grade level and the reason for the absence.

To participate in an extracurricular activity, including sporting activities, theatre productions, and school dances, students must attend at least half of the scheduled mods on the academic day in question. A student's half-day attendance requirement is based on the number of classes (mods) attended, not on a specific time frame

spent on campus.

A student who is absent for more than thirty minutes of any one class is counted absent for that entire class. Three (3) tardies or early departures in a course will counts as one absence.

If an absence is **planned** ahead of time, parents should contact the school in advance. If the absence is unexpected, parents should contact the office before classes start on the morning on the absence.

If a student is going to **check out early**, parents can email, call, or send a note with the student on the day of the absence. All students must have parental permission before checking out of school.

If a student is going to be out for an **extended period** due to illness, the parent should contact the school nurse to discuss. The nurse will communicate the student's absence to the attendance office and the high school. A student who has been absent three (3) or more consecutive school days due to an illness must also present a doctor's certificate upon returning to school. The student is responsible for making up all assignments, projects, quizzes, and tests.
Liturgy and community meeting days, such as awards assemblies and counseling presentations are an important part of the education of an Ursuline student. These Liturgies and assemblies are integral to the development of the whole person as well as the Ursuline faith community. Therefore, students will be marked absent from the period directly following all Liturgies and assemblies should they be absent from the Liturgy or assembly. Should the assembly/Liturgy occur at the end of the day, the absence will count against the class directly preceding the assembly/Liturgy. Students who are absent on St. Angela's Feast Day, Rally, Field Day or her class retreat day will be counted as absent from all periods.

Absence Categories

Category in Blackbaud	**Example** (not inclusive)	**Student allowed to make up work?**	**Counts toward the total allowed by the state?**
Absent Unexcused	Family vacation	No	Yes

Absent Excused	Documented doctor appointment Illness	Yes	Yes
Absent Exempt	College Visit (3 days per year allowed grades 10-12) UA-related event Educational Evaluation Religious Holiday Long term illness	Yes	No
Tardy or Early Departure Unexcused*		No	3 tardies or early departures in a course will counts as one absence

*Students who miss half a class period or more will be marked absent.

Long-Term Absences

The policy for dealing with lengthy absences for extraordinary reasons will be individually determined as the circumstances dictate. Students should contact the counseling department and the teachers regarding make-up work for the long-term absences. Students under a doctor's care who are not allowed to attend a full day of class may not attend extra-curricular activities without permission from the administration until released by the doctor.

Excessive Absences

According to Nonpublic Bulletin 741, in order to be eligible to receive grades, high school students shall be in attendance a minimum number of minutes per course each semester. Therefore, any student that acquires more than six (6) absences per course per semester is required to make up instructional time.

For each absence over six (6) in a course within a semester, a student will make-up one hour of coursework. Both the student and parent will be contacted about excessive absences and procedures for making up the time. Failure to make-up this time will

result in a student not receiving credit for the course for the semester.
Excessive absence may result in denial of credit and/or disciplinary action including expulsion.

Check-in and Check-out Procedure

Once a student arrives to school, she must be in the designated areas of the building immediately. Once a student has arrived on campus, she may not leave without checking in and signing out on the appropriate form at Date Door even if the first bell has not rung. Once a student has signed out at Date Door, she must leave campus immediately. Students who violate check-in and check-out procedures will serve a detention. No student may sign out within 15 minutes of the end of the school day.

Students must be picked up promptly at the announced ending time of any activity (including but not limited to early dismissal days, dances, sporting events, Rally, etc.) or

a fee of $1.00 per minute will be charged after a grace period of 15 minutes has elapsed.

URSULINE'S IDEALS K-7 Behavioral Support POLICY

Philosophy

The provisions and statements in the student code of conduct apply to all employees and to all enrolled K thru 12th grade students. This student handbook provides the Code of Student conduct and information for parents regarding Ursuline Academy's management of student behavior. The overall goal of the student code of conduct is to provide a positive climate that is safe, peaceful and orderly conducive to learning.

Restorative Practices

In the spirit of cooperation, with the wisdom of St. Angela in mind, Ursuline Academy's administration, faculty, staff and students aim to live "in harmony, united together." The development of a nurturing community spirit and a commitment to peacemaking are the

core values of our school that are embraced when disciplinary issues arise. Ursuline Academy's standards of behavior promote responsible decision-making, accountability and self-discipline. The personal growth of each student and a path to better decision making are the marks of Ursuline Academy's discipline system. Following restorative discipline practices, the focus is on repairing harm and trying to create meaningful accountability.

Any disciplinary action will consider the student's age and maturity, disciplinary record, severity of the infraction and the number of people involved.

The Ursuline student is expected to follow the rules and responsibilities set forth by the administration and supported by the faculty. While a supportive administration is in place, a partnership between parents and guardians is essential to the success of the students.

Corporal punishment in any form is prohibited by Ursuline Academy.

On the pages below, disciplinary practices are outlined by developmental stages:

Ursuline Ideals at school

Courtesy

A courteous person is one who is responsible for her actions towards herself and others(peers, teachers, administrators/staff). Courtesy is a reflection of respect for the well-being of others.

Loyalty

A loyal person is one who has pride in their school, exhibits a professional decor/demeanor in dress and attitude, respects the boundaries of others, and has a positive outlook on life.

Courage

A courageous person is one who stands up for what is right even when it is unpopular or difficult.

Kindergarten- 4th Grade Behavioral Support

For K-4th grades, infractions are categorized as violations of Ursuline's ideals: *courtesy*, *loyalty*, and *courage.* Each student in grades in K-4th will follow the policies set forth by the student's teacher in accordance with her classroom rules and procedures. Students

in these grades may receive a conduct notification, and points may be deducted if deemed necessary.

In 4th grade, Infractions are categorized as violations of Ursuline's ideals: *courtesy*, *loyalty*, and *courage*. Each infraction is considered a minor or major infraction and results in a point-deduction in Blackbaud.

- **Minor infractions** result in a one to three point deduction.
- **Major infractions** result in a five-point deduction.

5th - 7th Grade Discipline Policy

In 5th-7th grades, infractions are categorized as violations of Ursuline's ideals: *courtesy*, *loyalty*, and *courage*. Each violation accumulates a given number of points. When a student reaches 5 points, she will be required to attend a Detentio*n* Workshop.

- **Minor infractions** result in a 1, 2, or 3 point infraction (see list below).
- **Major infractions** violate the integrity of the Academy's mission and/or threaten the safety or well-being of one or more community members. Major infractions result in detention, suspension, or expulsion at the discretion of administration

Detention empowers students to take responsibility for their actions through reflection. The restorative approach asks four key questions: *What happened? Who was harmed or affected by the behavior? What needs to be done to make things right? How might I behave differently in the future?*

Students may also perform various activities that benefit the Ursuline community.

Courtesy Infractions

A courteous person is one who is responsible for her actions towards herself and others(peers, teachers, administrators/staff). Courtesy is a reflection of respect for the well-being of others.

Minor Infractions:	Major Infractions:
● Tardy to class ● Eating/drinking food, drink, candy/gum ● Eating/drinking food,drink, candy/gum around school-issued Chromebooks & iPads ● Failure to return signed items ● Unattended technical devices ● Unprepared for class (materials/supplies) ● Possession of toys or other fidgets	● Disrespect to a member of the Ursuline community ● Disturbance of class, assembly, or worship service ● Being in an unauthorized area of the campus (loitering in stairwells/bathrooms/cafeteria during class time) ● Possession of cell phones, smartwatches, cameras, iPad, and/or Fitbit

● Other determined by teacher or administration	● Other determined by teacher or administration

Loyalty Infractions *A loyal person is one who has pride in their school, exhibits a professional decor/demeanor in dress and attitude, respects the boundaries of others, and has a positive outlook on life.*	
Minor Infractions: ● Uniform violation ● Behavior among partners in group work ● Failure to clean up when leaving an area in the school ● Other determined by teacher or administration	**Major Infractions:** ● Bullying, harassment, or name-calling ● Damage to school property, including technology ● Displaying or wearing another school's name or logo ● Other determined by teacher or administration

Courage Infractions *A courageous person is one who stands up for what is right even when it is unpopular or difficult.*

Minor Infractions:	Major Infractions:
● Unsafe behavior on the playground equipment, gym, carport, or courtyard ● Off-task during class on school technology ● Other determined by teacher or administration	● Cheating or academic dishonesty ● Forgery ● Theft ● Misuse of internet or school technology ● Inappropriate behavior online/social media including text messaging and group chats ● Written or verbal vulgarity ● Other determined by teacher or administration

Artificial Intelligence (AI) Misuse

The creation, distribution, or possession of AI-generated content that depicts students, staff members, or any member or representation of the school community in false, misleading, inappropriate, or harmful ways is strictly prohibited. This includes, but is not limited to:

- Deepfake images, videos, or audio recordings
- Manipulated or fabricated photographs
- AI-generated content that is sexual, violent, defamatory, or otherwise harmful in nature
- Any AI-generated content used to bully, harass, intimidate, or harm others

Consequences:

Violation of this policy is considered a **major offense** and will result in serious disciplinary action.

Students and parents should understand that creating or sharing such content may also violate state and federal laws, including laws related to cyberbullying, harassment, and the creation of explicit images of minors.

Suspensions

In-school or out of school suspensions may be issued, but not limited to, the following:

- Defacing school property
- Flagrant disrespect for authority
- Academic dishonesty
- Use of vulgar language
- Causing disgrace to the Academy including any action that is inconsistent to the school's mission and/or has a detrimental impact on the school's learning environment; behavior that endangers the physical, moral, or emotional well-being of a person and/or actions, which are detrimental to the common good, as well as are harmful and offensive to the members of the school community including on social media and/or Internet
- Bullying/Cyberbullying
- Not reporting to class and/or being in an unauthorized area
- Accumulation of four detentions

A student may be sent home and not allowed to attend class for a stated period of time. The student must make up all missed work.

Any student who is suspended may be placed on disciplinary probation with terms of the probation determined by the school administration. A student who violates the terms of her probation may be required to appear before the Discipline Board, and/or she may be asked to withdraw from Ursuline Academy.

Expulsion

Expulsion is an extreme measure used only after repeated warnings concerning behavior or after severely inappropriate behavior. Specific warnings and parental notification will precede expulsion, except in cases where immediate expulsion is deemed necessary.

The following offenses may result in immediate expulsion:

- Flagrant disrespect toward administration, faculty, or any other school personnel, including non-verbal behavior
- The use, possession, distribution of, or being under the influence of alcohol use at school or at school-supervised functions
- The use, possession, distribution of, or being under the influence of marijuana and/or unlawful drugs or prescription drugs not prescribed to the student while at school or school-supervised functions
- Smoking/vaping any substance on campus or at school-sponsored functions

- Stealing
- Leaving campus without permission
- Vandalism
- Theft
- Bullying/Cyber bullying
- Behavior that interferes with the orderly conduct of classes and school work

- Behavior that endangers the physical, moral, or emotional well-being of a person in or out of school
- Student who fails to comply with the Individualized Growth Plan (IGP)

A recommendation for expulsion may include any conduct stated herein for which the principal or designee may suspend a student, place the student into an on-campus suspension, or recommend expulsion if the conduct is serious or persistent. The principal makes the disciplinary determination based on the severity of the misconduct.

Upon the conclusion and finding that a student is guilty of conduct warranting expulsion of any of the offenses listed above, a parent has three (3) days to appeal the decision to the President of the Academy. The President of the Academy may modify, reverse, or accept the recommendation of the principal on a case-by-case basis. The decision of the President is final.

After-care

After-care follows the same Code of Conduct as Ursuline Elementary. In addition, after-care students receive a list of guidelines, which require a signature from both the after-care students and parents indicating agreement to follow the guidelines.

High School Discipline Policy

Academic Honesty and Integrity

Cheating and plagiarism, or assisting someone in the act of cheating or plagiarizing, are serious offenses that compromise both the student's academic integrity and her educational experience. Actions that are considered violations of academic honesty and integrity include the following offenses:

1. Unacceptable Testing Behavior: Students are not to look at another student's test or paper, use unauthorized notes or other materials, including any and all electronic devices, during an assessment, share information with another student, exchange verbal or nonverbal signals, talk during testing, write any information on oneself or other items in your possession or near you or engage in any other clearly-delineated behavior as specified by the teacher.
2. Plagiarism: Plagiarism is defined as the appropriation or imitation of the language, idea, and thoughts of another author and representation of them as one's own original work. The student's responsibility is to clearly distinguish between the words and/or ideas of someone else and her own words and/or ideas. Failure to accurately document the source of the materials used in student work or failure to accurately use quotation marks to indicate the use of another's exact words shall be considered a violation of Ursuline Academy's honesty and integrity policy.

Use of generative AI programs by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as a violation of the Honor Code.

The following are common examples of academic dishonesty and punishable as major violations:

- Open notebooks, texts, websites/documents, or other course-related material during a test, quiz, or exam without the explicit permission of the teacher.
- Concealed notes ("cheat sheets", writing/drawing on oneself, etc.) during a test, quiz, or exam.
- Communication with another student during a quiz, test, or exam testing period without the explicit permission of the teacher.
- Copying homework assignments from other students. Allowing other students to copy information is considered cheating as well.
- Plagiarism of essays, term papers, or research papers from outside materials that are not cited or insufficiently cited. Downloading, copying or pasting any part of an academic assignment or term paper from the Internet or another student is considered a serious act of plagiarism.
- Using an electronic device of any kind without the teacher's permission. (This includes calculators, cell phones, computers, etc.)
- Any other actions that the teacher and/or Dean of Students or Dean of Academics designate as academically dishonest.
- Students who are given permission to work together on an assignment must retain academic integrity and complete their own work that respects

the work of the individual. All members of a group assignment may be penalized for any violation occurring in the group assignment.

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Punishment for violations of academic honesty and integrity will include, minimally one grade deduction for the assignment in question (teachers have discretion for larger grade consequences for major assignments and repeat instances), and a mandatory Workshop Detention for the first offense; a mandatory one-day suspension, detention and a mandatory meeting with the student, her parents and the school administration for a second offense. A third offense may result in expulsion from Ursuline Academy.

Artificial Intelligence (AI) Misuse

The creation, distribution, or possession of AI-generated content that depicts students, staff members, or any member or representation of the school community in false, misleading, inappropriate, or harmful ways is strictly prohibited. This includes, but is not limited to:

- Deepfake images, videos, or audio recordings
- Manipulated or fabricated photographs
- AI-generated content that is sexual, violent, defamatory, or otherwise harmful in nature
- Any AI-generated content used to bully, harass, intimidate, or harm others

Reporting:

Students who become aware of AI-generated content that violates this policy should immediately report it to a teacher, counselor, or administrator. The school is committed to supporting victims and taking swift action to address violations.

Consequences:

Violation of this policy is considered a **major offense** and will result in serious disciplinary action.

Students and parents should understand that creating or sharing such content may also violate state and federal laws, including laws related to cyberbullying, harassment, and the creation of explicit images of minors.

High School Discipline Policy

In 8th-12th grades, infractions are categorized as violations of Ursuline's ideals: *courtesy*, *loyalty*, and *courage*. Each violation accumulates a given number of points. When a student reaches 3 points, she will be required to attend a Detentio*n* Workshop.

- **Minor infractions** result in a 1, 2, or 3 point infraction (see list below).
- **Major infractions** violate the integrity of the Academy's mission and/or threaten the safety or well-being of one or more community members. Major infractions result in detention, suspension, or expulsion at the discretion of administration.

