

ST. URSULA SCHOOL

STUDENT/PARENT HANDBOOK



2026-2027

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Saint Ursula School is a co-ed elementary school for grades Pre-K 4 through 8th grade. Saint Ursula School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. For the most up-to-date version of the school handbook, families are asked to refer to the school website for its most current version. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract. (Policy ADM 6.0)

References to the Archdiocese policy manual may be found on [this link](#).

Overview

ARCHDIOCESE OF BALTIMORE'S VISION STATEMENT

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

ARCHDIOCESE OF BALTIMORE'S MISSION STATEMENT

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

ST. URSULA SCHOOL MISSION & VISION STATEMENT

Saint Ursula School is dedicated to providing a Catholic educational experience that empowers students to reach their full potential. As a Catholic community, Saint Ursula School promotes academic excellence, helping students grow intellectually and achieve their potential. Through spiritual formation, the school nurtures each student's relationship with God and strengthens their Catholic faith. The school also encourages faith in action by inspiring students to live out their faith through service and daily choices. Environmental stewardship teaches students to care responsibly for God's creation and appreciate their role in protecting our world. Faculty, staff, parents, and the parish collaborate to foster each child's personal growth, focusing on their individual development and well-being. Together, the Saint Ursula community strives to educate, inspire, and guide students to become faithful, compassionate, responsible, and successful members of society.

HISTORY OF SCHOOL

Saint Ursula School opened on September 9, 1940, with an enrollment of 146 children in grades 1 through 3, under the direction of Sister Rita Ursula and the Sisters of Notre Dame de Namur. In 1946, when the first class graduated, there were ten sisters and 546 students. Additions were made to the school, and in 1953 the convent was built and work on the church began. From 1973 until 1985, the school was led by the

Sisters of Saint Joseph of Chestnut Hill. In 1986, the Sisters of Notre Dame de Namur returned, and the Kindergarten and Extended Day Programs were instituted in 1987. In 2012, the Pre-K4 program was added. For 85 years St. Ursula School remains committed to providing a quality Catholic education to its families.

ACCREDITATION

(Policy ADM 1.1) Saint Ursula School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Saint Ursula School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION (NCEA)

(Policy ADM 21.0) Saint Ursula School is a member of the National Catholic Educational Association (NCEA).

ADMINISTRATIVE TEAM, FACULTY, AND STAFF

Administration

Principal	Ms. Diane Anderson
Assistant Principal	Mr. Durrell Harris

Administrative Staff

Administrative Assistants	Mrs. Susan Williams Ms. Abigail Sampson
Business Manager	Mrs. Melanie Freeman
Tuition Officer	Mrs. Joan Francis
Advancement Director	Ms. Lauren Calva
School Counselor	Ms. Annette Pizzini
Nurse	Mrs. Christine Bauer
Maintenance	Mr. Timothy Boothe, Mr. Willie Bell
	Mr. David Gribus
Extended Day	Ms. Emma Riemer

Instructional Staff

Pre-K Faith	Mrs. Kelly Bollinger
Pre-K Hope	Mrs. Mary Ann Hines
K Faith	Mrs. Amie Forish
K Hope	Mrs. Casie Wolf
K Love	Mrs. Jennifer Callinan
1 Faith	Mrs. Abigail Chavis
1 Hope	Mrs. Lisa Hart-Winner
1 Love	Ms. Christina Baron
2 Faith	Mrs. Alexandra Lurz
2 Hope	Mrs. Nancy Shivery
2 Love	Mrs. Carla Swauger

3 Faith	Mrs. Laura McNeive
3 Hope	Miss Nancy Culotta
3 Love	Mrs. Alyssa Kessler
4 Faith	Ms. Caroline Hepp
4 Hope	Mrs. Adrienne Geffen
4 Love	Mrs. Teresa Sadowski
5 Faith	Mrs. Jessica Wheat
5 Hope	Mrs. Mary Ann Nietutbicz
6 Faith	Ms. Sharon Duodu
6 Hope	Mrs. Michaela Caldwell
6 Love	Ms. Dianna Miller
7 Faith	Mr. Alvin Dela cruz
7 Hope	Mrs. Anne-Marie Vitti
7 Love	Ms. Patricia Latkowsky
8 Faith	Mrs. Jennifer Rush
8 Hope	Mrs. Bridget Foley
8 Love	Mrs. Janine Coutts
Learning Services Coordinator	Ms. Kimberly Reynolds
Resource Instructional Assistants	Mrs. Lindsey Hayes, Mrs. Patty Lyons
Middle School Teacher	Ms. Karen Pfeffer
Spanish	Mrs. Ever Moreno, Ms. Angela Ogando
Art	Ms. Shani Silvis
Music	Mr. Michael Morgan
Physical Education	Mrs. Nicole Lee
Technology	Mrs. Julia Zimmerman
Band	Mrs. Jennifer Weglein
Librarian	Mrs. Jessica Murphy
Instructional Assistants	
Kindergarten	Ms. Angela Jones, Mrs. Rosalie Lange
Pre-K	Ms. Heather Broccolina, Ms. Bonnie Cooper
First Grade	Ms. Emma Riemer
PASTORAL SUPPORT	
Rev. Obinna Nwabor, Pastor	

SCHOOL BOARD MEMBERS

President - Erin Parks

Vice President - Kelli McCarty

Treasurer/Finance - Tom Dolan, Katie Campbell

Development Committee - Stacey LaCotti

Marketing Committee - Stacey LaCotti

Facilities Committee - Matt Dietz

Catholic Identity Committee - Hannah Rocco, Mary Foley

Strategic Planning Committee - Donna Bridickas, Ryan DeRose

Canonical Representative - Rev. Obinna Nwobor

Principal - Diane Anderson

PHSA Representative - Erin Thompson

SCHOOL CALENDAR 2026-2027

The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings. St. Ursula School follows Baltimore County Public Schools for any delayed openings, early dismissals and/or closures. In the event of an unforeseen closing, we will contact parents via email and post on our school website and social media sites.

For the 2026/27 school calendar, there are snow days already built in.

The school calendar can be found on the school website - www.stursula.org

Catholic Identity

The official teachings of the Roman Catholic Church are taught in Saint Ursula School. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

SPIRITUALITY

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

Saint Julie's simple prayer, "O how good is the good God," affirms the goodness of God in our joyful times and in our sorrowful times, and strengthens our mission to practice our faith and through service to bring the good God to our communities.

Saint Ursula School observes and practices all Catholic holidays and prayer services, providing students with opportunities to deepen their faith and participate in the spiritual life of the Church throughout the academic year including but not limited to the following: Advent, Lent, celebrating the Rosary, Stations of the Cross, and May Procession and Crowning. As a school community we celebrate Mass once a week.

CATHOLIC SCHOOLS WEEK

During this week we promote and celebrate Catholic schools. This takes place at the end of January. Information will be shared with families regarding the events and activities associated with this week.

SUS CHILD OF GOD RECOGNITION PROGRAM

Saint Ursula School fosters Catholic faith and values by implementing the Positive Behavioral Interventions and Supports (PBIS) framework through our SUS Child of God Recognition Program. This initiative encourages students to model Christ-like behavior by living out the Fruits of the Spirit: Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control.

Each month, our school community will focus on one Fruit of the Spirit that reflects our school motto: Strength Through God, United in Spirit, Success Through Education. As students demonstrate the monthly virtue, they will earn a corresponding SUS virtue badge.

Throughout the month, teachers will recognize students who exemplify the featured virtue. Each week, selected students will receive a small reward for their positive example. At the end of the month, one student from each homeroom who has consistently demonstrated the monthly virtue will be chosen as the Child of God recipient.

During our monthly Spirit Assembly, these students will be honored with a Child of God Certificate and recognized before the entire school community. Following the assembly, recipients will proudly take home their certificate and virtue badge to celebrate their achievement with their families.

Through the SUS Child of God Recognition Program, we strive to create a school culture where students are encouraged to strengthen their relationship with God, support one another in faith and community, and pursue excellence in all they do—living out our motto each day: *Strength Through God, United in Spirit, Success Through Education*.

DAILY PRAYER

Each day, we strengthen our faith by reciting morning and afternoon prayers, led by members of the 8th grade class. Teachers pray throughout the day in their classrooms.

PRAYER SERVICES

Students participate in prayer services including but not limited to Advent, Lent, Right to Life, and Memorial Day.

- During the season of Advent, students will participate in various prayer services and will participate in the Sacrament of Reconciliation.
- During the season of Lent, students will participate in various prayer services, Stations of the Cross, and will participate in the Sacrament of Reconciliation.

RETREATS

Grade 8 students attend an off-site retreat in which they visit the Grotto of Our Lady of Lourdes in Emmitsburg, Maryland.

