

ST. URSULA SCHOOL

STUDENT/PARENT HANDBOOK



2023-2024

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• www.stursula.org

St. Ursula School is a co-ed elementary school for grades PK-4 through grade 8. St. Ursula School is not required to adopt any rule, regulation, policy, or personal accommodation that conflicts with its religious or moral teachings, and we will always teach and act consistent with the tenets of the Catholic Church. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Requests for reasonable accommodations for a student with a disability may be directed to administration or resource personnel. Religion is required for each year a student attends Saint Ursula School. All students enrolled in Saint Ursula School must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Saint Ursula School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardians will be notified promptly of any changes. For the most up-to-date version of the school handbook, families are asked to refer to the school website for its most current edition. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

VISION STATEMENT

Saint Ursula School is dedicated to Catholic educational excellence, empowering students to reach their full potential.

MISSION STATEMENT

As a Catholic community, Saint Ursula School promotes academic excellence, spiritual formation, faith in action, and environmental stewardship in our world. Faculty, staff, parents, and parish collaborate to foster each child's personal growth.

PHILOSOPHY

St. Ursula School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

HISTORY OF SAINT URSULA SCHOOL

Saint Ursula School opened on September 9, 1940, with an enrollment of 146 children in grades 1 through 3, under the direction of Sister Rita Ursula and the Sisters of Notre Dame de Namur. In 1946, when the first class graduated, there were ten sisters and 546 students.

Additions were made to the school, and in 1953 the convent was built and work on the church began. From 1973 until 1985, the school was led by the Sisters of Saint Joseph of Chestnut Hill. In 1986, the Sisters of Notre Dame de Namur returned, and the Kindergarten and Extended Day Programs were instituted in 1987. In 2012, the Pre-K4 program was added. For 83 years St. Ursula School remains committed to providing a quality Catholic education to its families.

ADMINISTRATION

Saint Ursula School is an Archdiocesan Collaborative School. This hybrid structure combines the benefits of centralization and governance with local community involvement. The principal is selected and evaluated by the superintendent with input from the local school board. The pastor (canonical representative) represents the interests of the parish community, coordinates worship services, and serves on the school board.

ACCREDITATION

Saint Ursula School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Saint Ursula School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

SPIRITUALITY

Saint Ursula School emphasizes the importance of participation in the Saint Ursula Parish community. Religion is required for each year a student attends St. Ursula School. All students enrolled in St. Ursula School must attend religion classes and our faith services. In school, teachers and students work together to define and nourish the moral formation necessary for a personal Catholic identity. Students put their faith into practice through regular celebration of the Eucharist, including participation in weekend Mass. Sacramental programs, prayer services, and liturgies weave together the parish and school families. Students study God's work and teaching in all curriculum areas. They apply their knowledge of faith through service to both school and parish communities during their time at Saint Ursula School and throughout their lives. Students are missioned to exemplify the values of the community in their continual outreach to others, both locally and globally. Our special devotion to Saint Julie, foundress of the Sisters of Notre Dame de Namur, further enriches the school. Saint Julie's simple prayer, "O how good is the good God," affirms the goodness of God in our joyful times and in our sorrowful times, and strengthens our mission to practice our faith and through service to bring the good God to our communities.

EDUCATIONAL PROGRAMS

The instructional program includes the basic subjects required by the Archdiocese of Baltimore and the Maryland State Department of Education.

Curriculum

Curriculum policy is developed by the school faculty under the leadership of the school administration. Basic subjects and time allotments are established in concert with the Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools. Curriculum content is developed through faculty selection of appropriate grade level materials.

The Archdiocesan curriculum course of study

includes: Religion	Science
Math	English/Language Arts
Social Studies	Art
Music	World Language
Physical Education	Digital Technology

St. Julie Program

St. Ursula believes that all students have the right and ability to learn. We recognize that students learn in different ways; therefore, our instruction can be supported by our specialists and instructional assistants. Our administration and faculty set targets for academic growth that are unique to the students' needs. Together the staff collaborates to meet those needs through best teaching practices and agreed upon accommodations. St. Julie Program services students in grades 1-8. Students are supported in the classroom and as needed, in small groups. Students must meet set criteria determined by the Student Advocacy Team (S.A.T) for admittance and continuation in the program. This Saint Julie program provides advocacy and support for students who have completed an educational assessment and evaluation. Based on this evaluation the S.A.T. will determine appropriate accommodations in support of the student learning.

Pre-K4

Pre-K is an all-day program available to those who are 4 years of age by the first day of the school year. It is a child-centered program with the goal of developing the whole child. This includes religious, social, physical, cognitive, and emotional growth. Children must be fully toilet trained before starting this program. Pre-K classes begin with a gradual entrance program the first week of school.

Kindergarten

Kindergarten is an all-day program available to those who are 5 years of age by the first day of the school year. In addition to instruction in math, religion, and reading readiness, the students' social and emotional growth is emphasized through cooperative play activities.

ACADEMIC POLICIES

Progress Reports are issued on a trimester basis. Parent/teacher conference days are scheduled during the first marking period.

Parents may request a conference with individual teachers to discuss a student's grades. Teachers and/or principal may also request conferences.

Students are promoted to the next grade upon successful completion of all subjects in a given year. Promotion from PK, Kindergarten, and grades 1 and 2 relies on teacher evaluation of each child's progress. Students in grades 3 through 8 must earn a final yearly average of 70% (D) in the core curricular areas of religion, language arts, mathematics, science, and social studies. If a student earns two final yearly averages of 69% (E) in the core curricular areas of religion, language arts, mathematics, science, and social studies, he or she will not be promoted to the next grade.

Students in grades 3 through 7 who have yearly average of "E" in any subject must pass a school approved summer school program or receive up to 15 hours of documented school approved tutoring in the subject prior to the next school year. If this summer course of study is not completed, the student will not be promoted to the next grade level. Repeating a grade level at St. Ursula School may not be in the best interest of the student.

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. The teacher continues to provide all assistance possible and maintains contact with parents and the administration. By the last trimester, the retention decision must be communicated to the family as well as the associate superintendent.

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

Parents have online access to their students' grades from grades 3 – 8. A secure passcode will be sent home, which will enable you to view your child's grades. Parents should check PowerSchool regularly as grades are entered on a weekly basis.

Students may bring test papers home on a weekly or bi-weekly basis so that parents will be aware of their child(ren)'s progress. However, regular review of grades on PowerSchool is highly recommended.

Homework is assigned as a reinforcement of the daily program. Assigned homework must be completed. It is the parent's responsibility to supervise the homework and guide the student to select a quiet, well-equipped place for study. As the child becomes older, the major responsibility should shift to the child. Yet even with older children, some parental supervision is expected. Parents should emphasize that study is as essential as written work. At all grade levels, homework is included in determining the report card grade.

Every attempt will be made to have homework posted by 5:00 p.m.

Homework Guidelines

Homework is assigned each night, Monday through Thursday. Homework will be assigned on long weekends, and tests can be scheduled on Monday. Homework can be written, study-review, and long range. Long range assignments (book reports, projects, etc.) should be worked on a little at a time and on weekends. Written homework should be legible and neat. All written work completed by students must have his/her name, date and subject on every page. This includes work done in notebooks. Parents should insist that their children complete homework each night.

Parents can expect that homework will generally take the following amounts of time to complete:

Grades 1 and 2	10 – 30 minutes
Grades 3 through 5	40 – 60 minutes
Grades 6 through 8	60 – 90 minutes

Some students will take a little less time and some a little more time. If your child consistently takes a great deal less or a great deal more time, parents should contact the teacher(s).

In case of absence do one of the following:

1. Ask a sibling to pick up any materials not at home OR call a "buddy" in the morning to pick up those materials.
2. Check the teacher pages of the school website and/or Google classroom on the student's return to school to find out the missing work and do it.

Usually, teachers will schedule no more than two tests a day, but there will be days when three tests are posted due to scheduling conflicts.

Final Project Guidelines

St. Ursula School has established a set of guidelines to be followed by all students. These apply to all projects. All written work that is handed in to a teacher will follow this format.

Name

Date

Subject Heading

Handwriting counts!

Grammar counts!

Spelling counts!

Neatness counts!

Written work will be handed in without scribbling or crossing out. It will be done on loose-leaf paper, not paper ripped out of a notebook.

Honor Roll for Grades 6 – 8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

First Honors - All A's and satisfactory or better in all special classes, standards, effort and conduct, including unstructured time.

