



URSULINE ACADEMY

High School

Student Handbook 2011-2012

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New Orleans, Louisiana 70118

Academy
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High School
866-2725/Fax 861-7392

Elementary School
866-5260/Fax 866-5293

www.ursulineneworleans.org

Recognized as an Elementary School of Excellence
and
Recognized as a High School of Excellence
by the
U.S. Department of Education

Approved by the
State Department of Education of Louisiana

Accredited by
Southern Association of Colleges and Schools

Member of
National Honor Society of Secondary Schools
and
National Catholic Education Association

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MISSION STATEMENT

Our mission.

Ursuline Academy of New Orleans, founded in 1727 and sponsored by the Ursuline Sisters, is a Catholic school for girls offering a strong educational environment from early childhood through a college preparatory secondary program.

In a diverse community with an inspiring heritage, Ursuline Academy fosters spiritual formation, academic excellence and a life-long commitment to *Serviam*: I will serve. The Academy values the uniqueness of each student, nurtures the whole person and develops leaders of confidence and compassion.



URSULINE ACADEMY
New Orleans

Ursuline Academy admits students regardless of race, color, national or ethnic origin. All students have equal opportunity to participate in all programs and activities made available by the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its education policies, scholarships, financial aid programs, athletics or other school-administered policies.

CORE VALUES FOR URSULINE SPONSORED MINISTRIES

Prologue

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

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

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

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

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

A hallmark of an Ursuline-sponsored school is academic excellence.

HISTORY AND TRADITIONS

History

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

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

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

Ursuline Academy, in the past and in the present, remains committed to the Ursuline values of educating and shaping the lives of young women through an ongoing dedication to academic excellence and the spiritual and physical development of the individual, grades Toddler-2 through 12.

Our Lady of Prompt Succor

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

In 1815, many New Orleans families turned to Our Lady of Prompt Succor as the vastly outnumbered soldiers of General Andrew Jackson faced the British in the Battle of New Orleans. After the American victory, General Jackson came personally to express his gratitude to the Ursulines for their prayers for the safety of his men. In 1894 Pope Leo XIII declared the gold statue the “Miraculous Statue of Our Lady of Prompt Succor.” With crowns donated by the grateful citizens of New Orleans, the statues of Our Lady and Baby Jesus were crowned in 1895.

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

Saint Ursula

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

St. Ursula and the companions she attracted touched the deepest aspirations of St. Angela by their faith, their virginity, their courage, and their fidelity. In St. Ursula, St. Angela chose a patron for her company who embodied the ideals by which she and her companions would try to live.



Saint Angela

St. Angela Merici, foundress of the Ursuline Order, was born at Desenzano, Italy, in 1474. As her social work became known, she was invited to Brescia, Italy, where a house was put at her disposal. Soon a group of women joined Angela in her work. She was thus able to establish a religious association of women and chose as patroness St. Ursula, the patroness of learning. Although Angela's followers lived with their families instead of living in convents, they devoted themselves to corporal and spiritual works of mercy with their principal emphasis on education.

Angela was among the first to recognize the importance of educating girls. She believed that by educating girls, families and society would be influenced when these girls became wives and mothers. Angela and her followers stressed instruction in the Faith so women could provide spiritual direction to their children. Angela believed that disorder in society resulted from disorder in the family and that it was by educating young women that improvement in social conditions could be affected. Angela died in Brescia, Italy, on January 27, 1540.

The Ursuline Prayer

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

St. Angela.....Watch over the days of our youth!
St. Ursula.....Protect our future!
Our Lady of Prompt Succor.....Hasten to help us!

The Ursuline Alma Mater

The Alma Mater was written by an Ursuline student, Audrey May Meyer C '33:

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

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

The Ursuline Fight Song

Go Ursu-Lions, give 'em your best.
We've got the power; King of the rest.
With the Lions' glory, let the story
Read that the Lions won once more.

Lions are fighters, true royalty
Lions love winning and victory
With Lions' pride right at our side
Let's hear Ursu-Lions roar...ROAR!!!!

The Seal of Ursuline Academy

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

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

Serviam Banner

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

Serviam, an Ursuline Tradition

Serviam, meaning "I will serve," is the motto of every Ursuline student, and this commitment to service is an important component of an Ursuline education. In accordance with our tradition of *Serviam*, all students are encouraged to go above and beyond all required service hours.

Ursuline Traditions

Ursuline Academy's activities and observances have special meaning to students, faculty, and alumnae.

Among High School traditions include the following: Mass of the Holy Spirit, Senior Ring Mass and Ceremony, Rally Night (intramural competition), Father-Daughter Dance, Mother-Daughter Luncheon, New Student Induction, Sophomore Pin Ceremony, Junior Pin Ceremony, Graduation Mass and Ceremony, and the passing of the senior class name to the freshman class.

The Feast of Our Lady of Prompt Succor, Patroness of Louisiana, and the annual commemoration of the victory of the Battle of New Orleans are celebrated in January; the Feast of St. Ursula, Patroness of the Order of St. Ursula, is celebrated in October; the Feast of St. Angela Merici, a day dedicated to service, is celebrated in January.

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

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

ADMISSION

Inquiries regarding admission to Ursuline Academy Elementary or High School should be made to the Admissions Office, 2635 State Street, New Orleans, Louisiana, 70118, (504) 866-5292. All applicants must submit the appropriate forms before an admission is considered. A copy of the applicant's cumulative record and current year's grades must be submitted with an Ursuline Application. If the school records, the admissions test for elementary school or the placement test for high school, and the judgment of the admissions committee indicate that the applicant has the ability and skills needed to take advantage of the educational opportunities provided at Ursuline Academy, her parents will receive a registration form. An interview with the applicant and her parents may be required.

FINANCIAL POLICY

Registration

The registration fee is to be paid by the date indicated in the letter sent to parents. A late fee is charged after that date.

Tuition and Fees

There are two options for paying tuition and fees:

1. Payment in full to Ursuline Academy by June 1st [If this choice is made and payment is not received by that date, a late fee will be charged. The Business Office must be notified that payment will be late and arrangements must be made; otherwise, the registration will be canceled as of June 15th.]
2. Pre-paid tuition loan with the bank, which allows for ten monthly payments beginning the first week of July and ending with the April payment. If a loan is canceled for non-payment from the bank, four working days are allowed by the school for receiving the unpaid balance plus any fees and interest due the bank. If there is no payment after those four days, the student may not attend class.

There is a \$25.00 charge on checks returned for non-sufficient funds.

Procedures Regarding Financial Obligations

The following procedures apply to all students, including those who are graduating, those who choose to withdraw, or those who are expelled for any reason:

- Grades nor final transcripts will be issued, until all financial obligations, including but not limited to tuition, fees, fines, or dues, have been met.
- If the financial account for one year has not been paid, the student will not be allowed to attend in the fall of the next year.
- If the financial account during the academic year is delinquent thirty (30) calendar days, the student will not be permitted to attend classes or participate in a graduation exercise or other school activity until full payment is made.
- School days missed as a result of failure to meet financial obligations shall be counted as days absent.

- Sixty (60) days' delinquency on student tuition loans automatically cancels the agreement with the bank. The loan is then charged to Ursuline Academy. In that case, until the Academy receives full payment or a mutually agreeable payment schedule is made with the Academy, educational services cease.
- Written notification of delinquency and resultant penalties is made to the parents by the Business Office, which informs the respective principal. The principal implements the procedures according to the above policy and is notified in writing whether financial obligations have or have not been met.
- After April 30th of any school year, financial obligations to the school must be met by cash payment, money order, cashier's check, or certified check.

Refunds in Cases of Withdrawal

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

- 50% refund of tuition cost if termination occurs within the first nine weeks.
- 25% refund of tuition cost if termination occurs within the second nine weeks.
- No refund of tuition after the end of the first semester.

The refunds are of tuition costs only. Any funds due the Academy or the bank will be deducted prior to refunding. All other fees or dues are non-refundable.

Payments

Students should not bring large sums of money to school. Adults must bring any cash payments to the Business Office and obtain a receipt. Ursuline Academy is not responsible for lost or stolen money.

Financial Aid Information

Financial Aid is available to students in grades K-12. Forms may be obtained from the bursar's office. All requests for financial aid are confidential and are handled by the Scholarship/Financial Aid Committee.

Required Forms

Before school begins, parents must complete and return the Student Information Form, Emergency Dismissal Permit, Automobile Registration Form, Handbook Acknowledgement Form, up-to-date immunization record and any other forms included in the summer mailing. Parents must also activate each student's Edline account. If the office does not have these forms and records by the end of the first full week of school, the student will receive a detention.

Transfer to Another School

Before a student transfers to another school, the principal and the school office must be notified immediately. Before any records are released from the office, all school and state-supplied books and equipment (including athletic uniforms) must be returned and all financial obligations must be paid. The student's records will be sent to the new school once a final accounting has been made.