SACRAMENTS (First Eucharist, Reconciliation, Confirmation)

All sacramental preparation is completed through the St. Ursula Parish.

SCHOOL LITURGY SCHEDULE

Students participate in weekly Mass in either the school gym or the Church. Mass is for students and faculty only, unless otherwise noted.

SERVICE PROJECTS

Service projects are completed throughout the school year for various organizations with details being provided by an individual grade or in What's Ahead Wednesday.

PASTOR'S CONTACT INFORMATION & SHORT BIOGRAPHY

Pastor: Fr Barnabas Obinna Nwabor, C.S.Sp.

Email: barnabas.nwabor@archbalt.org

Father Obinna was born into a family of 6 children in Nigeria. He is a member of a religious congregation called the Congregation of the Holy Spirit (Spiritans). He was ordained a Catholic priest on July 1, 2006, and arrived in the Archdiocese of Baltimore on December 20, 2024. He worked as an Associate Pastor in St Francis Xavier Catholic Church. Father Obinna says he has such joy in his heart for Jesus and for all of you!

Academics

CURRICULUM

Saint Ursula School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

ARCHDIOCESE OF BALTIMORE PK-8 CURRICULUM

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

ACADEMIC INTEGRITY POLICY

At Saint Ursula School, we believe that honesty and integrity are essential Christian virtues. Cheating is any act of dishonesty that gives a student an unfair academic advantage or misrepresents their own work or abilities.

Examples of cheating include, but are not limited to:

- Copying another student's work or allowing someone else to copy your work.
- Looking at another student's test, quiz, or assignment during an assessment.
- Using unauthorized notes, electronic devices, artificial intelligence (AI), calculators, or other resources when they are not permitted.
- Submitting work completed by another person as your own.
- Plagiarizing by copying words, ideas, images, or information from books, websites, or other sources without giving proper credit.
- Altering grades, signatures, or school documents.
- Sharing answers or test questions before, during, or after an assessment when doing so is not permitted.

Students are expected to complete all academic work honestly and to seek help from teachers when they are struggling rather than engage in dishonest behavior. Cheating is inconsistent with the values of Saint Ursula School and our commitment to live as Children of God. Students who choose to cheat will be subject to appropriate academic and disciplinary consequences, which may include receiving no credit for the assignment or assessment, notifying parents, and additional consequences determined by the teacher and administration.

By practicing honesty, responsibility, and integrity, our students demonstrate respect for God, themselves, and others while living our school motto: Strength Through God, United in Spirit, Success Through Education.

In the event of academic dishonesty, at the discretion of administration, the following consequences are in place:

1st Offense- 50% Credit + Demerit

2nd Offense- Zero Credit + Detention

3rd Offense- Zero Credit + Conference with administration and family of student

For any offense, redo of assignment at administration/teacher discretion

You will be required to sign the *Honor Code* form at the end of this handbook.

GRADING POLICY

All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance.

Purpose:

To ensure consistent, clear grading practices that accurately reflect student academic performance and mastery of the curriculum.

Overview of Grading and Reporting:

Grades are a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about students' understanding of the material, areas of strength, and areas of improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades serve to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Grading by Grade Band:

Grades K–2

In Kindergarten through Grade 2, grading is standards-based and reflects student developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. The levels are defined as: Consistently Demonstrating (CD), Making Progress (MP), Developing (DV), Support Needed (SN), and Not Assessed at this Time (NA).

Assessment Practices

Assessment methods include, but are not limited to: teacher observations, classwork, student discussions, portfolios, checklists, quizzes, and tests. Formal quizzes and tests are administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K–2, assessment results are used to inform instructional decisions and report progress toward mastery of grade-level standards.

Homework

Homework is assigned to reinforce skills already taught in the classroom and may be graded when appropriate. Assignments should be completed independently and take, on average, approximately 10 minutes per night for students in kindergarten and 1st grade, and 20 minutes per night for students in 2nd grade.

Behavior

Behavior is reported separately and is not factored into academic performance indicators.

Grades 3-8

Grades are a reflection of the student's classroom performance and academic mastery of the content and are weighted in the gradebook for each class in the following 3 categories: Classwork and Assignments (60%), Assessments (30%), and Homework and Practice (10%).

Category 1: Classwork and Assignments (60%)

Formative assessments including application, projects, writing, and practice activities.

- Classwork and assignments are completed during class time and demonstrate a clear understanding of the material. These formative assignments may be graded for accuracy, comprehension, completion, and/or depth of thought.
- Practice activities include tasks that help reinforce learning such as drills, exercises, and review activities. These activities are integrated with class content and help students solidify their understanding.

Category 2: Assessments (30%)

Summative measures of mastery including quizzes, tests, and projects.

- Projects require students to apply learned concepts in more complex, real-world situations. These summative projects can be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- Quizzes and tests are formal assessments that measure student retention and comprehension. Quizzes assess smaller portions of the content, while tests include larger units or major concepts.

Category 3: Homework and Practice (10%)

Formative practice and preparation primarily completed outside of class.

- Homework assignments will be graded for completion, and may be graded for accuracy if the concepts were previously taught. These assignments provide students with opportunities to practice and review the content discussed in class.
- Practice assignments are tasks completed during class or at home that reinforce previously taught concepts. They include, but are not limited to, exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Technology and Physical Education, using the same performance indicators. Please note, specials that meet 3 or more times per week are eligible to receive letter grades. Specials meeting less than 3 times per week will use performance levels.

Behavior

Behavior is not included in academic grades. Grades are an accurate reflection of a student's academic performance, regardless of their behavior.

Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Additional Grading Considerations

- The range of student scores is from 0% - 100%. No other grading minimums or maximums are allowed.
- Extra credit assignments or questions are not allowed.
- As a general practice, assessment retakes are not allowed.
- Participation in class discussions may be assessed as part of the learning process, as it provides students with opportunities to demonstrate understanding, communicate ideas clearly, and engage thoughtfully with course content and peers.

Grading Category Summary	Weighting (%)
Classwork and Assignments (formative) - application, projects, writing, and practice activities	60%
Assessments (summative) - quizzes, tests, and projects	30%
Homework and Practice (formative) - practice and preparation primarily completed outside of class	10%

Trimester Grade Key Grades K-2/Specials	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below
NA	Not Assessed at this time

Trimester Grade Key Grades 3-8	
A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	75-79
D	70-74
E	69 and below

Trimester Grade Key Specials Grades 3-8	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below

REPORT CARDS AND INTERIM REPORTS

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

Dates of Interims and Report Card Distribution:

- Trimester 1 Interim - Week of October 12th
- Trimester 1 Report Card - Week of December 1st
- Trimester 2 Interim - Week of January 18th

- Trimester 2 Report Card - Week of March 1st
- Trimester 3 Interim - Week of April 19th
- Trimester 3 Report Card - Week of June 7th

HONOR ROLL POLICY

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

First Honors - For students in grades 6-8

Academic Achievement: All A's in core subjects.

Special Classes: Making Progress or better in all special classes.

Standards and Conduct: Making Progress or better, including unstructured time.

Second Honors - For student in grades 6-8

Academic Achievement: All A's and B's (more A's than B's) in core subjects.

Special Classes: Making Progress or better in all special classes.

Standards and Conduct: Making Progress or better, including unstructured time.

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

MISSING WORK - GENERALLY

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

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

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

PROMOTION REQUIREMENTS

Students are promoted to the next grade upon successful completion of all subjects each year.

RETENTION

Students who do not successfully complete the required educational program may be

retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

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

GRADUATION REQUIREMENTS

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

POWER SCHOOL ACCESS

It is also the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8 regularly. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

COMMUNICATION

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

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

Responsibility, like respect, is not something just taught. If we practice responsibility, our children will practice it too. We are not always able to communicate personally. Therefore, we ask you to read each communication and respond promptly if

necessary. We ask you to read the weekly updates which may contain time sensitive information.

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

OUTSIDE SERVICES

St. Ursula School works with a limited number of outside providers to provide student services during the school day. These services include speech/language and occupational therapy. These services must be approved by school administration. Service times are arranged so they have minimal interference with classroom learning.

OTHER STUDENT SERVICES

Catholic schools in the Archdiocese of Baltimore strive to meet the academic needs of students, so they may access and benefit from a Christ-centered education. The Individuals with Disabilities Act of 1997 (IDEA) is a federal law that mandates all students in the United States who have a disability or multiple disabilities be provided with Free Appropriate Public Education (FAPE) that is individualized to meet their needs.

