

St. Ursula School

Student/Parent Handbook



2018-2019

**8900 Harford Road
Baltimore, MD 21234**

410-665-3533 • www.stursula.org

I WANTED TO PREPARE MYSELF FOR COLLEGE

100% ACCEPTANCE INTO COLLEGE



I CHOSE CURLEY

Once you walk through our doors you will walk out a different person. Let us show you why. Find out what it truly means to be part of our Curley Family and join thousands of graduates before you at the place "Where Brotherhood Begins."

www.archbishopcurley.org

FOR MORE INFORMATION

Visit www.archbishopcurley.org, call the Admissions Office at (410) 485-5000 x209, or better yet, stop by and see us!



TABLE OF CONTENTS

Vision Statement.....	1
Mission Statement.....	1
History of Saint Ursula School	1
Administration	1
Accreditation	1
Spirituality	2
Educational Programs	2-3
Curriculum	2
St. Julie Program	2-3
Pre-K4.....	3
Kindergarten	3
Academic Policies.....	3-6
Homework Guidelines.....	4
Honor Roll for Grades 6-8	4
Standardized Testing	4
ACRE Testing.....	5
Visitation Days.....	5
Student Records.....	5
FERPA Policy.....	5-6
Parish, Home, and School Association	6
Virtus	7
Partnership with Parents.....	7
Parental Support/Compliance.....	7
Acceptable Use Policy for the Internet and Technology Tools.....	7-9
General Policy.....	7-9
Web-based Services	9
Administration	10-12
Crisis Intervention Plan/Crisis Team.....	10
Change of Information.....	10
Emergency and Weather Related Closing/Delayed Openings.....	10
Communication to Parents	10-11
School Website/Alert Solutions.....	11
Emergency Information Form.....	11
E-mail Policy.....	11-12
Phone Calls	12
PowerSchool Parent Portal	12
Harassment Policy.....	12-13
Bullying Policy Statement	13-14
Transportation Procedures	14-16
Arrival	14
Dismissal	15

School Schedule.....	15
Parking	15-16
Admissions	16-17
Admission Policy	16
Transfers	17
Financial Obligations	17-18
Tuition Policy	17
Service Hour Plan	17
Fundraising Plan	17-18
Tuition Payment	18
Financial Policy Statement	18
Technology, Books, and Fees	18
Attendance	19-20
General Attendance.....	19
Doctor/Dentist Appointments.....	19
Truancy	20
Discipline	20-22
Behavior	20-21
Demerits.....	21
Suspension	21
Expulsion	22
Search and Seizure.....	22
Conflict Situations.....	22
Health and Safety.....	22
AHERA.....	22
Health Room.....	23-26
Treatment of Injury	23
Isolation of Illness.....	23-24
Administration of Medication.....	24
Communicable Diseases.....	25
Emergency Health Room Form.....	25
School Insurance	25
Allergies.....	25
AEDs	25
Bloodborne Pathogens.....	25
Vision/Hearing Screening.....	26
Child Abuse and Neglect Reporting Policy and Procedures	26
Visitors	26
Playground/Recess	26
Restricted Area	26
Student Services	26-28
Screening and Referral Process.....	26-28
Extended Day Program.....	27
Lunch	27

Snacks	27
Field Trips	27-28
Valuables	28
Electronic Devices/Cell Phones	28
Photographs/Social Media	28
School Counseling	28-29
Dress Code and Uniform Policy.....	29-31
General Policy.....	29
Dress Code for all grades	29
Grade PK-4.....	30
Grades Kindergarten through Grade 8 Generally	30
Kindergarten	30
Girls Grades 1-5	30
Boys Grades 1-5.....	30
Girls Grades 6-8	30
Boys Grades 6-8.....	31
Optional Summer Uniform	31
Gym Uniforms.....	31
Dollar Days	31
Lost and Found.....	31
Scholarship and Awards.....	32-33
Request for Permission to Publish Student Work	33
Privacy Policy	33
School Calendar	33
Right to Amend Handbook.....	33
School Staff	34-35
School Board	36
PHSA Members.....	36
Receipt of Handbook/Photo Permission Form	37
Addendum - Harassment or Intimidation (Bullying) Reporting Form	

* Throughout this handbook, the term “parent” shall include parents and legal guardians.

St. Ursula School is a co-ed elementary school for grades PK-4 through grade 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). 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. The school reserves the right to amend the Parent/Student Handbook. Parent(s) and legal guardians will be notified promptly of any changes.

VISION STATEMENT

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

MISSION STATEMENT

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

HISTORY OF SAINT URSULA SCHOOL

Saint Ursula School opened on September 9, 1940, with an enrollment of 146 children in grades 1 through 3, under the direction of Sister Rita Ursula and the Sisters of Notre Dame de Namur. In 1946, when the first class graduated, there were ten sisters and 546 students. Additions were made to the school, and in 1953 the convent was built and work on the church began. From 1973 until 1985, the school was led by the Sisters of Saint Joseph of Chestnut Hill. In 1986, the Sisters of Notre Dame de Namur returned, and the Kindergarten and Extended Day Programs were instituted in 1987. With the emergence of the technology age in the 1990's, a computer lab was constructed, and the school was wired for Internet access. The curriculum was enhanced by the development of Spanish, art, music, and physical education programs. In 2012, the computer lab was renovated and a Pre-K4 program was added. Wireless Wi-Fi was installed throughout the school in 2015 and was updated to fiber optics in 2016. In 2016-2017, mobile devices were available to all students through a generous Knott Foundation Grant. After more than 75 years serving the Parkville community, St. Ursula School remains committed to providing a quality Catholic education to its families.

ADMINISTRATION

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

ACCREDITATION

Saint Ursula School has met the criteria for educational quality established by the AdvanceED Accreditation Commission. The current accreditation is valid through June 30, 2022.

SPIRITUALITY

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

EDUCATIONAL PROGRAMS

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

Curriculum

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

The Archdiocesan curriculum course of study includes:

Religion	Science
Math	English/Language Arts
Social Studies	Art
Music	Foreign Language
Physical Education	Computer Technology

Students are promoted to the next grade upon successful completion of all subjects in a given year.

All children enrolled in the school attend Religion classes and services.

