

# **I. SPIRITUAL LIFE**

## **RELIGIOUS EDUCATION PROGRAM**

Religious Education permeates every facet of school life at Ursuline High School, and all programs, courses and activities flow from and are rooted in the context of a Catholic community of faith. We invite others who do not share our Catholic heritage to become part of our community, and we respect the rich traditions and the energizing diversity that result from their presence. Ursuline High School is foremost a Catholic school operated by the Diocese of Youngstown and supported by the Catholic community of the Mahoning Valley, and the religious education of each student in the Catholic tradition is the primary mission of the school. The Religious Education Department of Ursuline High School achieves the goals of this mission through the Proclamation of the Word, the Building of Community, and the Call to Christian Service.

## **PROCLAMATION OF THE WORD**

Ursuline High School shares in the mission of the Church by proclaiming the Good News of Jesus Christ. The Ursuline community is devoted to the spiritual growth of young adults through formal instructional programs as well as through experiential activities leading to faith formation. The curriculum of the Religious Education Department includes coursework in the areas of Catholic Christianity, Scripture, Morality, Social Justice, World Religions, Roman Catholic Church History, and Contemporary Issues. The students of Ursuline High School receive many opportunities to befriend children, the elderly, the poor and the dispossessed. The Proclamation of the Word, who is Jesus, enables the students to grow to a greater awareness of themselves and others.

## **BUILDING COMMUNITY**

Community-building embraces all of the curricular and extra-curricular programs so that students are provided with a faith context within which to grow, learn and develop. The Ursuline Community seeks to reinforce Christian values as the basis for decision-making and as the model for personal relationships.

The celebration of the Liturgy is central to this community. Our identity as a faith community is most visible on those occasions when we gather for worship and communal prayer. Above all else, respect for one another is the guiding principle for our interactions: respect for our differences in race, gender, creed and nationality; respect for our various gifts, talents and abilities; and respect for one another's ideas –

and beliefs. The community of adults and young adults, staff and students, work together, energize one another, and through these personal relationships grow to become who we have been called to be by our Creator.

## **SERVING OTHERS**

The dimension of service is a direct result of the love we have for ourselves and others, and the realization that all we have is a gift from God. The opportunities to share this love are numerous - through work with the elderly, young children, and persons with special needs.

The service programs demonstrate the willingness of students to share their time and talents with others. Special projects undertaken during the school year include support of the local food bank, Beatitude House, and Angela's Place, food collection and the delivery of food baskets at Christmas to families in need, recycling projects, Christmas caroling at hospitals and nursing homes, activities for pre-school children, and visiting the sick and elderly. The Ursuline Community makes visible Christ's message, "When you have done this for the least of my sisters and brothers, you have done it to Me." (Matt. 25:40)

## **WORSHIP AND PRAYER**

The school day begins by recalling God's presence in our midst through Morning Prayer. Throughout the remainder of the school day, all classes commence with a prayer or reflection.

All students and faculty are invited and encouraged to attend morning Liturgy that is celebrated Tuesday and Thursday at 7:25 a.m. in the Father Daniel M. Venglarik Chapel.

The entire school community gathers for Eucharistic Liturgy on special occasions throughout the school year: The Feast of St. Ursula, All-Saints Day, The Feast of the Immaculate Conception, Thanksgiving, Advent, Catholic Schools Week, Ash Wednesday, Feast of St. Angela and Passion Week. Liturgies and prayer are scheduled periodically throughout the Seasons of Advent and Lent.

Students are encouraged and given the opportunity to plan and develop liturgical and prayer services as part of their formal religious education classes and by becoming members of the Liturgy Committee. Students are also encouraged to serve

the school community through participation in the liturgical program as altar servers, lectors, Extraordinary Ministers of Holy Communion, liturgical choir members, and liturgical musicians.

The Sacrament of Reconciliation is offered to all students during the Seasons of Advent and Lent.

## **RELIGIOUS EDUCATION FAILURE POLICY**

Because Ursuline High School is a Catholic school sharing the teaching mission of the Church, and since the primary purpose of a Catholic school is to provide religious instruction for young people, every student attending Ursuline High School will be required to obtain at least one Religious Education credit per year. The parent/guardian of any students who receive a failing mark in a Religious Education course will be informed by the Assistant Principal and a parent conference with the Assistant Principal must be held. Parents should make every effort to confer with the classroom teacher as well. Religious Education credit can be made up only through participation in a summer school program through the Ursuline High School Religious Education Department. Students who fail two semesters of religious education coursework will not be readmitted to Ursuline High School. A student who fails a religious education course will automatically be ineligible for athletics.

## **NON-CATHOLIC STUDENTS**

The presence of students from other faiths enriches the diversity of our school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## **II. ACADEMIC AFFAIRS**

Ursuline High School affirms the intrinsic worth of learning as a life-long process that is exciting and personally satisfying. Education is more than

accumulating credit hours and meeting graduation requirements. Education at Ursuline High School also includes the formation of inter-personal relationships, formal opportunities for learning within the classroom, informal opportunities for learning which occur outside of the classroom, the development of problem-solving skills, the nurturing of creativity and imagination, and the examination of moral questions across the curriculum.

The instructional program at Ursuline High School is designed for the college-bound student but is flexible enough to meet the needs of most students. Remediation and reinforcement of basic skills will be provided as needed through the Auxiliary Service Program, the intervention tutor, or by individual teachers. Honors and Advanced Placement sections in English, French, Spanish, American History, U.S. Government, Biology, Chemistry, Psychology, and Calculus challenge students who are gifted in those particular areas. Tutoring and small group instruction in math and reading are also available. Computer-assisted instruction and peer tutoring may be scheduled throughout the school day or after school in the Learning Center. The administration, faculty and guidance personnel attempt to properly place students in instructional programs that provide optimal opportunities for academic success and help students to realistically identify and attain their goals. Our major goals are to instill a love of learning, an appreciation for truth, and a reverence for God's creation and the power of the human imagination.

## **ADMISSIONS POLICY**

Ursuline High School is a private college preparatory high school, operated by the Roman Catholic Diocese of Youngstown that offers superior academic and religious instruction in a positive school culture where all students feel safe and welcome. Ursuline High School admits students who demonstrate the ability and desire to succeed academically, a willingness to accept the challenges and expectations of our curriculum, and the commitment to embrace the school's Catholic identity and participate in the spiritual life of the school.

The school reserves the right to refuse admission or readmission, to suspend, excludes, or to expel any student who does not cooperate with the policies established in this Handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy as well.

### **Admission of Students to the Freshman Class**

Students from Catholic elementary schools within the Diocese of Youngstown are admitted unconditionally if the following criteria have been met:

- Satisfactory performance on the placement exam
- Enrolled for two or more years in a Catholic elementary school
- Completion of the admission forms, and
- Average or better achievement in the eighth grade course of study.
- Satisfactory Disciplinary & Attendance Records

Students from schools other than diocesan Catholic elementary schools may be admitted on probationary status based upon the following criteria:

- Satisfactory performance on the placement exam
- Completion of the admission forms
- Average or better achievement in their eighth grade course of study
- Satisfactory Disciplinary & Attendance Records
- Once the above items have been submitted and satisfactorily reviewed by the Ursuline administration, an interview with a member of the administration will be scheduled for the student and his/her parent or guardian. Following the interview, an admission decision will be made by the Ursuline administration and conveyed to the parent/guardian.

#### **Admission of Transfer Students**

Ursuline High School does not ordinarily admit transfer students in their senior year. The only exceptions are for students transferring from another Catholic high school, students moving into the Ursuline High School district, or for students with extraordinary pastoral needs. Sophomore and junior transfer students may be admitted on a probationary status based on the following criteria:

- Completion of the admission forms
- Average or better achievement in their high school course of study
- Satisfactory disciplinary and attendance records, and
- An interview with the Assistant Principal.

#### **Foreign Exchange Students**

Ursuline High School accepts foreign exchange students as part of our community. Foreign exchange students who meet graduation requirements may earn an Ursuline diploma.

Foreign exchange students are accepted through one of the international educational exchange organizations. These organizations screen the applicants for English proficiency, handle all of the application procedures directly with Ursuline High School, coordinate the host family selection or other housing arrangements, arrange for a one-year Visa to study in the USA, and oversee travel arrangements to and from the USA. Students who leave or are dismissed from an international

exchange/foreign exchange program will no longer be permitted to attend Ursuline High School.

Families interested in hosting a foreign exchange student should contact the Assistant Principal for Student Affairs.

### **GRADUATION REQUIREMENTS**

Twenty-five (25) credits are needed to meet the minimum standards for graduation from Ursuline High School. The required credits are as follows:

Religious Education	4	
English	4	
Mathematics	4	(Must include Algebra I, Geometry, and Algebra II or its equivalent)
Science	3	
Social Studies	3	
Fine Arts	1	
Health	.5	
Physical Education	.5	
Electives	5	
<b>Total</b>	<b>25</b>	

In order to meet these requirements, a student must complete a minimum of 5.75 credits as a freshman; 6.5 credits as a sophomore; 6.5 credits during the junior year; and 6.25 credits during the senior year. Students are encouraged to participate in summer sessions in order to accumulate their required credits. Juniors and seniors should schedule at least 6 credits regardless of the number of credits previously accumulated.

### **GRADUATION POLICY**

A diploma is awarded to all Ursuline students who complete all of the academic requirements stipulated by Ursuline High School and the State of Ohio. These require that the student have:

- 1. Completed the religious education requirements of Ursuline High School;**
- 2. Earned the necessary number of academic credits and satisfactorily completed a senior research paper; and**
- 3. Passed all tests required by the State of Ohio for graduation**

Participation in the public ceremonies (Awards Assembly, Baccalaureate, and Commencement) is extended only to those students who have fulfilled their spiritual, academic, social, and financial obligations to the school within the spirit of Christian Justice. Therefore, to participate in senior ceremonies all students must meet not only the three criteria for a diploma but

also their disciplinary and financial responsibilities to the school. Participation in graduation ceremonies is a privilege, not a right.

## HONORS AND ADVANCED PLACEMENT PROGRAM

The purpose of the Honors and Advanced Placement program at Ursuline High School is to challenge those students who are academically gifted and to encourage them to share the gifts that they have received with others. Students are initially invited into the Honors Program by the faculty and administration based upon criteria that have been established by the school. Continuation in the program is determined annually. Honors classes require a more intensive and critically reflective level of performance. In order to justify awarding an extra quality point on the grading scale for Honors and Advanced Placement classes, the depth and scope of assignments will be substantially more challenging than the regular college-prep sections. Questions concerning the Honors Program should be directed to the Assistant Principal for Curriculum and Instruction.

If a student chooses to move from an Honors or Advanced Placement Course to the College Preparatory Course during the academic year, the student's current average (percentage) from the Honors or Advanced Placement Course remains with the student as they begin their studies in the College Preparatory Course.

## GRADING SYSTEM

Final grades are determined by the following formulas:

For semester courses:

$$\frac{\text{Qtr. Grade} + \text{Qtr. Grade}}{2}$$

For year long courses:

$$\frac{\text{1st Qtr. Grade} + \text{2nd Qtr. Grade} + \text{3rd Qtr. Grade} + \text{4th Qtr. Grade}}{4}$$

A 4.00 quality point system is used for grades except for Honors and Advanced Placement classes which are distinguished as follows:

REGULAR COURSES	HONORS/AP COURSES
A = 4.00	A = 5.00
B = 3.00	B = 4.00
C = 2.00	C = 3.00
D = 1.00	D = 2.00
F = 0.00	F = 0.00

## GRADE POINT AVERAGE AND CLASS RANK

Grade point average and class rank are computed twice a year. A temporary grade point average and class ranking are done in January; the final and official ranking and cumulative grade point average are computed in June. The grade point average is computed by dividing the total number of quality points by the total number of credits attempted.