Students enrolled in private schools by their parents are not entitled to the same level of service that they would receive if enrolled in a public school. The applicable regulations give public schools the authority to decide, after consulting with private school representatives, which students in private schools will be served, what services they will receive, and where the services will be delivered. The regulations require the development of an Individual Service Plan (ISP), rather than an IEP or 504 plan, by the public school with input from the private school representatives in order for a private school student to receive services, such as speech/language therapy or occupational therapy (OT), from the public school. A family may also seek these services privately.

When a student has been previously identified by the public school as qualifying for an IEP or Section 504 plan, a Student Accommodation Plan (SAP) may be written by the Catholic school staff to document accommodations the student needs to benefit from education services, providing there is psychoeducational testing data or other testing data to support the need for accommodations.

If a parent or teacher identifies an area of concern that is impacting a student's ability to learn, the teacher takes the necessary pre-referral steps to address the concern. The teacher contacts the family about the concerns and response to pre-referral steps. Each school has a Student Advocacy Team (SAT). The teacher completes the SAT referral form and gives it to the SAT leader. The teacher attends an SAT meeting to present the student information. A plan of action is constructed. The school engages the family in the student's plan of action and documents response. The teacher and SAT leader work together to carry out the plan of action. The teacher updates the SAT of the student's and family's progress.

If the SAT recommendation is that the student needs to be formally evaluated, the SAT will discuss with parent or guardian the ongoing concerns and recommendation that the student be evaluated/tested. Testing may be necessary documentation for the school to be able to write a Student Accommodation Plan for their child.

All Student Accommodation Plans are reviewed annually with the student's family and revisions are made as needed. SAPs are only valid for the duration of the school year in which they were implemented. In order for a SAP to be implemented in subsequent school years, an annual review must take place with the parent or guardian

FIELD TRIPS

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

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

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

Admissions

APPLICATION PROCESS

Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

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

Registration for incoming students begins after re-registration is completed by

returning students, usually before the end of the calendar year. Birth and baptismal certificates must be presented for those entering any grade. Students who are entering Pre-K should turn 4 by the first day of the school year they are entering Pre-K. Those entering kindergarten must be 5 years of age by the first day of the school year they are attending. All other grades, parents should present a copy of the latest report card, standardized test scores, and a teacher referral form in addition to the above-mentioned documents.

Pre-K is an all-day program and is a child-centered program with the goal of developing the whole child. This includes religious, social, physical, cognitive, and emotional growth. Children must be fully toilet trained before starting this program. Pre-K classes begin with a gradual entrance program the first day of school.

Kindergarten is an all-day program. In addition to instruction in math, religion, and reading readiness, the students' social and emotional growth is emphasized through cooperative play activities.

The school gives preference in admission to families who currently have children enrolled at St. Ursula School; secondly, to Catholic students of families registered in St. Ursula Parish; thirdly, to Catholic students living in other parishes; fourthly, students of alumni parents, fifthly, non-Catholics. Final acceptance is based on the above criteria as well as the academic evaluation and level of maturity. New families registering to receive the in-parish rate must provide a copy of their contribution statement at time of application.

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

A non-refundable registration fee is due at the time of registration. All families must register online and register for FACTS each year. In addition, new families to the school MUST pay a non-refundable deposit of one month's tuition (10%) within two weeks of registration. Additionally, the yearly Instructional Fee due in the spring is non-refundable. All families registering to receive the in-parish rate must provide a copy of their contribution statement.

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

WAIT LIST

Each year, St. Ursula School maintains a wait list for admission. Students on the wait list will be taken in the order of application.

PLACEMENT

Students are initially placed using the results of the following:

- Teacher recommendation (from sending school),

- Report cards, and
- Standardized test results

HIGH SCHOOL ADMISSIONS AND VISITATION POLICY

Eighth grade students are allowed up to 3 for shadow visits to local area Catholic High Schools. Students will be marked absent since they will not be in the building. Proof of attendance from the high school should be returned to the St. Ursula school office upon the student's return.

HIGH SCHOOL PLACEMENT TEST (HSPT)

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

NON-DISCRIMINATION STATEMENT

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

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

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

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

All students enrolled in Saint Ursula School must attend religion classes and services. We will always teach and act consistently with the tenets of the Catholic Church.

Assessment Program

STANDARDIZED TESTING

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

PRE-KINDERGARTEN 4 AND KINDERGARTEN STUDENTS

Pre-kindergarten 4 and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

ELEMENTARY STUDENTS

Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3, 5, and 7 also take the Science Assessment each Spring. Parents are given feedback about their child's performance at the end of each trimester.

ASSESSMENT OF CHILD/YOUTH RELIGIOUS EDUCATION (ACRE)

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

Attendance and Student's Records

ATTENDANCE

Fundamental to academic success is regular attendance at Saint Ursula School. Absences from school for personal trips or vacations should not be taken when school is in session. Absence from school can have a negative impact on a student's academic success.

Every instance of absence, lateness, and/or early dismissal is recorded in the Student Information System. The school does not designate absences as excused or unexcused. School-sponsored activities and trips are recorded as School Sponsored/Field Trips. Missing school for non-school sponsored events/activities is considered an absence. In addition, if early dismissal is required for travel to non-school sponsored events/activities, an early dismissal will be recorded.

Students must take responsibility for keeping pace with their studies. The faculty is under no obligation to help a student make up missed work from this type of absence (personal trips or vacations). Additionally, teachers are under no obligation to provide work in advance for the student.

In order to be considered present for a full day of school, students must observe the following:

- Anyone not present by the school's official starting time is considered absent or late. The school day begins at 8:05 a.m. Any student arriving after 8:05 a.m. is considered late and must report to the office with their parent/guardian. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.
- Arrival after or dismissal before 3.5 hours after or before the end of the official school day is considered a half-day absence.
- Early dismissal is leaving any time before the end of the school day and is documented. The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.
- If a student is late to school without a note from a medical provider or a parent/guardian note explaining an emergency, the student is considered late.
- A note from a medical provider is required to allow for participation in extracurricular activities if a student arrives late or leaves early during the day. A note from a parent/guardian will not suffice.
- Every absence, late arrival, or early dismissal requires an email from a parent/guardian prior to the official starting time of the school day on the morning the student is absent. A student may not return to school until he/she is well enough to participate in all school activities including recess.
- All absences become part of the student's permanent record.
- If a student has been absent for 5 or more consecutive days, the student is required to bring a note from his/her doctor to be filed by the nurse in his/her medical file.
- Parents/Guardians will be notified in writing when a student's absences equal 10 cumulative total days.
- Permission to participate in extracurricular activities, and/or field trips may be withdrawn when absences, lateness, or early dismissals combine to equal 10 cumulative total days and a parent conference may be required.
- Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. A student who is absent for more than 20 days in the course of a school year or has an excessive lateness and/or early dismissal record or a combination of the above may be required to repeat the school year at the discretion of the administration.
- The administration reserves the right to request a conference with parents of a student with excessive absences and tardies at any point during the school year, to make parents and students aware of the possible consequences of not attending school on a consistent basis. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.
- Child Protective Services (CPS) may be called due to excessive absences.

EXTENDED LEAVE OF ABSENCE

Parents/Guardians are encouraged to keep the Health Suite and the student's counselor updated regarding any chronic medical diagnoses that might impact a student's attendance.

Parents/Students are urged to contact the appropriate counselor to arrange for assignments when the student will be absent from school for a prolonged period of time due to illness.

An Extended Leave of Absence (more than 5 consecutive school days) is used for students who are experiencing physical concerns, psychological concerns, or family emergencies. This is a collaborative process between the family, the student's counselor, the school nurse, the administrator, and an outside licensed healthcare professional. Each case will be handled individually, keeping the student's best interests in mind, with the ultimate goal to help the student focus on managing his/her health so that he/she can return to campus. Depending upon the length of the leave, students may be asked to make up incomplete work, attend an approved summer program, repeat a year of schooling, or complete another option decided upon by the team.

Administrative approval is required for each instance of an Extended Leave of Absence.

ARRIVAL

Students cannot arrive at school before 7:40 a.m. unless they are enrolled in and attending morning Extended Day. The school is not responsible for supervision of students before 7:40 a.m. The school is not liable for any injuries or accidents which may occur before 7:40 a.m. Children should enter the building through the playground doors. AT NO TIME should students enter the Manns Avenue door between 7:40 a.m. and 8:05 a.m. The morning announcement bell rings at 8:05 a.m. and **all students must be in their classrooms.** Exterior doors will be locked at this time. Students arriving after 8:05 a.m. must enter by the Manns Avenue door accompanied by an adult and will be marked tardy. If there is a significant traffic back-up in the morning, we will attempt to leave the playground doors open until all cars have cleared.