Children are assisted in preparing for the sacraments in their religion classes under the direction of the religion teacher, priest, and principal. Dates, for both First Reconciliation and First Eucharist, are located on the St. Ursula Church website.

St. Julie Program

St. Ursula provides academic support and positive learning experiences so all students can flourish in the school setting. Support is available through a variety of ways. Learning in small groups, both in the classroom and in resource rooms, is an effective method of teaching those students who benefit from different teaching approaches. Our St. Julie Program provides remedial reading and math instruction for students in grades 1-8. In order to help all students achieve their fullest

academic potential, the administration and faculty seek to provide accommodations for those individuals with identified learning needs.

Parents of students in these programs are required to have a minimum of two conferences with the teacher each year to discuss the students' progress.

Pre-K4

Pre-K is an all-day program available to those who are 4 years of age by September 1st of that school year. It is a child-centered program with the goal of developing the whole child. This includes religious, social, physical, cognitive, and emotional growth. Children must be fully toilet trained before starting this program. Pre-K classes begin with a gradual entrance program the first week of school.

Kindergarten

Kindergarten is an all-day program available to those who are 5 years of age by September 1st of that school year. In addition to instruction in math, religion, and reading readiness, the students' social and emotional growth is emphasized through cooperative play activities.

ACADEMIC POLICIES

Progress Reports are issued on a trimester basis. A parent's signature on a student's progress report envelope indicates to the teacher that the progress report has been reviewed. Parent/teacher conference days are scheduled after the first marking period.

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

Students 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. Parents are notified of a student's possible retention by the end of the second trimester. By mid-point of the final marking period, parents are informed of the school's final decision.

Parents have online access to their students' grades from grades 3 – 8. Parents are required to read and sign a disclaimer form for PowerSchool which will be available through our website. After this is completed, a secure passcode will be sent home, which will enable you to view your child's grades. Parents should check PowerSchool regularly as grades are entered on a weekly basis.

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

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

Homework is posted daily on the teacher pages of the school website. Every attempt will be made to have homework posted by 5:00 p.m.

Homework Guidelines

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

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

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

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

In case of absence do one of the following:

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

Students will have up to 48 hours upon their return to school to complete missed work due to absence.

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

Honor Roll for Grades 6 - 8

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

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

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

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

Standardized Testing

IOWA achievement and CogAt aptitude tests are administered in grades 2-8. This program is required by the Division of Schools, and the selection of the test is made on the Archdiocesan level. These tests are given in the spring. Parents are given the individual results when they are received by the school. Comprehensive school scores are also available. It is most important that parents DO NOT schedule appointments during this week of testing. Parents should consult the school calendar for testing dates.

ACRE Testing

The ACRE test is a religion assessment taken by Grade 8 in the fall and Grade 5 in the spring.

Visitation Days

High School visitation days for Grade 8 students are noted on the calendar, including two floating excused shadow days. There is a form online to be completed once you have scheduled these days. This form should be completed for all shadow days that your child attends. These are excused absence days.

Student Records

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

FERPA Policy

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

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

- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

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

The School has designated the following as directory information:

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

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Saint Ursula in writing at any time.

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

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

PARISH, HOME, AND SCHOOL ASSOCIATION

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

The PHSA consists of the Executive Committee and Grade Representatives. Meetings are held in the school library at 7:00 p.m. on the first Tuesday of every month, August through May.

VIRTUS

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

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

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

PARTNERSHIP WITH PARENTS

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

1. To be a partner with the school in the education of your child.
2. To understand and support the Catholic mission and identity of the school.
3. To read all communications from the school and to request clarification when necessary.
4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
5. To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
6. To be actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. To promote your school and to speak well of it to others.
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
9. To appreciate that Catholic education is a privilege that many persons do not have.

PARENTAL SUPPORT/COMPLIANCE

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

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

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

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

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

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

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

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

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

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

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

- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- 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.

Web-based Services

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

ADMINISTRATION

Crisis Intervention Plan/Crisis Team

Emergency Drills – Teachers practice and instruct each class as to the route of the emergency drill. Absolute silence must be maintained during the emergency drill. Attendance is taken immediately. Each staff member has a copy of the emergency lockdown, severe weather, and evacuation plans.

All volunteers, visitors, etc., must also leave the school building for all emergency drills by the nearest exit and wait for the “all clear” bell, before returning.

Change of Information

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

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

Emergency and Weather Related Closings/Delayed Openings

Listen to WBAL for news of school closing, cancellations, or postponement. Saint Ursula School follows the Baltimore County Public School decision on these days including cancellation of all after school activities. Please do not call the **school or rectory** about school closings. When storm emergencies occur during the school day, listen to WBAL Radio/TV. **If Baltimore County Schools are previously scheduled to be closed on an inclement weather day, check WBAL Radio/TV for Saint Ursula School announcements, or check the website.** If there is an hour late opening, school opens at 8:45 a.m. If there is a two hour late opening, school opens at 9:45 a.m. If there is a 2-hour late opening on a scheduled half-day, school will go full day with a dismissal at 2:50 p.m.

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

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

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

If school closes early, Extended Day closes at 4 pm.

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

Communication to Parents

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Teachers are seen by appointment. Please contact them directly by email or phone to schedule a mutually convenient time to meet. If a conference with the principal or teacher is needed, parents should first call the office, write a note, or contact the teacher via his/her school e-mail address, requesting a conference date. All written communications from parents or guardians must be signed. Should a written request sent to the teacher be unanswered within a 48 hour time, the parents are requested to call the office and leave a message with the secretary. The principal will then broker communication. In the best interest of the students, the school welcomes and encourages verbal and written communication between

parents and teachers. Progress Report conferences will be scheduled at 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 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 in writing within one week after change is effective.

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 eblasts which may contain time sensitive information.

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

School Website/Alert Solutions

The school's website is a vital source of communication, which should be checked daily. The principal's news is found in the "About Us" section, and the school calendar is also posted on the website. Notifications will also be sent through "Alert Solutions" via the e-mail address provided. The teacher pages on the website and PowerSchool can be accessed through the school's website. When special notices are sent home, an announcement will be made on the website. If you do not have Internet access, please notify the school, and we will send home printed pages. Finally, please check your child's backpack daily, and encourage your child to be responsible for bringing home all communications.