URSULINE ACADEMY HIGH SCHOOL DIVISION

ACADEMIC INFORMATION

Requirements for Graduation (Class of 2012)

All students are expected to earn 7 units each year.

| | |
|---|---------|
| English | 4 units |
| Mathematics | 4 units |
| Social Studies | 3 units |
| Foreign Language (2 consecutive years in French, Spanish, or Latin) | 2 units |
| Physical Education | 2 units |
| Science | 4 units |
| Theology | 4 units |
| Computer Studies | ½ unit |
| Speech | ½ unit |
| Electives | 4 units |

TOTAL REQUIRED FOR GRADUATION: 28 Carnegie Units (*earned in grades 9 through 12*)

SPECIAL NOTE: The accelerated program, in which students begin high school courses in eighth grade, is intended as a full five-year high school program. The completion of state graduation requirements by the end of a student's junior year does not qualify a student to participate in Ursuline Academy's senior graduation ceremonies or to receive the Ursuline Academy diploma.

COURSE OF STUDY FOR STUDENTS: Class of 2012

8th Grade

| Honors | Academic |
|---|--|
| English I Honors* Algebra I Honors* Earth Science Honors* World Geography Latin I Theology Physical Education (½ credit) Speech (½ credit) | English 8 Pre Algebra Earth Science World Geography Foreign Language Theology Physical Education (½ credit) Speech (½ credit) |

9th Grade

| Honors | Academic |
|--|---|
| English II Honors* Geometry Honors* Physical Science Honors* Latin II Creed/Old Testament Physical Education I (½ credit) Foundations (½ credit) Electives (1 credit) | English I Algebra Physical Science Foreign Language I or II Creed /Old Testament Physical Education I (½ credit) Foundations (½ credit) Electives (1 credit) |

10th Grade

| Honors | Academic |
|---|--|
| English III Honors* Algebra II Honors* Biology Honors* Latin III (H) Western Civilization New Testament/Sacraments Physical Education II (½ credit) Electives (½ credit) | English II Geometry Biology Western Civilization New Testament /Sacraments Physical Education II (½ credit) Electives (1½ credits) |

11th Grade

| Honors | Academic |
|--|--|
| English IV Honors* Pre Calculus Honors* Chemistry Honors* Modern Foreign Language I AP American History* Personal Morality/Social Morality Physical Education III (½ credit) Electives (½ credit) | English III Algebra II Chemistry American History Personal Morality/Social Morality Physical Education III (½ credit) Electives (1½ credits) |

12th Grade

| Honors | Academic |
|---|---|
| AP Literature & Composition* Calculus AP* AP American Government* Physics Honors*, Chemistry II Honors*, or AP Biology* Modern Foreign Language II World Religions/Synthesis Physical Education IV (½ credit) Electives (½ credit) | English IV Advanced Math or Pre Calculus* Civics Physics or Environmental Science World Religions/Synthesis Physical Education IV (½ credit) Electives (1½ credits) |

*Honors offering

FIVE-YEAR COURSE OF STUDY FOR STUDENTS:
Class of 2013 and thereafter

8th Grade

| Honors | Academic |
|---|---|
| Theology 8 (Intro to Catholicism) Honors English I Honors Algebra I Honors Earth Science World Geography Honors Latin I Speech / PE 8 | Theology 8 (Intro to Catholicism) English 8 Pre Algebra Earth Science World Geography Computer Applications/Speech PE 8 / Art Elective (Art I, Piano I, Choir I, Theater I) |

9th Grade

| Honors | Academic |
|---|---|
| Theology I (Creed/Old Testament) Honors English II Honors Geometry Honors Physical Science Honors Western Civilization Honors Latin II PE I / Art Elective (Art I, Piano I, Choir I, Theater I) | Theology I (Creed/Old Testament) English I Reading I Algebra I Physical Science Foreign Language I PE I / Art Elective (Art, Piano, Choir, Theater) |

10th Grade

| Honors | Academic |
|--|--|
| Theology II (New Testament & Sacraments) Honors English III Honors Algebra II Honors Biology Honors Modern Foreign Language I Honors Latin III PE II / Art Elective (Art, Piano, Choir, Theater) | Theology II (New Testament & Sacraments) English II Geometry Biology Western Civilization Foreign Language II PE II / Elective |

11th Grade

| Honors | Academic |
|---|--|
| Theology III (Personal & Social Morality) AP English IV (Literature & Composition) Honors Pre Calculus Honors Chemistry AP American History Honors Modern Foreign Language II or Honors Latin IV PE III / Elective | Theology III (Personal & Social Morality) English III Algebra II Chemistry American History PE III / ACT Prep Electives (1 credit) |

12th Grade

| Honors | Academic |
|---|--|
| Theology IV (World Religions & Synthesis) AP English V (Language & Composition) Honors Calculus AP Physics AP United States Government & Politics PE IV / Elective Electives (1 credit) | Theology IV (World Religions & Synthesis) English IV Advanced Math Physics or Science Elective Civics PE IV / Elective Electives (1 credits) |

(Revised 2011)

**FOUR - YEAR COURSE OF STUDY FOR STUDENTS:
Class of 2013 and thereafter**

9th Grade

| Honors | Academic |
|---|---|
| Theology I (Creed/Old Testament) Honors English I Honors Algebra I Honors Physical Science World Geography ** Honors Latin I PE I / Art Elective (Art I, Piano I, Choir I, Theater I) | Theology I (Creed/Old Testament) English I Reading I Algebra I Physical Science World Geography ** PE I / Art Elective (Art I, Piano I, Choir I, Theater I) |

10th Grade

| Honors | Academic |
|---|--|
| Theology II (New Testament & Sacraments) Honors English II Honors Geometry Honors Biology Honors Western Civilization Honors Latin II PE II / Art Elective (Art, Piano, Choir, Theater) | Theology II (New Testament & Sacraments) English II Geometry Biology Western Civilization Foreign Language I PE II / Art Elective (Art, Piano, Choir, Theater) |

11th Grade

| Honors | Academic |
|--|---|
| Theology III (Personal & Social Morality) Honors English III Honors Algebra II Honors Chemistry AP American History Honors Latin III PE III / Elective | Theology III (Personal & Social Morality) English III Algebra II Chemistry American History Foreign Language II PE III / ACT Prep |

12th Grade

| Honors | Academic |
|--|--|
| Theology IV (World Religions & Synthesis) AP English IV Honors Pre Calculus AP Physics AP United States Government & Politics Honors Latin IV PE IV / Elective | Theology IV (World Religions & Synthesis) English IV Advanced Math Physics or Science Elective Civics PE IV / Elective Electives (<i>1 credit</i>) |

(Revised 2011)

**** Because the Louisiana Tuition Opportunity Program (TOPS) requires four years of social studies for students beginning with the Class of 2014, all incoming ninth grade students must take World Geography.**

Electives (Courses are selected by the student)

| | | |
|---------------------------------|-----------------------|------------------------|
| 3-D Design & Sculpture | Environmental Science | Psychology |
| Advanced Chorus | Extended Day Chorus | Publications |
| Advanced Composition | French III* | Southern Authors |
| Anatomy & Physiology | French IV* | Spanish III* |
| AP Biology* | Independent Art | Spanish IV* |
| AP Physics * | Introduction to Art | Standardized Test Prep |
| Beginning Chorus | Latin III* | Studio Piano |
| Beginning Drawing & Design | Latin IV* | Theater Arts I-IV |
| Chemistry II* | Law Studies | Web Mastering |
| Computer Applications II | Painting | |
| Computer Science I | Physics | |
| Digital Graphics & Animation | Piano Class | |

***Honors offering**

GRADING SYSTEM

G.P.A. (Grade Point Average)

To determine a student's grade point average, the following quality point values are assigned to each grade:

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

One quality point (1.0) is added to the grade for honor courses if a student has earned "C" or better. Honors credit will be granted to transfer honor courses that were available to Ursuline students on the same grade level.

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

Cumulative grade point average and class rank are based on semester **letter grades**. Half-credit courses which are taken for a full year are given one-half the grade point value of full credit courses.

Grading Policies

The weight given to homework, projects, quizzes, tests, etc., in each course is determined by the teacher and is used to calculate quarter grades. All quarter grades and semester averages must be rounded to the nearest whole number.

Regarding major assessments (projects, tests, etc.) within a grading period, all students are given the opportunity to remediate a grade up to fifty percent of the total numeric grade. If, in the teacher's discretion, the student did not give sufficient effort to pass the test the student may be denied the opportunity to remediate.

A clear statement of the teacher's policy will be given to students at the beginning of each course.

Progress reports will be available on Edline and teachers will update grades at least once every two weeks. Report cards are provided to parents at the end of each quarter.

Honor Rolls

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

Examinations

There is an examination period at the end of each semester. All semester exams are cumulative for that semester with the exception of AP classes. The weight of the exam in determining the semester grade is 20%, while each quarter is weighed at 40%. Failure to take a scheduled exam will result in a zero. The semester average for students who are exempt from the semester exam will be computed by averaging the two quarter grades. Students taking Advanced Placement courses are expected to take the College Board AP Exam for an additional fee.

Exemptions

For full-year courses, all students regardless of grade level who have earned an "A" for the first semester, an "A" for the third quarter, and an "A" the fourth quarter are automatically exempt from their second semester exams (if students meet all requirements stated below). For semester courses, only seniors who have earned an "A" for the first quarter and have an "A" average for the second quarter are automatically exempt from their exams (if students meet attendance requirements). All other grade levels are not exempt from semester exams. Those students taking an Advanced Placement course may choose to be exempt from their second semester exam if they take the AP Exam.

