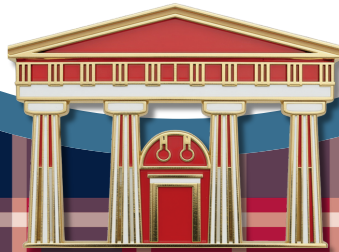




The JOY

of Ursuline



**2026-2027
Handbook & Planner**



"In Your presence, there is fullness of joy." Psalm 16:11



URSULINE ACADEMY OF DALLAS

STUDENT/PARENT HANDBOOK 2026-2027

Disclaimer: While every effort is made to keep the contents of this handbook up to date, the Ursuline Academy Administration reserves the right to change or alter any statement herein without prior notice. Students and parents are informed of policy changes as they occur.

*Cover design courtesy of Leah Daugherty

Daily Schedules

MONDAY	
Period	Time
Teacher Professional Development	8:00 - 9:10
1	9:15 - 10:40
2	10:50 - 12:10
3	A Lunch 12:10 - 12:50 A Class 12:50 - 2:10 B Class 12:20 - 1:40 B Lunch 1:40 - 2:20
4	2:20 - 3:40
Tutoring	3:40 - 4:10

TUESDAY/THURSDAY/FRIDAY	
Period	Time
Meetings/ Tutoring	7:45 - 8:35
1	8:40 - 10:00
Activity Period	10:10 - 10:40
2	10:50 - 12:10
3	A Lunch 12:10 - 12:50 A Class 12:50 - 2:10 B Class 12:20 - 1:40 B Lunch 1:40 - 2:20
4	2:20 - 3:40
Tutoring	3:40 - 4:10

WEDNESDAY (Ext. Activity)	
Period	Time
Meetings/ Tutoring	7:45 - 8:35
1	8:40 - 9:55
Activity Period	10:00 - 11:00
2	11:05 - 12:20
3	A Lunch 12:20 - 1:00 A Class 1:00 - 2:15 B Class 12:30 - 1:45 B Lunch 1:45 - 2:25
4	2:25 - 3:40
Tutoring	3:40 - 4:10

Special Schedules

AM ASSEMBLY	
Period	Time
Meetings/Tutoring	7:45 - 8:35
1	8:40 - 9:50
Assembly	9:55 - 11:25
2	A Lunch 11:25 - 12:05 A Class 12:05 - 1:10 B Class 11:35 - 12:40 B Lunch 12:40 - 1:20
3	1:20 - 2:25
4	2:35 - 3:40
Tutoring	3:40 - 4:10

PM ASSEMBLY	
Period	Time
Meetings/Tutoring	7:45 - 8:35
1	8:40 - 9:45
2	9:55 - 11:00
3	A Lunch 11:00 - 11:40 A Class 11:40 - 12:45 B Class 11:10 - 12:15 B Lunch 12:15 - 12:55
4	12:55 - 2:00
Assembly	2:10 - 3:40
Tutoring	3:40 - 4:10

EXTENDED ACTIVITY	
Period	Time
Meetings/Tutoring	7:45 - 8:35
1	8:40 - 9:55
Activity Period	10:00 - 11:00
2	11:05 - 12:20
3	A Lunch 12:20 - 1:00 A Class 1:00 - 2:15 B Class 12:30 - 1:45 B Lunch 1:45 - 2:25
4	2:25 - 3:40
Tutoring	3:40 - 4:10

LATE ARRIVAL	
Period	Time
Meetings/Tutoring	10:00 - 10:30
1	10:30 - 11:35
2	A Lunch 11:35 - 12:15 A Class 12:15 - 1:20 B Class 11:45 - 12:50 B Lunch 12:50 - 1:30
3	1:30 - 2:30
4	2:40 - 3:40
Tutoring	3:40 - 4:10

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MISSION STATEMENT

Founded in 1874 by the Ursuline Sisters, Ursuline Academy of Dallas is an independent Catholic college preparatory school for young women.

The mission of Ursuline Academy is
the total development of the individual student
through spiritual formation, intellectual growth, service to others
and building of community.

Ursuline Academy educates young women
for leadership in a global society.

CORE VALUES FOR URSULINE EDUCATION FOUNDATION SPONSORED SCHOOLS

At the heart of Ursuline education is the Gospel call to mission and the living spirit of St. Angela Merici, foundress of the Ursuline Sisters. Grounded in this call and in this spirit, Ursuline education is relationship-centered, with attentiveness to and respect for the unique gifts, potential, and needs of each individual. It is an educational vision that fosters the development of the whole person – spirit, mind, and body – in a nurturing community environment. As Jesus and St. Angela were both attuned to the needs of those around them, Ursuline education seeks to form servant-leaders, open to and engaged in the ever-changing global reality in which they are called to live and serve.

The schools sponsored by the Ursuline Education Foundation are called to be faithful to this educational mission and vision through the following Core Values of an Ursuline School.

Inspired by the call of the Gospel and challenged by the needs of our time, we, like St. Angela Merici, foundress of the Ursuline Community, ground our mission in the following core values:

Spiritual formation and faith development
Respect for the uniqueness of the individual
Development of the whole person
Development of a nurturing community spirit
Commitment to peacemaking
Serviam (I will serve) as a lived reality
A hallmark of an Ursuline sponsored school is academic excellence.

ALMA MATER

Ursuline Academy, in our hearts you'll always be,
Ever loyal, ever true, we're forever thanking you.
Let us raise our hearts together, for our love will last forever
We will know each passing year that our God is always near.

Ursuline Academy, in our memories you will be,
Ever loving, ever kind, joyful days we keep in mind.
Let us raise our hearts together, *Serviam* we pledge forever
In the years to come we'll be thanking God so gratefully.

PORTRAIT OF A GRADUATE

Act, move, believe, strive, hope, cry out to God with all your heart...

--St. Angela, Prologue to the Counsels, 17

An Ursuline graduate

- Is a woman of faith and reflection.
- Embodies *Serviam* by using her gifts to learn from and serve others.
- Appreciates multiple perspectives and celebrates the uniqueness of all locally and globally.
- Encourages and exemplifies integrity and resiliency.
- Is a life-long learner who engages with others ethically, critically, empathetically.
- Is an independent, innovative thinker who instigates and embraces change.
- Strives to build a strong sense of community.

URSULINE ACADEMY OF DALLAS STATEMENT ON COMMUNITY AND INCLUSION

Grounded in our Catholic tradition and in the words of St. Angela, Ursuline Academy of Dallas celebrates, values, and respects the rich tapestry of humanity.

We desire for each student to feel that she is known and fixed in our hearts.

We strive for excellence in promoting diversity, inclusion, equity, and justice.

We believe that all individuals experience the world through various dimensions such as age, ethnic heritage, religious tradition, gender, mental/physical ability, economic status, immigration status, education, family structure, body size/shape, race, sexual orientation, and more.

We create global citizenship by recognizing and cultivating our interconnectedness to each other and the greater global community.

We seek to identify and to challenge all forms of prejudice, discrimination, and injustice.

We, all members of the Ursuline Academy of Dallas community - students, faculty and staff, alumnae, administration, parents, family, and Board of Trustees - are responsible for the ongoing advancement of our inclusive community.

"My last word to you is that you live in harmony, united together (Insieme) all of one heart and one will: Be bound to one another by the bond of charity, esteeming each other, bearing with each other in Jesus Christ" (St. Angela Merici).

CAMPUS ADMINISTRATION

Dr. Andrea Shurley

President

Kayla Brown
Principal

Angie Jakubik
Director of
Mission
Integration

Jim Koehler
Chief
Financial
Officer

Erica Martinez
Chief
Communications
Officer

Christina Miller
Chief
Development
Officer

Anne Robertson
Chief
Technology
Officer

SCHOOL ADMINISTRATION

Kayla Brown

Principal

**Jessica
Bailey**
Director of
Admissions &
Enrollment
Management

**Mandy
Briones**
Campus
Minister

**Rachel
Clark**
Dean of
Academics

**Stefanie
Hill**
Athletic
Director

**Matt
Lepley**
Dean of
Students

**Cecilia
Nipp**
Director of
Global
Relationships &
Cultural
Exchange

**Anne
Robertson**
Chief
Technology
Officer

EXPANDED SCHOOL ADMINISTRATION

Danny Poellot
Student
Activities
Director

Andrea Pujol
Senior
Grade Dean

Sarah Kennedy
Junior
Grade Dean

Caroline Golson
Sophomore
Grade Dean

**Catherine
Tielkemeier**
Freshman
Grade Dean

**Aubree
Beck**
Director of
Auxiliary
Programs

**Susan
Bauer**
Director of
Research &
Innovation

**Charleen
Doan**
Community &
Inclusion
Coordinator

**Richard
Ongwela**
Director of
Teaching &
Learning

**Viviana
Ruiz**
Associate
Campus
Minister

Ursuline Academy
4900 Walnut Hill Lane
Dallas, TX 75229
Phone: (469) 232-1800 Fax: (469) 232-1836
Website: www.ursulinedallas.org

URSULINE COMMUNICATION NORMS

DAILY ANNOUNCEMENTS

Each school day starts with a prayer offered by a student on the public address (PA) system or over UA Live. During Summer School, announcements and daily prayers will be delivered in Teams and by faculty in each class. Other timely announcements relating to the entire student body follow the prayer. An archive of the live announcements will also be available to watch at <https://www.ursulinedallaslive.org/morning-announcements>. Students should contact their faculty moderator/sponsor in order to request posting of announcements on UA Live or on the UA Daily News Team.

It is a student's responsibility to check the UA Daily News Team and her Grade Level Team each day for announcements that are specific to individuals, grade levels, or clubs.

PHILOSOPHY OF COMMUNICATION

Ursuline strives to build trusting relationships with our parent community. We want to assist parents in any way we can, and we want parents to know how much we care about their daughters. Proactive communication is the best way to have a healthy relationship. At Ursuline we believe in having protocols and plans should a parent need to communicate with anyone at the school.

In support of our students transitioning into independent young women, our first line of communication often will be with the student herself. We will follow up with parents/guardians as a next step when necessary.

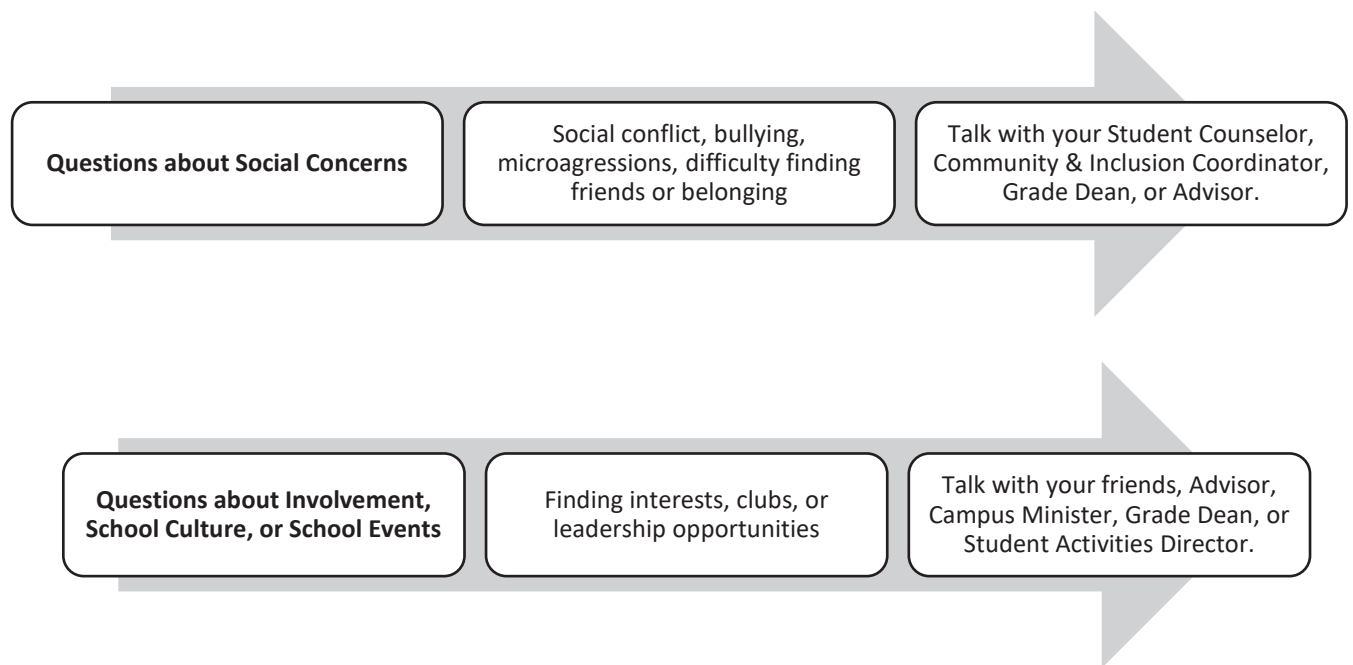
"When your child has a problem, speak first to the teacher who knows the child best. 'And bring forward with the assumption that we're in this together, instead of starting out with a complaint to an administrator'...It's always better for children when the adults in their lives are allies, not antagonists" (Better Together NAIS).

If a parent ever has a question and cannot find the correct communication plan below, please do not hesitate to reach out to anyone on the School Administration Team. The most effective and appropriate way to further engage with the school is by a scheduled appointment, as that is the best way to ensure that the right person will be available to spend time with you discussing your question or concern. If a parent arrives at school without an appointment, the individual who can best help them may not be available to meet.

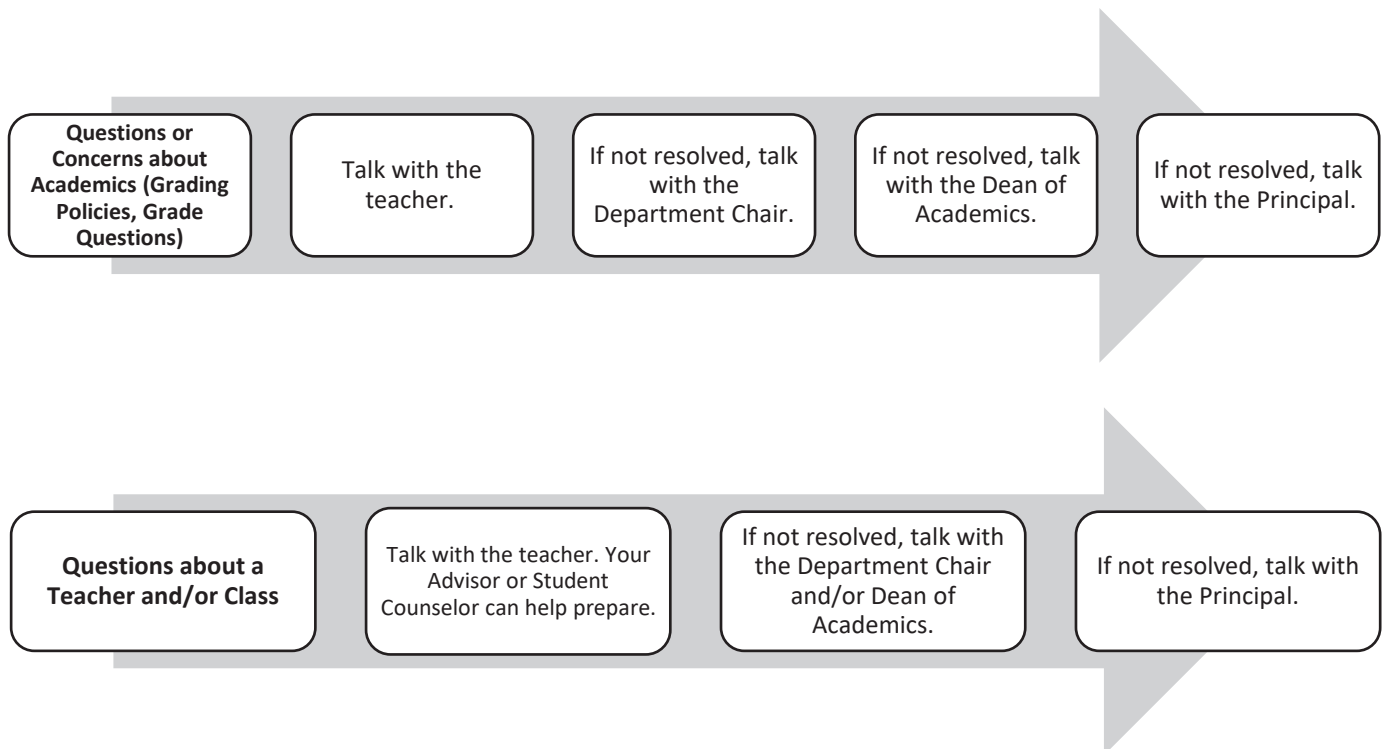
TOPICS THAT GO DIRECTLY TO STUDENT COUNSELORS

- Depression
- Anxiety
- Disordered eating
- Anything related to suicide
- Self-harm
- Abusive relationships
- Stress management
- Family issues that impact a student's performance and/or affect at school

SOCIAL QUESTIONS



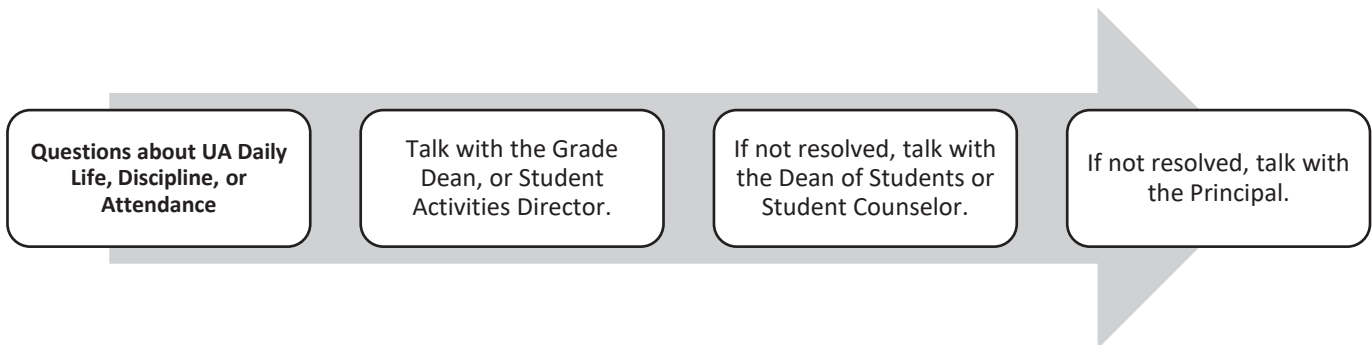
ACADEMIC QUESTIONS



ATHLETICS QUESTIONS



STUDENT DAILY LIFE QUESTIONS



URSULINE CORE VALUES AND TRAITS

All members of the Ursuline community are expected to exhibit Ursuline's Core Values:

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

In her commitment to Ursuline's Core Values, the Ursuline student demonstrates the following traits:

Commitment to *Serviam*:

- Completes all community service requirements
- Builds positive relationships with service partners and organizations
- Looks for opportunities to serve others
- Is generous with her time and her resources

Responsibility:

- Reads and responds to messages in a timely manner
- Communicates with adults proactively and respectfully
- Follows attendance procedures and turns in forms on time
- Respects athletic regulations and procedures and technology policies
- Adheres to the Code of Conduct and policies in all activities when representing Ursuline both on and off campus
- Takes ownership for mistakes and works to remedy the situation and repair relationships

Integrity:

- Completes all work with academic integrity and upholds Ursuline's Honor Code
- Is law-abiding
- Represents Ursuline with respect and pride both on and off campus

Spiritual Openness:

- Opens her heart and mind to programming which fosters spiritual and religious growth
- Demonstrates prayerful behavior during daily prayer, Mass, and all religious services

Hardworking:

- Turns in completed schoolwork on time and in the manner requested by the teacher
- Honors her commitments to extracurricular activities
- Tries her best at all she attempts

Leadership:

- Sets an example by showing integrity in all her actions
- Meets additional requirements of her clubs, organizations, and teams
- Encourages appropriate behavior in others
- Models Christian servant-leadership

Welcoming:

- Politely greets visitors with kindness

- Treats all members of the Ursuline community with warmth
- Honors Ursuline's Statement on Community and Inclusion

Optimistic:

- Expresses a positive attitude
- Demonstrates pride in Ursuline through both her words and her actions

Culturally Humble:

- Understands that another's culture is core to who they are
- Respects and honors peers of similar and different backgrounds

Respectful: The Ursuline Student demonstrates respect of self, others, and of her community.

- Wears proper uniform at school and proper attire at school functions
- Attends school-wide events, special program days, and assemblies regularly, promptly, and attentively
- Maintains a clean campus
- Fosters healthy habits in self and in others
- Honors the property and dignity of others
- Practices proper social media etiquette, understanding that what is said or done may always reflect upon Ursuline
- Shows kindness to all community members and puts others' needs before her own
- Extends kindness and grace when perceiving differences among members of our community, including religious practices, personality traits, learning styles, accents, foods, etc.

CODE OF CONDUCT

DISCIPLINE PHILOSOPHY

The ultimate aim for Ursuline's Code of Conduct is to help form students in virtue, character, and Gospel values. To educate the whole student, we are guided by St. Paul's words in Hebrews 12:10, "At the time, all discipline seems a cause not for joy but for pain, yet later it brings the peaceful fruit of righteousness to those who are trained by it." The four high school years are among the most formative ones in a student's life, and our high expectations regarding each student's words and actions reflect the heights that we are called to as disciples of Christ. Discipline is not something we do to students, but rather a quality we hope to build in them.

When a student does not meet the expectations of the Ursuline Code of Conduct, an infraction is recorded on her internal discipline record. Infractions are not reported on a student's transcript. The adult issuing the infraction will notify the student; however, it is the student's responsibility to check her discipline record on My Backpack frequently. Sometimes students may be called from class to discuss matters such as discipline and attendance. Additionally, when deemed necessary, Ursuline reserves the right to search a student's belongings, including but not limited to her backpack, computer, cell phone, and car.

Infractions will not be changed or removed two weeks following the date of the incident. Infractions incurred during Summer School will be applied in the fall semester. At Ursuline, we believe that giving timely feedback is best practice when addressing discipline. Any incidents need to be reported in a timely manner.

While Ursuline does not monitor off-campus activity at non-Ursuline-sponsored events, students should remember that they are always an Ursuline student, whether on or off campus. Their words and actions have a broader impact on the Ursuline community as they are a living testimony of who we are and what we value. Depending upon the situation, there may be disciplinary consequences for situations that happen off campus at non-Ursuline-sponsored events.