Emergency Information Form

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

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

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

E-Mail Policy

Whereas e-mail is a current and acceptable form of communication, it does not allow for meaningful dialogue among administrators, teachers, and parents. E-mail should not be used to discuss contentious, emotional or confidential issues. E-mail can be used by parents to contact teachers (1) for conference requests in person or phone and (2) to request assignments, deadline dates and/or class activity clarifications. Please note that teachers primarily use the teacher pages on the website to communicate class assignments. All other communications, which may contain sensitive, personal and/or confidential information, should not be done through e-mail. Please be

advised that teachers may not always have access to e-mails during school hours nor can they respond while teaching. Staff will make every effort to reply within 48 hours.

Phone Calls

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

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

PowerSchool Parent Portal

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

HARASSMENT POLICY

Harassment or abuse of any kind is not acceptable behavior in St. Ursula School and will result in disciplinary action up to and including suspension/expulsion.

1. Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in it 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.)

2. Scope

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

3. Prohibited Conduct

- a. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:
 - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - (iii) Otherwise adversely affects an individual's educational opportunities.

- b. Harassing conduct includes but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. “Sexual” harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive environment.

4. Procedure

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

BULLYING POLICY STATEMENT

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore schools. 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 prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized report form is available on the Archdiocesan and school website. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Definitions:

As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication, that 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 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,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

TRANSPORTATION PROCEDURES

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated. The school is not liable for any injuries or accidents which may occur before or after the times stated. If the student is participating in a scheduled, supervised activity before or after the hours noted, specific 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.

Arrival

Students should not arrive at school before 7:45 a.m. The school is not responsible for supervision of students before 7:45 a.m. The school is not liable for any injuries or accidents which may occur before 7:45 a.m. Children should enter the building through the playground doors. AT NO TIME should students enter the Manns Avenue door between 7:45 a.m. and 8:10 a.m. At the beginning of the school year, Student Council students are stationed in the different areas of the building to see that all students arrive safely at their classrooms. The morning announcement bell rings at 8:10 a.m. and doors will be locked at this time. Students arriving after 8:10 a.m. must enter by the Manns Avenue door accompanied by an adult and will be marked late. If there is a bad traffic back-up in the morning, we will attempt to leave the playground doors open until all cars have cleared.

During morning arrival parents drive down Neifeld Avenue and turn onto the school lot past the dumpster. Cars then proceed to the end of the basketball hoops and teachers/volunteers will open the door for students to disembark on the passenger side. Parents stop at the end of the parking lot and turn left onto Neifeld Avenue. Students may also be dropped off at the Church parking lot. Children walk down Harford Road and are escorted across the street by a crossing guard. Manns Avenue should only be used by Extended Day students arriving from 7:00 a.m. to 7:45 a.m.

Please **DO NOT** have children crossing Neifeld Avenue from St. John’s lot or the St. Ursula car loop in the morning. It is very dangerous.

Dismissal

Afternoon dismissal begins at **2:50 p.m.** Teachers will remain on Saint Ursula's parking lot until 3:05 p.m. Students must stand by the auditorium until their ride arrives. It is the responsibility of the parents to make arrangements for students to be picked up on time. Students who are repeatedly not picked up on time will be required to register and attend the Extended Day program, and parents will be charged. All students who exit by the auditorium or playground doors must leave in a car parked in either lot. **NO** parking is allowed on Manns Avenue for the morning arrival from 7:45 to 8:10, or the 2:50 dismissal.

Pets are not to be brought onto the grounds at arrival or dismissal. There are students who are allergic to animals and/or scared of animals. Also when the children are dismissed they tend to go over to see the pets instead of going straight to their parents/cars.

The school is not responsible for supervision of students after 3:05 p.m. The school is not liable for any injuries or accidents which may occur after 3:05 p.m.

There are four dismissal lines. Students go to the St. John's lot to cars going south on Harford Road, or Saint Ursula School lot to cars going north on Harford Road. Parents who drive north on Harford Road should park on Saint Ursula's lot in lines facing Neifeld Ave. There is a left turn arrow (that will come on in intervals) that will allow cars to turn left onto Harford Road. The third dismissal line crosses Harford Road and goes to Saint Ursula Church for pickup. In order to assure the safety of all students, cars should not leave the lots until the teacher gives the signal. The last dismissal line is for students who live on Manns Avenue or on/off Edgewood Avenue.

Cars on the Saint Ursula Church lot must park facing the Putty Hill Avenue entrance. Cars must wait until all students are safely in cars.

Teachers and safeties **will not** allow cars to move on any lot until all children are safely in cars. Please follow the directions for the safety of all the students.

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

School Schedule

7:00 a.m. – 7:45 a.m.	Extended Day Program
7:45 a.m. – 8:10 a.m.	Enter school building
8:10 a.m.	School bell rings for announcements
11:00 a.m. – 11:45 a.m.	Lunch/Recess for grades 6-8
11:30 a.m. – 12:30 p.m.	Lunch/Recess for grades PK, grades 3-5
11:30 a.m. – 12:30 p.m.	Recess/Lunch for grades K - 2
2:50 p.m.	Dismissal begins
3:05 p.m.	Teachers are off duty. Students who remain after 3:05 p.m. MUST make arrangements with the Extended Day Program
3:30 p.m.	School office closes

Parking

St. John Lutheran Church has been gracious enough to allow us to use the lower end of their parking lot for dismissal.

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

There will be **no** parking on Neifeld Avenue when waiting for your child to be dismissed from an after-school activity or evening event. Therefore we are asking anyone to kindly park in the St. John's lot or the school lot, if available, and not park adjacent to the school and convent.

The residents of Manns Avenue would appreciate if parents coming to school for a short period of time would not park in front of their homes or block their driveways. If you are volunteering and will be gone by 10:30 a.m., we ask that you park on the Saint Ursula School lot.

ADMISSIONS

Admission Policy

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

Registration for incoming students begins during Catholic Schools Week (late January - early February). Birth and baptismal certificates must be presented for those entering any grade. Students who are entering Pre-K should turn 4 by September 1st of the year they are entering Pre-K. Those entering kindergarten must be 5 years of age by September 1st of the year they are attending. For all other grades parents should present a copy of the latest report card in addition to the above mentioned documents.