Although all religion classes are semester courses, students who have earned an "A" for the first semester, an "A" for the third quarter, and an "A" for the fourth quarter are automatically exempt (if students meet attendance requirements) from their second semester exam provided they have completed their service hour requirements by the assigned deadline and have complied with all other exemption rules.

In order for a student to be eligible for an exemption in any class, she may not miss more than four days per period per semester. Students who are tardy more than 30 minutes for any class will be counted as absent for the entire class. School-related absences (athletics, retreats, service, school-sponsored trips/events) are not counted against the exemption absence rule. However, all medical/illness related absences, college visits, college spring testing, and non-school related activities WILL be counted against the exemption.

Due to the attendance requirement, exemptions will be announced on the last class day before exams. Although the office will usually send an email concerning absences, the student is responsible for keeping track of her attendance.

Mass and community meeting days, such as forums, awards assemblies and counseling presentations are an important part of the education of an Ursuline student. These masses and assemblies are integral to the development of the whole person as well as the Ursuline faith community. Therefore, students will be marked absent from the period directly following all masses and assemblies should they be absent from the mass or assembly. Should the assembly/mass occur at the end of the day, the absence will count against the class directly preceding the assembly/mass. Students who are absent on St. Angela's Feast Day will be counted as absent from all seven periods.

Failures

A student who fails both semesters of any course must make up a whole credit in summer school. If a student fails first semester but passes second semester with a grade high enough that the average of her first semester numerical grade and her second semester numerical grade equals a passing grade, she receives credit for the course for the year. If a student's second semester grade is a passing one but is not high enough for her to receive credit for the course for the year, she must make up one half - credit for the first semester in summer school. If a student fails only the second semester, a half-credit must be made up in summer school regardless of the first semester grade. Students are not allowed to make up more than two credits in summer school. Students who fail more than two credits are ineligible to return to Ursuline Academy.

As prescribed by the Office of Religious Education of the Archdiocese of New Orleans, all religion classes in 9th through 12th grades are semester courses. Therefore, any single, semester-long religion course in which a student does not receive a passing grade must be made up in summer school. During the senior year, students must pass both semester-long courses in order to meet Ursuline Academy's graduation requirements.

Edline

Edline is a secure online communication tool that allows parents to follow their daughter's academic progress. Parents and students will be issued an authorization code that will allow them to set up an account to view this information online. Parents are expected to review Edline regularly to keep informed on their daughter's progress in school. Parents and students can elect to receive an e-mail each time new information concerning the student's classes is posted. Edline also allows parents to communicate any concerns directly with teachers via e-mail. Teachers will post course descriptions, a grading category breakdown and course requirements/expectations. They will also publish due dates for major tests and projects and update grades every two weeks.

Summer School

A student who has failed a subject for a semester or for the year will be required to pass that subject in a state-approved summer school before returning the next fall. Students who failed classes must obtain a summer school permit on the last day of school before attempting to enroll in a summer school program. A student who does not comply with this regulation will not be readmitted to the Academy and tuition and fees will not be returned. The maximum number of summer school credits permitted to be earned is two (2) units. A student must provide documentation of the completion of the course and credit earned before participation in orientation activities for the following school year.

Criteria for Determining Valedictorian and Salutatorian

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

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

The valedictorian and salutatorian are determined by rank in class at the end of the senior year. If there are multiple students with the highest GPA they will all share the rank of first in the class and share the title of Valedictorian. If there are multiple students with the second-highest GPA they will all share the rank of second in the class and share the title of Salutatorian. In the event there are multiple valedictorians, there will be no second-ranked student(s) nor salutatorian(s).

All high school credit courses will be counted in the cumulative GPA. Courses taken in the 8th grade that count for high school credit include Algebra I, English I, Earth Science, World Geography, Foreign Language, Speech, Computer Applications, and any Arts Elective offered during the school day. Other 8th grade courses do not count in the cumulative GPA and will not be counted in the student's cumulative grade point average.

Summer Reading Requirement

Each summer students are required to read a specific number of books designated by the English Department. The grade received on each summer project is reflected in the first quarter grade.

AWARDS

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

The following are among the awards reserved for seniors and presented at Baccalaureate or Graduation: the CLC Medal, in recognition of the student who, in the opinion of the faculty, has best exemplified the Ursuline ideals of Courtesy, Loyalty, and Courage; the *Sedes Sapientiae* Medal, in recognition of the student whose scholarship, achievement and loyalty, in the opinion of the faculty, have been consistent and outstanding; the Edward A. La Faye Memorial Award, in recognition of outstanding humanitarian service, determined by vote of the senior class; and the *Cor Unum* Award, presented by the Ursuline Alumnae Association of New Orleans to a graduating senior based solely on her love for Ursuline and for her honest expression of what Ursuline means to her.

STUDENT SERVICES

Theology Program

Ursuline Academy is a Catholic school for girls founded by the religious order of St. Ursula in keeping with the charism of St. Angela Merici. The mission of the Ursulines is educating young women for home, society and the Church. An essential component of the academic program of the school is the religious education program. The student body is comprised of girls of many faiths, and no student is denied

admission because of religious affiliation. All students are expected to attend and participate in all theology classes, class retreats, school Masses and prayer services.

Campus Ministry Program

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

Service Program

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

Ursuline Academy, through the five-year *Serviam* formation program, challenges its students to progressively explore the call to service and to Christian discipleship. The program is part of the ongoing spiritual formation process whereby Ursuline provides enriching opportunities to integrate and expand the student’s understanding of herself in relation to God, community, and the world. Each year, students focus on a specific area of service. Eighth graders work with the elderly; freshmen with children, education, and literacy; sophomores work with individuals with special needs; juniors focus on hunger and poverty; seniors concentrate on homelessness. Issues surrounding these focus areas will be explored in theology classes and service opportunities will be provided for students to serve together during school hours.

The five-year *Serviam* formation program requires a yearly commitment to a number of service hours outside of the school day – 25 hours for eighth through eleventh graders and 50 hours for twelfth graders. Ten of these hours should be devoted to the student’s grade level area of service. Students are to assume personal responsibility to participate in community service activities. Summer volunteer hours are counted towards the requirements for the following year. Service awards are given to any student who completes 100 hours of service in a year. Students who complete 100 or more hours every year of high school receive special recognition at graduation.

What Counts Towards the Community Service Requirement?

A member of the Ursuline community shares her gifts of time and talent to serve those who are in need. Students may choose school-sponsored service activities or seek out their own volunteer opportunities, provided they meet the Ursuline community service criteria. Choices of appropriate service may vary from faith-based activities to service for a specific agency or underserved population. The Ursuline Sisters of the Roman Union have called us to go beyond our borders. An Ursuline student’s community service should stretch her beyond her comfort zone, so that she is able to reach out to people who are truly in need and provide support to social justice issues. Acceptable service work will be characterized by a Christian spirit of service, the rich traditions of the Catholic Church, Catholic Social Teachings, and scripture.

What DOES NOT Count Towards the Community Service Requirement?

While volunteering for civic, artistic, or profit-making organizations is worthy and commendable, the scope and sphere of the *Serviam* program focuses on service to the neighbor in need. The following types of service **do not count** towards the requirement:

- Service done for a profit-making organization or privately owned business, which does not have community service as its mission
- Service done during school hours as part of the Academy’s service learning program or on St. Angela’s Feast Day
- Babysitting (the exception being working with children with special needs)
- Anything for which a student earns money
- Work done for any family members, including those who are elderly or have special needs
- For-profit camps (instead, look for non-profit camps or camps run by schools or parishes)
- Service hours completed on the Ursuline campus may not count towards the 25 or 50 hour requirement, but may be used above and beyond the requirement to reach 100 hours for the service award.

If there is a question as to whether a project may be documented for credit, it is the student’s responsibility to contact the campus minister who will make the determination.

Expectations and Requirements

It is expected that most students will exceed the minimum service for their graduation requirement. It is required that all students will devote time each year for service according to the following chart. This chart does not reflect the expectation of service, but merely the minimum requirement.

| School Year | Minimum Requirements |
|--------------------|--|
| Eighth Grade | 25 total hours due Friday, April 13, 2012 <ul style="list-style-type: none"> • 10 hours devoted to the elderly • 15 hours devoted to service work that meets program parameters |
| Freshman | 25 total hours due Friday, April 13, 2012 <ul style="list-style-type: none"> • 10 hours devoted to children, education, or literacy • 15 hours devoted to service work that meets program parameters |
| Sophomore | 25 total hours due Friday, April 13, 2012 <ul style="list-style-type: none"> • 10 hours devoted to individuals with special needs • 15 hours devoted to service work that meets program parameters |
| Junior | 25 total hours due Friday, April 13, 2012 <ul style="list-style-type: none"> • 10 hours devoted to hunger and poverty • 15 hours devoted to service work that meets program parameters |
| Senior | 50 total hours due Friday, March 16, 2012 <ul style="list-style-type: none"> • 10 hours devoted to homelessness • 40 hours devoted to service work that meets program parameters |

Please note that students wishing to apply for the National Honor Society must serve an additional 10 hours above the required amount of service to be eligible for membership.

