



ST. URSULA VILLA

Student/Parent Handbook

2009-2010

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Nurturing growth in a community of faith, family, and Catholic education.

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INTRODUCTION

St. Ursula Villa is an independent, Catholic elementary school for girls and boys from pre-school age (3 years old) through the eighth grade. It is operated as a not-for-profit corporation known as St. Ursula Villa of Cincinnati, Inc. This corporation is governed by a Board of Trustees composed of Villa parents, community leaders, and representatives from the Ursulines of Cincinnati. The school is part of the apostolate of the religious community of the Ursulines of Cincinnati, and the Ursuline Sisters' affiliation with the Villa is defined by a unique "Affiliation Agreement" between the Ursulines of Cincinnati and St. Ursula Villa of Cincinnati, Inc.

The Villa is located on twenty-one acres of wooded area in the Mt. Lookout/Columbia-Tusculum area of Cincinnati. Elementary classes are housed in a building erected in the 1960's and enlarged in 1970, with a gym and primary wing added in 1999. The Tudor-style Manor House serves as the center of activity for the pre-school and Montessori programs, as well as business, admissions and development offices. The After-School Care program is also centered at the Manor House.

St. Ursula Villa serves over four hundred children from school districts throughout the greater Cincinnati area. No student is excluded because of race, color, religion, or ethnic origin. The school serves families who are looking for a Catholic education that blends the traditional with innovative, active learning. The pre-school and kindergarten through eighth grade programs uphold traditional goals of excellence and place strong emphasis on the development of the whole person. The diversified curriculum imparted in a structured yet non-rigid atmosphere is permeated with Christian ideals and life skill development.

The curriculum is child centered. It endeavors in all areas of learning to develop the potential of each individual student. Emphasis is placed on a strong reading program beginning with language development in pre-school and a reading readiness/beginning reading program in kindergarten.

Religion, Reading, Language, Math, Social Studies, and Science constitute the foundation of the academic curriculum. Music, Art, and Physical Education are offered as necessary and required additions to the academic program. Enrichment courses in Computer Science are taught to all children in kindergarten through the eighth grade. French is mandatory for all students in grades K through four. In fourth grade, Spanish becomes a foreign language option. At the seventh and eighth grade levels Pre-Algebra, Algebra, Latin, French, and Spanish are offered as special high school preparatory courses. Co-curriculars further support whole child development at the Villa.

The opportunity for spiritual and moral development of the children at the Villa is founded on Catholic Christian principles, the life of Christ and the charism of St. Angela Merici, founder of the Ursulines. The atmosphere of the school is permeated with an orientation to the person's temporal and spiritual needs. Christian virtues are taught by a faculty that is committed to setting an example of Christian charity. Great emphasis is placed on courtesy, respect, and reverence for God and all of creation. The Discipline With Purpose program is implemented to help individuals develop self-discipline life skills.

MISSION STATEMENT

St. Ursula Villa, a coeducational Catholic elementary school in the Ursuline tradition, nurtures the whole child, fosters academic excellence, and instills a Christ-centered commitment to society.

STATEMENT OF BELIEFS

The Ursulines of Cincinnati, the Board of Trustees, staff, parents and students of St. Ursula Villa are committed to the core values of an Ursuline education.

- ❖ We believe that the primary teachers of children are their parents with whom the school collaborates to help the students develop their God-given talents.
- ❖ We believe in the integration of Catholic truths and values through example, service, openness and optimism.
- ❖ We believe that daily prayer is important.
- ❖ We believe in every student's capacity to achieve and that instruction should be differentiated to address individual learning styles.
- ❖ We believe in the value of diversity which challenges students to recognize and respect the beliefs and customs of all people.
- ❖ We believe in educating the whole person by promoting the spiritual, moral, physical, creative and intellectual development of each student in a Catholic environment.
- ❖ We believe in teaching and cultivating the self-discipline skills that allow one to act with responsibility and integrity within society.
- ❖ We believe in providing a safe and nurturing environment in order to promote student learning.

DIVERSITY STATEMENT

St. Ursula Villa, faithful to the mission of St. Angela Merici and the Ursuline Sisters, welcomes and celebrates the uniqueness that each student, staff and faculty member brings to its school. St. Ursula Villa is committed to fostering a nurturing environment of respect, acceptance, understanding and inclusion that maximizes each person's abilities and creates a climate for diversity to flourish.