The school gives preference in admission to families who currently have children enrolled at St. Ursula School; secondly, to Catholic students of families registered in St. Ursula Parish; thirdly, to Catholic students living in other parishes; fourthly, non-Catholics. Final acceptance is based on the above criteria as well as the academic evaluation and level of maturity.

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

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

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

Transfers

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

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

FINANCIAL OBLIGATIONS

Tuition Policy

Tuition is set for the following school year in January/February. There are two rates, Parishioner and Non-Parishioner. Parishioners are *Catholic* families who attend Saint Ursula Church and contribute weekly through the use of envelopes or Faith Direct. Contributions to the church must be **consistent** and meaningful. Church contributions will be monitored periodically. If these requirements are not met, as you indicated you would do by electing this option, bills will be adjusted to reflect the out of parish rate.

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

Service Hour Plan

1. A minimum of 25 service hours in school-approved activities. Service hours are to be completed by adults only.
2. Service hour cards should be returned to the school office for recording purposes at the completion of each event. **The service hour year is from May 1st of the current school year to April 30th of the following school year.**
3. 10 service hour must be completed by November 30th.
 - a. If 10 hours are not completed by November 30th, families will be billed at \$20.00 per hour for up to 10 hours.
 - b. If 25 hours are not completed by April 30th, families will be billed \$20.00 per hour for the remaining hours.
4. When all 25 hours are finished, send the card to the school office so it can be recorded. It will then be returned. Please continue to track any hours.

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. Lucky 1500 Club - buy or sell 2 raffle tickets for both the summer and winter drives for a total of 4 per year. For each ticket sold or bought you will receive 1.5 service hours.
 - b. Race for Education - solicit a minimum of 10 sponsors per child or 20 per family.
 - c. Harvest Festival

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

AND

Tuition Payment

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

Tuition payments must be completed by March 15th. Service Hours must be completed by April 30th. Therefore, personal checks will not be accepted for financial obligations after April 30th for the current year. Late payments must be made by certified checks, money order, or cash. Progress Reports will not be given out, and records will not be processed until all financial obligations are completed. "All financial obligations" include service hours, fundraising and Extended Day 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 progress reports, and suspend a student(s) if financial obligations have not been met.

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.

Technology, Books, and Fees

A basic school fee is charged per student. This fee includes:

1. Rental of textbooks
2. Workbooks
3. Use of reference tools
4. Use of learning kits and other supplementary learning materials
5. Tests given throughout the year
6. Duplicated materials for various subjects
7. Technology fee
8. Archdiocesan fees
9. Archdiocesan testing fee
10. Miscellaneous/Stationery fees

Students are required to keep textbooks covered at all times with school-provided covers or solid-colored book socks to prevent unnecessary damage. Students who lose books must pay for them before the end of the trimester or report cards will be withheld. Students who damage books will

be charged for the damage. Textbooks, book covers, workbook covers, folders, notebooks, and all school supplies are to be free of writing except for name and class.

ATTENDANCE

General Attendance

Regular attendance and punctuality are essential to a child's progress in his/her studies. School work continues even though your child is absent. "Making up" the work can never replace the teacher-pupil interaction that occurred while the subject matter was being taught. Parents are urged to see that their children are in school at all times unless ill. More than 20 days' absence per year is **often** considered excessive. When this occurs, a meeting to discuss the cause will be mandatory.

Tardiness to class is a disturbance and an inconvenience to the teacher and students already at work. Students may enter their homerooms at 7:45 a.m. The school day begins at 8:10 a.m. Any student not in their classroom by 8:10 a.m. is considered late and must report to the office for a late slip. 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. Children who arrive late must report to the school office accompanied by an adult. If a student has four unexcused latenesses in a specified 4-week period of time, he/she must attend lateness detention. Lateness detention will be held once a month at 7:30 a.m. until 8:00 a.m. in the school library. If a student misses or is late for lateness detention, that student will serve an after-school detention. The scheduled dates for lateness detention can be found on the school calendar.

Students who are absent from school or late must bring a written excuse, signed by the parent/guardian, stating the dates and reason for absence or lateness the day they return. Letters will be kept for the entire school year. Parents of middle school students (grades 6 - 8) must call the Health Room at 410-665-2472 by 8:30 a.m. each day a student is absent. Parents of students in grades Pre-K - 5 are to call the Health Room if a student is absent for **three (3) consecutive days**.

Students who leave school prior to 11:50 a.m. will be marked absent for a full day. To be considered present a student must be in school for a minimum of four hours.

Ordinarily students who are absent from school may not participate in any after school or evening school-sponsored activities such as band or sports program.

If parents request that a student be dismissed early, they need to send in a written note, and they need to sign students out in the school office at the pickup time.

Parents who request vacation time for their children over and above what is provided in the school calendar must assume responsibility for the work that is missed. Teachers are not to be asked to provide assignments before leaving for vacation nor should they be expected to check assignments upon the student's return. Tests missed during the student's absence are to be made up at the teacher's convenience and/or discretion.

Doctor or Dentist Appointments

Parents are asked to make dentist/doctor appointments after school hours. If this is impossible, then parents must submit a written, signed request to have the student dismissed early. The note should be sent in with the student the day of the appointment. Students are responsible for making up work they missed by leaving early for appointments.

Truancy

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

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 occurred.

Behavior

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

- Failure to have necessary supplies for classwork
- Disrespectful manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Theft or extortion
- Disruptive behavior
- Fighting or threats of violence
- Dangerous play
- Rudeness
- Vulgarity
- Dress code violations
- Gum chewing
- Harassment of any kind by word or manner
- Inappropriate social media behavior
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/using e-cigarettes
- Willful destruction of school property
- Leaving school property without permission

- Unchristian behavior: on playground, in school, in class or when representing the school (i.e. field trips, sports gatherings, assemblies, etc.)
- Cheating/plagiarism
- Failure to report to a teacher after class hours upon proper notification
- Refusal to obey directions of staff members
- Use of personal electronic devices, for non-educational purposes, including cell phones during instructional hours, Extended Day, and during school sponsored activities
- Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

Demerits

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

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

Four (4) demerits in any marking period will result in an after school detention from 2:50 p.m. to 4:00 p.m. If a student receives a second detention during the same period, it will be served on an alternate day for a total of three hours or during a school event. If a student receives a third detention or 12 demerits in a marking period, he/she will be suspended for one day. Parents will be notified of the suspension in advance.