Detention Workshop

Detention empowers students to take responsibility for their actions through reflection. The restorative approach asks four key questions: *What happened? Who was harmed or affected by the behavior? What needs to be done to make things right? How might I behave differently in the future?*

Students may also perform various activities that benefit the Ursuline community.

Minor Infractions

Minor 1-point infractions include but are not limited to:

● Violation of Ursuline Academy's dress code;
● Getting dropped off or picked up in the Nashville Ave. or State St. Faculty Parking lots;
● Tardiness to class after first period;
● Leaving lockers unlocked (including PE lockers);
● Leaving book bags or belongings unattended (including in PE class);
● Failure to get official school documents signed;
● Disruptive classroom behavior;
● Using a locker not assigned by school administration;
● Putting stickers on the ID card or pouch, pins on the lanyard that are not official Ursuline pins or hanging anything else from the lanyard.

2-point infractions include but are not limited to:

● Drinking from a water bottle that does not contain water;
● Sitting inappropriately in common areas (including classrooms, dining hall, library, gymnasiums, etc.);
● Inappropriate language;
● Misconduct at an assembly or other school-related activities;
● Writing on oneself or another student;
● Cutting the lunch line;

- Arriving more than 30 minutes after a dance begins;
- Failure to address staff members using the proper deferential title (Mr., Mrs., Ms., Sr., Coach, etc.);
- Failure to follow Advisory/study period procedures;
- Failure to pick up trash from eating and drinking.
- Taking more than one serving of an item in the Dining Hall at a time;
- Failure to clean your lunch area and return plates, bowls and utensils to the designated area;
- Failure to bring the school blazer or wear dress uniform to school Liturgies and/or designated occasions;
- Being in an unsupervised or restricted area at any time;
- Having food delivered by anyone other than parents;
- Being on the State St. side of campus after 4:00 p.m.;
- Failure to keep the Ursuline issued computer covered (cover must be able to remain on when in use protecting all the outside surfaces);
- Negatively campaigning for a Student Council candidate or violating any election rules for a candidate;
- Failure to follow directions after being warned;
- Improper transport/storage of school computer (ex. tucking computer inside school skirt, walking while computer is open, sitting on a backpack which contains a computer, etc.);
- Being in possession of the Ursuline issued computer while you or someone you are with is eating/drinking
- Failure to report to a teachers personal detention;
- Chromebooks are not permitted in the dining halls during lunch

3-point infractions include but not limited to:

- Failure to bring computer to class. Students who have a graded assignment or assessment on that day will receive a 10 percent grading penalty along with a printed copy;
- Chewing gum
- Disorderly conduct during an emergency drill
- Improper check-in/check-out procedure (even if the first bell has not yet rung). Students are required to sign out on the form located in the main office before exiting the building at any time of the day;
- Attempting to throw away plates, bowls or utensils;
- Failure to be connected to the correct channel for Mosyle Manager or have loaded a different version/options of Mosyle Manager on your school issued or in any way block the system from the teacher's view;
- Failure to be connected to Ursuline's network while on campus;
- Failure to stand and be respectful during any prayer, the Pledge of Allegiance, the National Anthem, or during any moment instructed by faculty or administration;
- Not wearing the Ursuline issued fob student ID and lanyard ($20 fee for replacement ID);
- Being in possession of a cell phone, smart watch, or any other communication device

between 7:55am and 3:05pm;
- Possession of or use of unapproved electronic devices including cameras, cell phones, IPads, Smart Watches, etc. between 7:30am and 3:05pm or during any type of detention;
- Wearing headphones when not explicitly given permission to do so;
- Accumulation of five tardies to school;

Major Infractions include but are not limited to:
- Insubordination, disrespect, lying to a faculty or staff member;
- Disturbance of a worship service or formal ceremony;
- Use of blasphemous and/or obscene language;

Major Offenses

Detention, suspension or expulsion may be the punishment for serious infractions.

Suspensions will be given to students who commit major offenses as well as those who repeatedly violate school rules. Students who are issued five (5) detentions in one semester will receive an in-school suspension. During the time of the suspension, the student may not participate in any school-sponsored activities and she will be counted absent from classes. All suspension days will be counted against the Academy's exam exemption policy. Students must complete all assignments during the in-school suspension, including tests and quizzes. Teachers will provide suspended students with daily work and students will receive credit for any daily work, quizzes, or tests completed during a suspension. Parents will be notified of the suspension both by phone and emailed letter.

Any student who is suspended may be placed on disciplinary probation with terms of the probation determined by the school administration. The probation will remain in effect for the rest of the academic year. A student who violates the terms of her probation may be required to appear before the Discipline Board, and/or she may be asked to withdraw from Ursuline Academy.

Suspension infractions include but are not limited to:
- Accumulation of five (5) detentions;
- Insubordination, disrespect, lying to a faculty or staff member;
- Disturbance of a worship service or formal ceremony;
- Possession of obscene or pornographic books or pictures on campus;
- Use of blasphemous and/or obscene language;
- Forging a signature on any official school document;
- Participation in any obscene or pornographic acts on or off campus;
- Misuse of the internet or computer resources (refer to the section on Technology);
- Truancy from school or leaving school without permission including during a

student's flex/study period (students truant from class will be given a zero on all assignments missed);
- Vandalism;
- Physical fighting on or off campus;
- Possession or use of alcohol or alcoholic beverages on campus, while in uniform, or at a school-sponsored activity**;
- Attending a school-sponsored activity after drinking alcoholic beverages**;
- Possession or use of tobacco or electronic cigarettes, vaporizers, etc. on campus, while in uniform, or at a school-sponsored activity**;
- Harassment of any nature (refer to the section on Harassment);
- Use of blasphemous and/or obscene language;

Expulsion from Ursuline Academy may result from serious offenses.
Expulsion infractions include but are not limited to:
- Possession or use of a firearm or dangerous weapon on campus, while in uniform, or at a school-sponsored activity**;
- Stealing and /or possession of stolen property;
- Possession of or use of illegal drugs on campus, while in uniform, or at a school-sponsored activity**;
- Any behavior, on-campus or off-campus, which adversely impacts the well-being of another member of the school or the good name and reputation of Ursuline Academy, including violations of civil or criminal law.

**Students may be held accountable for the behavior of their dates or guests at school activities.

A recommendation for expulsion may include any conduct stated herein for which the principal or designee may suspend a student, place the student into an on-campus suspension, or recommend expulsion if the conduct is serious or persistent. The principal makes the disciplinary determination based on the severity of the misconduct.

Upon the conclusion and finding that a student is guilty of conduct warranting expulsion of any of the offenses listed above, a parent has three (3) days to appeal the decision to the President of the Academy. The President of the Academy may modify, reverse, or accept the recommendation of the principal on a case-by-case basis. The decision of the President is final.

The principal's decision shall be subject to the final review and approval of the President of the Academy.

Corporal punishment in any form is prohibited by Ursuline Academy.

Disciplinary Procedures In The Classroom

All classroom procedures are based on mutual dignity and respect among teachers and students. Teachers will address all inappropriate classroom behavior which disrupts learning. Classroom discipline policies will dictate proactive interventions and strategies. To be certain all students are treated fairly and with respect, the following steps are taken by teachers, who are the primary disciplinarians in the classroom.

- **Step One**: Verbal warnings to stop disruptive or inappropriate behavior (teachers may implement their own classroom consequence for warnings given to student)
- **Step Two**: Phone call or email notification by faculty to parent - Ursuline Academy considers parents as partners in their child's education
- **Step Three**: Workshop Detention - Dean of Students. The aim of a Workshop Detention at Ursuline Academy is restorative by design, building healthy relationships and empowering students to take responsibility for their actions. The restorative approach asks four key questions:
    - *What happened?*
    - *Who was harmed or affected by the behavior?*
    - *What needs to be done to make things better?*
    - *How might I behave differently in the future?*
- **Step Four:** Parent conference. This conference will include the parent or guardian, Dean of Students or other available Administrator, and Guidance Counselor

A student who engages in behavior which is substantially disruptive to the education process or substantially interferes with a teacher's authority in the classroom, may be removed from the class and serve an in-school suspension.

Penalties For Infractions Of Classroom Policies

- Teacher Assigned Disciplinary Action
- Workshop Detention
- Suspension
- Disciplinary Probation
- Expulsion from School

A student accused of committing a battery or an assault or making statements threatening physical harm on or to any Ursuline Academy employee shall be suspended by the principal or designee form the school immediately and the student shall be removed immediately from the school premises.

Any Ursuline Academy administrator, teacher, counselor, bus operator, or other employee who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication and reasonably believes that the threat is credible and imminent, shall immediately report the threat to local law enforcement. If a person so reported is a student, she shall not be allowed to return to school until the procedures required in La. R.S. 17:409.5 have been followed

and complied with by the student. If the threat is not believed to be credible and imminent by an employee, she shall immediately report the threat to the principal or other administrator for further investigation.

Academy Students Services

Theology Program

Ursuline Academy is a Catholic school for girls founded by the religious Order of St. Ursula in keeping with the charism of St. Angela Merici. The mission of the Ursulines is educating young women for home, society and the Church. An essential component of the academic program of the school is the religious education program. The student body is comprised of girls of many faiths, and no student is denied admission because of religious affiliation. All students are expected to attend and respectfully participate in all theology classes, monthly adoration, class retreats, school Masses and prayer services.

y Program

The Office of Mission and Ministry focuses on the spiritual formation of the students. Catholic tradition, the counsels of St. Angela Merici, foundress of the Ursuline order, and the Ursuline philosophy of *Serviam* (“I will serve”) are the guideposts of the ministry. The primary focus of the office is to challenge and nourish the spiritual life of every student through promotion of active participation in daily school prayer, in Eucharistic Liturgies (Masses), prayer services, student service to the broader community (including local, national, and global) and to the school community, involvement in class retreats, and service of the peer ministers to the school community.

Faith Formation & Class Retreats

Offering each student opportunities for faith formation and spiritual growth is essential to our Campus Ministry Program. Ursuline students in grades 7th-12th are required to attend a class retreat. If a student is unable to attend a retreat, the Campus Ministry Team must be notified in advance. The student must come to school on the day of the retreat to complete assignments provided by the Campus Minister to be completed by the end of that school day (a student must remain at Ursuline until the end of the school day). High School students will need to complete an additional 5 service hours in her focus area.

Serviam

Each Ursuline school shares a common commitment to forming students as servant leaders. The Latin word, *Serviam* ("I will serve"), inspires all Ursuline women. Starting with service projects initiated both inside and outside of school, the spirit of *Serviam* gives rise to lifelong dedication to serving the neighbor in need.

Counseling Department

Ursuline offers the services of several counselors to assist students. The counselors work in a collaborative effort with students, parents, teachers, administrators, and the overall Ursuline community to help students focus on academic, behavioral, emotional, spiritual, and social development difficulties that may interfere with attendance, achievement, and adjustment in school. The Counseling Program's primary goal is to guide students toward success in school and in life.
Counseling services include:

- Individual meetings that address academic, career, and social concerns related to school; Individual meetings with a counselor should not be seen as therapy sessions. The aim is to provide tools to solve issues.
- Small group sessions to address various topics such as problem solving, career choices, team building, conflict resolution, communication, educational planning, and peer relationships;
- Classroom guidance lessons; play time observations
- Parent and teacher consultations to help create a plan for a student and/or provide resources to families who may need assistance;
- Consultations with outside providers, and coordination of accommodations
- Referral assistance to other services and programs as needed;

Some examples for speaking with the counselor may include:

- Loss of a loved one or pet
- Friendship issues
- Academic difficulties
- Difficulty coming to school
- Conflict resolution
- New student transition

The counselor is not able to provide the following services to children or to their parents:

- Testimony in court in child custody matters other than as to facts and then only if subpoenaed.
- Clinical counseling or intensive long-term counseling services when they are needed by a child or family
- Scheduled visits for parents with regard to visitation rights for custody

Counselors are available to students from 7:30 a.m. until 3:30 p.m. The counselors will periodically call in the students throughout the year. A student may request to see a counselor at any time but must have permission from her teacher to miss class. A teacher has the right to refuse to allow a student to miss class. Students may not miss a test to see a counselor and they have the responsibility to make up all work missed while meeting with the counselor.

In the spring of sophomore year every student will be invited to have an individual meeting with her parents and counselor regarding college planning. All students are expected to apply to at least one college. *The ultimate responsibility for meeting all deadlines for transcript requests, college applications, scholarships, test registration, financial aid applications and letters of recommendation lies with the student.* A written transcript request and/or letters of recommendation must be made at least **fifteen** school days in advance of the date required.

Professional Disclosure Statement

All information shared by students, parents, and teachers is kept confidential consistent with applicable law, i.e., only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include but are not necessarily limited to circumstances where the child reveals information about harm or possible harm to herself or to another person or where the child reveals information about abuse. The school counselor will act at all times in a professional manner that is consistent with the legal and ethical standards that all school counselors uphold.

Elementary Learning Center

The Learning Center at Ursuline Academy is designed to address the needs of all students.

Students participating in the Learning Center will be required to meet all academic expectations for their designated grade level. By 3rd grade students must have a full educational evaluation on file to qualify for The Learning Center. A student must submit a full psycho- educational evaluation from a psychologist or psychiatrist within three years of the current academic year. The evaluation must include a DSM diagnosis, a list and summary of the assessments and test results used in the evaluation, and a list of suggested adjustments.

Student Individual Needs and Evaluations

Parents are required to make an appointment to visit with the counselor. If an emergency arises that requires a parent to meet with a counselor first thing in the morning, please leave her a voice message, and she will contact you at her earliest convenience. If a parent would like to meet with the counselor, appointments should be requested via e-mail or phone.

Ursuline Academy is designed to address the needs of those students who have learning differences. A student must submit an educational evaluation from a psychologist or psychiatrist within three years of the current academic year. The evaluation must include a DSM diagnosis, a list and summary of the assessments and test results used in the evaluation, and a list of suggested adjustments.

Parents should have all required paperwork submitted by the first day of school so that the counselor can arrange for a meeting with the Individual Needs Committee (INC) that will review all required information and determine if the student is eligible for an Individual Needs Plan (INP) and additional classroom adjustments that may assist her in achieving her academic potential. The INC consists of members of the Administrative team and the student's teacher(s). Should the INC determine that the student needs accommodations, the parents and student will review and sign a list of classroom adjustments, which Ursuline will provide. Students without a full current educational evaluation on file will not be afforded any accommodations in the classroom.

The INP does not address the needs of students requiring Special Education nor does it offer remedial courses. Students whose learning differences require ongoing services such as long-term individual tutoring and reading remediation must receive these services outside of the academic day from private sources. The INC determines which accommodations a student will receive and reserves the right to discern whether the accommodations suggested in the student's paperwork by doctors, psychologists, psychiatrists, and any other people forming an opinion on the student's personal needs will be met.

Student Health

State regulations require that the office have a health form on file for each student. All new students to the Academy and all students who have updated health information must submit these forms to Blackbaud during the first full week of classes. Students who do not submit said form will not be permitted to attend any classes until the form is completed and returned to school.

