

**Student & Parent Handbook  
2016 - 2017**



*This agenda belongs to:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

## **MISSION STATEMENT**

Ursuline Academy of St. Louis, founded in 1848 and under the sponsorship of the Ursuline Sisters, is a private, Catholic college-preparatory high school for young women. In a community environment built on standards of academic excellence and respect for the uniqueness of each person, Ursuline Academy educates students for Christian living and leadership in a global society, nurtures the development of the whole person and her potential, and cultivates within its students a spirit of lifelong service through its motto of *SERVIAM*, "I will serve."

## **URSULINE PRAYER**

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

# Vision Statement

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



St. Angela Merici

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

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

*"Live in harmony, united together  
in one heart and one will."*

St. Angela Merici

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

- Spiritual formation and faith development
- Academic excellence
- 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

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## **PHILOSOPHY**

We believe that the ends of Catholic education are to teach the message of the Gospel, to live and build community, and to give service to others. To achieve these goals, we offer a college-preparatory academic program as well as a broad range of extra-curricular activities for young women of high school age.

We believe that each student has the right to an education which fosters healthy spiritual, intellectual, psychological, social and physical development. We encourage students to develop pride and confidence in their giftedness as women whose lives are guided by the Ursuline standards of willingness to serve through courtesy, loyalty and courage. Each student has the right to an academic program which prepares her for life in a complex and changing world in a manner appropriate to her abilities, interest and educational background. Each person at the Academy has the right to be treated with love and respect and to learn to treat others with love and respect.

We believe that private education is a responsibility that is shared, supported and financed by parents, alumnae, the Ursuline community, the Church, business and civic organizations.

## **CORE VALUES OF URSULINE EDUCATION**

The following core values of an Ursuline education have been articulated by the Ursuline Sisters and are given priority at Ursuline Academy:

Spiritual formation and faith development

Academic Excellence

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

## **GRADUATE PROFILE**

*Committed to academic excellence, the graduate*

- Communicates effectively, raises good questions, summarizes well, prepares a convincing argument, and demonstrates Christian values in scientific, historical, mathematical, and artistic forms of thinking.
- Meets the challenges presented by a technological society.
- Is committed to lifelong learning.
- Exhibits scholastic achievement attained by taking advantage of academic opportunities.
- Is an independent and interdependent learner who has participated in a strong core curriculum and gained a defined body of knowledge?
- Practices time management and study skills necessary for post-secondary curriculum.
- Applies what she has learned in new situations and adapts to a variety of learning formats.

*Because she respects the uniqueness of the individual in a community environment, the graduate*

- Demonstrates knowledge of personal strengths and weaknesses.
- Makes decisions with emerging wisdom and practicality.
- Recognizes and appreciates the contribution of time and talent made by all members of the Ursuline community.
- Supports an orderly school atmosphere with an emphasis on respect and belonging.
- Recognizes diversity as a positive force in the formation of community spirit.
- Demonstrates the value and dignity of all persons as children of God.
- Has a strong sense of social justice.
- Recognizes the call to become the peace she seeks.

*In order to nurture her development as a whole person with great potential, the graduate*

- Exercises her own responsibility to explore and validate her faith.
- Maintains good health habits and practices.
- Makes moral decisions influenced by Ursuline values and traditions.
- Has a clear sense of her individual learning styles and intelligences, her special interests, her talents and abilities.
- Takes reasonable risks to set goals for her future education and career.

*Committed to faith-based living and leadership in a global community, the graduate*

- Recognizes that all relationships are rooted in our relationship with God which leads to service of others and sharing of the earth's resources.
- Supports family life and life in a faith community, rooted in prayer, gospel values, and respect for the dignity of others.
- Exhibits interpersonal skills which will enable her to form and sustain meaningful relationships with peers, family and adults in the community.
- Demonstrates leadership in her experiences in and outside of the classroom which promotes the creation of a more just and equitable society.
- Participates in the American political process in some clearly identified manner.
- Shows an involvement in local, state, national, and international communities.

*Understanding the depth of the words of the Ursuline motto, I will serve, the graduate*

- completes all required service commitments and

- appreciates the satisfaction of giving of herself to others.
- Recognizes the importance of continuing to provide voluntary service in a community.
  - Articulates the value of her experiences in service to the community.
  - Reflects upon her service opportunities and connects the experience to her faith.
  - Internalizes the experiences and expresses their impact on her present value system.

### **HISTORY OF URSULINE ACADEMY**

Ursuline Academy, under the sponsorship of the Ursuline Sisters of the Roman Union, is rooted in a tradition of education and innovation that dates back to 1535 when St. Angela Merici founded the Ursuline Order. Since then, the Christian education and formation of women has remained one of the consistent ministry priorities of the Ursulines. This is the long standing heritage and tradition of which our own Ursuline Academy is a part.

The Ursuline Sisters who came from Austria and Bavaria at the request of Bishop Kenrick founded Ursuline Academy in St. Louis in 1848. The school was located at the corner of Twelfth and Russell Streets until 1926 when a new school was constructed at the present site. For over 160 years, Ursuline has been striving to offer quality Catholic education to the young women of St. Louis. To this end, the Academy is a college-preparatory high school for young women, accredited by the state of Missouri and the AdvancED/North Central Association Commission on Accreditation and School Improvement. In 1998 and 2001, the United States Department of Education recognized Ursuline Academy as a Blue Ribbon School of Excellence.

## **URSULINE TRADITIONS**

School Motto: SERVIAM—"I will serve"

School Standards: CLC—Courtesy, Loyalty, and Courage

Patroness of the School: St. Angela Merici – Foundress of the Ursuline Order, Feast Day—January 27

Patroness of the Order: St. Ursula—4<sup>th</sup> century martyr, model of faith and courage in leadership and fidelity, Feast Day—October 21

Colors: Red and White: Red for St. Ursula's courage, White for St. Angela's dedication and fidelity.

School Ring: The tradition of Ursuline Academy has been present since 1848. Strong, academic preparation, development of the whole person, Christian living, leadership and Serviam are the hallmarks of an Ursuline education. This ring exemplifies those values within our mission and will be recognizable on the Ursuline ring.

- The red stone represents the courage of St. Ursula
- The shield atop the stone symbolizes "Serviam" and our commitment to life-long service
- The face of the ring has written on it "Ursuline Academy, St. Louis, Missouri." These words are separated by oak leaves identifying our yearbook and location, Oakland, Missouri
- The year 1848 signifies the arrival of the Ursuline Sisters in St. Louis
- The front doors of the Academy are engraved below the graduation date. As stated in our school song, students "stepped through [the] doors for the first time" as they entered the Academy, and the Academy "will never say goodbye" to the alumnae.

School Mascot: Ursa Bear

School Song: It was only a short while ago, when we stepped  
through your doors for the first time.  
So alone, so afraid; but not for long, you took us in  
and made us feel like a part of Ursuline.

Its here you teach us to give of ourselves, and to  
show good will toward one another.  
It's a lesson that's seeded deep inside and grows  
throughout the years.  
It's a word called Serviam: it's a gift called love.

Your spirit's a part of our lives, a happy feeling in  
our hearts;  
Please never leave us, never say goodbye.

And now we'll tell you how proud we are, to be a  
vision of your dreams, of your dreams.  
Your spirit's a part of our lives, a happy feeling in  
our hearts,  
Please never leave us, never say goodbye.  
Please never leave us, never say goodbye.

Senior Verse:  
Yet like the geese on the pond that fly away in the  
fall, we have to go, but we'll never say  
Goodbye.

Your spirits a part of our lives, a happy feeling in  
our hearts; Please never leave us, never say  
Goodbye.

So if we shed a few tears, it's only because we  
have to go. But we'll never say goodbye.

## **STRUCTURE OF OWNERSHIP AND GOVERNANCE**

The Ursuline Sisters of the Roman Union, as represented by the Provincial Team of the Central Province, who serve as Corporation Members, hold the ultimate responsibility for the governance of Ursuline Academy, St. Louis. It is, however, governance which they delegate in a spirit of collaboration and stewardship shared with the Board of Trustees and co-workers of Ursuline Academy.

The Ursuline Academy Board of Trustees sets policy for the management and operation of the Academy. Members serve a three-year term. The Board of Trustees carries out its normal business through committees: Finance, Facilities, Advancement, Policy Review, Strategic Planning, Sponsorship and Board Membership. The Executive Committee of the Board may be called into session and has authority to act on behalf of the full Board pursuant to the Board's by-laws. Any action taken by the Executive Committee is reported at the next regularly scheduled meeting of the Board.

Directories of the Board of Trustees and Ursuline Academy co-workers can be found on the Ursuline website, [www.ursulinesl.org](http://www.ursulinesl.org).

## **PARENT/GUARDIAN INFORMATION**

- Parents/guardians are always welcome at the Academy, to meet with the principal or teachers. Please make an appointment.
- Ursuline Academy requires each student to reside with an adult responsible for her legal and physical custody unless other arrangements have been approved by the administration.
- Parents/guardians must inform the school of any custody agreements or changes in terms of these

agreements involving the legal and physical custody of the student. These records are to be sent to the Counseling Office.