Second Honors - All A's and B's (more A's than B's) and satisfactory or better in all special classes, standards, effort, and conduct, including unstructured time.

Students who receive **unsatisfactory** or **improvement needed** on the progress report are not eligible for the honor roll.

Parents may not request a change in grades or an assignment or a final grade in order to achieve honor roll or a desired grade in an academic class.

Missing Work

Students are responsible for all classroom assignments, group projects, and homework according to the standards and due dates assigned by the teacher. Late work may earn a reduced grade. Students may be asked to complete late assignments during recess or during grade 6-8 study hall.

The grade will be lowered by 10% for each day an assignment is late without an acceptable excuse (e.g. absence) for students in grades 3-8. The student will not be able to hand the work in for credit after one week (7 calendar days) from the original due date and the grade will be recorded as a zero.

If a student is absent from school with an excused absence, it will be his or her responsibility to ask a teacher or another student for the missed assignments. The due date will be extended by the number of days the student was absent with no penalty.

High School Placement Test (HSPT)

The HSPT is administered to 8th grade students in late November or early December of the 8th grade year. The pre-HSPT is administered to the 7th grade students in the spring of the 7th grade year.

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Grades 3, 5, and 7 also take the Science assessment each spring. Pre-K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

ACRE Testing

All students in grades 5 and 8 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

Visitation Days

Eighth grade students only will have two floating excused shadow days for high school visitation. There is a form online to be completed once you have scheduled these days. This form should be completed for all shadow days that your child attends. Two of these absences are excused absence days.

Student Records

Student records are maintained in the school office. Access to records is governed by the records policy.

FERPA Policy

Saint Ursula School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Saint Ursula School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the

records may be inspected.

- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To school officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - In order to comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; or sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports

- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify administration in writing by October 1st.

A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Ursula School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

PARISH, HOME, AND SCHOOL ASSOCIATION

The Saint Ursula Parish Home School Association (PHSA) is an organization established for school parents, administration, teachers, and interested parishioners to promote communication and interaction to strengthen the St. Ursula School community as it strives to provide a strong Catholic education for our children.

The PHSA consists of the Executive Committee and Grade Representatives. Meetings are held monthly, August through May.

VIRTUS

The Archdiocesan Policy for the Protection of Children and Youth requires that all volunteers who have contact with children be VIRTUS approved. This policy applies for all school activities including, but not limited to, the following: class trips, working in the classroom, volunteering in the lunchroom, and sports.

To complete the VIRTUS training, go to the school website.

If you have completed the process elsewhere in the Archdiocese of Baltimore, you must log

onto the VIRTUS website and add St. Ursula School. References will be contacted from all prior volunteer sites.

PARTNERSHIP WITH PARENTS

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. To be a partner with the school in the education of your child.
2. To understand and support the Catholic mission and identity of the school.
3. To read all communications from the school and to request clarification when necessary.
4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
5. To discuss concerns and problems with the person(s) most directly involved.
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. To promote your school and to speak well of it to others, both verbally and online (social media).
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
9. To appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
10. To behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.
11. To follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats, or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child, or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, parents or other family members may be prohibited from entering the complex.

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption

protocols

- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Using internet-based tools such as GSuite for personal communication with others
- Engaging in cyberbullying (see below for more details on cyberbullying)
- Violating School conduct rules or the law.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. (from stopbullying.gov)

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

ADMINISTRATION

Emergency Plans

Emergency plans are reviewed and updated annually. St. Ursula School duplicates the policy of the Archdiocese of Baltimore. If it becomes necessary to close St. Ursula School because of an emergency at the facility, school officials will make every effort to notify parents through SwiftK12.

Emergency and fire and safety drills are held on a regular basis. It is important that children know how to conduct themselves during the drills; they must walk out the designated exit in silence, not touching anyone. These directives have been given by the Fire Department Office as well as the Department of Catholic Schools. St. Ursula School follows these directives. During emergency drills, all parent volunteers and visitors must follow the evacuation procedures.

Parents who go out of town must give the school, in writing, the name and telephone number of the person in charge while they are away.

Change of Information

A change of address, phone number, or e-mail should be reported to the school office immediately and the change made in PowerSchool and SchoolAdmin. This is important in the event of an emergency, as well as keeping our records up to date. It will be kept in the strictest confidence.

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

Emergency and Weather-Related Closings/Delayed Openings

Saint Ursula School follows the Baltimore County Public School decision on these days including cancellation of all after school activities. You will receive notification from our school email system, Swift K12 regarding any school cancellations, or postponements. Please do not call the **school or Parish office** about school closings. **If Baltimore County Schools are previously scheduled to be closed on an inclement weather day you will receive a message regarding any cancellations or postponements for Saint Ursula School.**

If there is an hour late opening, school opens at 8:40 a.m. If there is a two hour late opening, school opens at 9:40 a.m. If there is a 2-hour late opening on a scheduled half-day, school will go full day with a dismissal starting at 2:50 p.m.

For those attending Extended Day, the following procedures are in effect:

If school opens 1 hour late, Extended Day opens at 8 am.

If school opens 2 hours late, Extended Day opens at 9 am.

If school closes 1 or 2 hours early, Extended Day closes at 4pm.

If school closes 3 hours early, Extended Day closes at 3:00 pm.

If BCPS after school activities are canceled, Extended Day **closes at 4 pm.**

Communication to Parents

In the best interest of students, the school welcomes and encourages communication between parents and teachers or staff members. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email first to schedule a mutually convenient time to discuss your concerns either by phone or meeting. After communicating with the teacher first, if a conference with the school leadership is needed, parents should first call the office requesting a conference date. Should a conference request sent to the teacher be unanswered within a 48-hour time (not including weekends or holidays), the parents are requested to call the office. In the best interest of the students, the school welcomes and

encourages verbal and written communication between parents and teachers. Progress Report conferences will be scheduled during the first marking period and at appropriate times through the year.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

Responsibility, like respect, is not something just taught. If we practice responsibility, our children will practice it too. We are not always able to communicate personally. Therefore, we ask you to read each communication and respond promptly if necessary. We ask you to read the weekly updates which may contain time sensitive information.

Many of our teachers attend school social events, student games, and weekend Masses at Saint Ursula. These are not appropriate times to bring up school-related concerns.

School Website/Swift K12

The school's website is a vital source of communication, which should be checked regularly. The school calendar is available on the website. Notifications will also be sent through "Swift K12" via the e-mail address provided. The teacher pages on the website and PowerSchool can be accessed through the school's website. When special notices are sent home, an announcement will be made on the website. If you do not have Internet access, please notify the school, and we will send a copy of the correspondence with your youngest child. Finally, please check your child's backpack daily, and encourage your child to be responsible for bringing home all communications.

Emergency Information Form

One emergency form is to be updated or filled out for each family at the beginning of each school year. Emergency information for each child is to be kept current. It is the parent's responsibility for keeping all information current. Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed by the custodial parent/guardian. A parent's/guardian's signature must be on the paper.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

St. Ursula School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

E-Mail Policy

Whereas e-mail is a current and acceptable form of communication, it does not allow for meaningful dialogue among administrators, teachers, and parents. E-mail should not be used to discuss contentious, emotional or confidential issues. E-mail can be used by parents to contact teachers (1) for conference requests in person or phone and (2) to request assignments, deadline dates and/or class activity clarifications. Please note that teachers primarily use Google Classroom to communicate class assignments. In addition, the teacher's pages on the school website serve as another useful resource regarding class updates. All other communications, which may contain sensitive, personal and/or confidential information, should not be done through e-mail. Please be advised that teachers may not always have access to emails during school hours nor can they respond while teaching. Staff will make every effort to reply within 48 hours.

Phone Calls

In the interest of personal privacy for our teachers, we request that you arrange appointments with them via email. Please do not call the teacher's personal phone number. The telephone in the school is for business purposes only. For this reason, children will not be permitted to use the telephone unless there is an emergency.

After school plans should be made with your child before he/she leaves the house in the morning. It is very difficult for office personnel to deliver personal phone messages to students. Children will not be allowed to phone home for forgotten articles, books, homework, etc. If students forget articles, they will have to do without. This is their responsibility. Parents may drop off forgotten eyeglasses, lunches and band instruments ONLY.

PowerSchool Parent Portal

The parent portal is a communication tool between home and school. All families will need to access the site and complete the contact information for each student. Parents in grades 3 through 8 should refer to page 3 for access to student's grades via PowerSchool.