The senior class Valedictorian and Salutatorian are chosen based upon their rank and grade point average as computed in January of the senior year. The Valedictorian is the student ranked first in the class, the Salutatorian is the student ranked second.

## HONOR ROLL

Students qualify for Honor Roll if they meet the following criteria:

1. A grade point average of 3.5 or better for the quarterly grade period;
2. A conduct grade of 85% or better;
3. No incomplete or withheld grades;
4. No failing grades.

## REPORTS TO PARENTS

### Power School

Teachers maintain on-line grade books, which are available to parents and their child(ren) through PowerSchool at [ursuline.powerschool.com](http://ursuline.powerschool.com). Usernames and passwords used to access PowerSchool will be mailed to the student's home in early September. Information that can be accessed through PowerSchool includes the teacher's gradebook, attendance and tardiness records, and conduct grade. PowerSchool is updated on a weekly basis.

**With the use of PowerSchool, teachers will no longer prepare and mail deficiency reports each quarter, unless a parent who does not have Internet access requests for deficiency reports by calling the main office, 330-744-4563.**

### Report Cards

Report cards will be issued for each quarterly grade period. These reports will be mailed home to the parent/guardian. Report cards will not be released unless all financial accounts are paid to date.

Letter grades are used on the report card that correspond to a percentage span. The system used is as follows:

A = 93% - 100%      D = 67% - 76%  
B = 85% - 92%      F = 66% and below  
C = 77% - 84%      P = Passing  
I = Incomplete  
WF = Withdrawn Failure

S and U are used for Physical Education classes

Parent-Teacher Conferences will be scheduled by the school once each semester. Private conferences may be scheduled with individual teachers by telephoning the school office at (330) 744-4563 or e-mailing the teacher directly. Teachers will return parent phone calls during their professional preparation period or at the end of the school day.

Academic information may also be obtained through the student's guidance counselor, and parents are encouraged to contact guidance personnel as problems arise.

## HOMEWORK

Homework is essential to reinforce learning experiences in the classroom and to develop independent study skills. Students are expected to read, to study their notes and to complete written homework daily. Students are responsible for making up all homework assigned during their absence from school, and they are responsible for promptly seeing the teacher about missed assignments upon their return to school.

Parents should also feel free to contact a teacher regarding homework or other class assignments/projects.

## SCHEDULING

Scheduling is conducted during February and March for the following school year. Once a student has submitted his/her schedule, it is considered final. Since teaching assignments and class loads are established by April 15, adjustments will be made in a student's schedule only if a serious problem arises. Requests for a schedule change must be completed and signed by a parent/guardian. A \$25.00 fee will be assessed for all schedule changes made after August 1. All students must have six classes on their schedule each semester, regardless of the number of courses needed for graduation. If a student elects to audit a course, he/she must declare the audit within the first ten days of the course.

## CLASS ADD/DROP

**A.** A class may be added (if there is room) during the summer up through the first day of school. A \$25.00 fee will be assessed after August 1.

**B.** A class may be dropped with no penalty up through the first nine-week grade period. The number of credits must remain at the required level. A \$25.00 fee will be assessed after August 1.

**C.** Beginning on Monday of the tenth week, any class that is dropped is considered a Withdrawal Failure and an "F" is computed into the grade point average.

## COLLEGE COURSEWORK

Ursuline High School seeks to meet the individual needs of each student, considers itself an integral part of the community at large, and aims to effectively make use of the community resources available to our student body. Ursuline High School students who have attained junior or senior status may take college courses during the school day provided they meet the early admission standards of the college or university. College courses may be taken for college credit, high school credit, or both. High school credit is awarded according to the following formula:

**A Carnegie Unit (1 high school credit) is equivalent to 5 semester hours or 7.5 quarter hours of college credit;**

**1/2 Carnegie Unit is equivalent to 3 semester hours or 4 quarter hours of college credit.**

Classes taken at the college level for high school credit will be calculated into the student's grade point average on a 4.00 scale and will affect class rank. A student's official transcript will indicate that the course was taken on a college level and will indicate the name of the institution at which the course was completed.

**Students interested in this educational option should meet with their guidance counselor for more complete information concerning the eligibility standards, admission procedures, and specific guidelines for enrollment.**

## CREDIT FLEXIBILITY/EDUCATIONAL OPTIONS

The State of Ohio has required all Ohio high schools to have a policy in place for earning high school credit in a variety of ways. The Diocese of

Youngstown has adopted such a policy for all of its six high schools. Ursuline High School has offered high school credit through its program of educational options for physical education and the fine and performing arts and will continue to do so. Educational Option credit for physical education and/or fine and performing arts are meant for students who are currently pursuing training in a legitimate program of study such as ballet lessons, figure skating lessons, instrumental music lessons, gymnastic lessons, etc. For Physical Education, the student must complete 120 hours of instruction to earn  $\frac{1}{2}$  credit or 60 hours of instruction to earn  $\frac{1}{4}$  credit; for Fine and Performing Arts, a student must complete 120 hours for 1 credit, and 60 hours for  $\frac{1}{2}$  credit. Applications are available through the guidance counselors and must be completed and approved by Mrs. Michelle Carosella, Assistant Principal for Curriculum and Instruction, by May 1. The hours must be completed by May 1 of the following year.

Ursuline High School will also offer students the opportunity to explore a foreign language through on-line access to the Rosetta Stone application as an independent study program. The foreign languages to be offered for the 2015-2016 school year will be: Chinese (Mandarin), German, Arabic, Dutch, Filipino, Greek, Hebrew, Hindi, Irish, Japanese, Korean, Persian (Farsi), Polish, Portuguese, Russian, Swedish, Turkish, Vietnamese, and Latin. Please note that this program of study should not be considered a replacement for the four year program of study in the three languages offered at Ursuline: Spanish, French, and Italian. Students will receive  $\frac{1}{4}$  credit for each level successfully completed at an 85% or better mastery. The final exam for each level must be scheduled with and proctored by an administrator. Applications for the Rosetta Stone enrichment program are available through the guidance counselors and should be completed and approved by Sr. Regina Rogers by May 1. Periodic reports and conferences with Mrs. Carosella will be scheduled as the student completes various benchmarks in the program.

Ursuline High School will offer the students the opportunity to earn college credit through the Youngstown State University College Credit Plus Program. Students may earn college credit in the following areas; Calculus, Biology, French, and Physics. Students may earn college credit in Spanish from Kent State University in the same program. Students will be given directives from Mrs. Carosella in regards to registering for the program. Students will register during the prior school year for the courses, based on Youngstown State University's regulations, for these courses.

For either the purpose of credit recovery or scheduling conflicts, Ursuline will employ the online course platform, APEX. Students are responsible for the cost that is incurred with the coursework. Coursework can be arranged with Miss Maggie Matune, Assistant Principal for Student Affairs, who will instruct students to use this course. With the exception of the courses in the Religious Education Department, all credit recovery will be completed with APEX. Students who fail a course in the Religion Department will take a credit recovery course through Ursuline High School. Students will be responsible for the cost of this course and the course will be arranged by Mrs. Carosella and Dr. Linda Miller, Religion Department Chairperson.

Additional credit in other areas of study may also be developed through the credit flexibility program. Credit may be earned through testing out of a course, on-

line courses, educational travel, tutorial programs or community service. The administration of Ursuline must approve all credit flexibility programs. Please contact Mrs. Carosella for applications and further information.

## **ACADEMIC CONTRACTS**

Ursuline High School provides many opportunities for students to succeed in their academic program of studies. Ultimately, the motivation and effort put forth by the student is the most important component of academic success. Students who fail to meet their minimal responsibilities for coursework and/or are deficient in the number of credits necessary for graduation may be placed on an academic contract. The Assistant Principal will meet with the student and his/her parents to develop a contract that will clearly state the student's academic responsibilities. Failure to live up to the terms of an academic contract may result in a student's withdrawal from Ursuline High School.

## **STUDENTS WITH SPECIAL NEEDS**

Ursuline High School recognizes the potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available. Parents are an integral part of the process. In order to accommodate a student who has been evaluated as having special learning needs, parents are obligated to share all testing results and the resulting educational plan with Ursuline High School upon application for registration. A student may be admitted on a probationary basis after the student's test results and academic records have been reviewed and the administration determines that the services available at Ursuline can meet the student's needs. Failure to disclose known special educational needs will void the application for registration. Special educational needs that are identified after a student has been accepted will be addressed in compliance with IDEA as applicable to chartered nonpublic schools in the State of Ohio. Students with disabilities are expected to follow all school policies.

## **ADVANCED WORK PRIOR TO NINTH GRADE**

An elementary or junior high student may take coursework in the seventh or eighth grade that can be used to fulfill high school graduation requirements. Courses must be approved by the Office of Catholic Schools and the elementary or junior high school must prepare a transcript with the course name and grade. High school credit will be awarded and the course will appear on a student's high school transcript, but the grade will not be used in the student's high school grade point average (G.P.A.).

### III. CODE OF CONDUCT

We believe that Ursuline High School is a community and that our relationships with one another in the context of this community are visible signs of our faith and membership in God's family. They are symbols of our inherent dignity as a people called to love and service. Our relationships, marked by courtesy and respect, reveal God's presence and action within our lives and touch all who enter into this community.

Adolescence is a period of marked growth on several levels - physical, intellectual, psychological, spiritual and social. The administration and faculty of Ursuline High School believe that guidelines for behavior are essential in order to establish a positive climate for learning, to foster good relationships among students, to assure that the rights of all members of the Ursuline community will be respected, and to prevent the instructional program from being unduly disrupted. We believe that students need the lived experience of accepting responsibility for the choices that they make and for the behaviors that they display. We believe that students need to understand that what they say and what they choose to do can affect the lives of others with whom they share their lives and work.

The administration of Ursuline High School has the responsibility for maintaining an environment that serves the best interests of the school community, meets the safety needs of the staff and students, and reflects Gospel values. The administration has the right to interpret and disseminate to parents and to students the regulations and policies of the school in the spirit in which they were written, and the administration has the authority to take whatever action may be necessary to see that all members of the Ursuline community observe school policies. Because it is impossible to foresee all problems, which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) that violates the spirit, philosophy and code of conduct of the school, even though not specified.

#### PARENTAL ROLE IN EDUCATION

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children. In this Handbook, the term parent refers not only to a student's natural or adopted parent, but also to a student's legal guardian or to any person or agency authorized to act in place of parents. Parents are expected to respect and support the school, the staff, and the educational process by: supporting the school's mission and commitment to Catholic values, supporting all school policies as outlined in this handbook, ensuring that their children have read this handbook and participating fully in school programs developed to support the educational growth of their children.

### STUDENT RESPONSIBILITIES

All Ursuline High School students are expected:

- To conduct themselves in a manner that will guarantee their own well-being and the well-being of others. Their behavior should reflect positively on Ursuline High School, their families, and the community as a whole;
- To treat administrators, teachers, staff members, parents, guests and other students and third parties with courtesy and respect;
- To know and adhere to the rules and regulations established by their teachers and school administrators;
- To strive for academic excellence;
- To refrain from libelous/slanderous remarks and obscene/vulgar language in written and/or verbal expression;
- To adhere to policies relating to chemical/alcohol abuse;
- To be punctual in attending school and class;
- To refrain from misbehavior that disrupts the educational process for themselves and others;
- To respect the reasonable and necessary exercise of authority by school administrators and staff to maintain discipline at school and at school-sponsored activities.