DISMISSAL

Afternoon dismissal begins at 2:45 p.m. depending on your last name. Students will be dismissed according to their last name to one of these three parking lots only: Saint Ursula School lot, St. John's, or the St. Ursula Church lot. Teachers will remain on Saint Ursula's parking lot until 3:10 p.m. It is the responsibility of the parents to make arrangements for students to be picked up on time. Students who are repeatedly not picked up on time will be required to register and attend the Extended Day program, and parents will be charged. All students who exit by the auditorium or playground doors must leave in a car parked on one of the designated lots.

For the safety of our students **NO** parking is allowed on Manns Avenue or Moreland Avenue for the morning arrival from 7:40 to 8:05, or afternoon dismissal.

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

The school is not responsible for supervision of students after 3:10 p.m. and is not liable for any injuries or accidents which may occur after 3:10 p.m.

Cars will not be allowed to move on any lot until all children are safely in cars. Please

follow the directions of our staff members for the safety of all the students.

If your child does not attend Extended Day, please follow the following dismissal rotation. If you need to select a different time, please contact the school office. The St. Ursula Church lot is open during all dismissal times, with a staff member present to assist.

- 2:45 Group 1: A - Dr SUS Lot
- 2:45 Group 2: Du - Sc SJ Lot
- 2:55 Group 3: Se - Z SUS Lot

Students in grades 6-8 are permitted to walk home provided you complete and return the [walker form](#).

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

SCHOOL SCHEDULE

7:00 a.m. – 7:40 a.m.	Extended Day Program
7:40 a.m. – 8:05 a.m.	Enter school building
8:05 a.m. - Homeroom	School bell rings for announcements
2:45 p.m.	Dismissal begins
3:10 p.m.	Teachers are off duty. Students who remain after 3:10 p.m. MUST make arrangements with Extended Day
3:30 p.m.	School office closes

LOCATION & ACCESS TO STUDENT'S RECORDS

Student's records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

RECORDS POLICY (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

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

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

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

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

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

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

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

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Ursula School to comply with the requirements of

FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Discipline

STATEMENT ON PHILOSOPHY OF DISCIPLINE

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

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

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

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

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

- Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or action including but not limited to digital harassment

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
 - Possession or consumption of alcohol while at school or while attending a school function
 - Possession of knives/weapons or look-alike knives/weapons
 - Possession of pornographic material(s) including distribution of both physical and digital
 - Smoking/using matches/e-cigarettes/vaping/gummies
 - Willful destruction of school property
 - Leaving school property without permission
 - Theft or extortion
 - Fighting or threats of violence
 - Public displays of affection
 - Harassment
-
- Engaging in threatening/dangerous behavior in school or out of school
 - Threats to others

After school activities, while riding on buses, or other school or parish sponsored activities are included in the definition of on-campus conduct.

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

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

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

An expelled student forfeits all privileges of the St. Ursula School student. The Administrator reserves the right not to re-admit an expelled student later. If a student is expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

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

DEMERITS

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

Students have two (2) days to return a demerit or detention form to a teacher. Demerits that are not signed and returned within two days will result in an additional demerit.

Four (4) demerits in any marking period will result in an after school detention from 2:45 p.m. to 3:45 p.m. Students who receive a demerit after serving an after-school detention will be required to meet with Administration along with their parents.

If a student receives a second detention during the same period, it will be served on an alternate day for a total of three hours or during a school event. If a student receives a third detention or 12 demerits in a marking period, the student is liable for a one day suspension. Parents will be notified of the suspension in advance.

*Please note that any verbiage referring to “lunch/recess detention” applies only to middle school students.

Level 1 Infraction

Students will receive a verbal warning for initial Level 1 infractions. Any subsequent Level 1 infractions will result in a demerit accompanied by an email to the parent/guardian. Students will also receive a lunch/recess detention for repeated Level 1 infractions after the first demerit is received.

Receiving four Level 1 infractions in any marking period will result in an after school detention from 2:45 p.m. to 3:45 p.m.

Examples of Level 1 Infractions

- Failure to have necessary supplies for classwork
- Disruptive behavior (talking/calling out/distracting behavior)
- Failure to complete class/homework assignments
- Food/gum
- Inappropriate language
- Tardiness to class
- Unsafe/rough play
- Rowdiness
- Uniform infractions

Level 2 Infraction

Students will receive an automatic demerit and a lunch/recess detention for Level 2 infractions.

Parent(s) will be notified and students have one school day to return the signed demerit.

Receiving four Level 2 infractions in any marking period will result in an after school detention from 2:45 p.m. to 3:45 p.m.

Examples of Level 2 Infractions

- Recurring Level 1 violations

- Use of electronic devices, for non-educational purposes, including personal cell phones, smart watches and/or fitbits during instructional hours, Extended Day, and during school sponsored activities
- Lunch time misconduct
- Dishonesty
- Violation of Chromebook Acceptable Use Policy
- Academic dishonesty including cheating/plagiarism
- Disrespectful behavior in manner or language
- Insubordination (being continually defiant)
- Blatant disrespect to school employees/school
- Minor physical contact aggression
- Using the property of others without permission/stealing

Level 3 Infraction

Students are subject to after school detention, suspension, and expulsion for Level 3 infractions.

Examples of Level 3 Infractions

- Recurring Level 2 violations
- Harassment of any kind by word or action including but not limited to digital harassment
- Severe physical contact aggression or threats of violence
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s) including distribution of both physical and digital
- Smoking/using matches/using e-cigarettes/Vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Public displays of affection

Student's demerit/lunch detention records will reset each trimester.

SEARCH AND SEIZURE

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

CONFLICT SITUATIONS

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

BULLYING POLICY

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such

behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

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

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

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

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

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

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school’s website: <https://stursula.org/resources/positive-school-environment>

HARASSMENT POLICY

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

A. Scope

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

B. Prohibited Conduct

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

C. Procedure

1. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools. A bullying/harassment form should be filled out.
2. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
3. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
4. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

FINANCIAL OBLIGATIONS

FINANCIAL POLICY STATEMENT

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

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

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

TUITION POLICY

Tuition is set for the following school year in February. There are two rates, Parishioner and Non-Parishioner. Parishioners are registered *Catholic* families whose children are current with their sacraments and attend Saint Ursula Church or another Catholic parish that does not have a school and contribute weekly through the use of envelopes or Faith Direct. Contributions to the church must be **consistent** and meaningful. Families will need to provide a contribution statement at the time of registration or re-registration in order to receive the in-parish rate. If these requirements are not met, as indicated, your tuition will be adjusted to reflect the out of parish rate.

All fees including by not limited to registration, re-registration and FACTS fees are non-refundable.

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

Service Hour Plan

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

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

Fundraising Plan

1. Commit to fully participating in the three major fundraisers:
 - a. Harvest Festival
 - b. Lucky 1500 Club - buy or sell 2 raffle tickets for both the fall and winter drives for a total of 4 per year. For each ticket sold or bought you will receive 1.5 service hours.
 - c. Race for Education participation as outlined in the information provided.

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

AND

Tuition Payment

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

Tuition payments must be completed by March 15th. Service Hours must be completed by April 30th unless an alternate date is determined by the school. Therefore, personal checks will not be accepted for financial obligations after April 30th for the current year. Late payments must be made by certified checks, money order, or cash. Report Cards will not be given out, and records will not be processed until all financial obligations are completed. "All financial obligations" include but are not limited to service hours, fundraising, and Extended Day obligations.

See our school website for tuition assistance and grant information.

INSTRUCTIONAL FEES

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

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

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

FINANCIAL RELEASE OF TUITION OBLIGATION/TUITION REFUND

Upon acceptance of a student and execution of a tuition contract, the full year's tuition shall be considered payable. New families to the school must pay 10% of tuition within two weeks of registration. This is non-refundable.

Families must notify the school by the first of the month if they plan to unenroll their child. Failure to notify in writing by the first of the month will result in continued billing for the upcoming month. All tuition refunds are contingent upon the school receiving written notice prior to the student's actual departure date.

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal.

Our withdrawal refund policy is as follows:

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition
- Date of Withdrawal after start of Second Trimester: Family Tuition Obligation is 100% of annual tuition

Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

The school reserves the right to withhold all student records (with the exception of Immunization Records) until all financial obligations have been met. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family. (If an out-going student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.)

TUITION ASSISTANCE, GRANTS, BOOST

Please refer to the school [website](#) for more information about grants and aid.

DELINQUENT TUITION

If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met. Failure to meet financial obligations may result in students being removed from school until all obligations are fulfilled.

A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

Health

MARYLAND SCHOOL IMMUNIZATION REQUIREMENTS

All students in Catholic schools must be immunized in accordance with Maryland State Law. Schools inform parents that the child may have up to a maximum of twenty (20) calendar days from the time the child starts school to obtain the immunization record, get needed doses of vaccine, or get started on the vaccination series. If there is no

verification of immunization record presented within twenty (20) calendar days of entry, the student is to be excluded until the record is obtained. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official.