Non-Discrimination Statement

The State of Maryland requires the following statement in the Student Handbook:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

- (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to our Learning Service Coordinator, first and then the school principal.

Religion is required for each year a student attends St. Ursula School. All students enrolled in Saint Ursula School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

HARASSMENT POLICY

1. Policy

It is the policy of the Archdiocese to prohibit harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

2. Scope

This policy applies to all students in Archdiocesan elementary, middle and

secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

3. Prohibited Conduct

- a. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:
 - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - (iii) Otherwise adversely affects an individual's educational opportunities.
- b. Harassing conduct includes but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

4. Procedure

- a. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools. A bullying/harassment form should be completed.
- b. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- c. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as result of the filing or investigation of a harassment complaint is considered a

serious violation of this Policy and should be reported immediately.

- d. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

BULLYING POLICY STATEMENT

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to the school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Harassment of students on the basis of race, color, sex, national origin, religion, disability, or handicap, gender identity or sexual orientation, are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

Definitions:

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication that:

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including telephone, cellular phone, computer, digital device, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at the person for an act he/she committed (such as reporting misconduct).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported.

The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported.

Reporting forms are located in the main office and on the school's website.

TRANSPORTATION PROCEDURES

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated. The school is not liable for any injuries or accidents which may occur before or after the times stated. If the student is participating in a scheduled, supervised activity before or after the hours noted, specific escorted arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up. Students are only to be released to custodial parents or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lyft, or any private transportation company.

Arrival

Students cannot arrive at school before 7:40 a.m. unless they are enrolled in and attending morning Extended Day. The school is not responsible for supervision of students before 7:40 a.m. The school is not liable for any injuries or accidents which may occur before 7:40 a.m. Children should enter the building through the playground doors. AT NO TIME should students enter the Manns Avenue door between 7:40 a.m. and 8:10 a.m. The morning announcement bell rings at 8:10 a.m. and **all students must be in their classrooms.** Exterior doors will be locked at this time. Students arriving after 8:10 a.m. must enter by the Manns Avenue door accompanied by an adult and will be marked tardy. If there is a significant traffic back-up in the morning, we will attempt to leave the playground doors open until all cars have cleared.

Dismissal

Afternoon dismissal begins at **2:55 p.m.** Teachers will remain on Saint Ursula's parking lot until 3:15 p.m. Students must stand by the auditorium until their ride arrives. It is the responsibility of the parents to make arrangements for students to be picked up on time. Students who are repeatedly not picked up on time will be required to register and attend the Extended Day program, and parents will be charged. All students who exit by the auditorium or playground doors must leave in a car parked in either lot. **NO** parking is

allowed on Manns Avenue for the morning arrival from 7:40 to 8:15, or afternoon dismissal.

Pets cannot be brought onto the school grounds especially during arrival and dismissal.

The school is not responsible for supervision of students after 3:15 p.m. and is not liable for any injuries or accidents which may occur after 3:15 p.m.

Cars will not be allowed to move on any lot until all children are safely in cars. Please follow the directions for the safety of all the students.

Once students have been dismissed from the building or to Extended Day Care, they are not to return to the classroom.

School Schedule

7:00 a.m. – 7:40 a.m.	Extended Day Program
7:40 a.m. – 8:10 a.m.	Enter school building
8:10 a.m. - Homeroom	School bell rings for announcements
2:55 p.m.	Dismissal begins
3:15 p.m.	Teachers are off duty. Students who remain after 3:30 p.m. You MUST make arrangements with the Extended Day
3:30 p.m.	School office closes

Parking

St. John Lutheran Church graciously allows us to use the lower end of their parking lot for dismissal.

We ask that whenever you come to a school function in the evening or on the weekend you park on Saint Ursula's lot. If you come during the school day, please park on the far end of St. John's lot toward the brick house. Please be considerate when going to your car which may be parked on their lot. Keep conversations to a minimum until you are in your car. Children are not allowed to play on their lot or in their trees.

Parents coming to the school for a short period of time cannot park in front of the homes or block the driveways of residents on Manns Avenue.

ADMISSIONS

Admission Policy

Saint Ursula School is a co-ed elementary school for grades Pre-K4 - 8. It does not discriminate on the basis of sex, race, color and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teaching and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Registration for incoming students begins during Catholic Schools Week (late January -

early February). Birth and baptismal certificates must be presented for those entering any grade. Students who are entering Pre-K should turn 4 by the first day of the school year they are entering Pre-K. Those entering kindergarten must be 5 years of age by the first day of the school year they are attending. All other grade's, parents should present a copy of the latest report card in addition to the above-mentioned documents.

The school gives preference in admission to families who currently have children enrolled at St. Ursula School; secondly, to Catholic students of families registered in St. Ursula Parish; thirdly, to Catholic students living in other parishes; fourthly, students of alumni parents, fifthly, non-Catholics. Final acceptance is based on the above criteria as well as the academic evaluation and level of maturity. Students may be initially placed using the results of school administered placement tests, progress reports, and standardized test results.

Health records, which parents/guardians **MUST** bring as proof of current immunization against tetanus, diphtheria, and pertussis (TDAP), polio, measles, mumps, and rubella (MMR), varicella, and Hepatitis B, need to be in the Health Room before the first day of school. All students entering grade 7 must also show proof of immunization for meningococcal vaccine.

A non-refundable registration fee is due at the time of registration. All families must re-register on-line and register for FACTS each year. In addition, new families to the school **MUST** pay 10% of tuition within two weeks of registration. This is non-refundable, in addition to the yearly Instructional Fee.

All new students are given a two-month evaluation period. If during this time the school is unable to meet the needs of the students(s), the parents(s) will be asked to place their child in another school. Such recommendations would only occur after conferences with the parents(s) and after exhausting all other methods of help.

Transfers

In the case of withdrawal of a student from the school, parents are required to sign a release so that academic and health records may be forwarded to the new school. Records will not be sent if such a release form is not signed.

All financial obligations must be completed before any records can be released.

FINANCIAL OBLIGATIONS

Tuition Policy

Tuition is set for the following school year in February. There are two rates, Parishioner and Non-Parishioner. Parishioners are registered *Catholic* families whose children are current with their sacraments and attend Saint Ursula Church and contribute weekly through the use of envelopes or Faith Direct. Contributions to the church must be **consistent** and

meaningful. Church contributions will be monitored periodically. If these requirements are not met, as you indicated you would do by electing this option, bills will be adjusted to reflect the out of parish rate.

All families, both parishioner and non-parishioner, select a Service Hour/Fundraising plan as part of their tuition contract. You must select one of the following options from **both** the Service Hour Plan and the Fundraising Plan.

Service Hour Plan

1. A minimum of 25 service hours in school-approved activities are required. Service hours are to be completed by adults only.
2. You will receive a service hour card to be used to keep track of your hours. The event chairperson will sign your card. Please send your card to the school office after every event. The school will keep track of your hours. **The service hour year is from May 1st of the current school year to April 30th of the following school year unless an alternate date is determined by the school.**
3. If 25 hours are not completed by April 30th, families will be billed \$20.00 per hour for the remaining hours unless an alternate date is determined by the school.

OR In lieu of 25 hours, an additional \$500.00 will be added to your tuition.

Fundraising Plan

1. Commit to fully participating in the three major fundraisers:
 - a. Harvest Festival
 - b. Lucky 1500 Club - buy or sell 2 raffle tickets for both the November and February drives for a total of 4 per year. For each ticket sold or bought you will receive 1.5 service hours.
 - c. Race for Education - solicit a minimum of 10 sponsors per child or 20 per family.

OR In lieu of participating in three fundraisers, an additional \$325.00 will be added to your tuition.

AND

Tuition Payment

1. 10-payment plan: Tuition is due on the 15th of the month in June, July, August, September, October, November, December, January, February, and March.
2. Tuition may also be paid in full through FACTS. Discounts do not apply.
3. Tuition payments are made through FACTS. All families **must be** registered in FACTS which is part of the registration/re-registration process through SchoolAdmin. Your child will not be completely registered/re-registered until all items, including enrollment in FACTS, are checked off in SchoolAdmin.

Tuition payments must be completed by March 15th. Service Hours must be completed by April 30th unless an alternate date is determined by the school. Therefore, personal

checks will not be accepted for financial obligations after April 30th for the current year. Late payments must be made by certified checks, money order, or cash. Progress Reports will not be given out, and records will not be processed until all financial obligations are completed. "All financial obligations" include but are not limited to service hours, fundraising and Extended Day obligations.