Notification of Asbestos Inspection and Management Plan Availability

In compliance with the Environmental Protection Agency's Asbestos Containing Material in Schools Rule of October 1987 and Louisiana Administrative Code Title 33:III.27, Ursuline Academy is required to notify you of the following:

1. Asbestos is a mineral fiber used in certain building materials such as floor tile, ceiling tile, insulation and several other applications for many years. Unfortunately, it has been determined that asbestos fibers can cause serious health effects, if they are not properly managed.
2. An Inspection has been conducted in all school buildings in our system to locate and assess the condition of asbestos containing materials. You may view a copy of the asbestos inspection report and the management plan for your school by contacting your principal's office or the main administrative office at 2635 State Street, New Orleans, Louisiana.
3. The management plan includes a description of asbestos containing building materials in the school, procedures for re-inspections and period surveillance by qualified individuals.
4. We want you to know that we have instituted procedures, which will document steps taken to maintain the remaining asbestos in a safe condition, until it can be removed or replaced. We will continue to keep you informed of new action regarding asbestos.

Allergies

Students with food allergies must complete the Ursuline Academy Allergy Form in Blackbaud before the first day of school. If a student develops a food allergy during the school year, the Ursuline Academy Allergy Form must be resubmitted immediately upon diagnosis.

If a student is ordered an inhaler or epi pen, the parent must have the FARE emergency plan and medication order form completed by the physician. If the student is planning to

carry their inhaler/epi pen on their person, the medication order and/or FARE form must state that the student self-administered.

Please be cognizant that many children do suffer from serious allergies, especially to nuts. In order to maintain a healthy environment, please do not send snacks or treats to the classroom that contain nuts.

Child Abuse Laws

Ursuline Academy abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Diabetes Treatment Plan (From Nonpublic Bulletin 741)

Any elementary or secondary school student who seeks care for diabetes while at school or participating in a school related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or guardian to be responsible for such student's diabetes treatment. The diabetes management plan shall be kept on file in the school in which the child is enrolled and shall include:

a. an evaluation of the student's level of understanding of her condition and her ability to manage his diabetes;

b. the diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity;

c. a timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student; and

d. the signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The plan shall be submitted annually to the principal or appropriately designated school personnel:

a. prior to or within five school days after the beginning of each school year

b. upon enrollment, if the student enrolls in the school after the beginning of the school year;

c. as soon as practicable following the student's receipt of a diagnosis of diabetes; or

d. as warranted by changes in the student's medical condition.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, R.S. 17:411, R.S. 17:170(D), R.S. 17:170(A)(1), and R.S. 17:436.3. HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 39:480 (March 2013).

Head Lice

When a case of head lice is reported in a given class, the school is required to examine the hair of each child in that class. Additionally, should the infested child have a sibling in another class, that class must also be examined. The nurse will conduct the examinations. A parent will be notified if her daughter has head lice. Any child who is found to have head lice or nits must be sent home. The student may return to school once appropriate treatment has begun. Students must be rechecked by the nurse before returning to class. The same holds true if re-treatment is necessary.

Illness/Injury

A student with a fever at or above 100.4 degrees must remain at home UNTIL she is fever free without medication for 24 hours.

A student with vomiting and/or diarrhea MAY NOT return to school until she has been free of vomiting and/or diarrhea for 24 hours.

A student who becomes ill or is injured at school, if she is able to do so, is to report immediately to the office. If a student does not feel well enough to attend class, her parents will be called to take her home. If parents cannot be reached, persons designated as emergency contacts will be called. Under no circumstances may a student call her parents to take her home unless the office has been notified.

In the case of an accident, student insurance, as indicated in the information sent home at the beginning of the year, is only a supplement to the parents' primary carrier. It pays only after the parent has paid the medical bills and has filled out the appropriate forms. In the event a student is injured at school and the parent wishes to make a claim on the

student health insurance, the parent must notify the Business Office in writing within 10 days of the accident. The office will send the insurance form home. It is the parents' responsibility to file the claim in the appropriate manner within 30 days of the injury.

Should a student require assistance from the elevator then a letter must be on file from a physician stating the need for the elevator and the time period for which the elevator will be necessary. Students will receive a pass from the nurse and the pass must be visible. Students who take an elevator are responsible for getting notes or assignments from any class time missed.

Immunizations

According to "Louisiana Immunization Requirements For Students In Accordance To R.S. 17:170 Student Immunizations, parents are required to send in an up–to-date record of their daughter's immunizations, which are due the first week of each school year.

Following are the State's guidelines:

LOUISIANA STATE LAW requires prior to school entry: 2 doses of MMR, 3 Hepatitis B, 2 Varicella and booster doses of DTaP and Polio vaccines on or after the 4th birthday and prior to school entry. A preschool dose is not necessary if the 4th dose of DTaP and the 3rd dose of IPV (provided it is administered at least 6 months after dose 2) are administered after the 4th birthday. Sixth graders (11 -12 years of age) are required: 1 Tdap, 2 VAR, 2MMR, 3 HBV, 1 MCV. Entry for institutions of higher learning requires 2

doses of MMR, 1 Td/Tdap and 2 doses of MCV4 OR 1 dose, if first dose was given on or after age 16.

If a student is not immunized, parents must submit a letter from a physician stating that the procedure is contraindicated for medical reasons or a written dissent.

Limitations on Medical Care

Ursuline Academy endeavors to the full extent of its capability to provide a quality education for all students. At the same time, Ursuline does not have the capability to perform all medical services that a child may need. By signing the Handbook Release Form, parents and/or legal guardians acknowledge that Ursuline does not provide any and all medical services and that the school does not assume the role of health-care provider in diagnosing or treating its students; nor do the personnel (including the principal, faculty, and staff) have experience, knowledge, or expertise in providing emergency medical treatment that may be necessary for any student, including but not limited to—and by way of example only—any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student. In specific circumstances in which a student needs to self-medicate or requires assistance with medication, the parents and/or legal guardians acknowledge that the school may be unable to accommodate the medical needs of their child/student. In the event such assistance is needed, this matter should be discussed directly with the school principal in order to determine what steps can be taken in regard to providing the student with medical assistance. In those circumstances in which the student needs to self-medicate or needs other medical assistance, the parents and/or legal guardians acknowledge that this must be discussed directly with the school principal.

Medication

Over the counter medication (OTC) may be dispensed at school as long as a parent has sent the OTC medication to the school in the original container, in a bag labeled with the student's name along with a permission note signed by the parent.

All prescription medication must be delivered directly to the nurse by a parent or adult representative. Prescription medications may not be dropped off by the child to the front office. When the medication is classified as a controlled substance, verification of quantity must be conducted with a licensed nurse in attendance. A State of Louisiana Medication Order Form must be signed by a parent or adult representative at the time of delivery. A note from the parent will not be accepted.

Students may not carry their own medicine during the school day. If a child has to

take any medication in school which is prescribed by a doctor (including EpiPens & inhalers), that medication must be sent to school in the container received from the pharmacy, delivered to the Nurse's Office, and must have on its label the following:

- Child's name
- Name of child's doctor
- Dose & route of administration
- Frequency
- Date & expiration date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the nurse's office. The nurse's hours are 9:00 AM - 2:00 PM. We reserve the right to refuse to dispense certain medications.

Unauthorized Substances

Ursuline Academy forbids the use, possession and/or distribution of alcohol and drugs by its students. Being under the influence of any mind-altering substance or in the company of someone using drugs and/or drinking alcohol will result in immediate consequences. Ursuline reserves the right to require drug screening tests, to be administered within 24 hours, to those students who exhibit behavior ordinarily associated with alcohol or illicit drug use. Parents who refuse to allow their daughter's being tested will be required to remove their daughter from the school. The hair drug test may be administered by and kept in the confidence of the Principal and Dean of Students. Parents will be responsible for the cost of any drug screen. Students may be asked to remain at home until the results of the drug screen are available.

Extracurricular Activities And Clubs

Grades K-7

Students are encouraged to participate in extracurricular activities for personal enrichment and to build relationships with the Ursuline community. Each club is led by a moderator. Permission must be obtained from the Dean of Students for all activities sponsored by Ursuline Academy, whether on school grounds or elsewhere. Students shall consult club moderators before initiating any action with regard to activities.

All students must maintain a **C** average and be in good standing with the Dean of Students office in order to participate in extra-curricular activities. A student will not be excused from a detention to attend an extra-curricular activity.

High School

Each of the five grade levels (8-12) is led by its elected class officers. The officers and sponsors are responsible for organizing and coordinating the efforts of class members in the execution of the activities of the class. All members of a class are encouraged to participate enthusiastically in the activities of their class.

Permission must be obtained from the Dean of Students for activities associated with the school, whether they are held on school grounds or elsewhere. Students should consult the Dean of Students before initiating any action with regard to a class activity.

Clubs and Organizations

Students are encouraged to participate in extracurricular activities for personal enrichment and to build relationships with the Ursuline community. Each club is led by a faculty moderator and club officers. Application to begin a new club must be made with the approval of the Dean of Students. Clubs generally meet during lunch or after school and are overseen by the Student Council. Permission must be obtained from the Dean of Students for all activities sponsored by Ursuline Academy, whether on school grounds or elsewhere. Students shall consult club moderators before initiating any action with regard to activities. Directives of moderators must be followed in the planning and execution of club activities.

All athletes must refer to the Ursuline Athletic Handbook for additional guidelines and rules.

General Policies

Safety

To ensure the safety of students and staff, Ursuline Academy maintains and enforces a high state of security throughout the campus. Be aware that all measures allowed by law are in effect to protect the rights and lives of the entire staff and student body. All students should have their school issued identification on them at all times on campus, attending school activities off campus, and riding school authorized transportation. Students and parents are urged to refer to this handbook throughout the year for information and for explanations of policies. Handbook items updated throughout the year will be emailed to parents and students through our administrative software.
It is of utmost importance for parents to support Campus Safety policies. In addition,

parents may not show up at any teacher's classroom for any reason including but not limited to dropping off supplies, for a conference, or to pick up a child. Supplies may be dropped off to the Office Administrative Assistant at Date Door. Conferences may be scheduled via e-mail or telephone, and students who need to be picked up will be sent to Date Door to meet their parents.

Assault and Awareness Prevention

As required age and grade appropriate instruction is provided in the classroom instruction. Students may report to a school counselor or other school employee circumstances surrounding any abuse or assault. In addition, reports may be made to the toll-free hotline operated by the Department of Children and Family Services by calling: 1-855-4LA-KIDS (1-855-452-5437)

School Crisis Management and Response Plans

Ursuline Academy maintains a crisis management and response plan for the school campus. The plans address school safety and incident violence at a school, on a school bus and at school-related activities. Each year the principal conducts a safety drill to rehearse components of the plan. In the event of a violent incident or emergency situation notice will be provided to parents.

Student Safety Reporting

Students who recognize potential threats to school safety that are posted on the internet, including but not limited to posts on social media should report such information to the principal immediately.

Search and Seizure

The student's right to privacy is respected at Ursuline, however, where there is a reasonable cause to believe stolen items, illegal drugs, alcoholic beverages or other items specifically prohibited by law or school regulations may be in a student's locker and/or desk, said locker and/or desk may be searched by the administration. School officials may require a student to reveal the contents of her purse, backpacks and/or items carried on her person – including any and all electronic devices - when there are reasonable grounds to believe that the student has items prohibited by law and/or school policy. When there is reasonable suspicion that a student or students have possession of illegal or stolen property, the student or students may be detained and an on-the-spot search conducted.

Any teacher, principal, school security guard, or administrator may search any building,

desk, locker, area, grounds, or vehicle parked on school property for evidence that the law, a school rule, or Board policy has been violated. Ursuline Academy is the exclusive owner of all buildings, all desks and lockers, electronic devices issued by the Academy and all are subject to be searched. The permission granted to park an automobile or vehicle on any Ursuline property constitutes consent of the owner and/or operator to allow a search of the vehicle As mentioned in the Student Handbook concerning Technology, Ursuline administration reserves the right to search a student's cell phone or computer when the administration has reason to believe these devices have been used to violate school policies or procedures.

The carrying of a firearm or dangerous weapon by a student on school property, at a school sponsored function, or in a firearm-free zone is unlawful in the State of Louisiana. It is unlawful for a student to carry or possess any firearm or dangerous weapon at any time while on a school campus, on school transportation, or at any school-sponsored function, including but not limited to athletic competitions, dances, parties, any extracurricular activities or within one thousand feet of any school campus. Carrying and/or possessing a firearm or dangerous weapon by a student is a major offense and may incur immediate expulsion. The administration, in accordance with state law, shall immediately report the name of any student who violates this policy to the police department or sheriff's department and shall deliver any firearm or weapon seized to that agency. The principal will also immediately notify the student's parents

Closing of School

Although Ursuline Academy is a private school and is not, by definition, an Archdiocesan high school, the school has elected to be included in the emergency closing procedure of the Office of Catholic Schools. Accordingly, the following constitutes Ursuline Academy's emergency closure policy:

The official announcement of closing will come from the Superintendent of Archdiocesan schools or the President of Ursuline Academy. The only official medium for announcements is radio station WWL 870 AM. In the event that it becomes necessary for only Ursuline Academy to close, the Office of Catholic Schools and radio

station WWL 870 AM will be notified of our individual closing and parents will also be notified through *Finalsite Messages XR.* If an emergency dismissal is necessary because of inclement weather or any unforeseen circumstance, the Emergency Dismissal Permit on file will be used to exercise the option determined by the parent.

Campus Regulations and Safety

There should be no running in the halls or on the steps. A quiet atmosphere is to be maintained at change of classes, breaks, and dismissals. This is especially true in the locker areas. Students will show respect and reverence by being quiet in the Chapel area and silent in the Chapel so that others always have the opportunity to pray.

Dining Hall

Noise shall be kept at a minimum in the dining hall areas. Loud singing and shouting are not permitted. In order to help prevent waste, students must only take one serving of items at a time then return for seconds. Students are required to clear their tables after eating and return all plates, bowls, utensils, etc to the designated areas in the Dining Hall. Students are not to ask to borrow things from the dining hall, and they are not to take dishes, trays, or utensils from approved eating areas. Respect must be accorded dining hall personnel and faculty members. Lack of courtesy, disrespect and inappropriate conduct are major offenses. Book bags are not allowed in the Dining Hall. Breakfast and afternoon snacks may be purchased by loading funds on your student ID card.

Electronics

Cell phones, smart watches, iPads, and electronic tablets or any other electronic equipment are not to be used during the school day except for the school-issued computer. All electronic devices must be kept in lockers prior to the first bell until dismissal. Any electronic device that is confiscated by the faculty or administration will be held by the Dean of Students until a parent comes to pick it up. A detention will be issued to any student who is in violation of this rule.

K-7 Grade Carport Procedures

Responsibility for maintaining a safe and courteous carport operation rests on students, teachers and parents. Students are to remember that their prompt arrival at the carport is the only way to ensure a quick and smooth flow of traffic.

School representatives will not allow a child to be placed in a vehicle in a carpool when it is obvious that per applicable laws the child is in need of a car seat and none is in the vehicle. Parents/guardians are solely responsible for ensuring child automobile restraints are age, weight and height appropriate, properly installed and are used in accordance with the law. Please see the Louisiana Child Passenger Safety Laws for specifics regarding appropriate equipment:
https://www.lahighwaysafety.org/our-programs/child-passenger-safety/

The following procedures must be followed for safety:

All parents dropping off and/or picking up will have to enter the Claiborne gate, drop off at the carport pavilion where the security guard and a duty teacher will be waiting. K-7th students must remain in their vehicles until a staff member opens the door for the student. Parents will then proceed to exit right at the first Nashville gate. Parents **must exit right** in order to keep the traffic moving. Your cooperation is very important and greatly appreciated.