- Parents/guardians must inform the school of changes in address and telephone numbers, especially for emergencies.
- Parents/guardians must provide the school with a complete immunization and medical history of the student.
- Parents/guardians determine if they want telephone numbers published in the on-line directory.
- Parents/guardians are asked to give permission for their student's photographs to be used in Ursuline publications or on the website.
- Parents/guardians are to inform the school of a student's absence.
- Parents/guardians are to provide a written request for an extended (planned) absence.
- Parents/guardians are requested to inform the school whenever they will be out of town and to leave the name and telephone number of the person in charge of the student during their absence. An emergency telephone number is required.
- Parents/guardians are responsible for the student if the student remains on the school grounds when she is not participating in a supervised school activity.
- Parents/guardians have the right to file an appeal only for withdrawal for cause issues.
- Parents/guardians are expected to participate in and support Ursuline fund raising.



#### GENERAL STATEMENTS

- At Ursuline Academy students are encouraged to become self-advocates. If a problem arises the student should seek advice and attempt to solve the situation with the instructor directly involved. A student needing guidance with this process should speak to her guidance counselor.  
Parents seeking answers to general questions should contact the main school office or access the Ursuline website. If there is a concern with a particular class, please contact the instructor directly either via e-mail or by telephone. All extensions are listed on the website. If further assistance is needed, please contact the assistant principal or the principal. Parents having questions regarding their daughter's academic program should contact her counselor for guidance through the process.
- By the act of registering at Ursuline Academy, a student and her parent/guardian understand and agree to pursue the educational objectives and practices stated in the handbook and to observe the disciplinary code of the school.
- Ursuline Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, scholarship and financial aid programs, athletics and other school-administered policies.
- The *Ursuline Academy Student and Parent Handbook* contain guidelines and procedures. However not every situation can be addressed, therefore Ursuline Academy reserves the right to amend these procedures at any time. The most recent version of the handbook can be found on the Ursuline website, [www.ursulinstl.org](http://www.ursulinstl.org).

- Names, addresses, and e-mail addresses of students and their parents/guardians shall not be released to any unauthorized person or agencies, especially to salespersons or commercial enterprises.
- Possession of students' personal information does not give parents, students or co-workers the right or permission to give, lend or forward that information.

#### Access to Student Records by Parents Who Are Separated or Divorced

In the event parents are separated or divorced with joint legal custody of the student, or divorced parents having visitation rights, both parents are entitled access to their child's record and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event the child's mother and father were never married, the non-custodial, natural parent may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her student's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

Ursuline Academy will provide student records and information based on current parent/student records unless otherwise directed in writing by a court. Parents are responsible for providing this documentation (typically divorce decree or parenting plan) if necessary.

*Adapted from policy #4601.2 in the Archdiocese of Saint Louis Administrative Manual for Catholic Education*

## FINANCIAL RESPONSIBILITIES

Tuition covers only a portion of the costs of the teaching services which facilitate the physical, spiritual and emotional growth and development of students in a safe and wholesome environment. In addition, a Technology Fee and a Standard Fee covering curriculum-related costs are billed with tuition.

When more than one immediate family member is a student at Ursuline, the family will receive a reduction in tuition for the other child/children.

It is the expectation of Ursuline Academy that all parents/guardians will keep their tuition account current. Should an occasion arise that parents/guardians cannot maintain the tuition payment schedule, it is imperative to contact the Director of Finance to make alternative arrangements.

In addition to tuition, it is the expectation of the Academy that all charges and/or fees assessed during the year will remain current. Charges and/or fees include but are not limited to athletic fees, laptop assessments, dance fees, trips, parking fines, and other administrative fees.

When a student's billing account becomes delinquent and parents/guardians have not contacted the school to make other arrangements, it is the option of Ursuline Academy to introduce other collection procedures. Scheduled payments for tuition, fees and fines must have been made (or parents/guardians must have made satisfactory arrangements with the Academy) in order for a student to begin any semester, access online grades, be eligible for co-curricular activities and events, which include, but are not limited to, dances, prom, clubs, organizations, sports, class privileges, etc., to have transcripts released, participate in graduation exercises or receive a diploma. Additional members of a family will not be allowed to begin the school year until all previous balances have been paid.

In cases where payments by check were returned by the bank for insufficient funds, personal checks will no longer be accepted. Future payments must be made by a cashier's check.

#### REFUND – TUITION

The registration fee paid by each student is non-refundable and will be applied toward tuition. A late fee will be charged if registration is returned after the due date. Students withdrawing from Ursuline Academy are responsible for tuition and fees in full for all quarters in which attendance occurred.

#### TUITION ASSISTANCE

Tuition assistance is available on a limited basis. Families must apply annually during spring registration. Applications must be submitted to Private School Aid Service. A download application is available on the Ursuline Academy website. Students accepted for the Work-Study Grant Program must complete their work assignments in order to receive their grants.

#### **SERVIAM: I WILL SERVE**

The Ursuline tradition of SERVIAM is an attitude of care, concern and love that permeates one's life with a respect for every individual's unique giftedness.

#### PASTORAL PROGRAM

##### Service Program

Cultivating within our students a spirit of lifelong service through our motto of SERVIAM, "I will serve," is at the heart of our mission here at Ursuline Academy. In response to this gospel call to service as a way of life, service hours have become an integral part of our graduation requirements. All incoming students receive a booklet detailing the spirit and requirements of our service program.

Our criteria for service include the following:

- help given without pay or other compensation,
- help given to those who cannot afford to pay, and
- help given which directly benefits people, especially those in need.

In an effort to help the students to complete **the 120 required hours of service** for graduation, we strongly encourage 20 hours of service to be done during each of the student's first three years. In addition to the actual hours of service given, we encourage our students, through theology classes and retreats, to do reflective writing on their service experience and its meaning in their lives.

Service to the school may be included for a **limited number** of service hours: 20 hours of the 120 hours requirement may be completed at Ursuline after school hours. Serving at an Ursuline sports camp or Open House and at other events which benefit the larger school community are examples of school service hours.

We challenge our students to seek out service experiences in their Church and local community that enable them to reach out to those most in need of their time, talents, care and concern. Since we expect that our students are already generously serving their families, service hours to families are ordinarily not accepted. Babysitting hours are ordinarily not accepted.

An important element in our program is the sixty (60) **consecutive** hours (an average of 6 hours per day for 10 days) of release time given at the end of junior year for a more focused service experience. The experience includes an opportunity for reflection provided through the Junior Service Project journals. **All juniors must participate and complete the Junior Service Project.**

If a student fails to complete her Junior Service Project during the scheduled time, she must finish the project the summer immediately following, or she may not return to begin her senior year. All plans for make-up projects must be approved in advance by the Director of Mission Effectiveness. If a senior fails to have the required number of hours completed by **December 1** of her senior year, she will lose all senior privileges until the necessary

hours are completed. All service requirements must be completed by **April 1 of the student's senior year in order to participate in any graduation ceremonies.**

**The graduation service requirements for students entering Ursuline Academy as freshmen include:**

- 60 hours of release time during two weeks at the end of junior year, and
- 60 additional hours totaling 120 hours.

(Hours performed during the summer prior to a student's entrance into Ursuline as a freshman will be accepted.)

**The graduation service requirements for students entering Ursuline Academy as transfers are as follows:**

- For students entering as sophomores: 60 hours release time and 40 additional hours.
- For students entering as juniors: 60 hours release time and 20 additional hours.

Ursuline students can find service opportunities on the website listed under Campus Ministry and on the service bulletin board located outside of the Mission Effectiveness Office. Ursuline students have the opportunity to travel outside the St. Louis area on school-sponsored service trips. Some of these trips are scheduled at spring break and others during the summer months. All activities and programs under the direction of the Mission Effectiveness and Campus Ministry Offices are guided by the spirit of St. Angela and the philosophy that as Christians we are called to serve others.

**Maintaining Records of Service Hours**

Students are accountable to their advisors for their hours of service. For the hours of service which are not part of the Junior Service Project, a student should download a service log from the UA website located under Campus Ministry.

## SPIRITUAL PROGRAMS

- Prayer:** Our school day at Ursuline both begins and ends with prayer. In addition, teachers are expected to begin each class with a prayer.
- Celebration of Liturgy:** The Ursuline Academy community gathers regularly to celebrate liturgy together. We gather for all-school Masses and prayer services to celebrate special feast days, liturgical seasons, and occasions special to the U.A. family. Students have the opportunity to be involved in both the preparation and carrying out of liturgies.
- Reconciliation:** Each year, during retreat for juniors and seniors and during the season of Lent, students are offered the opportunity for the Sacrament of Reconciliation.
- Retreats:** Ursuline offers a four-year retreat program. Freshman and sophomore retreats are days of reflection. Retreats for juniors and seniors are overnight experiences. Seniors have the opportunity to participate in Kairos. Participation in retreat is required of all underclasswomen; senior retreat is optional.

## STUDENT ACADEMIC EXPECTATIONS

Ursuline Academy's program of academic excellence seeks to prepare each student for life in a global world. To this end, each student is challenged and supported by standards of academic achievement consonant with her potential, abilities and interests. The following academic policies serve to ensure that standards of academic excellence remain integral to the Ursuline mission.

## ACADEMIC HONESTY AND PERSONAL HONOR

The Ursuline commitment to educate and nurture the growth of the whole person demands a code of honesty and

integrity to be honored by the entire community: co-workers, parents and students. Academic honesty and personal honor represent a cornerstone of this commitment.