Suspension

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

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of indecent material(s)
- Flagrant disrespect and/or refusal to obey staff members
- Smoking/using matches/using e-cigarettes
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment (sexual or otherwise)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with the administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Expulsion

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

Search and Seizure

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

Conflict Situations

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

HEALTH AND SAFETY

AHERA

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

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

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

HEALTH ROOM

The Health Room at Saint Ursula School is located across from the school office, just inside the Manns Avenue entrance. The purpose of the Health Room is to provide a safe environment for effectively meeting the health care needs of the staff and students. The Health Room is staffed by a registered nurse during the school day from 8:00 a.m. to 3:00 p.m. and can be reached at 410-665-2472 or health@stursula.org. The nurse performs the following duties:

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

Treatment of Injury

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

Isolation of Illness

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

1. A temperature of 100 degrees or greater within 24 hours of the start of school may indicate illness and the child should remain home. The child needs to be fever free for 24 hours.
2. Vomiting may indicate the presence of a bacterial or viral infection. If a child vomits within 24 hours of the start of school, the child should remain home.
3. A child with a broken bone must remain at home for 24 hours after injury. The child will experience pain, swelling around the area, and possibly a fever. He/she will need rest, relaxation, and relief and must have a physician's note allowing his/her return to school.
4. Weepy, encrusted eyes may indicate a contagious infection, such as conjunctivitis. The child must be on an antibiotic treatment for 24 hours or cleared by a physician before returning to school.
5. A painful sore throat may indicate a contagious bacterial or viral infection, such as strep throat. The child must be on antibiotics for 24 hours before returning to school.
6. Head lice, very small bugs, are parasites. They live on the head and the hair of the head. They are commonly found in young school-age children, but anyone can get head lice. Head lice are hard to see. They are gray or brown in color and about 1/8 inch long. Their eggs, called nits, are easier to find. Head lice live for about one month on the head and multiply very quickly. To help reduce the spread of head lice, children should not share brushes, hats, hair accessories or pillows. Signs to look for are itching of the head, scratch marks on the child's neck or nits on hair strands.

If you discover that your child has head lice, it is very important that the school be notified. This information will be held confidential. Students may not return to school until their hair has been treated with a medicated shampoo. Parents must notify the school that a treatment has been applied, and students must be evaluated for active signs of lice upon their return. Follow-up checks will also be performed. If, during a follow-up check, it is determined that the condition has not improved (i.e., evidence of lice or increase in nits), students will not be able to come back to school until their hair has been checked by the school nurse.

Students sign into the Health Room each time they visit. Parents will be notified of students who make frequent visits to the Health Room. If parents do not wish a child to go outside at lunch time because of a previous illness, they need to provide adult supervision for the child.

Administration of Medication

All medications, both prescription **AND** over-the-counter, will **require a physician's order**. Examples of over-the-counter medication requiring an order include, but are not limited to, Tylenol, Motrin, Benadryl, cough and cold medications, eye drops, and allergy medications (i.e., Claritin and Zyrtec). The form can be found on the school website under "Parents/Forms and Documents."

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.

NO STUDENT WILL BE ALLOWED TO CARRY OR TAKE HIS/HER OWN MEDICATION IN SCHOOL AT ANY TIME. All medication must be kept in the health room unless we have a physician's note on file that your child may carry an EpiPen.

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

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

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

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

Communicable Diseases

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

- Measles – regular or German
- Meningitis
- Hepatitis
- Food poisoning
- Pediculosis (head lice)
- Adverse reaction to Pertussis Vaccine
- Lyme disease
- Chicken Pox (varicella)
- Tuberculosis
- Whooping Cough (Pertussis)
- Rocky Mountain Spotted Fever
- Human Immune Deficiency
- Virus Infection (AIDS and all other symptomatic infections)
- Animal bites/Rabies
- Influenza

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

Emergency Health Room Form

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

School Insurance

The Archdiocese of Baltimore offers a student accident insurance plan. The primary basic plan may be purchased by parents. Coverage information as well as applications may be obtained from the school office.

Allergies

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

AEDs

The Father's Club has generously donated four AEDs. They are located outside the main office, in the hall near the gym/auditorium, near the art room and on the third floor.

Bloodborne Pathogens

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

Vision/Hearing Screening

The school follows the directives of the Baltimore County Health Department and responds to parents' requests for individual testing. This testing is usually done for all students in grades Pre-K4, kindergarten, 1, 4, and 8 as well as for any new students not previously tested.

Child Abuse and Neglect Reporting Policy and Procedures

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

VISITORS

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

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

PLAYGROUND/RECESS

Each day (weather permitting) the students have a short recess break outside. Due to limited space, students are requested to play games that avoid RUNNING. Teachers supervise the area with adult volunteers.

RESTRICTED AREA

Lavatories 200 - 201 - 319 are for teacher use; they are not to be used by students. Students may not be in the Teachers' Lounge or Maintenance Shop. Students may not be in any classroom without teacher supervision.

STUDENT SERVICES

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. The IEP Process is available to children who may need further academic assistance. The IEP process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial IEP meeting with the IEP committee from the child's local public school (St. Ursula School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), St. Ursula School administrators will consult with the parents to determine the most appropriate academic placement for the child.

Requests to complete behavioral observation checklists and academic evaluations can be submitted after a Release of Records form is signed and returned to the office. Due to the time required to compile teacher input, it is necessary to allow ten school days for completion. There is a \$5.00 fee for the preparation and mailing/faxing of the information. All requests requiring the completion of forms for the purpose of screening must be submitted before the first week of May. School policy requires that all completed forms be submitted directly to the requesting professional.

The Extended Day Program is operated under the auspices of Saint Ursula School only on days when school is in session. It is offered as a service to working parents of Saint Ursula School children. Fees are the sole support of the Saint Ursula Extended Day Program. Parents wishing more information should request a handbook for the Extended Day Program. The phone number is 410-665-7036, which is only operational from 7:00 a.m. to 7:45 a.m. and 2:30 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 hour late, Extended Day opens at 8 am.

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

If school closes early, Extended Day closes at 4 pm.