Documentation and Consequences for Failure to Meet Requirements

Service must be recorded on the official service documentation form and turned in to the Campus Ministry office by the due date each spring. If an agency writes a letter to verify a student's service, the student must still fill in the documentation form and attach the letter. The person or agency you directly serve must be the person to verify your service. Family members may not verify service. No service credit will be given without proper documentation and verification, i.e. signatures.

Because the commitment to service is vital to the Ursuline community, failure to complete required service or to submit the community service documentation each year – by the due date – will result in the student's second semester theology grade being lowered by one letter grade. Also, the student will not be exempt from her second semester exam. No extensions will be given.

Counseling Department

The Counseling Department helps students focus on academic, personal, social, career development, and college planning. The counselors work in a collaborative effort with students, parents, teachers, administrators, and the overall Ursuline community. Counselors are available to students from 7:40 a.m. until 4:00 p.m. The counselors will periodically call in the students throughout the year. A student may request to see a counselor at any time but must have written permission from her teacher to miss class. A teacher has the right to refuse to allow a student to miss class. Students may not miss a test to see a counselor and they have the responsibility to make up all work missed while meeting with the counselor.

All students have an ethical and legal right to confidentiality. Contents of student/counselor meetings are confidential unless the student is in danger or presents a danger to herself or someone else.

Beginning junior year every student will have an individual meeting with her parents and counselor regarding college planning. A written transcript request and/or letters of recommendation must be made at least ten school days in advance of the date required. There is a \$2.00 fee for each transcript sent; however, each senior has the right to have one final transcript sent to the college or university of her choice free of charge. The ultimate responsibility for meeting all deadlines for transcript requests, college applications, scholarships, test registration, financial aid applications and letters of recommendation lies with the student.

Special Needs Program

The Special Needs Program at Ursuline Academy is designed to address the needs of those students who have learning difficulties. The program is overseen by the Special Needs Committee (composed of the principal, the academic assistant principal, the counseling department, and selected teachers) that will review all educational information and determine if a student is eligible for additional classroom accommodations that may assist her in achieving her academic potential. A student must submit an educational evaluation within three years of the current academic year.

The Special Needs Program does not address the needs of students requiring Special Education nor does it offer remedial courses. Students whose learning difficulties require ongoing services such as long-term individual tutoring, speech therapy, or reading remediation must receive these services from outside sources. Students participating in the Special Needs Program will be required to meet all academic expectations for graduation.

Library/Media Center

The Library/Media Center supports the instructional program and provides an atmosphere conducive to reflection and concentration in which students may engage in intellectual pursuits of an educational nature. Computers, CD-ROM drives, newspapers, fiction, nonfiction, and reference books are available to assist students in these pursuits.

The Library/Media Center is open on regular school days from 7:30 a.m. until 4:30 p.m. On days when there is a meeting requiring the library to be closed, the library will open as soon as the meeting ends, and stay open until 4:30 p.m.. The library is open during the lunch hour. It is to be used for quiet, individual study. Food, drinks (including water), and cell phone use are never permitted in the library at any time.

Class Activities

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

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

The traditional activities of each class are:

Seniors:

Senior Unity Day
Ring Mass and Ceremony
Rally Night
One-Act Play Competition
Senior Retreat
Junior/Senior Prom
Graduation Mass and Ceremony

Freshman:

Ring Ceremony Week events for seniors
Rally Night
One-Act Play Competition
Freshman Retreat
Senior Graduation Reception
Senior Rose Presentation
New Student Induction and Pin Ceremony

Juniors:

Junior Pin Ceremony
Rally Night
One-Act Play Competition
Junior Retreat
Junior/Senior Prom
College Boot Camp

8th Graders:

New Student Induction and Pin Ceremony
Rally Night
One-Act Play Competition
8th Grade Retreat

Sophomores:

Sophomore Pin Ceremony
Rally Night
One-Act Play Competition
Father-Daughter Dance
Sophomore Retreat

Clubs and Organizations

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

The following are active organizations at Ursuline Academy: Student Council, National Honor Society, Mu Alpha Theta (math honor society), National Art Honor Society, Key Club, Student Ambassadors (public relations assistants), Diversity Club, Lionettes (dance team), Queen's Players (drama club), Sports (volleyball, soccer, basketball, cross country, tennis, swimming, softball, track and golf), Cheerleading, Student Newspaper, Students for a Better Ursuline, Yearbook, Bicycle Club, Dead Poets Society, Peer Ministry, Teens for Life, and Save NOLA Strays.

Honor Societies

Mu Alpha Theta

Mu Alpha Theta (MAO) is a national organization that recognizes outstanding achievement in mathematics. Students who have a cumulative grade point average of a 3.00, who have a cumulative math grade point average of a 3.5, and who have completed Geometry are eligible for membership in MAO.

Members must maintain these aforementioned academic standards throughout their career in order to remain members of MAO. Members must resign if they receive a suspension or violate the Ursuline Academy Honesty and Integrity Policy as stated in the student handbook.

National Art Honor Society

National Art Honor Society (NAHS) is a national organization that recognizes outstanding achievement in the visual arts. Students who have a cumulative grade point average of a 3.00, who have a cumulative visual art grade point average of a 3.50, and who have completed at least two half-credit visual art courses are eligible for membership. Members may remain active even during periods when they are not enrolled in a visual arts class as long as all other criteria are met.

Members must maintain these aforementioned academic standards throughout their career in order to remain members of NAHS. Members must resign if they receive a suspension or violate the Ursuline Academy Honesty and Integrity Policy as stated in the student handbook.

National Honor Society

The National Honor Society (NHS) is a national organization with local chapters that select members based on specific criteria. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence in NHS's Four Pillars of scholarship, leadership, service, and character. Selection to NHS is a privilege, not a right. Membership is not automatically granted simply because a student has achieved a specified level of academic performance. The objective criteria for NHS membership at Ursuline Academy, has been determined by the Faculty Council and

the Administration and is included with each application form. The Faculty Council will identify the students who demonstrate outstanding performance in all four areas of scholarship, leadership, service, and character.

National Honor Society Criteria
2011 – 2012 Academic Year

Pillar One: Leadership

Measurable Criteria:

1. All applicants/members must hold at least one major elected and/or appointed leadership position such as
 - a. team captain
 - b. elected office in Student Council
 - c. elected office in club
- or**
2. All applicants/members must hold at least three minor leadership positions.
 - a. A NHS member must have active involvement in at least three clubs, committees, or school-related activities during each school year. The applicant/member must provide documentation from each moderator of *active* involvement.

Pillar Two: Service

Measurable Criteria:

1. All service hours for the previous school year must be completed and verified by the Campus Minister.
2. Applicants must have served an additional ten (10) hours above the amount of service hours required by Ursuline's Service Program the year preceding the application to be eligible for membership in NHS.
3. Members must complete an additional ten (10) hours of service per year to maintain membership.
4. Members must provide peer tutoring during the school year to maintain membership.

Pillar Three: Character

Measurable Criteria:

1. An applicant must obtain five recommendations from current Ursuline Academy faculty members.
2. An applicant must write an essay of no less than two hundred and fifty words explaining why the applicant should be considered for membership in NHS.
3. Neither an applicant nor a member may receive any suspensions during the previous and current academic years.
4. Neither an applicant nor a member can violate the Ursuline Academy Honesty and Integrity Policy during the previous or current academic year.
5. An applicant must agree that she will resign if Criterion 3 or 4 is violated while student is a member of NHS.

Pillar Four: Scholarship

Measurable Criteria:

1. A member must maintain a minimum grade point average of 3.50 for every semester.
2. A member may not receive a "D" or "F" for a quarter or semester grade. Applicants may not have any "D"s or "F"s on previous year's report card for either a quarter or semester grade. If a NHS member receives a grade of "D" or "F" for the quarter during the course of her membership, that student will be placed on probation. Any member will be expected to resign from her membership if the semester grade remains below a "C".

ATTENDANCE

For successful work and for the establishment of an acceptable student record, Ursuline Academy stresses the importance of regular and punctual attendance. Medical and dental appointments should not be made during the school day. A student who accrues eight (8) or more absences from a class within one semester may be denied credit for that class for the semester.

A student who arrives after 8:30 a.m. must present a signed parental note to the office indicating the reason for her tardiness; if she does not present a signed note, her parents will be contacted.

To attend an extracurricular activity, students must attend at least half of that school day (three full periods).

Absences

A school official will call the parents of absent students to confirm the reason for the student's absence. When the student returns to school after an absence, she must present a signed parental note indicating the reason for her absence. A student who has been absent three (3) or more consecutive school days due to an illness must also present a doctor's certificate upon returning to school. The student is responsible for making up all assignments, projects, quizzes, and tests (see section on Make-up Work).

Students must report to the office before they make arrangements for going home during the school day. All phone calls for permission to leave school must be made in the school office. All students must have parental permission before checking out of school. Students are required to bring a note from their parents indicating the reason for late arrival or early dismissal. We encourage our students and parents to notify the school about foreseen absences.

Excessive absence may result in denial of credit and/or disciplinary action including expulsion.