Diversity includes but is not limited to differences in race, ethnicity, socio-economic status, gender, culture and religion of faculty, students and staff.

St. Ursula Villa values diversity. By encouraging differences in ideas, backgrounds and experiences, St. Ursula Villa enhances the learning environment. Children who learn in a diverse environment are prepared for responsible global citizenship.

Achieving this goal requires leadership that will foster and maintain a diverse environment; it requires strategic planning and assessment; and it requires the support of the St. Ursula Villa community, including parents, faculty, staff, students, alumni and board members.

URSULINE IDENTITY

The characteristics that contribute to the Ursuline identity of our school are:

- the Christ-centered spirit of St. Angela Merici as a guiding factor in the school
- emphasis on the development of the whole person
- personal care for the individual
- academic excellence in all subject areas
- strong family spirit within the school
- commitment to Christian service
- a spirit of optimism and openness
- recognition of the dignity and gifts of all students
- emphasis on diversity within the school

AFFILIATION AGREEMENT

St. Ursula Villa is part of the apostolate of the religious community of the Ursulines of Cincinnati. The Sisters' affiliation with the Villa is defined by an Affiliation Agreement between the Ursulines of Cincinnati and St. Ursula Villa of Cincinnati, Inc. This affiliation agreement is a collaborative effort of the Sisters and Villa Board of Trustees. It ensures that St. Ursula Villa will remain a Catholic School specifically rooted in the Ursuline spirit and tradition of Catholic education. The importance and the mutual acceptance of this relationship is confirmed by the fact that the affiliation agreement is part of the purchase agreement that gives St. Ursula Villa its present legal status.

RIGHT TO AMEND

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given notice of any changes in writing.

ADMISSIONS POLICY

St. Ursula Villa seeks to enroll academically qualified students who represent a variety of interests and backgrounds. Students of any race, nationality, ethnic origin, or religious creed are eligible for admittance to St. Ursula Villa. Acceptance is at the discretion of the Principal, and is a multi-faceted decision, which may include review of academic records, student conduct and behavior, and ability to succeed at St. Ursula Villa. Date of application and priority status are factors to be considered during the enrollment process but do not guarantee enrollment.

ADMISSIONS PROCEDURES

APPLICANT AND WAITING LIST POLICIES

An application for enrollment to St. Ursula Villa is accomplished by submission of the Student Application and a \$75.00 Application Fee. Applications may be submitted at any time for any year or program. The application is filed by date of receipt by the Admissions Office for the program and year to which the student is applying and is filed within the following four levels of priority status.

Priority 1: Sibling of Students Currently Enrolled at St. Ursula Villa

“Sibling of Student Currently Enrolled at St. Ursula Villa” receives the highest priority for available openings. Applications for consideration at this status must be filed by December 10 for the upcoming enrollment year. Applications received by the Admissions Office after December 10 will not receive priority ranking and are considered “New Applicants.” Applications within Priority 1 status will be considered in order of submission date. No preference will be given for siblings of those applying but not yet enrolled unless enrollment is finalized (see Priority 4).

Priority 2: Relocation/Re-enrollment of St. Ursula Villa Students

Current St. Ursula Villa families who relocate for employment reasons may, prior to moving, file applications for their children who are students in good standing at the Villa. The family must notify the Admissions Office by December 10 for the upcoming enrollment year in order to receive priority re-enrollment. If St. Ursula Villa does not receive notification by December 10, these applicants will be considered “New Applicants.” The same process applies in cases of student re-enrollment from Springer School to St. Ursula Villa.

Priority 3: Legacy/Alumni

Applications for children or siblings of St. Ursula Villa alumni receive “Legacy” status if filed by December 10 for the upcoming enrollment year. “Alumni” is defined by enrollment resulting in graduation from St. Ursula Villa. Applications within the “Legacy” status grouping are filed by date of receipt by the Admissions Office, giving priority to applications which are earliest filed.

Priority 4: New Applicant

All other applications are considered “New Applicants” and are filed by the date the application is received by the Admissions Office. In the case of applicants within the same family, if enrollment is finalized with a signed contract and paid registration fee for one applicant during the regular enrollment cycle, the status of the sibling applicant moves up the waiting list to Priority 1. In any case, if an applicant is offered an opening into St. Ursula Villa’s programs and declines the opening, the family may request that the application be kept on file for the following academic year. The application date will be changed to the date the opening was declined.