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

Lunch

Every student brings his/her lunch to school. Names should be written on the lunch box or bag. Milk or drinks may be pre-ordered at school in August and January. If students do not order milk/juice, they should bring another nutritious drink. 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 fold-up placemat or an extra napkin in his/her lunch so that food is not placed directly on the table. Late lunches should be brought to the school office. **Fast food lunches should not be brought to school.** Students will then be notified to pick up the lunch or the lunch will be delivered by messenger.

Special lunches and hot lunches are offered occasionally throughout the school year. Information concerning menu, cost, and date is sent home in advance.

Snacks

Grades PK-2 will have snack time, but parents will need to send in healthy snacks for their child. If a parent chooses not to send in the snack, no snack will be provided. A list of healthy snacks can be found on the school website. We request that no snack require a utensil or be “sticky.” If a parent chooses to send in class treats for a special occasion, the treats must be individual pieces (cupcakes, not cake).

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. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. It is suggested that parents not selected as chaperones not join the group at the trip destination as this creates confusion.

All chaperones are required to complete the VIRTUS training.

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

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 and/or cell phones in their possession during school or Extended Day.

Electronic Devices/Cell Phones

The use of electronic devices for non-educational activities is prohibited during instructional hours, Extended Day, and during school-sponsored activities or events. Violations will be subject to disciplinary action.

Photographs/Social Media

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

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, 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. Individual counseling is typically 6-8 weekly sessions. There will be students who have individual meetings throughout the year. In these cases, the student will meet with the counselor as more of a check-in, with a 5 - 10 minutes meeting. 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 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. Groups will last around 6-8 sessions. The group will build a support network for students as well as help them identify problems/feelings, causes, and coping skills.

Classroom counseling lessons are available to ALL homerooms. Classroom guidance will be focused around Social Emotional Learning (SEL). For grades 1st - 5th we use the SEL Curriculum, PATHS (Promoting Alternative Thinking Strategies).

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

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

Please note that if you refer a student for individual or group counseling, it is not guaranteed that the student will be seen by the School Counselor immediately. The School Counselor will see students based on severity of the need of the student and will do his best in seeing every student that is referred. Referrals may be made from the student directly. Students may email, leave a note, or ask the counselor in person to schedule a meeting. In addition a parent, teacher, administrator, or the counselor may request to see a student at any time during the school day.

DRESS CODE AND UNIFORM POLICY

General Policy

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

All uniform decisions not specifically detailed by the Saint Ursula School Board are at the discretion of the administration. All uniforms must be neat and clean at all times. They **MUST** be proper size. No oversized uniforms, pants, shirts, shorts, belts, sweaters or shoes will be allowed.

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)

Students’ dress should be neat and clean at all times. Hair must be neatly kept. Boys’ hair must be **cut short on top and not touch the collar or ears and be two fingers width above the eyebrows**. Neither boys nor girls may have hair hang below the eyebrows. Extreme hairdos are not permitted. Hair cannot be chemically altered, including hair color and highlights. Body art, including ink or markers, is not permitted. These infractions may warrant a detention or suspension.

Girls may wear watches and small single post (no dangling or hoop) earrings in each earlobe. No other earrings are permitted. Boys may wear watches. No other jewelry is permitted.

The length of girls’ skirts should be no more than 3 inches above the knee. Girls may not roll their skirts. Nail polish, artificial nails and make-up may not be worn.

The uniform will be checked regularly. **Please put names on all clothing.**

Grade Pre-K4

Students will wear the school gym uniform as outlined under the “Gym Uniforms” section. They will wear non-slip tennis shoes.

Grades K-8 Generally

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

The Saint Ursula School sweater 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 Grades Pre-K4-8 and may be worn in place of the sweater. These items **MUST** be purchased at Flynn & O’Hara.

Kindergarten

Girls: white blouse with Peter Pan collar (no puff sleeve) and jumper OR white golf shirt with navy pull-up pants with elastic waistband or navy sweatpants. Solid navy or white socks **covering the ankle bone (no logos or decorations)**, knee highs or tights and brown or black non-scuff shoes with Velcro closures or tie.

Boys: white golf shirt with navy pull-up pants with elastic waist (no extra pockets) or solid colored, navy sweatpants (no logos or stripes). Solid navy or white socks **covering the ankle bone (no logos or decorations)** and brown or black non-scuff shoes with Velcro closures or tie.

Girls Grades 1-5

1. School jumper with white Peter Pan collar blouse (no puff sleeves). Blouses cannot have bands around the arms.
- OR -
2. Navy blue slacks with belt (plain navy, black or brown - leather or cloth). Slacks can be worn with white Peter Pan collar blouse (no puff sleeves) or white golf shirt. Blouses cannot have bands around the arm. No cargo pants.
 3. Solid white or navy tights, knee highs, anklets (no lace) or socks **covering the ankle bone (no logos or decorations)**. **No sport socks or leggings.**

Boys Grades 1-5

1. Navy blue slacks (no cords) with belt (plain navy, black or brown - leather or cloth). No cargo pants.
2. White golf shirt.
3. Solid white or navy socks **covering the ankle bone (no logos or decorations)**. **No sport socks.**

Girls Grades 6-8

1. School uniform skirts with button-down solid colored oxford blouses (white or pastel colors).
- OR -
2. Navy blue slacks with belt (plain navy, brown or black - leather or cloth). Slacks can be worn with button-down oxford blouses (white or pastel colors). No cargo pants.
 3. Solid white or navy tights, knee highs, anklets (no lace) or socks **covering the ankle bone (no logos or decorations)** or flesh colored pantyhose with socks. **No sport socks or leggings.**

Boys Grades 6-8

1. Khaki or navy blue dress slacks (no corduroys or cargo pants) with belt (plain navy, brown or black - leather or cloth).
2. Button-down solid colored oxford shirts (white or light pastel colors).
3. Solid white or navy socks *covering the ankle bone* (no logos or decorations). **No sport socks.**
4. Necktie (mandatory with dress slacks).

Optional Summer Uniform Grades Pre-K-8 (Beginning of school through October 31st and May 1st until the end of the year)

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

Gym Uniforms - for all students in grades Pre-K-8

Gold Saint Ursula T-shirt t with blue Saint Ursula shorts (optional beginning of school through October 31st and beginning again on May 1st), and tennis shoes (good athletic tie shoe with treads - no Keds).

