

# GENERAL POLICIES

## 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.

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;
- 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 on Campus

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;
- The State Street campus after 4:00 p.m.;
- Faculty or student parking areas, including cars, 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;
- 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 Scene Lobby (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. 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.

Noise shall be kept at a minimum in the cafeteria areas. Loud singing and shouting are not permitted. Tables shall not be moved. 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 the cafeteria. 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 Academic Assistant Principal.

**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 after the first bell or prior to dismissal. If a cell phone is used, it will be confiscated and the Dean of Students will contact the student's parent. Students may not use their cell phones, iPods, etc., during lunch. A Saturday detention will be issued for improper phone use.

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 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.**

## 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 8:00 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.