#### Honor Statement

- Educators will provide authentic assignments, instruct students about plagiarism and foster a climate of personal integrity in and out of the classroom.
- Students will accept ownership of each assignment and display integrity in all aspects of their educational life.
- Parents will act honorably in regard to their daughter's assignments, behavior and absences.

A violation of the honor statements by cheating, such as the sharing of answers on quizzes or tests; the lending or copying of homework; the possession or use of written or electronic "cheat sheets"; or the use of another's words or ideas as if they are one's own (plagiarism), may result in a grade of "F" for the work in question. Parents will be notified and students will receive disciplinary consequences which may include detention or suspension. Repeated violations may result in dismissal from the school. All instances of cheating or plagiarism will be reported to and tracked by the assistant principal.

#### ACADEMIC PROBATION

Ursuline Academy provides academic probation to assist those students who have difficulty meeting acceptable achievement expectations. A student who achieves below a 2.0 semester grade point average will be placed on academic probation for one semester. A conference will be held with the administration and counseling department to review the student's progress and discuss improvement strategies. The student must raise her next semester average to 2.0 or above or may be subject to dismissal from Ursuline Academy. Any student with two or more grades of F at any semester grading period may be subject to dismissal from Ursuline Academy.



#### ACCEPTANCE OF CREDIT

A student must be given approval in advance by the Counseling Department and Principal to complete a course at another institution. Approved coursework taken at another institution will be recorded on a student's transcript and integrated into her earned credits total but will not be incorporated into her cumulative grade point average. The school administration grants credit earned elsewhere in the following ways:

- through examination;
- through independent study;
- through an accredited area high school's summer program;
- through an accredited school-sponsored tutorial program.

#### ADMISSIONS POLICY

Admission Criteria: The school administration makes admission decisions based on an applicant's qualifications which include the following factors:

- Standardized test scores;
- Elementary/middle school records;
- Consideration of talents, service, character, behavior, and desire to attend Ursuline Academy;
- Religious affiliation;
- Relationship to the Ursuline family.

#### COLLEGE CREDIT

Through agreements with St. Louis University, University of Missouri-St. Louis and Missouri Baptist College, Ursuline Academy offers courses for advanced college credit. These courses are designed to challenge talented and motivated students. Consult the *Curriculum Guide* for the list of available courses.

Registration for advanced college credit courses takes place through Ursuline, and fees are established by the universities. The universities set limits on the total number of courses or credit hours allowed and determine criteria for which credit is granted. Students must request transcripts for the credit through the universities.

## COURSE SELECTION

During the second semester, students request courses for the up-coming year. After consulting with teachers, advisors, counselors and parents, students select courses online. Students must have faculty approval to take honors courses.

### Schedule

A change in a student's schedule is an exception. Requests for schedule changes must occur ***within 7 school days*** of the beginning of the course. Change at semester will be allowed only when a level change is initiated by a teacher or for other serious reasons. An additional fee of \$25.00 is charged for schedule changes initiated by students.

### Waivers for Courses

Students who want to take a course for which they do not have departmental approval must obtain a waiver from the Counseling Department. Students who want to exceed the recommended number of honors courses or total credits must also obtain a waiver.

### Withdrawals from Courses

Withdrawal from a course is allowed in rare circumstances, usually as a result of a prolonged illness or a chronic disciplinary problem. The following guidelines apply: The request for withdrawal is initiated with the Counselor.

- If the student is passing at the time of withdrawal, a "WP" (withdraw passing) is recorded on report cards but will not be calculated in the G.P.A., nor will credit be given.
- If the student is failing at the time of withdrawal, a "WF" (withdraw failing) is recorded on report cards but will not be calculated in G.P.A.
- The student must still meet the requirement of completing six units of credit per year.

## COURSEWORK

The grades for all Ursuline courses are included in a student's cumulative grade point average. Approved coursework taken outside of Ursuline Academy will be recorded on a student's transcript and incorporated into her earned credits total. Coursework taken outside of Ursuline Academy will not be included in a student's cumulative grade point average.

### Incompletes

This grade is given to a student who has been unable to finish her course work due to serious illness or other unique circumstances. Course work is to be made up according to the schedule prepared by the counselor, teacher and student. The incomplete grade must be made up within the timeframe established by the counselor, teacher, and student. A student may not begin a new school year with an unresolved incomplete grade.

### Failures/Summer School

A student who fails a required course must make up the credit the following summer. If a student fails a non-required course, that course need not be repeated. The counselor must approve in advance any plans for make-up courses resulting from failures. (Consult Acceptance of Credit)

A student who fails a course for a quarter/semester becomes ineligible to participate in extra-curricular activities. (Consult Eligibility)

### Senior Failures/Summer School

Any senior failing a required first semester course must make up the credit during second semester. If a senior fails a required second semester course, she must make up the course during the summer following senior year.

## CRITERIA FOR VALEDICTORIAN AND SALUTATORIAN

To be valedictorian or salutatorian, a student must meet all

of the following requirements:

- have been enrolled at Ursuline Academy on a full –time basis for at least three years;
- have carried six subjects in her senior year;
- have earned six credits in her senior year;
- have earned twenty-five or more credits in four years;
- have attained one of the two highest cumulative G.P.A.’s in the class at the end of the senior year.

#### EXAMINATIONS/TESTS

Students are expected to take all tests at the time and on the day they are scheduled. Only students with excused absences may make up tests. Tests should be made up in a timely manner and at the teacher’s discretion. For prolonged absences or exceptional circumstances, students must contact the counselors in order to negotiate make-up schedules.

Alternative testing is available for students with diagnosed learning disabilities. Arrangements must be made with the Learning Consultant.

Examinations are given at the end of each semester. Students may not miss or reschedule semester examinations except for serious illness or other serious extenuating circumstances. Permission to reschedule exams must be obtained from the Principal.

#### GRADING SYSTEM

##### Grading Scale

A+	98-100	4.3
A	93-97	4.0
B+	90-92	3.3
B	85-89	3.0
C+	82-84	2.3
C	77-81	2.0
D+	74-76	1.3
D	70-73	1.0
F	69 and below	0.0

Honors courses are weighted by adding 0.5 grade point, i.e.,

A+	4.8
A	4.5
B	3.8, etc.

#### Honor Roll

Honor Roll is published each semester. Achieving the Honor Roll requires:

- First honors—3.75 G.P.A. with no grade below “C,” no incompletes and a minimum of six courses
- Second honors—3.25 G.P.A. with no grade below “C,” no incompletes and a minimum of six courses

#### Academic Recognition

At the Academic Recognition Ceremony, held early in the school year, students are recognized for having earned various academic honors during the previous year such as placement on the honor roll or one of the following awards.

The Ursuline Scholars Award is awarded to students who achieved a cumulative grade point average of 4.0 or better at the end of the previous year. The winners of this award are presented a white sweater or a chevron if they have already earned a white sweater.

The Principal’s Award for Academic Excellence is awarded to students who achieved a semester grade point average of 4.0 or higher for both semesters during the previous year. The winners of this award receive a pin with the lamp of wisdom in the center to be worn on their sweaters.

#### Online Grading

Grades, attendance, assignments, current and cumulative grade point averages and unofficial transcripts are available online through NetClassroom to parents and students with valid passwords. Teachers are required to update grades in NetClassroom on or before the 1<sup>st</sup> and the 15<sup>th</sup> of each month. Report cards and deficiency notices will not be mailed. Report

cards may be printed from home computers.

#### Semester Averages

Semester averages are determined with each quarter grade counting as 40% and the semester examination counting as 20%. In addition, if two of the three grades are "F's," the semester average is "F."

#### GRADUATION REQUIREMENTS

The general minimum credit requirements for Ursuline Academy include:

Business and Technology	1
English	4
Fine Arts	1
Health	1/2
Mathematics	3
Physical Education	1
Science	3
Social Studies	3
Theology	4
World Language	2
Electives	2 1/2
Total Credits	25

- Students must take a minimum of six courses per semester;
- 120 hours of community service are required for graduation;
- All retreat requirements must be met;
- Financial and all other obligations must be met prior to graduation;
- Final decisions with respect to credit requirements are at the discretion of the principal;
- Students must fulfill all graduation requirements in order to participate in graduation ceremonies;
- Seniors must attend all practices unless excused by the principal.

#### INELIGIBILITY TO PARTICIPATE IN CO-CURRICULARS/DISCRETION

A student whose grade point average is below 2.0 or who has a grade of “F” in any class for the first quarter, first semester, or third quarter grading period will lose the privilege of participating in co-curricular activities such as athletics, drama, clubs, organizations, leadership positions, and class privileges for the following quarter. This period of ineligibility is designed to motivate the student to stronger academic performance and to provide her time to correct her academic deficits.

A student may petition for discretion (eligibility to participate in co-curriculars during a quarter of ineligibility) one time during her four years at Ursuline. This petition can be made by completing a Petition for Discretion form available in the counseling office. Once a petition is submitted, the student may continue her co-curricular participation until a discretion decision has been made.

Student athletes are also bound by MSHSAA standards for eligibility. MSHSAA criteria can be found in the in the Student Extra-Curricular Activities section of this handbook and in the *Ursuline Academy Athletic Handbook*.

