

# URSULINE HIGH SCHOOL STUDENT HANDBOOK

750 Wick Avenue  
Youngstown OH 44505  
330-744-4563 (phone)  
330-744-3358 (fax)  
www.ursuline.com

I.	Spiritual Life.....	2
II.	Academic Affairs.....	4
III.	Code of Conduct.....	11
IV.	School Services.....	26
V.	Organizations & Activities.....	31
VI.	General Information.....	34

## Alma Mater

Alma Mater, Ursuline High School,  
with your colors green and gold.  
We your loyal sons and daughters pledge  
to you our faith untold. Alma Mater,  
Alma Mater, Alma Mater, old and true, in  
our hearts and in our mem'ries, lingers deepest love for you.

## Fight Song

Up in the sky  
there'll be a great big thunder sounding  
out our battle cry, as Green and Gold  
go marching 'gainst the foe, down to  
the other goal. We're with you team, we know  
that you will conquer, onward to victory or die...  
For U.H.S. we know that you'll do your best, so come on fight, fight, Ursuline High.

# **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 the 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 the 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 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 for Me." (Matthew 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 student who receives 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 re-admitted 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 interpersonal relations, 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 teachers. Honors and Advanced Placement sections in English, Art, French, Spanish, U.S. History, U.S. Government, Biology, Chemistry, Psychology, Computer Science, 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 as well. 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 main priorities 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, and a willingness to accept the challenges and expectations of our curriculum, as well as 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, exclude 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 who have attended a Catholic elementary school for two or more years within the Diocese of Youngstown are admitted unconditionally if the following criteria have been met:

- . Satisfactory performance on the placement exam
- . Completion of the admission forms
- . 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 the 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 may be 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
- . 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 follow:

Religious Education	4
English	4
Mathematics	4 (Must include Algebra 1, Geometry, and Algebra II or its equivalent)
Science	3 (Must include 1 credit of Biology, 1 credit of a physical science, and 1 credit of an advanced science)
Social Studies	3 (Must include World History I, American History I and II, and American Government)
Fine Arts	1
Health	.5
Physical Education	.5
Electives*	5
<b>Total</b>	<b>25</b>

\*Starting with the Class of 2026 a half of credit in personal finance will be required by the State of Ohio. Students in the Class of 2026 will therefore need to earn 4.5 elective credits and .5 personal finance credits to earn their 25 graduation credits.

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 must schedule at least 6 credits during each school year 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.**
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 and Advanced Placement classes are more intensive and critically reflective. Therefore, 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: 
$$\frac{1^{\text{st}} \text{ Qtr. Grade} + 2^{\text{nd}} \text{ Qtr. Grade} + 3^{\text{rd}} \text{ Qtr. Grade} + 4^{\text{th}} \text{ Qtr. Grade}}{4}$$

A 4.00 quality point system is used for grades except for Honors and Advanced Placement classes **unless otherwise noted in the Course Catalog** 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

## SUBJECT FAILURE

If a student fails a course that is required for graduation (either by the State of Ohio, Ursuline High School, or is needed to earn 25 credits by the end of senior year), a credit recovery course must be completed prior to the start of the next school year. Any student who has not recovered credit for failed courses may not be admitted back to Ursuline the following year. The failing grade will remain on the student's transcript and will be calculated into his/her cumulative GPA. The grade earned in the credit recovery course will also be calculated into the cumulative GPA and will be recorded on the transcript with a notation designating it is a credit recovery course. Credit recovery courses are only intended for students who fail a course.

## 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.

Senior honors (e.g. Valedictorian, Salutatorian, honor cords) are determined by the cumulative grade point average at the end of seven semesters.

Following College Credit Plus (CCP) regulations, CCP courses will be weighted the same as Honors and AP courses and will be used to determine class rank.

Beginning with the Class of 2026, courses taken outside of Ursuline High School must be approved by the administration in order to be included in calculations to determine Ursuline High School's senior awards (e.g. Valedictorian, Salutatorian, honor cords).

## 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 needed 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 the conduct grade. PowerSchool is updated on a weekly basis.