Long-Term Absences

The policy for dealing with lengthy absences for extraordinary reasons will be individually determined as the circumstances dictate. Students should contact the counseling department and the teachers regarding make up work for the long-term absences.

Conflict between Classes and School Related Activities

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

College visits or college testing are NOT school related activities and will be counted against the exemption and attendance for credit policies.

Tardiness

A student who arrives after the 8:00 a.m. tardy bell must report to the office to obtain a tardy slip to be admitted to class. A student will be marked absent from a particular class if she misses more than 30 minutes of that class. A morning detention will be issued to a student who accumulates more than four instances of tardiness each semester. Once a student has arrived on campus, she may not leave without checking in with the school office even if the first bell has not rung. Students who violate check-in and check-out procedures will serve a Saturday detention.

Make-up Work

In the case of absences, a student is responsible for meeting with her respective teachers upon returning to each class to discuss what was missed and to schedule a time for make-up work. Teachers cannot assess an academic penalty for work missed during an absence. If a student must make up a test, teachers will wait no longer than 15 minutes past the designated time scheduled for the makeup. The first time a student does not show, she will lose 10% of the value of the test; the second time, she will receive a "0."

Regarding make up work, a student who becomes ill and leaves school must leave a note at the office to inform the teacher that she cannot meet a scheduled appointment.

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

Illness or Accident

A student who becomes ill or is injured at school must report immediately to the office if she is able to do so. If a student does not feel well enough to attend class, a parent will be called to take her home. If a parent cannot be reached, persons designated on the student's Database Information Verification Form will be called, and their instructions will be followed. Under no circumstances may a student call her parents to take her home until the office has been notified. All phone calls must be made from the school office.

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

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

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

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

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

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for review upon request from the principal during regular school hours. If a copy of the plan is desired, it will be made available at the cost of reproduction.

UNIFORM, DRESS, AND ACCESSORIES

Each student is expected to wear the school uniform with pride and respect, as her appearance is a reflection of herself and of Ursuline Academy.

The school uniform consists of:

- ◆ A gray kilt skirt purchased from Schumacher's or The Cloz Company;
- ◆ A short- or long-sleeved white button-down oxford blouse monogrammed with the student's name above the pocket and the Serviam crest on the right side;
- ◆ White ankle socks purchased from Ursuline Academy bookstore and/or navy or white nylon knee socks only;
- ◆ Timberland Moira or Eastland Plainview shoes (School shoes must be laced, tied in a traditional bow, kept in good condition and remain on the feet while on campus.);
- ◆ A navy blue blazer.

In addition, students may wear a navy blue V-neck or cardigan uniform sweater, Ursuline-issued sweatshirt, and /or Ursuline-issued navy blue zip front fleece. Seniors have the privilege of wearing a special class sweatshirt/sweater. All outerwear (i.e., sweaters, sweatshirts, fleece etc.) must be monogrammed with the student's first initial and last name.

Uniform Regulations

The school blouse must be tucked in the skirt and the collar must be buttoned at all times. The skirt is to be no shorter than four inches from the ground when kneeling. Skirts are not allowed to be rolled.

Blazers shall be worn at all liturgies and other formal occasions unless otherwise indicated by the administration. A morning detention (see *Discipline* section) will be issued to students who do not have blazers on the designated occasions.

The following guidelines must be followed regarding accessories:

- Jewelry is to be simple, and only UA school pins may be worn.
- One earring of a plain, simple type is allowed to be worn in each ear lobe.
- Buttons with pictures or words, insignia pins of any sort unless they are Ursuline-associated (*Serviam* pin, junior pin, NHS pin, etc.) are not allowed.
- Simple ribbons and barrettes may be worn (hair bands may be worn to hold hair back but are not to be worn on the forehead).

- Leg warmers, warm-up pants, pajama pants, or anything other than school socks are not allowed (in cold weather, white, solid black, solid gray, or solid navy blue tights and plain white turtlenecks or solid white t-shirt may be worn).
- Warm-up jackets, sweatshirts, vests, or anything other than the uniform sweater/sweatshirt/fleece/blazer/letter jacket are not allowed.
- All outerwear worn during the school day must be monogrammed and must be approved by the Dean of Students and/or the Athletic Director.
- Tennis shoes or any other shoes (tennis shoes are to be worn only in PE classes) are not allowed.
- Headpieces, including scarves and bandanas (except for religious purposes) are not allowed.
- T-shirts worn under the school blouse must be white, be in good repair, and cannot contain any kind of print or logo.
- Under garments must be white or of a skin-tone color matching the individual student so as not to be seen through the blouse of the student.
- Polo shirts, fleece, or sweatshirts are not to be worn underneath the navy blazer.
- Shorts are not allowed to be longer in length than one's skirt.
- No body art including writing/drawing on oneself or another student
- Hairstyles must be neat and appropriate for school. Hair color must be of a natural color of hair.
- No tattoos are allowed; no body piercing, other than the earlobe, is allowed.

Students are required to be dressed in their complete uniform every day as long as they are on campus. Uniforms, including shoes, must be kept neat and clean, and necessary repairs must be attended to immediately. Students who wear anything other than the official uniform will be issued a morning detention. Teachers will instruct students to remove items of clothing that violate the dress code delineated above. On the occasional casual-dress day, students may wear the school uniform or the pre-announced attire. All dress down attire must meet the following standards:

- Blouses must cover the shoulders and be modest. Students are never allowed to wear halter, strapless, tank, or midriff tops.
- Jeans or khaki pants must be worn. Pants may not have holes or be frayed or torn. Students are never allowed to wear sweatpants, yoga or any other work-out style pants, shorts, cut-offs, or leggings.
- Shoes must cover the entire foot. Tennis shoes, other laced shoes or boots may be worn. Students are never allowed to wear flip-flops of any kind or open-heel or open-toe shoes.

If a special reason requires that a student must wear something that is not part of the Ursuline Academy uniform, she must get written permission from the Dean of Students before the first bell or a morning detention will be issued.

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

DISCIPLINE

Ursuline Academy defines orderly conduct as that behavior which contributes to, rather than detracts from, an academic atmosphere and is appropriate to a young Christian woman.

Discretionary Clause

Although the rules set down in this handbook address the most frequent violations of students, Ursuline Academy reserves the right to adjust the punishment for an infraction depending upon individual circumstances. The school also maintains the right to address behaviors not identified in this handbook that, in the professional judgment of the administration, are clear violations of the values on which Ursuline Academy is established.

Academic Honesty and Integrity

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

1. Unacceptable Testing Behavior: Students are not to look at another student's test or paper, use unauthorized notes or other materials during an assessment, share information with another student, exchange verbal or non-verbal signals, or engage in any other clearly-delineated behavior as specified by the teacher.
2. Plagiarism: The student's responsibility is to clearly distinguish between the words and/or ideas of someone else and her own words and/or ideas. Failure to accurately document the source of the materials used in student work shall be considered a violation of Ursuline Academy's honesty and integrity policy.

Punishment for violations of academic honesty and integrity will include a mandatory grade of zero for the assignment in question, and a mandatory Saturday detention for the first offense; a mandatory one-day suspension, a Saturday detention and a mandatory meeting with the student, her parents and the school administration for a second offense. A third offense may result in expulsion from Ursuline Academy.

Honor Code

As a member of Ursuline Academy, a Catholic community which is guided by the spirit of truth and which reveals God's presence in the world through affirmation of the gospel, I strive for honor in all my endeavors. I pledge to represent myself as an honest young woman who follows the traditions of Ursuline and carries on the spirit of independence while respecting myself, others, and the Academy. I promise to go beyond my limits to exceed expectations and help others be inspired to live up to the same standards. I will model the values of Courtesy, Loyalty, Courage, and *Serviam* not only in the Ursuline community, but in all aspects of my life.

Minor Offenses

Morning detentions are given for violations of minor school rules. They are administered between 7:00 a.m. and 7:50 a.m. on Tuesdays and Fridays of each week. Students who have been assigned morning detention must be given a one-day notice prior to serving the detention. The student must sign the detention when the detention is issued. Teachers must bring the signed detention form to the Dean of Students' office before 4:00 p.m. the day the detention has been issued to the students.

Morning detention begins promptly at 7:00 a.m. Students who arrive after 7:00 a.m. will serve the rest of the detention plus an additional detention. Students who arrive after 7:20 a.m., or students who do not arrive at all, will serve an additional two detentions.

During detention, students will copy the Discipline Section of the Ursuline Academy Student Handbook. Any student who does not complete the assigned punish work will be given an additional detention.

Morning detention infractions include but are not limited to:

- Violations of Ursuline Academy's dress code, including failure to bring the school blazer to school Masses and/or designated occasions;
- Possession of food or drink outside of the cafeteria areas (including water bottles and all drink containers before, during and after school);
- Getting dropped off in the wrong place;
- Tardiness to class after first period; Accumulation of five tardies to school;
- Failure to keep school shoes laced, tied in a traditional bow, kept in good condition and on the feet;
- Sitting inappropriately in common areas (including classrooms, cafeteria, library, gymnasium, etc.);
- Leaving lockers unlocked;
- Leaving book bags or belongings unattended;
- Failure to carry a hall pass while processing through the halls during class time;
- Chewing gum;
- Inappropriate language;
- Misconduct at an assembly or other school-related activities;
- Being in an unsupervised or restricted area at any time (see "Restricted Areas");
- Failure to display parking permit in windshield of car;
- Failure to report to a teacher's personal detention;
- Writing on oneself or another student;
- Cutting the lunch line;
- Failure to use school ID to purchase items in the cafeteria;
- Arriving more than 30 minutes after a dance begins;
- Failure to get official school documents (including detentions) signed;
- Failure to address staff members using the deferential title proper to them (Mr., Mrs., Ms., Sr., Coach, etc.).