#### CONDUCT CARD SYSTEM

All students will receive a percentage grade in conduct on their quarterly report cards. All students begin each quarter with a 100% in conduct. Infractions are recorded on conduct cards issued and signed by the teacher or staff member indicating the violation and the number of percentage points that will be deducted from the student's conduct grade. (See page 49) The conduct card will also list any other immediate consequences such as after-school detention time, suspension, and/or conference time with the Assistant Principal for Student Affairs. **Out of courtesy and respect, students are required to sign the conduct card when it is presented to them.** The student may request a private conference with the teacher or with the Assistant Principal for Student Affairs to discuss the justice of the card if he/she feels circumstances warrant such action. It is never appropriate to further disrupt class time by arguing with a teacher or by refusing to sign the card. The student is not necessarily acknowledging admission of an infraction by signing the card. The signature is an indication of courtesy and respect.

During the course of a nine-week grading period, parents will be notified when their child's conduct grade falls below 85%. Students fail Conduct when their grade falls below 67%. A failure in conduct is a serious breach of Ursuline

High School policy and indicates the need for intervention and further discussion with the student's parent/guardian. (See Conduct Failures.) Parents may check their child's current conduct grade using PowerSchool.

## DETENTIONS

Individual teachers may schedule private detentions for infractions of classroom rules and regulations. The purpose of the private detention is to provide the individual student and his/her teacher the opportunity to privately discuss his/her classroom behavior to prevent future incidents. The teacher issuing the private detention will specify the date, place and time.

General detentions are mandated for specific infractions of Ursuline High School policy and are to be served within three school days after they have been received. Students who fail to serve their detention within this time period will be issued another conduct card for Failure to Report. **Chronic failure to serve general detention will result in suspension from school for a period of 1 to 3 days as determined by the Assistant Principal for Student Affairs. Detention may not be waived for athletic practices or after-school employment.**

General Detention is intended to deter the student from violating the rights of other students and teachers and/or from disturbing the general welfare of the school. General Detention will be held on Tuesdays, Wednesdays, and Thursdays, in Room 110. Students are to report to General Detention within five (5) minutes after dismissal and are expected to stay for the 45-minute detention period. **Students are to bring reading and/or study materials with them and are to utilize these materials in a productive way.** Students who fail to bring the proper materials will be given a written assignment by the detention supervisor. No student may use an electronic device in detention. Silence and good order are to be maintained. Students who are disruptive in General Detention will be referred to the Assistant Principal and will be liable for a one-day suspension from school.

## CONDUCT FAILURES

A student who fails Conduct for any given nine-week period will be subject to the following: 1) a formal letter will be sent to the parent/guardian outlining the conduct violations; 2) a parental conference must be scheduled with the Assistant Principal for Student Affairs; 3) the student will be placed on a Disciplinary Contract which will indicate the conditions under which he/she may remain at Ursuline High School. (See Disciplinary Contract.) **Failure to cooperate with the above procedures will result in expulsion proceedings against the student.**

## DISCIPLINARY CONTRACT

A failure in Conduct indicates that routine disciplinary measures have failed to correct a student's behavior. Students may also be placed on a Disciplinary

Contract following a serious breach of the Ursuline High School Code of Conduct as deemed necessary by the administration. Such students are placed on a Disciplinary Contract. The Disciplinary Contract is a binding agreement between the administration of Ursuline High School, the student, and his/her parents/guardian. The contract is a commitment made by the student to adhere to specific behaviors while in attendance at Ursuline High School. The contract may also include specific intervention strategies appropriate to the needs of the individual student. (e.g., counseling, increased home-school communication, further testing, change in placement, etc.) **Failure to uphold the contractual agreement may result in a student's immediate withdrawal. Students who do not adhere to the withdrawal procedure will be liable for immediate expulsion.**

## SEARCHES

The Principal or his designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property (e.g., automobiles, etc.) at school (including, but not limited to, the parking lots and locker rooms), or at school activities may be conducted by the school Principal or other designated official. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

## ATTENDANCE

For a child to receive the full benefit of an Ursuline Education, she/he needs to be in school. Chronic absenteeism and/or tardiness are a serious breach of the educational contract with Ursuline High School.

According to Ohio state law, a child is permitted to be absent from school with the permission of a parent/guardian for the following reasons:

1. Personal illness
2. Illness in the family (when a child's help is urgently needed)
3. Death of a relative
4. Quarantine
5. Observance of a religious holiday



6. Family emergencies or another set of circumstances which constitute a good and just cause which good and just cause include the following:

- A.** An act of nature or an accident, which causes the person to be house, bound
- B.** Required appearance at court or other judicial procedure
- C.** Work at home of an emergency nature
- D.** Appearance at a community function to receive an award or to represent the school
- E.** Visitation to a college, university, vocational/technical school with the prior approval of the Guidance Counselor and Assistant Principal (Junior students only with a maximum of two visitations per year and Senior students only with a maximum of three visitations per year)
- F.** Students who accompany their parent/guardian on vacation during the school term (see Extended Vacation Policy for procedure)

Students are expected to be in attendance except in circumstances where their absence is permitted as enumerated above. Should a student be absent a PARENT OR LEGAL GUARDIAN MUST NOTIFY THE SCHOOL OFFICE PRIOR TO 10:00 A.M. The school office opens at 7:00 a.m. and the number is 330-744- 4563. Text or email excusals will not be accepted and students will be marked as truant from school. Unnecessary absence should be avoided. Therefore, doctor or dentist appointments, driver tests, vacations, attendance at athletics events and work schedules should be planned for after-school hours or on days when school is not in session. Parents are advised to consult the school calendar that indicates vacation periods and free days. If a student must be released from school prior to the official dismissal time of 2:30 p.m., a phone call from the parent or a note must be presented prior to 10:00 a.m. to the attendance secretary in the main office. The student must be picked up in the Main Office by a parent or guardian. This safeguard is for the protection of both parent and the student.

In case of an extended absence (3 days or more) the parent/guardian should notify the Assistant Principal for Curriculum and Instruction. For students who are homebound or hospitalized due to an extended illness of 3 or more days, teachers can provide assignments. Arrangements for homework are to be made through the Attendance Secretary in the main office or by contacting the teachers through their diocesan e-mail. Students who are absent from school with parental permission are accountable for all work missed during the absence and are responsible for making arrangements with their individual teachers to complete assignments and make-up tests within a reasonable time period after their return to school. Students who are absent from school may not participate in any student activities, athletic camp/practice/game or extracurricular activities, including practice. Students must be

in school before 10:00 a.m. and cannot leave until after 1:00 p.m. to be considered excused from the above. If a student is absent and a parent/guardian does not notify the school, the student will sign a conduct card for truancy (25 points, 10 detentions, no academic credit). It is the responsibility of the parent to notify the school on the day their child is absent.

## **Excessive Absence**

Excessive absenteeism usually results in severe academic difficulties and increased frustration on the part of the student that in turn leads to repeated cycles of absenteeism. It also reinforces negative habits of irresponsibility and lack of accountability for choices, such as staying up too late or lack of preparation for tests and assignments.

Excessive absenteeism will be dealt with in the following manner:

1. When a student reaches a total of 15 days absent per semester, a doctor's note must accompany his/her return to school for every absence following the 15 days. If there is no doctor's excuse, the absence will be recorded as unexcused and the student will not be permitted to make up any work, including tests that were missed. The doctor's excuse must be turned in within 3 days for the unexcused absence to be changed to excused.

\*Please note that if a student presents a doctor's excuse for any day/s absent, those days will not be counted toward the 15 days. If there is an extended illness the parent/guardian should contact either Assistant Principal to discuss the absence. An Assistant Principal must approve any exceptions to this policy.

2. A student is marked ½ day absent if he/she arrives after 10:00 a.m. or leaves after 10:30 a.m.

3. When a student's absence has reached ten (10) days, a letter reporting such will be sent directly to the parent/guardian from the office of the Assistant Principal.

4. When a student's absence reaches twenty (20) days: a letter will be sent directly to the parent/guardian from the office of the Assistant Principal and the following procedure will apply.

**A.** The parent/guardian must meet with the Assistant Principal

**B.** If warranted, an Attendance Contract specifying corrective action will be developed and signed by the student and his/her parent/guardian

C. Students may be denied the opportunity to make up work/tests missed during their absence

D. Participation in athletic/ extracurricular activities and practices may be denied

E. Academic credit may be denied for the course for those students whose absences exceed forty (40) days.

F. The case can be referred to Juvenile Court

G. The student may be asked to withdraw from Ursuline High School

### **Tardiness**

Punctuality is a desirable component of self-discipline and is a necessary quality for success. Ursuline High School expects all students to arrive at school on time regularly and consistently. All students are to be in their first period class before 7:55 a.m. Students who are not in their assigned classroom by 7:55 or who arrive at school later in the day must report to the school office for a tardy slip that will admit them to class. No student will be admitted late to class without a slip from the office. All students who report late to school will be marked tardy. Students who report late after a morning visit to the doctor or dentist should present a signed slip for the doctor/dentist to the attendance secretary. A student may have four (4) tardies without penalty each quarter. After the fourth tardy, each instance of tardiness will result in three points deducted from the student's conduct grade no matter the reason. If a student reports to school after 8:30 a.m. without prior notification from a parent/guardian, the student will be considered truant from class and will be given a conduct card (10 points, detentions variable and no academic credit).

### **Early Out**

A student is marked as early out when he/she leaves school after 1:00.

### **Excessive Tardiness and Early Outs**

When a pattern of tardiness and/or early outs develops, the following will be in effect:

1. After the 4th tardy, three (3) points will be deducted from the student's conduct grade.
2. After the 4th early out, three (3) points will be deducted from the student's conduct grade.

3. When a student's conduct reaches 85% because of tardiness/early outs, the parent/guardian must meet with the Assistant Principal for Curriculum and Instruction.

4. If warranted, an Attendance Contract specifying corrective action will be developed and signed by the student and his/her parent or guardian.

5. Students may be denied the opportunity to make up work/tests missed because of tardiness or early outs.

6. Students may be denied the opportunity to participate in athletic/extracurricular activities and practices

7. If there are extenuating circumstances for tardiness or early outs, the parent/guardian should meet with the Assistant Principal for Curriculum and Instruction to discuss the matter.

### **Truancy**

Absences without parental knowledge or absences not deemed legitimate by the school will be considered truancy from school. Truancies will be handled in the following manner:

1. For a first offense, the parent/guardian will be informed by the Assistant Principal and the school penalty will be imposed - 25 conduct points will be deducted and the student will be required to serve 10 detentions.
2. For a second offense, a parental conference must be scheduled with the Assistant Principal and the student's guidance counselor. An Attendance Contract will be developed at this time.
3. A third offense will result in the student's expulsion from Ursuline High School.

### **Extended Vacation Policy**

Although we discourage the scheduling of vacations during the school year, we recognize that sometimes the situation is unavoidable. Students may be excused from school to accompany their parents on a family vacation for a period not to exceed ten school days if the following conditions have been met.:

1. The student has presented a written request signed by the parent/legal guardian stating the days of absence to the Assistant Principal at least one week prior to the vacation period.

2. The student has picked up an Extended Vacation Form from the main office that he/she has presented to each subject teacher. On that form the teachers will have listed class work and assignments that must be completed and handed in within 3 days after the student's return to school. No credit will be given for assignments handed in after the stipulated three-day period. The Extended Vacation Form must be returned to the Assistant Principal prior to the student's departure. One copy will be given to the student for reference and the other copy will be kept on file.

**Failure to follow the above procedure may result in the student receiving no academic credit for the work missed.**

### **Arrival and Dismissal**

The building is officially open to students at 6:30 a.m. Students will be directed to one classroom until 7:15 a.m. Students are to then use the school cafeteria for early morning gathering or may proceed directly to their first period classroom for silent study.