Regular Dismissal time for Grades K-7 is 3:05pm. Please **do not** enter the Claiborne gate before the designated time or you will be asked to exit and re-enter. No space will be available along the line for parents to park and wait.

The designated Claiborne area is the only entrance and departure location for the students in grades K-7.

Elementary walkers must use the designated “Walker Gate” area on Nashville Ave. near Lion’s Den. Parents should never enter the carpool area on foot.

An elementary school student in a carpool with high school students must bring a note from one of her parents or email attendance@uanola.org, which gives her permission to enter and/or depart at the high school entrances. Students will not be allowed to remain in the high school area after 3:30 p.m. If an elementary student’s ride is not leaving until after 3:30 p.m., she must go to after-school care. **Students in unauthorized areas at unauthorized times will receive a Conduct Infraction.**

Field Trips

K-7 Grade Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grade levels do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location and the experience ensure a successful learning opportunity.
- Individual teachers in consultation with the administration reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. **Verbal permission cannot be accepted. Forms made available on Blackbaud may be returned on Blackbaud.**
- Cell phones are NOT allowed on field trips.
- Students may NOT be checked out from the field trip location.

Out-of-school activities that use parent/student transportation may not deviate from the planned trip as assigned by the supervising teacher/moderator of the activity. Any deviation from the planned trip nullifies the liability of the Academy and all Academy personnel involved in the activity. Any student involved in any deviation from a planned field trip may receive disciplinary consequences.

High School Field Trips

Field trips provide learning opportunities unavailable in the regular classroom setting, and the students participating in them must be conscious of the educational purpose of a trip and conduct themselves accordingly. Students on field trips are expected to abide by the regulations set forth within the Student Handbook with regard to all aspects of their behavior. Students with a current grade of “D” or “F” will be approved only at the discretion of the teacher and administration. All students are responsible for making up any work missed due to their absence.

Only official off-campus activity forms will be accepted as permission slips for field trips. These forms must be signed by a parent or guardian and returned to the appropriate faculty member no later than the day before the event. School policy prohibits a note

from a parent being substituted for the official off-campus activity form that the student was given. Students who do not comply with the above policy must forfeit the privilege of attending the field trip. The teacher reserves the right to request an assignment to be completed by the student in lieu of the field trip.

Out-of-school activities that use parent/student transportation may not deviate from the planned trip as assigned by the supervising teacher/moderator of the activity. Any deviation from the planned trip nullifies the liability of the Academy and all Academy personnel involved in the activity. Any student involved in any deviation from a planned field trip may receive disciplinary consequences.

Fire/Emergency Procedures

During fire and other emergency drills, students are required to conduct themselves in a manner reflecting their responsibility for the personal safety of themselves and of other occupants of the building.

Students must:

- Familiarize themselves with emergency information posted;
- Begin moving when the alarm is sounded, closing nearby windows and doors;
- Maintain orderly lines and silence;
- Respond immediately and appropriately to directions;
- Remain in the place designated after exiting from the building;
- Refrain from using any electronic devices;
- Return to the building immediately when the signal is given.

During the time before school, at lunch, or after school students shall, upon leaving the building, report to the nearest teacher and remain with the group.

Please Note:
A student who exhibits disorderly conduct during a fire drill or other emergency drill will receive an immediate detention. **The activation of an alarm as a prank is a reason for expulsion.**

Illness or Accident

A student who becomes ill or is injured at school must report immediately to the nurse if she is able to do so. If a student does not feel well enough to attend class, a parent will be called to take her home. If a parent cannot be reached, persons designated on the student's Emergency Contact list will be called, and their instructions will be followed.

Under no circumstances may a student call her parents to take her home until the office has been notified. All phone calls must be made from the school office.
Students who become sick with fever will immediately be moved to the isolation room. A parent or emergency contact will be contacted to pick up the child. The School Nurse will stay in contact with the student's family regarding the student's return to school.

The school nurse may dispense medicine indicated on the Database Information Verification Form as well as prescription medication that is packaged in the appropriately labeled current prescription container. All prescription medicine must be delivered to the Nurse's Office prior to the first bell along with a signed and dated parental note with instructions for distribution. Also included in this policy are any over the counter medicines. Students may not carry their own medicine during the school day. It is a major offense for a student to dispense her own medicine.

Students are reminded of Ursuline Academy's policy regarding the use of illegal drugs as outlined under "major offenses" in the *Discipline* section of this handbook. It is a major offense for a student to take medication not prescribed for her or give any type of medication, be it over-the-counter or prescription, to another student.

In the event of an accident, the supervising adult must report immediately to the administration and complete the required accident report.

Ursuline Academy provides partial compensation for injuries caused by accidents to students while on the school grounds or while participating in school-sponsored activities. However, the student's personal insurance is the primary provider for all claims. If a balance for medical treatment remains after the insurance compensation has been paid, it is the responsibility of the student's parents or guardians to pay the balance.

State regulations require that the office have a health form on file for each student. All new students to the Academy and all students who have updated health information must submit these forms to the office by the end of the first full week of classes. Students who do not submit said form will not be permitted to attend any classes until the form is completed and returned to school.

Students with food allergies must submit the Ursuline Academy Allergy Form found on the Blackbaud portal,before the first day of school. If a student develops a food allergy

during the school year, the Ursuline Academy Allergy Form must be submitted to Blackbaud immediately upon diagnosis.

Lockers (including PE Lockers)

Lockers are property of Ursuline Academy even though they are assigned individually to students. Students are reminded that there are no areas on the school grounds that are absolutely private to students. As mentioned above, all lockers are subject to search and seizure by school administration.

Lockers must be kept locked. Failure to lock one's locker may result in a detention. Students who use lockers not assigned to them will be issued a detention. The school is not responsible for articles left in lockers or anywhere on campus. Students who lose their locks will be required to purchase a new one from the UA Spirit Store. Only locks approved by Ursuline Academy will be permitted on lockers (including PE Lockers). Students may not put anything on the outer or inner surfaces of the lockers that, in the opinion of the administration, will mar the surface of the lockers or is deemed inappropriate.

Lost and Found

A Lost and Found is maintained in the school office. Books and other student possessions should be kept only in lockers or classrooms. Each student is responsible for her own personal belongings. The school cannot assume responsibility for such articles. Student possessions left in other areas, such as halls, bathrooms, etc., will be collected and may be claimed from the Lost and Found Department. Unclaimed articles will be donated to charity at the end of each semester.

Messages to Students

Because of the number of students and the problems associated with disrupting class for messages, only emergency messages will be relayed to students during school hours. Parents who find it necessary to deliver a message, uniform, or homework during the school day, should report to Date Door, not to the student's classroom. Only emergency messages, (the designation of "emergency" will be determined by the administration) will be delivered to students. End of day messages must be submitted to the office by 2:30. While parents may deliver forgotten homework to school, students

will not receive the homework until lunchtime (when delivered in the morning) or the last five minutes of the day (when delivered after lunch). If homework is due after the parent delivers the homework but before the student receives it, it is considered late. In other words, class will not be interrupted for delivery of homework and students who do not have homework will be penalized.

Off-campus Clubs, Associations and Organizations

Posters, announcements, fundraising, or activities associated with an off-campus club, association, or organization must have the expressed approval of the Ursuline Academy administration before they can be publicized on campus.

Personal Items

Students are prohibited from bringing personal items that may serve as a distraction to the teacher, student or her classmates, such as fidget spinners, games, or any small electronic gadgets.

School Bags

School bags, backpacks, or rolling backpacks are all permitted. Should a student choose to use a rolling backpack, she must be able to transport it up and down the stairs as no students will be permitted to use the elevator. Purses and small bags should be placed in a student's bookbag and are not allowed at lunch, assemblies, Mass and other community gatherings.

Snacks

Elementary students will have a snack each afternoon. Middle school students will bring a healthy snack from home for snack time. Students are not able to leave carport during dismissal time to buy a snack.

Birthdays/Treats for Classes K-7

Birthdays are a special milestone for our students, and we love celebrating them as a school community. To maintain a safe and distraction free learning environment, please follow these guidelines if you choose to send a birthday treat. The only food items permitted for birthday celebrations are cakes, cupcakes, cookies, donuts, or individually wrapped treats. No other food, beverages, or gifts may be distributed. Please remember Ursuline is a nut free environment. Treats should be individually portioned

(e.g., cupcakes or pre-sliced cake) and include enough servings for all students in the class plus the teacher. Please send disposable plates or napkins if needed. Birthday treats may be dropped off in the office prior to lunch. K-7 parents are welcome to join their child on their birthday during lunch. Those wishing to participate in the Sage Dining lunch should pay at the front desk. Parents must leave campus prior to the start of recess or the next class period. Please do not send balloons, flowers, gifts, or goodie bags to school. These items are best reserved for home celebrations. Parents who wish to send a treat should contact their child's classroom teacher at least three days in advance to make arrangements.

Students may distribute birthday party invitations at school only when all students in their class are invited. Invitations should be given to the homeroom teacher, who will distribute them to students.

Water bottles

All students may bring water bottles to school which can be refilled with water only throughout the day. All water bottles should be leak-free and must contain a top that can be completely closed. Straw-top bottles that do not close are not allowed. T2-4th grade students should bring bottles that are no larger than 20oz. Water bottles may not contain another school’s logo or name. They may not contain flavored drinks, soft drinks, or water with an add-in such as Crystal Light or MiO. Water bottles are permitted in all classes. Students may drink from their water bottle at any time to stay hydrated.

Socials

The school is not responsible for class trips and/or socials organized by parties other than school administration. The school does not permit unauthorized trips, socials, etc., to be organized during school time or on school property. Invitations to parties may not be distributed at school.

Student Possessions

Books and other student possessions are to be kept only in lockers. Students who leave possessions unattended will be issued a detention. These unattended items may be claimed from the Dean of Students. Unclaimed articles are disposed of at the end of each semester.

Telephone & Cell Phone Usage

K-7

Students must turn off cell phones upon arrival on campus. Cell phones will be turned into the student's homeroom teacher at the beginning of each day and will be returned at the end of the day. Students are not permitted to use their phone anytime during the school day, including carport and aftercare, until they have been picked up by a parent. Smart watches such as Apple Watch are not allowed during the school day. Students will be allowed to use their cell phones to contact parents after extracurricular activities such as sports, dance team, cheer, etc. If there is a dismissal change, parents may contact the office and the message will be delivered to the student. An Elementary student's misuse of this policy will result in an infraction.

High School

Cell phones and Smart Watches such as Apple Watch, may never be used during the school day (7:55am-3:05pm) and should be left in lockers. If a cell phone or smart watch is used by a High School student between the hours of 7:55am and 3:05pm, it will be confiscated and held by the Dean of Students until a parent comes to pick it up and the student will be issued a detention.

Textbooks

All school-issued texts must be kept free of marks and in good condition. Lost or damaged texts must be paid for, at the cost of a replacement copy. A final report card and all records will not be issued until all state textbooks are returned.

Visitors

All approved visitors must enter at Date Door and sign in with the Academy Receptionist. Students are not permitted to have visitors at school (either on campus or in the immediate vicinity of the campus) without prior permission from the administration except for the student's parents or alumnae of Ursuline Academy. Unauthorized visitors will not be permitted to remain on campus either before, during or after the school day

Restricted Areas of Campus

It should be noted that no areas on the school grounds are absolutely private to students, and there are certain areas where students are permitted only with the permission of the principal.

Students are not allowed on the second floor balcony.

High School Restricted Areas

Students are not permitted in the following areas, except by permission of a faculty member:

- The fourth floor (except for the art classroom);

    - Third floor elevator wing (unless you have written permission from the Dean of Students or nurse);
    - Faculty parking areas or cars
    - Student parking areas during the school day;
    - The Ourso Athletic Center, the Fitness and Wellness Center, the Claiborne Avenue campus, or the Sacred Heart Courtyard (except during scheduled P.E. classes or school functions);
    - Second, third or fourth floors of the main building during lunch and after 3:30 p.m. unless meeting with a teacher;
    - Scene Lobby during the school day
    - Senior Lounge (only seniors allowed);
    - Faculty Lounge and copy rooms.

- **After 4 p.m.**, students not involved in an athletic practice may only be in Library Hall, Coke Lobby & the Courtyard. (Students may be picked up on Nashville Ave. carport pavilion until 5:30 p.m.);
- Students who stay for athletic events on campus should have their parents pick them up from the gym area;

Additionally students are not permitted in any other place that, in the judgment of the administration, is unusual or inappropriate. During lunchtime, unless conducting business with a teacher or counselor, all areas are off limits except the following: the dining hall, the designated picnic area, Coke Lobby, Lions' Den, a supervised study room, the Main Courtyard and Senior Lounge (seniors only).

Students are expected to utilize crosswalks and traffic signals when crossing the streets surrounding the Academy's campus, particularly when crossing Claiborne Avenue. Students may receive a detention if they do not adhere to this rule. Students who choose to leave campus after the school day has officially ended do so at their own risk.

Faculty supervision begins at 7:30 a.m. All students must be off campus by 5:30 p.m.

High School General Policies

Cars

Students may park only in the student parking lot or on the street; they must park in accordance with city ordinances. Students are not allowed to park in the places reserved for faculty and staff. Only Ursuline students may enter the student parking lot. Students who park on campus must complete a vehicle registration form. Students who park in the school lot and have not completed the vehicle registration form will be issued a detention and/or lose parking privileges on campus. Students may not return to cars during the school day without permission from the Dean of Students.

Student Marriage

Ursuline Academy's mission statement clearly states as its primary purpose the education of single girls. Having a married student enrolled at the Academy would be in direct conflict with the school's mission. In keeping with its mission statement, Ursuline Academy will not grant admission to married students. Ursuline Academy students who decide to marry prior to high school graduation will be asked to withdraw from the Academy.

Student Pregnancy

Ursuline Academy affirms the moral teachings of the Catholic Church and seeks to provide an atmosphere where Christian values and principles are fostered. Pre-marital sex is not in keeping with Christian morals and principles and is not considered acceptable for Catholic high school students; however, because of our concern for the welfare of each person, any student who becomes pregnant will be dealt with in a sensitive and Christian manner on an individual basis. A conference will be held with the student, her parents and the principal to determine the best alternative arrangements to insure continuation of the student's education in another venue during pregnancy.

Graduating Students Conduct at the End of the Year

- Any senior committing a school-related serious offense (i.e., alcohol/drug/indecent/inappropriate behavior, etc.) after the last regular class period, may be excluded from year-end activities. This specifically includes, but is not limited to, participation in graduation exercises.
- When a senior is prohibited from participating in graduation exercises, the diploma may be given or mailed to the student at the end of the school year.

Graduating seniors shall receive notice of this regulation in their senior orientation prior to the end of the year, and each senior will sign an appropriate document acknowledging receipt of these regulations. Parents will also receive a letter including information about these regulations.

Senior Perks

The following perks are reserved for seniors:

- To leave assemblies first, whenever possible;
- To not have a lock-in at Senior Ring Dance;
- To have the senior Rally area in the gym cleaned by freshmen;
- To wear a cardigan sweater with class design;
- To finish classes before underclassmen at the end of the school year;
- To wear tennis shoes as school uniform shoes beginning April 1st;
- To wear the official Senior Sweater to masses instead of the Ursuline blazer;
- To dress casually for final exams in May;
- Class officers may request other perks to be approved by administration.