#### WITHDRAWAL FROM URSULINE ACADEMY

To withdraw from Ursuline Academy a student must obtain a withdrawal form from the Counseling Office, complete and return it with a parent/guardian’s signature. Transcripts and health records will be forwarded to the student’s new school pending the payment of any outstanding financial obligations and return of any computer, sports uniform or other Ursuline property.

#### **STUDENT ATTENDANCE EXPECTATIONS**

Regular attendance is the first and most basic requirement of a good education. When a student misses school, the loss of teacher/student interaction and other classroom activities that are necessary elements of learning are lost. Please consult the school calendar available online through the Ursuline website before planning vacations. Additional days taken at the start or end of

**holidays, spring break**, or the school year hurt our academic culture and our students' learning and will be considered unexcused except in emergency or pre-approved situations. The school day begins with the first bell and ends with the last bell. Attendance is required on days with special activities of educational and/or community-building value, such as student Orientation Days, Junior Service, Diversity Days, retreats and graduation practice, Graduation, Alumnae Induction, semester exam days, etc.

#### ABSENCES

When considering doctors, dentists, physical therapy, etc. appointments during the day, it is important to remember that missing twenty minutes of a class is considered being absent from the class. Appointments may be excused, but they will still be considered absences.

If a student is absent, the parent/guardian must call the attendance number before 8:00am. When the student returns to school, she must present a written excuse signed by the parent/guardian. The note must contain the following: **name of the student, date of the absence, reason for the absence, and signature of the parent.** Even though a call was made, the school must receive a note upon her return. If a student leaves early/arrives late for a medical appointment, she must provide a doctor's note for the absence to be excused.

If a student must be dismissed for an appointment during the day, the student must bring a note to the Main Office by 8:00am on the day of the appointment. If the student does not have a note or verification has not been made with the parent, the student will not be allowed to leave school. If the appointment is an emergency and the student must be called out of school, the parent must contact the school, and a note from the doctor, dentist, etc., must be provided to the Main Office upon return to



school. In both cases, the student is to sign out in the Main Office.

If a student is not in school for at least 50% of a normal school day, she may not attend school-sponsored activities. This includes, but is not limited to, athletic events, meetings, concerts, theater performances, speech matches, field trips and social events, including dances. College visits and career shadowing are excluded. **Eight absences for a class during a semester is considered excessive and may result in withdrawal from or failure of the class and resulting loss of credit.** Exceptions for serious circumstances must be approved by the principal.

#### Excused Absence

An excused absence is for illness, a major family event or medical appointments that cannot be scheduled at another time. Written notice of appointments should be provided in advance of the absence.

#### Unexcused Absences

Absences that do not meet the criteria of “excused absence” in the judgement of the principal or assistant principal are considered unexcused, regardless of parent permission.

#### Planned Absence

A planned absence involving two or more days must be approved by the assistant principal who will determine whether or not the absence is excused. A note from the parent/guardian must be provided giving the student permission for the absence. This note should be received in the assistant principal’s office **one week prior to the absence**. The student will receive a planned absence form and must have all her teachers sign the form. The form is to be returned to the Main Office. The student is responsible for all work upon her return to school. If a student accumulates five unexcused absences, she will receive a detention. An additional five unexcused absences will incur and additional detention. Excessive unexcused absences will be subject to additional disciplinary action.

### College Visits

Seniors are allowed two days for college visitation. These days should not be taken during fourth quarter. The procedure for approval is the same as a planned absence. Due to the circumstances, these days are not counted as absences, and the student is eligible for after school activities as well as all make up privileges.

Juniors are encouraged to begin searching for colleges as well. Juniors are also allowed two excused days for college visitation.

**Students going on college visits before or after a holiday must provide documentation from the school visited for the day to be considered an excused absence.**

### CUTTING CLASS

Failure to report to a class once the student is on campus will result in disciplinary action. Make up credit will not be allowed for the class cut.

### TARDINESS

Tardies occur when a student arrives to class after the bell rings. If the student arrives after the first bell of the day, she is to obtain an admit slip from the Main Office before entering her first class. If a student accumulates five unexcused tardies to school, she will serve a detention. An additional five tardies to school will incur an additional detention. Excessive tardiness will be subject to additional disciplinary action.

Tardies are excused at the discretion of the administration. Class tardies are excused if a student arrives with a signed passport from another Ursuline co-worker.

### TRUANCY

An absence from school without the knowledge and/or permission of a student's parent/guardian is considered truancy.

Students will receive a consequence which may include but is not limited to detention, loss of class privileges, suspension or placement on disciplinary probation. Make-up credit will not be allowed for the day the student was truant.

## **STUDENT BEHAVIORAL EXPECTATIONS**

Ursuline Academy provides an atmosphere that is conducive to academic excellence, personal and spiritual growth and social development grounded in the core values of Ursuline education. To this end, high standards of attitude and behavior are required of each student. The procedures set out in the discipline section of this handbook describe the standard of behavior expected and the potential consequences if that standard is not met. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at its discretion.

### **ALCOHOL/DRUG INVOLVEMENT**

Ursuline Academy strives to maintain an environment free of alcohol and/or illegal drug usage at all times both on and off campus. Students found using, possessing, transferring, trafficking, or under the influence of alcohol or other illegal drugs on campus or during a school-related activity are subject to disciplinary action, including suspension or withdrawal for cause. They may be required to have a drug/alcohol assessment. Students using or in possession of alcohol or other illegal drugs outside of school may also be subject to disciplinary action and/or drug/alcohol assessment. In either case, civil authorities may be contacted.

School administrators are permitted to conduct appropriate searches with reasonable cause.

If a student is suspected of being under the influence/or in possession of alcohol or illegal drugs, the school will contact the parent/guardian to pick up the student. A conference with the

student and parent will be required to determine further actions.

For purposes of this policy, the term illegal drugs includes the misuse of prescription drugs.

#### CONFLICT RESOLUTION

Ursuline recognizes that its students are adolescents and, therefore, growing socially and emotionally throughout their high school years and that, on occasion, this growth includes poor choices in the area of social, relational and indirect aggression. In order to effectively address these situations, and recognizing these may lead to harassment, the Academy has created a conflict resolution protocol. These behaviors describe individual or group behaviors which may hurt a peer or diminish another's standing within her peer group. When warranted by the behavior, the academy may refer to the procedure on harassment found on page 38 of the *Student and Parent Handbook* rather than the "Conflict Resolution Protocol."

#### Conflict Resolution Protocol

When students experience conflict with each other, it is often in the form of social/relational aggression in which friendships or social lives are the target. It is important to resolve the disagreement, demonstrating respectful behavior toward each other. Guided by both our mission statement and core values, the following steps should be taken when students face conflicts among themselves.

- Speak directly to the person with whom you have the disagreement or conflict, using respectful communication – both verbal and nonverbal.
- State your disagreement calmly and explain your goal of the discussion.
- Do not involve others in the conflict.
- If further guidance is needed, contact the counselor to discuss the situation.

Relational Aggression occurs when a friendship is used to hurt someone. Example: Threaten not to be someone's friend to get what you want.

Social Aggression targets someone's social life. Example: Tell secrets or spread information to lower someone's social status.

Indirect Aggression perpetuates aggression while staying anonymous or making it seem like the aggressor didn't mean it. Examples: Spreading rumors, "Just kidding," "No offense," "I love her, but..."

Direct aggression, violence, or threats of violence will be dealt with according to the "Violence and Threats of Violence" procedure which can be found on page 41 of the *Student and Parent Handbook*.

#### DISCIPLINARY ACTIONS

In general, disciplinary actions may include actions taken by the classroom teacher, demerits, detention, suspension, disciplinary probation and withdrawal for cause from Ursuline Academy. The assistant principal and the principal are responsible for making disciplinary decisions and, when necessary, will consult with other members of the staff.

#### Demerit System

A demerit card will be issued to each student; she is responsible for always having the card in her possession. Demerits are given for minor infractions. When a student has received five demerits, the student will serve a detention.

#### Detention

Detentions are given for several kinds of disciplinary offenses, such as but not limited to unapproved cell phone use, tardiness, demerit card infractions (an accumulation of 5 demerits or not having a demerit card when asked), class disruptions, disrespect, profanity and teacher discretion.

### Suspension

In the case of a serious violation of behavioral expectations, an accrual of minor violations or detentions or skipping more than one scheduled detention, a student may be suspended from participation in classes and other activities for a period of time. A typical suspension would be from one to five school days. In extraordinary situations, a student may be suspended for more than five school days. During the time of suspension, the student will not be allowed on school property for any reason unless she has the permission of the assistant principal or principal. At the discretion of the assistant principal, the suspension may be served as an in-school suspension. The student will not be allowed to attend any school function during the time of suspension.

During the time of the suspension, the student is responsible for the class work she misses and is allowed to make up tests, labs and quizzes when she returns to school. A parent meeting with the student and assistant principal is required before the student can return to school. A written record of the suspension will be kept on file.

In some situations, the assistant principal or principal may judge that a suspension would be more effective if it is served in school.

### Disciplinary Probation

Disciplinary probation could result from excessive detentions within a year. It may also be the result of a more grievous offense to the behavior code. Disciplinary probation may include the loss of class privileges and/or the limitation or loss of the opportunity to participate in co-curricular activities. The length of probation will be determined by the assistant principal and principal. During this time, behavioral expectations must be met, or the student may be asked to withdraw.