**With the use of PowerSchool, teachers will not 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 grading 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 cards that correspond to a percentage span. The system used is as follows:

A=93% - 100%

D=67% - 76%

I=Incomplete

B=85% - 92%

F=66% and below

WF=Withdrawn Failure

C=77% - 84%

P=Passing

Parent-Teacher Conferences will be scheduled by the school two times throughout the school year. Private conferences may be scheduled with individual teachers by telephoning the school office at (330) 744-4563 or emailing the teacher directly. Teachers will return parent phone calls during their professional preparation periods 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 the 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 and a \$25.00 fee will be assessed. A signed course change form must also be submitted for the change to be considered. The form can be obtained from the Ursuline Main Office or the Academics section of ursuline.com. All students must have six classes on their schedule each semester, regardless of the number of courses needed for graduation.

## **CLASS ADD/DROP**

A. Once registration is completed, courses will be changed for the following conditions: there is an error in the original schedule, the student is academically misplaced, or there is a scheduling conflict among chosen courses. A \$25.00 fee is assessed for any changes in a student's schedule that do not meet the above conditions. The administration reserves the right to deny a schedule change request due to class size, graduation requirements, appropriate academic placement or other scheduling issues.

B. A student may withdraw from a course during the first two weeks of the school year for year-long-courses or the first two weeks of the semester for a semester course. The student will be placed in an alternate course. After the second week, a student may withdraw from a course, but will not be permitted to enter a new course. After the ninth week of the school year or semester, the student will receive a Withdrawal Failure "WF". An "F" is computed into the grade point average when withdrawing from a course. Students will not be permitted to switch from an honors course to the traditional college-prep course after the fifth week. Certain exceptions will be made for freshmen in an honors or foreign language course. The course change fee may apply.

C. Beginning on Monday of the tenth week, any class that is dropped is considered a Withdrawal Failure and an "F" is computed in 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. Classes taken at the college level for high school credit will be calculated into the student's grade point average on a 5.00 scale. 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. However, due to changes in the requirements, educational options for physical education are being phased out and are not available for the Class of 2025 and beyond. Educational Option credit for fine and performing arts are meant for students who are currently pursuing training in a legitimate program of study (such as ballet or instrumental music lessons). The legitimacy of the program and instructor (s) are determined by criteria established by the Ohio Department of Education; a verification process is required by Ohio State Law. A student must complete 120 hours of instruction to earn 1 credit or 60 hours of instruction to earn ½ credit. Applications are available through the guidance counselors and must be completed and approved by the 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.

Ursuline High School will offer the students the opportunity to earn college credit through the Youngstown State University's College Credit Plus Program. Students may earn college credit in the following areas: Calculus, Biology, and Physics. Students will be given directives from the Assistant Principal for Curriculum and Instruction 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.

Should a student be interested in educational options for Rosetta Stone, please contact Mrs. Michelle Carosella at [mcarosella@youngstowndiocese.org](mailto:mcarosella@youngstowndiocese.org). 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 ¼ 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 the Assistant Principal for Curriculum and Instruction by May 1. Periodic reports and conferences with the Assistant Principal for Curriculum and Instruction will be scheduled as the student completes various benchmarks in the program.

For either the purpose of credit recovery or scheduling conflicts, Ursuline will employ an online course platform. Students are responsible for the cost that is incurred with the coursework. Coursework can be arranged with the Assistant Principal for Curriculum and Instruction, who will instruct students regarding how to use this online platform.

## **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 has determined if 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. Educational Adjustment Plans will be developed once documentation has been received and verified.

### **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 the student's high school transcript, but the grade will be recorded as a Pass (P) and 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

40) 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 present 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 Serve. **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 Thursday, 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 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 Contracts)

**Failure to cooperate with the above procedures will result in expulsion proceeding 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. A 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
    - i. Junior students only with a maximum of two visitations per year
    - ii. 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 8:30 A.M.** The school office opens at 7:00 a.m. and the phone number is 330-744-4563. Only phone calls will be accepted; please do not text or email. If the school office is not notified and attempts to contact a parent/guardian are unsuccessful, the student's absence is unexcused. When this occurs, the student will sign a conduct card for truancy resulting in a 25 point deduction in the student's conduct grade, 10 detentions, and a loss of academic credit for classes that day. It is the responsibility of the parent to notify the school on the day their child is absent.