Graduation Information

Full participation in the graduation ceremony at Ursuline Academy is a privilege, and not a right, for the individual student and her parents. Therefore, the privilege of graduating with one's class on the stage on Graduation Day is governed by the following principles:

- Successful completion of the course of studies required by both the State of Louisiana and Ursuline Academy's Board of Trustees
- Adhering to the guidelines for graduation dresses (see below) and all directives given at Graduation Practice for the actual mass and ceremony
- Attendance and participation in all senior events leading up to graduation, including Senior Ring Ceremony, Senior Retreat, Senior Mass and Awards Ceremony, and graduation and Baccalaureate Mass practices (students who are tardy to any of these events may face disciplinary consequences)
- All financial obligations to Ursuline Academy must be met

- The 25 hour service requirement must be completed by the deadline.

Honor Societies

Selection to any of Ursuline's honor societies is limited to current sophomores, juniors and seniors and is a privilege, not a right. Membership is not automatically granted simply because a student has achieved a specified level of academic performance. Eligibility is based on courses, clubs and service through Ursuline Academy. To be considered for membership or maintain membership, a student must complete her service hours on time each year. Members who violate the Ursuline Academy Honesty and Integrity Policy, a rule in an honor society constitution or handbook, or commit a major offense as determined by the High School Administration as being a violation of the honor societies standards, will have the right to appear before the Honor Societies Faculty Council. The Council will determine consequences which may include suspension from the Ursuline Chapter of an honor society or possible dismissal from the national organization.

If the right to appear before the Faculty Council is forfeited by the student and/or her parents, the student will automatically be dismissed from the Ursuline chapter of any honor society to which she is a member for the remainder of the academic year. She then must appeal to the Dean of Students, in writing by September 1 of the next academic year, for consideration for reinstatement by the administration.

Descriptions of eligibility for each Honor Society can be found in this document.

Conflict between Classes and School Related Activities

When student participation in an Ursuline-related activity is in conflict with the school day, students will be required to complete an Off Campus Activity Form. These absences will be recorded as school related and will not be counted against the exemption or attendance for credit policies. Included in these school related activities are transit to and from athletic events and participation in state tournaments.

NOCCA (New Orleans Center for Creative Arts)

Students attending the New Orleans Center for Creative Arts (NOCCA) may enroll in the Academy for the current year and graduate from the Academy upon the successful

completion of the guidelines set forth in the contract the student will be expected to sign. Failure to meet any of the guidelines may place her graduation from Ursuline Academy in jeopardy.
Students must be enrolled in at least 5 full credits. In addition to her course work completed at Ursuline Academy, the student will be expected to earn elective credits from the New Orleans Center for Creative Arts (NOCCA). Students who attend NOCCA choose to take part of their coursework at NOCCA during the regular school day instead of Ursuline. As such, they are stepping outside of our standard academic program. As a result, the additional courses students need to meet requirements are not covered by Ursuline and will be the family's financial responsibility. We're happy to support students' academic goals, but the school is not able to fund courses that fall outside of the curriculum we offer during the school day.

Regarding daily attendance at Ursuline Academy, the student must be present every school day for her first period class. Failure to report to school on time will be treated as either tardiness or an absence (Refer to Attendance section). The student is also required to sign out in the high school office when she leaves for NOCCA each day. At a minimum, the student may not leave Ursuline Academy until 12:15 p.m. each day.

Failure to follow check-in or check-out procedures may result in a termination of the student's concurrent enrollment in NOCCA.

Students are also required to attend the following events regardless of conflicts with scheduled classes at NOCCA: All service site visits, St. Angela's Feast Day, Retreats, and Graduation Activities (including practices). *For retreats, students will not be allowed to leave the retreat at any time. Failure to attend any of these Academy events without due cause (verified illness, family emergency, or other extenuating circumstances) may result in the termination of the student's concurrent enrollment in NOCCA.

It is the responsibility of the student to request a letter from the Administration to serve as documentation for NOCCA of any required activity at Ursuline Academy.

Uniform, Dress, And Accessories

Students must be in uniform every day as long as they are on campus. Each student is expected to wear the school uniform properly with pride and respect, as her appearance is a reflection of herself and of Ursuline Academy. Uniforms must be kept clean, and necessary repairs must be inconspicuous. Items should be labeled with student's name. All uniform items may be purchased from School Time/Schiro's Uniforms.

Elementary Uniform

Grades K-3

- A-line jumper with length to top of knee and white Peter Pan broadcloth blouse (long or short sleeve) with optional blue monogram on left collar
- Navy or white sock or nylon opaque tights
- Navy uniform shoes; uniform company carries approved style(s)
- Acceptable Outerwear: Navy blue cardigan sweater with school emblem, monogram. Optional: Navy Ursuline sweatshirt

Grades 4-7

- Uniform skirt with length no shorter than 2 inches above knee
- White oxford blouse (long or short sleeve) with optional blue monogram on the pocket. Blouses must be tucked in at all times.
- White UA. socks or nylon opaque tights or knee socks (navy or white)
- Navy uniform shoes; uniform company carries approved style(s)
- Optional: Navy Ursuline sweatshirt
- Required: Navy blue pullover monogrammed sweater
- 5-7 UA Lanyards must be worn daily and may not be decorated.

Bras should be nude or white in color. Appropriate shorts may be worn under skirts.

- In cold weather, a plain white turtleneck or long-sleeve shirt may be worn under the uniform. Ursuline sweat clothes are acceptable outerwear, but once inside the building, students must remove their sweatpants. Pajama bottoms are not considered acceptable outerwear.
- No shirts, with the exception of the PE shirts, can be worn under the uniform. No make-up or fingernail polish may be worn.
- Sports team and club members are allowed to wear their approved team/club shirt on game/activity days, except during formal assemblies/masses, with the rest of their school uniform (including school socks and shoes).
- Finger nails must be natural length.
- A small (not to be bigger than the earlobe) pierced earring (only one per earlobe) may also be worn, but no beads, dangle earrings or bracelets are allowed. A wristwatch, no Smart watches (a watch that has the ability to call, text or be online), one ring, and a small modest necklace are acceptable.
- Extreme haircuts, shaving of hair, or dyeing of hair an unnatural color, etc., is not permitted. This also includes dyeing hair an extreme shade of natural color. Hair styles may not cover the student's eyes. Hair must be above eyebrows.
- Writing or drawing on any part of the uniform or body is an infraction of the uniform code.
- Jewelry is to be simple, and only UA school pins may be worn.

- No more than one earring of a plain, simple type are allowed to be worn in each earlobe. No body piercing, other than the earlobe, is allowed. Cartilage and nose piercings are not allowed.

For P.E. class, students must wear their Ursuline P.E. shirts and Ursuline P.E. shorts. They must bring tennis shoes from home. While they are permitted to wear their Ursuline gym shirt under their uniform, they are not required. They will be afforded time to change into their proper uniform and shoes.

Please note: If a student wears anything other than the uniform or if she wears a uniform that needs obvious repair, she will receive a uniform violation.
Students are not permitted to change clothes upon dismissal of school unless they are participating in an after-school activity that requires special apparel.

Non-Uniform Dress Days

Acceptable wear: jeans, Capri pants, dress pants, blouses, knee length skirts, shirts with appropriate sayings and logos. Girls may wear dresses with shorts or leggings underneath.
Unacceptable wear: school logos other than UA; shorts; sleeveless or spaghetti strap shirts; crop tops; tutus; heels; skirts or pants that are too short or too tight; pajama style pants, cut-off sweats, leggings, yoga/athletic pants; no holes; shirts with inappropriate pictures or sayings. Shoes must have a back and may not be taller than 1 inch heels. If in doubt – Don't wear it.
On designated Spirit Days and 1727 Days students are allowed to wear any mascot or Ursuline shirt with their regular school uniform.

High School Uniform

Students are required to be dressed in their complete uniform every day as long as they are on campus. Uniforms, including shoes***,*** must be kept neat and clean, and necessary repairs must be attended to immediately. Following three uniform violations students who wear anything other than the official uniform will be issued a detention. Teachers will instruct students to remove items of clothing that violate the dress code delineated below***.***

The school uniform consists of:

- UA High School **skirt** purchased from Schiro's;**the plaid kilt may be worn by 9-12th graders for the 26/27 school year. The new skirt will be required for all*

8th-12th for the 2027/2028 school year.

- A short- or long-sleeved white button-down oxford **blouse** with the Serviam crest on the right side which must be worn anytime the blazer is worn; OR - white **polo** with the Serviam crest on the side;
- White UA ankle **socks** purchased from Schiro's or plain white or navy knee-hi socks (worn to the knee);
- Eastland Plainview **shoes** (School shoes must be laced, tied in a traditional bow, kept in good condition and remain on the feet properly while on campus.);
- A navy blue **blazer** with the Serviam Crest (worn on Dress Uniform days)
- Ursuline issued student **ID,** lanyard, and fob ($20 fee for replacement fob)

Outerwear

- In addition, students may wear a navy blue V-neck or cardigan uniform sweater, Ursuline-issued sweatshirt, and/or Ursuline-issued navy blue zip front fleece. Seniors have the privilege of wearing a special class sweater.
- All outerwear must be in good condition with no holes or frayed edges.
- All outerwear worn during the school day must be monogrammed and must be approved by the Dean of Students.
- Outerwear may NOT be worn around the waist.
- Current members of all sports teams, twirling, cheerleading, dance team, and sailing team will only be allowed to wear their team shirts/jerseys and outerwear on the day of the game/event. If cheer, dance or twirl are not performing at the game then they may not dress down that day. The only item that may be worn all year is the Letterman Jacket for those that have qualified to purchase one through Ursuline. Since outerwear is only allowed on game days they will NOT have to be monogrammed.

Uniform Regulations

- The school blouse (oxford OR polo) must be tucked in the skirt at all times.
- The collar on the button-down shirt must be buttoned at all times.
- The skirt is to be no shorter than two inches above the knee. Skirts are not allowed to be rolled.
- Blazers and the button-down oxford are considered "Dress Uniform" and shall be worn at all liturgies and other formal occasions unless otherwise indicated by the administration. A 2 point infraction (see *Discipline* section) will be issued to students who do not have blazers on the designated occasions.
- Polo shirts, fleece, or sweatshirts are not to be worn underneath the navy blazer.
- Performance groups must wear the official Ursuline team uniform for in-school performances.
- Sports team and club members are allowed to wear their approved team/club shirt on game/activity days, except during formal assemblies/masses, with the

rest of their school uniform (including school socks and shoes).
- When a student has PE the first period of the day, they may arrive at school in their PE uniform unless there is an event happening before they would meet first period (mass, assembly, etc).
- No exceptions will be made for uniform violations.

Accessories

- Jewelry is to be simple, and only UA school pins may be worn.
- No more than two earrings of a plain, simple type are allowed to be worn in each earlobe. No body piercing, other than the earlobe, is allowed. Cartilage and nose piercings are not allowed.
- **No tattoos are allowed.**
- **Nail polish should be simple - no nail enhancements (rhinestones etc.) are allowed. Natural and Acrylic nails must not exceed 3/4" from the cuticle.**
- Buttons with pictures or words, insignia pins of any sort unless they are Ursuline-associated *(Serviam* pin, junior pin, NHS pin, etc.) are not allowed.
- No adornments of any kind may be worn in the hair except simple ribbons, barrettes, and hair bands to hold hair back which are no more than three inches wide. Headpieces, including hats, scarves and bandanas (except for religious purposes) are not allowed.
- Hairstyles must be neat and appropriate for school. Hair color must be a natural color of hair.
- Leg warmers, warm-up pants, pajama pants, capri leggings or tights, or anything other than school socks are not allowed once a student enters the building. In cold weather, white, solid black, solid gray, or solid navy blue tights which must be tucked into the Ursuline socks and plain white turtlenecks or solid white t-shirt may be worn.
- Warm-up jackets, sweatshirts, vests, or anything other than the uniform sweater/sweatshirt/fleece/blazer/letter jacket are not allowed.
- Tennis shoes or any other shoes (tennis shoes are to be worn only in PE classes) are not allowed.
- T-shirts worn under the school blouse must be white, be in good repair, and cannot contain any kind of print or logo.
- Under garments must be white or of a skin-tone color matching the individual student so as not to be seen through the blouse of the student. Students must wear a sports bra in PE class.
- Shorts, when worn under the school skirt, are not allowed to be longer in length than one's skirt.
- Body art, including writing/drawing on oneself or another student is not allowed.

Non-Uniform Clothing Regulations

On the occasional casual-dress day, students may wear the school uniform or the

pre-announced attire. All dress down attire must meet the following standards:

- Shirts must cover the shoulders and be modest. Students are never allowed to wear halter, strapless, bare midriff or tank tops.
- Blue Jeans or khaki pants or the Ursuline skirt must be worn. Pants may not have holes or be frayed or torn. Students are never allowed to wear sweatpants, yoga or any other work-out style pants, pajama pants, shorts, cut-offs, or leggings/jeggings.
- Shoes must cover the entire foot. Tennis shoes, other laced shoes or boots may be worn. Students are never allowed to wear flip-flops of any kind or open-heel or open-toe shoes.
- Any part of the school uniform that is worn with dress down attire must be worn correctly.

When representing Ursuline at an off-campus function, proper non-uniform attire must be worn. Follow the guidelines delineated in Dress Regulations for Ursuline Dances for events such as off-campus service projects, trips, or conventions when representing the school. When representing Ursuline at an on-campus event such as Honor Societies Induction, Senior Art Show, Piano Recitals, Athletic Awards, etc. the entire school uniform, including blazer, must be worn. Students not adhering to these guidelines will not be allowed to participate.

NOTE: Students are reminded that they are to keep the spirit as well as the letter of the law regarding the above regulations. The final determination of appropriateness will be made by the Dean of Students.

School Dances

Behavior Expectations

Ursuline Academy will consider sponsoring the Senior Ring Dance and Junior-Senior Prom at off-campus locations approved by the administration. In the interest of good order and to provide a pleasant time for all, students and their escorts are required to cooperate with chaperones and to comply with the following regulations as well as with any regulations given for a particular dance:

- Those attending dances are not readmitted once they leave.
- No gum chewing is allowed.
- Alcoholic beverages are not to be consumed before or during a dance, and anyone, in the opinion of the chaperones, who appears to be intoxicated or under the

influence of a mind-altering substance will not be admitted. Parents will be notified by telephone and asked to pick up the offending student(s).

- Attendees shall arrive no later than thirty (30) minutes after the dance begins for all dances except Senior Ring Dance. Ursuline Academy students arriving after that time will be required to serve a detention (depending on the extent of the tardiness).
- Lock-in ends thirty (30) minutes before the conclusion of the dance.
- Attendees shall remain in the area assigned for the dance.
- Prom is only for 11th and 12th grade Ursuline students. UA students not in these grades cannot attend these dances as a guest.
- Ursuline students may bring multiple guests to Jam Dance.
- Students in grades 7 and below are not permitted to attend any high school dance, including as the guest of a high school student.
- Ring Dance is only for 12th grade Ursuline students. Those whose conduct is disorderly and those who destroy or damage property will be asked to leave. Those responsible for damaging or destroying any property must make restitution.
- Students and their escorts shall dress appropriately for the particular dance. The Dean of Students will determine whether the attire of a given individual is appropriate for the particular dance. **See Dress Regulations for Ursuline Dances (below).** Any Ursuline student who violates the dress code will not be admitted to the dance and will receive a detention. Ursuline students are also responsible for the dress of their dates. Violation of the dress code by a date may result in the date not being admitted to the dance.
- Good manners require that only one person at a time occupy a chair.
- Students should introduce themselves and their escorts to the chaperones.
- Dance pictures which are deemed inappropriate by the administration, will be confiscated. The cost of the pictures will not be refunded.
- Students may not enter the dance with props, accessories, knapsacks, book bags, video cameras, glow sticks (including mouthpieces), or anything else deemed inappropriate by the Administration.