In the case of immunization exemptions for religious objection, MDH form 896 and the AOB Statement of Religious Objection must be submitted within 20 calendar days of entry, kept on file by the school and be approved by the Department of Catholic Schools.

In the case of immunization exemption for medical contraindication, MDH form 896 must be submitted within 20 calendar days of entry, kept on file at the school and the Department of Catholic Schools is to be notified of the medical exemption.

Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

DISPENSING OF MEDICATION

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

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

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

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

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

COMMUNICABLE DISEASES

Parents must call the school if their child is diagnosed with a communicable disease.

The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)
Meningitis
Hepatitis
Food Poisoning
Mumps
Adverse reactions to Pertussis Vaccine
Lyme disease
Chicken Pox (varicella)
Covid 19

Tuberculosis
Whooping Cough (Pertussis)
Rocky Mountain Spotted Fever
Human Immune Deficiency
Viral Infection (AIDS and all other symptomatic infections)
Animal bites / Rabies
Influenza

CONJUNCTIVITIS (PINK EYE)

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students may return if they have been on an antibiotic for 24 hours or until symptoms have resolved.

VARICELLA (CHICKEN POX)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

HEALTH RECORDS

The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

HEAD INJURY

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

ALLERGIES

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

BLOODBORNE PATHOGENS

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

VISION & HEARING SCREENING

The school follows the directives of the Baltimore County Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

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

BIRTHDAYS

In an effort to be more health and safety conscious along with being mindful of instructional time, SUS's policy on birthday celebrations will now follow a "no food" birthday celebration policy.

Students in PK – grade 5 will be given a "Birthday Bag" immediately after morning announcements to use to collect non-edible prizes from homeroom teachers.

Students in grade 6-8 will have the opportunity to spin the "Birthday Wheel" and win a prize such as a Free Dress Pass, Free Homework Pass, Pencil/Bookmark, etc.

Students in grades PK - grade 8 will have the opportunity to dress "Out of Uniform" on their birthday. (Please refer to the Student Handbook for proper out-of-uniform attire.) The cost for the Birthday Out of Uniform Day is \$3.00. All money collected will be used to offset expenses for birthday items throughout the school year.

GENERAL USE EPI PENS

As of August 2024, St. Ursula School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

BROCHODILATORS

As of December 2025, St. Ursula School has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

NALOXONE (NARCAN)

As of August 2024, St. Ursula School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the "Start Talking Maryland Act" a communication about the program is provided at the beginning

of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](#).

Partnership And Communication With Parents

RESPONSIBILITIES

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- to be a partner with the school in the education of your child.
- to understand and support the Catholic mission and identity of the school.
- to read all communications from the school and to request clarification when necessary.
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
- to discuss concerns and problems with the person (s) most directly involved.
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
- to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
- to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
- to demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.
- all communications with faculty and staff should be done via school sanctioned communication tools.

SUPPORT, PARTNERSHIP, AND COMPLIANCE BY FAMILIES

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family

member, the administration reserves the right to withdraw a child(ren) from the school. Depending on the severity of the breach of partnership with the school, the parent or other family members may be prohibited from entering the campus.

COMMUNICATION

In the best interest of students, the school welcomes and encourages communication between parents and teachers or staff members. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend. After communicating with the teacher first, if a conference with the school leadership is needed, parents should first call the office requesting a conference date. Should a conference request sent to the teacher be unanswered within a 48-hour time (not including weekends or holidays), the parents are requested to call the office. Report card conferences will be scheduled during the first marking period and at appropriate times through the year.

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

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

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

NON-CUSTODIAL PARENT

Emergency contact information for each child is to be kept current in Finalsite. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

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

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

CHANGE IN NAME, FAMILY STATUS, AND CUSTODY

If there is a change in the family status/or the change of a child's name, or a change in

custody arrangement, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school. The parent also needs to notify the principal.

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

CHANGE IN ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS

When there is a change in address, phone number or email address, parents need to update school admin immediately.

SCHOOL WEBSITE/BRIGHT ARROW

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

PARENT TEACHER CONFERENCES

Parent/Teacher Conferences are mandatory at least once in the fall. Parent/Teacher conferences are scheduled for October 19 , 2026.

PARISH, HOME, AND SCHOOL ASSOCIATION UPDATE

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

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

PHSA Officers

President: Erin Thompson

Vice-President: Kristen Mickins

Secretary: Sara Bell

Treasurer: Beth Elliott

Public Relations: Angela Roberts

Pastoral Council: Sara DeRose

Grade Representatives

Pre-K Rep: TBD

Kindergarten Rep: Meghan McMillion

1st Grade Rep: TBD

2nd Grade Rep: Emily Winkler

3rd Grade Rep: TBD

4th Grade Rep: Rachel Wontrop
5th Grade Rep: Christie Davis
6th Grade Rep: Renee O'Neill
7th Grade Rep: Tia Ditzel
8th Grade Rep: Tina Leonard

[HSA/PTO Manual for Catholic Schools](#)

Safety

EMERGENCY PLAN INCLUDING FIRE AND SAFETY DRILLS

Archdiocesan schools follow the I Love You Guys Foundation school safety standard protocols. Emergency plans are reviewed and updated annually. St. Ursula School duplicates the policy of the Archdiocese of Baltimore. If it becomes necessary to close St. Ursula School because of an emergency at the facility, school officials will make every effort to notify parents through Bright Arrow.

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

St. Ursula School practices the following drills: Fire, Hold, Secure, Lockdown, Evacuate, and Shelter.

EMERGENCY AND WEATHER-RELATED CLOSINGS/DELAYED OPENINGS

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

If there is an hour late opening, school opens at 8:40 a.m. If there is a two hour late opening, school opens at 9:40 a.m. If there is a 2-hour late opening on a scheduled half-day, school will go full day with a dismissal starting at 2:45 p.m.

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

- If school opens 1 hour late, Extended Day opens at 8am.
- If school opens 2 hours late, Extended Day opens at 9 am.
- If school closes 1 or 2 hours early, Extended Day closes at 4pm.
- If school closes 3 hours early, Extended Day closes at 3:00 pm.
- If BCPS after school activities are canceled, Extended Day **closes at 4 pm.**

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were

developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

CHILD AND YOUTH PROTECTION

St. Ursula School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

CHILD ABUSE AND NEGLECT REPORTING POLICY PROCEDURES

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

STUDENTS' CELL PHONES

Use of student cell phones during the school day is not permitted.

Only students in grades 6-8 are permitted to bring a cell phone to school. Students will be required to place their phones in a cell phone locker upon entering the classroom each morning. The homeroom teacher will lock the locker with a key that he or she will keep. Students may retrieve their phones during dismissal at the end of the day, at which time they will put their phones directly into their backpacks. This policy aims to minimize distractions and promote engagement in learning activities.

At no time during the school day, or while in the school building, are students allowed to have access to their personal cell phones. Cell phones may not be used during dismissal, during Extended Day, or during after school clubs and activities. Cell phones are not to be used in the parking lot for safety reasons; however cell phones are permissible when the student is in the car.

St. Ursula will not be responsible for the theft, damage, or loss of such devices. Any student using an electronic device during the school day will have the device confiscated, a demerit will be issued, and the parent will be required to pick up the device in person from the office at the end of the school day.

VALUABLES

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

SMART WATCHES

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

IPODS, AIR PODS, OR ANY SMART TABLETS

Students are not permitted to bring and use iPods, Air pods, smart tablets, or any other wireless devices besides a computer mouse. Due to the ability of these electronic devices to text and access the internet, email, and social media, they are not permitted. Any student using an electronic device during the school day or during Extended Day will have the device confiscated, and the parent will be required to pick up the device in person from the office at the end of the school day.

PHOTOGRAPHS/SOCIAL MEDIA

When it comes to social media, whether posted during school hours and on school property, or while occurring outside school hours and off the school property, if it creates a substantial disruption, the school can take action relative to support the school environment. Social media should reflect the values of St. Ursula and that of a Catholic school student.

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

VISITORS

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge through RAPTOR before visiting other parts of the school building.

All visitor badges must be worn in an easily visible area of your body. Students have been instructed not to open school doors for anyone. All visitors must use the Manns Avenue door by the front office.

Initially, visitors and volunteers must have a current driver's license scanned. All volunteers who work with children MUST complete VIRTUS training and be cleared to do so.

VOLUNTEERS

Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection. This policy applies for all school activities including, but not limited to,

the following: class trips, working in the classroom, volunteering in the lunchroom, and sports.

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

<https://stursula.org/resources/parent-volunteering/virtus>

If you have completed the process elsewhere in the Archdiocese of Baltimore, you must log onto the VIRTUS website and add St. Ursula School. References will be contacted from all prior volunteer sites.