Unnecessary absences should be avoided. Therefore, doctor or dentist appointments, driving tests, vacations, attendance at athletic 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 student.

In case of an extended absence, 3 or more days, 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 camps/practices/games, or extracurricular activities, including practices. 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.

### Excessive/Chronic Absence

According to Ohio State Law excessive absence is defined as missing 6 days of school within one month or 10 days throughout the course of the school year **with or without legitimate excuse**; chronic absence is defined as missing 10% of the total number of school days in the academic year **with or without legitimate excuse**.

Excessive/chronic 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 preparation for tests and assignments.

Excessive/chronic absenteeism will be dealt with in the following manner:

1. When a student reaches a total of 9 days absent per semester, a doctor's note must accompany his/her return to school for every absence following the 9 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. 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 10:30 a.m. or leaves before 1:00 p.m.
4. When a student's absences reach nine (9) days: a letter will be sent directly to the parent/guardian from the office of the Assistant Principal and the following procedure may 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 9 days of class for a semester course or 18 days of class for a full-year course.
  - 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. 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 students 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 from the doctor/dentist to the attendance secretary. If a student is late to class during periods 2-7 he/she will receive a detention for being late

A student may have four (4) tardies without penalty each quarter. After the fourth tardy, each instance of tardiness will result in a three points deduction from the student's conduct grade **no matter the reason**. If students are tardy for class (periods 2 - 7), they will be issued a detention.

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 4<sup>th</sup> tardy, three (3) points will be deducted from the student's conduct grade.
2. After the 4<sup>th</sup> early out, three (3) points will be deducted from the student's conduct grade.
3. When a student's conduct grade 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 the 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 at 6:30 a.m. Students will be directed to one classroom until 7:25 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 7:25-8:15 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 will be out of the building by 3:00.** Athletes or those students who remain after school to participate in an extracurricular activity should report to the room designated by the teacher or coach in charge. Students are not to congregate in the halls or lobby areas.

## 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 contrasting stitching, rivets, or sewn-on patch pockets. Denim, cargo pants, and sweat pants are prohibited. Pants are to be 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 be styled like jogger pants and cannot have an elastic or drawstring waistband or ankle cuff.

Boys are required to order their pants from the official uniform supplier of Ursuline High School, Lands End. Pants may be purchased by visiting [www.landsend.com](http://www.landsend.com) and by searching Ursuline High School in Youngstown, Ohio.

**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, green, or navy blue. Students may wear a long or short sleeve solid color shirt under their school uniform shirt. Shirts may be white, black, navy blue, green, or yellow.

**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 are 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, Crocs 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 and must be a natural color. 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 the school until their hairstyle has been modified to meet the standards of Ursuline High School.

**H. Boys are expected to be clean-shaven.** Beards and mustaches 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 have other visible body piercings. Boys may not wear unusual or excessive jewelry to school.** The Assistant Principal for Student Affairs will determine what is excessive or unusual. A note from a doctor or piercing professional, band aid, clear stopper, or mask is not an acceptable cover for a facial piercing and are not permitted.

**J.** Tattoos are strongly discouraged. The administration reserves the right to require a student to cover any tattoos during school or at school activities.

**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.

**L.** The school issued lanyard with photo ID is a required part of the Ursuline uniform and must be worn to be admitted to the building. If a student does not have his lanyard, he will receive a conduct card for a dress code violation.

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.

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



A. Girls are required to order their uniform skirt or pants from the official uniform provider of Ursuline High School, Lands End. Skirts and pants may be purchased by visiting [www.landsend.com](http://www.landsend.com) and by searching Ursuline High School in Youngstown, Ohio. Girls may wear either option at any time during the academic year. Skirts may be no more than 3 inches above the knee.

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 yellow, green, or navy blue. Students may wear a long or short sleeve solid color shirt under their school uniform shirt. Shirts may be white, black, navy blue, green, or yellow.

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 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 are prohibited. Hair must be a natural hair color. 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. No other visible body piercings are permitted to be worn in school. A note from a doctor or piercing professional, band aid, clear stopper, or mask is not an acceptable cover for a facial piercing and are not permitted.