Ursuline Academy students are responsible for their behavior and that of their dates. Guests who violate Ursuline rules will be subject to having their school IDs confiscated and returned to their home school. Anyone who violates the rules of good conduct,

brings alcoholic beverages or drugs to a dance, or exhibits behavior showing the effects of alcohol or drugs will be subject to disciplinary action.

Ursuline Academy stands in opposition to the renting of hotel/motel rooms, limousines, or limousine buses for students and their dates. The administration requests that Ursuline Academy parents and students refuse to participate in such activity.

Dress Regulations For Ursuline Dances

Casual Dances (Jam Dance may also have themed dress guidelines found on the announcement page which are acceptable)

Girls

- Casual pants and jeans are permissible. Pants and jeans cannot have holes or be shredded. Shoes must be visible under the hem. Pants and jeans must fit properly and appropriately (no oversized clothing or “jeggings”) and must be worn at an appropriate level to the waist.
- Hemlines for dresses, skirts, shorts or skorts must be appropriate for the event.
- Slits in dresses must be no greater than four inches above the knee
- No skin-tight skirts or dresses are allowed.
- Leggings may not be used to extend the length of shorts or skirts/dresses.
- No spaghetti straps, strapless, or tank tops (sleeveless is acceptable), tube tops, bare midriffs, immodest bare-backs (back of dress can be no lower than the traditional bra line), low necklines, or cut-outs below the traditional bra line are allowed.
- Tennis shoes, dress shoes, or sandals may be worn**.**
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts, except the ear lobes, or body art are to be visible**.**
- No blouses with vulgar or inappropriate sayings, advertisements or pictures are allowed.
- Only modest and age-appropriate make-up is allowed.

Boys

- Casual pants and jeans are permissible. Pants and jeans cannot have holes or be shredded. Shoes must be visible under the hem. Pants and jeans must fit properly and appropriately (no oversized clothing or skinny jeans) and must be worn at an appropriate level to the waist.
- Shorts must be no shorter than two inches above the knee.

- Tennis shoes, dress shoes, or sandals may be worn.
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts or body art are to be visible.
- No shirts with vulgar or inappropriate sayings, advertisements or pictures are allowed.

Formal Dances and Semi-formal Dances:
The Winter Formal dance is open to students in grades 9–12. The Junior-Senior Prom is open to eligible juniors and seniors in accordance with school policy.

Girls

- Girls must wear appropriately fitting and modest dresses or dressy jumpsuit (no body suit)
- Ring Dance - Hemlines for dresses must be no shorter than two inches above the knee.
- Winter Formal and Junior-Senior Prom - dresses/jumpsuits must be long (the entire dress below the traditional bra line must be opaque material to the ankle, no High-Low dresses)
- Slits in dresses/jumpsuits must be no greater than two inches above the knee.
- No immodest bare-backs (back of dress can be no lower than the traditional bra line), no low necklines, bare midriffs, or cut-outs below the traditional bra line.
- Dress shoes only (no casual sandals, tennis, boots, or slippers) are allowed.
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts, except the ear lobes, or body art are to be visible**.**
- Only modest and age-appropriate make-up is allowed.

Boys

- Coat (sport coat and dress pants or suit) and traditional tie are mandatory.
- Junior-Senior Prom - Tuxedos are required.
- No banded shirts are allowed. Shirts must be tucked in at all times.
- Pants must fit properly and must be worn at an appropriate level to the waist.
- Dress shoes and dress socks are required.
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts or body art are to be visible.

Any clothing advertising sex, drugs, alcohol, or violence will not be acceptable. Any Ursuline Academy student who does not meet the dress requirements will be denied admission to the dance and may face discipline consequences up to and including a detention. Non-Ursuline students who do not meet the dress requirements will not be

admitted. Ursuline students are responsible for informing their dates of the dress guidelines.

Special Policies

Archdiocese of New Orleans Principles of Ethics and Integrity in Ministry: Code of Ethics- Respect for the Dignity of the Human Person

Church personnel of the Archdiocese of New Orleans have the important responsibility of educating and forming children, youth, and adults in ways consistent with the teachings of the Catholic Church. As Christian witnesses, church personnel are expected to live a virtuous life and promote a lifestyle in accord with the values that serve to further promote the integrity of the human body. They shall conduct themselves in ways that always show respect for the bodily dimension of their sexuality. Expectations for practice within this policy include, but are not limited to:

- All shall acknowledge the biological sex of every human person and shall apply all policies and procedures in relation to that person according to that person's God-given, biological sex.
- All will refer to others using language in accord with the person's God-given, biological sex.
- All will reference the person's God-given, biological sex in correspondence, documents and records.
- All shall use restrooms and locker rooms that correspond with a person's God-given biological sex.
- All will be treated with dignity and respect

Policy For The Ethical And Responsible Use Of Technology

"Ursuline Academy," "Ursuline of New Orleans," and the "1727 *Serviam*" seal are trademarks of Ursuline Academy of New Orleans, a Louisiana nonprofit corporation. All rights reserved. Unless you have prior written permission from Ursuline Academy of

New Orleans, do not use “Ursuline Academy,” “Ursuline of New Orleans,” or the “1727 *Serviam*” seal to show or imply an affiliation with Ursuline Academy of New Orleans.

Technology provides additional tools for students as they grow in their knowledge of the world. Technology resources include iPads for Pre-K through 3rd grade, Chromebooks for 4th grade through 12th grade., iPads, iMacs and PCs are used in the SmartLab. The use of all Ursuline owned equipment is a privilege, not a right; with this privilege comes responsibility. Technology resources should be used for educational purposes and rules of good behavior and moral responsibility should apply.

Technology is a required asset in the classroom at Ursuline Academy and proper use of the equipment is expected. Any student who misuses an Ursuline technology device will receive disciplinary action. Ursuline administration has the right to search a student’s academy issued iPad or Chromebook, or any electronic device brought to campus when the administration has reason to believe that these devices have been used to violate school policies or procedures. Repeated misuse of technology could result in termination of the student’s enrollment.

Chromebooks purchased through Ursuline Academy are covered by an annual insurance policy with a $50 deductible charged to parents if a device is damaged. If a device has a manufacturer defect, the parent will not be charged.

School issued iPads and Chromebooks are not covered by insurance, and parents will be charged for any damage to these devices based on the cost of repair.

Student’s Google accounts are for Ursuline related purposes only. Student @uanola.org email profile picture may not be added. All students must have the standard signature line. No emojis or additional wording may be added.

The Internet is to be used for scholarly research only. Students are not to join chat rooms, take unauthorized photos or video or instant message others while on campus. Students are not to post inappropriate personal information or derogatory statements about the school or members of the school community on any websites or social media platform.

Ursuline realizes that there are many Internet websites that students use and will continue to use. These include, but are not limited to, Facebook, Instagram, Snapchat and any other social Internet sites. Students should be aware that the school has the ability to review these sites, and access to these sites is prohibited on campus. Enrollment at Ursuline Academy may be in jeopardy if any inappropriate content, posted

or provided by a student or parent, communicates ideas or values that conflict with Ursuline Academy's mission, Ursuline's Core Values, or the teachings of the Catholic Church. Included in this rule is any website, including those designed or utilized by a friend of a student, that might show or discuss an Ursuline student representing the Academy in some inappropriate manner.

In recognition of the need to establish a safe and appropriate computing environment, the Archdiocese of New Orleans will provide Ursuline Academy's Internet connection and will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet. School administration expects students to make reasonable efforts to avoid inappropriate situations and to take responsibility for their behavior and choices. Violations of Ursuline Academy's technology policy include, but are not limited to, any or all of the following:

- Student accessibility to information is limited on campus. Students may not access objectionable materials, which include pornography, instructions that encourage violent or illegal acts, racist tracts or hate speech used for anything other than legitimate academic pursuit.
- Students must follow all copyright rules. Copying of software without a site license or permission from the creator is prohibited.
- Students must follow Ursuline's mission and core values and the teachings of St. Angela for treating others with respect, including during use of technology systems. False or defamatory information about a person or organization fails to follow Ursuline Academy values and will result in disciplinary action.
- Students may not damage iPad, Chromebooks, desktop computers, and other systems or computer networks, including vandalizing, hacking or destroying systems, or damaging equipment, including hardware or software. Trespassing in another's folder, work, or files without specific permission is prohibited.
- Students may only utilize Ursuline's network for academic work required by the Academy classes or afterschool programs.
- Students must use UA computers, iPads and Chromebooks in an appropriate manner. Care must be taken by the student in order to prevent damage or misuse of the school technology devices. Acts of misuse of hardware and software will lead to disciplinary action.
- Students will only use the school's Internet access for the purposes of education and research as assigned by their teachers. Students' online behavior needs to reflect the general behavioral standards set forth in the Ursuline Academy Student Handbook. Websites and pictures online should reflect positively on the student and on Ursuline Academy. Careless behavior on Internet sites, such as social media, could result in disciplinary action including expulsion.
- All UA computers have the necessary software installed to allow students to do

the work required of them. Students are not authorized to download and install any additional software on the UA computers.
- Students are expected to check school e-mail daily.
- UA students will be automatically connected to a designated Wi-Fi network as set forth by the UA Mobile Device Management System.
- It is important that students never post personal information on the Internet about themselves or other people.
- iPads and Chromebooks are not allowed at while eating, in the dining hall, or at recess.
- Any password resets will be handled by the UA IT Office.
- Headphones and earbuds may only be used with the permission of a teacher.
- Cell phones, radios, TVs, CD players, iPods, e-readers and electronic tablets or any other electronic equipment are not to be used during the school day except for the school-issued device. All electronic devices must be kept in lockers or cubbies from 7:55 a.m. to 3:05 p.m. Any electronic device that is confiscated by the faculty or administration will be held by the Dean of Students until a parent comes to pick it up.
- A detention will be issued to any student who is in violation of this rule.

Failure to comply with the guidelines will result, at least, in revocation of privilege, disciplinary action (up to and including expulsion), and/or prosecution by the authorities.

This "terms of use Policy" sets the standards for technology use by all students at Ursuline Academy. Chromebooks and iPads are the property of Ursuline Academy and are for appropriate school use only.

Handling and Care for School-Issued Chromebooks

Laptop Protection

The computer should be protected at ALL times. All borrowed student devices are issued with a protective cover, and high school students that purchase a new device are strongly encouraged to invest in a protective case. However, there are limitations to the protection that the covers provide. Students must take care of the device and are not authorized to remove the protective cover or any product labeling. Only UA IT staff are authorized to remove devices from the covers. Students are required to maintain a

functional protective cover for their laptops. Any student with a damaged cover will be required to pay for a new cover purchased only by the UA IT Office. The covers are NOT designed to protect the device from dropping or any excessive force. All students are required to take extra care of their assigned device.

Accidental Damage or Damage

Ursuline Academy has purchased Acer Chromebooks for our high school students that carry annual insurance coverage. Parents will be responsible for the $50 deductible for each insurance claim filed on behalf of their student. It is the parents and students responsibility to protect the device from damage. Damages or defects that fall outside of scope of the insurance coverage will not be covered by Ursuline Academy.

For a borrowed Chromebook, any damage, whether by liquid or impact etc., will be the responsibility of the student's parents or guardians. If students leave a Chromebook unattended and damage occurs, the student and parents are still responsible for the device. If catastrophic damage occurs and the borrowed device is deemed unusable, then parents will be responsible for the complete replacement of the device which is $430.

If damage of any kind occurs, the following process will happen:

1. The student will submit a repair request to the IT Office.
2. The UA IT office will assess the damage, and issue the student a replacement device..
3. The device will be shipped to the repair facility and a $50 deductible will be charged to the student's parents to cover the repair. This charge will come from the Ursuline Business Office.
4. Damaged devices will be evaluated, and the cost of repair will be based on the UA repair cost sheet.

Lost or Missing Chargers and Stylus

Each Chromebook comes with a Charger and a Stylus. There is a slot on the Chromebook to store the stylus. If a charger and/or stylus is lost or missing, students or parents will need to purchase new items on their own.

Storage of Laptops

It is the responsibility of the student to secure the laptop before, during, and after school. Laptops should be in the student's possession or in a locker at all times.

Laptops that are found unattended will be delivered to the Dean of Students. A behavioral contract will be implemented if there are repeated offenses.

Keeping your Chromebook Clean

If your keyboard or screen needs to be cleaned, stop by the UA IT Office to have it cleaned.

Sharing Laptops

Students and their parents are responsible for the Chromebook assigned to the student. Students are NOT permitted to share their assigned Chromebook with siblings, friends, acquaintances, etc. Students are prohibited from accessing faculty computers at all times.

Theft

Parents and students are to notify it@uanola.org immediately if a borrowed or purchased computer is discovered missing. Students will have to provide a police report if the computer is stolen or lost.

Food and Drink

Food and drink should not be placed near a Chromebook. Chromebooks are not to be used or open while a student is eating at any time. Store drinks away from the Chromebooks. After eating, it is important to clean hands before touching the laptop. You may not be in possession of the Ursuline issued Chromebook while you or someone you are with is eating/drinking.

Stickers

Students are not allowed to put stickers on the surface of the computer (ie; keyboard, screen). Appropriate stickers are allowed on the covers only. Barcode stickers and UA asset tags must remain on the computer at ALL times.

Chromebook Use

Email

School email accounts are to be used to communicate with teachers and peers about school related material. Students should check their school email account at least one

time each school day. The UA IT Office uses Google Vault to retain all email correspondence of students, faculty and staff. UA IT has the right to examine everything associated with the device or UA account.

Internet

Ursuline Academy provides on campus web filtering through the Archdiocese of New Orleans data center. Students will be directed to a WIFI network. Hacking or attempting to visit sites that are blocked by the Archdiocese web filter is against UA policy. UA has the right to monitor internet usage of all students. Using a **proxy site** or a **cell phone hotspot** to bypass the web filtering during school hours will result in disciplinary action.

Social Networking

Students are not permitted to access social networking sites on campus during normal school hours using any device. Students caught posting to social networking will result in disciplinary action.

Video Sharing Sites

Videos or podcasts related to Ursuline Academy can only be uploaded to the Internet with UA faculty approval.

Video Productions

Students are only allowed to film appropriate school related material.

Audio, video and still images of a teacher, staff or student requires the acknowledgement of the individual being recorded.

Passwords

Students are responsible for protecting the confidentiality of all passwords. If there is an issue with a password, please contact the IT Office.
It is a violation of the Ursuline Academy Student Handbook to attempt to hack the system or obtain administrative passwords. Disciplinary action will be taken.

Storage Devices

Contents of flash drives or other storage devices should contain appropriate material.

Students with flash drives that contain inappropriate material are subject to disciplinary action.

Battery

It is the responsibility of the students to charge the computer each night. When students arrive at school, the Chromebook should be fully charged.