### Withdrawal for Cause

A student may be asked to withdraw from the Academy for grievous offenses or chronic behavioral problems. These offenses

may include, but are not limited to, the following: harassment or intimidation of others individually or as a member of a group, stealing, distribution/selling or possession of drugs or trespassing.

#### Appeal/Grievance Process

In the event of a withdrawal due to cause, a student or the parents/guardians may appeal the decision in writing within five school days. This appeal is to be sent to the president. It is to be signed and include all facts pertaining to the incident as known to the parent and student.

The appeal will be reviewed by the president. Within five school days, or as practical, the president will call a “review” panel with the student, parents/guardians, Director of Mission Effectiveness, school administrators and/or faculty members involved in the original decision and any others the president deems appropriate to invite or approve. Within three days of the “review” panel, or as practical, a written communication will be sent with the president’s decision. This decision is final.

#### DISHONORABLE BEHAVIORS

Behaviors that reflect negatively on the expected standards of an Ursuline Academy student, on and off campus, undermine our core values. These behaviors, depending on the gravity or repeated occurrences, may result in disciplinary action. Behaviors such as forgery, horseplay, disrespect, obscenity, theft, the inappropriate use of social media and other forms of electronic communication, trespassing and vandalism are considered dishonorable behaviors.

#### FIREARMS AND WEAPONS

Possession on school property or at a school activity of any item which can be considered a weapon (gun, knife, etc.) and which would be unsafe in a school environment will be subject to disciplinary action to the student. This action may include withdrawal for cause from the Academy. Possible legal action may also be taken.

## HARASSMENT

Harassment of another member of the Ursuline community by a co-worker or a student is prohibited. Harassment may include the following behaviors.

### Sexual Harassment

The unwelcome sexual advances, requests for sexual favors, and/or other inappropriate oral, written or physical conduct of a sexual nature when made by any member of the Ursuline community, including students or co-workers, constitute sexual harassment when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education. It also applies when submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual or when such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment as defined above may include but is not limited to verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; and suggesting or demanding sexual involvement, including written or electronic communications.

### Physical Harassment (often referred to as "bullying")

Physical harassment means intimidation or harassment which causes a reasonable person to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures or oral, electronic or written communication, and any threat of retaliation for reporting of such acts.

Direct aggression, violence, or threats of violence will be dealt with according to the "Violence and Threats of Violence" procedure which can be found on page 41 of the *Student and Parent Handbook*.



### Other Forms of Harassment

Other forms of harassment include the repeated use of demeaning language, jokes, insults, false statements, or threats to injure another's social standing in the community or unwarranted, continued contact or communication by a person after she/he has been told that the communication is unwanted. Also included are harassment based on race, national origin or ethnicity.

The types of intimidation identified above may be communicated verbally; through physical actions, including gestures; through electronic means; through the display of pictures or other visual materials; through written communication; or through any threat of retaliation for reporting such acts.

### Procedure

**Reporting.** Any person who alleges harassment by any co-worker or student should report the allegation to an administrator or guidance counselor. If the issue cannot be resolved informally, the administrator or guidance counselor will refer the complaint to the assistant principal who acts as the coordinator of harassment complaints for the Academy. If the complaint alleges a personal indiscretion of the president of the Academy, the complaint will be referred to the executive committee of the board of trustees for investigation and resolution.

The filing of a truthful complaint or otherwise reporting harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments. The right to confidentiality, both of the complainant and of the accused will be respected, consistent with the Academy's legal obligations and with its need to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

**Investigation.** It is the responsibility of the assistant principal, unless circumstances warrant otherwise, to investigate and to determine whether an act constitutes harassment and to determine appropriate actions and/or consequences.

**Results of Investigation.** Students or co-workers who harass other students or co-workers through conduct or

communications of a malicious nature will be subject to disciplinary action.

A substantiated charge against a co-worker will subject such staff member to disciplinary action up to and including dismissal.

A substantiated charge against a student shall subject that student to disciplinary action up to and including suspension or withdrawal for cause, consistent with "Student Behavioral Expectations" found in the *Student and Parent Handbook*.

If a party to the investigation is dissatisfied with the outcome of the assistant principal's investigation, he/she shall file a grievance with the principal in writing as soon as possible (within three days). The principal will investigate the grievance and present a response in writing. If the response given by the principal fails to settle the matter to the satisfaction of all parties and if the grievant wishes to take the matter further, the grievant may present the written record of the original grievance and the written response of the principal to the president of the Academy. The president's decision is final.

#### RECORDING CLASSES

Students may not make video or audio recordings of classes without the permission of the classroom teacher. Recording classes as a classroom accommodation must be coordinated by the Learning Consultant and undertaken only with the knowledge of the classroom teacher.

#### SMOKING/USE OF TOBACCO PRODUCTS

County Code Section 602.320 prohibits smoking in schools and on school property. Smoking or use of other tobacco products, including electronic cigarettes, is not permitted on campus or at school-related activities. The use of tobacco products on campus or at school-related activities will result in disciplinary action.

## **VIOLENCE AND THREATS OF VIOLENCE**

Violence is not tolerated at Ursuline Academy. Violence can include words, gestures, or actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, assault, possession and/or use of a weapon; and theft or vandalism of property. All reported or observed instances of violence or threats of violence, whether they occurred on or off school premises, shall be addressed in a timely, serious and appropriate manner. If appropriate, students who engage in acts of violence may be required to make restitution. Students and parents are encouraged to report concerns regarding potential acts of violence to a teacher, counselor or administrator. Co-workers must promptly report concerns and/or pertinent information regarding specific students to administration. Students engaging in any of the above will be subject to disciplinary actions including disciplinary probation, withdrawal for cause and/or notification to legal authorities.

## **STUDENT EXTRA-CURRICULAR ACTIVITIES**

Ursuline Academy is committed to establishing and supporting extra-curricular programs which foster the spiritual physical, emotional and social development of its students as well as the development of their leadership skills. It is the role of the school administrators and all involved in the direction of these programs to ensure that priority is given to attitudes and actions which model the Christian way of living and the core values and philosophy of Ursuline education.

## **ACTIVITIES ELIGIBILITY STANDARDS FOR PARTICIPATION**

See the Student Academic Expectations sections of this handbook for the Ursuline Academy standards for co-curricular eligibility. Students participating in MSHSAA sponsored activities are also bound by MSHSAA eligibility standards, including the following academic standards:

- The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit (6 classes) or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater.
- The student shall be currently enrolled in and regularly attending courses that offer 3.0 units of credit (6 classes) or 80% of the maximum allowable credits which may be earned, whichever is greater.

For further information on MSHSAA standards for eligibility, contact the Ursuline Academy Athletic department.

#### Athletic Participation

Ursuline Academy adopts the MSHSAA eligibility standards for athletic participation (see standards listed above). Sports are an important part of the curriculum and aid in development of the whole person. They are sponsored in an effort to teach the following:

- a promotion of both mental and physical development;
- the value of true sportsmanship—students learn how to win and lose graciously;
- the lesson of sacrifice of self for the common good;
- the lesson of obedience;
- a fostering of a spirit of recreation and social development;
- the care of the body and the necessity of physical fitness.

In order to participate in athletics at Ursuline Academy, a student must be eligible and must have the MSHSAA participation certificate on file in the Athletic Director's Office. This certificate contains information about personal insurance, physical condition and parental permission to play.

In addition, to try out for any team, cheerleading, or poms, a student must provide a physical form signed and authorized by a physician (or a nurse practitioner) stating that the student is physically able to participate. This form must be on file for each

year of the student's participation. This medical certificate is valid if issued on or after February 15 of the previous school year according to MSHSAA.

According to MSHSAA, a student shall not be permitted to participate in any athletic activity until it has been verified that the student has basic accident insurance coverage.

The Athletic Department's handbook can be found online under the Ursuline Academy website.

#### Student Council Participation

Participation in Student Council is regulated by the by-laws developed by the Council.

#### CLUBS

Ursuline Academy provides a variety of extra activities designed to develop well-rounded individuals. The purposes of the activities are to develop leadership and teamwork skills, to develop a sense of belonging to the Ursuline community, to build self-esteem and to derive personal satisfaction from helping others and pursuing individual interests. These activities include sports, clubs and organizations, co-curricular activities and a service program. Ursuline offers many clubs and organizations to meet student interests. See the Ursuline website for a listing of all clubs.

#### ORGANIZATIONS

**Ambassadors** promote Ursuline Academy at high school nights, Open House, as well as other events when asked. Ambassadors are selected through an application process open to members of the junior and senior classes. Applications are made in the spring of the school year.

**Junior Ambassadors'** major responsibility is to be guides for the eighth grade students interested in attending Ursuline Academy who come to visit for a school day. Junior Ambassadors are selected through an application process open to members of the sophomore class.

**The Leadership for Diversity Team** focuses on raising the awareness levels of the Ursuline community in the area of

diversity. Through thought-provoking activities, discussions, speaker presentations, panels and interactions within Ursuline, with other high school and middle school students and with parents, the team focuses on understanding, appreciating and valuing differences and similarities.

**French Honor Society, *La Societe Honoraire de Francais***, is a national honor society that recognizes students who have received an “A” during three semesters of their upper division Honors French courses at Ursuline Academy. Students in Honors French IV are eligible for membership. In order to become a member, a student must have had an “A” average in French II Honors and an “A” average in French III Honors and be enrolled in French IV Honors, maintaining an “A” in French IV. Members are available to tutor in French. Other activities are determined by the membership year to year.