TYPES OF INFRACTIONS

CLASS I INFRACTIONS: IRRESPONSIBLE BEHAVIOR OR MINOR OFFENSES

These are worth one point each, and they are considered warnings since no consequences will follow until the accumulation of four infraction points. Four Class I infractions result in a detention. These include, but are not limited to, the following behaviors:

- Failing to turn in required forms (such as the handbook acknowledgement or emergency card) or complete tasks on time (logging service hours, returning technology equipment, completing make-up time) – these may accumulate weekly
- Being out of uniform without a uniform pass (repetitive uniform violations may result in a Class II infraction)
- Choosing to wear the uniform improperly (such as walking on the backs of shoes, rolled skirt, etc.)
- Chewing gum
- Failing to follow the guidelines of Digital Citizenship in Technology Section of the Student Handbook (may result in a Class II infraction)
- Failing to follow the attendance procedure and policy (such as signing in/out as required, leaving class early prior to early dismissal time for UA function)
- Having food and/or drink (other than water) anywhere in the school building other than designated eating spaces
- Not turning in an absence note or having a parent/guardian email the Dean of Students Office after three school days from the date of absence (no make-up work will be accepted without a note)
- Wearing inappropriate attire for a school function
- Not having a student ID at an Ursuline Dance
- Not wearing ID on appropriate lanyard, not obtaining a temporary fob before school, destroying or tampering with your FOB in any way
- Cell phone going off in class or during school programming, using cell phone anywhere in the building except in Fox (unless given permission by a faculty member)
- Failing to follow procedure for library and athletic returns, or failing to do so in a timely manner
- Using any computer other than an Ursuline-issued laptop while on campus
- Not adhering to *Serviam* semester hour goals and/or log-in and enrollment requirements for a given semester
- Not responding to emails, Teams messages, or other communication in a timely manner
- Technology or Cave violations
- Leaving trash, litter, or food anywhere on campus, not returning dishes and silverware, leaving drinks on the floor
- Inappropriately lounging or lying down on campus and sunbathing
- Failing to show up for a community service commitment/project without notice

Arriving late or missing a scheduled detention without notice prior to the detention time will result in two infraction points.

Additionally, every six tardies per semester result in four infraction points and one detention.

CLASS II INFRACTIONS: DISRESPECTFUL OR MODERATELY INAPPROPRIATE BEHAVIOR

These are worth four points each and result in a detention. Depending on the seriousness of the incident, Class II infractions may be elevated to six points or the behavior may fall into a Class III category. This is at the discretion of the Grade Dean and Dean of Students. They include, but are not limited to, the following behaviors:

- Not following safety protocols (health and safety, evacuations, drills, safe environment, etc.)
- Violating the Honor Code or lying
- Behaving in a disruptive or disrespectful manner
- Repeated disruptive behavior after correction
- Skipping class or any portion of a class. Skipping of any kind, if discovered, may result in a Class II infraction, a phone call to parents, and one detention. No credit will be given for work missed (including tests and quizzes) while cutting class.

- Skipping senior community service commitment
- Using a cell phone during class, advisory, drills, or assemblies without permission
- Recording in hallways, lounges, bathrooms, etc. during the school day, and/or recording another student or Ursuline employee without permission
- Wearing ear buds, air pods, and/or headphones during class or at any other inappropriate time
- Driving irresponsibly on campus, including driving while on cell phone or texting
- Using a username and password other than your own
- Using laptop irresponsibly (content and language) or accessing inappropriate material from the Internet
- Mistreating school property, including lockers, desks, walls, laptops, etc. (requires restitution)
- Misrepresentation of yourself or the Ursuline mission on Ursuline online platforms
- Parking violation (sharing, selling, trading, borrowing or loaning parking spaces, or parking on campus without a permit)
- Failing to pay cafeteria debts after receiving notice of the debt and a reasonable opportunity to cure the debt
- Propping the door open to the athletic locker room
- Displaying rude, inappropriate, or disrespectful behavior (language, slurs, symbols, gestures, playing offensive songs, singing offensive lyrics, etc.) towards others, particularly community members
- Inappropriately using social media – this may include but is not limited to, poor representation of Ursuline (especially when in uniform or on campus), inappropriate sexual content, demonstration of moral turpitude, any inappropriate posts tied to your name, etc.
- Using or entering specified areas of the property without permission (classrooms, lawn, the creek and wooded areas, construction site/fenced off area, etc.)
- Not completing *Serviam* semester hour goals and/or log-in and enrollment requirements at all for a given semester
- Having inappropriate décor (stickers, buttons, patches, etc.) on laptops or any other belongings
- Having more than one person occupying a single stall bathroom
- Taking or using another person's property without their permission
- Bringing mace/pepper spray on campus (can be escalated to a Class III)

CLASS III INFRACTIONS: SAFETY ISSUES & SERIOUS OFFENSES

Eight points received directly from a Class III infraction may result in Saturday detention, suspension, probation, request for withdrawal from school, and/or expulsion at the sole discretion of the Dean of Students and/or the Principal. A Class III infraction may result in removal from any Ursuline organization and/or leadership position, including but not limited to ambassadors, NHS, Student Council, athletic teams, Jesuit Rangerettes or Cheer. These are worth eight points and include, but are not limited to, the following offenses:

- Smoking, vaping, any use of e-cigarettes or any tobacco product, anywhere on campus (includes parking lots)
- Forgery
- Vandalism
- Leaving the campus without permission during the school day; students must remain in the building until after the afternoon prayer (if students are in their car, they are considered off-campus)
- Possession, use, distribution, or sale of any illegal substance (such as alcohol, e-cigarettes, or recreational drugs) in any school setting or school-sponsored event.
- Use, distribution, or sale of prescription drugs
- Bullying, threatening, or harassing any member of the Ursuline community or extended community whether verbally, physically, in writing, electronically, etc. (for more details, see harassment definition under Special Circumstances in handbook)
- False accusations and slander of a serious nature
- Bringing disgrace to the Academy
- Disruption of the school day
- Repeated and/or inappropriate use of social media
- Fighting or unwarranted physical contact

- Bringing any sort of firearm or weapon to campus; being in possession of any sort of firearm or weapon
- Theft
- Owning, possessing, and/or sharing a false identification document

Additionally, Ursuline reserves the right to fine a student and/or her parents or legally responsible adults and/or seek restitution for theft of or damage to Ursuline property or the property of an Ursuline community member while on campus or at an authorized school function. Failure to pay such fine may result in additional disciplinary consequences up to and including a request to withdraw from school and/or expulsion.

ACCUMULATION OF INFRACTIONS

A substantial accumulation of infractions implies resistance or inability to meet the expectations of an Ursuline student. When a student has accumulated a number of infractions, the following guide may (but is not required to), in the Dean of Students' sole discretion, be applied:

- For every 4th infraction point, a student will serve one 45-minute detention and reflect on Ursuline's Core Values and Code of Conduct.
- A student who accumulates 8 infraction points, some of which are Class II or Class III infractions, will be required to meet with her Grade Dean and may not be eligible for membership in certain Ursuline organizations.
- A student who accumulates 20 infraction points in an academic year may be placed on disciplinary probation.
- A student who accumulates 32 infraction points in an academic year or engages in other serious misconduct may, at the sole discretion of the Principal, be denied re-registration or subject to cancellation of registration for the following academic year, be asked to withdraw from Ursuline in lieu of expulsion, or may be expelled from Ursuline immediately.

Notwithstanding the foregoing, any instance or course of misconduct may, at the sole discretion of the Principal, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the Principal may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline. Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community or may negatively impact the school's reputation in the community. Circumstances giving rise to expulsion can arise and unfold quickly. The Principal's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. However, when reasonably possible as determined in its sole discretion, the school will make reasonable attempts to notify a student's parent or other legally responsible adult before a decision to expel the student becomes final.

Prepaid tuition and fees are not refunded if a student is expelled or asked to withdraw in lieu of expulsion, or if a student's registration for the following academic year is cancelled for disciplinary reasons. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

DETENTIONS

Detentions are held on Tuesday mornings from 7:45 - 8:30 a.m. and Thursday afternoons from 3:45 - 4:30 p.m. in the Dean of Students Office. Detention should take priority over any school-sponsored event and is to be served as soon as possible.

Arriving late or missing a scheduled detention will result in two additional infraction points.

Detentions are designed to be restorative by inviting students to take responsibility, consider the impact of their decisions, and to reflect on a good path forward. The reflections students complete during detention time are grounded in Ursuline's mission.

DISCIPLINARY PROBATION

A student who has accrued a Class III infraction, who has a series of repeated Class II infractions, who has accrued 20 infraction points, or who has committed a serious offense may be placed on disciplinary probation for a specified period of time during the current or following academic year. Disciplinary probation can be carried over into the next school year depending on the timing of the accumulation of infractions or the incident or other circumstances determined by the Dean of Students. Being placed on disciplinary probation puts the student in jeopardy of losing the following privileges:

- Holding any club, class, or leadership position and/or being able to seek any class or club officer position for the upcoming academic year
- Representing Ursuline on any athletic team, cheerleading squad, dance team, theatrical/musical group, etc. (a student on disciplinary probation may still practice or rehearse but she may not participate in any competitions or performances.)
- Representing Ursuline in events/activities on or off campus
- Enjoying senior privileges, including the privilege of participation in graduation events
- Traveling on Ursuline sponsored field trips/overnight trips

The Dean of Students, the Grade Dean, and/or the Principal will decide which privileges are lost while the student is on disciplinary probation. No student on disciplinary probation may travel on an Ursuline sponsored out of town trip during the probation period or the summer following the probation period if it occurs during second semester.

Generally, students who are on disciplinary probation will be required to meet bi-weekly (for the term of her probation) with the Dean of Students and their Grade Dean or Student Counselor. A student on disciplinary probation who accumulates 4 or more infraction points or does not abide by the disciplinary probation agreement during her probationary period is subject to a review of her status as an Ursuline student. She may be asked to withdraw, be expelled, or her probation may be extended. A student who is on disciplinary probation multiple years at Ursuline may be subject to a review of her status as an Ursuline student.

If a student accrues 32 infraction points during one academic school year after being on disciplinary probation, their status as an Ursuline student will be reviewed.

The privilege of participation in the Ursuline school community requires adherence to the school rules. Each year, students return to Ursuline by invitation only. Invitations may be revoked at any time in the school's sole discretion, and a student's registration may be cancelled at any time before the student's first day of classes for the relevant school year at the school's sole discretion.

Whether an invitation will be issued depends on a student's disciplinary and academic records during the preceding year. Ursuline may decline to extend an invitation for admission or re-enrollment at its sole discretion. The Dean of Students and/or the Principal evaluate each student's continued enrollment based on her discipline record and may revoke that enrollment at any time.

Nothing in this handbook is intended to limit the ultimate authority of Ursuline to suspend or expel any student in the sole discretion, that the conduct of the student or the student's parents or guardians undermines the peace, order or wellbeing of Ursuline, threatens the safety or welfare of the students and/or staff or violates the mission, policies or standards of Ursuline, as established from time to time, including without limitation, those outlined in this handbook.

ATTENDANCE PROCEDURES & POLICIES

Hours: 7:45 a.m. – 4:10 p.m.

Phone: 469-232-3963

SchoolPass App for reporting attendance

Email: attendance@ursulinedallas.org

ATTENDANCE PHILOSOPHY

Deep learning and community-building happens within the school; therefore, students must be present. Students may not regularly miss days or leave school early for non-Ursuline activities. Furthermore, a student who is on campus must attend all her scheduled classes. A student on campus cannot leave the building until after the conclusion of the afternoon prayer at 3:40 p.m. There is extensive research proving that absenteeism is a detriment to a student's ability to learn. We cannot educate your daughter if she is not in school. Additionally, the special programming offered as part of a holistic Ursuline education is essential to her total development as an individual student. Each student contributes to the life of the Ursuline community.

Ideally, absences are avoided altogether; however, we recognize that there are occasions in which absences are unavoidable.

ABSENCE NOTIFICATIONS

Ursuline uses the SchoolPass app for attendance notifications. Parents/Guardians will download SchoolPass prior to the beginning of the year. Use the SchoolPass app to notify the attendance office of any absences or late arrivals by 9:15 a.m. and/or early dismissals by 12:00 p.m., except in case of emergencies. If SchoolPass is not working, an email to attendance@ursulinedallas.org is sufficient. Please be honest and careful when listing the reason why your daughter is absent. If parents/guardians indicate vomiting or fever as the reason for the absence, the school must follow the 24-hour rule, regardless of whether that reason is later redacted.

It is the responsibility of each student to regularly review her attendance record on My Backpack. Parent/Guardian notification of an absence must be received by the attendance office within three school days after the date of absence(s) or the student will receive a Class I Infraction for each absence. Notification of a Summer School absence must be reported on the day of the absence. While the attendance clerk may send a reminder to the student about the absence, it is the student's responsibility to follow attendance procedures and secure the necessary documentation.

Changes to attendance records need to be approved by the Dean of Students Office.

ADVANCED NOTICE OF PLANNED ABSENCES

If a student knows in advance that she will be absent (for example surgery or travel), she should provide a parent/guardian/coach documentation to the Dean of Students Office and notify her teachers to arrange for make-up work. Students are responsible for initiating communication with their teachers regarding any foreseen, planned absences.

TYPES OF ABSENCES

Ursuline recognizes four kinds of absences:

1. **Approved:** *Approved* absences are absences in which the school has absence notification from a parent/guardian through SchoolPass.

2. Unapproved: *Unapproved* absences result when the absence is not accompanied by a parent/guardian notification.
3. Excused: *Excused* absences can be any of the following:
 - Free-period absences with a doctor's note
 - The student must submit to the attendance office a doctor's note dated within two weeks of the appointment. Doctor's notes only excuse absences during a student's free period. Doctor's notes do not excuse absences from any credit courses unless there are extenuating and medically necessary circumstances that require special attendance accommodations (concussions, enrollment in treatment programs, etc.).
 - The note can be a hard copy or an electronic copy (sent to attendance@ursulinedallas.org) and must be received in order for the appointment to be counted as an excused absence.
 - Any absence due to illness that exceeds three consecutive days requires a physician's note to return to class.
 - Parents and guardians, even if they are physicians, are prohibited from attesting to their child's health status for school absences. Parents and guardians cannot write their own notes for this purpose.
 - UA Functions
 - No parent/guardian notification is required for UA Functions.
 - This includes Ursuline athletics, field trips, travel, etc.
 - *Preapproved* College Visits
 - No parent/guardian notification is required for *Preapproved* College Visits.
 - See College Visits under College Counseling
 - *Preapproved* Club Sports
 - Absences for Club Sports must be requested within three school days of the absence.
 - See Club Sports below.
 - Three *Preapproved* Club Sports absences will be excused per semester. (Any additional days will be approved absences but not excused.)
 - *Preapproved* Holy Days
 - Observance of a religious holiday
4. Summer School: All absences in *Summer School* courses require absence notification and are limited to two per course.

CLUB SPORTS

To request a *Preapproved* Club Sport absence, a student must send one group email to all teachers for classes she would miss for the sporting event. **This email should be sent at least three full school days (not including weekends or holidays) before her planned absence, and should have the Associate Athletic Director of Student Support, Attendance, and a parent/guardian copied on the email.** The subject line should read "Club Sport." In the message, please include the date(s) class will be missed and a letter from the organization verifying the date of the event. Refer to the graphic for an explanation about the timeframe for requesting a club sports absence.

WEDNESDAY	THURSDAY	FRIDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
REQUEST BY 8:40 AM			VISIT DAY				
	REQUEST BY 8:40 AM			VISIT DAY			
		REQUEST BY 8:40 AM			VISIT DAY		
			REQUEST BY 9:15 AM			VISIT DAY	
				REQUEST BY 8:40 AM			VISIT DAY

MAKE-UP TIME FOR ABSENCES

Texas state law requires that students attend school each day that instruction is provided. In addition to compulsory attendance law, Texas requires schools to enforce the “90 percent rule” which states that students enrolled in a K – 12 school must attend class for 90 percent of the time that it is offered to receive credit. At Ursuline Academy, students are allowed four *approved* absences per class per semester (excluding UA Function or approved College Visit absences). Should a student exceed the *approved* four absences per class per semester, she will be required to make up any additional truant time outside of school hours. Allowed make-up time will not exceed 320 minutes per class. If the amount of make-up time exceeds 320 minutes per class, the Dean of Academics and the Dean of Students will decide whether the student can receive credit for the class. Make-up time takes priority over extracurricular activities.

Make-up time is not punitive, nor is it the same as serving a detention. There are no infractions associated with make-up time.

Summer school students are allowed only two absences per course. Due to the brevity of the summer terms, make-up time is not offered. More than two total absences will result in a loss of course credit and a W (withdraw) on the transcript.

ACCUMULATION OF ABSENCES

If a student accumulates more than eight absences in a class (20 percent of class time in a semester), a meeting will be scheduled with her parents or guardians, the Grade Dean and/or the Dean of Students, and the Principal to discuss concerns regarding the number of absences. Seniors who have more than eight absences in a class or who need to make up class time will forfeit senior off-campus privileges.

In the event of hospitalization for mental health treatment, a conference is required between the student’s mental health care provider, her Ursuline student counselor, and a school administrator before re-admittance may occur. The school may also require an evaluation of the student by a medical professional in order for the student to return to Ursuline.

If a student goes in-patient or on partial hospitalization more than once while enrolled at Ursuline or if her time away from campus extends beyond nine weeks, her family will need to meet with her counselor and members of the school’s administrative team to assess her continued enrollment. While the top priority is to safeguard the health and well-being of the student, it is also important that she is able to meet and uphold Ursuline’s academic program expectations in a consistent manner.

If at any time a student’s medical absences make it difficult for her to meet the school’s requirements or require accommodations beyond the school’s resources, the school has the sole discretion to request the student to withdraw.

TARDIES

Students are expected to be on time to all classes in order to avoid disrupting the learning environment. If a student is late for school or for an individual class, she should report to the Dean of Students Office to check in. Failure to sign in will result in a Class I infraction.

Every sixth tardy to school and/or to class per semester results in four infraction points, a discussion with the Grade Dean, and a detention. If a student is less than 20 minutes late, it is considered tardy. If a student misses 20 minutes or more of a class, it is considered an absence.

If a student is tardy to class and the class is not in the assigned classroom, the student must check in with the attendance office.

Summer School tardies of less than 20 minutes are a 0.5 Summer School absence. Summer School tardies over 20 minutes are a full Summer School absence.

EARLY DISMISSALS

In order to leave campus for any reason after a student has arrived at school (this includes zero-hour classes), she must sign out with the attendance office and have permission from a parent/guardian through SchoolPass allowing the student to leave early. To confirm there is a note on file, the student must personally check in with the attendance clerk. If appropriate notice is not received, the Dean of Students' Office will contact the parent/guardian for verbal permission and request a SchoolPass notice allowing the student to sign out and leave campus.

Every sixth early dismissal will result in a student serving a 45-minute detention. There are no infraction points associated with early dismissals.

If a student gets sick at school, she must visit the clinic (or UA+ Office during Summer School) before coming to the attendance office. If a student has visited the clinic and is sent home sick during the school day, she must sign out in the attendance office. Absences which result from the nurse sending a student home due to illness are excused.

In emergency situations, such as illness, the parent/guardian or person listed as the emergency contact will be contacted by phone, and the student will be allowed to check out at the discretion of the Dean of Students.

Summer School early dismissals of less than 20 minutes are a 0.5 Summer School absence. Summer School early dismissals over 20 minutes are a full Summer School absence.

ADVISORY ATTENDANCE

Advisory is a priority at Ursuline and an important part of our 4-year programming; therefore, attendance is required. It is the responsibility of the student to report in person to her advisor during Advisory, Class Meetings, and assemblies. An infraction may result if this procedure is not followed. A student with more than 4 absences in advisory and/or class meeting per semester will be asked to complete make-up time which will consist of a 45-minute reflection. If a student reaches more than 8 absences in advisory and/or class meeting per semester, with or without a doctor's note, the student will meet with her Grade Dean, and it may impact her ability to retain or apply for certain organizations or leadership positions.

SPECIAL PROGRAM DAYS

(Career Day, Global Week, etc.)

The mission of Ursuline Academy is the total development of the individual student through spiritual formation, intellectual growth, service to others, and building of community.

Ursuline Academy commits to helping our students develop themselves as whole individuals. Therefore, Ursuline devotes partial or full days each year to focus on students' growth in areas beyond the classroom. These include special, community-focused days and assemblies, including but not limited to Career Programming, Global Day, STEM/Humanities Day, Special AM Assemblies, Prayer Services, and others. It is our expectation that all community members are in attendance for these days. There will be no college visits approved on these days. Absences on these days will be counted as two advisory absences and will require make-up hours. Hours will be made up before or after school. Attendance procedures should be followed.

Seniors and second semester juniors who repeatedly miss assemblies for liturgies, guest speakers, and community programming may forfeit their senior privileges.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES WHEN ABSENT

A student must be present for two full in-person class periods in order to participate in extracurricular activities that same day. In order for a student to participate over the weekend, she must be present more than two full classes on a Friday. Absences due to doctor's appointments may be excused.

FREE PERIOD SIGN-IN & SENIOR SERVICE SIGN-IN PROCEDURES

Students must sign in for a first period free at the beginning of the day in the Dean of Students Office. A student who neglects to sign in for a first period free will receive a Class I Infraction. Seniors returning from Community Service should report directly to their next period class. If a student has a free period after Community Service, she must sign in at the Dean of Students Office or receive a Class I Infraction. This includes online classes.

ZERO-HOUR CLASS ABSENCES

Missing a zero-hour class is considered a regular absence and the same attendance rules apply.

COLLEGE VISITS

See College Visit Days under College Counseling.

UNIFORM

The Ursuline uniform signifies membership in the student body. Students are to wear the school uniform proudly every day during the regular school year. The Ursuline Academy uniform must, at a minimum, include a blouse, a skirt, a blazer, socks, and a pair of uniform shoes. All uniform standards are subject to interpretation by the Dean of Students Office, whose decision as to the appropriateness of any aspect of a student's appearance is final.