Required for School

Students are to bring their Chromebook to school every day. Loaner Chromebooks will NOT be made available to students who leave their device at home. **Students who do not bring their computer to class will receive disciplinary action. Students who have a graded assignment or assessment on that day will receive a 10 percent grading penalty along with a printed copy.**

School-issued Chromebooks Assigned to Students

Wellness Center Release and Hold Harmless Agreement

I wish to voluntarily utilize the exercise and fitness equipment at Ursuline Academy to improve my physical fitness and health. However, I understand that there may be risks associated with physical activity and the use of exercise or fitness equipment. I hereby represent that I do not have any heart, respiratory or other type of medical problems or disabilities that would prohibit me or make it inadvisable for me to engage in the physical exercise and activities customarily performed with the exercise equipment in the exercise facilities provided by Ursuline Academy. In consideration of Ursuline Academy granting me permission to use its exercise facilities, I, on behalf of myself, my heirs, successors and assigns, family members and their respective heirs, successors and assigns, hereby release and waive all claims against Ursuline Academy including its directors, officers, employees, in connection with any and all liability, claims, actions, causes of action, demands, or damages of any kind and nature whatsoever by reason of any and every injury, arising from any and all causes whatsoever, that may be sustained by me while using the exercise facilities, and I agree to indemnify and hold harmless Ursuline Academy, including its directors, officers, and employees, against any and all such liability, claims, actions, causes of action, demands, or damages.

I further agree to:

- Exercise according to my fitness level and capabilities and monitor my own condition in order to minimize my risks;
- Ask for assistance from a knowledgeable person when I am unfamiliar with a piece of equipment I am using or exercises I am performing;
- Stop exercising immediately if any symptoms of chest pains, shortness of breath, fatigue, feeling faint, or any other discomfort occurs;
- Refrain from using any exercise equipment not in working condition and to promptly report the problem to the Athletic Director;
- Utilize the exercise and fitness equipment only during the hours use is permitted;
- Limit the use of the exercise and fitness equipment to employees of the company.

I understand that the ultimate responsibility for the proper utilization of the exercise and equipment lies with me. I also understand and agree that the Athletic Director has the right to deny my use of the exercise and fitness equipment with no explanation required. **Your consent to allow your daughter to use the exercise and fitness equipment is requested on the Handbook Acknowledgement Form.**

Promotion/Graduation/Ring Ceremony Dress

Seventh Grade Promotion/Awards Dress

The seventh grade promotion ceremony combines Ursuline's tradition with a celebration of the hard work and dedication of students. Dress should reflect the occasion. Dresses should be STARK white. Ivory, candlelight, magnolia, eggshell, snow white, wedding white and similar shades are not white on stage and would appear in marked contrast to other dresses.

- Rhinestones, sequins, beading, pearls and such are not allowed on any clothing.
- Glitter of any kind is not allowed on the skin or clothing.
- Any sash, ribbon, trim, and such must be STARK WHITE.
- A STARK WHITE jacket over the dress is acceptable, but no shawls or capes are permitted.

Style/cut of the dress:

- Necklines must be modest and cover the chest. Low cut, form fitting, revealing styles are not acceptable.
- Both shoulders must be covered. The shoulder strap of the dress must cover **two and one half inches across the shoulder.** Spaghetti straps, off-the-shoulder, cold-shoulder cuts, etc. are not acceptable.
- Hemlines cannot be shorter than two inches above the knee. Dresses cannot be to the ankles or to the floor. The shorter style dress is for the 7th grade. Long formal gowns are for the high school graduation.
- Trains (even in a bustle), hoops and/or bouffant petticoats are not permitted.
- The back of the dress must be modest. There must be opaque material from the bottom of the shoulder blades to the bottom of the dress. No cut outs of any kind are allowed.

Shoes, hair, jewelry, etc:

- Shoes must be ALL stark white. (No wooden heels, adornment of any color, etc.)
- Shoes must be dress shoes. (boots, casual sandals, etc. are not allowed)
- Shoes may have a moderate heel. (no higher than 3 ½ inches)
- All shoes must have a back. (A simple strap is allowed)
- Flats and shoes with a very low heel are encouraged!
- Jewelry must be kept to a minimum. Dangling earrings should not be worn. Students may have only one earring in each earlobe. One simple necklace and bracelet are allowed. NO large face watches or exercise gadgets are allowed. (ex. Smart Watches, Fitbit, etc)
- Hair styles should be moderate. No adornments of any kind unless pre-approved by administration (no tiaras, wreaths of flowers, bows, etc.)
- Hair must be of a naturally occurring color.
- Make-up should be appropriate for the occasion.
- Bras should be nude or white in color (no sports bras)

Approval:

- Dresses must be approved by the Dean of Students. All questions regarding dresses should be addressed to the administration. Failure to wear the EXACT dress which was approved will result in the student not being allowed to graduate on stage.
- All dresses must be approved by **May 1, 2027**. A student will not receive her ceremony admit cards until her dress has been approved. The student must wear the shoes she will wear to the ceremony when the dress is approved.
- The full promotion dress with shoes must be tried on for the Dean of Students in order to be approved.
  If there is ANY question over the color of the dress and whether or not it is stark white, confirm the color with the Dean of Students, not the sales clerk at the store. Many stores have been known to convince students that their dress is

white when it may not be. A good test is to place a sheet of computer paper next to the dress. If they match, then the dress is stark white. Do not purchase a dress from a store that does not allow you to have a swatch to bring to school for approval of the color or that does not allow returns.

2026-2027 Senior Graduation Dress Guidelines

As a member of the 300th graduating class of Ursuline Academy, you are expected to be dressed appropriately. In selecting your dress, makeup, hairstyles, and shoes, please keep in mind that the rule of thumb is SIMPLICITY. We ask that you comply fully with the guidelines in a spirit of cooperation and respect for the tradition that has prompted their writing.

Color of the Dress

- The dress must be STARK WHITE. Ivory, candlelight, magnolia, eggshell, snow white, wedding white and similar shades are not white on stage and would appear in marked contrast to other dresses.

- Silk or any silk blend is **not allowed** because it looks ivory next to many dresses. Although other materials may be stark white, the best way to assure your dress is stark white is to purchase polyester satin.

Adornments on/to the Dress

- **A slip must be worn with all dresses.**
- Rhinestones, sequins, beading, pearls and such are not allowed on any clothing.
- Glitter of any kind is not allowed on the skin or clothing.
- Any sash, ribbon, trim, and such must be STARK WHITE.
- A stark white jacket over the dress is acceptable, but no shawls or capes are allowed.

Style/cut of the Dress

- Necklines must be modest and cover the chest. Low cut, revealing styles are not acceptable.
- Both shoulders must be covered. The shoulder strap of the dress must cover **two and one half inches across the shoulder.** Spaghetti straps, off-the-shoulder, cold-shoulder styles, etc. are not acceptable.
- Hemlines must cover the top of the shoe but not reach the floor. You should be able to easily walk in the dress without having to hold it up.
- Trains (even in a bustle), hoops and/or bouffant petticoats are not permitted.
- The back of the dress must be modest. There must be opaque material from the bottom of the shoulder blades to the bottom of the dress. No cut outs of any kind are allowed.
- No slits are allowed in the front of the dress. Back slits must not come any higher than the bottom of the knee.

Shoes, hair, jewelry, etc

- Shoes must be ALL stark white. (No wooden heel, adornment of any color, etc.)
- Shoes must be dress shoes. (boots, casual sandals, etc. are not allowed)
- Shoes must have a moderate heel. (no higher than 3 ½ inches)
- All shoes must have a back. (A simple strap is allowed)

- Flats and shoes with a very low heel are encouraged!
- Jewelry must be kept to a minimum. Dangling earrings should not be worn. Graduates may have only one earring in each earlobe. One simple necklace and bracelet are allowed. NO large face watches or exercise gadgets are allowed. (ex. Smart Watches, Fitbit, etc)
- Hair styles should be moderate. No adornments of any kind unless pre-approved by administration (no tiaras, wreaths of flowers, bows, etc.). Hair must be of a naturally occurring color.
- Make-up should be appropriate.

Approval:

- Dresses must be approved by High School Administration. All questions regarding dresses should be addressed to the administration. Failure to wear the EXACT dress which was approved will result in you not being allowed to graduate on stage.
- All dresses must be approved by the stated date. A senior will not receive her Graduation admit cards until her dress has been approved. You must wear the shoes you will wear to graduation when you have your dress approved.
- You may get pre-approval of the dress and color by High School Administration.
- If there is any question over the color of the dress and whether or not it is stark white, confirm the color with Administration – not the sales clerk at the store.
- Please do not purchase a dress from a store that does not allow you to have a swatch to bring to school for approval of the color. The Administration has final say-so, not the store.

Each year Ursuline and individual graduates receive many compliments on how beautiful the graduation ceremony has been. One of the contributions to the beauty of it is the cooperation of the seniors with these guidelines for dresses. Complying with these guidelines is one concrete example of class unity and of school loyalty. The administration asks for your full cooperation in this matter. The administration will keep a list of the seniors whose dresses have been approved. Your cooperation in having your dress approved by the deadline set will be appreciated.

Ring Ceremony/Baccalaureate Mass Guidelines

You will wear your graduation gown (which you will receive in early September) to Ring Ceremony and your gown with the cap and tassel to Baccalaureate Mass. Under the gown you must wear a dress that follows the guidelines for Ring Dance dresses

- Simple white or off-white
- Appropriately fitting and modest
- Has a hem no more than 2in above the knee

If you are wearing a dress that does not meet those guidelines under your gown then your gown must be fully zipped the entire time you are on campus for both occasions. All other guidelines (shoes, jewelry, hair, etc.) must follow the same guidelines as are stated above for graduation. Any cords or special adornments received from honor societies or other positions may only be worn to Baccalaureate Mass by active members in good standing with Ursuline Academy Chapters. Students may only wear adornments provided through Ursuline Academy.

Service Requirements

Each Ursuline school shares a common commitment to forming students as servant leaders. The Latin word, *Serviam* ("I will serve"), inspires all Ursuline women. Starting with service projects initiated both inside and outside of school, the spirit of *Serviam* gives rise to lifelong dedication to serving the neighbor in need.

5th-7th Grade Service Hour Requirements

Ursuline's motto is *Serviam*, "We will serve." Students live out this motto in many ways. Our goal for grades 5th-7th service hours this year is to develop the heart behind our motto. We would like the girls to have facilitated but student-led opportunities to grow in their awareness and delivery of service within our community, both Ursuline and New Orleans.

High School Service Learning Requirements

Ursuline Academy, through the five-year high school *Serviam* formation program, challenges its students to progressively explore the call to service and to Christian discipleship. The program is part of the ongoing spiritual formation process whereby Ursuline provides enriching opportunities to integrate and expand the student's understanding of herself in relation to God, community, and the world.

All students who attended Ursuline in the High School Division during the 2025-2026 year may count hours for the 2026-2027 year beginning on March 30, 2026. All students who were in the Ursuline Middle School in the 2025-2026 year may count hours beginning March 30, 2026. Any student who attended any other school during the 2025-2026 year may count hours beginning June 1, 2026.

Service awards are given to any student who completes 100 hours of service in a year. Students who complete 100 or more hours every year of high school receive special recognition at graduation. Students will be awarded the SRM Award for five-years of service for completion of 100 hours or more from eighth through twelfth grade or four-years of service for completion of 100 hours or more from ninth through twelfth grade. Click here for Service Hour Requirements for the 2026-2027 school year.

Admission

Inquiries regarding admission to Ursuline Academy should be made to the Admissions Office, 2635 State Street, New Orleans, Louisiana, 70118; phone 504-212-6888 email admissions@uanola.org. All applicants must

complete the online application and submit the requested records before admission is considered. A grade level assessment will also be administered through the Admissions Office. After examination of prior grades, behavior reports, teacher recommendations, and entrance exams, if the judgment of the admissions committee indicates that the applicant has the ability and skills needed to take advantage of the educational opportunities provided at Ursuline Academy, her parents will receive notification and a registration form.

All students, upon entering Ursuline Academy for the first time, shall present:

1. An official birth certificate;
2. A record of immunization; and
3. An official Social Security Card.

Age requirements for elementary school admission

- To be eligible for Kindergarten, a student must reach her fifth birthday on or before September 30th;

Required Forms

Before school begins, parents and students must sign all required forms found on Blackbaud.

If the required forms are not returned by the applicable date, the student may not be able to return to school until it is signed.

If a student is not immunized, parents must submit a letter from a physician stating that the procedure is contraindicated for medical reasons or a written dissent.

Transcripts/Student Records

The confidentiality policy of Ursuline Academy, in accordance with the Family Educational Rights and Privacy Act, requires a student to submit a signed Ursuline Academy Transcript Request Form before the student's transcript may be released to another institution. Only if the student is under the age of 18 may the form be signed by the parent. Contact transcripts@uanola.org for a copy of the official Transcript Request Form.

According to Act 837 of the 2014 Regular Session of the Louisiana Legislature, Ursuline will provide a form to the parent or legal guardian of each student enrolled in grades eight through twelve which explains that the parent has the right to determine whether their child's Personally Identifiable Information (PII) can be released to LOSFA and to the postsecondary education institution(s) to which their child applies. Failure to return this form will result in non-consent. Only if the student is under the age of 18 may the form be signed by the parent.

The confidentiality policy of Ursuline Academy, in accordance with the Family Educational Rights and Privacy Act, requires a student to submit a signed FERPA release before the student's transcript may be released to another institution. Students must also complete the FERPA waiver before faculty and counselor letters of recommendations can be submitted to support college applications. The FERPA release and FERPA waiver form will be available on SCOIR beginning August 1 of the student's senior year. Ursuline Academy Faculty and Counselors are not required to provide letters of recommendation for students who do not waive their rights on the FERPA release form.

Withdrawal

When enrollment in the Academy is terminated for whatever reason, the following conditions apply:

- An Official Withdrawal Request form must be signed and returned to admissions@uanola.org
- The student's parent/guardian must contact the business office to determine remaining financial obligations.
- All state textbooks and library books must be returned.
- All electronics, including iPad, must be returned.
- All athletic uniforms and equipment must be returned.
- All fees (library fines, etc.) must be paid.

Financial Policy

Registration

All registration, student, and school fees are non-refundable at any

time. Other fees may be prorated. Once a student is registered the Academy assumes and plans for that student's attendance for the upcoming school year.

All current students will automatically be re-registered in January for the upcoming school year. The non-refundable registration fee will also be automatically processed through Blackbaud Tuition Management on January 17.

If a student is not returning for the upcoming school year, the Business Office must be notified (business@uanola.org) before January 5 in order for your account to not be charged for registration.

If registration payment does not clear through Blackbaud Tuition Management, the student will be withdrawn from the upcoming school year until registration fee is paid through the Business office per the below fee schedule. However, the student's ability to return will be contingent on space availability in the grade/class in which she would have otherwise been placed.

If you plan to return but choose to not have your account rolled over and billed in January, the registration fee schedule is as follows:

- Registration fee - before January 17 $350
- Registration fee - January 18 - February 28 $600
- Registration fee - March 1 - April 30 $750
- Registration fee - May 1 - start of school $850

Tuition and Fees

Ursuline Academy partners with Blackbaud Tuition Management for all tuition billing and collection. ***All families are required to enroll in Blackbaud Tuition Management*** and two options for payment are offered. Please note the various payment plans and fees below:

A) Pay in full by June 1, 2025 through Blackbaud Tuition Management.