In order to maintain a safe campus, parents are asked to refrain from entering the Bryson Street Lot when picking up or dropping off their children between the hours of 7:00-8:30 a.m. and 2:15-3:00 p.m. During these times, students should be dropped off and picked up on Bryson Street or in front of the school on Wick Avenue. If parents wish to avoid the traffic congestion at the end of the school day, please consider picking up your child after 2:40 p.m. when busses have departed and car traffic has cleared.

**Parents are responsible for making transportation arrangements so that students are transported home within a reasonable time frame following the dismissal bell. It is expected that all students be out of the building by 3:00.**

Athletes or those students who remain after school to participate in an extra-curricular activity should report to the room designated by the teacher or coach in charge. Students are not to congregate in the halls or lobby area.

### **DRESS REGULATIONS**

Proper dress for young men at Ursuline shall consist of the following:

**A. Tailored khaki trousers in cotton or cotton-blend fabric must be worn.** Boys may NOT wear any pants/trousers that are designed like jeans nor pants with contrast stitching, rivets, or sewn-on patch pockets. Denim, cargo pants, and sweat pants are prohibited. Pants are to worn at the natural waistband. They are not to be of the peg pant style, have elastic bottoms, or be tight fitting. They may not be rolled up. Pants may not be styled like jogger pants and cannot have an elastic or drawstring waistband or ankle cuff.

**B. An Ursuline polo must be worn with the khaki trousers.** These shirts are available from the Irish Cottage and are embroidered with "Ursuline High School." Shirts are available in yellow, turf green, or navy blue.

**C. If a sweater is worn over the regulation uniform shirt it must be in one of the following solid colors: navy blue, dark green, or white.** Ursuline sweatshirts purchased through the Irish Cottage may be worn in place of a sweater over the regulation uniform shirt. "Hoodie" sweatshirts are not part of the Ursuline dress code. A variety of zippered fleece shirts, sweatshirts, and sweaters is available at the Irish Cottage that may be worn as part of the uniform.

**D.** School shoes must be a traditional school shoe or an athletic shoe with a soft sole. Heavy work boots and winter boots are inappropriate for school. Flip-flops, slides, backless shoes, slippers, moccasins and sandals may not be worn. Socks must be worn at all times.

**E.** Coats, jackets, and other outdoor apparel are not to be worn to class or in the cafeteria during lunch. Hats or other headgear (e.g., headbands, ear muffs, etc.) may NOT be worn in the building.

**F.** Students may not carry book bags, backpacks, or tote bags to class. Those items must be stored in student lockers.

**G.** Hair must be moderately styled, not interfere with vision, and neatly groomed. Hair is not to hang in front of or on a student's face below the eyebrow. Tails, designs shaved into the scalp, shags or any form of extreme or bizarre hairstyles and colors are unacceptable. Hair length is to be tapered or blended so that there are no abrupt changes in the length. The height of hair should not exceed two inches, may not exceed two inches in width and the length of hair should not exceed one inch over the shirt collar. Hair may not exceed one inch over the ear. Hair may not be worn in a ponytail, bun or secured with any type of headband or bandana. Sideburns must be straight and should not exceed the bottom of the earlobe. Since it is impossible to predict teenage fads, the Assistant Principal for Student Affairs reserves the right to determine whether a style is excessive or inappropriate. Students who violate these guidelines will be sent home and excluded from school until their hairstyle has been modified to meet the standards of Ursuline High School. A student who refuses to modify his hairstyle in accordance with school policy will be withdrawn and/or expelled from Ursuline High School.

**H. Boys are expected to be clean-shaven.** Beards and moustaches are prohibited. Boys who routinely violate this regulation will be subject to a suspension from school for two to five days.

**I. Boys may not wear earrings or unusual or excessive jewelry to school.** The Assistant Principal for Student Affairs will determine what is excessive or unusual.

**J.** Visible body piercing and visible tattoos are prohibited.

**K.** Neatness and good grooming are reasonable and expected standards in our society. Student clothing should be neat, clean, properly pressed and free of holes, tears, or rips.

At social affairs sponsored by the school, a student's dress should be appropriate for the occasion.

Permission to be out of school uniform must be requested from the Assistant Principal for Student Affairs before the start of the school day. Parents must write a note or call the main office in order for such permission to be granted. Students out of uniform must wear appropriate school apparel. Jeans, T-shirts, sweat-suits, and shorts are never permitted in place of the school uniform.

## **GIRLS' DRESS REGULATIONS**

The proper dress for young women at Ursuline includes the following:

**A.** All girls are to wear the **official uniform skirt** purchased from the uniform supplier: Lands'End. The skirt is available in a variety of styles and the length should be no more than 3 inches above the knee (front and back). During the colder months (December 1st through March 1st ONLY), the girls may wear tailored khaki slacks in cotton or a cotton blend fabric. The slacks should be ankle length, and must be worn at the waist. Girls may not wear pants that are designed like jeans regardless of the fabric. This means no contrast stitching, no rivets, and no sewn-on (patch) pockets. Girls may not wear form-fitting stretch pants or cargo pants. Denim or sweat pants are not permitted. Pants may not be styled like jogger pants and cannot have an elastic or drawstring waistband or ankle cuff. Pants may not be have the "skinny" legging style.

**B.** An Ursuline polo must be worn with the skirt or slacks. These shirts are available from the Irish Cottage and are embroidered with "Ursuline High School." Shirts are available in butter yellow, turf green, or navy blue.

**C.** If a sweater is worn with the above uniform, it must be in one of the following solid colors: **navy blue, dark green, or white.** Sweaters may not extend below the hipline. Ursuline sweatshirts purchased from the Irish Cottage may be worn in place of the sweater over the regulation uniform shirt. "Hoodie" sweatshirts are not part of the Ursuline dress code. A variety of zippered fleece shirts, sweatshirts, and sweaters are available at the Irish Cottage that may be worn as part of the uniform.

**D.** School shoes should be of a traditional style and appropriate for school. Heavy work boots or winter boots may not be worn. An athletic shoe with a soft sole may be

worn. Flip-flops, slides, backless shoes, slippers, moccasins and sandals may not be worn. Socks or hosiery must be worn at all times.

**E.** Jackets, coats, and other outdoor apparel are not to be worn to class or in the cafeteria at lunchtime. Hats and other headgear (e.g., ear muffs, headbands) may not be worn in the building.

**F.** Students may not carry book bags, backpacks, tote bags or large purses to class. Those items must be stored in student lockers. Discretion will be left to the Assistant Principal for Student Affairs regarding the appropriateness of the size of the bag.

**G.** Hair must be kept away from the eyes and moderately styled. Excessive styles and colors are prohibited. The Assistant Principal for Student Affairs reserves the right to determine what is unacceptable or excessive.

**H.** Make-up should not exceed what is considered appropriate for daytime wear. Excessive or ornate jewelry should not be worn.

**I.** Pierced earrings may be worn, but other visible body piercing and visible tattoos are prohibited.

**J.** Neatness and good grooming are reasonable and expected standards in our society. Therefore student clothing should be neat, clean, properly pressed and free of holes, tears, or rips.

Dress for social affairs sponsored by the school should be appropriate for the occasion.

Permission to be out of uniform must be requested of the Assistant Principal for Student Affairs prior to the start of the school day. Parents must write a note or call the main office in order for such permission to be granted. Students out of uniform must wear clothing appropriate for school. Jeans, shorts, and sweat suits are always prohibited.

## **SMOKING AND CHEWING TOBACCO**

For reasons of health, safety and sanitation, smoking and chewing tobacco are prohibited on school grounds. Students found smoking or chewing tobacco will sign a conduct card and will then report to the Assistant Principal for Student Affairs. Parents will be notified, and the student will be suspended for one day.

Tobacco products are not to be brought to school; such products will be confiscated by members of the staff and properly destroyed.

## ALCOHOL-RELATED OFFENSES

The abuse of alcohol is the principal cause of death for young people between the ages of twelve and twenty. The majority of cases of adolescent suicide are directly linked to alcohol use/abuse. The majority of traffic fatalities involving teen-agers are directly linked to alcohol use/abuse. The administration and staff of Ursuline High School will not condone the illegal use of alcohol by our students.

**The use of, possession of, or appearance of being under the influence of alcohol is prohibited while on school grounds and at all school-related activities held at school or off-campus.** The detection of alcohol on a student's breath will be considered sufficient cause for determining that a student is under the influence. Having alcohol on one's person, in one's locker, or being a driver or passenger of a vehicle containing alcohol will be sufficient to assume possession.

Parents or legal guardians of students involved in an alcohol related offense will be contacted immediately. A conference will be scheduled at which the student must appear with his/her parent/guardian. A conduct card will be issued and the student will be suspended for five (5) days. **Two (2) days of the suspension may be waived if the student participates in a chemical assessment at a local agency and follows the recommendations made as a result of the assessment.** The assessment must be scheduled with the agency prior to the student's return to school from suspension; and the assessment must be completed within ten (10) school days after the student's return to school or the waived days of suspension will be revoked. Depending upon the circumstances, it may be recommended that the student seek counseling through a local mental health agency. **A second alcohol-related offense during the student's tenure at Ursuline High School will make the student liable for expulsion.**

## DRUG-RELATED OFFENSES

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of drugs/substances. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Possession, use, or being under the influence of chemical substances on school grounds or at school related activities will not be tolerated and shall result in: a conduct card of 25 points, a parental conference with members of the administrative team, and an automatic five (5) day suspension. The student must agree to participate in a formal program for teen-age drug abusers or seek medical and psychological assistance from a local agency or hospital. Students who refuse to cooperate with the recommendations of the school administration will be liable for expulsion. **Students who are involved in distributing or selling drugs will be liable for immediate expulsion and local law enforcement authorities will be contacted.**

## THEFT

Students are discouraged from bringing large amounts of money, expensive equipment/jewelry, or other personal valuables to school. The school can not be held responsible for personal belongings that are lost or stolen. In order to prevent theft, all students are assigned locks and lockers at the beginning of the school year in which to store their personal belongings. For the students' own protection, lockers should not be shared and lock combinations should not be given out to anyone. Students are expected to use reasonable care for their belongings by seeing to it that their lockers are securely closed and locked. Personal belongings should never be left unattended. Incidents of loss and/or theft should be reported immediately to the school office.

**Any student caught stealing will incur an immediate five day suspension and restitution must be made.** Second offenses will result in the commencement of expulsion proceedings and referral to the proper juvenile authorities.

## GANG MEMBERSHIP

Membership in youth gangs and participation in gang-related activities are strictly prohibited in accordance with Diocesan Policy and make a student liable for expulsion. Any student suspected or identified as being a member of a gang, who shows interest in joining a gang, initiates or participates in any gang-related activity or uses gang symbols will be subject to all the consequences of such behavior as contained in this student handbook.

## TECHNOLOGY & INTERNET POLICY

Please visit [www.ursuline.com](http://www.ursuline.com) under Academics for the Student Technology and Internet Acceptable Use Policy for Ursuline High School students. The policy is distributed to students on the first day of school. The Student Technology and Internet Acceptable Use Policy Agreement must be signed by a parent and the student and returned to school. The terms of the Student Technology and Internet Acceptable Use Policy as currently stated and as may be amended in the future and incorporated herein as if fully rewritten herein.