STANDARD UNIFORM

The basic uniform includes the following list of approved items:

- White oxford or cotton material, pointed collar (may be button-down, long-sleeved or short-sleeved), blouse must be tucked-in
- Navy cardigan or navy V-neck sweater
- Solid navy or black tights with no ridges/pattern/cutouts/mesh/logos, or solid navy or black leggings (no logos or design on leggings, and socks must cover leggings' hem)
- White uniform crew or knee socks (socks must cover the ankle and only have subtle logos), students also may wear UA socks sold in the bookstore
- Solid white, supportive athletic shoes with white shoestrings (these should be athletic sneakers with only white logos). Slip-ons and low-support shoes such as Converse or Vans are not uniform shoes
- Red, white, and blue plaid skirt (hem must be no more than three inches above the knee as a student stands straight)
- Red or navy pullover Ursuline fleece from Bear Necessities
- Black, navy, red, white, Carolina blue, or gray Ursuline sweatshirts in excellent condition (not torn, frayed, or stained)
 - All sweatshirts worn on campus must be Ursuline-issued and have either "Ursuline" or "UA" noticeably visible on the front of the sweatshirt
 - One sweatshirt over a school blouse is allowed; two or more sweatshirts cannot be layered and worn
- Class lanyard and ID badge

DRESS UNIFORM FOR FORMAL EVENTS

For certain special assemblies and all Masses, students are expected to wear their dress uniform. Class I infractions will be given if a student does not have her blazer or saddle shoes for formal events. The Dean of Students Office does not rent out blazers.

- Navy or black-and-white saddle oxfords, must have laces and be clean without markings (students who intentionally etch on their shoes will receive an infraction), must be worn as intended (not walking on heels)
- Navy blazer with Ursuline's crest on pocket (sweatshirts cannot be worn under blazers)
- Uniform shirt, skirt, ID badge

It is strongly recommended that labels the student's name be placed in all uniform items (particularly in blazers/sweaters). Non-uniform items may not be worn during the day. Sweatpants cannot be worn under the uniform skirt during school hours. Blankets will only be allowed in the classrooms at the discretion of the teacher. No blankets should be worn in the hallways.

Students who arrive at school for their first period in non-uniform clothing are not in compliance with the uniform requirements and are unprepared for school. The attendance office has extra uniform items and can issue a uniform pass for students who forget a uniform item for the day in lieu of an infraction. The student will receive a Class I infraction for improper/incomplete uniform if she does not report to the attendance office for a uniform pass immediately upon arrival at school.

TEMPORARY & LONG-TERM UNIFORM PASSES

If the uniform cannot be worn (due to special circumstances) or a student has forgotten uniform items for the day, she may request to borrow a uniform item or receive a temporary pass from the Dean of Students office prior to her first class. Only in rare instances will athletic shoes be permitted during special assemblies.

ACCESSORIES & HAIR

Students are expected to wear the uniform properly and proudly at all times during the school day. Jewelry, make-up, and hair adornments must be understated and appropriate to the uniform and proper deportment, at the school's sole discretion. Hairstyles should not be distracting, and hair may not be dyed an unnatural hair color. All jewelry should be minimal and appropriate for school. Tattoos, facial jewelry, and body piercings are not allowed. All pins worn must be appropriate for school. Undergarments should be flesh-colored and not visible.

DRESS DOWN DAY & SUMMER SCHOOL GUIDELINES

Occasionally, the Dean of Students may approve a "Dress Down Day" for the student body. On those days and during Summer School, school appropriate, casual clothing is acceptable. Nothing should be too tight or too short. Shorts, pajamas, crop tops, garments with cutouts, and/or torn garments are never appropriate attire for class days. Flip flops and slippers are not permitted on dress down days. The administration will not allow apparel that is, or is perceived to be, contrary to the mission of the school. On a dress down day, please adhere to the following guidelines:

- Do not include pop culture references – especially those that could be divisive, offensive, or exclusive
- Do not endorse any particular viewpoint – especially those that could be divisive, offensive or exclusive
- Clothes should promote the mission of Ursuline and not be perceived as contrary to the mission of the school
- Avoid using images of real faces – UA students, teachers, employees, or public figures

For themed dress down days, please see statement on Cultural Appropriation versus Cultural Appreciation under Dances.

SENIOR UNIFORM CHOICES

The senior uniform includes the following list of approved items:

- Navy cotton, short-sleeved, tucked-in blouse
- White V-neck cardigan or sweater
- Solid navy crew socks or knee socks that must cover ankle

SWEATSHIRT POLICY FOR ANY EXTRACURRICULAR ACTIVITY OR ORGANIZATION

If/when a student organization designs a sweatshirt for its members, the design should:

- not use any pop culture references – especially those that could be divisive, offensive, or exclusive
- not endorse any particular viewpoint – especially those that could be divisive, offensive or exclusive
- promote the mission of Ursuline Academy and not be perceived as contrary to the mission of the school
- avoid using images of real faces – UA students, teachers, employees, or public figures
- have "Ursuline" or "UA" clearly visible on the front
- not only be for specific sections (periods) of a class

All designs must be approved by the organization's moderator and the Student Activities Director.

GRADUATION ATTIRE

As part of a long-standing tradition uniting the past graduates with the present, Ursuline graduates wear a formal white dress, white dress shoes, a white hat provided by Ursuline, and carry a dozen red roses. Seniors should reference the Graduation Dress letter sent by the Dean of Students for specific guidelines. Graduation dresses must be presented for approval by the date indicated in the letter. If students do not meet the deadline, they may receive an infraction.

CELL PHONE POLICY

Ursuline is committed to focus on student well-being. In doing so, we seek to partner with parents in helping our students reduce stress and achieve balance. Due to the U.S. Surgeon General's 2023 statement on *Social Media and Youth Mental Health*, Ursuline has considered how social media positively and negatively impacts teenage girls and their well-being. We hope to create a culture of good practices that lead to balance and healthy boundaries around cell phone use in our community.

In order to encourage face-to-face social interactions, community-building, and productivity within the school day, cell phone use is allowed within the following parameters:

- All cell phones must be set to silent during the school day, but preferably, cell phones are turned off.
- In classes and advisory, students must deposit cell phones in the caddies provided for the duration of class and advisory, unless otherwise explicitly instructed by a teacher for learning purposes. During an assembly, Mass, prayer service, etc., cell phones are to remain in a student's advisory location. A student who chooses to use her phone during class, advisory, or assemblies without permission will receive a Class II infraction and a detention. She may pick up her phone from the attendance office at the end of the day.
- Students should bring cell phones to class meetings, and only use them when instructed (e.g., scanning QR codes, scheduling calendar reminders).
- Using the phone in the testing center is strictly prohibited, and the use of a phone, smart watch, earbuds, etc. during a quiz, test, or exam will result in a possible Honor Code violation for testing protocol violations.
- Between the hours of 8:40 a.m. - 3:40 p.m. talking or silent usage (texting, email, applications...) on your phone may only be done outside, in the attendance office with permission, or in Fox. Cell phone usage in hallways, lounges, bathrooms, etc. during non-class time will result in a Class I infraction.
- Video recording or taking photos of any member of the Ursuline community without permission is not allowed anywhere on campus (classrooms, bathrooms, cafeteria, outdoors, etc.) and will likely result in a disciplinary consequence. Additionally, creating AI-generated or augmented images/videos of a community member without permission is not allowed and will be subject to disciplinary consequences.

We recognize that parents/guardians and students may need to communicate via cell phones during school hours. We ask that parents/guardians partner with us by limiting communication during the school day and being mindful of the frequency and timing of their communication, understanding that students may not respond immediately. In the case of an emergency during the school day, please reach out to the attendance office.

Ursuline regularly evaluates its cell phone policy throughout the year. If, during the school year, a change in policy is deemed to be in the best interest of our students, we will share the updated policy and reasoning for the change through all regular Ursuline communication methods.

POLICY ON SERVICE DRIVES OR FUNDRAISING FOR NON-PROFITS

Fundraising priorities are established by the President's Office in consultation with the Academy's Board of Trustees. Priorities at any given time may include, but are not limited to academic programs, scholarship support, endowment growth, or capital projects. On behalf of the President and Board of Trustees, the Development office oversees all fundraising activity (cultivating relationships, soliciting gifts, and proper stewardship of support) and ensures that it is aligned with the Academy's priorities.

No employee, student, or volunteer shall engage or initiate a fundraising effort or accept a gift without the appropriate review and approval from the Development office. This policy applies to in-kind gifts (donations of goods) and gifts of financial support. The policy also applies to fundraising that benefits Ursuline as well as fundraising that benefits outside nonprofit organizations.

In line with the above policy, clubs may not engage in school-wide on-campus fundraising for their organization. This includes, but is not limited to bake sales, dress down day sales, t-shirt sales, and goods drives, such as food and clothing donations. Ursuline Academy of Dallas is committed to carrying out *Serviam* as a lived reality; however, to maintain our status as a non-profit organization, to respect the frequency with which our community is approached with fundraising initiatives, and to avoid favoring one person's non-profit over another, fundraising on campus is no longer permitted.

Students are encouraged to find alternative ways to serve their community, such as scheduled service efforts at local organizations, organized drives at off-campus locations that are open to the public, **organized drives limited to a club's members**, and planned events to raise awareness for various causes. There will be funds set aside each year for clubs should they require financial support to carry out their activities. Please see below for the Funds Approval Process.

ACADEMICS

CURRICULAR REQUIREMENTS BY GRADUATING CLASS

Theology	English	Math	Social Studies	Science	World Lang	Electives	PE	Fine Arts	Comp Science	Life Skills	Total
4	4	3	3	3	3	3	1	1	1	1	27
- Social Studies requirements: 3 credits - World History, Government, United States History, and Macroeconomics - Science requirements: 3 credits - Physics, Chemistry, and Biology beginning in Freshman year - World Language requirements: 3 consecutive years or through level 3 beginning in Freshman year - Seminar requirements: 0.5 credit in Freshman year and 0.5 credit in Junior or Senior year - Seniors may take two free periods in the first semester of their senior year; in the second semester, seniors may take only one free period. - Students may take no more than one Zero Hour class and one class during the school day for P/F per semester.											

GRADING SYSTEM

90-100	A
80-89	B
70-79	C
65-69	D
Below 65	F

EQUIVALENCE SCALE

Numeric Grade	Grade Points	Honors/AP
93-100	4.0	4.6
90-92	3.7	4.3
87-89	3.3	3.9
83-86	3.0	3.6
80-82	2.7	3.3
77-79	2.3	2.9
73-76	2.0	2.6
70-72	1.7	2.3
65-69	1.0	1.6
Below 65	0.0	0.0

Ursuline Academy of Dallas is a four-year program and does not allow for any pathway for early graduation. Ursuline Academy of Dallas does not offer a virtual option for students.

REQUIREMENTS

To earn a diploma from Ursuline Academy, a student must meet the following requirements:

- obtain the last six credits from Ursuline Academy while enrolled as a full-time student.
- earn passing grades in all courses or remediate failures
- fulfill all community service requirements
- be enrolled in a minimum of six courses in a given semester at Ursuline.
- complete the minimum credits required in the “core curriculum”
- Students cannot be enrolled in Ursuline and another school at the same time.

HONOR GRADUATES

Students who graduate earning a cumulative GPA at the end of their senior year are designated as follows:

Summa Cum Laude	greater than or equal to 3.9
Magna Cum Laude	between 3.7 and 3.899
Cum Laude	between 3.5 and 3.699

HONOR ROLL

Students earning a semester GPA as follows earn placement on the honor roll. Semester GPA's include weight for any AP/Honors courses.

First Honor Roll	3.9 GPA or higher
Second Honor Roll	3.5 - 3.899 GPA
Third Honor Roll	3.1 - 3.499 GPA

ACADEMIC DEAN'S LIST

Students achieving a weighted semester GPA of 3.5 or higher receive the accolade of *Academic Dean's List* in the fall and/or in the spring. This notation appears on student transcripts each time the accolade is earned.

The student who meets the criteria for recognition as class valedictorian shall also be considered the highest-ranking graduate for purposes of receiving the honor graduate certificate from the state of Texas. The valedictorian and salutatorian must have attended Ursuline for all four years of high school.

ACADEMIC CONCERNS & QUESTIONS

Any concern parents have regarding an academic issue should be addressed following Ursuline's Communication Norms referenced on page 8 of this handbook.

ACADEMIC PROBATION

If a student fails or does not receive credit for two courses in a given semester, she will be placed on academic probation. To be removed from probation the student must pass all her courses the following semester. Failure to do so may result in dismissal from Ursuline.

Receiving confirmation from the Dean of Academics about a second semester of academic probation (whether in sequential or non-sequential semesters) during a student's four years at Ursuline may result in dismissal from Ursuline. Parents or legal guardians will be informed in writing of their daughter's placement on academic probation. No student on academic probation may travel on an Ursuline sponsored out-of-town trip without the consent of the Dean of Academics. A student on probation may not be allowed to participate in any Ursuline sponsored extracurricular activities. A student may not be allowed to re-enroll if she fails more than two courses in an academic year. The Dean of Academics evaluates each student's continued enrollment based on her academic record and may revoke that enrollment at any time, at her/his sole discretion.

CREDIT RECOVERY/FAILURES

Any semester failure must be recovered in an approved summer school program the following summer. Failure to do so may result in the student's dismissal from Ursuline.

Proof of enrollment in an approved summer school credit recovery class or program must be demonstrated no later than the first week of June.

If the course is offered at Ursuline during the summer, it must be taken at Ursuline.

If Ursuline does not offer the class, the student should contact the Dean of Academics to receive a list of schools approved for credit recovery.

In all cases, the student is responsible to request that her final grade be sent to Ursuline by the first week of August of the new academic school year. A student must have all credit recovery completed with a passing grade before she can be re-admitted to Ursuline in the subsequent year. Student schedules will be locked until the final transcript of completed credit recovery with a passing grade is received by the Dean of Academics.

Credit Recovery must occur in the summer and is not configured into the Ursuline GPA.

A student who fails a semester of the same class in two separate school years may not be allowed to re-enroll at Ursuline.

SENIOR FAILURES

A senior who fails a full credit course at the end of fall semester may be eligible for graduation only if approved by the Dean of Academics and the Principal, at her/his sole discretion, and only if the two semester grades average out to a passing grade. A senior who fails a required semester course in the fall semester, may, if it can be arranged, make-up that course in the spring semester. A second semester failure may be made up only in summer school, and the student may not be eligible to participate in the graduation ceremony with her class.

ELECTRONIC GRADE REPORTING

Teachers record all grades electronically using MyBackPack (<https://backpack.ursulinedallas.org/SeniorApps>). Parents and legal guardians have access and are encouraged to view their daughter's grades on a regular basis at any time through this program.

ELIGIBILITY FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

A student must have an average of 65 or better at the end of each designated grading period to be eligible to participate in Ursuline extracurricular *or* co-curricular activities.

- The designated grading periods are October 8, November 10, December 18, February 11, April 8, May 17 (Seniors), and May 28.
- If a student is failing more than one class at the end of a designated grading period, the student will be ineligible to compete or perform in athletic activities and extra-curricular and co-curricular activities for two weeks.
- At the end of the two-week period, a student must be passing all but one class to resume participation.
- In the event a student does not have a passing grade in all but one class at the end of the two-week period, the ineligibility will continue on a day-to-day basis until the grade is above failing.
- All ineligible students may still practice or rehearse, but they may not participate in any competitions or performances. Tutoring and teacher meetings will take priority over practices.
- Please reference the Ursuline Athletics Handbook.

STUDY PERIODS FOR STUDENTS

At any point of the school year, a student with a 70 average or lower in any class may be assigned a proctored study hall in the Learning Lab.

JUSTIFIABLE SCHEDULE CHANGES

Student registration is a critical function at Ursuline Academy of Dallas. Based upon the registration data, courses are scheduled, and teachers are employed for the next year. Student schedules received in the summer are considered permanent for the academic year.

A schedule change is considered justifiable if:

- The student was scheduled for a course in which she has inadequate background (must be initiated by instructor).
- The student was scheduled for a course for which she has not completed or passed the required prerequisites.
- The student was recommended for a specific course but was not scheduled into that course.
- The student was scheduled for a course for which she has already received credit.
- The student has special circumstances, and the change is approved by the Dean of Academics.

LATE WORK & MAKE-UP TESTS

It is the student's responsibility to adhere to department guidelines regarding late work and make-up tests.

ADVISOR, STUDENT, FAMILY CONFERENCES

Advisory conferences are held in the spring semester. We encourage families to monitor academic progress via MyBackPack (<https://backpack.ursulinedallas.org/SeniorApps>). If a family is concerned, or simply would like an update about academic progress, they may freely contact the teacher throughout the school year. Teachers are available by appointment throughout the school year.

GRADE REPORTS

Grade Reports are available on MyBackPack. All course grades are reported without honors/AP weight added. Grade Reports offer the following information:

- Honors/AP Courses: Honors courses are either preceded by "AP" or followed by "-H" in the course title. For grade calculations, see equivalence scale.
- Incomplete (INC): This grade is given to those students who have not been able to complete their course work due to serious, physician-documented illness or other extenuating circumstance of which the Dean of Academics is aware. The course work is usually to be made up within two weeks of the beginning of the new semester, or the semester grade will be computed based on work completed averaged with zeros for missing work. The Dean of Academics will monitor the schedule for make-up work.
- EXMP: This mark indicates that no grade was given for a particular assignment. In such an instance, the semester average is computed based on the given grades for the semester.
- Semester GPA: This is the average of the student's semester course grades plus any weight for honors/AP courses and only appears on the transcript at the end of the fall and spring semesters.
- Cumulative GPA: This is the weighted average of all semester course grades and credits a student has earned while at Ursuline Academy. Cumulative GPAs are recalculated at the end of semester one, semester two, and summer school session.

EXAMS

Final exams or culminating projects are administered in spring semester for full year courses and second semester courses. If a semester course takes place in the fall, the final exam or culminating project will be administered during the fall semester. Final exams are 15% of a student's final grade.

Exams must be taken at the designated time as outlined in the school calendar. Families should schedule any recreational activities (including but not limited to family trips and/or vacations) after exams are completed. The rescheduling of exams should be considered only in the event of an unavoidable conflict or emergency.

Any requests to take a semester final exam early must be initiated by a student and made in writing to the Academic Associate three weeks before the final exam date. An Exam Change Date Form must be completed and signed by all parties and returned to the Academic Associate. In some cases the Dean of Academics may allow for an early exam with an administrative fee of \$250.

If a student is absent on an exam day and does not have a doctor's note for her illness, she will be assessed an administrative makeup fee of \$250 (except for emergencies or unavoidable conflict). Make-up exams will be given during designated make-up days following the end of final exams.

If a student misses an exam and does not communicate with the school, the student will receive a zero for the semester exam grade.

Any change of exam dates is at the sole discretion of the Dean of Academics.

If a student is absent for an AP exam, a doctor's note is required to schedule a make-up AP exam. Families should schedule activities (including but not limited to appointments or a family trip) after AP exams are completed. The rescheduling of an AP exam should be considered only in the event of an unavoidable conflict or emergency. The rescheduling of an AP exam must follow in accordance with the College Board rules.

SENIOR EXAM EXEMPTIONS – SENIORS ONLY

Seniors can be considered for exemption if they meet all of the following criteria for the applicable semester:

- no more than three college visit days during the fall or spring semester
- no disciplinary or academic probation for the semester
- a semester average of 90 or higher in a particular course, and
- have attended Senior Retreat.
- no more than four *approved* absences in a class (students who have completed or need to complete make-up time in a class are not eligible for exam exemptions in that class)

TUTORS & ACADEMIC ASSISTANCE

At Ursuline a student's first line of support for a class is the student's teacher. Occasionally a student may choose to work with an outside tutor. When a tutor is used, she/he should support a student and not complete a student's assignments for the student. Students may not work with an outside tutor (in person or online) during the school day. To best support a student, outside tutors may contact a student's teacher. Ursuline teachers are not required to share their syllabi, class handouts, class tests, etc. or other class information. Ursuline defines academic assistance as any support provided to students to help them achieve academic success and meet learning standards. While students may turn to several sources for academic assistance, including but not limited to peers, family members, tutors, and AI for assistance, students should review the specific teacher/course policies to ensure they are within the Honor Code.

TRANSCRIPTS

Seniors should request official transcripts from the College Counseling office. Unofficial transcripts are available on a student's Backpack account for juniors and seniors. All other students may request a transcript by emailing the Registrar.

E-DAYS

The Ursuline Academy E-Day program will be used on days when the campus is closed due to inclement weather or for other reasons deemed suitable by the administration. An E-Day will count as a full school day. An E-Day alert will be communicated using multiple communication platforms to remind students that they should be working from home on these days. Below you will find our expectations for E-Days:

- Ursuline faculty members will post initial communication on Teams by 8:40 a.m. or as early as circumstances allow. Faculty will post assignments for the day no later than 10:00 a.m. or as early as circumstances will allow. Students should check Teams multiple times to ensure they receive all assignments.
- Ursuline faculty members will answer questions regarding assignments on Teams, by email, etc., during the day.
- Students should upload completed assignments to their teachers by the date, time, and platform designated by each teacher. Teacher instructions should be checked for specific instructions and deadlines.

- All assignments that receive a grade will be entered into My Backpack.
- In the event that Ursuline's campus is closed for an extended period of time, the school will transition to distance learning and the Dean of Academics will communicate appropriate expectations and protocols.
- If a teacher or advisor schedules a class, advisory, or class meeting, attendance will be taken.
- For regular, non E-Day classes, Ursuline Academy of Dallas does not offer a virtual option for students.

TEACHER ABSENCE FROM CLASS

In rare instances when the instructor does not appear within the first 10 minutes of class, two students should report to the Academic Associate's Office in the Deans Suite to report the faculty member missing. Students should remain in the classroom until released by an administrator.

ACADEMIC INTEGRITY & THE HONOR CODE

THE HONOR CODE AT URSULINE

The Honor Code serves to uphold a sense of integrity at Ursuline Academy. It creates an environment in which dedication to truth, respect, and responsibility are encouraged within the community.

Ursuline's motto of *Serviam* is at the core of the Honor Code. All members of the Ursuline Community are called to serve one another through steadfast dedication to honesty in themselves and others. In keeping with the Ursuline mission statement, each student is expected to uphold the duties and responsibilities of her whole education. All members of the community are presumed honorable; therefore, the Honor Code upholds, rather than tests, the integrity already present in our students. As such, the Honor Code should be held in highest esteem by faculty and students as a continuation and further implementation of *Serviam*. The commitment to remain Honorbound is foundational to academic participation and involvement in our Ursuline community.

REAFFIRMATION

To affirm a commitment to honesty throughout the year, students will be asked to write the word **Honorbound** on all tests, quizzes, and assignments. Writing Honorbound constitutes: *I have neither given nor received unauthorized assistance on this assignment, nor am I aware of any unauthorized assistance given or received among others.* By writing Honorbound, the student reaffirms her commitment to the academic community.