**Hispanic Honor Society, *Sociedad Honoraria Hispanica***, seeks to recognize high student achievement in Spanish and to promote a profound interest in Hispanic Studies. In order to receive an invitation senior year to join Ursuline Academy’s *Las Ursulinas* chapter of the society, a student must currently be enrolled in Spanish IV Honors unless she took it as a junior. She also must have earned an “A” in at least three of the four semesters of Spanish II Honors and Spanish III Honors. Once a student becomes a member, she not only has to maintain a high Spanish GPA and overall GPA, but must also attend monthly meetings, participate in organization activities, develop and hold fundraising events for charity and complete a required number of service hours.

**Mu Alpha Theta** is the national high school and two-year college mathematics honor society. The purpose of the organization is to stimulate interest in mathematics by providing public recognition of superior mathematical scholarship and by promoting various mathematical activities. Criteria for becoming a member of Mu Alpha Theta’s chapter at Ursuline Academy include maintaining a 3.0 GPA in all high school math courses and having

earned credit in at least four semester of high school math.

**National Honor Society** is open by application to juniors and seniors who have a cumulative GPA of 3.85 or better and who consistently demonstrate leadership, character and service to an outstanding degree. Students participate in a variety of service projects in the school and community, totaling at least five hours per semester. The Induction Ceremony takes place in the fall of the school year.

**Student Council** is composed of the elected members of the student body who represent that body in student affairs. The responsibilities of Student Council are to foster leadership, a sense of responsibility and a Christian and social consciousness. Since the members are the representatives of the student body, they serve as a coordinating and leadership team for school activities and functions and report to the students the results of the meetings. The officers of the Student Council consist of a president, vice president, and secretary-treasurer. The other members of the Student Council consist of each class president and class representatives.

**Speech Team** offers students the opportunity to develop their confidence and skills at public speaking, oral interpretation and acting. Members work on various categories of speech in regular practice sessions and participate in interscholastic competition during the school year. Auditions for the fourteen positions are held during the first two weeks of the school year.

**Viaggios** are a diverse group of students who demonstrate leadership skills and a desire to model the Ursuline standards of courtesy, loyalty and courage. "Viaggio" is Italian for the word, "journey." Each year, Ursuline Academy welcomes a new class of young women to begin their journey in the spirit of the Ursuline tradition. Students apply for these coveted positions in the spring of their junior year and are chosen to be Viaggios based on their ability to be excellent role models for the incoming freshmen. Viaggios plan and implement the freshman orientation, called "Viaggio Days," in August and continue to serve as liaisons for

freshmen throughout the year. Viaggios provide support in advisement to the freshmen and also assist the advisor with a variety of responsibilities.

## **STUDENT LIFE**

### **ACTIVITY PERIOD**

Activity period is independent time when neither students nor teachers are scheduled in classes. This period is meant to provide time for student/teacher interaction, club and organization meetings, and break time for students. During this time, academic responsibilities always take priority over other activities. **During activity period and before/after school, students are not permitted to sit in the hallways outside of classrooms or offices.**

### **ADVISEMENT**

The purpose of the Advisement Program is to foster an atmosphere of Christian concern in which a student knows that this faculty member personally knows and cares about her plans and what she hopes to gain from the school's academic program. This spirit of Christian concern for the individual is reflected in the philosophy and objectives of the school, and the Advisement Program is one of the concrete ways in which the philosophy becomes a reality.

### **BOOKBAG REQUIREMENTS**

**Students are allowed to carry one bag only during the school day.** A bag is defined as a purse, tote, backpack, lap top bag, cross body or other similar bag designed for books. All other bags must remain in the student's locker. Any bag carried during the school day must be able to fit under the desk and out of the aisles of the classroom. Bags left in the hallway will be confiscated.

### **THE BEAR DEN**

The Bear Den is open daily during the lunch period and activity periods. School supplies, UA clothing, books and novelty



items can be purchased. Items can also be purchased online through the Ursuline website and through *mylocker.net*.

## BUILDING ACCESS FOR STUDENTS

Merici/Brescia Hall	6:30a.m. – 4:30p.m.
Convocation Center	6:30a.m. – 7:00p.m.

## CELL PHONES

Cell phones may not be used in class except for academic purposes at teacher discretion.

Students may never call, text or e-mail students at other schools during the school day.

Violation will result in appropriate disciplinary action.

## COMPUTER AND NETWORK ACCEPTABLE USE

All students are responsible for checking their e-mail each day and for responding as necessary to those e-mails.

Our current “Computer and Network Resource Acceptable Use Policy and Regulations” are located at <http://www.ursulinstl.org/student-technology-use>.

## DANCES

Ursuline Academy dances are for the enjoyment of Ursuline students and their guests. It is an opportunity for young women and men to socialize and have fun in a safe and supervised environment. It is important that all are respectful of each other and act in a responsible way. While dancing there should be no mosh, slam, profane or suggestive dancing.

Ursuline Academy sponsors the following dances.

- Fall Festival - all students
- Sophomore Dance – sophomores
- Ring Dance - juniors
- Prom - seniors

Students and parents are expected to sign a permission slip for dance attendance. Names and telephone numbers of guests must also be provided. Students must arrive within the first hour of the dance and are not allowed to leave until the end of the dance.

Students who are late without prior permission may be refused entry. Parents will be notified if students who have purchased a ticket do not attend.

Random alcohol testing will be conducted at all dances. Vehicles will also be searched by the Kirkwood Police upon entrance to the facility. Anyone found to be under the influence of or in possession of alcohol, or those in a vehicle in which alcohol is found will be refused entrance, and parents will be contacted. Guests' schools will also be contacted about the unacceptable behavior. Any Ursuline student found in possession of drugs or alcohol or who shows signs of intoxication will be counseled and subject to disciplinary action. In most cases she will also be required to undergo a drug/alcohol assessment by a professional healthcare provider approved by the school to help ensure the health of the student.

Students attending dances on the Ursuline campus must arrive in a personal vehicle. Limos, busses or other vehicles intended for large group transportation is not allowed on campus. Personal vehicles must be parked in the school lot and not on the street. Students are not allowed to walk onto campus.

#### Dance Dress Code

The dance dress code is intended to assist the students with the selection of acceptable and appropriate wearing apparel for dances whether they are held at school or at another location. Appropriate dress lends itself to creating an atmosphere of respect for both oneself and others. Guidelines may be found on the permission form for the intended dance. Students deemed to be dressed inappropriately by Ursuline co-workers supervising the dance will be asked to alter the dress, wear a cover-up, or will be subject to dismissal from the dance.

#### FIELD TRIPS

Field trips are an integral part of learning that enhances the experience outside a traditional classroom environment. Not only are field trips tied to classroom learning, but also life learning; thus, there are field trips that involve a limited number of students

for presentations, competitions, etc. Students will not be penalized for attending a field trip and are expected to return to class with all work completed and prepared to take any test given on the day of return. Each student must turn in a parent-signed permission slip before departure. All students must be appropriately dressed and maintain the expected behavior of an Ursuline student.

#### FOOD AND BEVERAGE

Food and beverage are only allowed in the building during specified activities. Food and beverage consumption is only allowed in the cafeteria, O'Hara Hall or in a classroom with teacher permission. Students are allowed to carry clear water bottles that contain water during the school day. Students may not carry other beverages in the classrooms or hallways.

#### GIFTS

Gifts of balloons, flowers, etc., are not to be sent to school for students.

#### GUESTS AND VISITORS

All guests and visitors during the school day must sign in at the Main Office and obtain a nametag which must be displayed while on campus.

#### LIBRARY

Library hours are posted on the school web page and outside the library. The library is to be used for quiet study.

#### LOCKERS

Each student is assigned a locker, and is responsible for maintaining the care and security of her assigned locker. Lockers are the property of Ursuline Academy, and the Academy, as cotenants, reserves the right to conduct locker searches at any time. Students are required to use school-issued locks. All other locks will be removed. The Academy is not responsible for lost, stolen or damaged items. Therefore, all lockers must remain

locked. The student is presumed responsible for any damage to her locker and will be charged accordingly. Students may not change lockers or locks without good cause and the permission of the assistant principal. Students are to keep their book bags in their lockers during the school day. Students are not to leave food in the lockers overnight. Lockers are to be completely cleaned at the end of the year.

When students use the locker rooms for PE/events, they must place articles in a locked locker.

#### LOST AND FOUND

Lost and Found is located in the Main Office on the second floor of Merici. Label all possessions with the student's name. Any items left unattended may be confiscated and brought to the lost and found.

#### LUNCH PROGRAM

Students may bring their lunches or purchase lunches through the cafeteria. Students are responsible for paying account balances in a timely manner. Students are expected to follow the cafeteria guidelines which include clearing tables, disposing of trash and recycling. Students are allowed to eat outside in the common area between Merici and Brescia Halls and in O'Hara Hall. **Students are not allowed to eat in the auditorium or hallways at any time. After lunch on a 7 period day, students may only enter the hallway at the end of the lunch period.**

#### MONEY AND VALUABLES

Ursuline Academy discourages students from bringing large amounts of cash or valuable items to school. If it is necessary for a student to bring a considerable amount of cash or any other valuable item to school, the student is asked to check the cash or item with the Main Office before school begins and claim it at dismissal. The Academy is not responsible for items which have been lost, stolen or damaged.