PLAYGROUND & SCHOOL SUPERVISION AND PROVISIONS

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

SUPERVISION RESPONSIBILITIES (BEFORE AND AFTER THE SCHOOL DAY)

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as stated above.

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

THREAT ASSESSMENT

Each Archdiocesan school has a threat assessment team to monitor and respond to information about behavior, statements, or plans that may pose a threat.

A *threat* is a communication or behavior that indicates intent to cause physical harm, including self-harm, at school or a school activity or to one or more members of the school community. The *threat* may be expressed by spoken or written words, actions, drawings, electronic communications, or any other means. The *threat* may be observed by or communicated directly to the target(s) or observed by or communicated to a third party. Threats also may be reported anonymously or through “tips” or rumors. *Threats* may be direct (“I am going to beat you up”) or indirect (“I’m going to get him”).

The threat assessment team shall develop, implement, and monitor a plan to address the *threat*. Possible responses based on the assessment of risk may include a mental health risk assessment conducted by a qualified medical/psychological professional.

A written *Return to School Safety plan* may be implemented to address the immediate steps taken to prevent the *threat* from being carried out and a plan for further support before the student is permitted to return to school.

TOBACCO AND DRUGS

St. Ursula School is a tobacco-free and drug-free workplace.

TRANSPORTATION PROCEDURES

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT ever leave school in an UBER, Lyft, or any private transportation company.

USE OF SCHOOL GROUNDS

St. Ursula School does not rent out their facilities to organizations not directly affiliated with the school and/or Parish.

Student Services

THE EXTENDED DAY PROGRAM

The Extended Day program is operated under the auspices of Saint Ursula School only on days when school is in session. It is offered as a service to working parents of Saint Ursula School children. Fees are the sole support of the Saint Ursula Extended Day Program. More information including the registration forms and the Extended Day handbook may be found on the school website. The phone number is 410-665-7036, which is only operational from 7:00 a.m. to 7:40 a.m. and 2:45 p.m. to 6:00 p.m. Please do not email any changes to Extended Day. If you have any changes, email the school office. Extended Day personnel are not in the building during the day and do not have access to email during normal school hours. In the event of inclement weather with a delayed opening or early dismissal, the following procedures are in effect:

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

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

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

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

LUNCH

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

Fast food lunches should not be brought to school and will not be distributed.

SNACKS

If your child's grade level has a designated snack time, parents are asked to send a healthy snack each day.

If a parent chooses not to send in the snack, no snack will be provided. We request that no snack require a utensil or be "sticky."

WATER BOTTLES

Students may bring a filled water bottle to school for use during the day. They should

have a spill proof, sealed top. No cups with straws are permitted. Water bottles should also be labeled with your child's name. There are refillable water stations for student use throughout the building. Students may not fill their water bottles with sports drinks, iced tea, soda, lemonade, or any other beverage. Additionally, students may not bring soda cans, iced tea bottles or other bottled beverages to school.

SCHOOL ACTIVITIES/ORGANIZATIONS

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

SCHOOL COUNSELING

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

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

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

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

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

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

Please note that if you refer a student for individual or group counseling, it is not guaranteed that the student will be seen by the School Counselor immediately. The

School Counselor will see students based on severity of the need of the student and will do his/her best in seeing every student that is referred. Referrals may be made from the student directly. Students may email, leave a note, or ask the counselor in person to schedule a meeting.

In addition, a parent, teacher, administrator, or the counselor may request to see a student at any time during the school day.

ALTAR SERVING

Catholic students in grades 4-8 may become altar servers. Children are trained to assist at the liturgy. Please reach out to the Parish office for more information.

BAND

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

CHORUS

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

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) recognizes students who demonstrate excellence in scholarship, leadership, service, character, and citizenship.

Membership is both an honor and a responsibility. Students may not apply for membership; instead, eligible students are selected by the school's Faculty Council, composed of sixth, seventh, and eighth grade teachers.

To be considered for membership, students must have a minimum cumulative GPA of 3.75. Academic achievement is the initial criterion for consideration; however, selection is also based on demonstrated leadership, voluntary service to the school or community, exemplary character, responsible citizenship, and a positive disciplinary record. Students selected for membership are expected to continue to uphold these high standards throughout their membership.

SAFETY PATROL

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

STUDENT COUNCIL

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

representatives.

Technology

CHROMEBOOK USE AND RESPONSIBILITY

To support student learning, Chromebooks are provided to students for instructional use.

Grades K–3: Students will be provided a Chromebook for use during the school day. These devices will remain at school and should not be taken home.

Grades 4–8: Students will be assigned a Chromebook that may be taken home in a protected case provided by the student. Students are responsible for bringing their Chromebook to school **each day, fully charged and ready for use.**

If a student in Grades 4–8 forgets their Chromebook, they may visit the Technology Coordinator to receive a loaner device. A loaner will be provided for a forgotten Chromebook **once per month**. If a student forgets their Chromebook more than once in a month, a loaner will not be provided. The student will be expected to complete the assigned activity on paper, when possible, or make up the work once their Chromebook is available.

We recognize that extenuating circumstances may prevent a student from having access to their assigned Chromebook for an extended period. In these situations, arrangements for a longer-term loaner device may be made following a conversation between the Technology Coordinator and the student's parent or guardian.

Students are expected to handle all school-issued Chromebooks and cases responsibly and follow school expectations for appropriate technology use.

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

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

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.

- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

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

Parents are responsible for:

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

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

ARTIFICIAL INTELLIGENCE

Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

STUDENT USE

- PreK–Grade 4 are not permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 under the direction of a teacher are permitted to use COPPA-compliant *generative* artificial intelligence (AI) tools for academic purposes.

Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

Misinformation and Potential Bias

- Students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.

STUDENT USE (GRADES 5-8)

- Only COPPA-compliant tools may be used with students in Grades 5-8 under age 13. Schools must verify that any AI or digital platform used with students complies with the **Children’s Online Privacy Protection Act (COPPA)**, which safeguards student data and requires parental consent for certain forms of information collection.
- Students in Grades 5-8 must not use generative artificial intelligence (AI) to create deceptive, harmful, or misleading images, audio, video, or representations of another person.

WEB-BASED SERVICES

The School uses Google Apps for Education as well as other web-based education

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

Uniforms

GENERAL POLICY

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

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

Students not in proper uniform will receive a Uniform Infraction Notice and a parent may be contacted. Repeated offenses may result in a demerit.

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

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

GROOMING AND HAIR

- Clean shaven.
- Hairstyles are to be neatly groomed. Hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows and of reasonable length and height as to not be disruptive to the learning environment. Sideburns may not exceed the bottom of the ear.

- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, or coloring of any kind. Saint Ursula School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of Saint Ursula School to permit individual families to receive an exception from this policy, so that they may choose the appropriate cared-for hairstyle for their son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.
- Body piercing jewelry is not permitted while on campus. Tattoos must be covered while on campus, and during all school-related events off campus, including during participation in athletic events. Chains or necklaces, if worn, are not to be visible.
- The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

BODY ART

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

JEWELRY

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

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

COSMETICS

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

SKIRTS/JUMPERS/SHORTS

The length of girls' skirts/jumpers must be no more than three inches above the knee. Girls may not roll their skirts or shorts. The uniform will be checked regularly.

SHOES

Students cannot wear buckle shoes. Students in grades K-2 can wear a brown or black non-scuff tie or Velcro closure shoe. Students in K-2 cannot wear loafers or Sperry-style shoes. All other grades may wear a **solid** black or brown non-scuff tie shoe, Jungle Moc, or loafer. Shoes may not be cloth, canvas, boot style, or heels. No HeyDudes, Vans, or similar style shoes. All shoes must be cut below the ankle.

SOCKS

Students' socks (PK-8th) must be navy or white crew socks. No quarter crew or ankle socks. Socks must be plain. No logos, decorations, or sports socks.

Girls (K-8th) may also wear solid navy or white knee highs, solid navy or black tights, or solid navy or black ankle length leggings with their skirt or jumper. **No pajama pants or sweatpants.**

GRADES K-8 GENERALLY

The Saint Ursula School sweater and/or 1/4 zip sweatshirt is the only one that may be worn in Grades K-8. The sweater may be crew neck, V-neck or cardigan. The Saint Ursula School crew neck embroidered sweatshirt may be worn in all grades and may be worn in place of the sweater or 1/4 zip sweatshirt. These items **MUST** be purchased at Flynn O'Hara. Students are not permitted to wear hoodie sweatshirts inside the building. **Please put names on all clothing.**

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

1. Gold Saint Ursula T-shirt
2. Optional Summer Uniform: Blue Saint Ursula nylon shorts (optional beginning of school through October 31st and beginning again on April 15). Shorts must be no more than three inches above the knee.
3. Sweatpants with the Saint Ursula School logo (to begin November 1st through April 14th should you decide not to wear the optional summer uniform prior to November 1st and after April 14).
4. Optional: crew neck embroidered St. Ursula sweatshirt or St. Ursula ¼ zip embroidered fleece pullover.
5. Non-slip tennis shoes (good athletic tie shoe with treads - no Keds).