Major Offenses

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

Saturday detentions are given for offenses that have been deemed as more serious than the punishments given for morning detentions. Saturday detentions last three hours and are marked on the school calendar. Students who are assigned Saturday detention must bring \$5.00 for the administration of the Saturday detention, payable the morning of detention. All students who are assigned Saturday detention must report to school in full uniform and will copy the Discipline section of the Ursuline Academy Student Handbook. Detention notices will be issued to the student prior to the Saturday detention. The notice must be signed by a parent and returned to school on the scheduled detention day. Students must be picked up promptly at the end of the assigned detention time or a fee of \$5.00 per half hour will be charged. A student is allowed to reschedule one Saturday detention per semester with permission from the Dean of Students. Students who are more than 5 minutes late for Saturday detention must serve the remainder of the assigned detention plus an additional morning detention. Students who are more than twenty minutes late will serve the remainder of the assigned Saturday detention plus an additional Saturday detention.

Saturday detention infractions include but are not limited to:

- Improper check-in/check-out procedure;
- Possession of or use of unapproved electronic devices including computers, cameras, cell phones, Ipods, etc. between 7:50 and 3:00;
- Disrespect to a faculty or staff member;
- Lying to a faculty or staff member;
- Disturbance of a worship service;
- Using a locker not assigned by school administration;
- Dance dress code violations;
- Attempting to throw away lunch trays or utensils.

Suspensions will be given to students who commit major offenses as well as those who repeatedly violate school rules. Students who are issued five (5) morning detentions or three (3) Saturday Detentions in one semester will receive an in-school suspension. In addition, any student who receives a suspension will also receive a mandatory Saturday detention (for each day of suspension), which will be served on the next Saturday detention date.

During the time of the suspension, the student may not participate in any school-sponsored activities and she will be counted absent from classes. All suspension days will be counted against the Academy's exam exemption policy. Students must complete all assignments during the in-school suspension, including tests and quizzes. Teachers will provide suspended students with daily work and students will receive credit for any daily work, quizzes, or tests completed during a suspension. Parents will be notified of the suspension both by phone and letter.

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

Suspension infractions include but are not limited to:

- Accumulation of five (5) Morning Detentions and/or three (3) Saturday Detentions;
- Possession of obscene or pornographic books or pictures on campus;
- Use of blasphemous and/or obscene language;
- Insubordination toward a faculty or staff member;
- Forging a signature on any official school document;
- Participation in any obscene or pornographic acts on or off campus;
- Misuse of the internet or computer resources(refer to "[Technology Policy](#)");
- Truancy from school or leaving school without permission (students truant from class will be given a zero on all assignments missed);
- Vandalism;
- Physical fighting on or off campus;
- Possession or use of alcohol or alcoholic beverages on campus, while in uniform, or at a school-sponsored activity**;
- Attending a school-sponsored activity after drinking alcoholic beverages**;
- Possession or use of tobacco on campus, while in uniform, or at a school-sponsored activity**;
- Harassment of any nature(refer to "[Harassment Policy](#)");
- Verbal or written threats (including threats via the internet) against the school, teachers, administration, staff, or students.

Expulsion from Ursuline Academy may result from serious offenses. The decision to dismiss a student from school lies solely with the principal.

Expulsion infractions include but are not limited to:

- Possession or use of a firearm or dangerous weapon on campus, while in uniform, or at a school-sponsored activity**;
- Stealing and /or possession of stolen property;
- Possession of or use of illegal drugs on campus, while in uniform, or at a school-sponsored activity**;
- Any behavior, on-campus or off-campus, that adversely impacts the well-being of another member of the school or the good name and reputation of Ursuline Academy, including violations of civil or criminal law.

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

PENALTIES FOR INFRACTIONS OF CLASSROOM RULES

Verbal Warning
Written Punish Work
Personal Detention
Morning Detention
Saturday Detention
Suspension
Disciplinary Probation
Expulsion from School

Disciplinary Procedures in the Classroom

Discipline at Ursuline Academy is a shared responsibility among all faculty and members of the administration. The primary disciplinarian in the classroom is always the teacher. To ensure that students understand the role of the teacher as primary disciplinarian, classroom disruptions are to be handled through a series of procedures that give teachers recourse to disruptive student behavior.

If a teacher deems a student's behavior as "disruptive," the following steps shall be followed:

- 1) Upon the first offense, a teacher is to issue a verbal warning instructing the student to modify her behavior.
- 2) If a second offense occurs, the teacher shall instruct the student to complete a page of written copy work (The *Discipline* section of the Student Handbook). If a student fails to complete the written assignment, she will receive a personal detention and will be required to complete the punish work she has already failed to complete.
- 3) If a third offense occurs, the student will be told to report to the teacher to serve a personal detention at the discretion of the teacher. The teacher must give the student one day's notice prior to the administration of the personal detention. At this point in the Disciplinary Procedures, the teacher will notify the Dean of Students and the Counseling Department of the detention via email. *The personal detention* shall not last longer than one hour and the teacher must assign adequate copy work (Discipline Section of the Student Handbook) to fill the hour of detention. If a student does not

report for a teacher's personal detention, the teacher will write a school detention and must also serve the personal detention she has already missed.

- 4) Should a student disrupt class after Step 3, the teacher is to refer the student to the Dean of Students, who will facilitate a conference with the student and teacher. The teacher will contact the student's parent via email or telephone to inform the parent of the discipline problem. The Dean of Students will also assign a morning detention to the student. The student must serve the teacher's personal detention before she receives a school detention.
- 5) If a student is disruptive more than once in a class period, the teacher should call the office and tell the Dean of Students that a student is being sent to the office for multiple disruptions. The Dean of Students shall facilitate a meeting between the teacher and the student. The teacher will contact the parent via telephone or email to inform the parent of the discipline problem.

PROTOCOL

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

Ursuline expects all students and parents to follow appropriate protocol when addressing issues concerning academics, discipline, activities, athletics, make-up work, or any other school-related matters. All concerns must first be addressed with the specific teacher, coach, moderator, or individual most directly involved. Only after contact with the teacher has been attempted should the appropriate administrator be contacted (Academic Assistant Principal, Dean of Students, Athletic Director, or Director of Counseling). The Principal should only be contacted once the preceding steps have been exhausted.

SPECIAL POLICIES

Technology

Technology provides additional tools for students as they grow in their knowledge of the world. Technology resources include computers, phones, video equipment, copy machines, and all information storage devices. The use of all Ursuline owned or personal equipment is a privilege, not a right; with this privilege comes responsibility. Technology resources should be used for educational purposes, and rules of good behavior and moral responsibility should apply.

The internet is to be used for scholarly research only. Students are not to join chat rooms or instant message others while on campus. Students are not to post inappropriate personal information or derogatory statements about the school or members of the school community on any websites. Pictures of students in school uniform or taken on campus shall not be published on any web page or personal profile.

The privilege to use a computer in the classroom is determined by the instructor. Ursuline makes exceptions to this rule for students participating in the special needs program with this prescribed accommodation. Any student who misuses the computer or any other type of assisted technology, including those students with technology accommodations, during class will lose the privilege of using technology in all classes for the rest of the academic year. Ursuline administration has the rights to search a student's cell phone or computer when the administration has reason to believe these devices have been used to violate school policies or procedures.

Ursuline realizes that there are many internet web sites that students use and will continue to use. These include, but are not limited to Facebook, Webshot, My Space, Geocities, Picture Trails, Rate My Teachers, YouTube, and any other internet sites. Students should be aware that the school has the ability to review these sites, and access to these sites is prohibited on campus. Enrollment at Ursuline Academy may be in jeopardy

if any inappropriate content, posted or provided by a student, communicates ideas or values that conflict with Ursuline Academy's mission. Included in this rule are friends' web sites that might have an Ursuline student representing the Academy in some inappropriate manner.