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.

K. Tattoos are strongly discouraged. The administration reserves the right to require a student to cover any tattoos during school or at school activities.

L. The school issued lanyard with photo ID is a required part of the Ursuline uniform and must be worn to be admitted to the building. If a student does not have her lanyard, she will receive a conduct card for a dress code violation.

At social affairs sponsored by the school, a student's dress 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, CHEWING TOBACCO, and VAPING**

For reasons of health, safety and sanitation, smoking and chewing tobacco are prohibited on school grounds. Students found smoking, both traditional and electronic cigarettes, as well as vapes 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. In addition to the one day suspension, students will be required to complete the American Lung Association's "Not on Tobacco" education program.

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.**

Breathalyzers will be used at school or school-sponsored events as deemed necessary by the Ursuline Administration. If a positive response is found the student will be denied entry and/or be removed from school, the event or activity and will face disciplinary action as described in the Ursuline High School Handbook. Testing will be conducted when suspicion of alcohol use and/or possession is present. Testing will be conducted by a member of the Ursuline Administration and will be witnessed by another member of the faculty or administration. For purposes of this policy, indications of reasonable suspicion of alcohol consumption may include but are not limited to the odor of alcohol, slurred speech, lack of coordination, bloodshot or glazed eyes, marked change in behavior, a report by a third party of a student's consumption of alcohol or other similar information, or the presence of an alcohol container.

Ursuline High School reserves the right to conduct purse/bag searches as well as searches of any transportation (including rented limousines and party buses) that may have been used to transport Ursuline students and their guests to an Ursuline event.

A student's refusal to take the breathalyzer test will be treated as a positive test and result in similar consequences to a positive result. If a family does not consent to the use of the breathalyzer, the student will not be permitted to attend the school-sponsored function. Families are instructed to write to the Assistant Principal for Student Affairs if they do not consent to the test.

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) day. **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 by 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 value to school. The school cannot 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 activities 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 may be amended in the future and incorporated herein as if fully rewritten herein.

## **CHROMEBOOKS AND CELL PHONES**

All students will be issued a Chromebook for academic purposes at Ursuline High School. These devices are the property of the school and should be treated with the same care and concern as textbooks and other school property. The school issued Chromebook is the only device that students are permitted to use while at Ursuline High School. Students and parents must sign a Chromebook Policy Agreement in order to gain access to their device.

Students and parents or guardians accept full responsibility for the security, maintenance, and repair of a student's cell phone. Ursuline High School does not accept or assure responsibility for lost, damaged, or stolen cell phones. Students are not required to bring a cell phone to school.

No student may use his/her cell phone while in class. Each classroom will have a storage unit for phones.

Teachers will require students to place their cell phone in the unit each day. 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. Students who use their cell phones, Chromebooks, or earbuds/headphones at an unauthorized time will receive a cell phone violation conduct card.

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 policy. Cameras, such as the Go Pro Cameras, are not permitted. For safety reasons, students may not wear headphones or ear buds during class or class change. They may be worn at lunch or during study hall. The Ursuline Administration and Teachers have the right to ask a student to remove their headphones or earbuds at these times.

The Chromebook Program User Policy & Cell Phone Policy will be distributed to students the first day of school. The form must be signed by a parent and student and returned to school. To see the full policy, including consequences for the 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 and investigation of bullying, witnesses or has reliable information about bullying behavior.
- F.** Is considered electronic bullying (cyber bullying) 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 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 the 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: 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 and 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, guidance counselor, teacher, coach advisor, or to a staff member. Students may make the report anonymously although a student should be aware that the administration can not take disciplinary action against a student based solely on an anonymous report. When making a report of bullying, the reporting parent and/or student is required to provide all information that is available to them. Withholding information impedes the investigation and limits the school's ability to conduct a proper investigation.

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. The Assistant Principal will maintain thorough and accurate documentation of the complaint.

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, retaliation, or intimidation will be subject to disciplinary action per the Ursuline High School Code of Conduct, which may include suspension, a disciplinary contract, withdrawal, or expulsion from Ursuline. The Assistant Principal will determine disciplinary actions after consultation with the Principal. Counseling and/or other appropriate referrals may be made by the school administration in relation to a bullying or harassment incident.