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

Kindergarten Girls:

1. Jumper
2. White, short sleeve or long sleeve blouse with Peter Pan collar (no puff sleeve or bands around the sleeves) with the jumper.
3. White, short sleeve or long sleeve golf shirt with solid navy pull-up pants with elastic waist (no extra pockets), or solid navy slacks. The golf shirt is not to be worn with the jumper.
4. Optional Sweater: the Saint Ursula School navy blue, crew neck, V-neck, or cardigan sweater with the school name embroidered on it.
5. Optional Sweatshirt: Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece pullover. Either may be worn in place of the sweater.

Kindergarten Boys:

1. White, short sleeve or long sleeve golf shirt
2. Solid navy pull-up pants with elastic waist (no extra pockets) or solid navy slacks.
3. Optional Sweater: the Saint Ursula School navy blue, crew neck, V-neck, or

cardigan sweater with the school name embroidered on it.

4. Optional Sweatshirt: Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece pullover. Both may be worn in place of the sweater.

Girls Grades 1-5

1. Jumper
2. White, short sleeve or long sleeve blouse with Peter Pan collar (no puff sleeve or bands around the sleeves) with the jumper.
3. White, short sleeve or long sleeve golf shirt with solid navy slacks (no corduroy or cargo pants). The golf shirt is not to be worn with the jumper.
4. A belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks for students in grades 2 through 5.
5. Optional Sweater: the Saint Ursula School navy blue, crew neck, V-neck, or cardigan sweater with the school name embroidered on it.
6. Optional Sweatshirt: Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece pullover. Either may be worn in place of the sweater.

Boys Grades 1-5

1. White, short sleeve or long sleeve golf shirt
2. Solid navy blue slacks (no corduroy or cargo pants).
3. A belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks for students in grades 2 through 5.
4. Optional Sweater: the Saint Ursula School navy blue, crew neck, V-neck, or cardigan sweater with the school name embroidered on it.
5. Optional Sweatshirt: Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece pullover. Either may be worn in place of the sweater.

Girls Grades 6-8

1. School uniform skirt
2. Button-down solid colored Oxford blouses (white or pastel colors).
3. Solid navy blue slacks. A belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks. Slacks can be worn with button-down oxford blouses (white or pastel colors). No cargo pants or corduroys.
4. Optional Sweater: the Saint Ursula School navy blue, crew neck, V-neck, or cardigan sweater with the school name embroidered on it.
5. Optional Sweatshirt: Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece pullover. Either may be worn in place of the sweater.

Boys Grades 6-8

1. Solid khaki or navy blue slacks. A belt (plain navy, black or brown - leather or cloth) is to be worn with all slacks. Slacks can be worn with solid colored button-down oxford shirts (white or pastel colors). No cargo pants or corduroys.
2. Button-down solid colored oxford shirts (white or light pastel colors).
3. Necktie or bow tie (mandatory with dress slacks).
4. Optional Sweater: the Saint Ursula School navy blue, crew neck, V-neck, or

cardigan sweater with the school name embroidered on it.

5. Optional Sweatshirt: Saint Ursula School crew neck embroidered sweatshirt or ¼ zip, St. Ursula embroidered fleece pullover. Either may be worn in place of the sweater.

OPTIONAL SUMMER UNIFORM IN LIEU OF THE REGULAR SCHOOL UNIFORM

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

DOLLAR DAYS (OPTIONAL PARTICIPATION) AND FREE DRESS PASS DAYS

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

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

Clothing may not contain logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. If a student forgets a Dollar Day parents are not allowed to bring a change of clothing. Students will not be permitted to change clothes. If a Dollar Day is scheduled for a day that a student has gym, they should wear appropriate sports clothing and non-skid tennis shoes. If an out of uniform day occurs during our winter uniform time period, long pants must be worn; no shorts are allowed. Students not in proper attire will receive a Uniform Infraction Notice and a parent may be contacted.

SCHOOL SPIRIT ASSEMBLY (OPTIONAL PARTICIPATION)

Students may wear Spirit Wear or school colors (blue/gold) once a month for the Spirit Assembly. School spirit wear is available through our school uniform vendors. Students are permitted to wear their spirit wear with the school gym pants or gym shorts depending on the date. Students may wear flannel pants with the SUS logo. Students

not in proper attire will receive a Uniform Infraction Notice and a parent may be contacted.

LOST AND FOUND

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

Scholarships And Awards

If funding is available the following scholarships and awards are granted annually and based on faculty recommendations.

Jean K. Caton Memorial Award

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

J. Neil Caton Award

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

Kelly Memorial Award

Each year the Kelly Memorial Award is presented to a student who through their actions and commitments have demonstrated outstanding Catholic Christian behavior and who have made significant contributions to the community of Saint Ursula School. The student award includes a tuition award.

Rose M. Farrace Memorial Award

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

St. Julie Billiart Tuition Award

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

Saint Ursula School Community Award

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

Thomas and Angela Gould Award

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

REQUEST FOR PERMISSION TO PUBLISH STUDENT WORK

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



St. Ursula School - Honor Code 2026-2027

At Saint Ursula School, we believe that honesty and integrity are essential Christian virtues. Cheating is any act of dishonesty that gives a student an unfair academic advantage or misrepresents their own work or abilities.

Examples of cheating include, but are not limited to:

- Copying another student's work or allowing someone else to copy your work.
- Looking at another student's test, quiz, or assignment during an assessment.
- Using unauthorized notes, electronic devices, artificial intelligence (AI), calculators, or other resources when they are not permitted.
- Submitting work completed by another person as your own.
- Plagiarizing by copying words, ideas, images, or information from books, websites, or other sources without giving proper credit.
- Altering grades, signatures, or school documents.
- Sharing answers or test questions before, during, or after an assessment when doing so is not permitted.

Students are expected to complete all academic work honestly and to seek help from teachers when they are struggling rather than engage in dishonest behavior. Cheating is inconsistent with the values of Saint Ursula School and our commitment to live as Children of God. Students who choose to cheat will be subject to appropriate academic and disciplinary consequences, which may include receiving no credit for the assignment or assessment, notifying parents, and additional consequences determined by the teacher and administration.

By practicing honesty, responsibility, and integrity, our students demonstrate respect for God, themselves, and others while living our school motto: Strength Through God, United in Spirit, Success Through Education.

In the event of academic dishonesty, at the discretion of administration, the following consequences are in place:

1st Offense- 50% Credit + Demerit

2nd Offense- Zero Credit + Detention

3rd Offense- Zero Credit + Conference with administration and family of student

For any offense, redo of assignment at administration/teacher discretion

Saint Ursula School Chromebook Contract 2026-2027

Technology provides students with unique and powerful ways to enhance their learning. St. Ursula School (SUS) embraces the use of technology to enhance and support 21st-century learning in order to fully prepare our students for the challenges of higher education and employment.

Terms of Agreement

St. Ursula School assigns each student in grades K through 8 a Chromebook device. The school grants permission to the student to fully use the Chromebook, as described in this agreement. The student is responsible at all times for the care and appropriate use of the device. The device remains the property of St. Ursula School and cannot be transferred to any other person without the school's consent. Each Chromebook is inspected prior to distribution to ensure that there is no structural damage and that the Chromebook is in proper working order. If there is any damage, it is noted. The Chromebook will be inventoried before the last day of the school year to ensure that they are returned to SUS in the same condition in which they were issued.

SUS reserves the right to monitor students' online activities and to access, review, copy, store, and/or delete any electronic communication or files it deems necessary. Students should not have any privacy expectations regarding their use of SUS property, network, and/or Internet access or files, including email.

SUS retains sole right of possession of the Chromebooks. Chromebooks will be issued to students according to the guidelines set forth in this document, with each K-8th grade student receiving a specific device identified by a number on the front of the Chromebook. Each student is responsible for the specific Chromebook assigned to him or her throughout the entire academic year. The classroom teacher and school administration retain the right to collect and/or inspect the Chromebooks at any time and to alter, add, or delete installed software or hardware. Usage is a privilege and not a right.

Customization of Equipment

The student is not permitted to install software on the assigned Chromebook unless specifically directed to do so and is under the supervision of a member of the teaching staff/administration. Backgrounds and colors may not be added to the Chromebooks. No stickers or decals can be added to the Chromebook.