#### PARKING

Ursuline Academy provides on campus parking for co-workers and students. **All vehicles using the parking lot located behind the school buildings must have a parking permit.** Permits are allocated to seniors and juniors and then sophomores, if there are extra; the current fee must be paid before a permit is issued. Application information is kept on file in the assistant principal's office. The revoking of parking privileges and/or fines will be administered for reckless driving and abuse of the parking lot guidelines. **Students illegally parked on the Ursuline parking lot or parked on the lot without a permit will be subject to a \$25 fine for each offense.**

Between the hours of 8:00 a.m. and 3:00 p.m., students must have the permission of a co-worker to go to their cars.

#### SALE OF PRODUCTS

Students must obtain permission from a school administrator to sell items or services on campus.

#### DISTRIBUTION OF MATERIALS

Students must obtain permission of a school administrator to distribute materials such as flyers on campus.

#### SCHOOL PROPERTY

Students are to follow the guidelines developed by departments when utilizing school property such as computers, science equipment, library materials, athletic equipment, etc. Proper use will enhance the life of the equipment. Abuse of school property, including school grounds, may result in disciplinary action.

#### STUDENT IDS AND PROXIMITY CARDS

Students will be issued a picture ID, proximity card and a demerit card. There will be a charge for the replacement of any of these cards. Students must carry all cards at Ursuline.

## UNIFORM DRESS CODE

The Academy uniform helps create a sense of community, equality and school identity. Students demonstrate their commitment to school spirit and community by choosing and wearing items that meet the Academy's dress code. It is the responsibility of every student to keep a neat appearance at all times out of respect for herself and all members of the school community. All uniform items should be in good condition. Torn, ripped, frayed, or dirty items are not allowed. Skirts with hems falling out should be mended or replaced. Skirts should fall no more than 2 to 3 inches above the knee. Skirts should never be rolled and should have working buttons and zippers. Students may not embroider names, initials, etc. into their skirts or other uniform apparel. Shirts should be tucked in at all times.

Students are expected to be in uniform unless otherwise notified. Items worn that do not follow the dress code are subject to confiscation and/or demerits. Any clothing or jewelry not appropriate in a Christian atmosphere or which would be contradictory to our Christian beliefs and values may be cause for disciplinary action.

### Dress Uniform

Dress uniform is worn on special occasions, including all school masses and ceremonies. Dress uniform consists of the uniform skirt, white oxford, polo or turtleneck, red cardigan, red crew neck sweater or white honor sweater, and leather shoes with white socks (no athletic shoes or moccasins.) Only solid white or solid black hair accessories may be worn with the dress uniform.

### Everyday Uniform

#### Skirt

Red plaid—purchased through Just Me Apparel

#### Slacks

Khaki twill slacks—dress casual

#### Shirts

White or navy "Ursuline Academy" polo (long or short sleeved)—purchased in UA bookstore

White oxford blouse (long or short sleeved) – optional

Shoes

Athletic shoes (**no high tops**)

Leather school shoes, such as loafers or topsiders. Shoes must be enclosed and socks must be worn. **Boots and moccasins are not to be worn with the uniform at any time.**

Socks

Solid white or black matching (tennis or crew)

UA socks (purchased through the UA Bookstore)

Solid black tights

Solid black leggings *or* UA leggings purchased through the UA bookstore.

Sweater Options

White, red, navy “Ursuline Academy” crewneck purchased through Just Me Apparel

Red “Ursuline Academy” cardigan – purchased through Just Me Apparel.

Sweatshirt/ Jacket Options

Sweatshirts and jackets purchased through the Bear Den or issued by Ursuline. (Excludes items purchased at the Fall Festival or Auction.)

T-shirts

White t-shirts free of writing under uniform shirt

Turtlenecks

Solid white cotton turtleneck (may be worn alone or under sweater/sweatshirt)

*EVERY TUESDAY IS SPIRIT DAY. ANY **UA ISSUED** SWEATSHIRT, JACKET, OR SHIRT MAY BE WORN WITH THE SKIRT.*

***NOTE:** Ursuline Apparel purchased through vendors other than the Bear Den may not be worn with the uniform at any time.*

## **STUDENT WELL BEING**

### **COUNSELING SERVICES**

The Counseling Department supports the academic, social, and personal development of students, and assists students with



the college search and application process. In addition to the services provided through the counseling department, each student receives assistance in her total development from a faculty advisor.

Each student is assigned a counselor before her freshman year and works with the same counselor throughout her four years at Ursuline. The counselor provides personal and crisis counseling, academic advising, and guidance through the college search and application process. The counselor meets with each freshman and her parents to discuss transition into high school and with each junior and her parents to discuss the college search process. The counselor also provides academic advising to each student and personal counseling on an as-needed basis. Counselors also meet with students experiencing academic difficulty and maintain records of student grades and test-related data.

The Counseling Department schedules parent meetings during each academic year. These meetings address developmental issues. The department is also responsible for the comprehensive testing program at Ursuline Academy. Group testing is administered to each grade level as indicated below in October each year.

- EXPLORE—freshmen
- PLAN—sophomores
- PSAT/NMSQT—Preliminary Scholastic Aptitude Test/ National Merit Scholarship/Qualifying Test
- College testing—ACT and SAT registration and test preparation materials are available in the Counseling Office.
- Advanced Placement Exams are offered in some academic areas. Students must register with the counseling office for these exams.

The Learning Consultant assists students diagnosed with mild to moderate learning disabilities, ADHD, or other diagnosed disabilities in the development of the self-advocacy skills necessary for these students to effectively communicate their learning needs to their teachers. In addition, the Learning Consultant serves as a resource for faculty members in providing instructional strategies

for these students and other students experiencing academic difficulties. The Learning Consultant is also responsible for providing classroom and standardized extended time testing for those students who are eligible for these accommodations. (See "Documentation Guidelines" available on the Ursuline website.)

The Counseling Department processes all college applications and establishes and publishes deadlines and fees for processing.

#### **STUDENT RECORDS**

The school maintains a student's permanent record. This includes a student's attendance and academic record for the duration of the student's enrollment at Ursuline Academy. Records will only be released with written authorization.

#### **STUDENT WELLNESS**

##### **ASBESTOS**

As a result of AHERA (Asbestos Hazard Emergency Response Act) Ursuline Academy complies with the process of analysis, inspection, maintenance and removal of asbestos instituted and directed by the Archdiocese of St. Louis.

##### **EMERGENCY DISMISSAL**

In case of an emergency situation – power outage, inclement weather, etc. – classes may be cancelled before the scheduled dismissal time. Students will be dismissed at the appointed time, and it becomes the responsibility of the parents to pick up their daughter(s) or to arrange transportation for them if they don't have their own transportation.

##### **EMERGENCY PROCEDURES**

In cooperation with the Kirkwood Police and Fire Department, Ursuline Academy has developed an emergency preparedness program for its students. Tornado, fire, and intruder drills are practiced regularly along with student awareness of other possible emergencies. Evacuation routes are posted in every

gathering location of the school. In the event of an emergency, communication will be disseminated through the media via the school.

#### HEALTH FORMS

As required by Missouri State Law, each student must submit a record of her immunizations and a statement of her physical health before attending school. Parents must inform the school of any serious, pre-existing conditions, such as, but not limited to diabetes, seizure disorders, or allergies of a serious nature.

#### IMMUNIZATIONS

Students, as required by Missouri State Law, must be immunized against communicable diseases. Students who have not been immunized for religious or medical reasons will be excluded from school if a case of a communicable disease is diagnosed at Ursuline Academy, such as, but not limited to chicken pox, measles or mumps.

Missouri State Law: Section 167.191 RSMo 1986 states "It is unlawful for any child to attend public school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it." Students recovering from a communicable disease must provide a doctor's note stating they are no longer contagious and may return to school.

#### INCLEMENT WEATHER

On days when inclement weather is present or impeding, the principal will decide whether to cancel classes or institute a snow schedule and will communicate this by telephone blast and through local media outlets.

If school is not cancelled or delayed, parents should still apply their judgment regarding the safety of travel to school for their daughter(s). If a parent chooses to keep his/her daughter home in this situation, the absence will be excused, allowing the student full make-up privileges. In this case, please inform the school of the absence and the reason for the absence.

#### IN-SCHOOL ILLNESS

When a student is too ill for class, the student is to report to the Main Office with the permission of her teacher. Depending

on the severity of the illness, the student will either be allowed to rest in the office temporarily, or if the illness is such that it is advisable for her to go home, a call will be placed to a parent/guardian before the student is allowed to leave school property. It is the responsibility of the parent/guardian to arrange transportation home for a student who is ill.

If a student becomes seriously ill at school, the parent/guardian will be notified; emergency medical services will be summoned, and the student will be taken to a hospital by ambulance if necessary. The emergency medical form submitted by the parent/guardian will be consulted. Parents/guardians will be responsible for all costs.

#### MEDICATIONS

Ursuline Academy is responsible for the storage and distribution of medication, prescription and non-prescription.