## PERSONALLY OWNED DEVICE POLICY

Ursuline High School will permit students to bring a Personally Owned Device (POD) to use during the school day for educational purposes. Students must be committed to digital citizenship and use technology resources in ways that promote an educational environment that follows the philosophy, principles, and teachings of Ursuline High School. All users are subject to legal requirements

as well. **Students and parents or guardians must sign the Personally Owned Device Policy Agreement to be permitted to use such devices in school.**

**Students and parents or guardians accept full responsibility for the security, maintenance, and repair of their own POD. Ursuline High School does not accept or assume responsibility for lost, damaged, or stolen Personally Owned Devices.** Personally Owned Devices *may* include but are not limited to:

- Computers – laptops, iPads, netbooks, notebooks or tablets
- Peripheral equipment – disk drives, ear buds, mice, etc.
- Other electronic equipment – MP3 players, iPods, video/audio equipment, cameras, etc.
- Cell phones
- E-readers
- Translators
- Information storage devices such as USB devices, CDs, etc.

No student may use their cell phone while in class. Each classroom will have a storage unit for phones. Teachers have the right to ask students to place their phones in the unit each day. Phones must always be placed in the unit on the days of an assessment (i.e. a test, essay, quiz etc.) If a student leaves the classroom during class, they are to place their phone in their numbered pocket. The teacher may ask students to place their phones in the cell phone pockets at any time. The teacher's policy regarding phone pockets will be included in their classroom rules. Teachers will assign each student a pocket the first week of school. Cell phones may never be used at the conclusion of class, even if the teacher has concluded the lesson. Voice conversations via cell phone are always prohibited during school hours.

Cell phones may be used in the cafeteria, between classes, and in Study Hall. Students are to follow the guidelines for POD's when using their cell phones at the aforementioned times. At no time may a student use video recording devices at Ursuline High School. Taping, including the use of SnapChat and Instagram video, students and Faculty is a violation of the POD policy. Cameras, such as the Go Pro Cameras, are not permitted.

The Personally Owned Device policy will be distributed to students the first day of school and the POD Agreement Form must be signed by a parent and student and returned to school. To see the full policy, including consequences for violation of the POD policy, please visit [www.ursuline.com](http://www.ursuline.com) under Academics.

## VANDALISM

**Students involved in acts of vandalism resulting in the destruction of, damage to, or defacement of Ursuline High School property will be suspended for five (5) days and will be liable for expulsion.** A conference with the Principal

will be scheduled. Restitution is the responsibility of the student and his/her parent/guardian.

## FIGHTING

**The use of physical force will never be tolerated as a means of resolving conflict.** All students involved in a fight on school grounds or at school related activities will be subject to the following procedure. The student will be suspended for one to five days as determined by the Assistant Principal for Student Affairs. The student's parent/guardian will be informed and a conference will be scheduled with the Assistant Principal prior to the student's return to school. The student will be placed on a disciplinary contract and liable for expulsion if he/she is involved in another fight during his/her tenure at Ursuline High School. Fighting that occurs on property adjacent to Ursuline High School which is disruptive to the school community will be dealt with as summarized above. **Any student who possesses a weapon of any kind at school or who attempts to use a weapon against another student or faculty member will be expelled and local law enforcement officials will be notified.**

## ANTI-BULLYING, HARASSMENT, AND INTIMIDATION

All people have dignity because they are created in God's image and thus are to be treated with respect. Bullying, harassment, and intimidation are contrary to Gospel values and have no place in the Catholic school. All persons associated with the Diocese of Youngstown Catholic Schools, and Ursuline High School, including but not limited to administration, the staff, and students are entitled to be in a school environment that is Christ-centered and free of bullying, harassment, and intimidation.

Bullying, harassment, or intimidation are defined as any intentional written, verbal, graphic, physical acts including electronically transmitted acts (i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand held device), either overt or covert, by a student or a group of students toward other students/school personnel repeatedly more than once with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. **The elements of bullying are intentional aggressive behavior, an exhibited pattern over time, and an imbalance of power or strength.**

### Bullying behavior:

A. Causes mental or physical harm to the target or damage to the target's property, or places another student in reasonable fear of physical harm or damage to property.

**B.** Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, hostile, or abusive educational environment.

**C.** Disrupts the orderly operation of a school or classroom that alters the conditions of another student's education.

**D.** Has the purpose or effect of unreasonably interfering with an individual's right or performance or otherwise adversely affect an individual's opportunities.

**E.** Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying behavior.

**F.** Is considered electronic bullying (cyberbullying) meaning bullying through the use of technology or any electronic communication (internet, cell phone, personal digital assistance or wireless hand-held device), which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sounds, or data of any nature transmitted in whole or part by:

1. Wire, radio electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

2. The creation of a web page or blog, email or twitter account, or other means of electronic communications in which the creator builds a fake profile of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

3. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying, harassment, and intimidation of any type will not be tolerated and appropriate disciplinary action will be taken. Ursuline High School will treat complaints of bullying, harassment, and intimidation seriously and will respond to such complaints in a prompt, confidential, and thorough manner to those occurring:

**G.** On school grounds owned/leased/used by school or on property immediately adjacent to school grounds.

**H.** At school bus stops and on a school bus or any other vehicle owned, leased, or used by the school.

**I.** At school-sponsored events, activities, functions, or programs, both on and off campus.

**J.** At a location, activity, function, or program not school-related, when there are possible ramifications for students or adults in the school.

**K.** Through the use of technology or electronic device owned, leased, or used by the school

**L.** Through the use of technology or an electronic device not owned, leased, or used by the school if it interferes with or adversely impacts the school, as determined by school administration, and which acts in question:

-Create a hostile environment at school for the target

-Infringe on the rights of the target at school

-Materially and substantially disrupt the education process or the orderly

operation of the school, by using technologies to bully, tease, embarrass, offend, threaten, harass, deceive, or intimidate other people whether directly

or as a forwarded message

The following examples are a non-exhaustive list of possible forms of bullying, harassment, and intimidation:

1. Direct Physical: hitting, punching, strangling, hair pulling, kicking, slapping, beating, biting, spitting, stealing, unwanted tickling, damaging or destroying personal property;

2. Direct Verbal or Written: comments such as hurtful name-calling, teasing, taunting, gossip, and threats, insults, whether in person or through any form of electronic communication;

3. Indirect Psychological or Emotional: gossip, spreading rumors, lies, terrorizing, extorting, defaming, humiliating, blackmailing and manipulation.

4. Cyber-bullying: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats);

5. Sexual: (See Sexual Harassment/Sexual Violence Policy)

6. Racial includes, but is not limited to: actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation;

7. Jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite abuse, or demean an individual or group. If a student witnesses, is made aware of, or suspects that an incident of bullying has occurred or if a student believes he or she has been the target of unresolved, severe, or persistent harassment, bullying, or intimidation, he/she is strongly encouraged to report the harassment, bullying, or intimidation, either verbally or in writing, to the Assistant Principal or to a staff member. Students may make the report anonymously although a student should be aware that the administration cannot take disciplinary action against a student based solely on an anonymous report.

All staff members shall intervene when witnessing or receiving reports of harassment, bullying, or intimidation. Minor incidents that staff members are able to resolve immediately, or incidents that do not meet the definition of harassment, bullying, or intimidation, may require no further action. Staff members will report each incident to the Assistant Principal for Student Affairs to determine if further action is needed. Once the report is made, the Assistant Principal will initiate an investigation and consult with the Principal. The Assistant Principal will contact the parent/guardian within two school days to inform the parents/guardians of the incident.

Any student who knowingly makes a false accusation of harassment, bullying or intimidation will be subject to disciplinary action at the discretion of the Assistant Principal.

Students who participate in harassment, bullying, or intimidation will be subject to disciplinary action, which may include suspension, a disciplinary contract, withdrawal, or expulsion from Ursuline. The Assistant Principal will determine disciplinary actions after consultation with the Principal.

## **HAZING**

Hazing activities of any type (including initiations) are inconsistent with the educational process and are prohibited at all times. No student shall plan, encourage, or engage in hazing. All hazing incidents should be reported immediately to the administration for investigation and appropriate disciplinary action.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

Ursuline High School is firmly committed to providing an environment where the personal dignity of all persons is respected, positive sexual attitudes are fostered, and all persons feel safe and cared for. Ursuline High School expressly prohibits sexual harassment and sexual violence in the school environment.

Sexual harassment includes the following: verbal sexual abuse; disseminating or possessing obscene or sexually explicit material at school or at school-related activities; writing obscene or sexually explicit graffiti; unwanted and on-going communication to another student that is sexually explicit; actively spreading sexual rumors or innuendoes; wearing obscene clothing, T-shirts, hats, or buttons; using obscene or sexually explicit gestures; any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

Allegations of sexual harassment are to be reported to a teacher, counselor or other staff member who will immediately inform the Assistant Principal for Student Affairs. Students may file a complaint directly with the Assistant Principal for Student Affairs. If the allegations are substantiated, disciplinary action will be taken dependent upon the nature, frequency and severity of the offending actions, the age of the offender and the victim, the history of similar incidents by the offender, and the circumstances in which the harassment occurred. Possible disciplinary actions may include any or all of the following:

1. Verbal warning, reprimand, and apology to the victim;
2. Parent/Student/Assistant Principal conference;
3. Written reprimand entered into the student's file;
4. Detention time and/or removal from extra-curricular activities;
5. Disciplinary contract with possible professional intervention;
6. Suspension from school; Expulsion.

All instances of sexual violence as specified by Ohio Law (O.R.C. 2151.421) will be immediately reported to the Department of Children Services (if applicable), local law enforcement officials, and the Diocesan Office of Catholic Schools. Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02), Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.



## STUDENT THREATS

Due to the serious nature of threats, any and all student threats to inflict harm to self or others must be taken seriously. The following procedure will be observed in dealing with a student who threatens to harm himself and/or others:

1. Anyone who learns of a threat must report it to the Assistant Principal immediately.
2. The police may be notified.
3. The student may be required to remain in the Assistant Principal's office or other designated area until the police arrive, if necessary or until other arrangements are made.
4. The parent or guardian of the student who made the threat will be notified immediately.
5. The student will be suspended or excluded from school pending further investigation. Depending upon the circumstances, the school may take further action up to and including dismissal. In the event that the individual is permitted to return to school, such return may be conditioned upon receipt of adequate written medical certification from an appropriate medical professional (as determined by the school) verifying that the student is not/does not pose a danger to self or others. The school may further require a second or third opinion. The school reserves the right to place additional conditions for returning to school.
6. Any persons who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately. This policy will be followed in any and all cases that involve a threat from a student to harm self or others.

## CHEATING

Students who cheat on tests or other graded work will receive no academic credit. Students who enable others to cheat by sharing answers will be liable to the same academic penalty. Plagiarism is cheating, academic fraud, and a violation of copyright laws. Any form of plagiarism will not be tolerated at Ursuline High School and is considered cheating. Ursuline uses Turnitin.com and students and parents agree to use of this program as a condition of admission. The teacher will inform the parents of all students involved in a cheating episode. A student caught cheating twice in the same subject will automatically fail the course. If a student develops a pattern of cheating, parents will be called in for a conference with the Assistant Principal and may be liable for expulsion. **Any student caught stealing or tampering with academic materials that are the property of the Ursuline High School faculty will**

**be expelled from Ursuline High School. Such academic materials include: teacher manuals, test booklets, tests, grade books, etc.**

## OUT OF BOUNDS

During the lunch periods, students are expected to report to the cafeteria within five minutes after the bell. Halls and lavatories should be cleared within that time and loitering in these areas during the lunch period is not permitted. Some classes are still in session and these teachers and students should not be unduly disturbed.