See our school website for tuition assistance and grant information.

Financial Policy Statement

If, for some serious reason, monthly financial obligations cannot be met on time, it is the responsibility of parents to contact the school principal ASAP to set up a payment plan.

Saint Ursula School reserves the right to deny PowerSchool access, withhold progress reports, and disenroll a student(s) if financial obligations have not been met. Admission each trimester is conditional on satisfactory compliance with all financial obligations.

The fee for a Non-Sufficient Funds check or electronic payment submitted to the school is \$40.00 each time. Any family who has submitted Non-Sufficient Funds checks or electronic payments three (3) times in a given school year shall pay for any school-related financial obligations or expenses for the remainder of said fiscal year (July 1-June 30) by cash, certified check or money order.

Instructional Fees

A basic school fee is charged per student. These fees will be refunded 50% to any family leaving the school prior to the first tuition payment due date which is June 15. This fee includes:

1. Book Rental/Purchase
2. Archdiocesan Fee
3. Classroom Supplies which includes agenda books, notebooks, classroom paper, and various classroom supplies
4. Technology Fee

Students are required to keep textbooks covered at all times with book covers or solid-colored book socks to prevent unnecessary damage. Students who lose books must pay for them before the end of the trimester or report cards will be withheld. Students who damage books will be charged for the damage. Textbooks, book covers, workbook covers, folders, notebooks, and all school supplies are to be free of writing except for name and class.

Tuition Refund Policy

Families withdrawing before the end of the school year will be refunded a prorated amount of 10% for each month in which tuition is due (June-March).

All tuition refunds are contingent upon the school receiving written notice prior to the student's actual departure date and the refund amount will be determined based on the

actual departure date. The school reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.) No enrollment will be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding.

Withdrawal Date Before	Percent Owed to School	Percent Refunded (if tuition is paid in full)
6/15	0%	100%
7/1	10%	90%
8/1	20%	80%
9/1	30%	70%
10/1	40%	60%
11/1	50%	50%
12/1	60%	40%
1/1	70%	30%
2/1	80%	20%
3/1	90%	10%
After 3/1	100%	0%

ATTENDANCE

General Attendance

Regular attendance is considered essential for learning at St. Ursula School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 7:30-8:30 a.m. to report the reason for the absence. All absences and tardiness

become part of the student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and does affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, CYO events, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for the absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return until he/she is well enough to participate in all school activities. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school districts.

Children who arrive late must report to the school office accompanied by an adult.

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of a student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion and may be reported to the Maryland State Department of Education.

Lateness/Assignments

Students may enter their homerooms at 7:40. The school day begins at 8:10. Any student arriving at their classroom after 8:10 is considered late. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departure/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

In order to be considered for present, students must be in class for at least four instructional hours.

CHRISTIAN CONDUCT AND BEHAVIOR

St. Ursula School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurred.

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Failure to have necessary supplies for classwork
- Disrespectful manner and/or language
- Using the property of others without permission
- Dishonesty
- Theft or extortion
- Disruptive behavior

- Fighting or threats of violence
- Dangerous play
- Rudeness
- Vulgarity
- Dress code violations
- Rowdiness
- Gum chewing
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/using e-cigarettes/VAPING/gummies
- Willful destruction of school property
- Leaving school property without permission
- Unchristian behavior: on playground, in school, in class or when representing the school (i.e. field trips, sports gatherings, assemblies, etc.)
- Cheating/plagiarism
- Failure to report to a teacher after class hours upon proper notification
- Refusal to obey directions of staff members
- Use of electronic devices, for non-educational purposes, including personal cell phones during instructional hours, Extended Day, and during school sponsored activities
- Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior

After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated

violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

Demerits

A demerit is issued to a student as a warning about inappropriate behavior and/or dress. Parent signature is requested to confirm notification that a student has received a warning demerit.

Students have two (2) days to return a demerit or detention form to a teacher. Parent signature is requested to confirm notification.

Four (4) demerits in any marking period will result in an after school detention from 3:00 p.m. to 4:00 p.m. If a student receives a second detention during the same period, it will be served on an alternate day for a total of three hours or during a school event. If a student receives a third detention or 12 demerits in a marking period, the student is liable for a one day suspension. Parents will be notified of the suspension in advance.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Suspension

Students who violate school rules may be suspended from school up to three days, depending on the seriousness of their actions. Some reasons which may warrant suspension include, but are not limited to, the following:

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of indecent material(s)
- Flagrant disrespect and/or refusal to obey staff members
- Smoking/using matches/using e-cigarettes/vaping
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment (sexual or otherwise)
- A pattern of corrosive behavior
- An extreme disregard of school rules and behavior unbecoming of a St. Ursula

student

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive days, the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Expulsion

St. Ursula School reserves the right to expel any student in cases of serious or repeated violation(s) of school rules and regulations or policies. Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. Any expelled student forfeits all privileges of the St. Ursula School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within ten (10) working days of the notice of intent to expel. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

Search and Seizure

St. Ursula School reserves the right to search school property (e.g. cloak rooms, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution

St. Ursula School Discipline Flow Chart

<u>Classroom Environment and Teacher Strategies</u>	<u>Action by Administration</u>
• Reinforce Positive Behaviors	• Interview/Investigate
• Problem Solve with student(s)	• Determine consequences/intervention
• Continue building relationship(s)	• Contact parent
• Elicit parent/guardian's help through communication	• Contact referring faculty/staff

<u>Level 1 Violations</u>	<u>Potential Consequences for Level 1 Violations</u>
<ul style="list-style-type: none"> • Lunch time misconduct • Dishonesty • Disrespectful behavior in manner or language • Disruptive behavior (talking/calling out/distracting behavior) • Failure to complete class/homework assignments • Food/gum • Inappropriate language • Violation of Chromebook Acceptable Use Policy • Tardiness to class • Unsafe/rough play 	<p><u>First Violation</u></p> <ul style="list-style-type: none"> • Teacher discussion: verbal warning • Teacher contact parent - optional <p><u>Second Violation</u></p> <ul style="list-style-type: none"> • Demerit • Teacher contact parent • Lunch/recess detention with assigning teacher - office notified • Loss of access as appropriate (Chromebook, technology, etc..) <p><u>Third Violation</u></p> <ul style="list-style-type: none"> • Teacher Contact Parent • Demerit or detention assigned • Student sent to administration - optional <p><u>Fourth/Fifth Violation</u></p> <ul style="list-style-type: none"> • Contact Parent • Student sent to administration • ISS or OSS will be assigned • Re-entrance meeting

<u>Level 2 Violations</u>	<u>Potential Consequences for Level 2 Violations</u>
<ul style="list-style-type: none"> • Academic dishonesty • Insubordination (being continually defiant) • Blatant disrespect to school employees/school • Recurring Level 1 violations • Minor physical contact aggression • Stealing 	<p><u>First Violation</u></p> <ul style="list-style-type: none"> • Parent Contact • Demerit/Detention • Loss of Privileges (school sponsored activities/events) • Academic dishonesty violations, refer to Honor Code <p><u>Second Violation</u></p> <ul style="list-style-type: none"> • Parent Contact • Detention or ISS • Loss of Privileges (school sponsored activities/events) • Academic dishonesty violations, refer to Honor Code <p><u>Third Violation</u></p> <ul style="list-style-type: none"> • Parent Contact • OSS (reentrance meeting) • Loss of Privileges (school sponsored activities/events)

	<ul style="list-style-type: none"> Academic dishonesty violations, refer to Honor Code
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<u>Level 3 Violations</u>	<u>Potential Consequence of Level 3 Violations</u>
<ul style="list-style-type: none"> Bullying Harassment of any kind by word or manner Recurring Level 2 violations Severe physical contact aggression Possession/use of illegal substance Possession/use of weapon Willful destruction of school property 	<ul style="list-style-type: none"> Teacher and Administrator Parent Contact Parent Meeting Detention OSS (1-3 Days) with reentrance meeting Expulsion

HEALTH AND SAFETY

AHERA

In October 1986, the U.S. congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post- response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the school's office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day, and year of each vaccination, be signed by a physician or health department official. In the case of religious objection or medical contraindication, form DHMH 89 must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Health records, which parents/guardians **MUST** bring as proof of current immunization against tetanus, diphtheria, and pertussis (TDAP), polio, measles, mumps, and rubella (MMR), varicella, and Hepatitis B need to be in the Health Room before the first day of school. All students entering grade 7 must also show proof of immunization for meningococcal vaccine.