AVAILABLE OPENINGS

Enrollment in St. Ursula Villa’s grades or programs for any applicant requires an available opening. Program openings are created by fewer-than-maximum number of enrolled students or non-returning currently enrolled Villa students.

In the case of a full grade or class, all applicants, including siblings of currently enrolled St. Ursula Villa students, will be placed on a waiting list. Available openings may be determined during the enrollment process through declined or non-returned contracts. Currently-enrolled St. Ursula Villa students have priority for the following enrollment year over all applicants; available openings are filled by applicants in the order of priority status.

AGE AND TOILETING REQUIREMENTS

Preschool -- Children entering the programs for three- and four-year-olds must be three and four years old respectively by August 15th of the school year. **All children entering the preschool programs must be toilet trained.**

In order to be considered toilet trained a child must be able to:

- recognize when he/she needs to use the bathroom
- independently pull pants up and down
- independently clean themselves

If your child is not following these criteria you will be asked to pick up your child from school and the child cannot return to school until they reach a consistent routine.

Montessori Preschool - Children enter this three-year program as three-year-olds and remain through their kindergarten year. Children must be three by August 15th of the school year to enter.

Kindergarten - Generally children entering kindergarten must be five years old by August 15th. Nevertheless, children whose birthday occurs between August 15th and September 30th will be admitted upon successful completion of the early admissions test. No student will be admitted to the kindergarten program whose 5th birthday occurs after September 30th.

First grade – Generally children entering the 1st grade must be six years old by August 15th and/or have successfully completed Kindergarten. Children who reach the age of six between August 15th and September 30th will be admitted based on testing completed during the last two weeks of kindergarten or no later than two weeks after the close of kindergarten classes. No child will be accepted whose 6th birthday occurs after September 30th.

MONTESSORI PLACEMENT

An important element of the Montessori Early Childhood program is a balanced classroom of mixed-aged students. To optimize classroom balance, a Montessori program opening at one age-level may be filled by an applicant at a different age-level. Prior Montessori background or formal experience is required to enter St. Ursula Villa's Montessori program at the 5-year-old/Kindergarten level and recommended for entry at the 4-year-old level. Students complete their entire three-year Montessori cycle in the same Montessori classroom. Montessori Kindergarten matriculate to St. Ursula Villa's first grade program. St. Ursula Villa Administration reserves the right to change program placement to best serve the child's educational needs.

ADMITTANCE CRITERIA

Grades 1-8 -- At his or her discretion the principal of the school will decide on the admittance of new students based on any or all of the following criteria:

- Results of entrance test(s)
- Prior school performance, both academic and behavioral
- Last 3 final report cards complete with teachers comments
- 2 letters of recommendation
- Most recent standardized test results
- Date and status of application

The Administration of St. Ursula Villa in its sole discretion reserves the right to deny admission to any student whose prior conduct is not compatible with the philosophy and values adopted by the Villa. Furthermore, the Administration reserves the right to deny admission to any student whose previous behavior or conduct, in the Administration's judgment, may affect adversely the good name and/or reputation of St. Ursula Villa or otherwise affect the normal operations of the school.

Students who owe fees or tuition at the end of any quarter could be denied admission to school at the beginning of the next quarter. Students will be denied admission the next academic year if tuition and fees from previous years have not been paid.

CLASS PLACEMENT

The Principal reserves the right to assign placement of all students in their respective classes. Class placement is determined with the following considerations in mind: boy/girl ratio; fitting the student with the classroom teacher best suited to meet the child's learning style; creating a balance of ability levels within a classroom and the identification of personality issues among peers that impact student learning or social development. Parents or guardians who need to communicate a special need regarding room assignment should call the Principal directly.

AFTER-SCHOOL CARE PROGRAM/HOMEWORK CLUB

The After-School Care Program is open to Villa students in pre-school through 8th grade. The After-School Care Program operates from 3 p.m. to 6 p.m. on school days and from 8 a.m. to 6 p.m. on selected holidays. The program includes playtime, a snack, and time for homework for students in Grades 1 to 8.