During the lunch period, students must remain in the cafeteria until the lunch period is concluded. The lavatories in the gym lobby are the only restrooms to be used during the lunch period. Students not in the areas as specified above will be considered out of bounds. (Conduct Card: 5 pts. 1 detention)

After 3:00 p.m. students may NOT remain in the building unless supervised by a teacher or coach. Students who are unsupervised after 3:00 p.m. will be asked to leave the building immediately. The 10 North door will be the exit door after 3:00 p.m. Conduct cards will be issued to all students loitering after 3:00 p.m. (5 points, 2 detentions.)

## EXCLUSION FROM SCHOOL

Exclusion from school means that a student cannot attend school until further notice for one of the following reasons:

1. Deficient vaccinations
2. Suspected contagious/infectious disease
3. Non-payment of tuition
4. During the investigation of a disciplinary matter

The administration may exclude a student for any other reason deemed sufficiently serious.

## SUSPENSION

**A student may be suspended from Ursuline High School when he/she seriously violates the Code of Conduct or for any reason deemed sufficiently serious by the Administrative Team.**

The Assistant Principal for Student Affairs will hold a conference with any student liable for suspension. If necessary, the Assistant Principal for Student Affairs will confer with the student's guidance counselor, other administrators, and others who may have information pertinent to the disciplinary incident.

If the decision of the Assistant Principal for Student Affairs is to suspend:

1. The student's parent/legal guardian will be informed through the suspension notification form.
2. A parent conference with the Assistant Principal for Student Affairs will be scheduled for the earliest possible time but prior to the student's return to school. The above process may be amended as needed if local school authorities feel the circumstances are such that a student's presence in the building would be hazardous or disruptive to other students and staff.

A student who has been suspended may make up daily assignments and projects assigned during the time of suspension. Any tests scheduled during the suspension period must be made up by the student. **Students on suspension may not participate in nor attend any school functions or extra-curricular activities, including practice. Students given an out of school suspension are not permitted to be on school grounds during the time of the suspension.**

In-school suspension may be used at the discretion of the Assistant Principal for Student Affairs. Students will report to the Assistant Principal for Student Affairs on the day/s scheduled for suspension and will be assigned to a supervised study area. Teachers will provide assignments. Restroom and lunch breaks will be permitted. **Students on suspension may not participate in nor attend any school functions or extra-curricular activities, including practice.**

## EXPULSION

**Expulsion may be used as the most serious and final disciplinary action for serious misbehavior, when public immorality affects school morale, when public misbehavior results in a court proceedings, or when the student fails to respond to regular and routine disciplinary measures and remains incorrigible, and/or for any other reason deemed sufficiently serious by the Principal.** The authority to expel rests with the Principal who will use expulsion after consultation with the student, his/her parents or legal guardian, the members of the Administrative Team, and the Superintendent of Schools for the Diocese of Youngstown. Expulsions must be approved by the Superintendent of Schools.

In diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been officially expelled, official withdrawal

papers will indicate expulsion as the reason for the withdrawal. Unless directed otherwise by the Superintendent of Diocesan Schools, no Principal shall admit to his or her school a student who has been expelled from another diocesan or public high school.

**The following are grounds for expulsion in all diocesan schools:**

1. **Possession of, use or attempt to use a weapon at school or at school-related activities.** A weapon is an implement that may cause serious injury to another person such as, but not exclusively, firearms, knives, brass knuckles, chains, bullets, razors, clubs, etc. Possession includes bringing a weapon onto school property or to school-sponsored events either on or off of school property, storing a weapon in one's locker or other area of school property, or having a weapon on one's person.
2. **The use of physical violence, force, threat, coercion, or other aggressive behavior that threatens the safety and well-being of others at school or at a school-related activity.**
3. **Selling or distributing drugs or other chemical substances at school or at school-related activities.**
4. **Repeated instances of possession, use or being under the influence of alcohol at school or at school-related activities.**
5. **Involvement in an asserted felonious act or other criminal behavior** that causes public scandal and/or adversely affects the reputation of the school, the morale and/or safety of the students and staff.
6. **Repeated instances of incorrigibility or the repeated refusal to comply with school rules and regulations.**
7. **Assault/battery on a member of the school staff.**
8. **Other disruptive behaviors and/or for any other reason deemed sufficiently serious by the Principal, in consultation with the Superintendent, to warrant the student's permanent removal from the school.**

**The Administrative Team has the ultimate authority within the school in all student conduct code violations and reserves the right for discretionary deviation from stated policy.**

## **ASSEMBLIES AND RALLIES**

Assemblies and rallies are important for developing a sense of community within the school. Speakers and guests will be treated with courtesy and respect. Students are expected to stand when an adult or guest speaker approaches the microphone. Students are expected to listen attentively and respond appropriately. Disruptive behavior will not be tolerated. At rallies, students are encouraged to participate whole-heartedly as a student body. Booing, cat calling, and other verbal remarks meant to embarrass others are unbecoming and rude. Stomping on bleachers, throwing objects, pushing and shoving are dangerous and destructive, and therefore prohibited.

## **REPRESENTING URSULINE**

Students at Ursuline High School are representatives of Ursuline High School both in school and away from school and as such all Ursuline High School students are to conduct themselves in such a manner so as not to discredit or harm the reputations of the school or of the student body, alumni, and staff.

Consequently, behavior either at school or away from school contrary to Catholic moral standards or in violation of the law may result in disciplinary action from the school.

## **ATHLETIC EVENTS**

The behavior of student spectators at inter-scholastic athletic events should be marked by a sense of fair play and common courtesy. Students and athletes should stand and participate in the singing of the National Anthem and the Alma Mater. Such behavior reflects a positive attitude on the part of the Ursuline community and makes the visiting team and their fans feel welcome. When visiting other schools, Ursuline students should be respectful of that school's traditions and customs. Booing, fighting or abusive language will not be tolerated. Ursuline athletes are public representatives of Ursuline High School and are therefore expected to conduct themselves on and off the playing field with dignity and decorum at all times and under all circumstances. Student behaviors at both home and away events are subject to disciplinary action.

## **DANCES**

Unless specified in advance, all school dances are for URSULINE STUDENTS ONLY. Dances normally end by 10:00 p.m. To be admitted to a dance, a student must be appropriately dressed and must remain in the designated area. After entrance to the dance, students will not be permitted to leave and re-enter. Supervisors will contact the parents of those students who do not adhere to proper social behavior.

Sexually explicit dancing such as freaking, grinding, or any other type of dancing which would be construed as vulgar or proactive is prohibited. Students who engage in sexually explicit dancing will be removed from the dance.

## **CLASSROOMS**

As a sign of respect, all students will stand if a guest or faculty member enters a classroom. Before entering a class already in progress, a student should knock first and wait to be admitted. Proper care should be taken of furniture and classroom equipment. If damage or abuse occurs, the student will be liable for payment of damages. Acceptable classroom behavior is determined by the teacher and communicated to the students through written guidelines at the beginning of the school year. Individual classroom teachers will deal with violations of these guidelines.

## **LAVATORIES**

Restroom facilities are inappropriate places to smoke, use a cell phone, eat or visit. Students should help keep restroom areas clean by using trash containers to deposit paper towels and other debris. Vandalism to the lavatories should be reported to the main office immediately.

## **MISCELLANEOUS**

To prevent excessive litter, students are not permitted to eat or drink outside of the cafeteria. Open containers of food or drink may not be kept in student lockers. Water bottles are not permitted to be carried or used in hallways and classroom unless administrative permission has been granted to an individual student.

## **OFFICE OF CATHOLIC SCHOOLS' POLICIES**

Ursuline High School abides by all policies of the Office of Catholic Schools of the Diocese of Youngstown which policies are incorporated herein as if fully rewritten herein. To access their policies, please visit [www.doyocs.org](http://www.doyocs.org) and click on Parents & Community.

## **IV. SCHOOL SERVICES**

Ursuline High School provides many services throughout the school day to enhance the health, safety, and general well-being of the students.

## STUDENT PARKING

At the beginning of each semester, all students will be given the opportunity to purchase a parking permit for a nominal fee. In order to purchase the parking permit, the student must complete a vehicle registration form that has been signed by his/her parent/guardian. Proof of insurance must be provided. **Parking on Ursuline High School Property without an authorized parking permit will result in the vehicle being towed at the owner's expense.**

Students are expected to exercise caution when driving at all times. Vehicle speed on Ursuline High School property should never exceed twenty (20) miles per hour. Students are expected to respect the rights of others by properly parking in one space so that other drivers are not blocked. Students are not permitted in or around parked cars during the school day. Students who violate these conditions will lose their parking privileges for the remainder of the school year. Cars parked on Ursuline High School property are liable for search by the administrative team. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action. **Ursuline High School cannot be held responsible for theft or damage to vehicles that may occur on Ursuline property.**

## TRANSPORTATION

Bus transportation is provided for Ursuline High School students by the public school district in which students reside in accordance with Ohio State Law. It is the responsibility of Ursuline High School to provide each public school district with a list of Ursuline students who reside within the district. This is done in the spring of each year after registration and scheduling have been completed. Local school board Directors of Transportation schedule bus runs and routes throughout the summer. It is their responsibility to inform the students as to the time schedule, bus assignment, and pick-up points. If you do not receive this information prior to the opening of school, please contact the Director of Transportation for your local public school board. If you are unable to contact him/her, please contact the Ursuline High School office.

## TEXTBOOKS

Textbooks for all secular subjects are provided by the State of Ohio through the Auxiliary Service Program and are issued to all students at the beginning of the school year. Religion texts are the property of Ursuline High School. Students are responsible for the care of the textbooks issued to them and should return all textbooks in relatively the same condition as when issued. A replacement fee will be charged for all damaged or lost textbooks.

## GUIDANCE AND COUNSELING

The Guidance Department of Ursuline High School provides a number of direct student services throughout the school year. The guidance counselors make every effort to assist students to make full use of their abilities, reach their potential, and achieve their goals.

To schedule a private appointment with a counselor, a student should fill out an appointment slip that can be found on the door of the guidance offices located on the third floor. Counselors also have mailboxes in the main office through which students can communicate with them or request an appointment.

The counselors schedule a series of small group sessions with students for a variety of purposes throughout the school year. During these small group sessions, standardized test information is disseminated, curriculum issues are discussed, college representatives are available, and career planning is developed. Private conferences are held with individual students for scheduling, academic counseling, career counseling, and personal counseling. The Guidance Department schedules meetings for parents on topics such as: The College Admission Process, Financial Aid for College, and Participation in the Post-Secondary School Education Option Program. The department produces and distributes a newsletter to students containing information about college admissions tests, college scholarship opportunities, and special programs of interest. The guidance counselors arrange for psychological testing and counseling, home instruction, and services for students with special needs. Parents are encouraged to contact their child's guidance counselor as the need arises.

## COLLEGE VISIT DAYS

Seniors are permitted three college day visits during their senior year. Juniors are permitted two college days visit during their junior year. Written proof of attendance from the college visited must be provided to the office on the day the student returns to school.

## TESTING PROGRAM

To assist school personnel in identifying student strengths and weaknesses in order to best meet the student's needs, a series of standardized tests are administered throughout the year. Those marked by an asterisk are optional and involve the payment of a fee.

<b>Freshmen</b>	Iowa Test of Basic Skills 9 <sup>th</sup> Grade Aspire Test (ACT)
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<b>Sophomores</b>	Iowa Test of Basic Skills Pre American College Test (Pre - ACT) Preliminary Scholastic Aptitude Test (P-SAT)*
<b>Juniors</b>	Iowa Test of Basic Skills Preliminary Scholastic Aptitude Test (P-SAT)* National Merit Scholar Qualifying Test (NMSQT)* American College Test (ACT)*
<b>Seniors</b>	Scholastic Aptitude Test (SAT)* American College Test (ACT)* Assessment of Catechesis/Religious Education (ACRE)

### **LIBRARY - LEARNING CENTER**

The Library - Learning Center Complex is located on the second floor. The facility is open from 7:45 a.m. until 3:30 p.m. Students may use the Learning Center for reading, research, peer tutoring or computer assisted instruction. Library books circulate for a three-week period and may be renewed for an additional three weeks. Magazines may be borrowed for one week and renewed for a second week. Fines of \$.05 per day are charged for overdue materials unless a student has been legitimately absent. If materials are lost or destroyed, the replacement cost will be charged to the student who signed out the materials. At the end of the school year, any uncollected fines will be charged to the student's tuition account.