HEALTH SUITE

The purpose of the Health Suite is to provide a safe environment for effectively meeting the health care needs of the staff and students. The Health Room is staffed by a registered nurse during the school day from 8:00 a.m. to 3:00 p.m. and can be reached at 410-665- 2472 or health@stursula.org. The nurse performs the following duties:

1. treatment of injuries
2. isolation of illness
3. administration of medication

Treatment of Injury

First aid is administered for minor injuries. Every effort is then made to return the child to his/her previous routine. If any serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the child's injuries require more than first aid a parent will be notified and appropriate intervention initiated. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance. The Health Suite personnel cannot replace the physician, but they will work along with him/her for the benefit of the child.

Isolation of Illness

Children visiting the Health Suite during the school day will be assessed and treated according to their complaints. Every effort will be made to return the child to the classroom. When this is not possible, a parent will be notified and a plan of care initiated. Consider these guidelines when evaluating your child:

1. A temperature of 100 degrees or greater within 24 hours of the start of school may indicate illness and the child should remain home. The child needs to be fever free for 24 hours without the assistance of a fever reducing medication. Parents will be called to pick up their child if they attempt to send their child prior to 24 hours. Children cannot be medicated prior to the school day to decrease the fever.
2. Vomiting may indicate the presence of a bacterial or viral infection. If a child vomits within 24 hours of the start of school, the child must remain home. Parents will be called to pick up their child if they attempt to send their child prior to 24 hours.
3. Children that are experiencing diarrhea are to remain at home for 24 hours after the last episode of diarrhea. Parents will be called to pick up their child if they attempt to send their child prior to 24 hours.
4. If a child is diagnosed with COVID, the school will follow the most up to date guidance from the Archdiocese of Baltimore regarding the number of days for the child to remain at home as well as masking requirements.
5. A child with a broken bone must remain at home for 24 hours after injury. The child will experience pain, swelling around the area, and possibly a fever. He/she will need

rest, and relief and must have a physician's note allowing his/her return to school.

6. Weepy, encrusted eyes may indicate a contagious infection, such as conjunctivitis. The child must be on antibiotic treatment for 24 hours or cleared by a physician before returning to school.
7. A painful sore throat may indicate a contagious bacterial or viral infection, such as strep throat. The child must be on antibiotics for 24 hours before returning to school.
8. Head lice on the head and the hair of the head is commonly found in school-age children. To help reduce the spread of head lice, children should not share brushes, hats, hair accessories or pillows. Signs to look for are itching of the head, scratch marks on the child's neck or nits (lice eggs) on hair strands. If you discover that your child has head lice, it is very important that the school be notified. This information will be held confidential. Students may not return to school until their hair has been treated with a medicated shampoo. Parents must notify the school that a treatment has been applied, and students must be evaluated for active signs of lice upon their return. Follow-up checks will also be performed. If, during a follow-up check, it is determined that the condition has not improved (i.e., evidence of lice or increase in nits), students will not be able to come back to school until their hair has been checked by the school nurse.

Students sign into the Health Suite each time they visit. Parents will be notified of students who make frequent visits to the Health Suite.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The form may be found on the school website. The original medication container or box for inhalers must be brought to school. These containers or boxes should include the following: Name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense, or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Only non-prescription cough drops may be given without a doctor's prescription. They must be accompanied by a note from the parent giving permission to administer them when necessary. The note and cough drops must be given to the classroom teacher.

To discontinue or change the dosage of a previously ordered long-term medication (i.e., Ritalin), the Health Suite Personnel **MUST** receive a note or fax from the physician, not a parent.

Review these guidelines so there is no delay in your child receiving medication:

1. The first dose of any medication **MUST** always be given by the parent or guardian.
2. A parent or guardian (not the child) must bring the medication and appropriately completed form to the Health Suite. Each medication must be accompanied by one form. A new form is needed each school year.
3. Label the medication as directed above.
4. Bring inhalers in their box. Pharmacists label the box, not the inhaler. Do not put the inhaler in a plastic bag.
5. Ask your pharmacist to separate the prescription into two bottles if one bottle is to be kept in the Health Suite.
6. Keep all medicines in their original bottles. The Health Suite **WILL NOT ADMINISTER MEDICINE FROM PLASTIC BAGS.**
7. Medications of **any type** are to be picked up by the end of the school year by a parent or they will be discarded within one (1) week from the last day of school. (This includes prescription medication, inhalers, EpiPens, or any non-prescription medications.)

The Health Suite follows the guidelines of the Baltimore County Board Department of Health, in conjunction with state laws, in the administration of medications.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions are necessary to report:

- Measles – regular or German (Rubella)
- Mumps
- Meningitis
- Hepatitis
- Food poisoning
- COVID 19
- Adverse reaction to Pertussis Vaccine
- Lyme disease
- Chicken Pox (varicella)
- Tuberculosis
- Whooping Cough (Pertussis)

- Rocky Mountain Spotted Fever
- Human Immune Deficiency
- Virus Infection (AIDS and all other symptomatic infections)
- Animal bites/Rabies
- Influenza

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Suite Emergency Form

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. In case of illness or emergency, the parent or emergency contact person will be notified immediately. If neither can be reached, the family doctor will be contacted. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then the nurse will call the parent and send home a report. The report is to be signed by a parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact the police/ambulance for assistance.

School Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by the Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit www.archbalt.org/risk

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician's order must state this requirement.

AEDs

The Father's Club funded a donation of four AEDs which are located outside the main office, in the hall near the gym/auditorium, near the art room and on the third floor.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each school's Faculty/Staff Handbook and on file in the Office.

Vision/Hearing Screening

The school follows the directives of the Baltimore County Health Department and responds to parents' requests for individual testing. This testing is usually done for:

1. All new students who have not provided documentation for screening in the past year;
2. All students the year they enter the school in PK, kindergarten, 1 and 8;
3. Grades 3 or 4 if funding is available; and
4. Any student with a suspected hearing or vision problem as reported by the school staff or parents/guardians.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

VISITORS

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the school office, sign in and receive an appropriate identification badge before visiting other parts of the school building. All visitor badges must be worn in an easily visible area of your body. Students have been instructed not to open school doors for anyone. All visitors must use the Manns Avenue door by the front office.

Volunteers should sign in at the office and receive a volunteer pass. Initially, visitors and volunteers must have a current driver's license scanned. All volunteers who work with children MUST complete VIRTUS training and be cleared to do so.

PLAYGROUND/RECESS

Each day (weather permitting) the students have a short recess break outside. Teachers supervise the area.

STUDENT SERVICES

IEP Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or parents/guardians may initiate on their own the process to request a professional

consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Education Plan) and begins with a parent/guardian calling "Child Find." Following the initial phone call to the local educational agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular, the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator and/or school staff will consult with the parents/guardians to determine what accommodations, resources, plans and academic placements may be implemented. When appropriate, a St. Ursula Student Accommodation Plan is developed for your child.

Requests to complete behavioral observation checklists and academic evaluations are to be made directly to the Learning Resource Coordinator. Due to the time required to compile teacher input, it is necessary to allow ten school days for completion. All requests requiring the completion of forms for the purpose of screening must be submitted before the first week of May. School policy requires that all completed forms be submitted directly by the requesting professional.

The Extended Day Program is operated under the auspices of Saint Ursula School only on days when school is in session. It is offered as a service to working parents of Saint Ursula School children. Fees are the sole support of the Saint Ursula Extended Day Program. Parents wishing more information should request a handbook for the Extended Day Program. The phone number is 410-665-7036, which is only operational from 7:00 a.m. to 7:40 a.m. and 2:50 p.m. to 6:00 p.m. Please do not email any changes to Extended Day. If you have any changes, email the school office. Extended Day personnel are not in the building during the day and do not have access to email during normal school hours. In the event of inclement weather with a delayed opening or early dismissal, the following procedures are in effect:

- If school opens 1 or 2 hours late, Extended Day opens at 9:00 a.m.

- If school closes 3 hours early, Extended Day closes at 3:00 p.m.

- If school closes 2 hours early, Extended Day closes at 4:00 p.m.

- If BCPS after school activities are canceled, Extended Day closes at 4:00 p.m.