In recognition of the need to establish a safe and appropriate computing environment, the Archdiocese of New Orleans will provide Ursuline Academy's Internet connection and will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

While the Academy realizes that there are things beyond one's control, school administration expects students to make reasonable efforts to avoid inappropriate situations and to take responsibility for their behavior and choices. Violations of Ursuline Academy's technology policy include, but are not limited to, any or all of the following:

- a. Student accessibility to information is limited on campus. Students may not access objectionable materials, which include pornography, instructions that encourage violent or illegal acts, racist tracts or hate speech used for anything other than legitimate academic pursuit.
- b. Students may not engage in unauthorized copying, theft of software, or theft of other intellectual property. Copying of software without a site license or permission from the creator is prohibited.
- c. Students are forbidden to harass others using technological systems including knowingly or recklessly post false or defamatory information about a person or organization. No Ursuline Academy phone system, copy machine or computer system may be used to send obscene or unwelcome messages.
- d. Students are forbidden to damage computers, computer systems or computer networks, including vandalizing, hacking or destroying systems; or damaging equipment, including hardware or software. Trespassing another's folders, work, or files without specific permission is prohibited.
- e. Students are forbidden to use the internet for commercial purposes. No equipment should be used for private gain or commercial purpose.
- f. Students' on-line behavior needs to reflect the general behavioral standards set forth in the Ursuline Academy Student Handbook. Websites and pictures on-line should reflect positively on the student and on Ursuline Academy. Careless behavior on internet sites (Facebook, MySpace, etc) could result in any multitude of consequences for students.
- g. Students are not to install or download and install any software onto workstations and laptops (Some specific examples of downloadable software programs are: AIM, YIM, Windows Live Messenger, Webshots, WeatherBug, Limewire, and Kazaa).
- h. Students should only use the UA-WIFI for their wireless connection. Connecting to unauthorized and/or unsecured WiFi access points is forbidden.
- i. Students may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- j. Students are forbidden to download files unless approved by their teacher.

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

Harassment

Ursuline Academy is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, political opinion or personal appearance. Therefore, Ursuline will not tolerate nor condone any act of bias, discrimination, insensitivity, or disrespect toward any person whether it is implicit or explicit, verbal, physical, visual, sexual, or electronic in nature. It includes, but is not limited to, any or all of the following:

- a. **Verbal Harassment** – Inappropriate, derogatory comments and jokes; threatening words spoken to another person.
- b. **Physical Harassment** – Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- c. **Visual Harassment** - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, clothing, videos, pictures, etc.
- d. **Sexual Harassment** – Includes unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- e. **Electronic Harassment** - Includes inappropriate, derogatory comments, pictures, video, and jokes; threatening words written to or about another person, either anonymously or signed using email, text messaging, or any internet media.

Any student who believes she has been the victim of harassment by anyone in the Ursuline Academy community shall report the violation immediately and directly to the principal. The principal shall investigate any reported behavior which is alleged to violate this policy. If, after investigation, the principal finds that this policy has been violated, he will report immediately to the Academy President. The principal makes the determination of the disciplinary action to be taken, which may include (but is not limited to) a student conference, a conference with the student's parents/guardians and a recommendation for professional counseling, suspension, or expulsion. Civil and criminal legal actions may also result from harassment accusations and charges. Under authority of La. R.S. 14:40, cyberstalking and cyberbullying are punishable by fines and/or imprisonment.

Drugs

Ursuline Academy forbids the use, possession and/or distribution of alcohol or drugs by its students. Being under the influence of any mind-altering substance may result in the student's expulsion. Ursuline Academy reserves the right to require drug-screening tests of students who exhibit behavior ordinarily associated with alcohol or illicit drug use or who give probable cause. Parents refusing to allow their daughters to be tested will be required to remove them from the school. Drug tests on hair may be administered by and kept in the confidence of the principal and Dean of Students. Parents are responsible for the cost of any drug screen. Students may be asked to remain home until the results of their drug screens are available.

Search and Seizure

The student's right to privacy is respected at Ursuline; however, where there is reasonable cause to believe that stolen items, illegal drugs, alcoholic beverages, or other items specifically prohibited by law or school regulations may be in a student's locker, desk, book bag, or purse, the locker, desk, book bag, or purse may be searched by the administration. As mentioned in the Student Handbook concerning Technology, Ursuline administration reserves the right to search a student's cell phone or computer when the

administration has reason to believe these devices have been used to violate school policies or procedures. When there is reasonable suspicion that a student or students have possession of illegal or stolen property, the student or students may be detained and an on-the-spot search conducted.

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

Withdrawal

When enrollment in the Academy is terminated voluntarily or by expulsion, the following conditions apply:

- The student and parents must meet with the principal;
- The student's parent/guardian must contact the business office to determine remaining financial obligations;
- All state textbooks and library books must be returned;
- All athletic uniforms and equipment must be returned;
- All fees (library fines, etc.) must be paid.

GENERAL POLICIES

Publicity

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

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

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

Residency

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

Closing of School

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

The official announcement of closing will come from the Superintendent of Archdiocesan schools.

The only official medium for announcements is radio station WWL 870 AM.

In the event that it becomes necessary for only Ursuline Academy to close, the Office of Catholic Schools and radio station WWL 870 AM will be notified of our individual closing and parents will also be notified through School Reach.

If an emergency dismissal is necessary because of inclement weather or any unforeseen circumstance, a representative of the school will speak with parent/guardian of each girl to obtain permission for dismissal.

Fire/Emergency Procedures

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

Students must:

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

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

To turn on a fire alarm:

Go to one of the small red fire boxes located on doorframes throughout the building.

Follow the directions on the box: pull bar down.

The activation of an alarm by a student as a prank is a major offense; the offender will be subject to suspension or expulsion.

Student Marriage

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

Student Pregnancy

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

Restricted Areas

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

- The fourth floor (except for the art classroom) and the third floor nuns' residence;
- All areas of campus except the library and/or the Lion's Den after 4:00 p.m., including congregating outside of Date Door or the Academy Entrance;
- Faculty parking areas, cars, or residences;
- Student parking areas during the school day;
- The Ourso Athletic Center, the Claiborne Avenue campus, or the Sacred Heart Courtyard, except during scheduled P.E. classes or school functions;
- Second and/or third floor of the main building during lunch;
- Scene Lobby (which is now a formal waiting area);
- Senior Lounge (only seniors allowed);
- First Floor Hallway - rooms 124-130 (except the high school classrooms or if you have written permission from the Dean of Students to use the elevator);
- The Main Courtyard.

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

Lockers

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

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

Cafeteria

Students are responsible for all financial charges placed on their cafeteria account. Students must use their school issued ID to purchase all items from the cafeteria. Students who have not paid their cafeteria fees will not receive their second semester report card nor their updated transcript.

Noise shall be kept at a minimum in the cafeteria areas. Loud singing and shouting are not permitted. Students are required to clear their tables after eating. Students are not to ask to borrow things from the cafeteria, and they are not to take dishes, trays, or utensils from approved eating areas. Respect must be accorded cafeteria personnel and faculty members. Lack of courtesy, disrespect and inappropriate conduct are major offenses. Book bags are not allowed on tables or chairs.

Food and drink may be consumed only in the cafeteria, Coke Lobby, or outside in the designated picnic area. Eating in other areas will result in the student receiving a morning detention.

Field Trips

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

Only official off-campus activity forms will be accepted as permission slips for field trips. These forms must be signed by a parent or guardian and returned to the appropriate faculty member no later than the day before the event. School policy prohibits a note from a parent being substituted for the official off-campus activity form that the student was given. No off-campus forms may be faxed to the school. Students who do not comply with the above policy must forfeit the privilege of attending the field trip. The teacher reserves the right to request an assignment to be completed by the student in lieu of the field trip.

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

Telephone Use and Messages

The telephone in the High School office is available to students before and after school. Students may ask to use the office telephone to call parents. For emergency phone calls, the student must see the Dean of Students. Cellular phones may not be used on campus from 7:50 a.m. to 3:00 p.m. If a cell phone is used, it will be confiscated and held by the Dean of Students until a parent comes to pick it up.

Only emergency messages, (the designation of “emergency” will be determined by the administration) will be delivered to students.

Textbooks

Hard-cover textbooks provided by the state must be covered throughout the entire school year. All state texts must be kept free of marks. Lost or damaged texts must be paid for, at the cost of a replacement copy. A final report card and all records will not be issued until all state textbooks are returned.

Student Possessions/Lost and Found

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

Visitors

Students are not permitted to have visitors at school (either on campus or in the immediate vicinity of the campus) without prior permission from the administration. Unauthorized visitors will not be permitted to remain on campus. All approved visitors must enter at Date Door and sign in with the Academy Receptionist.

Cars

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

Electronics

Cell phones, radios, TVs, CD players, iPods, or any other electronic equipment are not to be used during the school day. All electronic devices must be kept in lockers from 7:50 a.m. to 3:00 p.m. Any electronic device that is confiscated by the faculty or administration will be held by the Dean of Students until a parent comes to pick it up. A Saturday detention will be issued to any student who is in violation of this rule.

Off-campus Clubs, Associations and Organizations

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

Work Permits

Work permits will be issued within 48 hours of request by the High School office.