Students are expected to behave appropriately in the Library-Learning Center so as not to disturb others. Students who are disruptive will temporarily be denied access to the facility.

The Library-Learning Center houses a number of services for students. Peer tutoring sessions are provided daily. Students who are interested in peer tutoring services should see their subject teacher and/or guidance counselor. Computer assisted instruction is also available for remediation or enrichment and can be scheduled through the subject teacher. College admission test preparation programs and practice exercises as well as college and career information are also available on computers and available for student use throughout the school day. Research stations contain the latest in educational databases for student research. Access to the Internet is available. Students may use the computer stations for their personal use (e.g., typing term papers and other assignments utilizing word processing software) during their study hall time or after school until the facility closes at 3:30 p.m. Students may print in the library for the posted fee per page.

### **CAFETERIA**

Hot lunches and breakfast are available for students on a daily basis. A-la-carte items, milk and juice are also available to supplement a bag lunch brought from home. Price lists are distributed to students at the beginning of each school year and are posted in classrooms. Monthly menus are also posted.

Ursuline High School participates in the government-sponsored Free and Reduced Price Meals Program. Applications are mailed to all Ursuline families at the beginning of each school year. Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, D.C. 20250.

Students are expected to observe standards of common courtesy in the cafeteria. Tables are to be kept clear of litter and debris by returning trays to the kitchen area and by using the trash receptacles provided. For sanitation purposes, no food or drink is to be carried from nor consumed outside of the cafeteria.

### **SCHOOL INSURANCE**

Ursuline High School provides a group accident insurance program covering all students. Students are covered by the accident policy while they are participating in school-scheduled, school-supervised, and school-funded activities, during the regular school term. Participants are also covered while they are traveling as a sponsored group in a school-assigned car, bus or van operated by a licensed driver over the age of 21 to and from the school and the event site, and while staying overnight, as a school-supervised group, during an event held away from the school. Individual travel or travel in a vehicle that is not owned or operated by the school is not covered by the policy.

Ohio schools are not required to buy insurance or pay student medical expenses associated with school-related injuries. The school purchases the accident insurance policy as a public service to assist parents who may be without insurance or need to supplement their own personal insurance program. The school policy will not provide 100% reimbursement for all medical expenses incurred. The plan has limitations and benefits as summarized in the policy description mailed to all Ursuline families in August. Ursuline High School cannot assume responsibility for payment of medical expenses that are not covered by the accident insurance policy.

Parents/guardians who have other insurance must first file a claim with their own primary insurance carrier and obtain benefits from that insurance

source. The Ursuline accident policy is designed to consider payment of the eligible expenses that are not paid by the primary insurance source.

The following procedure must be followed in case of an injury or accident that occurs at school:

1. **The student must report the injury immediately to the person in charge (classroom teacher, coach, main office personnel).** If an immediate report is impossible, the injury should be reported **no later than** 48 hours after the injury was sustained.
2. Pick up an insurance claim form from the Main Office as soon as possible. Complete the form and file it with the school's insurance company.
3. File a claim promptly through your family or group medical insurance plan (e.g., Blue Cross/Blue Shield).
4. The remaining claim will be processed through the school's company and payment made directly to the person or facility that rendered the service.

### **STUDENT HEALTH SERVICES**

During the school year, a vision screening will be scheduled for all freshmen. If time permits, height, weight, and blood pressure readings will be checked for all students. Depending upon the availability of personnel, a dental and hearing exam will also be scheduled for all freshmen. Any parent not wishing his/her child to participate in these screenings should send a written note to the attention of the school nurse. All students will participate in the above screenings unless a waiver is on file.

The school nurse is available in the building on a limited basis. When on duty, she will administer first aid to those students who are injured or who become ill on the way to school or during the course of the school day. Her major functions are to coordinate screenings and to see that all immunization and other health records are on file and up to date.

If a student has an infectious disease, is vomiting, has a fever, rash or an eye that is pink and watering, **THAT STUDENT SHOULD NOT COME TO SCHOOL.** If a student becomes ill and can no longer remain comfortably at school, a parent/guardian will be contacted and asked to make arrangements for the student to be picked up and taken home. In case of a serious injury or illness which would require immediate emergency treatment, it is very important for the school to know whom to contact and for school authorities to have on file an Emergency Medical Authorization granting permission to take appropriate action on behalf of all students. **The Emergency Medical Authorization Forms (blue)** are mailed to all families in

August and it is imperative that they be completed promptly and returned to the school as soon as possible.

The school does not stock medication of any type and is not permitted to give any medication without direction from a doctor. If a student is sick and requires prescription medication such as an antibiotic, in its original container properly marked with the student's name and dosage instructions should be sent to the office and it will be dispensed by the Principal or his delegate. If a student has a chronic condition that requires daily medication a **Dispensation of Medication Form (yellow)** must be completed by a physician and kept on file with the medication in the main office. Students who carry an inhaler or epi-pen must also have a **Self Medication for Asthma Inhalers Form (green)** on file in the main office.

### **INFECTIOUS/COMMUNICABLE DISEASES**

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance the protection of students:

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department.) Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the Principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

### **AIDS POLICY**

The Christian community is called to respond to the sick in our midst with compassion and justice. Students who are infected with the Human Immunodeficiency Virus (HIV) or have Acquired Immune Deficiency Syndrome (AIDS) must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with performance.

A decision regarding the admission or continued enrollment of students infected with AIDS/HIV shall be based on the medical condition of each student and the anticipated interaction with others in the school setting. When making such decisions, a team of school and Church personnel shall consider both the needs of the individual student infected with HIV and those of students, staff and families to have the school be a safe environment. An infected child already enrolled is eligible to continue in school while the child's health and interaction with others are being reviewed. If the student's physician and/or parents are unable or unwilling to participate in this process, this shall not preclude the team from acting.

### **FIELD TRIPS**

A field trip is defined as a school-sponsored educational activity occurring off school grounds, planned by school personnel, and supervised by school personnel and/or adult volunteers. Field trips must have educational value correlated with some phase or aspect of the curriculum/course of study or service project related to a particular grade level and/or subject area.

Field trips are educational experiences afforded to students; however, no student has an absolute right to a field trip. Field trips are privileges that students can be denied participation if they fail to meet academic or behavioral requirements.

No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. Field trip permit forms will be distributed by the field trip supervisor and must be returned prior to the field trip.

Field trips and extra-curricular activities will not be scheduled during Holy Week or on Sundays before 1:00 p.m.

## **V. ORGANIZATIONS AND ACTIVITIES**

The students of Ursuline High School have the opportunity to participate in a full range of activities to develop their unique gifts and talents. Through these programs our students develop leadership skills...recognize the importance of hard work...channel their creativity and imagination...and develop relationships with adult mentors and others who share their values and interests.

Ursuline High School also provides the opportunity for parents and alumni to become involved in the school in a number of supportive ways.

### **STUDENT ACTIVITIES**

The following organizations are open to all Ursuline High School students who wish to participate: Academic Challenge Team, Altar Servers, Art Multimedia

Club, Band, Color Guard, Cheerleaders, Eucharistic Ministers, El Fuego Choir, French Club, Interact, Interscholastic Athletic Programs, Italian Club, Lectors, Literary Magazine (*The Seanachie*), Liturgical Choir, Liturgy Committee, National Honor Society, Newspaper (*The Irish Times*), Peer Tutoring, People for Peace, S.O.S., Science Club, Ski Club, Spanish Club, Speech and Debate, Student Ambassadors, Student Council, Theater, and Yearbook (*The Ursulinian*).

### **STUDENT COUNCIL**

Student Council is comprised of the class officers and class representatives who regularly meet and function as a Student Council. Elections are held annually for these positions. These students represent the interests of their classmates and work closely with the administration and the faculty in service to the student body of Ursuline High School. Students are eligible to run for election if they meet the following criteria: **1.) leadership ability and the willingness to serve the school; 2.) a 2.0 grade point average and an 85% or better average in Conduct; and, 3.) a nomination form on file prior to the deadline.** Once elected to Student Council, the members are expected to attend all meetings, participate in all Student Council activities, and meet all other responsibilities as summarized in the Ursuline High School Student Council Constitution.

### **NATIONAL HONOR SOCIETY**

The National Honor Society of Ursuline High School is comprised of those students who reflect the highest standards of Scholarship, Character, Leadership and Service. The selection process and installation will occur during the second semester of the junior year.

Students with a 3.5 or better cumulative grade point average are eligible to participate in the selection process. In order to be elected, students must be evaluated and ranked in the four areas of scholarship, character, leadership and service. Students are invited to become members of the National Honor Society according to the order of the final ranking. Students who transfer to Ursuline High School after having been elected to the National Honor Society in their former schools are automatically extended membership in the Ursuline chapter.

## INTER-SCHOLASTIC ATHLETICS

Ursuline High School offers a full range of inter-scholastic athletic programs. Ursuline High School maintains membership in the Ohio High School Athletic Association and is governed by its guidelines as well as policies and procedures established by the Diocese of Youngstown. The following athletic programs are available:

### FALL SPORTS

Cross Country (Boys and Girls)  
Girls' Golf  
Boys' Golf  
Girls' Tennis  
Girls' Volleyball  
Boys' Soccer  
Girls' Soccer  
Football

### WINTER SPORTS

Boys' Basketball  
Girls' Basketball  
Boys' Bowling  
Girls' Bowling

### SPRING SPORTS

Baseball (Boys)  
Softball (Girls)  
Track and Field (Boys and Girls)  
Boys' Tennis

## ATHLETIC ELIGIBILITY

Ursuline High School recognizes that the Office of Catholic Schools of the Diocese of Youngstown, the State Department of Education and the Ohio High School Athletic Association have set forth guidelines for eligibility in inter-scholastic sports. These guidelines, the mission of Ursuline High School, and its tradition of academic excellence are the basis from which the following eligibility requirements are set forth.

Ursuline High School eligibility requirements hold for all students participating in inter-scholastic athletic programs. Eligibility for participation is based upon the previous quarter of academic work. (Fall sports and activities are based upon the previous spring quarter. Summer school work is not included for eligibility.) To maintain eligibility the student must have:

1. Earned passing grades in at least five (5) subjects. (does not include Physical Education)
2. Earned a passing grade in religion.
3. Earned a passing grade in Conduct (67% or better).

4. Maintained a minimum grade point average of 1.0 for the previous quarter of academic work.

**The Principal is the ultimate authority with respect to athletic discipline. The administration reserves the right to DENY or SUSPEND eligibility in the event of a serious violation of the Code of Conduct, poor academic performance, chronic absenteeism, for public misbehavior that reflects negatively on the Ursuline High School community, and/or for any other reason deemed sufficiently serious by the Principal. No team rule may supersede the Ursuline High School Code of Conduct or the rules and regulations of the Diocese of Youngstown.**

The individual coaches or faculty sponsors will establish and enforce reasonable guidelines, rules and regulations for their respective teams (e.g., practice schedules, curfew, etc.). The head coach or faculty sponsor will handle all violations of team rules, but any discipline implemented by the head coach and/or faculty sponsor due to a violation of a team rule is subject to review/modification by the Principal since the Principal has the ultimate authority with respect to athletic discipline. For more specific regulations regarding inter-scholastic athletics, please consult the Athletic Handbook available in the office of the Athletic Director the terms of which handbook are incorporated herein as if fully rewritten herein.