Damage or Loss of Equipment

Report any damage or loss to the classroom teacher, who will determine any necessary action. In the event that the Chromebook becomes inoperable due to manufacturer defect or any other means not related to misuse or neglect, SUS will take responsibility for securing a replacement. However, if the Chromebook becomes inoperable due to student misuse or neglect, the school will contact a hardware provider for a replacement, and it is the responsibility of the parent/guardian to pay the purchase price for a replacement device.

General Care

- Do not do anything to the Chromebook that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the Chromebook or charger.

- Keep the equipment clean. For example, do not eat or drink while using the Chromebook.
- Make sure your hands are clean before using the Chromebook.
- **Cleaning Instructions: You should clean upon receiving your device and periodically through the year as needed.**
 - Power off your device.
 - Use bleach-free wipes or a solution of 70% rubbing alcohol 30% water.
 - Spray microfiber or linen-free cloth with the alcohol solution or use your bleach-free wipe. Wipe down the entire Chromebook, including the screen.
 - Let the Chromebook dry.
 - If there are smudges on the screen, you may use a dry microfiber or linen-free cloth to wipe them away.

Contractual Agreement

All parties involved (students, parents/guardians, and the school) must agree with the terms and conditions outlined below.

SUS Student Protocols

- Look after the Chromebook carefully at all times.
- Keep username and passwords private (except for sharing with parents and guardians).
- Do not change school-issued usernames and passwords.
- **Grades K-3 will leave their chromebooks in school each day. They will be charged in the classroom.**
- **Grades 4-8 will charge their Chromebook each evening to ensure that it is ready for school the next day. Chromebooks will only need to charge for a few hours. The charging light will change from orange to blue. If possible, Chromebook should be removed from the charger once fully charged.**
- **Grades 4-8** will bring their Chromebook to school in a Chromebook bag purchased by your family, for the purpose of protection. Only put the Chromebook, charging cord, and mouse (optional) in the Chromebook bag. Put the Chromebook back in the bag both when not in use and also when taking it home at the end of the day. In school, hang your chromebook on the hook or put it in the designated spot when not in use.
- Chromebooks are only to travel in the Chromebook bag purchased for that purpose that must be worn across the body (if available strap). If the Chromebook is being traveled with in another manner, an incident report will be issued.
- Only use Chromebooks for educational purposes.
- **School email is only to be used for educational purposes. Students only have access to emailing teachers for school-related questions or problems.**
- Music is not allowed to be streamed on the Chromebook.
- Use Chromebooks only in a classroom—never on the playground or while eating.
- Only use the Chromebooks in lessons when instructed by the teacher and close it or put it away when instructed.
- Only use programs on the Chromebook which are approved by the instructing teacher for instructional purposes.
- Only use the Chromebook to record audio or video with the clear and explicit permission of everyone involved in the recording under the teacher's direction.
- Never access inappropriate content on the Chromebook.
- Only take photos for educational purposes.

- Chromebooks are not to be used during an inside recess or any other non-instructional time unless the student has permission from their teacher to complete school work during that time.
- Never remove any security markings and do not allow the Chromebook to be subject to graffiti, including decals and stickers.
- Immediately report any damage, loss, or theft to a member of the teaching or administrative staff.
- Report any technical problems to a member of the teaching or administrative staff immediately.
- Never use a Chromebook or Chromebook login assigned to another student.
- Never leave a Chromebook in school at the end of the day.
- **If a student in Grades 4–8 forgets their Chromebook, they may visit the Technology Coordinator to receive a loaner device. A loaner will be provided for a forgotten Chromebook once per month. If a student forgets their Chromebook more than once in a month, a loaner will not be provided. The student will be expected to complete the assigned activity on paper, when possible, or make up the work once their Chromebook is available.**
- We recognize that extenuating circumstances may prevent a student from having access to their assigned Chromebook for an extended period. In these situations, arrangements for a longer-term loaner device may be made following a conversation between the Technology Coordinator and the student’s parent or guardian.

Parent/Guardian Protocols

- Ensure that my student cares for and respects his or her Chromebook.
- Support and reinforce the disciplinary code associated with the SUS Chromebook program.
- Support the school’s efforts by reinforcing and modeling digital etiquette and safety.
- Provide funding for an *identical* replacement should the Chromebook become inoperable due to my student’s negligence, misuse, or malice.
- Remind my child to charge their Chromebook in the evenings to be ready for school the next day. It usually only takes a few hours to charge fully, and if able, should be removed from the charger once fully charged (the charging light will change from orange to blue or white).
- Assist my child in properly cleaning their Chromebook as outlined above under General Care.

School Protocols

- Provide each student with a Chromebook and charger.
- Provide students with a range of learning opportunities throughout their school experience.
- Ensure that the Chromebook is working and that any repairs (not caused by negligence, misuse, or malice) are dealt with as quickly and effectively as possible.
- Provide wireless access to the Internet across the whole school site.

Acceptable Use

We expect all parties concerned (students, parents/guardians, and the school) to follow all the rules and procedures listed above. If, however, a student breaks these rules, disciplinary action will ensue. This includes, but is not limited to:

- If a student persistently refuses to follow a teacher’s instructions or stay on task,
- If a student accesses the Internet inappropriately,

- If a student persistently or seriously misuses their Chromebook
- Non-compliance to any of the rules mentioned under the SUS Student Agreement listed above.

Academic Integrity Policy

This agreement outlines the responsible and ethical use of Chromebooks provided by St. Ursula School to students. The purpose of this agreement is to ensure that students are aware of the guidelines and expectations for using technology, specifically Chromebooks, when completing and submitting assignments. In order to maintain academic integrity and uphold ethical standards, the use of Artificial Intelligence (AI) tools is strictly prohibited when submitting work.

By using a Chromebook provided by St. Ursula School, students agree to adhere to the following terms and conditions:

1. Work Completion and Submission:
 - a. I will complete all assignments and assessments to the best of my own abilities, using only my own knowledge, skills, and efforts.
 - b. I will not use any form of AI, including but not limited to language models, algorithms, or external tools, to generate, modify, or enhance the content of my assignments. **(Students in grades PK-4)**
 - c.
2. Honesty and Integrity:
 - a. I understand that academic honesty and integrity are fundamental values of St. Ursula School.
 - b. I will not engage in any form of plagiarism, cheating, or unauthorized collaboration when completing assignments.
3. Use of Resources:
 - a. I am encouraged to use appropriate resources, such as textbooks, class notes, and educational websites, to enhance my understanding of the subject matter.
 - b. I will not use AI tools to generate, modify, or correct the content of my assignments, as this violates the principles of independent learning and assessment. **(students in grades PK-4)**
4. Assistance and Clarifications:
 - a. If I have questions about assignments or concepts, I will seek clarification from my teacher, peers, or other authorized sources.
 - b. I will not use AI tools to provide answers or explanations for assignments, as this undermines the learning process. **(students in grades PK-4)**
5. Consequences of Violation:
 - a. If I am found to have violated this agreement by using AI to complete assignments, I understand that I may face academic penalties, including but not limited to a reduced grade, assignment nullification, or disciplinary action as determined by St. Ursula School policies.
 - b. Consequences will be in accordance with the school discipline matrix and/or at the discretion of the administration.
6. Ethical Considerations:
 - a. I acknowledge that using AI to complete assignments can create an unfair advantage over other students and compromise the integrity of the educational experience.

- b. I will prioritize personal growth, learning, and the development of critical thinking skills over shortcuts provided by AI.

STUDENT USE of AI

- PreK–Grade 4 are not permitted to use generative artificial intelligence (AI) at this time.
- Grades 5–8 are permitted to use COPPA-compliant generative artificial intelligence (AI) tools for academic purposes **under the direction of a teacher.**

Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

Misinformation and Potential Bias

- Students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.

STUDENT USE (GRADES 5-8)

- Only COPPA-compliant tools may be used with students in Grades 5-8 under age 13. Schools must verify that any AI or digital platform used with students complies with the Children’s Online Privacy Protection Act (COPPA), which safeguards student data and requires parental consent for certain forms of information collection.
- Students in Grades 5-8 must not use generative artificial intelligence (AI) to create deceptive, harmful, or misleading images, audio, video, or representations of another person.

Acknowledgement of Academic Integrity Policy:

I acknowledge my understanding of the academic honesty policies for St. Ursula School.

Chromebook Contract:

I agree to abide by the terms of the Chromebook Contract with my use of the Chromebook.

Student Handbook Agreement:

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

Photo Permission:

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

Student

Name: _____

Student

Signature: _____

Parent

Name: _____

Parent

Signature: _____

One form per student due by Friday, September 11, 2026.