SENIOR PRIVILEGES

The following privileges are reserved for seniors:

- To have a freshman little sister
- To leave assemblies first, whenever possible
- To have a Ring Day holiday after Ring Ceremony practice
- To enjoy the privilege of no lock-in at Senior Ring Dance
- To have the senior Rally Night area in the gym cleaned by freshmen
- To request permission from administration to wear a cardigan sweater with class design
- To finish classes before underclassmen at the end of the school year
- To wear tennis shoes as school uniform shoes beginning April 1st
- To be exempt from first semester exams (see Exemption Policy)

GRADUATION INFORMATION

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

1. Successful completion of the course of studies required by both the State of Louisiana and Ursuline Academy's Board of Trustees
2. Cooperation in adhering to the guidelines for graduation dresses and in attending and participating in graduation ceremony practice

3. Completion of required service hours by the date determined by the school administration
4. Payment of all financial obligations and return of all state textbooks

SCHOOL DANCES

In the interest of good order and a pleasant time for all, students and their escorts are required to cooperate with chaperones and to comply with the following regulations as well as with any regulations given for a particular dance:

- Those attending dances are not readmitted once they leave.
- No gum chewing is allowed.
- Alcoholic beverages are not to be consumed before or during a dance, and anyone, in the opinion of the chaperones, who appears to be intoxicated or under the influence of a mind-altering substance will not be admitted. Parents will be notified by telephone and asked to pick up the offending student(s).
- Couples shall arrive no later than thirty (30) minutes after the dance begins for all dances except Senior Ring Dance. Ursuline Academy students arriving after that time will be required to serve a morning detention.
- Lock-in ends thirty (30) minutes before the conclusion of the dance.
- Couples shall remain in the area assigned for the dance.
- Except for Jam Dance, only Ursuline students and their escorts may attend Ursuline Academy-sponsored dances; permission for guests must be obtained from the principal or Dean of Students.
- Those whose conduct is disorderly and those who destroy or damage property will be asked to leave. Those responsible for damaging or destroying any property must make restitution.
- Students and their escorts shall dress appropriately for the particular dance. The Dean of Students will determine whether the attire of a given individual is appropriate for the particular dance. **See Dress Regulations for Ursuline Dances (below).** Any Ursuline student who violates the dress code will not be admitted to the dance and will receive a Saturday detention. Ursuline students are also responsible for the dress of their dates. Violation of the dress code by a date may result in the date not being admitted to the dance.
- Good manners require that only one person at a time occupy a chair.
- Students should introduce themselves and their escorts to the chaperones.
- Dance pictures which are deemed inappropriate by the administration, will be confiscated. The cost of the pictures will not be refunded.

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

DRESS REGULATIONS FOR URSULINE DANCES

Casual Dances

Girls

- Casual pants and jeans are permissible. Pants and jeans cannot have holes or be shredded. Hem circumference must be no larger than 16 inches. Shoes must be visible under the hem. Pants and jeans must fit properly (no oversized clothing or skinny jeans) and must be worn at an appropriate level to the waist.
- Shorts and skorts must be no shorter than 4 inches above the knee.
- Hemlines for dresses or skirts must be no shorter than 4 inches above the knee.
- Slits in dresses must be no greater than 4 inches above the knee.
- No skin-tight skirts or dresses are allowed.
- No t-shirts, tube tops, midriffs, immodest bare-backs (back of dress can be no lower than the traditional bra line), low necklines, or cut-outs below the traditional bra line.
- Tennis shoes, dress shoes, or sandals may be worn.
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts or body art are to be visible except the ear lobes.
- No blouses with vulgar or inappropriate sayings, advertisements or pictures are allowed.

Boys

- Casual pants and jeans are permissible. Pants and jeans cannot have holes or be shredded. Hem circumference must be no larger than 16 inches. Shoes must be visible under the hem. Pants and jeans must fit properly (no oversized clothing or skinny jeans) and must be worn at an appropriate level to the waist.
- Shorts must be no shorter than 4 inches above the knee.
- ONLY collared shirts are allowed. No t-shirts are allowed.
- Tennis shoes, dress shoes, or sandals may be worn.
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts or body art are to be visible.
- No shirts with vulgar or inappropriate sayings, advertisements or pictures are allowed.

Semi-formal and Formal Dances

Girls

- Dresses must be formal, short or long, appropriately fitting, and modest.
- Hemlines for dresses must be no shorter than 4 inches above the knee.
- Slits in dresses must be no greater than 4 inches above the knee.
- No immodest bare-backs (back of dress can be no lower than the traditional bra line), no low necklines, visible midriffs, or cut-outs below the traditional bra line.
- Dress shoes only (no casual sandals, tennis, boots, or slippers) are allowed.
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts or body art are to be visible except the ear lobes.

Boys

- Coat (sport coat and dress pants or suit) and traditional tie are mandatory. Tuxedos are required for Prom. No banded shirts are allowed. Shirts must be tucked in at all times.

- Hem circumference must be no larger than 16 inches. Pants must fit properly and must be worn at an appropriate level to the waist.
- Dress shoes and dress socks are required.
- No hats, bandanas, or head wear of any kind are allowed.
- No pierced body parts or body art are to be visible.

Any clothing advertising sex, drugs, alcohol, or violence will not be acceptable. Any Ursuline Academy student who does not meet the dress requirements will be denied admission to the dance. That student must also serve a three-hour Saturday detention. Non-Ursuline students who do not meet the dress requirements will not be admitted. Ursuline students are responsible for informing their dates of the dress guidelines.

Students may not enter the dance with props, accessories, knapsacks, book bags, video cameras, glow sticks (including mouthpieces), or anything else deemed inappropriate by the Administration.

Behavior: Ursuline Academy students are responsible for their behavior and that of their dates. Guests who violate Ursuline rules will be subject to having their school IDs confiscated and returned to their home school.

Anyone who violates the rules of good conduct, brings alcoholic beverages or drugs to a dance, or exhibits behavior showing the effects of alcohol or drugs will be subject to disciplinary action.

URSULINE ALUMNAE ASSOCIATION

The Ursuline Alumnae Association has been in continuous existence since it was formally organized in 1900. At the annual homecoming held each fall, the 25th and 50th year graduates are honored. Individual class reunions are held at regular intervals.

The activities of the Alumnae Association include sponsorship of scholarships to the Academy and involvement in a variety of Academy activities. Alumnae members address Ursuline students on career opportunities and participate in school liturgies. They are a constant reminder of the rich heritage of an Ursuline education.

Seniors formally become members of the Ursuline Alumnae Association at the Alumnae Induction Ceremony, which occurs at the end of the Baccalaureate Mass.

PARENTS' CLUB/DADS' CLUB

All parents and guardians of children attending Ursuline Academy are members of the Parents' Club. The Parents' Club assists the school through sponsorship of social and spiritual activities, such as the Mother-Daughter Luncheon, the Father-Daughter Picnic, and refreshments for orientation receptions, the Lower School Easter Egg Hunt, and various Dads' Club activities.

The Parents' Club provides the volunteers for all school activities.

Note: Students and parents are urged to refer to this handbook throughout the year for information and for explanations of policies.

2011-2012 Academic Year

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| AUGUST | 10 | New Parent Orientation Night, 6:00 p.m. |
| | 10 | Senior Parent Information Night, 7:00 p.m. |
| | 11 | Student Orientation |
| | 12 | Senior Unity Day |
| | 15 | First day of classes |
| SEPTEMBER | 24 | Mini-Schedule Night for all parents, 6:00 p.m. |
| | 2 | Mass of the Holy Spirit /New Student Induction |
| | 5 | Labor Day Holiday |
| | 9 | Progress reports posted on Edline |
| OCTOBER | 24 | Senior Ring Mass, 4:00 p.m. |
| | 7 | First Quarter ends |
| | 12 | Standardized Testing |
| | 16 | Open House, 1:00 |
| | 17 | Open House Holiday |
| | 19 | Parent/Teacher Conferences, 3:30-5:00 p.m. |
| | 19 | Junior College Night, 6:00 p.m. |
| | 21 | Rally |
| NOVEMBER | 11 | LaFete |
| | 11 | Progress reports posted on Edline |
| | 18 | Junior Pin Ceremony, 8:10 a.m. |
| DECEMBER | 21-25 | Thanksgiving Holidays |
| | 16-21 | Semester Exams |
| | 22 | Semester Exam make-ups |
| | 23-January 3 | Christmas Holidays |
| JANUARY | 4 | Classes resume |
| | 16 | Martin Luther King Holiday |
| FEBRUARY | 19 | Parent/Teacher Conferences, 3:30-5:00 p.m. |
| | 1 | Progress reports posted to Edline |
| | 3 | Student holiday/Faculty Service Day |
| | 13 | Sophomore Pin Ceremony, 8:10 a.m. |
| | 20-24 | Mardi Gras Holidays |
| | 29-March 2 | Senior Retreat |
| MARCH | 2 | Third Quarter Ends |
| | 16 | Senior Service Hours Due |
| APRIL | 1 | Spaghetti Supper, 12:00-4:00 p.m. |
| | 3 | Senior Progress Reports posted on Edline |
| | 4 | Student Council Induction, 8:10 a.m. |
| | 5-9 | Easter Holidays |
| | 10 | Raffle Ticket Holiday |
| | 11 | Progress Reports posted on Edline (8 th – 11 th) |
| | 13 | Service Hours Due 8 th -11 th grade |
| | 25 | Senior Art Show, 3:00-5:00 p.m. |
| MAY | 1-3 | Senior Exams |
| | 4 | Seniors' Mass and Awards |
| | 12 | Baccalaureate Mass, 9:00 a.m. |
| | 12 | Graduation, 7:00 p.m. |
| | 16 | Awards Assembly, 8:10 a.m. |
| | 17-22 | Semester Exams |
| | 23 | Semester Exams Make-ups |
| | 25 | Report Card Pick-up, 8:00-8:30 a.m. |
| | 25 | Student/Teacher Conferences, 8:30-10:30 a.m. |