Lunch

Every student brings his/her lunch to school. Names should be written on the lunch box or bag. Students should bring water or another nutritious drink to school. Sodas do not fall into this category. High sugar and caffeine consumption make it very difficult for students to settle down for afternoon classes. Please do not send drinks in glass containers. Each student should bring a throw away placemat or an extra napkin in his/her lunch so that food is not placed directly on the table. Late lunches should be brought to the school office.

Fast food lunches should not be brought to school and will not be distributed. Students will then be notified to pick up the lunch or the lunch will be delivered by messenger.

Snacks

Grades PK and Kindergarten will have snack time, but parents will need to send in healthy snacks for their child.

If a parent chooses not to send in the snack, no snack will be provided. We request that no snack require a utensil or be “sticky.” If a parent chooses to send in class treats for a special occasion, the treats must be individually wrapped and be store bought – not homemade.

Water Bottles

Students may bring a filled water bottle to school for use during the day. There are refillable water stations for student use with the building. Students may not fill their water bottles with sports drinks, iced tea, soda, lemonade, or any other beverage. Additionally, students may not bring soda cans, iced tea bottles or other bottled beverages in their lunch box.

School Activities/Organizations:

It is very important for students to devote their efforts toward academic excellence while at St. Ursula School. A moderate amount of time is required by coaches for practice and games. Each student must be on sound academic footing in order to participate on a school/parish sponsored team. Students must attain passing grades in all subjects at progress report time in order to participate in these sports. All school rules apply during these extracurricular activities at home and away games.

Field Trips

Field trips are considered an integral part of the school’s educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the field trip a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If for some extraordinary reason a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete the VIRTUS training prior to being chosen.

Students are not permitted to have cell phones on any field trips. Parents should not post any pictures taken while on the field trip on social media. This is a safety issue.

Altar Serving:

Catholic students in grades 4-8 may become altar servers. Children are trained to assist at the liturgy.

Band

St. Ursula School band is under the auspices of the Instrumental Music Program of Baltimore. This is an educational program designed to give students in grades 4-8 an opportunity to learn how to play a musical instrument and to participate in the school band and concerts. The students in grades 4-8 participate in weekly lessons, which occur during school hours, and band rehearsal, which are conducted after school. An additional fee is charged for this program.

Chorus

The students in grades 3-8 are invited to join the St. Ursula School Choir. Rehearsals are held after school. The choir performs several times during the school year.

Safety Patrol

Seventh and Eighth grade students volunteer to assist in making the school a safe place for students. This is a leadership role in the school through service to others. A teacher(s) serves as moderator.

Student

A Student Council, composed of students in grades 6-8, operates throughout the school year. The council assists the staff in carrying out a variety of student affairs and school-wide projects. There are various officer positions as well as grade representatives.

National Junior Honor Society

The St. Ursula School Chapter of the National Junior Honor Society shall create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership

and citizenship, and encourage the development of character in students in St. Ursula School.

Valuables

Students should bring only academic materials to school and Extended Day. Items such as toys, cards, DVDs, games, magazines, expensive pens, etc., may not be brought to school. Students may not have electronic devices, smart watches and/or cell phones in their possession during school or Extended Day.

Cell Phones

Students are permitted to bring a cell phone to school, but it must be off and kept in their book bag immediately upon their arrival to school. At no time during the school day, or while in the school building, are students permitted to have access to their cell phone. Cell phones may not be used during dismissal, after care, or during school clubs and activities. Cell phones are to be used in the parking lot for safety reasons. St. Ursula is not responsible for the theft, damage, or loss of such devices. Any student using an electronic device during the school day will have the device confiscated, an electronics violation will be given and the parent will have to pick up the device in person from the office at the end of the school day.

Smart Watches

Students are not permitted to wear smartwatches to school. Due to the ability of these electronic devices to text, access the internet, email and social media, they are not permitted. Any student using an electronic device during the school day will have the device confiscated, an electronics violation will be given and the parent will have to pick up the device in person from the office at the end of the school day.

Ipods, Air pods, or any smart tablets

Students are not permitted to bring and use Ipods, Air pods, or any smart tablets. Due to the ability of these electronic devices to text, access the internet, email and social media, they are not permitted. Any student using an electronic device during the school day will have the device confiscated, an electronics violation will be given and the parent will have to pick up the device in person from the office at the end of the school day.

Photographs/Social Media

Parents and students should not publish pictures of school activities which include other students. Due to FERPA parents have the right to opt out regarding having their child's picture published in any venue.

PBIS

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and student's positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

SCHOOL COUNSELING

St. Ursula's School Counseling Program is comprehensive in nature as it strives to meet the needs of ALL students in their academic, personal/social, and career development.

The SUS Counseling program provides individual, small group, when permissible, and classroom counseling services. Individual counseling is provided for students who need the focus of a one on one meeting. It is intended to be short-term to help students identify problems/feelings, causes, coping skills, and develop goals to move forward. A school counselor does NOT provide clinical counseling services. Upon request school counselors provide resources to better help the student with various situations and emotions.

Small group counseling, when permissible, is provided for students who are having difficulties dealing with emotions, coping with death or grieving from a loss, seek the benefits of developing stronger friendship or social skills, etc. Group counseling is also intended to be short-term. The group will build a support network for students as well as help them identify problems/feelings, causes, and coping skills.

Classroom guidance lessons are available to ALL homerooms. Classroom guidance will be focused around social emotional learning and other positive based learning strategies.

The SUS School Counselor consults with teachers, administration, mental health teams, staff, parents/guardians, and community agencies regarding strategies to better help students achieve success in their academic, personal/social, and career development. In all situations, the school counselor is an advocate for the student.

The SUS School Counselor develops confidential relationships with the students. This means that information gathered through meetings is shared on a "need to know" basis. The student is encouraged to share what is discussed with his/her parent(s)/guardian(s). There are times when confidentiality may be broken which include if someone is being hurt, a student wants to hurt someone else, or a student wants to hurt him/herself.

Please note that if you refer a student for individual or group counseling, it is not guaranteed that the student will be seen by the School Counselor immediately. The School Counselor will see students based on severity of the need of the student and will do his best

in seeing every student that is referred. Referrals may be made from the student directly. Students may email, leave a note, or ask the counselor in person to schedule a meeting. In addition, a parent, teacher, administrator, or the counselor may request to see a student at any time during the school day.

DRESS CODE AND UNIFORM POLICY

General Policy

It is the policy of the school that a uniform and dress code be designed to enhance the educational environment of the students at Saint Ursula School.

All uniforms must be neat and clean at all times. They **MUST** be the proper size. No oversized or undersized uniforms, pants, shirts, shorts, belts, sweaters or shoes will be allowed.

Students not in proper uniform will receive a Uniform Infraction Notice and will be sent to the nurse to obtain a proper uniform or a parent will be contacted.

Flynn & O'Hara is our official school uniform company. Please refer to them for clarification of the Saint Ursula school uniform.

Dress Code for All Grades (Pre-K4 – 8)

Hair:

Hair must be neatly kept. Boys' hair must be **cut short on top and not touch the collar or ears**. Neither boys nor girls may have hair hanging below the eyebrows. Extreme haircuts or unkempt styles are not permitted. This includes mohawks or shaved sides and longer tops. Hair cannot be chemically altered, including hair color and highlights. The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice. Accordingly, it is the policy of the School to permit individual families to decide the appropriate cared-for hairstyle for their children.

Additionally, boys must be clean shaven on the face and neck.

Body Art:

Body art, including stick on tattoos, henna tattoos, and permanent tattoos, ink or markers, are not permitted. These infractions may warrant a detention or suspension.

Jewelry

The wearing of jewelry is discouraged but is limited to the following:

- Wristwatch (no smart watches); make sure analog watches are set not to beep during the school day.
- small cross or religious medal on a chain
- one pair of earrings - not dangling or hoops; boys are not permitted to wear earrings

- one religious bracelet is acceptable
- “House” bracelet

Cosmetics

The wearing of cosmetics/makeup is not acceptable. Students are not allowed to wear nail tips, acrylic nails, or any type of artificial nails. Students are not permitted to wear nail polish. No mascara or lipstick is allowed.

Skirts:

The length of girls’ skirts should be no more than 3 inches above the knee. Girls may not roll their skirts. The uniform will be checked regularly.