If a student cannot honestly write Honorbound, she should speak with the teacher promptly and directly to explain why. The teacher or student will then take the necessary next steps; this may include a conversation between the teacher and the suspected student(s) in breach of the Honor Code or reporting the student directly to the Honor Council.

WHAT CONSTITUTES AN ACADEMIC BREACH OF HONOR

Disruptions to our shared Honorbound community include, but are not limited to, plagiarism, giving or receiving help on assignments or tests, violating testing protocol, using unauthorized materials, using unauthorized artificial intelligence (AI), academic dishonesty, cheating in any way, forgery, etc. All of these examples violate the Honor Code.

Use of generative AI programs, including but not limited to ChatGPT, Copilot, and Grammarly, by a student on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an Honorbound violation.

THE HONOR COUNCIL

HISTORY & PURPOSE

The Ursuline Academy Honor Council was formed in 1997 by members of the National Honor Society in order to increase awareness of the importance of honesty and integrity in the Ursuline community. Consent to participate in the Honor Council proceedings is a condition of and is signified by a student's enrollment at Ursuline and signature of this handbook. The purpose of the Honor Council aligns with Ursuline's mission to support the development of the whole student during her time at Ursuline. The Honor Council leads with empathy and seeks to understand the situation in its entirety.

MEMBERS

The Honor Council consists of four juniors and four seniors nominated by the students and approved by the faculty. Each year, four rising juniors will be selected to serve a two-year term. Every member gives up a free period to serve on the Honor Council for two years. Not all eight members of the Honor Council are required to be present during conversations. The members of the Honor Council live out *Serviam* through their commitment to the student body as they serve to fairly represent the Ursuline student experience in all Honor Council conversations.

CONFIDENTIALITY

All members of the Honor Council agree not to disclose or discuss any cases referred to the Honor Council except as needed to perform their Honor Council duties. It is also the expectation that faculty and students who report violations or who are called in to meet with the Honor Council for any reason possess the same commitment to confidentiality.

REPORTING

When a **teacher** becomes concerned that there might be an Honor Code violation, they will first contact the Honor Council Moderator, or if the potential violation requires a timely response, they will interrupt the behavior and discuss with the student before reporting to the Honor Council. After speaking with the Honor Council Moderator, the teacher and the Moderator will decide on next steps which might include a conversation with the student, a conversation with the Moderator, teacher, and student, or the student appearing for a conversation with the Honor Council depending on the nature of the potential violation.

When any **student** of the Ursuline Community becomes concerned that there might be an Honor Code violation, she should report the violation to their teacher or directly to the Honor Council.

There are forms available for teachers and students online. If there is any hard evidence, it should be included, but the Honor Council Moderator will follow up with the teacher or student if there are any issues with the form.

HONOR COUNCIL PROCEDURE

When exploring a potential violation, the student in question will be asked to come in for a discussion of the concern. In this discussion:

- The Honor Council does reserve the right to view a student's personal belongings, including but not limited to computer, phone, notebook, etc. if it is deemed pertinent to the case. The Honor Council will not view anything that is not pertinent to the Honor Code. If during an Honor Council investigation, a student's search history reveals additional evidence of cheating, that evidence also may be considered. Even if the evidence does not show to what extent the student violated the Honor Code but suggests that she did violate the Honor Code in some way, it will be treated as an Honorbound violation.
- If there is concern that a student has possibly violated the Honor Code by writing on her leg, two female faculty members must be present.

After hearing from the student, the Honor Council deliberates and weighs the accusation and the evidence. Decisions will be made based on reasonable evidence. Decisions cannot be made solely off intent. The Honor Council will ultimately make a recommendation to the Dean of Academics on whether the student was "in violation" or "not in violation" of the Honor Code. In this recommendation, the Honor Council will suggest a recommendation for consequence.

RESULTS OF AN HONOR CODE VIOLATION

If a student is found to be in violation of the Honor Code, or is receiving a warning, the school will contact the student's parents or legal guardians after talking to the student. Honor Code violations are a part of a student's internal discipline file only and are not a part of a student's transcript or permanent record.

At the Dean of Academic's discretion, with the recommendation of the Honor Council Moderator and Honor Council, the following is a list of consequences that a student might receive for violating the Honor Code. Consequences may include one or more of the following based on the severity of the violation and/or the number of the student's previous violations.

- The student will receive a grade deduction on the assignment(s) in question ranging typically between a 50—100% deduction.
- The student will receive a Class II infraction and will be asked to serve a detention.
- The student will be asked to apologize to their teacher in person.

- Five percentage points will be dropped from the student's semester grade in the class in question.
- Three or more offenses may result in probationary status and/or dismissal from Ursuline.

Please note that the assignments, quizzes, or tests that received a reduced grade due to dishonesty may not be excluded from the student's average. If a student would like to appeal the recommendation made by the Honor Council, she may request to meet with the Honor Council again to discuss their case.

The teacher/student relationship is of extreme importance. When there has been a breach in that trust, teachers and students are encouraged to have direct communication and work to repair the relationship. The Dean of Academics, the Honor Council Moderator, and the Honor Council are resources for both students and teachers for any support they might need.

While all Ursuline students are held to high standards of integrity, those who are elected or selected to leadership positions are called to the highest demonstration of honesty. To this end, a student who runs or applies for Student Council, Honor Council, National Honor Society, or Ambassadors may not be chosen if she accumulates over eight infraction points in a given year.

Issues of honor may be handled directly by the Dean of Academics and the Principal when a situation merits, and Honor Code violations are subject, at the school's sole discretion, to the provisions of the Code of Conduct set forth in this handbook.

SCHOLARSHIPS & AWARDS

ALUMNAE LEADERSHIP SCHOLARSHIPS

These are awarded to current students who exhibit exemplary leadership qualities and are related to an alumna of Ursuline Academy of Dallas (a daughter, sister, niece, granddaughter, grandniece or cousin). In order to be eligible for these scholarships, the student must:

- maintain a grade point average of 2.9 or above
- currently be enrolled as a freshman, sophomore, or junior in the Academy
- complete the application by the deadline.

Candidates are selected by a committee of at least five alumnae which includes one board member as chair. The scholarships for \$1,250 each are given to two freshmen, two sophomores, two juniors, and one at-large student. All recipients are notified in April.

ACADEMIC SCHOLARSHIPS FOR INCOMING 9TH GRADERS

Ursuline Academy awards a limited number of academic based financial awards each year for incoming freshmen.

ACADEMIC SCHOLARSHIPS FOR RISING 10TH, 11TH, & 12TH GRADERS

After final grades have been received, the Principal, Dean of Academics, and Dean of Students will renew scholarships to all previous recipients based on their current academic performance, disciplinary record, and achievement. A minimum grade point average of 3.8 is required.

ACCREDITATION & MEMBERSHIPS

Ursuline Academy is accredited by the Independent Schools Association of the Southwest (ISAS) and is a member of the Ursuline Education Network (UEN). The Diocese of Dallas affirms Ursuline's compliance with established Catholic Identity Standards. Ursuline Academy of Dallas holds membership in the National Association of Independent Schools (NAIS), International Coalition of Girls Schools (ICGS), the National Catholic Educational Association (NCEA), the International Studies Schools Network (ISSN), the Enrollment Management Association, the World Affairs Council of Dallas, the Institute for Global Learning, Association for Academic Leaders, and OneSchoolhouse. Additionally, Ursuline participates in the Texas Association of Private and Parochial Schools (TAPPS) for athletics. Ursuline is also a Microsoft Showcase School.

STUDENT PROGRAMMING, CLUBS, & ACTIVITIES

TRADITIONS

With more than 150 years of history comes many traditions. Those particularly important to students and teachers are listed below:

MOTHER/DAUGHTER MASS & BRUNCH

In the fall, students and their mothers join in a Sunday liturgy and brunch at school.

INTRAMURALS

During the spring semester each class proclaims its spirit, creativity, and athletic strength through pep rallies, murals, hall decorations, videos, a service project, and volleyball games.

CATHOLIC SCHOOLS WEEK

Generally observed during the last week of January or the first week of February, we use this week to celebrate the wonderful history of our school and the benefits of attending a Catholic school. Student Council, Campus Ministry, and Theology Department oversee the themes and highlights of this week.

FOUNDERS' DAY

Each year on February 2, the school celebrates the anniversary of Ursuline Academy.

RETREATS

Each class enjoys the privilege and camaraderie of an annual retreat. This special time is designed to bring the students into greater community with themselves, their classmates, and most importantly, God. Seniors will have the opportunity to attend an optional Kairos retreat. Students will complete an application to attend the Kairos Retreat, and a team of faculty members and administrators will decide which students will attend each year.

FRESHMAN CONVOCATION CEREMONY

During a Convocation Mass, the Freshman Class is formally received into the student body.

SOPHOMORE *SERVIAM* CEREMONY

During a special *Serviam* Mass, each sophomore receives a *Serviam* pin and promises to continue living the Ursuline motto of *Serviam*.

JUNIOR RING CEREMONY

In the spring, juniors receive their school rings, symbols that they are members of the Ursuline family.

BACCALAUREATE MASS & BRUNCH

Graduating seniors and their family members come together to celebrate their last Mass as a class which is followed by a brunch honoring all their accomplishments.

GRADUATION CEREMONY

The Graduation ceremony is a special privilege for seniors. Dressed in a formal white dress and carrying a bouquet of red roses, each graduate receives her diploma and bids a fond farewell to Ursuline Academy of Dallas.

ALUMNAE ASSOCIATION

“Let us band together, do something great, worthy of ourselves” ~ Ursuline Annals 1899

The mission of the Ursuline Academy Alumnae Association is to strengthen and support ties between the alumnae and Ursuline Academy of Dallas, to nurture the bond of alumnae sisterhood at home and abroad, to preserve and share the heritage bequeathed to us by the Ursuline Sisters, and to promote opportunities for spiritual, social, intellectual and professional enrichment.

STUDENT ALUMNAE ASSOCIATION

Just as all alumnae are members of the Alumnae Association, all students are members of the Student Alumnae Association. To be considered an “active” member, students must participate in two activities each year. Activities are listed throughout the year on Teams. SAA lapel pins are given to all active members as they reach active status.

CLASS ACTIVITIES

FRESHMAN CLASS

The Freshman Class begins the school year with a Freshman Orientation. Later in the year, they will participate in Freshman Convocation, Freshman Community Day, Intramurals, and a class retreat. They will also have three Freshman Mixers or Socials.

SOPHOMORE CLASS

Sophomore students receive their *Serviam* pins at a special ceremony. Additionally, they participate in Intramurals and sponsor a spring dance. They also come together as a class for a class retreat and class service project.

JUNIOR CLASS

The main activities of the Junior Class are Powderpuff, Intramurals, the Junior Ring Ceremony, and Prom. As a class, they participate in an overnight retreat and host a social event for freshmen during the second semester.

SENIOR CLASS

Senior Community Day at the beginning of the school year aims to bring all members of the class together as they prepare for a happy and productive senior year. During the fall semester, seniors sponsor a dance, participate in Powderpuff, and enjoy Snowball, the formal dance exclusively for Ursuline seniors and their dates. In the spring they will participate in Intramurals, enjoy an overnight Senior Retreat, and attend Prom. The year culminates in the Baccalaureate Mass and Awards Brunch, followed the next day by Graduation.

SENIOR PRIVILEGES

The following privileges are granted only to Ursuline seniors in good disciplinary standing. Privileges are earned and can be revoked at any time.

- The special senior uniform and wearing senior polo shirts on Fridays
- Community Day
- Creating and teaching the Freshman Dance
- Preference for on-campus parking
- Use of Senior Closet and Senior Courtyard
- Off-campus privileges (must meet academic, conduct, and attendance requirements)
- Community service program during school day
- College Visit Days
- Senior Snowball Dance
- Senior Kairos Retreat
- Senior Birthday Bash Days
- Senior Picture Day
- Senior Skip Day
- Senior Parade
- Senior Sunset
- Senior Prank
- Senior Farewell Assembly
- Wearing college t-shirt ONLY on the day you sign the college board (must wear school skirt and uniform shoes)
- Senior Sunset
- Special luncheons during graduation practice
- Senior Baccalaureate Mass and Brunch
- Graduation Ceremony

Most senior events which occur in the context of the school day are not open to parents. The Senior Grade Dean will communicate to parents and guardians which events are open for their participation. Student participation in special programming, extracurricular events, and Ursuline traditions is a privilege, not a right.

GRADUATION

All extra Senior activities and the Graduation ceremony are considered a privilege. Students must be in good standing to participate in extra Senior activities. Seniors must meet all graduation requirements and clear all financial, attendance, and disciplinary obligations in order to participate in extra Senior activities and the Graduation ceremony.

Graduation practices are mandatory. Students who miss graduation practices without prior approval from the Dean of Students office may not be able to participate in the graduation ceremony.

CLUB/ACTIVITY REQUIREMENTS

Integral to a college preparatory education is student participation in school-sponsored, student-led, extra-curricular activities. All student organizations at Ursuline Academy must be educational in nature and must support and further the school's mission. To remain in good standing each club must:

1. Send Student Leadership to all trainings/meetings scheduled by the **Student Activities Director**.
2. Hold quarterly meetings, or at least 4 meetings over the course of the school year.
3. Comply with Safe Environment regulations, which require an adequate number of screened and trained adults present at events involving students and/or minors. For off-campus events and/or outside school hours (events before 7:50 AM and/or after 4:10 PM on school days) there must always be 2 screened and trained adults present and at least 1 screened and trained adult present for every 10 students.
4. Service clubs must consult with the Campus Ministry team in advance to receive approval on any requirements related to members receiving service hours.
5. Hold at least one service project/event per semester (for any organization that identifies as a service club).

NOTE: A one-time service project does not constitute a club. Instead, you will be directed to Ursuline's Campus Ministry Team for assistance.

6. Submit a *Mid-Year Club Report* to the **Student Activities Director** in fall 2026 which includes
 - a. An updated **Club Charter** document (if modified)
 - b. A summary of the club's activities for the fall semester
 - c. Plans for the spring semester
7. Submit an *End-of-Year Club Report* to the **Student Activities Director** in spring 2027 which includes
 - a. An updated list of Student Leadership for the 2027-2028 school year
 - b. The club's Faculty Advisor(s) (each Faculty Advisor must submit the *Faculty Advisor Agreement* form)
 - c. A summary of the club's activities for the year
 - d. Plans for the 2027-2028 school year.

NOTE: Failure to meet the Club Requirements as stated above puts the status of the club or organization in jeopardy, which can result in probation or the discontinuation of the club or organization.

NEW CLUB PROPOSALS

Students may propose new clubs in the spring semester by completing a **Club Charter** document, securing club Faculty Advisor(s), and submitting a **New Club Proposal** form. The **Club Committee** will review all proposals and make approval decisions. An appeals period of one week is provided following the release of the committee's decisions. Final approval of clubs and activities is subject to the discretion of the Principal and the Dean of Students.

SERVICE CLUBS

Service clubs must verify all plans for awarding service hours with the Campus Ministry team prior to announcing any service activity. The following requirements related to service activities should also be adhered to:

- On-campus service activities
 - On-campus service opportunities must occur during club period with a club Faculty Advisor(s) present
 - On-campus service opportunities will count as 0.5 hours to log into *MobileServe*
- Off-campus service activities
 - Making crafts or cards cannot be logged into *MobileServe* for service hours
 - A minimum of two chaperones are required for off-campus service events, more may be needed based upon the number of participating students

- Travel time to/from the location of the service activity/event cannot be included in service hours logged into *MobileServe*

ONLINE STUDENT ACTIVITY FAIR POLICIES

All current clubs who completed the *End-of-Year Club Report*, all new clubs that were approved by the **Club Committee** the previous spring, and additional student organizations and groups not under purview of the **DOS Office** may choose to participate in the **Online Student Activities Fair** in fall 2026. Important rules to keep in mind:

- The **Online Student Activities Fair** will take place virtually on *Club Hub*
- Each club or organization may upload a video and/or flyer to their *Club Hub* page
- Each club or organization should update the video or flyer from previous years

FUNDRAISING POLICY

Please see Ursuline's Policy on Service Drives or Fundraising for Non-profits.

FUNDS APPROVAL PROCESS

Should a club require financial support to carry out their activities, its student leadership must submit a **Budget Request** within *Club Hub* to apply for financial assistance.

NOTE: *To ensure reimbursement, you MUST apply and be approved for funding PRIOR to making any purchases. You are also required to turn in any receipts as proof of your purchase.*

To apply for funds, students must communicate the purpose of their club and the ways in which the funding will support their goals as an organization. Applications for funding will be reviewed by the **Student Activities Director**. Approval for funding will be determined based on the club's standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school's mission.

FLYER DESIGN APPROVAL PROCESS

Should a club be interested in posting a flyer to advertise a club event or activity, its student leadership must submit a **Club Flyer Design Approval** form for approval.

NOTE: *You MUST apply and be approved PRIOR to posting any flyers on campus. All designs are required to be stamped by the DOS Office. Clubs may then post 1 flyer on Main Campus and 1 flyer on East Campus in designated areas. Out-of-date flyers should be removed promptly by the club members.*

To apply for a flyer design approval, students must provide the actual design which demonstrates the connection to both the club and to Ursuline Academy. Requests for flyer postings will be reviewed by the **Student Activities Director**. Approval of the designs will be determined based on the club's standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school's mission.

GUEST SPEAKER APPROVAL PROCESS

Should a club be interested in hosting a guest speaker on campus, its student leadership must submit a **Guest Speaker Request** form for approval.

NOTE: *You MUST apply and be approved PRIOR to making any plans with your guest speaker. You are always required to have your moderator present while your guest(s) is on campus.*

To apply for guest speaker approval, students must communicate the purpose of their club and the ways in which the speaker will further their goals as an organization. Requests for guest speakers will be reviewed by the **Student Activities Director**. Approval for speakers will be determined based on the club's standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school's mission.

SHIRT DESIGN APPROVAL PROCESS

Should a club be interested in designing a shirt or sweatshirt which the club members may choose to purchase, its student leadership must submit a **Club Shirt Design Approval** form for approval.

NOTE: *You MUST apply and be approved PRIOR to placing an order. All designs are required to meet the following requirements to obtain approval:*

- *Noticeably include “Ursuline” on the front (easily seen when worn)*
- *Use a current approved and allowed color choice*
- *Be a crew neck sweatshirt or t-shirt (no hoodies permitted)*

To apply for a club shirt design approval, students must provide the actual design which demonstrates the connection to both the club and to Ursuline Academy. Requests for club shirt designs will be reviewed by the **Student Activities Director**. Approval of the designs will be determined based on the club’s standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school’s mission.

SPECIAL DAY APPROVAL PROCESS

Should a club be interested in sponsoring a special day related to its mission, the leadership must submit a **Club Special Day Approval** form for approval. The approval request must be submitted **at least 3 weeks** prior to the requested special day. Note that the number of days available for approval are very limited.

NOTE: *You MUST apply and be approved PRIOR to announcing the special day. All designs are required to meet the following requirements to obtain approval:*

- *The special day must serve a purpose related to an Ursuline community-wide event or the awareness of a cause*
- *A component of the request includes a way to provide information on why a special day is taking place (for example, the club should present at each Class Meeting in advance)*
- *Requests are limited to a single day, not multiple days or a full week*
- *Clubs can only make one request per year, whether or not it is approved*

To apply for a special day approval, students must provide specific details which demonstrate the connection to both the club and to Ursuline Academy. Requests for club shirt designs will be reviewed by the **Student Activities Director** and the **Dean of Students**. Approval of the designs will be determined based on the club’s standing with Ursuline Academy of Dallas (see the Club Requirements outlined above) and how closely the request aligns with the school’s mission.

CLUB LEADERSHIP REQUIREMENTS

Holding a club leadership position is an important opportunity for every Ursuline student. It is the intent of student-led clubs to:

- provide leadership opportunities to many students
- guard against students taking on excessive time commitments
- enable students to prioritize leadership work in areas they truly are interested in fully supporting
- provide more assurance that a club will remain active throughout the entire school year
- provide a method by which current leadership trains future leadership

Therefore, the following guidelines for leadership positions are in effect:

- A student may only hold a leadership position in at most 3 student organizations
- Of those 3 leadership positions, at most 2 may be a Lead Officer position (President, Vice President, Captain)
- All clubs must include at least 2 students other than seniors in leadership positions

CLUBS WITH ELECTION/SELECTION CRITERIA

These clubs include, but are not limited to, Student Council, Ambassadors, Transfer Mentors, Honor Societies, Student Leadership Teams, and/or Honor Council. Students who are applying for membership in these organizations at Ursuline Academy must:

- have met requirements for community service to date
- meet the minimum cumulative GPA requirement posted by each organization
- have no more than 8 infraction points in the current academic year (for NHS, please refer questions to moderators)
- have no Honor Code violations in the current academic year
- not be on academic or disciplinary probation

Students who are members of Ambassadors, Student Council, and National Honor Society may only serve as officers in one of those organizations during any one school year.

CLUB ELIGIBILITY

All students may propose new clubs to the **Club Committee**. All current clubs are required to submit an *End-of-Year Club Report* which, upon completion, will make the club eligible for the upcoming school year and allow for that club/organization to participate in the **Online Student Activities Fair**.

DANCE GUIDELINES

DANCES

Ursuline dances include the Harvest Dance, Ursuline/Jesuit Homecoming, Snowball (seniors only), Sadie Hawkins (sophomores only), Freshmen Mixers, and Junior-Senior Prom. All dances are chaperoned by members of the Ursuline Academy faculty and administration.

CASUAL DANCE ATTIRE

Attire should be in good taste, modest and appropriate in cut and length for school (no plunging neck lines, no backless dress, no bare midriffs, no cutouts). Ursuline students are responsible for seeing that they and their dates/guests observe the dress code to gain admission to the dance. Shoes are required.

SEMIFORMAL/FORMAL DANCE ATTIRE

Attire should be in good taste, modest and appropriate in cut and length for school (no plunging neck lines, no backless dress, no bare midriffs, no cutouts). Ursuline students are responsible for seeing that they and their dates/guests observe the dress code to gain admission to the dance. Shoes are required.

At any Ursuline or Jesuit event, any chaperone has the final authority on determining whether or not dress is appropriate. Students and visitors may be given Class I infractions, refused entry, asked to put on an additional garment, or forced to leave the event at a chaperone's sole discretion.

RULES FOR ON-CAMPUS DANCES:

- All students and guests are expected to dress, dance, and behave appropriately for an Ursuline-sponsored event
- All students and guests are expected to follow the Ursuline Code of Conduct.
- Students must follow the established time of arrival and may not leave before posted time unless signed out by a parent or guardian.
- Students may not leave the dance and then return.
- Each Ursuline student may invite only one guest from another high school.
- All students and guests should have a school picture ID.