## **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 would 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; 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 Students 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 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 (ORC 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 offences under Ohio law including Gross Sexual Impositions (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.03), 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 themselves 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 conditional 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 of 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, including the use of Artificial Intelligence (AI) software, will not be tolerated at Ursuline High School and is considered cheating. Ursuline uses computer-based tools to detect plagiarism; students and parents agree to the use of these tools 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 four 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 a phone call and by 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.

Tests scheduled during the suspension period must be made up by the student. **Students on suspension may not participate in or 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 in-school suspension may not participate in or 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 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. 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 their 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. Booming, 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. 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.

In the event that Ursuline students are permitted to bring guests from other schools to a dance, the following diocesan policy is in effect for the dance. If a male student chooses to invite a female student or a female student chooses to invite a male student as a guest from another high school, the following policies apply:

1. The invited student must complete and submit the dance guest pass by the required date; doing so signifies his/her intent to abide by all school policies of Ursuline High School.
2. The student must be enrolled in grades 9-12 in his/her high school. No student in a grade lower than 9th grade or older than the age of 20 may attend an Ursuline High School dance. No freshman or sophomores will be admitted to Prom.

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

Students and their guests may be breathalyzed at school dances. Please see the section on Alcohol in this handbook for the complete policy.

## **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.

## **FOOD AND DRINK**

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 the lockers. Students may carry an appropriate water bottle with them during the school day. Containers such as milk jugs and gallon containers are not appropriate for school. The administration reserves the right to determine the appropriateness of the water bottle. If a student does not adhere to Administrative directives in regards to the water bottle he/she may lose the privilege of bringing a water bottle to class. Coffee, sports drinks, sodas and any drink other than water is prohibited.

## 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 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 counter in the main office. 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.

Ursuline High School partners with mental health professionals to provide teenage mental health services at Ursuline. All students are welcome to utilize these resources. Parents are required to sign an annual waiver that will be mailed home.

## 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 a student's 4 years at Ursuline. Those marked by an asterisk are optional and involve the payment of a fee.

<b>Freshmen</b>	Iowa Test of Basic Skills
<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)*

The ACT will be administered once, on a date determined by the Ohio Department of Education, during the school day at Ursuline to all juniors free of charge.

<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 8:00 a.m. until 4:00 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 4:00 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.

All Ursuline students enter their student ID numbers to purchase meals in the cafeteria. Lunch accounts can be funded in the following ways: cash; a check, made out to Ursuline High School can be sent to the cafeteria; credit card payment can be made through [www.payschoolcentral.com](http://www.payschoolcentral.com) or by using the pay School Central app. A processing fee is applied when paying with a credit card. Information regarding the Pay Schools Central payment option is available in the main office. Students also have the option to pay cash for their meals.

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 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.

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 and hearing exam will be conducted for all freshmen, juniors, and band members. 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 immunizations 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**. All students should be fever free, without medication, for 24 hours before returning 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 where 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.

With proper documentation, medication will be distributed to students during the typical school day per the documentation. Outside of school hours (7:55 a.m. - 2:30 p.m.) parents and/or guardians are responsible for the dispensation of medication. Coaches or other extracurricular moderators are not permitted to dispense medication. Students are not permitted to carry prescription medication for the purpose of self administration, with the exception of registered inhalers.

## COVID 19 PROCEDURES

The Diocese of Youngstown and Ursuline High School reserve the right to change this policy at any time during the school year based on the advice of public health experts and high levels of communicable disease spread. Ursuline High School works with the Youngstown City Health Department. Any change in protocols will be communicated to families and stakeholders via email.

Ursuline High School will **not** require the use of masks, however students may wear one, for medical reasons, if they prefer. Masks may be required for a period of time in the event of a school or community COVID outbreak or the local health department deems it necessary due to local circumstances. This information will be communicated with the parents via email.