Sweatpants with the Saint Ursula School logo are mandatory beginning November 1st. The optional gym summer uniform will begin May 1st. Students wear the Saint Ursula T-shirt or crew neck sweatshirt. No hoodie sweatshirts allowed. Students **MUST** wear the gym uniform on their scheduled gym day.

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

"Dollar Days"

"Dollar Days" are scheduled at different times during the school year. There are some clothes that are not appropriate on these days: yoga pants, excessively short skirts or shorts, very tight or bare apparel, clothing that is unhemmed or torn, flip-flops, heels and wedges. No clothing with improper sayings or decals is permitted. Leggings may be worn if accompanied by a tunic top. If a student forgets a "Dollar Day" parents are not allowed to bring a change of clothing. Students will not be permitted to change clothes. If a "Dollar Day" is scheduled for a day that a student has gym, they should wear appropriate sports clothing and non-skid tennis shoes.

Lost and Found

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

SCHOLARSHIPS AND AWARDS

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

Alan T. Hahn Memorial Award

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

Andy C. Yost Appreciation of Life Award

This tuition award is given in memory of Andy Yost, Class of 2005. This tuition award is presented to a student who exemplifies Andy's appreciation of life in the spirit of friendship.

Carlyn Iannuzzi Award

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

Jean K. Caton Memorial Award

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

J. Neil Caton Award

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

Kelly Memorial Award

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

Rose M. Farrace Memorial Award

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

St. Julie Billiard Tuition Award

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

Saint Ursula School Community Award

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

Thomas and Angela Gould Award

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

REQUEST FOR PERMISSION TO PUBLISH STUDENT WORK

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

PRIVACY POLICY

This school handbook is the proprietary information and property of Saint Ursula School. In exchange for receiving a copy of the school handbook, you agree to keep the school handbook confidential and not to disseminate the school handbook or any information contained herein to any other persons, businesses, or other third parties without the express written permission of Saint Ursula School. The unauthorized dissemination of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child and possible criminal and/or civil legal action against you.

SCHOOL CALENDAR

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

RIGHT TO AMEND THE HANDBOOK

St. Ursula School reserves the right to amend the Parent/Student handbook and parent(s)/guardian(s) will be notified of any changes made. 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.

ST. URSULA SCHOOL STAFF

Administration

Principal	Mrs. Deborah Glinowiecki
Asst. Principal	Mrs. Lisa Madgar

Administrative Staff

Office Personnel	Mrs. Susan Williams
	Mrs. Laurie Currens
Finance	Mrs. Melanie Freeman
Tuition	Mrs. Kathleen Olga
Advancement Director	Ms. Lauren Calva
Extended Day	Mrs. Niki Thoeicht/Mrs. Suzanne Wood
School Counselor	Mr. Zachary Colgan
Nurse	Mrs. Christine Bauer, R.N.
Maintenance	Mr. Jay Heath

Instructional Staff

Pre-K A	Ms. Rachel Baier	118
Pre-K B	Mrs. Lyndsey VanDevander	119
KA	Mrs. Carol Curry	104
KB	Mrs. Kathleen Rutledge	103
KC	Mrs. Jennifer Callinan	107
1A	Mrs. Patricia Novak	106
1B	Mrs. Lisa Hart-Winner	108
2A	Mrs. Hannah Rocco	111
2B	Mrs. Kimberly Mosiello	109
2C	Mrs. Samantha Trigger	110
3A	Mrs. Laura McNeive	208
3B	Miss Nancy Culotta	209
3C	Ms. Meghan Kendzierski	211
4A	Mrs. Mary Cutter	213
4B	Mrs. Annette Moore	214
4C	Mrs. Brenda Wunder	210
5A	Mrs. Susan Beltran	207
5B	Mrs. Marcy Moller	206
6A	Mrs. Patricia Lyons	316
6B	Mrs. Katherine Bivons	317

6C	Miss Helen White	313
7A	Mr. Andrew Gaylor	307
7B	Ms. Emily Prematta	306
7C	Mrs. Lorena Clary	311
8A	Mrs. Jennifer Rush	310
8B	Mrs. Sarah Marinaro	312
Reading	Mrs. Heather Davis	216
	Mrs. Lorena Clary	311
Math	Ms. Nicolette Bowersock	316
	Mrs. Natalie Hax	C3
	Mrs. Maria Hernandez	307
Language Arts	Mrs. Martha King	309
Religion	Mrs. Anne-Marie Vitti	306
Spanish	Miss Helen White	313
	Mrs. Sarah Marinaro	312
Art	Mrs. Shani Silvis	115
Music	Mr. Michael Morgan/Mrs. Sally Jennings	C1
Phys. Ed.	Ms. Emily Gartrell	305
Library	Mrs. Cathy Pell	301
Band	Mrs. Jennifer Weglein	C2
Technology	Mrs. Julia Zimmerman	300
Instructional Assistants	Mrs. Rosalie Lange, Mrs. Sadie Northey - Kindergarten Miss Katie Barry, Mrs. Terry Wagner - Pre-K Ms. Mary Jean Nusca	

SCHOOL BOARD MEMBERS

President	Charles Devaud
Vice President	Tina Riesett
Secretary	Helen Bruns
Treasurer/Finance Committee	Jennifer Sansosti
Member at Large	Craig Baldwin
Member at Large	Daniela Petchik
Development/Marketing Committee	Jennifer Devon, John Feeley
Facilities Committee	Tim Iannuzzi
Catholic Identity Committee	Bonnie Kottraba
Strategic Planning Committee	Tina Riesett
Membership Committee	Erin Parks
Mark Horney	
Father Jason Worley	
Deborah Glinowiecki	
Caroline Davis	

PHSA MEMBERS

President	Caroline Davis
Vice President	Maribeth Harper
Secretary	Tamara Dowd
Treasurer	Stacey Phelps
Public Relations	Bridget King
Parish Representative	Heidi Meyers
Pre-K Representative	Tia Ditzel/Angela Roberts
Kindergarten Representative	Melissa Keller/Stephanie Fairley
1 st Grade Representative	Deena Conti/Roxanne Fiddler
2 nd Grade Representative	Amy Smith/Ellie Wilfong
3 rd Grade Representative	Kim Bissett/Heather Myers
4 th Grade Representative	Nicole Sirbaugh/Stacey LaCotti
5 th Grade Representative	Christina Baumgartner
6 th Grade Representative	Jennifer Schmith/Deanna Reinhardt
7 th Grade Representative	Heidi Meyers
8 th Grade Representative	Alicia Alvez