B) Automatic debit of 11 Monthly Payments through Blackbaud Tuition Management on the 17th of the month. (June-April). All monthly payments begin in June. A **$45 monthly convenience fee** applies (1st through 12th grade).

Student, school, and yearbook fees are due May 17 via Smart Tuition (school fee is one per family). **Student and school fees are non-refundable*

Late Payments

Payments are due on or before the **17th of the month**. Smart Tuition will send a reminder for upcoming payments. There is no grace period. If payment is not received by the due date a **Follow Up Service Fee of $50** will apply. Smart Tuition will send a notice of the late fee charged as a result of a missed or declined payment.

- A fee of $30 will apply for any failed payment processed via auto-debit, phone, web or failed bank drafts. The bank may also impose additional fees.
- Ursuline Academy reserves the right to determine continued educational service to a student whose family is consistently delinquent or fails to pay tuition, fees and/or charges.
- **Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the BUSINESS OFFICE so that special arrangements and adjustments to your agreement can be made in writing.** This payment plan must be agreed upon by all parties.

Ursuline will not generate schedules for students the following year until a payment method is set up in Blackbaud Tuition Management. A child's enrollment in the Academy will be jeopardized if required payment is not completed by June 17.

There is a $30.00 charge on checks returned for non-sufficient funds.

Withdrawal

The registration, student, and school fees are non-refundable at any time. Other fees may be prorated. Once a student is registered the Academy assumes and plans for that student's attendance for the upcoming school year

When a student is withdrawn from the Academy between June 1 and August 1, the family will be charged one month's tuition for each month

the child was enrolled. **All fees are due and non-refundable**. For example, if a child withdraws on July 6, the family owes two months of tuition and all fees to Ursuline Academy. When enrollment in the Academy is terminated voluntarily or by expulsion, on or after August 1, parent(s) will remain responsible for the balance of the student(s) account based on the following scale:

- 50% refund of tuition if termination occurs on or after August 1, through the first nine weeks of the school year.
- 75% of tuition if termination occurs within the second nine weeks of the school year.
- All tuition if termination occurs within the third or fourth nine weeks of the school year.

Refunds

When enrollment in the Academy is terminated voluntarily or by expulsion, the following scale determines any tuition refunds:

- 50% refund of tuition if termination occurs on or after August 1 through the first nine weeks of the school year.
- 25% refund of tuition if termination occurs within the second nine weeks of the school year.
- No refund of tuition if termination occurs within the third or fourth nine weeks of the school year.

The refunds are of tuition costs only. **All registration, student, and school fees are non-refundable at any time.** Other fees may be prorated. Any funds due the Academy or the bank will be deducted prior to refunding.

In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it is infeasible, unsafe, or otherwise imprudent to continue campus-based education, the school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, and additional technology costs, there shall be no suspension, reduction, or refund of tuition or applicable fees. In the event that Ursuline must

move to a fully virtual model, a partial, prorated Dining Hall fee will be credited.

Tuition Delinquency

Any family whose tuition payment has not been received on the payment due date and **has not made alternative arrangements with the Business Office** (business@uanola.org) in writing, the following procedures will apply to all students, including those graduating, those who choose to withdraw and are expelled for any reason:

- Students are not permitted to attend classes, take exams, or participate in extracurricular activities including graduation until all financial obligations are completed. School days missed as a result of failure to meet financial obligation shall be counted as days absent
- Grades and report cards are held. No official school records will be released for any student until all financial obligations are completed
- May be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports or club activities).
- All submissions for completion of TOPS requirements will NOT be forwarded to the State until all financial obligations are completed.
- Notification of delinquency and resultant penalties is made to the parents by the Business Office through email and by phone. After April 30, financial obligations to the school must be met by money order, cashier's check or certified check.

In the event that there is any outstanding tuition due by a family after June 30th, the family will be unenrolled for the following school year. The family will be allowed to re-enroll after their financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which she would have otherwise been placed.

Payments

Students should not bring large sums of money to school. All payments

should be made through Blackbaud Tuition Management either in full or monthly payments.

Financial Aid Information

Financial Aid is available to students in grades K-12. All families must apply through Smart Aid which provides a third party review of information to receive financial assistance or financial needs scholarships. All financial information is due on March 31st to qualify for financial assistance. All requests for financial aid are confidential and are handled by the Scholarship/Financial Aid Committee. Financial assistance and scholarships are only available if funds are available. Students receiving financial assistance must maintain a 2.0 average, good behavior and complete service hours. All students who receive financial assistance must sign and agree to work study hours and volunteer requirements as provided in the Financial Assistance Agreement.

Transfer to Another School

The Office of Admissions should be notified immediately if a family is considering transferring to another school. If the family decides to move forward with the transfer, an Official Withdrawal Request Form will be provided by the Office of Admissions. Once the completed form is received, all supplied textbooks, technology, equipment (including athletic uniforms), etc. must be returned and financial obligations must be met. The student's records and any requested recommendations will be sent to the requested school once the account is cleared through our Business Office

History And Traditions

Founded in 1727 by the Sisters of the Order of St. Ursula, Ursuline Academy of New Orleans, enjoys the distinction of being both the oldest, continuously-operating school for girls and the oldest Catholic school in the United States. Convinced that the education of women was essential to the development of a civilized, spiritual and just society, the Ursuline Sisters influenced culture and learning in New Orleans by providing an

exceptional education for women.

An Ursuline education is rooted in a tradition of formation and innovation. It provides a nurturing environment for the learning and development of the whole person, based on a sound foundation of values drawn from the vision and philosophy of St. Angela Merici,
founder of the Company of St. Ursula in Brescia, Italy in 1535. Ursuline Academy is dedicated to the moral, spiritual, intellectual and social growth of each individual, and these values are validated by our educational approach.

The Ursuline tradition holds many United States firsts in its dedication to the growth of individuals, including the first female pharmacist; first woman to contribute a book of literary merit; first convent, first free school and first retreat center for ladies; and first classes for female African-American slaves, free women of color and Native Americans. In the region, Ursuline provided the first center of social welfare in the Mississippi Valley, first boarding school in Louisiana and first school of music in New Orleans.

Ursuline Academy, in the past and in the present, remains committed to the Ursuline values of educating and shaping the lives of young women through an ongoing dedication to academic excellence and the spiritual and physical development of the individual, grades K through 12.

Our Lady of Prompt Succor

The devotion of Ursuline Academy to the Virgin Mary under the title of Our Lady of Prompt Succor originated in 1810 with the desire of a French Ursuline, Mother Michel Gensoul, to join the Ursuline nuns in New Orleans in their missionary work. The bishop whose permission she needed was so reluctant to lose her services to the people of his jurisdiction that he told her she must get permission from the Pope. This was extremely difficult because of the political upheaval in nineteenth-century France, but Mother Michel Gensoul was undaunted. She wrote to Pope Pius VII and prayed to the Blessed Virgin for a “quick and favorable” answer to her request, promising to have the Virgin Mary honored in New Orleans under the title of Our Lady of Prompt Succor.

In 1815, many New Orleans families turned to Our Lady of Prompt Succor as the vastly outnumbered soldiers of General Andrew Jackson faced the British in the Battle of New Orleans. After the American victory, General

Jackson came personally to express his gratitude to the Ursulines for their prayers for the safety of his men. In 1894 Pope Leo XIII declared the gold statue the “Miraculous Statue of Our Lady of Prompt Succor.” With crowns donated by the grateful citizens of New Orleans, the statues of Our Lady and Baby Jesus were crowned in 1895.

Our Lady of Prompt Succor is honored as the patroness of New Orleans and of Louisiana. The National Shrine of Our Lady of Prompt Succor, visited by pilgrims and tourists from throughout the world, is located in the chapel on the Ursuline Academy campus. It is open daily and is used for liturgies and school functions. It is there at the feet of the statue that the Ursuline devotion to Our Lady of Prompt Succor is daily demonstrated as the people of New Orleans join the Ursuline Sisters and their students to pray with confidence, “Our Lady of Prompt Succor, Hasten to Help Us!”

Saint Ursula

According to legend, St. Ursula, a British princess of the fourth century, and a group of young ladies embarked on a spiritual pilgrimage. When their boat docked at Cologne, Germany, they were attacked and martyred by the Huns because of their Catholic faith. The relics of these martyrs repose in the church of St. Ursula in Cologne.

St. Ursula and the companions she attracted touched the deepest aspirations of St. Angela by their faith, their integrity, their courage, and their fidelity. In St. Ursula, St. Angela chose a patron for her Company who embodied the ideals by which she and her companions would try to live. Her Feast Day is October 21st.

St. Ursula _ Companions, 1530 by Il Moretto, Brescia

Italy

Saint Angela

During the religious conflicts of the 16th century, Angela Merici, a visionary and practical woman living in Brescia, Italy, founded a company of women to renew the church from within. In an age when women had only two options—marriage or the cloister—Angela showed women a new way to dedicate their lives to God in contemplation and service of others.

Angela lived in an era when women had no rights. She witnessed disease, starvation, ignorance, political and ecclesial corruption, and exploitation of the poor and of women—much as we do today. She had no illusions that she could solve all those problems, but she listened carefully to the Holy Spirit and decided to do what she could. On Nov. 25, 1535, this woman in her sixties gathered a company of over two dozen young women to live the Gospel among the people and help all women recognize their importance and dignity.

St Angela Merici, St Ursula_s College Kingsgrove, Australia, 2012 by E. Piccolruaz

The Holy Spirit was Angela's life-long guide; listening to God, she became a pilgrim, peacemaker, reconciler, and leader. Through her writings, her company, which she placed under the patronage of St. Ursula, was left a permanent and available legacy of her spirit. (osucentral.org) Her Feast Day is January 27th.

An Ursuline Prayer

written by Sr. Diane Fulgenzi, OSU

Gracious God, we come before You and ask for Your blessing. Give us the grace to model the Ursuline values of service, courtesy, loyalty and courage by attitude and action. Guide us that, in the spirit of St. Angela, our relationships with others may be rooted in reverence, respect and loving kindness. Let deep faith, trust, and joy give energy to our efforts as we seek to serve you and your people with a generous and open heart. Grant this in Jesus' name. Amen.

St. Angela, watch over the days
of our youth! St. Ursula, protect
our future!
Our Lady of Prompt Succor, hasten to help us!

The Ursuline Alma Mater

The Alma Mater was written by an Ursuline College student, Audrey May Meyer C 1933:

Ursuline, to dear old Ursuline,
We pledge our endless love today.
Ursuline, forever Ursuline,
Though life may lead us far away.
Lamp that lights the flame
Of all our hopes and dreams.
Beacon bright that guides us
Onward with its beams.
Happy hours within your sacred halls.
Cherished memories.

Ursuline, to dear old Ursuline,
We pledge our endless love today.
Ursuline, forever Ursuline,
Though life may lead us far away.
Alma Mater beautiful,
Starlike ever shine,
On our paths
To guide our faltering steps,
Home at last,
Dear Ursuline

The Seal of Ursuline Academy - *Ursula Laurus*

The Ursula Laurus Seal honors Saint Ursula, the saint for whom the Roman Union Ursulines are named. The laurel tree and laurel fronds—ancient Greek and Roman symbols of victory, achievement, and honor—celebrate Saint Ursula for her courage and honor in the face of challenges, risk and danger. The laurel tree rooted in the earth and spreading its branches also embodies being faithful to tradition with a commitment to branching across boundaries and into the future.

Labor Victoria is a Latin phrase for achieving "Victory through Work."
The white lily is a symbol of the purity of the Ursulines' founder, Saint Angela Merici.
In the center are the Sacred Heart of Jesus and the Immaculate Heart of Mary.
A sword pierces her heart during the Crucifixion of Christ.

At the Old Ursuline Convent on Chartres Street, this shield is represented in a stained-glass window above the door of the Convent's entrance.

The seal of Ursuline Academy bears the Latin words *labor* (work), *Victoria* (victory), *Ursula* (patroness of the Ursuline Order), and *Laurus* (laurel). Roman citizens were crowned with laurel wreaths when the results of their work brought victory; in its earlier history, Ursuline crowned its graduates with laurel wreaths.

Also on the seal are two sacred hearts that represent the dedication of Ursuline to Jesus and Mary; a palm branch that represents St. Ursula, the virgin martyr; and a lily that represents the purity of St. Angela, foundress of the Ursuline Order.

Serviam Shield

Depicting a shield with stars, a cross and the word *Serviam,* the *Serviam* Shield dates back to 1931 when the Ursuline Prioress General, Mother St. Jean Martin, gave this emblem to Ursuline students everywhere. She said, “Above the great cross of Jesus, a field of stars”. The ‘Little Bear,’ Ursula, like the morning star, lights the way that leads to unreserved Love. *Serviam*: I will serve. Word of honor and Christian self-sacrifice ... You will live it in serving God ... You will live it in serving the Church, You will live it in serving your country, your family ... in your joyful dedication to those closest to you ... Serve in obedience and love; let this be your project, for now and for the future.”

Serviam, an Ursuline Tradition

Serviam, meaning I will serve, is the motto of every Ursuline student, and the commitment to service is an important component of an Ursuline education.

Ursuline Traditions

Ursuline Academy’s activities and observances have special meaning to students, faculty, and alumnae. Among High School traditions are the following: Mass of the Holy Spirit, Senior Ring Mass and Ceremony, Rally (intramural competition), New Student Induction, Pin Ceremony, Graduation Mass and Ceremony, and the passing of the senior class name to the freshman class.

Among Elementary School traditions are Mass, Living Way of the Cross, Living Rosary, May Crowning, Grandparents’ Day, Spring Arts Festival and Mother-Daughter Luncheon. The Feast of Our Lady of Prompt Succor, Patroness of Louisiana, and the annual commemoration of the victory of the Battle of New Orleans are celebrated in January; the Feast of St. Ursula, Patroness of the Order of St. Ursula, is celebrated in October; the Feast of St. Angela Merici, a day dedicated to service, is celebrated in January.

The motto of Ursuline is *Serviam,* Latin for “I will Serve.” Through a learning process of developing mission effectiveness, students are encouraged to emulate the ideals of courtesy, loyalty and courage, and service to God by serving others.

The Academy colors are navy blue and white. The mascot is the lion.

Alumnae Association

The Ursuline Alumnae Association has been in continuous existence since it was formally organized in 1900. Seniors formally become members of the Ursuline Alumnae Association at the Alumnae Induction Ceremony, which occurs at the end of the Baccalaureate Mass. All graduates of the Ursuline College and/or Ursuline Academy of New Orleans are automatically enrolled into membership of the Ursuline Alumnae Association. Membership is open to any former student who attended Ursuline College and/or Academy, who shall be designated “Associate” member upon request to and approval by the Alumnae Association Board. The Ursuline Alumnae Association of New Orleans may formally recognize the service and dedication of a woman who is not a graduate of Ursuline Academy of New Orleans as an Honorary Member. The Alumnae Association Board hosts several events throughout the year and members of the Association participate in masses, service projects, and on campus activities, such as Career Day, Heritage Month activities, and Senior Luncheon. They are a constant reminder of the rich heritage of an Ursuline education.

At the annual Homecoming held each fall, the Distinguished Alumna and Reunion classes are honored. Individual class reunions are held. The Association also awards the Cor Unum and Sunshine Sisters awards to seniors every year.