Vaccinations for COVID are not required in the Diocese of Youngstown/Ursuline High School. However, vaccination is the leading public health strategy available to slow the spread and hopefully put an end to this disease. We strongly encourage families to consult with your health care providers regarding vaccination decisions. Students who are fully vaccinated are asked to share a copy of their vaccine card with Ursuline High School. Please email a copy of your card to the school nurse, Mrs. Shelly Barton at [sbarton@youngstowndiocese.org](mailto:sbarton@youngstowndiocese.org). In the event of an exposure, students do not need to quarantine.

Parents are encouraged to continue reporting positive COVID tests to Ursuline High School. Students who are positive will be quarantined for 5 days and then must mask for 5 days upon his/her return to school. Students with COVID symptoms are asked to stay home until his/her COVID test results are confirmed.

**Any discrepancy or inconsistency will require the involvement of the local health department. The principal and health commissioner will regularly communicated.**

## **HEALTH EDUCATION**

During freshman year, all students are enrolled in health class. Health education is designed to educate students about important topics in health awareness, prevention of diseases, and lifelong wellness. Students will learn about physical, mental, emotional, and social health. The class will provide functional health information and essential tools to help adopt and maintain a healthy lifestyle. The goal of the curriculum is to improve positive choices that lower student risks based on the most current information. Important topics, include: alcohol, tobacco, and other drugs, injury prevention, mental and emotional health, nutrition, physical activity, prevention of diseases, healthy relationships, dating violence prevention, as well as sexuality and family life. All students are trained in CPR.

### **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/guardians of the child who object on the grounds that administration of immunizing agent's 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: Altar Servers, Art Club, Band, Book Club, Broadcast Journalism, Color Guard, Cheerleaders, Crochet Club, Diversity Council, ESports Team, Eucharistic Ministers, El Fuego Choir, French Club, Interact, Interscholastic Athletic Programs, Italian Club, Lectors, Liturgical Choir, Liturgy Committee, Merici Med Prep Program, National Honor Society, Newspaper (*The Irish Times*), peer Tutoring, Quiz Bowl Team, Saint Patrick Engineering Club, Science Club, Ski Club, Spanish Club, Speech and Debate, Student Ambassadors, Student Council, Students of Stewardship, 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 composed 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

Cheerleading  
Cross Country (Boys and Girls)  
Girls' Golf  
Boys' Golf  
Girls' Tennis

Girls' Volleyball  
Boys' Soccer  
Girls' Soccer  
Football

**WINTER SPORTS**      Boys' Basketball  
Cheerleading  
Girls' Basketball  
Boys' Bowling  
Girls' Bowling  
Swimming (Boys and Girls)

**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 handbooks 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 Club, 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 ORGANIZATIONS**

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**

### **ACCREDITATION**

Our school is chartered by the state of Ohio through its accreditation through the Ohio Catholic School Accrediting Association (OCSAA.) The purpose of the OCSAA is to strengthen Catholic Identity and Mission, to engage Catholic schools in ongoing improvements of student learning, and to ensure OCSAA Standards are fully operative in our school.

### **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 a 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. 134
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 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 email alerts as well.**

## **EMAIL ALERTS**

Email alerts are the primary means through which information regarding school closings or delays will be communicated to parents. Please note that all school closings/delays will continue to be reported to the local television and radio stations.

Ursuline High School uses email communication on a regular basis to correspond with parents. Ursuline will use the email of record when sending important communication. Please contact the Ursuline office if you need to update or change your email address of record.

## **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). The school official 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".

As a general rule, each school in the Diocese of Youngstown at the direction 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 employers, 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.

## **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 participation 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 a "Permission to Publish" form. 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 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 appointment, report cards, mid quarter reports, 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 the 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 non-custodial 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 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 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 that 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 application for 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 beginning 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.

It is understood that a parent's obligation to pay the charges for tuition, student fee, and other school fees for the full academic year is unconditional and that no portion of such charges so paid or outstanding will be refunded or canceled notwithstanding the subsequent absence, withdrawal, or dismissal from Ursuline High School of the student. It is understood that enrollment may be canceled in writing, without penalty (except the registration fee) prior to August 1<sup>st</sup>. If enrollment is canceled after August 1<sup>st</sup>, parents or guardians financially responsible for the student are obligated to pay the full tuition, student fee, and any other fee incurred for services for the full academic year. In extreme circumstances, the school may, in its sole discretion, adjust the parents or guardian's liability for tuition and fees for the full academic year.