THEMED DANCES: CULTURAL APPROPRIATION VS. CULTURAL APPRECIATION

While dressing up in the spirit of building community and having fun, please be mindful and respectful of the cultures that you may be representing. Remember there is a difference between cultural appropriation and cultural appreciation.

Here are some questions to reflect upon when choosing your characters/attire:

1. Is there a history of discrimination against this identity group?
2. Does my action perpetuate negative stereotypes?
3. Am I depicting the culture incorrectly?
4. Am I using someone else's cultural or religious symbols out of context?
5. Does this offend anyone from the cultural group of origin?

From "Cultural Appropriation vs. Cultural Appreciation" by Dr. Aradhana Mudambi on socialjusticeandeducation.org:

Culture is defined as the behavior, customs, and norms shared by members of an identity group. Culture is important to people because it affirms their identities. But what happens in our ever-shrinking world when we "borrow" from others' cultures? How does it impact people's identities?

Cultural borrowing can be an act of appropriation or appreciation. Cultural appropriation is the “adoption or taking of specific elements of one culture by another without substantive reciprocity, permission, compensation, understanding, or appreciation” (Chepp, 2012). Cultural appropriation often insults the target culture or reinforces stereotypes, thus causing harm to people’s identities.

However, cultural appreciation is the true desire to embrace a different culture. For instance, learning to cook Mexican food from a Mexican friend or taking Martial Arts from a culturally adept instructor are examples of cultural appreciation. In contrast, wearing Native American clothing as a Thanksgiving costume is an example of cultural appropriation.

Cultural appreciation is the true desire to embrace a different culture. Cultural appropriation often occurs unintentionally.

BREATHALYZERS

Ursuline does maintain the right to use breathalyzers at all events when deemed appropriate. Breathalyzers will be used at Ursuline functions. If any student (Ursuline or guest) blows over 0.0, parents/guardians will be called to pick up their child and there will be further consequences with the school.

ATTENDANCE

If a student is absent the day before a dance, she may not attend the dance. If she has sustained a concussion before the dance, she may not attend the dance for safety reasons.

TICKET PURCHASES & TABLE REQUESTS

For some Ursuline dances, tickets and table requests (when relevant) will need to be purchased by a certain date. The school will do whatever we can to ensure our students can attend each dance, however, if a student does not purchase tickets or complete table assignments by the communicated deadline, she may not be able to attend the dance or may receive a Class I infraction for not following procedures.

GUESTS

While Ursuline does not require a form to be completed if a student is bringing a guest from another school, all Ursuline students are responsible for the behavior and attire of their guest. Any guest at an Ursuline dance should not be over the age of 19 or under the age of 14.

SISTER SCHOOL PARTNERSHIPS AND DELEGATIONS

Ursuline Academy of Dallas has sister schools in the USA, China, Chile, Peru, Brazil, South Africa, France, England, Taiwan, Jordan, and Australia as well as a partnership with the Catholic Diocese of Kampala in Uganda. Ursuline students are invited to apply to travel and represent Ursuline Academy on delegation visits throughout the year. In order to travel with an Ursuline delegation, a student must:

- be in good academic standing in all classes with no grade below a 75
- have an excellent disciplinary record
- have a tuition account that is current and in good standing at Ursuline Academy of Dallas
- be re-enrolled for the following academic year (in order to travel in the summer)
- adhere to the Global Conduct Agreement

All student applicants are required to fill out an online application which is submitted to the Office Global Relationships and Cultural Exchange. It is a privilege to travel on an Ursuline delegation. The number of student delegates on each delegation is limited. Students are chosen based on their maturity, flexibility, communication skills and global competence.

The discipline record of students applying for travel will be reviewed by the School Administration. Students may not be selected to travel with Ursuline on the basis of their disciplinary records or other safety-related concerns. If a student is selected to travel, approval may be revoked at any time due to changes in the student's disciplinary, attendance, or academic record. Students whose tuition accounts are in financial arrears may not be allowed to travel with Ursuline.

Students traveling on UA Global Delegations (Domestic and International) are expected to be fully present on their delegations. While student delegates are responsible for learning the material missed, they are not permitted to work on assignments, homework or attend classes virtually while traveling on a global delegation. Student delegates are required to make-up major assessments such as tests, projects and papers. They are not, however, required to make up small assessments such as daily grades, quizzes or homework.

UA+ TRAVEL

UA+ Travel is an auxiliary program that extends the school calendar, enhances the curriculum, and enriches the Ursuline community through co-curricular travel. These unique travel opportunities complement Ursuline students' classroom learning by providing real-world experiences intentionally designed to enhance the academic curriculum and promote personal growth. Students will have the opportunity to apply their developing knowledge and skills in practical settings, fostering a deeper understanding of the subjects they study.

UA+ Travel programs are designed by Ursuline faculty to align with specific courses, just for students in those courses. Students applying to travel must be in good academic and disciplinary standing. Program details and application requirements will be made available in relevant classes and in the UA+ (Auxiliary Programs) office.

UA+ WORKSHOPS

UA+ Workshops are auxiliary programs that enrich the community. Workshops are offered outside of school hours by members of the Ursuline community, for members of the Ursuline community. Students, staff, parents/guardians, grandparents, alumnae, and their guests are invited to participate in these extra-curricular learning opportunities for a nominal fee. Topics vary widely, and schedules are announced each fall and spring.

ADVISORY

ADVISORY PHILOSOPHY

In keeping with the Ursuline Mission, the Ursuline advisory program strives to nurture the individual by providing opportunities for all students to experience acceptance and to grow in understanding, appreciation, and respect for the school's traditions. An Ursuline student is more likely to succeed with a strong network of support and a committed adult advocate within the school.

"Why is the Ursuline advisory program essential to our mission?"

The Ursuline advisory program is essential to advancing the school's mission because:

- a student's Ursuline journey begins with her advisory at freshman orientation
- the 4-year program, including weekly fellowship and meetings, equips students with tools to navigate UA and beyond
- the interpersonal relationships within advisory cultivate *Serviam* and service to others
- advisory is an opportunity for spiritual formation and personal growth
- the unique nature of advisory provides students a consistent small group within the larger community to be known, loved, and served

"Who is the Ursuline Advisor?"

The Ursuline Advisor is a committed adult advocate within the school who views advisory as an opportunity to:

- thoughtfully engage with advisees by being physically, mentally, and emotionally present in all advisory settings
- positively invest in advisory programming, including activities, class meetings, conferences, retreats, assemblies, etc.
- be warm, enthusiastic, welcoming, and approachable
- develop individual relationships with each student, while navigating the dynamics of the advisory as a whole
- consistently hold students accountable, both in academics and in discipline
- authentically model a growth mindset, especially when challenges arise

"What does the Ursuline Advisor do?"

The Ursuline Advisor cultivates a personalized relationship with each advisee by:

- exhibiting holistic concern for each advisee's academic, social, and spiritual well-being
- acting as a liaison between the school and the parents/guardians and communicating at times throughout the year
- creating an environment in which students feel comfortable being themselves and seeking support from the advisor
- advocating for each one in words and action
- leading students to the appropriate resources when they need additional help and maintaining a culture of respect for colleagues
- fulfilling responsibilities and expectations, such as taking attendance, sitting with advisory, preparing for conferences, protecting confidentiality, etc.

STUDENT COUNSELING

INTRODUCTION OF SERVICES

The Student Support Team (which consists of the Student Counselors and the Learning Specialist) emphasizes the importance of social and emotional well-being in addition to providing academic support. Students are assigned a counselor who will work with them throughout their four years at Ursuline. Students are also welcome to meet with the Learning Specialist and utilize the Learning Lab (regardless of whether they receive academic accommodations) as needed.

SCOPE OF PRACTICE

Students can meet with the Student Support Team to receive support in areas that include, but are not limited to:

- Stress management skills
- Making smart social choices
- Managing the adjustment and transition to high school
- Building self-confidence and self-advocacy skills
- Navigating friendship, family, and relationship dynamics
- Academic related questions or concerns (such as time management, organization, course selection, etc.)
- Concussion support (in coordination with the athletic trainers)

These services are available at no cost to the students' families. Please note however that these services are not intended to substitute for long-term mental health counseling, diagnosis, or medication management, which are not the responsibility of Ursuline Academy. The Student Support Team members are available to meet with students as needed through both scheduled (via a Teams message or email) and drop-in appointments. These services may be sought directly by students and families, or as advised by Ursuline.

CONFIDENTIALITY

Effective counseling is based on a trusting relationship between the student and their counselor. The Student Support Team respects the confidentiality of students and works to safeguard privacy. However, there may be occasions when the Student Support Team has to share information with a student's parents/guardians, the student's teacher(s) and/or advisor (s), or administration to ensure the student's safety and well-being. Limits of confidentiality will be explained verbally to all students during their first counseling session. If you would like the Student Support Team to share information with a third party (such as an outside therapist or psychiatrist), you will need to sign an additional Release of Information prior to any contact being initiated.

Under the following circumstances, all licensed professionals are required by law to share information with the appropriate source to ensure student safety and well-being:

- Suspected or known harm to self or others
- Suicidal ideation or intent
- Evidence or disclosure of abuse (physical, emotional, or sexual) or neglect
- If a judge ordered subpoena is issued

CONCUSSION PROTOCOL

If a student is suspected to have sustained a concussion, they are required *to see a medical professional with up-to-date concussion training** before returning to school. Ursuline student athletes must see the Ursuline trainer and a concussion specialist. A student with a suspected concussion must have a medical note with a diagnosis and must follow all medical recommendations from their doctor prior to returning to school. Students must follow up with their counselor upon returning to school to develop an academic plan and determine the appropriate accommodations. Additional concussion information can be found on the UA website.

*Concussion specialists are physicians who specialize in concussion management or who are board certified in sports medicine concussions.

A student who experiences prolonged concussion symptoms which impact her ability to participate in Ursuline's full academic programming may require a documented follow-up visit with their concussion specialist.

LEARNING SPECIALIST

The Learning Specialist and Learning Lab Staff collaborate with the Student Counseling and College Counseling Departments to manage student accommodations, establish and maintain working relationships with students and their families (with an emphasis on assisting students with diagnosed learning differences), and manage standardized testing accommodations. The Learning Specialist will be available to meet with all students individually to assist in organizational and study skills.

ACCOMMODATIONS & EXTENDED TIME TESTING

Students who provide documentation of a diagnosed disability from a psychological and/or educational diagnostician receive 50 percent extended time on all classroom assessments, quizzes, and in class essays. They are also eligible for preferential seating. Additional accommodations, when supported by their evaluation, may include use of a calculator, computer for essays and/or multiple day testing for tests over two hours.

While Ursuline makes reasonable attempts to accommodate the needs of students with physical, learning, or other disabilities, the scope of services Ursuline can offer may not be sufficient to meet the unique needs of a particular student. If Ursuline is not able to reasonably accommodate a student's needs, Ursuline will attempt to assist the student's family in identifying potential alternative schools capable of offering the necessary services.

Current Testing (within three years) and a current Individual Accommodation Plan must be on file before any applications may be made through College Board or ACT for extended time on standardized tests. The accommodations paperwork and applications are maintained and facilitated by the Learning Specialist.

SPECIAL CIRCUMSTANCES

EMOTIONAL CONCERNS

Students with a substance abuse problem, eating disorder, or any other severe mental health concern will be required to successfully participate in a treatment program if they wish to remain at Ursuline Academy. The expectation is that the family and school will partner to ensure enrollment in a program in a timely manner. The school will make decisions about a student's future at Ursuline after a review of the particular circumstances affecting the student and concerns affecting the entire Ursuline community, including the safety of the community. A meeting will be held with the parent/guardian, student, administration, and Ursuline Student Support Counselor to discuss appropriate treatment options and communication about that treatment. In cases where the student has been hospitalized or has participated in a long-term treatment center, a re-entry meeting is required before the student can return to class. The school may also require an evaluation by a medical professional in order for the student to return to Ursuline.

If at any time a student receives a diagnosis or requires treatment that makes it difficult for the student to meet the school requirements or requires treatment beyond the school's resources, the school has the sole discretion to require the student to withdraw.

Withdrawal from or nonperformance in a required treatment program may result in a student's dismissal from school at the school's sole discretion. The school will collect all documentation and a re-integration committee consisting of an administrator, school counselor, school nurse, and an academic representative will decide about the student's participation and enrollment eligibility at school. The re-integration committee will review the particular circumstances affecting the student and take into consideration the school resources available and necessary to meet the student's needs while continuing to meet the needs of all students.

PREGNANCY

As a school faithful to Catholic tradition, Ursuline holds that "human life must be respected and protected absolutely from the moment of conception" (CCC 2270). We recognize the challenges a pregnant teenager faces, and we are committed to working with any student encountering an unplanned pregnancy to ensure that she can continue her Ursuline education in the way that is most appropriate to her situation. Pregnancy is not a cause for expulsion and will be handled in a sensitive and Christian manner. In the case of an unplanned pregnancy, the student, parents/guardians, student counselor, and principal partner together to determine how best to support the young woman in choosing life.

A student becoming a parent is urged to first meet with her counselor. The appropriate school administrator and counselor will then confer with the student and her family concerning the school's expectations of the student and supports the school can offer to the family and the unborn child during this time. The student is expected to conduct herself in accordance with the dignity of parenthood.

If a student is pregnant and needs help, there are pregnancy resource centers in Dallas which can provide the student with further support and resources. She can call these numbers for free and confidential counseling from trained advocates. Many websites also offer an online chat.

- Birthright International: 1-800-550-4900 www.birthright.org (Anonymous 24-hour hotline and chat with counselors available)
- Bloom Pregnancy Help Center: 214-631-2402 <https://bloomphc.org/> (Online chat with a nurse, free pregnancy testing and other support offered such as classes and), located at 17177 Preston Rd, Suite 310, Dallas, TX 75248
- Birth Choice Dallas: 214-631-2402 www.birthchoicedallas.org (Free counseling and pregnancy testing)
- White Rose Women's Center: 972-222-9383 (972-BABY-DUE) or 214-821-6292 (Anonymous 24-hour hotline with counselors available, free pregnancy testing) www.whiterosewomenscenter.org
- Catholic Charities Dallas: 1-800-222-9383

After an abortion, a woman typically experiences deep emotional and spiritual pain. If a student has undergone an abortion, please contact Project Rachel's confidential helpline at (214) 544-2273 or email healing@racheldallas.org.

SUBSTANCE ABUSE POLICY

Ursuline students are forbidden to use or possess illicit substances (vaping products, narcotics, prescription, or recreational drugs) or alcoholic beverages. Violation of this rule jeopardizes a student's privilege to attend Ursuline, and/or membership in extra-curricular activities and may subject the student to the level of discipline the Dean of Students, in his or her sole discretion, determines is appropriate. The faculty, administration, and the Board of Trustees recognize that substance abuse may occur within the school-aged population. It is our intention to educate students regarding the dangers that these substances present. The faculty and administration will actively seek to identify students in the school community whose actions indicate that they may be using drugs or alcohol. Where evidence exists that a student may be involved in substance abuse, her parents/guardians will be apprised of our concern and asked to seek professional help for their daughter. Ursuline does maintain the right to use breathalyzers at any and all events when deemed appropriate.

In those instances where students are reported, or their behavior strongly indicates drug or alcohol use, the administration will require an evaluation. This evaluation must be done by a certified professional in a center that specializes in the field of substance abuse before the student will be allowed to return to class. Subsequent treatment, if indicated as necessary, will be required in order for the student to continue enrollment at Ursuline.

The school reserves the right to require and/or administer a drug and/or alcohol test at any time from any student, and by their signatures acknowledging this handbook, a student's parent and/or other legally responsible adult consents to such testing on behalf of the student. The refusal of an adult student to consent to a drug and/or alcohol test upon request by the school may subject the student to immediate expulsion from the school, at the sole discretion of the Dean of Students and the Principal. Ursuline further reserves the right to dismiss or deny re-registration to a student who is uncooperative or who is a known substance abuser.

It is unsafe to share, sell, possess, deliver or use prescription medication prescribed to another individual. It is also in violation of Ursuline Academy rules to share, sell, possess, deliver, or use prescription medication that was prescribed to another individual.

Parents/guardians hosting parties are also reminded that providing or serving alcoholic beverages to minors is against the law and that they may be held legally liable for any accident involving minors which may occur as a consequence. Parents/guardians who intentionally provide alcohol or intentionally provide a place for underage students to consume alcohol will jeopardize their daughter's enrollment at Ursuline.

HARRASSMENT & BULLYING

No member of the Ursuline community is permitted to harass, intimidate, humiliate, bully, name-call, sexually harass, slander, or put-down any other person. Threats of violence are not acceptable and will be dealt with accordingly. Ursuline is committed to ensuring that our school is physically and emotionally safe for all, a place where students, faculty, and staff can be assured that they will be treated with dignity and respect. We recognize individuals' differences, including, but not limited to, ethnic and racial diversity, as a source of strength and pride and dedicate ourselves to mutual contributions of all members of our school and the common bonds that join us as a safe and healthy school. Substantiated harassment or intimidation that occurs verbally, physically, emotionally or electronically (occurring in the following methods including, but not limited to: text messages, social media, emails and phones) will not be tolerated and may, at the sole discretion of the Dean of Students, result in a detention, suspension, disciplinary probation or expulsion from school.

If a student believes that she has been the victim of any occurrence or apparent occurrence of harassment or intimidation, the student should immediately report the incident to her Student Counselor, Grade Dean, or the Dean of Students. All complaints will be investigated, and thereafter, appropriate, responsive action will be taken.

Reports of harassment should be made in a timely manner. Information gathered in investigating such reports will be treated as confidential, subject to the school's need to disclose such information in order to investigate and/or take appropriate action.

Bullying is the repeated act of intentionally tormenting a classmate perceived to be "weaker" through use of verbal harassment, physical assault, or through other subtler methods of coercion such as manipulation or organized social exclusion. The bullying or harassment of a fellow student is never acceptable. Such behavior is inconsistent with the values promoted by the school both regarding the development of individual character and with respect to the formation of community. The deliberate bullying or harassment of a classmate is considered a serious offense, whether the action occurs on or off campus or via email, internet postings, instant message, or telephone text or voice communication.

SOCIAL CONFLICT VS. BULLYING

Not all conflict between students is equivalent to bullying. Though physical conflict is never acceptable on campus, normal social conflict is a part of daily life and can on occasion be a positive agent for growth in both individual and community relationships.

Social conflict is characterized by a relative equality of status between students and often surfaces as an independent event, which may have germinated out of a desire to solve a particular problem. When social conflict goes too far, those involved typically exhibit an element of remorse and assume responsibility for their actions.

Bullying, however, is typically characterized by an imbalance of status and by intentional, repeated, negative actions which seek attention, power, and/or control. Perpetrators tend to express no remorse, may even blame the victim, and often have acted with no discernible practical motive.

Both bullying and social conflict cases may result in serious disciplinary consequences. The severity of consequences will be determined by the Dean of Students Office but may take into account the seriousness of the actions, any history of past behavior, and the impact of the behavior on the individuals and on the school community. Ursuline has the sole discretion to determine when school intervention is appropriate and necessary.

HAZING

Hazing in any form is unacceptable within the Ursuline community. Hazing is defined as any practice whereby one part of a group is made or asked to do something that is either against her will or that the remaining part of the group is exempt from doing by virtue of seniority or other privileged status. Incidents of hazing, whether they take place on school property or not, will be met with a severe discipline response, at the sole discretion of the Dean of Students.

COLLEGE COUNSELING

The College Counseling office provides support for each Ursuline student and their family as they navigate the college admissions process. The College Counselors are committed to staying current on the latest admission trends and to advocating for our students at the colleges and universities to which they apply.

Through individual and group meetings with students throughout their time at Ursuline, College Counselors provide resources to guide our students and their families. Information pertaining to the college admissions process and related activities is shared with students and their parents/guardians through the Ursuline website, the College Counseling Parent Resource Page, MaiaLearning, Quicklinks, class Teams, email, and Remind text notifications. The College Counselors welcome students in all four classes who wish to consult with them regarding college admissions questions.

COLLEGE VISIT DAYS

First and second semester discretionary college visit days are pre-arranged days which a student may use for college visits or scholarship interviews during the admission process. To request a college visit day, a student must do the following:

- Send one group email to all teachers for classes she would miss on her visit day. The student should include her College Counselor, Attendance, and a parent/guardian copied on the email.
- The subject line should read "College Visit." In the message, the student should include the date(s) class will be missed, along with the name and location of the college(s).

This email should be sent at least 3 full school days (not including weekends or holidays) before her planned visit.

Please refer to the graphic for an explanation about the timeframe for requesting a college visit day.

Your visit day is:	You have to request by:
Monday	8:40 am on previous Wednesday
Tuesday	8:40 am on previous Thursday
Wednesday	8:40 am on previous Friday
Thursday	9:15 am on previous Monday
Friday	8:40 am on previous Tuesday

Prior to leaving for her college visit, a student must coordinate with teachers to complete any missed coursework.

Juniors and seniors may use up to two college visit days each semester. College Visit Days may not be applied during class retreat and special program days.

Students must follow the email protocol detailed above to request to use their college visit days. College visit days are not approved through SchoolPass notifications.

HEALTH SERVICES & ILLNESS

URSULINE IMMUNIZATION POLICY

- Each student enrolled at Ursuline Academy Dallas must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the most current immunization schedule adopted by the Texas Department of State Health Services.
- Ursuline Academy does not accept Religious or Conscientious Exemption Waivers for State of Texas required vaccinations.
- New families must upload the immunization records to their students Magnus Student Health Records ("Magnus") account by May 1 for review and approval to complete the admission requirements for Ursuline.
- In the rare case of a specific medical exemption to a specific vaccination, the Catholic Schools Medical Exemption Form for that specific immunization must be completed and submitted by a licensed Dallas-area physician who is currently a board-certified physician in Internal Medicine, Allergy, Immunology, Hematology, or Oncology. The form submitted must be dated within one year from the date it is completed and signed. The form will be sent to the Catholic Schools office for final review and clearance.

ILLNESS DURING THE SCHOOL DAY OR ON RETREATS

The Ursuline Clinic provides evaluation and temporary care of students who are ill or injured. If a student becomes ill while at school or in class, she must first report to the clinic or the UA+ Office during Summer School. A student without symptoms of a contagious illness may remain in the clinic or designated area for a maximum of 20 minutes, then she must either go home or return to class. If released to return to class, the student must return to class immediately or notify the teacher of the delay and reason for delay.