Shoes:

Students cannot wear buckle shoes. Students in grades K-2 can wear a brown or black non-scuff tie or Velcro closure shoe. Students in K-2 cannot wear loafers or “Sperry” shoes. All other grades may wear a **solid** black or brown non-scuff tie shoe or loafer. All shoes must be cut below the ankle.

Grades K-8 Generally

The Saint Ursula School sweater and/or fleece pullover is the only one that may be worn in Grades K-8. The sweater may be crew neck, V-neck or cardigan. The Saint Ursula School crew neck embroidered sweatshirt may be worn in all grades and may be worn in place of the sweater or fleece pullover. These items **MUST** be purchased at Flynn & O’Hara. Students are not permitted to wear hoodie sweatshirts inside the building. **Please put names on all clothing.**

Grade PK Regular School Uniform and Gym Uniform for Grades K-8:

1. Gold Saint Ursula T-shirt
2. Optional Summer Uniform: Blue Saint Ursula nylon shorts (optional beginning of school through October 31st and beginning again on April 15)
3. Sweatpants with the Saint Ursula School logo (to begin November 1st through April 14th should you decide not to wear the optional summer uniform prior to November 1st and after April 14).
4. Crew neck embroidered St. Ursula sweatshirt or 1/4 St. Ursula embroidered fleece.
5. Non-slip tennis shoes (good athletic tie shoe with treads - no Keds).

Kindergarten Girls:

1. Jumper
2. White, short sleeve or long sleeve blouse with Peter Pan collar (no puff sleeve or bands around the sleeves)

OR-

3. White, short sleeve or long sleeve golf shirt (no puff sleeves)
4. Navy pull-up pants with elastic waistband or navy sweatpants.
5. Solid navy or white socks **covering three inches above the ankle bone** (no logos or decorations), knee highs, or tights. Navy blue ankle length leggings. **No sports socks. No pajama pants.**
6. The Saint Ursula School navy blue, crew neck, V-neck, fleece pullover, or cardigan sweater with the school name embroidered on it.
7. Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece. Both may be worn in place of the sweater.

Kindergarten Boys:

1. White, short sleeve or long sleeve golf shirt
2. Navy pull-up pants with elastic waist (no extra pockets) or school colored, navy sweatpants (no logos or stripes).
3. Solid navy or white socks **covering three inches above the ankle bone** (no logos or decorations)
4. The Saint Ursula School navy blue, crew neck, V-neck, fleece pullover, or cardigan sweater with the school name embroidered on it.
5. Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece. Both may be worn in place of the sweater.

Girls Grades 1-5

1. Jumper
2. White, short sleeve or long sleeve blouse with Peter Pan collar (no puff sleeve or bands around the sleeves)

OR-

3. White, short sleeve or long sleeve golf shirt (no puff sleeves or bands around the sleeve)
4. Navy blue slacks with a belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks for students in grades 2 through 5. Slacks can be worn with white Peter Pan collar blouse or white golf shirt.
5. Solid navy or white socks **covering three inches above the ankle bone** (no logos or decorations), knee highs, or tights. Navy blue ankle length leggings. **No sports socks. No pajama pants.**
6. The Saint Ursula School navy blue, crew neck, V-neck, fleece pullover, or cardigan sweater with the school name embroidered on it.
7. Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece. Both may be worn in place of the sweater.

Boys Grades 1-5

1. White, short sleeve or long sleeve golf shirt
2. Navy blue slacks (no cords or cargo pants). A belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks for students in grades 2 through 5.
3. Solid navy or white socks **covering three inches above the ankle bone (no logos or decorations)**
4. The Saint Ursula School navy blue, crew neck, V-neck, fleece pullover, or cardigan sweater with the school name embroidered on it.
5. Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece. Both may be worn in place of the sweater.

Girls Grades 6-8

1. School uniform skirts
2. Button-down solid colored oxford blouses (white or pastel colors).

– OR –

3. Navy blue slacks. A belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks. Slacks can be worn with button-down oxford blouses (white or pastel colors). No cargo pants or cords.
4. Solid navy or white socks **covering three inches above the ankle bone (no logos or decorations)**, knee highs, or tights. Navy blue ankle length leggings. **No sports socks. No pajama pants.**
5. The Saint Ursula School navy blue, crew neck, V-neck, fleece pullover, or cardigan sweater with the school name embroidered on it.
6. Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece. Both may be worn in place of the sweater.

Boys Grades 6-8

1. Khaki or Navy blue slacks. A belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks. Slacks can be worn with solid colored button-down oxford shirts (white or pastel colors). No cargo pants or cords.
2. Button-down solid colored oxford shirts (white or light pastel colors).
3. Solid white or navy socks **covering three inches above the ankle bone (no logos or decorations)**. **No sports socks.**
4. Necktie or bow tie (mandatory with dress slacks).
5. The Saint Ursula School navy blue, crew neck, V-neck, fleece pullover, or cardigan sweater with the school name embroidered on it.
6. Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula

embroidered fleece. Both may be worn in place of the sweater.

Optional Summer Uniform:

1. Long shorts (walking shorts, not cargo pants - navy or khaki - to be purchased from Flynn & O'Hara).
2. Pre-K - Optional summer uniform as outlined under the "Gym Uniforms" section.
3. Grades K-5 – White, short sleeve knit golf shirt or girls' white, short sleeve blouse.
4. Button-down solid colored oxford shirt/blouse - grades 6-8 (white or pastel colors).
5. Belt (plain navy, brown or black - leather or cloth) for grades 2 through 8.
6. Necktie is optional for the summer uniform (grades 6-8).

Standard gym uniforms are ordered through Flynn and O'Hara or Sportsline.

Dollar Days (Optional Participation)

Dollar Days" are scheduled at different times during the school year. There are some clothes that are not appropriate on these days such as but not limited to:

- Tank tops, crop tops, halter tops, tube tops, or spaghetti straps shirts
- Shirts that are so short the abdomen or back skin will show when the student either reaches up or bends over
- Pants/shorts that do not come to the waistline
- Jeans with holes, rips, or tears, either purposeful or pre-bought
- Leggings or yoga pants for girls unless the top comes down to the middle of the thigh
- Excessively short skirts or shorts that are unacceptably short in length so that they cover too little of the thigh
- very tight or bare apparel
- clothing that is unhemmed or torn
- flip-flops, heels and wedges

Clothing may not contain logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. Leggings may be worn if accompanied by a tunic top. If a student forgets a Dollar Day parents are not allowed to bring a change of clothing. Students will not be permitted to change clothes. If a Dollar Day is scheduled for a day that a student has gym, they should wear appropriate sports clothing and non-skid tennis shoes. Students not in proper attire will receive a Uniform Infraction Notice and will be sent to the nurse to obtain a proper uniform or a parent will be contacted.

School Spirit Day Add-ons (Optional Participation)

School Spirit Day add-ons are scheduled throughout the school year. School spirit wear is

available through our school uniform vendors. Students not in proper attire will receive a Uniform Infraction Notice and will be sent to the nurse to obtain a proper uniform or a parent will be contacted.

Lost and Found

Items unclaimed are located in the Lost and Found located in the hall outside the lunchroom. Please remember to put names on all articles of clothing, sweatshirts, jackets, lunchboxes, book bags, etc.

SCHOLARSHIPS AND AWARDS

The following scholarships and awards are granted annually and based on faculty recommendations.

Alan T. Hahn Memorial Award

This tuition award is given in memory of Alan Hahn, a Saint Ursula School parishioner who embodied the ideal of service to others. It is presented to a student entering fourth through eighth grade who demonstrates a volunteer spirit that is rooted in faith in God. The student strives to achieve excellence in academics, athletics, scouting, church, community outreach or other areas to help the SUS community. The student awarded this scholarship conducts acts of service in an unselfish manner so that John 3:21 can be said of that student: "Whoever lives by the truth comes into the light, so that it may be seen plainly that what he has done has been done through God."

Carlyn Iannuzzi Award

This tuition award is given in memory of Carlyn Iannuzzi, Class of 2000. It is given to a student who has an inner light that shines for all to see and has a giving and generous heart. This is a student who tries hard, does not give up, sees the good in others, and rallies for the underdog. This awardee is someone who has an enormous heart and a bright spirit that knows no bounds.

Jean K. Caton Memorial Award

This tuition award is in memory of Jean K. Caton, a Saint Ursula parishioner and a teacher who loved learning. It is given to a student who exemplifies Jean's great love of learning.