ARCHDIOCESE OF BALTIMORE
THE DEPARTMENT OF CATHOLIC SCHOOLS
320 CATHEDRAL STREET, BALTIMORE, MD 21201

HARASSMENT OR INTIMIDATION (BULLYING) REPORTING FORM

Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. 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 prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Definitions:

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that 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 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,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Directions: Please complete this form and return it to the school principal

This is an electronic form – click in the gray shaded fields to begin typing

Today's date: / / School:
 Month Day Year

PERSON REPORTING INCIDENT

Name:

Telephone:

E-mail:

Place an X in the appropriate box: Student Parent/guardian Close adult relative School staff
 Witness/bystander

1. Name of student victim: _____ Age: _____ Grade: _____

2. Name(s) of alleged offender(s) (if known):

Name	Age	School (if different)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

3. On what date(s) did the incident happen?

/ / / / / /
 Month Day Year Month Day Year Month Day Year

4. Place an X next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- Demeaning and making the victim of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip
- Electronic Communication (Specify)
- Other (specify)

5. Where did the incident happen (choose all that apply)?

- On school property
Location (e.g. classroom, playground)
- At a school-sponsored activity or event off school property
- On a school bus
- On the way to/from school
- Online

6. What did the alleged offender(s) say or do?

7. Do you know why the harassment or intimidation (bullying) occurred?

8. Is there any additional information you would like to provide?

Name: _____

Signature: _____ Date: _____

Adult assisting: _____
Name Signature



THE JOHN CARROLL SCHOOL

Considerate. Compelling. Uncompromising.

*Providing a Catholic foundation of values,
challenging academics, and real-life experiences.*

703 E. Churchville Road | Bel Air, MD 21014 | 410-879-2480

WWW.JOHNCARROLL.ORG

FAMILY DENTISTRY

Dr. Edward V. Lipin

Preventive Dentistry • Bonding
Root Canals • Crowns & Bridges • Dentures
Extractions • Gum Treatments

Insurance Plans Welcome
Day, Evening & Saturday Hours

SAME DAY EMERGENCY CARE

9403 Harford Road, Suite 4

410-665-5260

Casper G. Sippel, Inc.

ELECTRICAL CONTRACTOR

John Sippel, Jr.

President

FREE ESTIMATES

7408-10 Belair Road • Baltimore

410-668-3910



**WHITE
TIGER
TAE
KWON DO**

SPECIAL PROGRAM:
Lessons With Uniform
Experience Our Program For Only \$20.00
(Ages 4 And Up)

He Can Do It... She Can Do It... Why Not Me?!

Call To Make An Appointment Today: 410-248-9232

5009 Honeygo Center Drive, Suite #104 • Perry Hall, MD 21128

Find Us On Facebook: Perry Hall White Tiger Martial Arts

www.PerryHallWhiteTiger.com

This organization and its materials are not affiliated with, sponsored by, or endorsed by Baltimore County Public Schools, the Superintendent, or this Baltimore County Public School or Office.



Thank You!

This school would like to thank these sponsors
for their generosity in providing these books to our students.



Please patronize them whenever possible.



HOLLENSHADE'S AUTO SERVICE

***Family Owned and Operated
Since 1939***

410-828-5750

1501 E. JOPPA ROAD

www.hollenshades.com



Ask about our specials!

**FAST, FREE DELIVERY
ALWAYS LOW PRICES**

Minimum \$8.00 Delivery, 6% MD Sales Tax Added

410-661-1792

**8307 Harford Road
Parkville, MD 21234**

www.originaldominicks.com

OPEN 7 DAYS:

Mon.-Thurs. 10:30-11:00

Fri. & Sat. 10:30-1:00 • Sun. 12:00-11:00

**Exclusive Discount Pricing
for St. Ursula Students
for Dances, Recitals & Graduation Bouquets!**



**Proudly Serving Parkville
& Surrounding Areas Since 2001**

5% OFF

**Any In-Store Purchase
When You Mention This Ad**

Expires June 31, 2018

8110 Harford Road • Parkville, MD 21234

410.661.3399

flowersbyflowers.com

 Like : facebook.com/flowersbyflowers



BUY, SELL, TRADE & CONSIGN USED & NEW SPORTS EQUIPMENT

Putty Hill Plaza in Fullerton:
7968 Belair Road
Baltimore, MD 21236
sales & playitagain-sports.com

Mike Szaroleta, Owner
410-882-1810
Fax: 410-882-1813
www.playitagainsports.com

DR. TIMOTHY F. MADGAR OPTOMETRIST

**7954 Harford Road
410-665-5353**

FAMILY VISION CARE
Specializing in Visually Related
Learning Problems

By Appointment Only



The Best Subs, Salads and Service For 22 Years!

410-248-3288



113 Back River Neck Road • Essex, MD 21221

410-687-7733

www.pizzajohns.com

- Title Transfer
- New Tags
- Temporary Tags
- Sticker Renewal
- Duplicate Titles
- Tag Returns
- Notary Public
- *and more!*



PARKVILLE TAG & TITLE

8703 Harford Road • Parkville, MD 21234
One Block South of Putty Hill Avenue

410-668-9600

- Award Winning Crab Cakes
- Fresh seafood prepared daily
- Catering and Party Platters
 - Shipping Nationwide



Seafood Market & Carry Out:

1801 Taylor Ave
 Baltimore, MD 21234
 410-665-4000

Shipping & Catering Division

1803 Taylor Ave
 Baltimore, MD 21234
 888-535-CRAB (2722)

PappasCrabCakes.com

Restaurant Locations:

Parkville:

1725 Taylor Ave
 Baltimore, MD 21234
 410-661-4357

Cockeysville:

550 Cranbrook Road
 Cockeysville, MD 21030
 410-666-0030

Glen Burnie:

6713 Ritchie Hwy
 Glen Burnie, MD 21061
 410- 766-3713



Calvert Hall College High School

Men of Intellect, Men of Faith,
Men of Integrity

**Best Wishes for a
Successful School Year!**

8102 La Salle Road
Towson, Maryland 21286
410-825-4266
www.calverthall.com