- If the student is going home ill from school, she must be picked up by a parent/guardian within 30 min. of parent/guardian notification. If on retreat, she must be picked up as soon as possible depending on the distance to retreat site.
- A student who has a fever (100.0 or above), or vomiting, must go home within 30 minutes and may not return to campus or school activities until they have been fever-free or vomiting free for at least 24 hours without taking any fever reducing medication or medication to prevent vomiting.
- If any test is required before returning to campus due to illness diagnosis or symptoms, parents/guardians must provide the test results to attendance@ursulinedallas.org before or immediately upon arrival on campus. Whenever necessary Pandemic requirements and protocols will be followed.
- An ill student will not be allowed to drive herself home from school unless parental or guardian permission has been given to the nurse or to the Dean of Students office via text message, email, notification in school pass, or a phone call. All students must sign out in the attendance office before leaving campus.
- Ursuline athletes in season should report any injuries to the Athletic Trainer.
- In the case of serious illness or accident, appropriate medical personnel and parents/guardians will be contacted, and, if necessary, the student will be transported to a medical facility via emergency vehicle. If no parent/guardian is present, they will be accompanied by a member of the school administration along with the emergency responders.

MEDICATION AT SCHOOL OR SCHOOL RETREATS

The handbook policy and procedures are for the health and safety of all Ursuline students and staff. For a student to take any medication at school or retreat, the required forms must be completed according to school policy, uploaded to the student's Magnus account, or a hard copy submitted with medication for retreats. The medication labeling and packaging requirements must be followed as well for any medication to be given, see below. Ursuline Academy will not accept any verbal or email permission to give any medication.

- Students should take all medications at home before arriving at school or retreat whenever possible. All medications to be taken at school must be kept in the clinic and will be given if the proper forms have been uploaded to Magnus. Do not leave any medications with the receptionist at the front desk. Medications to be taken on retreat must be given to the nurse along with uploading or providing the appropriate paperwork according to handbook policy. If you are requesting that your daughter be allowed to take any over the counter (OTC) meds not listed on the Magnus OTC Permission Form, the parent must send in a written permission with dosing instructions that are signed and dated with written contact information. This is not applicable to any prescription medication. Students are responsible for coming to the clinic or to the nurse on retreat to request their medication.
- Prescription medications during school hours must be kept in the clinic and taken as prescribed. It may be given or taken by students only if a current Prescription Medication at School Form has been completed, signed, and dated by the prescribing physician and uploaded to her Magnus account for the current school year. While on retreats the form may be uploaded to Magnus prior to the date of the retreat or a hard copy may be included with the medication submitted to the nurse at retreat according to handbook policy. No student may carry any medications with them during school or retreat except for the exceptions for Epi-pen, inhalers, or insulin.
- Prescription medication will not be managed by the UA+ Office during Summer School and should be kept at home.
- OTC medication listed in Magnus may be given to students at school or retreat only if an OTC Permission Form has been completed for the current school year and uploaded to her Magnus account.
- No student may carry any medication other than prescribed Epinephrine auto-injectors, Benadryl, an Inhaler, or Insulin as prescribed. No student may share any medication with others, including OTC medications.
- All medication to be given at school or retreat must be in the original packaging if it is OTC medication or in the original labeled container from the pharmacy if it is prescription. Please send only the amount of prescription medication necessary for the student's time at retreat. Any pills or medication without the appropriate identification, packaging and required forms will not be given to the student or allowed to be taken by the student. The student will be asked to alert their parent/guardian that the medication cannot be given or taken due to missing requirements. A parent/guardian with custodial rights per the Ursuline Registrar can come to school or to the retreat location, collect the medication, and administer it to their daughter. The parent/guardian will then be required to take the remainder of the medication with them and return to give any additional doses as needed. If the parents/guardians do not choose to come to the school or retreat site to give the dose of medication it is understood that the dose will not be given or allowed to be taken by the student. All medication will be held and returned to the parent/guardian or student after school hours or at the end of retreat. If the medication has not been collected, it will be turned over to administration.
- Do not leave any medication, including over-the-counter medication as well as prescription medication, with the receptionists at the front desk or any other Ursuline staff member at any time. All medications required to be taken during school hours at school, other than the OTC medications listed in Magnus, must be brought to the clinic.

Prescription medication must be in packaging from the pharmacy with the following:

- Student name
- Physician/dentist name and phone number
- Date filled and expiration date.
- Name of medication
- Dosage and directions for administration
- Duration medication is to be given.

EPINEPHRINE FOR ALLERGIC REACTIONS, INHALERS FOR ASTHMA, INSULIN FOR DIABETES

If a student is prescribed any Epinephrine auto injector, Benadryl, or an Inhaler, or Insulin they must carry these medications with them while at school or participating in any school activity. For the student's safety in an emergency, she should be trained to self-administer the medication. The corresponding Asthma, Allergy, or Diabetic Action Plan must be current for the school year, completed, signed, and dated by the prescribing physician and uploaded into the student's Magnus account. An extra dose of her medication must be provided to the clinic for emergency use. These must be collected and taken home on or before the last day of class at the end of each school year.

MAGNUS STUDENT HEALTH RECORDS REQUIREMENTS

Magnus Student Health Forms that require yearly updates must be completed by May 1, with the exception of Medical Action Plans. Medical Action Plans must be uploaded yearly from the date of physician signature on the specific Action Plan.

- Student medical information and forms are stored in the online database called Magnus Health SMR (Student Medical Record). Parents/guardians have continuous access to their child's health record and the ability to make updates when needed. There is one account per family.
- Only UA employees who are licensed and certified medical providers can access this Health records information. Read the Magnus Health Privacy and Security policy.
- Magnus offers many helpful online tools under the "Need Help?" tab.
 - A step-by-step guide
 - Live chat
 - View tutorial video
 - Magnus Health SMR customer support: Call 877-461-6831 or email service@magnushealthportal.com

BEATRICE M. HAGGERTY LIBRARY

In keeping with the mission statement of Ursuline Academy, specifically the preparation of young women "for leadership in a global society," the school library directs its efforts toward ensuring that the students are effective and ethical users of ideas and information.

GOALS OF THE LIBRARY:

- to promote reading as a means of lifelong learning and personal satisfaction.
- to provide, in partnership with teachers, opportunities for students to learn and practice the process of gathering information and ideas.
- to develop critical thinking skills in evaluating information.
- to support the curriculum with a well-balanced collection of resources.
- to expedite the use of technology to gain access to a rapidly expanding universe of information.
- to provide professional staff who are knowledgeable about developments in information technology and in trends in education, and who can effectively communicate this knowledge to teachers and students.
- to provide and maintain a facility which effectively organizes and manages information resources.

SUPERVISED LIBRARY HOURS:

Monday through Friday: 7:45 a.m. - 4:15 p.m.

LIBRARY PROCEDURES

- The library is a place for quiet study and reading. Students are welcome in the library at any time and are expected to contribute to the tranquil atmosphere.
- Access to the library classroom is scheduled through the library staff. When the classroom is not pre-scheduled, access is open to students on a first-come, first-served basis.
- Students may have a beverage in a closed container. Food is not allowed in the library.
- The library furniture must remain as it is. Students may not move the library furniture.
- Library materials that are used but not checked out must be placed in the book return receptacle. Students are asked not to re-shelve items or leave the materials on the tables.
- All students are responsible for returning or renewing library materials in a timely manner. While the UA library does not charge overdue fines, students should borrow and use materials responsibly and be mindful of the need for others to have access to the library's resources.
- A student who loses a library resource is responsible for the replacement cost of the item.
- Students are reminded of the goal of maintaining quiet. Cell phones should not be used in the library, and students should step outside of the building to make or receive phone calls.

BOOKSTORE

BEAR NECESSITIES

The bookstore is open from 8:00 a.m. - 4:00 p.m. Monday through Friday when school is in session, and the store is open 8:30 a.m. - 2:30 p.m. during the Summer Session. The store is closed during all school holidays. Bear Necessities carries most supplies and books necessary for classes along with many items bearing the school logo, such as sweatshirts, hats, drinkware, and stickers. You may also shop online from the Ursuline website.

Bear Necessities is a cashless store. Purchases can be made on student accounts, credit/debit cards, or Apple/Google Pay.

CAFETERIA

SAGE FOOD SERVICE

Breakfast and lunch are served every full, regular school day. Sage official hours are 7:30 a.m. - 2:20 p.m. Food service is not available during Summer School. Students who are on campus for Summer School all day should bring a lunch.

To promote cleanliness on the campus, food and drink should only be eaten in designated dining spaces or other specified areas by the Dean of Students Office. As a way of demonstrating respect for the Ursuline community and communal spaces, students are expected to clean up after themselves.

ATHLETICS

Ursuline Academy of Dallas proudly showcases its athletic program which includes interscholastic competition in 14 varsity sports. Ursuline Athletics develops confident student athletes who are competitive and dedicated to teamwork, leadership, and tradition while embodying the Ursuline Athletic Department core characteristics: grit, ownership, building relationships, evolve, aim high, respect, and self-reflection.

**For more details please see the Ursuline Academy Athletics Handbook.*

ATHLETES' CODE OF CONDUCT

Participation in interscholastic athletics at Ursuline Academy is a privilege, not a right, and requires an understanding and a commitment on the part of both the parent/guardian and the student-athlete. Ursuline Academy student-athletes adhere to all school policies, provided in the Ursuline Academy Student Handbook, academic and disciplinary, and are mindful that they represent their school before the public by their participation in approved team sports.

All disciplinary issues involving student-athletes will be administered by the Dean of Students in collaboration with the Athletic Director and coach, and students may be removed from some or all future athletic activities at the school's sole discretion. If a student-athlete is unable to complete the season for any reason (health, personal, academic, etc.) she must inform the head coach immediately.

All student-athletes will be subject but not limited to the following consequences if they accumulate at least 8 infraction points in any given semester:

- possible probation period on team
- possible suspension from team practices, competitions, etc.
- possible dismissal from team
- possible loss of academic credit for sport participation
- possible forfeiture of varsity letter or
- all the above

The degree of these consequences is at the discretion of the Athletic Director, the Dean of Students, and the student-athlete's respective varsity coach.

If an athlete receives a Class III infraction, the consequences will, at least, include sitting out for the next scheduled competition. The total number of competitions to be missed will be determined based on the offense and at the discretion of the coach and the Dean of Students.

MEMBERSHIP IN TAPPS

Ursuline Academy is a member in good standing of the Texas Association of Private and Parochial Schools (TAPPS) 2-6A Division and offers for its students those team sports that are sanctioned by TAPPS. These approved team sports for the Ursuline Bears are cross-country and volleyball in the fall; basketball, soccer, and swimming in the winter; and golf, softball, tennis, and track and field in the spring. Other sports at UA, not affiliated with TAPPS (Non-TAPPS), are crew, lacrosse, Jesuit Cheerleaders, Cistercian Cheerleaders, Jesuit Rangerettes, and bowling.

The Athletic Director works cooperatively with TAPPS officials in administering all athletic competitions.

ATHLETIC PRE-PARTICIPATION REQUIREMENTS

All TAPPS and Non-TAPPS sports adhere to all Ursuline Academy Athletic Department policies, as well as guidelines and procedures set forth in the Ursuline Academy Student Handbook.

Ursuline utilizes an online database for all student medical information. The secure web-based system maintains school-related forms, including athletic forms, over-the-counter medication forms, and other health forms. Parents or guardians will have continuous access to their child's health record as well as the ability to make updates when needed. There is one account per family.

Students wishing to participate in interscholastic athletics at Ursuline must complete the online requirements. These requirements include, but are not limited to, completing and/or uploading the following documents:

- a current physical examination
- a current medical history
- Concussion and Traumatic Brain Injury Acknowledgement Form
- Ursuline Academy of Dallas Athletic Handbook Review
- Ursuline Driving Waiver
- Students will need to have a permission form signed from the University of North Texas Sport Psychology
- Athletic Photography/Social Media Release (optional)

Students will not be permitted to try out for a sport unless all the athletic pre-participation requirements are submitted online for review by the school athletic trainer.

The above requirements must be completed annually.

SPORTS INFORMATION MEETINGS

Parents/guardians are encouraged to attend the athletic informational night, which is held in conjunction with Back to School Night in order to gather all necessary information regarding athletics at Ursuline. Additionally, prior to the beginning of each sports season, an informational meeting is held for students. Students are encouraged to attend these meetings which are scheduled before or after school.

TEAM UNIFORMS & EQUIPMENT

Uniforms and equipment are distributed at the beginning of each season and collected at the end of each season by the athletic department and head coach. Any uniform or equipment that is damaged or not returned will be billed to the student-athlete's UA account by the finance office at full replacement cost. When applicable, no semester exams may be taken until ALL athletic uniforms and equipment are returned and the proper paperwork is completed.

CONCUSSION POLICY

If a student-athlete who participates in Ursuline Athletics is suspected to have sustained a concussion, she is required to see a concussion specialist* before returning to school. A student with a suspected concussion must have a medical note with a diagnosis and be symptom free for 48 hours prior to returning to school. Students should follow up with their student counselor upon returning to school to develop a plan and determine the appropriate academic modifications. All Ursuline student-athletes must complete a 5-step return to play process with Ursuline's Athletic Trainer.

Upon successful completion of the return to play process, a note from their concussion specialist with final medical clearance must be submitted to the Athletic Trainer prior to participating in any Ursuline athletic events or physical activity. Additional concussion information can be found on the UA website.

**Concussion specialists are physicians who specialize in concussion management or who are board certified in sports medicine concussions.*

INJURY REPORTING

All injuries must be reported to the UA Athletic Trainer within 48 hours. This may be done by email. The Athletic Trainer contact information can be found on the UA website. If a student-athlete is restricted from athletic participation by a medical professional because of an injury or any other medical diagnosis' then a note from the medical provider must be presented to the Athletic Trainer releasing them to return to athletic participation.

ACADEMIC ELIGIBILITY REQUIREMENTS

A student must be present for two full class periods to participate in extracurricular activities that same day. For a student to participate over the weekend, she must be present more than 2 full classes on a Friday. Absences due to doctor's appointments and college visits may be excused and count towards the ½ day requirement.

TRANSPORTATION

Ursuline Academy will provide transportation for most sporting events. When transportation is arranged by Ursuline, student-athletes must travel with their team to the contest. A student-athlete may go home by other means if she has turned in a Parental Transportation Permission Form. Out-of-town trips mandate that UA procures professional transportation. Any changes to this policy will be made at the discretion of the Athletic Director.

ATHLETIC CONCERNS

Any concern parents/guardians have regarding an athletic issue should be addressed using the Communication Norms found on page 6 of this handbook.

LOCKER ROOMS

Locker room facilities are provided for the student-athletes' use. Ursuline student-athletes are encouraged to dress for practice and games in the locker room. All student-athletes may also use the locker rooms to dress for off-campus athletic sports competitions prior to leaving campus.

FUNDRAISING & ATHLETICS

Please see Ursuline's Policy on Service Drives or Fundraising for Non-profits.

Athletic teams are encouraged to find ways to include service in their athletic experience, with an emphasis on the above listed approved activities. However, given the structure of an athletic team, teams are permitted to perform one drive for goods per season. The dollar amount of goods donated cannot exceed \$35 per team member. All collected goods must be donated to an outside non-profit organization.

CAMPUS MINISTRY

The Office of Campus Ministry focuses on the spiritual formation of the students. The counsels of St. Angela Merici, foundress of the Ursuline order, and the Ursuline philosophy of *Serviam* ("I will serve") are the guideposts of the ministry. The primary focus of the office is to challenge and nourish the spiritual life of every student through promotion of:

- active participation in daily school prayer, in Eucharistic Liturgies (Masses), in Advent and Lenten Reconciliation, and in other prayer services
- student service to the community (including local, national, and global) as well as the Ursuline community
- involvement in class retreats, and
- service of the peer ministers to the school community.

VISION STATEMENT 2020-2024 FOR URSULINE ACADEMY

In the Spirit of St. Angela, we are called to be authentic witnesses by listening, encountering and understanding one another. We revel in the spirit of "*Insieme*" (together) to "make new life" in a complex, global community. It is through this that we lead people to Christ and give glory to God. (From the Mission Personnel and Campus Ministers of our USA Roman Union Schools, discerned from the words of Pope Francis to the Roman Union General Chapter participants.)

SERVIAM

"SERVIAM: I WILL SERVE"

Each Ursuline school shares a common commitment to forming students as servant leaders. The Latin word, *Serviam*, inspires all Ursuline women. Starting with service opportunities initiated both inside and outside of school, the spirit of *Serviam* gives rise to life-long dedication to serving the neighbor in need.

The idea behind the *Serviam* formation program is for the Ursuline student to progressively deepen her understanding of and commitment to incorporating a spirit of service in all she does. What begins with service opportunities that address community needs expands into studying and addressing systems that promote peace and justice for all.

The following are included in Ursuline's *Serviam* program:

- activities organized by Campus Ministry
- outreach opportunities that are schoolwide
- service opportunities adopted by grade level or advisories
- service activities that are components of school clubs and athletic teams
- service-learning opportunities introduced in the classroom
- school-sponsored mission trips
- independent projects that the students initiate and participate in outside of school
- Senior Service: regular time each week when seniors are released from classroom time to go out into the community and serve

EXPECTATIONS & REQUIREMENTS

Grade Level	Fall Semester Minimum Hours	Spring Semester Minimum Hours
Freshman	10	10
Sophomore	20	10
Junior	10	10
Senior	20	20

SERVIAM EXPECTATIONS

All service hours are to be logged properly and approved through *MobileServe* by either a signature on site or through an automatic email sent to your verifier who will need to approve your hours in that email. Service hours must be logged and approved before the deadlines for each semester.

- If your hours are not approved OR are rejected, these hours will not count.
 - You must reach out to the service coordinator of the service site you served at to verify your hours on the *MobileServe* app logs either through the supervisor email or by their signature which is in person. An email to the Ursuline Campus Ministry Team will not count as approval of your hours.
 - If you cannot get an email or signature on site but have a physical paper confirmation of service hours, please email the Campus Ministry Team and include the organization's service coordinator with the document attached, and the Campus Ministry team will approve those hours manually.
 - If you cannot get documentation of any kind, please email the Campus Ministry Team for a conversation about that log(s).
- Failure to log your hours properly or have the **approved** minimum hours at each semester deadline will result in a Class I infraction, and those missing hours will still be due on a timeline determined by the Campus Ministry Team.
- Failure to log in *any* hours per semester at the semester deadline will result in a Class II infraction (this includes a detention), and those missing hours will still be due on a timeline determined by the Campus Ministry Team.
- No extensions are made for semester hour deadlines unless approved by the Campus Ministry Team through a process involving administration, and those missing hours will still be due on a timeline determined by the Campus Ministry Team.
- Failure to serve and log a student's hour requirements each year will result in not meeting *Serviam* graduation requirements.

SERVIAM FALL HOUR REQUIREMENTS & RESET OF SPRING HOUR REQUIREMENTS

- The fall hour deadline will consist of hours served and logged into *MobileServe* for the dates from May 7 to the December fall deadline date on our current year's calendar.
- The spring hour deadline will consist of hours served and logged into *MobileServe* for the dates from the day after the December fall deadline to May 5 of the ending year.
- Summer and fall hours will not transfer into spring hour requirements; therefore, each grade will reset after the fall deadline for spring hour requirements.

SENIOR SERVICE MONDAY PROGRAM POLICIES

- The senior service Monday morning program starts between 8:00-8:30 am (depending on site's request) and ends at 10:30 am each Monday morning listed in our calendar from September through April.
- Every senior is expected to complete the required 40 hours at their service site their senior year: 20 hours in the Fall and 20 hours in the Spring.
- Every senior is expected to log each 2-hour session weekly after service on Mondays into *MobileServe*, selecting the senior service category for that specific log.
 - Failure by a student to properly log the minimum 20 service hours per semester in *MobileServe* by the semester deadline will result in a Class I infraction. Any missing hours will still be required and must be completed according to a timeline determined by the Campus Ministry Team.
 - Failure by a student to log any service hours in *MobileServe* by the semester deadline will result in a Class II infraction (including detention). Any missing hours will still be required and must be completed according to a timeline determined by the Campus Ministry Team.
- Regardless of the number of hours served outside of this program, every senior is expected to be at their service location for at least two hours every Monday morning.

- Each senior service site will report absences to the service coordinator each Monday session the students are expected to be at service.
- **If a senior is going to be absent from her service due to illness, she must communicate the absence to the Campus Ministry Team and your senior service site coordinator in the same email as soon as possible prior to the service date/start time.**
 - Please use the email template found in the Senior Class Team, Campus Ministry channel
 - Failure to communicate with the Campus Ministry Team AND the senior service site coordinator about an absence from a session will result in a Class II infraction (this includes a detention) as this is considered skipping a school event.
 - Absences should be reported in School Pass and attendance policies will be followed.
- Students who have excessive absences from Senior Service will work with the Campus Ministry Team and her Senior Grade Dean to make a plan of service that is best for the individual student. Students who have excessive absences from Senior Service may forfeit off-campus privileges.
 - Students SHOULD NOT make appointments during this time.
- A student will be required to make up deficient hours outside of the senior service Monday program equal to the hours of absence to meet the 20-hour semester requirements. The make-up service must be approved by the Campus Ministry office.
- If a student DOES NOT have service at her site due to the SITE'S conflict, yet Ursuline indicates on the school calendar that she has Senior Service on that day:
 - If the student does not have service and is enrolled in an all-senior first-period class on Monday morning, she MUST be at school by 9:15 a.m., check in with the attendance office, and work productively as she would during a study hall period. This is because she has a scheduled class that is not a free period and should be on campus during this time.
 - If the student does not have service and is enrolled in a mixed-grade first-period class, she MUST first check in with the attendance office and then attend class at 9:15 a.m. This is because she has a scheduled class that is not a free period and should be on campus during this time.
 - If the student does not have service and her first period on Monday is a free period, she is not required to be at school until 10:45 a.m. with the rest of the senior class. Her teacher will take attendance, and she does not need to check in with the attendance office.
- A senior will not be exempt from spring final exams if she is absent from the Senior Service Program more than three times in either semester, unless an exception is approved by the Campus Ministry Team through a process involving administration.
- A senior will receive a Class II infraction for any Senior Service uniform violation (including a skirt length deemed inappropriate by the service organization) and/or excessive tardiness related to Senior Service. Ursuline's Senior Service partnerships require students to model Ursuline values at the highest level, and each student is expected to make professionalism, punctuality, and appropriate presentation a top priority while serving at partner organizations.
- Please contact the Campus Ministry Team with any questions regarding the policies and procedures listed above.