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**, a **Chromebook Insurance Fee** for students who are issued a school Chromebook and a **Graduation Fee** for seniors which covers the cost of the yearbook and their expenses associated with Baccalaureate and Commencement.

## FUNDRAISERS

Ursuline High School sponsors two all school fundraisers each year. The Celebrate our Legacy Auction and Shamrock Raffle. Families are encouraged to participate in each of these important school events in order to offset the difference between tuition and the actual per pupil cost.

Ursuline's various co-curricular activities may sponsor fundraisers throughout the school year. Before planning of any activities begins, the event must be approved by the Ursuline Administration.

## 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.

## 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 others students. To tamper with or enter another student's lockers 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. All visitors who come to Ursuline High School will be admitted to the school via the 10 North Entrance (Bryson Street) and must sign in at the main office, regardless of their intended destination. A current visitor's badge must be visible at all times while on campus.

## **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.

Ursuline High School has a state approved Crisis Management plan. Parents may request a copy by contacting the Ursuline High School office.

## **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.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The AHERA (Asbestos Hazard Emergency Response Act) requires that notification be given yearly to indicate that Ursuline High School's school inspections and management are in compliance with the AHERA law. Ursuline is in compliance with the AHERA law.

### **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 may 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 Monday, August 21, 2023. 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 school.



## CONDUCT VIOLATIONS

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

- \_\_\_ **1. TRUANCY**  
25 pts., 10 detentions, no academic credit
- \_\_\_ **2. TRUANCY FROM SCHOOL GROUNDS**  
15 pts., detentions variable, no academic credit
- \_\_\_ **3. TRUANCY FROM CLASS**  
10 pts., detentions variable, no academic credit
- \_\_\_ **4. FIGHTING**  
25 pts., suspension variable, 1-5 days
- \_\_\_ **5. USE OF, POSSESSION OF, UNDER INFLUENCE OF ALCOHOL**  
25 pts., 5 day suspension, liable for expulsion
- \_\_\_ **6. USE OF, POSSESSION OF, UNDER INFLUENCE OF DRUGS**  
25 pts., 5 day suspension, liable for expulsion
- \_\_\_ **7. DISORDERLY CONDUCT**  
10 pts., suspension 1-5 days
- \_\_\_ **8. DEFIANT/BELLIGERENT BEHAVIOR**  
10 pts., 5 detentions, referral to Asst. Principal  
Parental conference, suspension variable
- \_\_\_ **9. SMOKING/CHEWING TOBACCO**  
15 pts., 1 day suspension
- \_\_\_ **10. DISMISSAL FROM CLASS**  
10 pts., 3 detentions, conference with Ass't Principal
- \_\_\_ **11. MISBEHAVIOR AT LITURGY**  
10 pts., conference with Associate Principal for  
Pastoral Ministry

- \_\_\_ **12. ABUSE OF SCHOOL PROPERTY**  
10 pts., 3 detentions, restitution
- \_\_\_ **13. PROFANITY/VULGARITY**  
5 pts., 2 detentions
- \_\_\_ **14. DRESS CODE VIOLATION**  
5 pts.
- \_\_\_ **15. FAILURE TO SERVE DETENTION**  
5 pts., 1 detention
- \_\_\_ **16. VIOLATION OF CLASSROOM RULES**  
5 pts., private detention
- \_\_\_ **17. MISBEHAVIOR IN ASSEMBLY, HALLS OR CAFETERIA**  
5 pts., 2 detentions
- \_\_\_ **18. EATING/DRINKING OUTSIDE CAFETERIA**  
5 pts., 1 detention
- \_\_\_ **19. OUT OF BOUNDS OR LOITERING**  
5 pts., 1 detention
- \_\_\_ **20. CHEATING**  
Parents informed, no academic credit
- \_\_\_ **21. REFUSAL TO SIGN CONDUCT CARD**  
10 pts., conference with Ass't Principal
- \_\_\_ **22. OTHER INFRACTIONS OF SCHOOL POLICY**  
(detentions variable \_\_\_\_\_)  
**Infraction:** \_\_\_\_\_