Students must have a permission form on file to take medication at school. All prescribed medication must be kept in the Main Office in the original prescription bottle with a physician's order. The Main Office will maintain a supply of ibuprofen and acetaminophen to be administered as the medication directs. Students must take their medication in the Main Office. Medication found in a student's possession will be confiscated. (Inhalers for asthma and epi-pens are an exception.)

Students are NOT to share any type of medication with other students.

#### PREGNANCY

In keeping with the core values of Ursuline Academy, we believe that the entire academic community as well as the family must aid and support a pregnant student, offering every feasible means to assure the continuation of her pregnancy to full term and the completion of her education.

A pregnant student is permitted and encouraged to remain at Ursuline provided that

- it is her desire to do so;

- parents/guardians and student confer with the principal;
- a written statement from her doctor pertaining to the health of the student is on file in the Counseling Office;
- she receives counseling;
- she is not married or living under similar circumstances.

## URSULINE ACADEMY SCHEDULE CHART

2016-2017

During 7-period days,  
First lunch is from 12:05 to 12:30, and  
Second lunch is from 12:55 to 1:20.

◁   7-period Monday	◁   7-period other	◁   4-period
◁   Period 1 8:00-8:45	◁   Period 1 8:00-8:45	◁   Period 1 8:00-9:20
◁   Period 2 8:50-9:35	◁   Period 2 8:50-9:35	◁   Advisement 9:25-9:40
◁   Advisement 9:40-9:55	◁   Activity Period 9:35-10:20	◁   Period 2 9:45-11:05
◁   Activity Period 9:55-10:20	◁   Period 3 10:25-11:10	◁   First Lunch First AP 11:10-11:35
◁   Period 3 10:25-11:10	◁   Period 4 11:15-12:00	◁   Second Lunch Second AP 11:45-12:10
◁   Period 4 11:15-12:00	◁   Period 5A 12:05-12:50 Period 5B 12:35-1:20	◁   Period 3 12:15-1:35
◁   Period 5A 12:05-12:50 Period 5B 12:35-1:20	◁   Period 6 1:25-2:10	◁   Period 4 1:40-3:00
◁   Period 6 1:25-2:10	◁   Period 7 2:15-3:00	
◁   Period 7 2:15-3:00		

## URSULINE ACADEMY SCHEDULE POSSIBILITIES 2016-2017

<b>7-Period Day (Monday)</b>		<b>7-Period Day (other)</b>	
7:00-7:45	Zero Hour	7:00-7:45	Zero Hour
8:00-8:45	Period 1	8:00-8:45	Period 1
8:50-9:35	Period 2	8:50-9:35	Period 2
9:40-9:55	Advisement	9:35-10:20	Activity Period
9:55-10:20	Activity Period	10:25-11:10	Period 3
10:25-11:10	Period 3	11:15-12:00	Period 4
11:15-12:00	Period 4	12:05-12:50	Period 5a
12:05-12:50	Period 5a	12:05-12:30	First Lunch
12:05-12:30	First Lunch	12:35-1:20	Period 5b
12:35-1:20	Period 5b	12:55-1:20	Second Lunch
12:55-1:20	Second Lunch	1:25-2:10	Period 6
1:25-2:10	Period 6	2:15-3:00	Period 7
2:15-3:00	Period 7		
<b>4-Period Day</b>		<b>Late Start Schedule</b>	
7:00-7:45	Zero Hour	No Zero Hour Classes	
8:00-9:20	Period 1	9:30-10:05	Period 1
9:25-9:40	Advisement	10:10-10:45	Period 2
9:45-11:05	Period 2	10:45-11:00	Break
11:10-11:35	First Lunch	11:05-11:40	Period 3
	First Activity Period	11:45-12:20	Period 4a
11:45-12:10	Second Lunch	11:45-12:10	First Lunch
	Second Activity Period	12:15-12:50	Period 4b
12:15-1:35	Period 3	12:25-12:50	Second Lunch
1:40-3:00	Period 4	12:55-1:30	Period 5
		1:30-1:40	Break
		1:45-2:20	Period 6
		2:25-3:00	Period 7
<b>Half Day Schedule</b>			
7:00-7:45	Zero Hour		
8:00-8:30	Period 1		
8:35-9:05	Period 2		
9:10-9:40	Period 3		
9:40-9:55	Break		
10:00-10:30	Period 4		
10:35-11:05	Period 5		
11:10-11:40	Period 6		
11:45-12:15	Period 7		



## URSULINE ACADEMY SCHEDULE ROTATIONS 2016-2017

	7-PERIOD DAYS			4-PERIOD DAYS				
	A-Day	B-Day	C-Day	0-Day	1-Day	2-Day	3-Day	4-Day
1	A	B	C	A	Unscheduled	C	C	C
2	B	C	A	B	C	Unscheduled	D	D
3	C	A	B	E	D	D	Unscheduled	G
4	D	D	D	F	G	G	G	Unscheduled
5	E	F	G					
6	F	G	E					
7	G	E	F					

## PRESENTATION EVALUATION RUBRIC

	<u>Excellent</u>	<u>Good</u>	<u>Poor</u>
<b>Physical Confidence:</b>			
Appropriate Dress:	Formal Business (Dress Uniform)	Casual Business (Any uniform style)	Too Casual (Inappropriate)
Grooming	Hair well-groomed	Acceptable	Inappropriate
Posture	Strong/Confident	Somewhat confident	Weak/Lacks confidence
Stance	Feet planted/Moves only when necessary to make a point	Shifts occasionally/ stance weaker	Not in control of her body/ shifting/swaying
Hand Gestures	Natural	Too many/too few occasionally distracting	Inappropriate (playing with hair, clothing, etc.)
Eye Contact	Makes eye contact/ engages audience throughout	Looks up occasionally, engages audience	Almost no eye contact
<b>Vocal Quality:</b>			
Projection	Strong/confident easily heard and understood	Good at times/ weak at others	Too soft/lacks confidence/hard to hear or understand
Use of Pauses	Effective/only an occasional "um"	Uses "um", "like", etc. but not to the point of distraction	Frequently uses "um" "like", etc. and makes it hard to follow
<b>Language Choices:</b>	Well-chosen words, clear explanations, revealed knowledge of subject	Uses slang terms, such as "you guys" "cop" etc., some explanations vague	Uses language which could offend an audience, explanations are not appropriate for audience
<b>Technology:</b> (Use of PowerPoint, overhead projections, video tapes, etc.)			
	One or more of the above, used effectively, still connecting with audience while presenting	One or more used with some loss of connecting with the audience, tends to look at the screen rather than the audience members	No use of technology

## RESEARCH RUBRIC

1. The student uses sources from the department's list of recognized, valid sites for electronic research:

5	4	3	2	1
All	Most	Some	Few	None
2. The student uses the correct number of types of sources in each category (books, internet, journals, periodicals) as required by instructor.

5	4	3	2	1
All	Most	Some	Few	None
3. The student uses sources with publication dates within an acceptable timeframe per instructor.

5	4	3	2	1
All	Most	Some	Few	None
4. The student correctly cites all pictures, graphs, videos, audio segments used in oral, written and electronic presentations.

5	4	3	2	1
All	Most	Some	Few	None
5. The student presents a "Works Cited Page" that is correct according to the MLA format.

5	4	3	2	1
All	Most	Some	Few	None
6. The student uses correctly formatted in-text citations according to MLA standards.

5	4	3	2	1
All	Most	Some	Few	None

WRITTEN COMMUNICATION RUBRIC						
Score	10 (exceptional)	8 (strong)	6 (average)	4 (below average)	2 (unacceptable)	0 (deficient)
<b>Introduction</b>	The introduction is inviting and states a clear, concise, insightful thesis that indicates how the topic will develop.	The introduction states a clear, concise, insightful thesis that indicates how the topic will develop.	The introduction states a clear, concise, insightful thesis.	The introduction states a thesis, but it is not clear, concise, or insightful.	The thesis does not address the issues of the paper.	No statement present.
<b>Body</b>	The thesis statement is fully supported. (Support must be with relevant facts, statistics, examples, reason, expert opinions, or persuasive language with no extraneous ideas.) Opposing arguments are presented and refuted. Details are arranged in a clear and logical manner which contributes to the impact of the thesis. Effective transitions are used to connect all ideas.	The thesis statement is supported. (Support must be with relevant facts, statistics, examples, reason, expert opinions, or persuasive language with no extraneous ideas.) Opposing argument is only presented, not refuted. Details are arranged in a clear and logical manner which contributes to the impact of the thesis. No transitions are used to connect all ideas.	The thesis statement is minimally supported. (Support must be with some facts, statistics, examples, reason, expert opinions, or persuasive language with no extraneous ideas.) No opposing argument is presented. Details are arranged in a clear and logical manner, but they do not contribute to the impact of the thesis.	The thesis statement is supported. Support of the thesis does not include a sufficient variety of data.	The support presented is vague and does not relate directly to the thesis.	The thesis is not supported.
<b>Conclusion</b>	Valid conclusions are drawn from the relationship of the supporting data to the thesis statement and give the reader a sense of completion.	Valid conclusions are drawn from the relationship of the supporting data to the thesis statement, but there is no sense of completion.	Conclusions are drawn from the relationship of the supporting data to the thesis statement, but they are not valid.	Conclusions are drawn, but they do not connect the supporting data to the thesis statement.	Conclusions are vague and unrelated to the thesis.	There are no conclusions drawn.