PRESIDENTIAL VOLUNTEER SERVICE AWARD (PVSA)

Students interested in the Presidential Volunteer Service Award (PVSA) should note that Ursuline is a certifying organization. To be eligible for the award, all service hours must be logged in *MobileServe* and approved within the student's account. The annual award cycle runs from May 1 through May 1 of the following year. Additional information regarding qualifications and award levels can be found on the PVSA website.

SOPHOMORE *SERVIAM*

During a student's sophomore year, she will celebrate her induction into the tradition of *Serviam*. In preparation for *Serviam* induction, students complete 20 hours before the fall semester service hour deadline. A sophomore who does not complete her 20-hour service requirement by the fall semester deadline may not be able to participate in the *Serviam* ceremony that takes place in the spring semester, and those missing hours will still be due on a timeline determined by the Campus Ministry Team.

***SERVIAM* OPPORTUNITIES FOR URSULINE CLUBS**

Service clubs must verify all plans for awarding service hours with the Campus Ministry Team prior to announcing any service activity. The following requirements related to service activities should also be adhered to:

- **On-campus** service activities
 - On campus service opportunities must occur during an activity/club period with a club moderator present
 - On campus service opportunities during club activity periods will count as 0.5 hours to log into *MobileServe*; hours only approved by moderator
- ***SERVIAM* FAIR**
 - Students can receive up to one Ursuline-approved service hour from UA Service Clubs on campus once each semester
 - Clubs participating must:
 - Communicate with a leader of the *Serviam* Fair Club Hub to sign up club
 - Plan an activity and have supplies ready for a 30-minute or 1-hour session in Fox Dining
 - Have a moderator from the club present as the ONLY one to approve *Serviam* Fair hours
- **Off-campus** service activities
 - Making crafts or cards cannot be logged into *MobileServe* for service hours
 - A minimum of two chaperones are required for off-campus service events; more may be needed based upon the number of participating students
 - Travel time to/from the location of the service activity/event cannot be included in service hours logged into *MobileServe*

URSULINE POLICY ON SERVICE DRIVES OR FUNDRAISING FOR NON-PROFITS

Please see Ursuline's Policy on Service Drives or Fundraising for Non-profits.

RETREATS

RETREATS

The Ursuline retreat program is a long-standing tradition that helps students come closer to Christ and bond with their classmates. Ursuline is committed to the faith formation of their students and retreats are an integral part of their growth and well-being. Class retreats are mandatory. There will be no college visits approved for retreat days, and absences will be excused only in extenuating circumstances.

RETREAT ABSENCE POLICY

If a student misses any portion of her class retreat, she will be required to make up time and complete a required reflection pertaining to the event, including absences with a doctor's note.

The Campus Ministry Team and the attendance office must be notified two weeks prior to the retreat if a student will be absent. If the school receives absence notification after the two-week deadline, the student may be subject to a fee to cover her expenses at the retreat center. With two weeks' notice, the student will have to make up time and complete a reflection assignment.

If an absence from retreat is known in advance, the Attendance Office and the Campus Ministry Team should be notified through email. Please include “Retreat Absence” in the subject line. Each message should include the following:

- Student first and last name
- Student ID number
- Reason for absence
- Parent name and contact information

Should a student become ill before departure to retreat, please notify the Campus Ministry Team, and enter the absence in SchoolPass. The student will be required to make up time and complete a reflection assignment.

If an absence is required for an Ursuline function (i.e., a sport playoff, school play), arrangements will be made through the appropriate department.

CLASS RETREAT DETAILS

- Freshman Retreat – Full Day Retreat
- Sophomore Retreat – Full Day Retreat
- Junior Retreat – Two-Day, Overnight, Off-Campus Retreat
- Senior Community Day – One-Day, On and Off-Campus Retreat
- Senior Retreat – Two-Day, Overnight, Off-Campus Retreat

SENIOR RETREATS

Senior community day is a senior privilege where attendance is expected. Any absences must be communicated by the date listed in the emailed parent letter, and this communication must follow the same format as listed above. However, no makeup time or reflection will be required for this event.

Seniors have the opportunity to attend Kairos, a special four-day retreat, in January. This retreat is optional with limited space. Sign-ups are on a first-come, first-served basis. Kairos does not take the place of the Senior Class Retreat in the spring.

Seniors will not be exempt from spring final exams if they are absent from the Senior Class Retreat.

SAFETY & SECURITY

Student safety and security are important to everyone in the Ursuline community. If students observe or experience threatening behaviors, they are advised to immediately report this to the Dean of Students, the Director of Security, or any adult in the school.

SCHOOL HOURS

Doors of the school building open at 7:00 a.m. each school day. Students arriving at that time are asked to remain in Fox until 7:45 a.m. Teachers, counselors, and administrators are on duty and accessible to students starting at 7:45 a.m. The school day starts at 8:40 a.m., except on Mondays, when the school day starts at 9:15 a.m. Classes dismiss at 3:40 p.m. Supervised library time is until 4:15 p.m. daily. All students must be picked up by 5:00 p.m. unless they are participating in supervised Ursuline extracurricular activities.

STUDENT BADGE PASS

All students are always expected to wear a lanyard with their ID badge at school. If the student's badge has been left at home, lost (\$10 purchase for a new one), or damaged, she will need to report to the attendance office for a badge pass that day. To receive a borrowed fob, the student must trade their phone in for the day. After the second uniform pass per semester, the student will be issued an infraction for each time. Lost or damaged lanyards can be purchased from Bear Necessities.

PARENT/GUARDIAN VISITS & VOLUNTEERS

Parents/Guardians are welcome to visit the school. In our effort to protect our students and employees, Ursuline policy requests that parent visitors observe all directives of the Security Guard and the Receptionist. We require all parents/guardians/visitors to sign in at the Rotunda entrance when entering campus. This process ensures that Ursuline is always aware of all visitors to the campus. Our receptionist scans your driver's license and prints out a self-adhesive name badge. Adhere the badge to your outermost garment for easy identification at all times while on campus, and our receptionist will sign you out when you are ready to leave campus. Parents/Guardians wishing to meet with an Ursuline employee should request an appointment prior to arrival on campus.

STUDENTS FROM OTHER SCHOOLS

All visitors from other schools must be approved by the Dean of Students Office. The visiting student will need to complete the "Short Term Visitor Release Form" and the "Short Term Visitor Parent Permission and Release Form". Both forms need to be completed and turned into the Dean of Students Office one week prior to the visit.

All other visitors may drop off food and/or deliveries but cannot stay on campus.

CAMPUS USE AND ACCESS POLICY

The safety and security of all individuals and the Ursuline Academy of Dallas campus are of the highest priority. To support this commitment, all use of campus facilities, spaces, and grounds by parents, students, or families requires prior written permission from the appropriate school administrator.

No parent, student, or family member may access or utilize any area of campus without explicit written consent, regardless of the time of day. This policy applies at all times, including during regular school hours, after school hours, weekends, holidays, and any other times when school is not in session or when school-sponsored activities are not taking place.

All requests for campus use must be approved in advance by the Office of the Principal.

Ursuline Academy reserves the right to deny or revoke campus access at any time in order to maintain a safe, secure, and orderly environment for all members of the community and to protect campus facilities. Anyone on campus without permission may be asked to leave, and Ursuline reserves the right to call the authorities if necessary.

DELIVERY SERVICES

For the safety and security of our students, they will not be allowed to use or order from any type of food delivery service (Uber Eats/Favor/Grub hub, etc.). The student(s) will be issued an infraction should this occur. Valentine's Day deliveries are not accepted.

CARPOOL LINE

All drivers on campus should refer to the Campus Map for carpool circulation. There is one line and everyone must move forward as other cars move up. The left lane around the campus is for PICKUP only. The right lane around campus is for PASSING only. Anything else will create a backup for everyone, Drivers SHOULD NOT BLOCK THE RIGHT LANE.

All Ursuline guests, drivers, students, parents/guardians, etc. must be considerate of others during carpool. Everyone should remain in their vehicles during this time. Copies of the campus map plan are available on the Ursuline website. Cones and barricades are placed around the campus for the safety of our students. No one is allowed to move any of the cones or barricades. Everyone should refer to the Campus Map for designated drop-off or pick-up locations. In case of emergency, please notify the receptionist. The speed limit on campus is 15 mph.

PARKING & PARKING LOTS

Students, faculty, parents, guardians, and staff are expected to be familiar with and abide by all traffic regulations. The Ursuline Director of Security has jurisdiction to enforce the traffic and parking regulations, with the right to remove or impound any vehicle operated or parked in violation of those regulations. The owner of the vehicle will be required to pay moving and storing costs. Parking violations will include, at a minimum, a Class II infraction, and a detention.

With parking being limited, it is a privilege for a student to have a parking space on campus. Due to limited parking space, parking is assigned to Senior and Junior applicants who hold a valid, current driver's license (not a driver's license that requires an adult companion in the vehicle). Priority is given to:

1. Carpools (Senior/Junior drivers only)
2. Individual Seniors
3. Individual Juniors

Parking applications must be renewed annually, and vehicle information must be current at all times. The Director of Security assigns all parking spaces.

If a student does not have an assigned parking space and needs a space temporarily, she should email or visit the Director of Security (48 hours prior) to request a temporary permit prior to the day the space is needed.

Summer School parking spaces are not assigned, but all student drivers must have a parking application on file with the Director of Security.

Parents/Guardians that are visiting and DO NOT have a UA car permit, must stop at the front gate, and check in with the Security Officer. The Officer will instruct you where to park on campus. All UA parent car permits will be handed out at student orientation. All parents/guardians must park in the circle visitor parking spots. If those are full, please consult the security officer.

For safety reasons, Ursuline students may not park on any street adjacent to the school campus or in the immediate neighborhood. In addition, a student may not return to her car during the school day without permission from the Dean of Students' Office.

If a student no longer needs her parking space, she should notify the Director of Security so that the space can be officially reassigned.

All vehicles parked on the campus at any time by students, faculty, and staff must be registered and the parking permit properly displayed on the rear-view mirror. The registered owner of the vehicle will be held responsible for any violations.

All campus roadways and parking lots have a maximum speed limit of 15 MPH. Pedestrians have the legal right-of-way. Drivers on campus must observe all traffic signs.

Students who drive dangerously or irresponsibly will receive a Class II infraction and may lose the privilege of parking on campus.

Students who are talking on a cell phone or texting while driving in the school parking lot will receive a Class II infraction and may lose the privilege of parking on campus.

If students are in their car in the parking lot, they are considered off-campus, which may result in a Class III infraction.

RIDE SHARING

On occasion, students are required to provide their own transportation to school-related activities. It is the responsibility of the parents and guardians to determine what constitutes acceptable transportation for their daughter. The school assumes no liability for student drivers or other student-supplied transportation.

EVACUATION DRILLS

An evacuation drill is held monthly. A sign indicating the exit to be used is posted in each room. Students should observe silence, this includes NO cell phone use, while exiting the building as quickly as possible. Students should move to their designated location and keep all driveways and roadways clear. The "ALL CLEAR" signal which indicates that it is safe to return to the building will only be given by one of the following persons:

- Principal
- Academic Dean
- Dean of Students
- Director of Technology
- Director of Athletics
- Director of Security

Students will not be dismissed during an evacuation drill for appointments.

TORNADO DRILLS

Teachers will inform students of the specific procedure to be followed. In general, each student should proceed to a closed-in hall and sit on the floor with her head between her knees. There should be no talking and no cell phone use. Blinds and curtains should be closed to prevent flying glass. Students must stay away from glass areas. No one should be outside the building during a tornado drill.

Students will not be dismissed during a tornado drill. In the event of an actual evacuation or tornado, students will not be dismissed.

WEAPONS/SMOKING/VAPING POLICY

Dangerous or disruptive articles, such as firearms, pepper spray, knives, or fireworks are not in keeping with the mission and standards of the school and are not permitted on campus, in any vehicle on campus, or at any school sponsored function including on school-sponsored trips. Ursuline has a zero tolerance policy with smoking and vaping on campus. Violation of this or other policy is a serious offense. Such articles will be confiscated, and not returned, and appropriate disciplinary actions will be taken. At the discretion of the Dean of Students, law enforcement may also be notified.

EXPECTATIONS REGARDING SOCIAL NETWORKING SITES

Students are discouraged from identifying themselves as Ursuline students on any online platforms or social media sites. A student whose profile (postings, biographical information, photographs) or participation is linked to content that focuses on rumors, mean-spiritedness, and/or inappropriate material may be subject to disciplinary action, up to and including expulsion, at the sole discretion of the Dean of Students and the Principal.

CAMERAS/BODY CAMERAS ON CAMPUS

For the protection and safety of students and faculty, all activities, and premises at Ursuline Academy of Dallas may be recorded by video surveillance. No surveillance will be conducted in areas where students and/or faculty have a legitimate expectation of privacy, such as changing rooms, showers, or restrooms.

SEARCH OF STUDENT PROPERTY

To prevent and investigate violations of school policies and preserve a safe environment, Ursuline reserves the right to inspect lockers, desks, electronic systems and other facilities provided for school use. Ursuline further reserves the right to inspect student handbags, backpacks, lunchboxes, packages, cars parked on Ursuline property, and other items brought on campus or to school related, off-campus events. Accordingly, students should not have an expectation of privacy with respect to material brought on campus or to school related activities. Ursuline reserves the right to confiscate material that it reasonably believes is in violation of school policies poses danger to the student or others or violates the law. Students responsible for the presence of such material will be subject to Ursuline's disciplinary procedures and may be reported to the appropriate legal authorities.

LOST & FOUND/PERSONAL PROPERTY

Students are expected to exercise caution and care regarding their personal belongings. All books and personal property should bear the name and ID number of the student. Students should not bring items of excessive monetary or sentimental value to school. All lost and found items should be taken to the Attendance Office. Those items of higher value like laptops, phones, and purses should be taken to the Director of Security. Every four weeks, unclaimed items will be donated.

LOCKERS

Freshmen and sophomores will be assigned a locker. Juniors and seniors may request a locker. Students may not change lockers. Students should memorize locker combinations. Ursuline Academy is not responsible for loss or theft of personal items. Lockers must be kept locked. All lockers remain the property of Ursuline Academy and may be opened and inspected by an administrator or someone appointed by an administrator when that action is deemed necessary. Any items left in the lockers at the end of the school year are considered abandoned.

TECHNOLOGY

CODE OF CONDUCT FOR RESPONSIBLE DIGITAL CITIZENSHIP

Digital citizenship is defined as the norms of appropriate, responsible behavior with regard to technology use. Ursuline Academy's goal is to develop students who are good digital citizens. Digital responsibility covers areas of etiquette, access, law, communication, literacy, commerce, rights and responsibilities, safety (security), and health and wellness. Ursuline Academy encourages and expects truth, respect, protection of self and others, and responsibility. This is in keeping with the Ursuline Honor Code and Code of Conduct. The Honor Code calls all members of the Ursuline community to a "steadfast dedication to honesty in themselves and others." Use of any digital device and related content follows this Code and the Code of Conduct for Responsible Digital Citizenship.

Any violation of the following guidelines of this Code of Conduct for Responsible Digital Citizenship may lead to disciplinary action ranging from an infraction to possible dismissal, depending on the circumstances and at the sole discretion of the Dean of Students and/or Director of Technology.

- The student understands that she will use only her own school-approved laptop, or a school-assigned hot spare, on the campus of Ursuline Academy. She will bring her laptop and related equipment to school every day unless instructed otherwise by School Administration.
- The student understands that she will use only her own accounts as they pertain to the respective requirements of Ursuline Academy, both academic and fiscal.
- The student will be Honorbound in her use of all technology resources.

Because Ursuline Academy of Dallas owns and operates the equipment and software that make up its network resources, Ursuline works to ensure that all facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of Ursuline Academy of Dallas' network resources is subject to the rules stated in this policy. The school may find it necessary to investigate electronic incidents. As the owner of its network resources, including the email system, the school administration reserves the right, if needed and at its discretion, to open, examine, and/or delete electronic files that violate this Laptop Use Policy. Ursuline may deny use of the network and network resources for any reason, with or without cause.

All network users are responsible for their own passwords and must respect the rights of others. Obtaining another person's password is a form of theft. Taking advantage of a user who has not logged off is no different than entering an unlocked house. Using another person's password or posting a message using another person's login or identity is a form of dishonesty. Consequences may range from a Class II infraction to dismissal, depending on the circumstances and at the sole discretion of the Dean of Students and/or Director of Technology.

Network Resources refers to laptops, printers, scanners, miscellaneous peripherals, email, Internet services, servers, network files and folders, cloud storage, and all other technology-related equipment and services owned, leased, or licensed by Ursuline Academy. Network resources are provided subject to compliance with the terms of this policy. These rules apply to any use of Ursuline Academy's network resources.

DIGITAL ACCESS – FULL ELECTRONIC PARTICIPATION IN SOCIETY

Students, faculty, and staff can access the Internet on their laptops via wireless connections that cover the entire academic campus. Guests can access the Internet through the wireless guest network. Cell phones may also access the Internet through the mobile network.

- The student understands that her student account is active only while she is enrolled at Ursuline Academy.
- The student will not access any data or account belonging to another user. Altering another user's files is considered vandalism.
- The student understands that Ursuline Academy reserves the right to inspect network user resources and files.
- The student understands that misuse of the network may result in loss of network privileges and/or email access.

DIGITAL ETIQUETTE – ELECTRONIC STANDARDS OF CONDUCT OR PROCEDURE

Etiquette refers to the rules, regulations, and standards that outline appropriate conduct when using technology. Treating others online with courtesy and respect is expected.

- The student will not access material that is pornographic, violent, or otherwise inappropriate.
- The student will not disseminate Internet addresses of sites containing such material and understands that doing so may result in consequences.
- The student will select appropriate online names and post only appropriate information and images.
- The student will not use technology to bully or tease others.
- The student will not create, send, access, or download material that is abusive, unlawful, harmful, hateful, harassing, or sexually explicit.

DIGITAL LAW – ELECTRONIC RESPONSIBILITY FOR ACTIONS AND DEEDS

This covers legal rights and restrictions governing technology use as well as the ethics of technology use within society.

- The student understands that stealing or causing damage to another person's work, identity, or property online is a crime.
- The student understands that hacking, downloading illegal music, videos, or pictures, plagiarizing, creating destructive worms, viruses, or Trojan Horses, sending spam, or stealing another person's identity or property is both unethical and illegal.
- The student will obtain permission to use software and media created by others and will properly cite all electronic information and resources used. She will not violate copyright or licensing conditions.
- The student will not engage in any illegal activity, including conduct that could result in a violation of copyright or other intellectual property laws. She understands that any illegal use of network resources is prohibited.
- The student understands that the installation or use of Internet-based file-sharing programs is strictly prohibited. Programs such as BitTorrent, peer-to-peer applications, and downloads from pirate websites are generally designed to facilitate illegal sharing of copyrighted material and may affect network efficiency or cause problems with her laptop.
- The student will not conduct commercial business using Ursuline Academy resources.

DIGITAL COMMUNICATION – ELECTRONIC EXCHANGE OF INFORMATION

- The student will respect the privacy of electronic communications, such as emails and text messages, just as she would respect paper mail.
- The student will not share email or text messages with a wide audience unless the author has given permission.
- The student will use her Ursuline email address for all school-related communication.
- The student understands that the contents of emails, text messages, video chats, and audio conversations must be consistent with classroom behavioral, content, and language expectations.
- The student understands that information obtained from the Internet is not necessarily restricted, filtered, or validated.

DIGITAL RIGHTS & RESPONSIBILITIES – FREEDOMS AND RESPONSIBILITIES IN A DIGITAL WORLD

Just as responsibilities accompany the rights of citizenship, digital users have responsibilities that accompany the use of technology.

- The student understands that the school may find it necessary to investigate electronic incidents.
- The student will not customize settings in an inappropriate manner.
- The student will not alter, add, or delete files that affect the configuration of a school laptop.

DIGITAL SAFETY (SECURITY) – ELECTRONIC PRECAUTIONS TO GUARANTEE SAFETY

Digital security involves protecting oneself and one's information online.

- The student understands that electronic interactions with off-campus individuals must follow the Ursuline Code of Conduct.
- The student is aware of the risks associated with providing personal information over the Internet to individuals she does not know. She is also aware of the risks associated with sharing personal or identifying information online, including when interacting with AI-powered chat tools, and will take responsibility for protecting her personal information.
- The student will protect others by reporting abuse and by not forwarding inappropriate materials or communications.
- The student will keep her laptop secure. She will keep it in her possession, in a designated area, or in a locked locker or classroom. She will take extra care to secure her laptop during assemblies, practices, and events.
- When the student needs to leave her laptop in a vehicle, she will lock it in the trunk and keep it out of sight.

TECHNOLOGY PROCEDURES

- The student will bring her laptop to the CAVE for repair.
- The student will back up her files properly so that no vital information is lost if the drive must be reformatted.
- The student understands that retrieval of lost data is not the responsibility of the CAVE or Ursuline Academy.
- The student understands that issues related to personal or recreational software she installs are not the responsibility of the CAVE or Ursuline Academy.
- The student will run Windows updates regularly and restart her computer weekly.
- The student understands that she may download additional legal software provided it does not interfere with the educational function of the laptop. Additional antivirus software is unnecessary and may interfere with laptop systems.
- The student will have headphones and will use them when listening to sound-producing programs.
- The student will take care not to damage her laptop:
 - She will have a protective bag or case for storage when the laptop is not in use.
 - She will not touch the screen with a sharp-tipped object.
 - She understands that excessive heat or cold can damage the laptop.
 - If liquid is accidentally spilled on the laptop, she will:
 - Turn the laptop off and unplug it.
 - Blot excess moisture.
 - Allow the laptop to air dry.
 - Bring the laptop to the CAVE.

- The student understands that the Microsoft warranty includes up to two replacements for accidental damage over four years and unlimited replacements for hardware failures not caused by damage. If a third replacement due to damage is necessary, she is responsible for the out-of-warranty exchange fee, currently \$599.00.
- The student understands that intentionally damaging a computer to obtain a replacement is a form of fraud and will not be tolerated. Students suspected of this behavior will be referred to the Dean of Students.