## PARENT ORGANIZATIONS

Parents are encouraged to become involved in their child's educational program. The presence of parents at meetings, conferences, athletic events, plays, concerts and school social events is welcomed and is a visible sign of support for the young people who put so much of their time and talent into these various programs.

The following organizations offer a forum for parents to formally support the school or a particular aspect of the school in which they are most interested: **Athletic Booster Club, Band Booster Club, Theater Booster, The Ursuline Home and School Association, the Home and School Executive Board and the Ursuline Auction Committee.** Other student organizations often solicit parent involvement in a number of ways and parents are encouraged to actively participate in these organizations.

## ALUMNI ORGANIZATION

The various activities for alumni are coordinated through the Ursuline High School Alumni and Advancement Office. Major events throughout the year specifically for or sponsored by alumni are: The Ursuline Alumni Golf Outing, the



Athletic Hall of Fame Induction Dinner, and Class Reunions. Alumni are able to maintain contact with their Alma Mater through the Alumni Magazine that is mailed to all graduates.

## **VI. GENERAL INFORMATION**

### **DIOCESAN POLICY of CATHOLIC EDUCATION**

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meets the religious, academic, personal, and social needs of children. The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic schools of the Diocese.

### **SCHOOL OFFICE**

The school office is located on the second floor and is open throughout the school year, Monday through Friday, from 7:00 a.m. until 4:00 p.m. Summer office hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. The school telephone number is (330) 744-4563.

School extension numbers are as follows:

Alumni/Development	Ext. 125 or 131
Athletic Director	Ext. 121
Attendance Secretary	Ext. 100
Business Office	Ext. 118 or 119
Cafeteria	Ext. 127
Guidance	Ext. 126 or 133

### **CLOSED CAMPUS POLICY**

Ursuline High School enforces a "closed campus" policy. Therefore students are not permitted to leave school grounds between 7:55 a.m. and 2:30 p.m. Requests to leave school for any reason must be cleared through the office. In case of appointments that require a student to leave school grounds before the end of the school day the student must present a written excuse from a parent/guardian. All

excuses will be verified, and the parent/guardian must pick up the student in the main office at the appointed time. If a student drives to school a parent/guardian may call the school to request an excusal. The school office will verify all such calls. Students may not call themselves off or sign themselves out. Students who fail to follow the above procedure will be considered truant from school grounds and will be subject to the school penalty. (See Conduct Card)

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

In addition to the traditional 178 school attendance days, five extra days are added to the Diocesan school calendar to accommodate make-up days due to inclement weather or other non-weather related emergencies. If during the course of the year, the school uses more than five inclement weather/emergency days, the school will use the make up days built into the calendar in the order in which they are listed.

**On any day that classes are canceled due to severe weather conditions, all school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. School closings/delays are reported to local television and radio stations, and parents and students will receive text alerts as well.**

### **TEXT ALERTS/URSULINE IRISH APP**

Ursuline uses a mobile alerts program through the Ursuline Irish app that delivers news, information, and school closings or delays straight to your wireless device. Any smartphone or tablet can support Ursuline Alerts. There is no cost to download the app. Text alerts will be the primary means through which information regarding school closings or delays will be communicated to parents. Parents and students will receive log in information for the app early in the school year. Other family members or friends who would like access, should request access in writing to the Assistant Principal for Student Affairs. Please note that all school closings/delays will continue to be reported to the local television and radio stations.

### **WORK PERMITS**

A student seeking a work permit should see the Assistant Principal, since the high school Principal has the authority to file Age and Schooling Certificates (Minor Work Permits). School officials will do this electronically with the Bureau of Wage and Hour of the Ohio Department of Commerce.

## **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only. The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial".

## **RELEASE OF DIRECTORY INFORMATION**

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name, student's parent(s), guardian(s) name(s), addresses, phone numbers, dates of attendance, honors, organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

## **SCHOOL LOGO AND IMAGE**

Any logos or images of Ursuline High School as well as the name itself are the property of Ursuline High School and may not be used, replicated, or posted in any manner by any individual without the expressed written permission of the school administration.

## **PUBLICATION OF SCHOOL PICTURES/NAMES**

During the first week of school students are given "Permission to Publish on the Internet" and "Permission to Publish in School Publications" forms. Students who are willing to have their photograph, their first name or their work published on our website ([www.ursuline.com](http://www.ursuline.com)), social media sites and/or in school publications must put their consent in writing. A parent/guardian must also give written consent if the student is under 18 years of age.

## **POSTING MATERIALS**

Any materials that need to be posted in the building should be submitted to the Assistant Principal for approval. No posters or signs may be posted or taped to any painted surface.

## **STUDENT CUSTODY GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

Ursuline High School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform Ursuline High School in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts on a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform Ursuline in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to

be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries, which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily classwork and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent and as such Ursuline will release the child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of Ursuline High School not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but is not limited to official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial natural parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow Ursuline to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such event, the noncustodial parents must provide Ursuline High School with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

In cases of 'joint custody' (shared parenting agreements) entitling both natural parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that these communications and information will be shared by and between the natural parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal subject to review by Ursuline's legal counsel. Every effort will be made to keep

communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the natural parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both natural parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal personally.

## **TRANSFER OF RECORDS**

Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Only copies of student records may be released. Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school at the discretion of its Principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employer, or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations). However, health records and testing results, which have been obtained through state or federally funded programs, will be forwarded.

## **DIOCESE OF YOUNGSTOWN FINANCIAL AID**

### APPLICATION PROCESS AND REQUIREMENTS

1. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application form (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.
2. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.
3. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.

4. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

## URSULINE HIGH SCHOOL FINANCIAL AID

Ursuline High School is and always will be committed to providing tuition assistance in the form of academic scholarships, work-study grants, Adopt-A-Student grants, and need-based scholarship grants. All students of Ursuline High School are eligible to apply for financial aid regardless of sex, race, creed, nationality or ethnic origin. In order to be eligible for financial aid, a student must be officially registered at Ursuline High School and his/her parent/guardian must complete the Ursuline High School Financial Aid Form which is to be returned directly to Ursuline High School. To be considered for financial assistance based upon NEED, a Private School Aid Service (PSAS) form must also be completed and submitted **online** according to the directives. **Students must apply for financial aid every year.** Late applications will be placed in a pending file and will not be considered until all applications received on time have been processed. Recipients of financial aid will be notified as to the amount of financial assistance by June 15.

## TUITION AND FEES

Tuition is set in the spring for the following school year and may be paid in one of the following ways: in full by the designated date in June; in two (2) semester payments during the months of August, and January; in four (4) quarterly payments in August, November, February and May; or in eleven (11) monthly payments beginning in August and ending in May through FACTS.

All questions regarding tuition accounts and payments should be directed to the business office, which is open each school day from 8:00 a.m. to 4:00 p.m.

Extra fees that are charged include: a **Registration Fee** for incoming students, a **Processing Fee** for all tuition accounts that are financed on a payment plan, a **Schedule Change Fee** for all schedule changes made after August 1, a **Parking Permit Fee**, and a **Graduation Fee** for seniors which covers the cost of the yearbook and other expenses associated with Baccalaureate and Commencement.

## DELINQUENT ACCOUNTS

**Tuition must be paid in full before:**

1. The beginning of each new school year. No student will receive a schedule of classes until all old balances have been cleared and the first tuition payment for the new school year has been made;

2. The release of any school records. Students transferring to another school will not receive official records or transcripts without full payment on outstanding balances;

3. The granting of a diploma and participation in the graduation ceremonies. All tuition bills, graduation fees, and fines must be paid before a student can participate in the Awards Assembly, Baccalaureate, and Commencement and the practices for these events. Final transcripts will not be forwarded to colleges or employers until all financial obligations have been met.

In order for Ursuline High School to meet its financial obligations, tuition accounts must be paid in a responsible and timely fashion. Excessive delinquency on an account during the school year may result in the student's automatic and immediate withdrawal from Ursuline High School.

## LOCKS AND LOCKERS

Lock and locker assignments are distributed to students at the beginning of the school year. It is unwise and unsafe to give out lock combinations to other students. To tamper with or enter another student's locker is a serious offense. Trading lockers or using another student's locker is prohibited. Students who experience difficulty with the lock or locker should report to the main office and the matter will be referred to the faculty member in charge. The only locks to be used are those provided by the school. If a lock is lost or stolen, report the loss to the office and a new lock will be issued. A fee will be charged for the replacement of all lost locks.

Under no circumstances is the school locker to be used to store and/or conceal illegal items, stolen property or items prohibited by the rules and regulations of Ursuline High School. Ownership of the lockers resides with Ursuline High School, and a school administrator may search a locker at any time if there is reason to believe that contraband items are being stored there.

## STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school.

## **VISITORS**

All visitors to Ursuline High School must report to the main office. Students from other schools are not permitted to visit or to be on Ursuline High School property. All persons without official business at Ursuline High School will be considered trespassers on private property.

## **WEAPONS**

Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto the premises of Ursuline High School. ORC SEC. 2923.1212. A valid concealed carry permit does not authorize the licensee to carry a weapon onto these premises.

**A.** A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to: any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to: clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

**B.** Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

## **FIRE/TORNADO DRILLS**

In order to provide for the safety of our students, fire and tornado drills will be scheduled throughout the school year. Fire exits and tornado shelter areas are posted in each classroom. The following procedures are to be adhered to:

1. Students are to exit the classroom in an orderly manner and proceed to the assigned location.
2. Personal articles are to be left in the classroom.

3. Students should continue in an orderly fashion and follow the specific instructions given by the teacher or supervisor in charge.

4. Teachers should have their class roster or seating chart with them in order to provide an accurate accounting of those students present.

5. All students and staff are to remain in the assigned area until the drill has been completed.

## **DIOCESAN POLICIES**

As a Diocesan High School, Ursuline High School adheres to all policies promulgated by the Diocese of Youngstown through the Office of Catholic Schools and the various boards established by the Bishop of Youngstown to oversee the operation of diocesan schools. Further information may be had by consulting the Diocesan Board of Education Handbook, copies of which are available in the main office of Ursuline High School and at the Office of Catholic Schools, 144 West Wood Street, Youngstown, Ohio.

## **NON-DISCRIMINATION POLICY**

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

Students or parents who have a discrimination complaint should submit a complaint in writing to the Assistant Principal signed by the parent and student within 30 days after the alleged discriminatory act, which is the basis of the complaint.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines, which are inconsistent with the religious tenets of the Catholic faith.

## **GUIDELINES AND IMPLEMENTATIONS**

In light of the unique situations, which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate

action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school make take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

The school may modify this handbook after reasonable notice to the parents and students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

**MISSION STATEMENT**

**URSULINE HIGH SCHOOL**

*We are Ursuline, a college preparatory high school of the Roman Catholic Diocese of Youngstown.*

*We come from diverse backgrounds in the spirit of St. Angela Merici and the Ursuline Sisters to be living witnesses to the wisdom and virtue of Christ and His Church.*

*We form a family of faith, achievement and promise, striving to be life-long learners and responsible citizens in a global society.*

*Soli Deo Gloria*

**I. SPIRITUAL LIFE.....1**

**II. ACADEMIC AFFAIRS.....3**

**III. CODE OF CONDUCT.....10**

**IV. SCHOOL SERVICES.....29**

**V. ORGANIZATIONS & ACTIVITIES.....35**

**VI. GENERAL INFORMATION.....38**