TEACHER SIGNATURE \_\_\_\_\_

•Additional comments can be written on back of card

## INDEX

- Academic Contracts - 9
- Access to Records - 35
- Accreditation - 34
- Admissions - 4-5
- Advanced Work Prior to Ninth Grade - 10
- AIDS Policy - 30
- Alcohol-Related Offenses - 17-18
- Alma Mater - 1
- Alumni Organizations - 33
- Anti-Bullying, Harassment & Intimidation - 20-21
- Arrival and Dismissal - 15
- Assemblies and Rallies - 24
- Asbestos Policy - 40
- Athletic Eligibility - 32
- Athletic Events - 25
- Attendance - 13-15
- Boys' Dress Regulations - 16
- Building Community - 2
- Bullying - 19-21
- Cafeteria - 28
- Cheating - 23
- Chromebooks and Cell Phones - 19
- Class Add/Drop - 8
- Classrooms - 25
- Closed Campus Policy - 34
- Code of Conduct - 11
- College Coursework - 8
- College Visit Days - 27
- Conduct Card System - 11-12
- Conduct Failures - 12
- Covid 19 Procedures - 29
- Credit Flexibility - 9
- Dances - 25
- Delinquent Accounts - 38
- Detentions - 12
- Diocesan Policies - 40
- Diocesan Policy of Catholic Education - 34
- Disciplinary Contract - 12
- Dress Regulations - 15-17
- Drug-Related Offenses - 18
- Email Alerts - 35
- Excessive/Chronic Absence - 14
- Exclusion from School - 23
- Expulsion - 23
- Extended Vacation Policy - 15
- Fighting - 19-20
- Field Trips - 30
- Fight Song - 1
- Financial Aid, Diocesan - 37
- Financial Aid, Ursuline - 37-38
- Fire/Tornado Drills - 39
- Food and Drink - 25
- Foreign Exchange Students - 5
- Fundraisers - 38
- Gang Membership - 19
- Girls' Dress Regulations - 17
- Grade Point Average & Class Rank - 7
- Grading System - 6
- Graduation Policy - 6
- Graduation Requirements - 5
- Guidance and Counseling - 26-27
- Guidelines & Implementations - 40
- Hazing - 21
- Homework - 8
- Health Education - 30
- Honor Roll - 7
- Honors & Advanced Placement Program - 6
- Inclement Weather/School Closings - 34
- Infectious/Communicable Disease - 30
- Inter-Scholastic Athletics - 31-32
- Lavatories - 25
- Library/Learning Center - 27-28
- Locks and Lockers - 38-39
- National Honor Society - 31
- Non-Catholic Students - 3
- Non-Discrimination Policy - 40
- Office of Catholic Schools Policy - 26
- Out of Bounds - 23
- Parent Organizations - 32-33
- Parental Role in Education - 11
- Posting Materials - 36
- Proclamation of the Word - 2
- Publication of School Pictures - 35
- Release of Directory Information - 35
- Religious Education Failure Policy - 3
- Religious Education Program - 2
- Reports to Parents - 7-8
- Representing Ursuline - 24
- Scheduling - 8
- School Insurance - 28-29
- School Logo and Image - 35
- School Office - 34
- Searches - 13
- Serving Others - 2
- Sexual Harassment and Violence - 22
- Smoking, Chewing Tobacco, and Vaping - 17
- Student Activities - 31
- Student Council - 31
- Student Custody Guardianship - 36-37
- Student Health Services - 29
- Student Parking - 26
- Students with Special Needs - 9-10
- Student Threats - 22
- Student Responsibilities - 11

Students' Property - 39  
Subject Failure - 7  
Suspension - 23-24  
Tardiness - 20  
Technology/Internet Policy - 19  
Testing Program - 27  
Text Alerts - 34  
Textbooks - 26  
Theft - 18-19  
Transfer of Records - 37  
Transportation - 26  
Truancy - 21  
Tuition and Fees - 38  
Vandalism - 19  
Visitors - 39  
Weapons - 39  
Work Permits - 35  
Worship & Prayer - 2-3