SCHOOL-OWNED EQUIPMENT

- Students have access to one hot spare laptop or one charger ("brick") at a time if their equipment is being repaired in the CAVE. A student may also borrow a hot spare or charger for the day if she leaves her equipment at home.
- Surface Pens are not available for students to borrow.
- Students using a hot spare, charger, or other Ursuline-owned equipment are responsible for that equipment. Borrowed items must be returned before repaired equipment is released. Students who fail to return borrowed items on time may receive disciplinary consequences. Students are notified through their Ursuline email regarding overdue items.
- The student understands that upon graduation or transfer from Ursuline Academy, she is no longer eligible to check out hot spare equipment from the CAVE. Such equipment is available only to current Ursuline students.
- If damage to or loss of school-owned equipment occurs and is not covered by warranty, the student is responsible for replacement costs. In the case of a missing school-owned laptop, the student must assist the Director of Security in filing a police report, and the \$250 insurance deductible will be billed to the student's account. Replacement costs for lost or damaged chargers or other equipment will also be billed to the student's account.
- All borrowed equipment must be returned at the end of the regular school year or at the conclusion of summer school if the student is attending.
- It is the student's responsibility to log out of all personal accounts and websites before returning a hot spare.

SCHOOL TECHNOLOGY PLATFORMS

Microsoft Teams and Office 365 are formal communication platforms used at Ursuline Academy.

These applications should be used for school-related and appropriate communication with teachers and fellow students. They are not private communication platforms and are not social media.

Students may not change their profiles, alter their status messages, or modify their display names. Any image used must be solely for identification purposes. Students are encouraged to use their school photos, appropriate digital images of themselves, or their initials. Students may not use images of other people or images and words that are not aligned with the mission of Ursuline Academy. Failure to comply may result in disciplinary consequences.

FREQUENTLY ASKED QUESTIONS

- **What is the CAVE?**
 - The CAVE is the laptop repair suite. Students bring their laptops to the CAVE for assistance with laptop-related questions and maintenance needs.
- **If a student has a laptop problem, when can she get help?**
 - **During the School Day:** Students may bring their laptops to the CAVE Monday through Friday from 7:45 a.m. to 4:15 p.m., provided they do not miss Advisory or class time without teacher permission.

- **Summer:** The CAVE is open every weekday during Summer School from 9:00 a.m. to 4:00 p.m. During July, the CAVE is open only on Mondays and Wednesdays from 9:00 a.m. to 4:00 p.m. In August, regular hours resume.
- **Vacations:** During school holiday closures, students may contact Microsoft Support for warranty assistance.
- **If a student's laptop is missing, misplaced, or stolen, what should she do?**
 - She should immediately report the loss to the Director of Security and provide as much detail as possible. She should then notify the CAVE.
 - If the laptop is found, she should immediately notify both the Director of Security and the CAVE.
 - If the laptop is not recovered, the Director of Security will advise her regarding filing a police report.
 - Stolen laptops must be reported to the police, and the Director of Security will assist with the process.
 - A report must be made within seven days of the theft.
 - There is a \$250 deductible for replacement of a stolen student laptop.
- **How does a student know when her laptop or charger is ready for pickup?**
 - Students are contacted through their Ursuline email accounts.
- **Where can students purchase replacement styluses, chargers, batteries, and Surface Pen tips?**
 - Surface Pens and chargers are included in the four-year warranty and may be repaired or replaced through the CAVE at no cost to the student.
 - All out-of-warranty expenses are the responsibility of the student, including lost chargers, styluses, stylus tips, stylus batteries, and repairs beyond the scope of the warranty.
 - Replacements for non-warrantable, lost, or stolen chargers and styluses may be purchased through Bear Necessities. Stylus batteries and tips are also available there.
 - Students should use genuine Microsoft chargers, available at a discount through Bear Necessities. If a genuine charger fails, the CAVE can replace it at no cost. Off-brand chargers purchased online may cause problems and cannot be repaired or replaced through the CAVE.

PARENT INFORMATION

PARENTAL COOPERATION

Parents and legal guardians are expected to be respectful and cooperate with Ursuline with respect to all decisions affecting the student. Continued enrollment of a student is contingent upon the parents/guardians abiding by school rules and the decisions of the administration. At Ursuline's discretion, parental behavior of a parent or legal guardian which impedes Ursuline's ability to meet its educational objectives or make a positive or constructive relationship impossible, may result in suspension or expulsion of a student, separate and apart from the student's conduct. No refund of tuition or fees will be made if a student is required to withdraw or is expelled as a result of the actions of her parent or other legally responsible adult.

In matters involving discipline, academics, or health, the school will only meet with parents and/or legal guardians.

VOLUNTEERS

At Ursuline Academy of Dallas, volunteers play a crucial role in advancing the school's mission. Parents are encouraged to actively participate in volunteer opportunities throughout the school year. Their time, talent, and treasure help enrich the educational experience of students and foster a strong sense of community. Check Quicklinks, the weekly newsletter for parents, for volunteer opportunities.

FAMILY RECORDS

Parents/Guardians are responsible for ensuring that their contact information is up to date in MyBackpack whenever there is a change in address, phone number, email, or other family information. Parents/Guardians also must ensure that their daughter's full, legal name is appropriately reflected.

PARENTAL AND GUARDIAN ACCESS TO STUDENT RECORDS

Parents/Guardians will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the Principal. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's or guardian's access to a student's educational records, or which otherwise limits the contact a parent or guardian may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers, and it is not the school's responsibility to enforce court orders. See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.

The school will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The Principal, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis. In the event the school receives a judicial order or lawfully issued subpoena for student records, the school will notify the student's parent or legal guardian but will comply with the order and/or subpoena to the extent the materials requested are reasonably available. In the event the student's parent or legal guardian objects or moves to quash the order and/or subpoena, the school will continue to comply unless the subpoena is modified, or the school is excused from compliance by the court.

GUARDIANSHIP/RESIDENCE REQUIREMENTS

Parents and guardians play an essential part in the student's school life, not only in terms of support and guidance, but also in terms of participation in various school-related activities. Students must reside with a parent or other adult with legal responsibility for the student. Other living arrangements must be approved by the school in advance. The school retains absolute discretion to determine whether alternative living arrangements are consistent with a student's continued participation in the Ursuline community and may require a student to separate from the school due to alternative living arrangements. **Parents/Guardians are required to notify the Registrar in writing via e-mail or fax of any moves or changes in phone numbers or e-mail addresses during the course of the school year.**

If parents/guardians are going out of town, we ask them to notify the Dean of Students Office in writing who should be contacted in the event of student illness or emergency.

CUSTODY & FAMILY LAW ISSUES

Ursuline understands that many families within the school community are affected by custody and other related legal disputes. The school works to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility and requirement of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for Ursuline's legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required interpret or otherwise advise the school regarding a custody or other family court order, dispute, or document request other than a standard records requests, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the Principal's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc.) with a supporting business records affidavit to both parents or their attorneys free of charge.

Ursuline's campus is private property and is not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents/Guardians are expected to do everything possible to avoid confrontations or arguments on school grounds. The President of the School or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

REPORTS TO & COOPERATION WITH LAW ENFORCEMENT

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of Ursuline to comply with this statutory requirement.

COOPERATION WITH LAW ENFORCEMENT & CHILD ABUSE INVESTIGATIONS

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Ursuline will cooperate with such interview requests.

Occasionally, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's President or his or her designee. The President or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The President or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the President or designee will request to be present during the interview. However, if the officer refuses to allow the President to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

REIMBURSEMENT FOR SCHOOL COSTS & ATTORNEY'S FEES

Ursuline recognizes the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, Ursuline has implemented the following policy:

Occasionally, the school is required to retain outside legal counsel to respond to parent/guardian requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the school, agrees that, in the school's absolute and sole discretion, he or she shall indemnify and reimburse the school and its officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the school which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnatee, or 4) threatened or actual litigation against any Indemnatee which does not result in a final and appealable judgment adverse to the Indemnatee.

BUSINESS OFFICE

The Business Office is located in lower Haggar Center and is open from 7:45 a.m. - 4:45 p.m.

ABOUT THIS HANDBOOK

This handbook is solely intended for the students and parents/guardians of Ursuline Academy of Dallas. We have prepared this handbook to help familiarize you with Ursuline's policies and procedures. However, no single document can anticipate every issue that may arise. Ursuline reserves the right to make decisions regarding the school community as needed. Additionally, Ursuline reserves the right to amend, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without notice. This handbook supersedes and replaces all prior handbooks. This handbook is not a contract.

You make known to me the path of life;
In Your presence, there is fullness of



August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
Memorial Mass	College Application Sessions	College Application Sessions	College Application Sessions	New Employee In-Service	New Faculty In-Service	
9	10	11	12	13	14	15
	All-Employee In-Service	Faculty In-Service	Faculty In-Service	Faculty In-Service New Dads Breakfast	Faculty Workday	
16	17	18	19	20 1234	21 5678	22
	Senior Community Day Sophomore Orientation	Junior Orientation Freshman Orientation & Frost Fest Frosh Family Welcome	Faculty Workday New Dads Breakfast Ambassador Orientation	First Day of Classes	Club Meetings	Cistercian Freshman Mixer
23	24 4123	25 8567	26 3412	27 7856	28 2341	29
Powderpuff Practice	8:40 Start AM Assembly - Mass of the Holy Spirit		Ext. Activity Schedule All Club Leadership Meeting		Club Meetings Praise & Worship	Jesuit Freshman Mixer
30	31 6785					
Powderpuff Practice	Faculty Meeting College Prep & Senior Service Meeting for Seniors					

September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 1234	2 5678 Ext. Activity Schedule AP Test Meeting Junior/Senior Back-to-School Night & Parent Night	3 4123	4 8567 AM Assembly - Freshman Dance Extravaganza	5
6	7 Labor Day Holiday	8 3412 Online Student Activities Fair	9 7856 Ext. Activity Schedule Senior Class Mass Freshman/Sophomore Back-to-School Night	10 2341	11 6785 Special Schedule - 9/11 Remembrance Activity	12 Freshman Glow Dance
13 Mother/Daughter Mass & Brunch Powderpuff Practice	14 1234 Senior Service	15 5678 Angela Retreat 2.0 College Night	16 4123 Ext. Activity Schedule Angela Retreat 2.0 Hispanic Alumnae Panel	17 8567	18 3412 Club Meetings Praise & Worship	19
20 Powderpuff Practice	21 7856 Senior Service	22 2341	23 6785 Ext. Activity Schedule AMA Career Symposium	24 1234 Mid-Autumn Festival	25 Ranger Day	26 Ursuline/Jesuit Homecoming Dances
27	28 5678 Senior Service Meet the Administrators Coffee	29 4123	30 8567 Ext. Activity Schedule Sophomore Class Mass			

October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 3412	2 7856	3
				Fall Show #1	Club Meetings Praise & Worship Fall Show #1	Fall Show #1
4	5 2341	6 No Classes	7 6785	8 1234	9 5678	10
	Senior Service Faculty Meeting	Freshman Community Day Sophomore & Junior Standardized Testing Day Senior College App Session	Ext. Activity Schedule Freshman Convocation Practice Freshman Convocation	Check Period	Club Meetings	
11	12	13 4123	14 8567	15 3412	16 7856	17
International Day of the Girl Ursuline BINGO	Fall Break		Ext. Activity Schedule Freshman Retreat	Late Arrival	Club Meetings Praise & Worship	
18	19 2341	20 6785	21 1234	22 5678	23 4123	24
	Senior Service Meet the Administrators Coffee	Ext. Activity Schedule - All- School C&I Activity	St. Ursula's Feast Day AM Assembly - St. Ursula Mass AMA	Tarde de Información		Cistercian Homecoming Dance
25	26 8567	27 3412	28 7856	29 2341	30 6785	31
	Senior Service	Senior Latte Day	Ext. Activity Schedule Serviam Fair		Club Meetings	Halloween

November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 All Saints Day Memorial Mass	2 1234 No Senior Service 8:40 Start AM Assembly - All Souls Day Mass Faculty Meeting	3 5678 Global Market	4 4123 Ext. Activity Schedule Global Market Sophomore College Workshop Freshman Parent College Night	5 8567 Global Market Gratitude Day Fall Show #2	6 3412 Ext. Activity Schedule - All Club Leadership Meeting Club Meetings Fall Show #2	7 Fall Show #2
8	9 7856 Senior Service	10 2341 Angela Retreat Senior Birthday Bash Check Period	11 6785 Ext. Activity Schedule Angela Retreat	12 1234 Junior Retreat	13 5678 Junior Retreat Club Meetings Praise & Worship	14 Admission Showcase
15 Grandparent & Special Friends Mass & Coffee	16 4123 Senior Service Advisory Prep	17 8567	18 3412 AM Assembly - Mass of Thanksgiving	19 7856 Employee Thanksgiving Luncheon	20 2341 Special Schedule - Noon Dismissal	21
22	23	24	25	26	27	28
- Thanksgiving Break -						
				Thanksgiving Day		
29	30 6785 Senior Service					

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 1234 Meet the Administrators Evening	2 5678 Ext. Activity Schedule Fall Service Hours Due Sophomore Parent College Night	3 4123 Advent Reconciliation	4 8567 Advent Reconciliation Club Meetings Praise & Worship	5
6 Festival of Carols	7 3412 Senior Service Faculty Meeting	8 7856 AM Assembly - Solemnity of the Immaculate Conception	9 2341 Ext. Activity Schedule Advent Prayer Service	10 6785	11 1234 Club Meetings	12
13 Sounds of the Season	14 5678	15 4123 Intramurals Service Project Speaker	16 8567 AM Assembly - Christmas Celebration Day	17 3412 PM Assembly - 2:00 Dismissal Employee Christmas Party	18 7856 Special Schedule - Noon Dismissal End of Semester Snowball (Seniors - No Classes)	19
20	21	22	23	24	25	26
- Christmas Break -						
				Christmas Eve	Christmas Day	
27	28	29	30	31		
- Christmas Break -						
				New Year's Eve		

January 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2
3	4 Christmas Break	5 All-Employee In-Service	6 1234 Ext. Activity Schedule Classes Resume Graduate Panel for Seniors Back to Campus Alumnae Lunch	7 5678	8 4123 Club Meetings	9 Leadership Workshop
10	11 8567 Senior Service Faculty Meeting	12 3412	13 7856 Ext. Activity Schedule Junior Class Mass Junior Parent College Night	14 2341 Kairos Retreat	15 6785 Kairos Retreat Club Meetings	16 Kairos Retreat
17 Kairos Retreat	18 Martin Luther King Jr. Holiday	19 1234	20 5678 Ext. Activity Schedule AMA	21 4123	22 8567 Club Meetings Course Fair	23 International Serviam Day Admission Interviews Freshman Service & Social
24 Reaccreditation Visiting Team PM Reception (All Employees)	25 3412 Senior Service Reaccreditation Visiting Team on Campus	26 7856 Reaccreditation Visiting Team on Campus	27 2341 St. Angela's Feast Day Special Schedule - St. Angela Mass Reaccreditation Visiting Team on Campus	28 6785 Summer Course Requests and Camp Registration Open	29 1234 Club Meetings New Club Proposal Meeting	30 Admission Interviews
31						

February 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 5678 Senior Service Faculty Meeting Re-enrollment Opens	2 4123 Founders' Day Angela Retreat	3 8567 Ext. Activity Schedule Angela Retreat Advisory Prep Meeting College Athlete Celebration	4 3412	5 7856 Special Schedule	6
	- Catholic Schools Week - and - Global Week -					
7	8 2341 Senior Service Senior Parent Coffee	9 6785	10 1234 AM Assembly - Ash Wednesday Mass	11 5678 Check Period	12 No Classes Employee In-Service	13
14	15 Winter Break	16 4123 Re-enrollment Due	17 No Classes Advisory Conferences <i>Mandatory</i>	18 8567 Late Arrival Summer School Course Requests Close at 9:00 p.m.	19 3412 Club Meetings Black Alumnae Panel	20
21 Memorial Mass	22 7856 Senior Service Sophomore Serviam Day	23 2341 100 Days to Graduation Breakfast Classes of 2028 & 2029 Course Requests	24 6785 Ext. Activity Schedule Sophomore Serviam Practice Sophomore Serviam Ceremony	25 1234 Class of 2030 Course Requests	26 5678 Club Meetings	27 Ursuline Gala
28						

March 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 No Classes Intramurals Decoration Day	2 4123 Alumnae Spirit Night	3 8567 Ext. Activity Schedule AMA Lenten Prayer Service	4 3412 Lenten Reconciliation Spring Musical	5 7856 Lenten Reconciliation Club Meetings Spring Musical	6 Spring Musical
	7 Spring Musical	8 2341 Senior Service Faculty Meeting	9 6785 PM Assembly - Intramurals	10 1234 PM Assembly - Intramurals	11 5678 Intramurals Finale Day	12 No Classes Spring Musical
	13 Spring Musical	14 Spring Musical	15 Spring Musical	16 Spring Musical	17 Spring Musical	18 Spring Musical
	19 Spring Musical	20 Spring Musical	21 Spring Musical	22 Spring Musical	23 Spring Musical	24 Spring Musical
25 Spring Musical	26 Spring Musical	27 Spring Musical	28 Spring Musical	29 Spring Musical	30 Spring Musical	31 Spring Musical
32 Spring Musical	33 Spring Musical	34 Spring Musical	35 Spring Musical	36 Spring Musical	37 Spring Musical	38 Spring Musical
39 Spring Musical	40 Spring Musical	41 Spring Musical	42 Spring Musical	43 Spring Musical	44 Spring Musical	45 Spring Musical
46 Spring Musical	47 Spring Musical	48 Spring Musical	49 Spring Musical	50 Spring Musical	51 Spring Musical	52 Spring Musical
53 Spring Musical	54 Spring Musical	55 Spring Musical	56 Spring Musical	57 Spring Musical	58 Spring Musical	59 Spring Musical
60 Spring Musical	61 Spring Musical	62 Spring Musical	63 Spring Musical	64 Spring Musical	65 Spring Musical	66 Spring Musical
67 Spring Musical	68 Spring Musical	69 Spring Musical	70 Spring Musical	71 Spring Musical	72 Spring Musical	73 Spring Musical
74 Spring Musical	75 Spring Musical	76 Spring Musical	77 Spring Musical	78 Spring Musical	79 Spring Musical	80 Spring Musical
81 Spring Musical	82 Spring Musical	83 Spring Musical	84 Spring Musical	85 Spring Musical	86 Spring Musical	87 Spring Musical
88 Spring Musical	89 Spring Musical	90 Spring Musical	91 Spring Musical	92 Spring Musical	93 Spring Musical	94 Spring Musical
95 Spring Musical	96 Spring Musical	97 Spring Musical	98 Spring Musical	99 Spring Musical	100 Spring Musical	101 Spring Musical
102 Spring Musical	103 Spring Musical	104 Spring Musical	105 Spring Musical	106 Spring Musical	107 Spring Musical	108 Spring Musical
109 Spring Musical	110 Spring Musical	111 Spring Musical	112 Spring Musical	113 Spring Musical	114 Spring Musical	115 Spring Musical
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137 Spring Musical	138 Spring Musical	139 Spring Musical	140 Spring Musical	141 Spring Musical	142 Spring Musical	143 Spring Musical
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718 Spring Musical	719 Spring Musical	720 Spring Musical	721 Spring Musical	722 Spring Musical	723 Spring Musical	724 Spring Musical
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732 Spring Musical	733 Spring Musical	734 Spring Musical	735 Spring Musical	736 Spring Musical	737 Spring Musical	738 Spring Musical
739 Spring Musical	740 Spring Musical	741 Spring Musical	742 Spring Musical	743 Spring Musical	744 Spring Musical	7

April 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 6785 Senior Retreat	2 1234 Late Arrival - PSAT 8/9	3
4	5 5678 Senior Service Faculty Meeting	6 4123	7 8567 Ext. Activity Schedule Career Symposium	8 3412 Junior Kickstart ISAS Arts Festival Check Period	9 7856 ISAS Arts Festival Club Meetings	10 ISAS Arts Festival
11	12 *1234 Senior Service Junior Parent Coffee UA Sneak Peek	13 6785 Ext. Activity Schedule - Junior Ring Practice Freshman Class Mass	14 1234 Ext. Activity Schedule Junior Ring Practice Junior Ring Ceremony Class of 2031 Summer School Course Requests	15 5678	16 Spring Holiday	17 Sadie Hawkins Dance Ursuline/Jesuit Prom
18	19 4123 Senior Service New Parent Course Selection (AM & PM) President's Circle Dinner	20 8567 Fun Day™	21 3412 Ext. Activity Schedule AMA Senior Spring Production Senior Parent College Transition Program	22 7856 Senior Spring Production Class of 2031 Course Selection	23 2341 Late Arrival - Senior Picture Day Senior Spring Production	24 New Bear Breakfast Senior Spring Production
25	26 6785 Senior Service Visual Arts Exhibition Begins	27 1234 Senior Birthday Bash	28 5678 Ext. Activity Schedule Sophomore Retreat AANHPI Alumnae Panel	29 4123 Late Arrival	30 8567 AM Assembly - Senior Induction Mass First Generation College Celebration	

May 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Alumnae Day
2 Sounds of Spring	3 3412 AP Exams Faculty Meeting	4 7856 AP Exams	5 2341 Ext. Activity Schedule AP Exams Spring Service Hours Due	6 6785 Seniors' Last Day of Classes AP Exams Visual Arts Awards	7 1234 AP Exams Senior Parade	8 Dance Finale
9 Jazz Night	10 5678 AP Exams	11 4123 AP Exams Senior Exams	12 8567 Ext. Activity Schedule AP Exams Senior Exams	13 3412 AP Exams Senior Exams	14 7856 AP Exams Senior Exams Club Meetings Visual Arts Exhibition Ends ITS Induction & Theatre Awards	15 JURB Band Banquet
16 Memorial Mass Senior Sunset	17 2341 Senior Prank	18 6785 PM Assembly - Senior Farewell Mandatory Graduation Practice & Alumnae Senior Picnic	19 Mandatory Graduation Practice & Dads Club Lunch for Seniors Underclassman Study Day Athletic Awards Ceremony	20 Mandatory Graduation Practice Underclassman Exams	21 Underclassman Exams	22 Baccalaureate Mass & Brunch
23 Class of 2027 Graduation	24 Underclassman Exams	25 Underclassman Exams	26 Exam Make-Up Day	27 Exam Make-Up Day	28 Have a joyous summer!	29
30	31 Memorial Day Holiday					

June 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Summer Camps Begin	2 Summer School Session 1 Begins	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19 Juneteenth
20	21	22 Summer School Session 1 Ends	23	24	25	26
27	28	29	30			

July 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 Fourth of July	5	6	7	8	9	10
11	12 Summer School Session 2 Begins	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Summer Camps End Summer School Session 2 Ends	31

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