J. Neil Caton Award

This tuition award is in memory of J. Neil Caton, a St. Ursula parishioner, and a strong believer in the positive impact of Catholic education. It is given to a student who demonstrates significant growth and improvement, both personally and academically.

Kelly Memorial Award

Each year the Kelly Memorial Award is presented to a student and an adult who through their actions and commitments have demonstrated outstanding Catholic Christian

behavior and who have made significant contributions to the community of Saint Ursula School. The student award includes a tuition award.

Rose M. Farrace Memorial Award

The Rose M. Farrace Memorial Award is given in recognition of those who have shown concern for fellow students and quietly helped others in the Saint Ursula School community. The award is a tuition grant presented to an eighth grade boy and girl.

St. Julie Billiart Tuition Award

This award is given in honor of St. Julie Billiart, educator and foundress of the Sisters of Notre Dame de Namur, who spent her life living and proclaiming God's goodness. This is a tuition award given to a Saint Ursula School student who, through words and actions, shows forth God's goodness.

Saint Ursula School Community Award

The Saint Ursula School Community Award is a tuition award presented to a student entering grade 5 at Saint Ursula School. It is given to a student who works to his or her academic potential, is involved in the community, enhances the school environment by his or her presence and demonstrates leadership qualities.

Thomas and Angela Gould Award

This award is given by the family in loving memory of parishioners Thomas and Angela Gould. They were parents who believed in the value of Catholic education and who sacrificed to send their children to Saint Ursula School. This scholarship is awarded to a student who works diligently, exhibits a love of education, and displays kindness and generosity of spirit in their service to others.

REQUEST FOR PERMISSION TO PUBLISH STUDENT WORK

Your student may have his/her work, photograph, audio recording and/or video image included for publication on a secured web 2.0 class website which shall be used only for educational purposes. An image could take the form of a photograph, video and/or multimedia project. No last names, home addresses or telephone numbers will appear with any such images. If the parent/guardian does not wish for their child(ren) to participate, please provide a written signed and dated statement in an envelope addressed to the principal.

PRIVACY POLICY

This school handbook is the proprietary information and property of Saint Ursula School. In exchange for receiving a copy of the school handbook, you agree to keep the school handbook confidential and not to disseminate the school handbook or any information contained herein to any other persons, businesses, or other third parties without the express written permission of Saint Ursula School. The unauthorized dissemination of

information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.

SCHOOL CALENDAR

The school calendar is available on the Saint Ursula School website.

St. Ursula School Staff

Email addresses and room numbers are available on our school website.

Administration

Principal	Mrs. Leslie Jones
Assistant Principal	Mrs. Sarah Marinaro

Administrative Staff

Administrative Assistants	Mrs. Susan Williams
	Mrs. Laurie Currens
Finance Officer	Mrs. Melanie Freeman
Tuition Officer	Mrs. Joan Francis
Advancement Director	Ms. Lauren Calva
School Counselor	Mrs. Danielle Collison
Nurse	Mrs. Christine Bauer
Maintenance	Mr. Jay Heath, Mr. Willie Bell
	Mr. Sean McCall, Mr. David Gnibus, Mr. Dylan Lemonds
Extended Day	Mrs. Niki Thoeicht

Instructional Staff

Pre-K Faith	Mrs. Kelly Bollinger
Pre-K Hope	Ms. Lynn Antenucci
K Faith	Ms. Anne Moulton
K Hope	Mrs. Casie Wolf
K Love	Mrs. Jennifer Callinan
1 Faith	Mrs. Amie Forish
1 Hope	Mrs. Lisa Hart-Winner
1 Love	Mr. Dennis Bahr
2 Faith	Ms. Mary Kate Fasy

2 Hope	Mrs. Nancy Shivery
2 Love	Mrs. Carla Swauger
3 Faith	Mrs. Laura McNeive
3 Hope	Miss Nancy Culotta
3 Love	Ms. Marie Bernadeth Gabot
4 Faith	Ms. Caroline Wanat
4 Hope	Mrs. Adrienne Geffen
4 Love	Ms. Alyssa Cook
5 Faith	Ms. Michaela Commodari
5 Hope	Mrs. Mary Ann Nietutbicz
6 Faith	Mrs. Patricia Lyons
6 Hope	Mrs. Kristen Hoyt
6 Love	Mr. Michael Petro
7 Faith	Mr. Alvin Dela cruz
7 Hope	Mrs. Anne-Marie Vitti
7 Love	Mrs. Lorena Clary
8 Faith	Mrs. Jennifer Rush
8 Hope	Mrs. Bridget Foley
8 Love	Ms. Emily Prematta
Learning Services Coordinator	Ms. Kimberly Reynolds
Resource Instructional Assistants	Ms. Kimberly Comes
	Ms. Yomaira Pujols
Middle School Teachers	Ms. Emily Albright
	Mrs. Janine Coutts
Middle School Religion	Mrs. Anne-Marie Vitti
Spanish	Ms. Yamira Pujols
Art	Ms. Shani Silvis

Music	Mr. Michael Morgan
Physical Education	Ms. Kylie Gallagher
Technology	Mrs. Julia Zimmerman
Band	Mrs. Jennifer Weglein
Librarian	Mrs. Giselda Mattucci
Instructional Assistants	
Kindergarten	Mrs. Heather Broccolina, Mrs. Rosalie Lange
PreK	Mrs. Dorothea McCall, Mrs. Bonnie Cooper
First Grade	Mrs. Giselda Mattucci

SCHOOL BOARD MEMBERS

The board recommends to the pastor and principal policies that are consistent with the school's mission. The board supports Archdiocesan policies and procedures regarding finances, advancement, marketing, building and grounds, and other areas of corporate management. The board develops and oversees implementation of the school's strategic plan.

President	Erin Parks
Vice President	Tina Riesett
Secretary	Kelli McCarty
Treasurer/Finance Committee	Tom Dolan
Development Committee	Greg Loftus
Marketing Committee	John Feeley
Facilities Committee	Tim Iannuzzi
Catholic Identity Committee/Marketing	Bonnie Kottraba
Strategic Planning Committee	Tina Riesett
Membership Committee	Erin Parks
Canonical Representative	Father Jason Worley
Principal	Leslie Jones
PHSA Representative	Ellie Wilfong

PHSA MEMBERS

President	Ellie Wilfong
Vice President	Kim Bissett
Secretary	Erin Lyles
Treasurer	Bridget King
Public Relations	Angela Roberts
Parish Representative	Shannon Schoelkopf
Past President	Tia Ditzel
Pre-K Representative	TBD
Kindergarten Representative	Kristen Mickins
1 st Grade Representative	Kristi Ward
2nd Grade Representative	Christina Bauer
3rd Grade Representative	Renee O'Neill
4 th Grade Representative	Sara Bell
5 th Grade Representative	Tina Leonard
6 th Grade Representative	Jessica Weaver
7 th Grade Representative	Beth Elliott
8 th Grade Representative	Ashley Suprik



St. Ursula School - Honor Code 2023-2024

Our school community strives to uphold the standards of integrity, respect, and responsibility. These standards are supported by intellectual and interpersonal honesty. These values remind our students of the importance of hard work. They serve as a foundation for academic success at St. Ursula School and beyond.

In the event of academic dishonesty, the following consequences are in place for cheating:

- 1st Offense- 50% Credit + Demerit + Redo of assignment at teacher discretion
- 2nd Offense- Zero Credit + Detention + Redo of assignment at teacher discretion
- 3rd Offense- Zero Credit + Conference with administration and family of student
+ Redo of assignment at teacher discretion

In the event of academic dishonesty, the following consequences are in place for plagiarism (including anything with ChatGPT/AI):

- 1st Offense- 50% Credit + Demerit + Redo of assignment at teacher discretion
- 2nd Offense- Zero Credit + Detention + Redo of assignment at teacher discretion
- 3rd Offense- Zero Credit + Conference with administration and family of student
+ Redo of assignment at teacher discretion

Please sign and return the bottom portion of this form to acknowledge your receipt and understanding of the academic honesty policies for St. Ursula School.

Student

Name: _____

Student

Signature: _____

Parent

Signature: _____

Student Handbook Agreement:

I have read this handbook including the Acceptable Use Policy for the Internet and Technology Tools as verified by the parent and student signature below and agree to be governed by this handbook.

Photo Permission:

My child's photo may be used in the school yearbook, on our school website and/or social media as verified by the parent signature below.

Student
Name: _____

Student
Signature: _____

Parent
Signature: _____

One form per student