Registration

Parents wishing to register their student(s) in the After-School Care Program or Homework Club should complete a registration form for each child to be enrolled. There is a \$15 registration fee for each child enrolled in the program.

Advanced Reservations

A monthly advance reservation is required so that adequate staffing may be planned. A monthly calendar is available on Edline two weeks in advance of the month for which the reservation is being made. The reservation form should be returned to the After-School Care office by the end of the previous month for the next month's attendance.

Full Day: Reservations may be made for the full day program from 3 p.m. to 6 p.m.

Hourly rate: Reservations may be made for the hour of 3 p.m. to 4 p.m. The student must be picked up by 4 p.m. or the full day rate will be charged.

Fee Registered Students

Registered students are charged at the close of each month for every day of attendance as follows:

\$ 6 per hour for the one hour per day reservation (no family discount applies)

\$16 per day for the first child in the same family

\$12 per day for the second child in the same family

\$10 per day for each additional child in the same family

Fees Non-Registered Students

Students who are not registered in the After-School Care Program and who do not have an advance registration may attend the program on an emergency basis. The fee for non-registered students without a reservation is \$20 per day. The family discount does not apply.

Calendar

The After-School Care Program follows the Villa's school calendar. If school is canceled for emergency (e.g., a snow day), the After Care Program is also canceled for that day. Fees are not charged for any day canceled by the Villa due to an emergency.

Student Pick Up

Students are to be picked up by 6 p.m. each day. A late fee of \$1 per minute is charged for late pick-ups after 6 p.m. The late fee covers the cost of two staff whom, must remain with the student until pick up. You will be billed at the end of each month for this service. Students are released only to the custodial parent unless the custodial parent has given written permission designating the adult to whom the student may be released.

Billing

Billing will be at the end of each month based on attendance. Payments may be made in the form of credit card (Visa, Master Card, or Discover), check, or direct withdrawal from your bank account. Students may be excluded from the program and report cards held if the balance due is more than one month late.

Homework Club

How the Program Works:

Students in grades 1-8 may attend the program from 3-4 p.m. This is a quiet time when students may work on homework after school under the supervision of a teacher or teaching assistant in the classroom. The cost is \$6.00 per day for the hour, and you will be billed at the end of each month for attendance. Please discuss the following rules with your child:

1. Homework club is to be utilized as an hour of quiet study. Talking, cards, or games are NOT appropriate activities.
2. Students are to come directly to the classroom upon dismissal, where they will wait quietly for the teacher in charge that day.

3. Between 3:00 p.m. and 3:05 p.m., students should check to see they have all the materials they need for their homework. If they need to use the restroom, it is to be done before they come to the classroom.
4. Children will be given a snack during the first 10 minutes of Homework Club.
5. At 3:05 p.m. the doors are closed and an hour of quiet study is required.
6. Any student disturbing the quiet of this hour will be given a warning, which must be signed by the parent and returned. If the problem happens again, a second warning of the same nature will be assigned. A third incident will result in the exclusion from Homework Club for the remainder of the year.
7. Please remember that Homework Club is a time for independent study and that no tutoring will be done by the teacher in charge.
8. If your child will be attending homework club, please fill out the registration form for After Care and Homework Club and return it with a \$15.00 registration fee.
9. Students only attending Homework Club must be picked up at the top of the hill at the main school by 4:00 p.m.
10. Children registered and reserved in After Care in Grades 3-8 will be in Homework Club and then brought to the After Care in the Manor House at 4:00 p.m. The rate is that of the After Care program only.

ACADEMIC POLICIES

TESTING PROGRAM

In the fall of the year, students in grades 2, 4, 6, and 8 at St. Ursula Villa take the Terra Nova Multiple Assessment Test and the InView Cognitive Abilities Test published by CTB McGraw Hill Co. The Archdiocesan School Office determines the testing dates.

St. Ursula Villa participates in the Archdiocesan Writing Competency Program. In grades three, five and seven, students submit writing samples that are evaluated by teams of teachers from participating schools. These scores help the school determine the effectiveness of our writing program.

In the spring of the year, achievement testing in math will be conducted for all students in the 3rd through 7th grade. The results of these tests along with teacher recommendations and math scores on the Terra Nova Tests will determine math placement for grades 4-8.

Students in grades 3 through 8 entering St. Ursula Villa from another school may be required to take an admissions test. Acceptance of these students into the Villa will be determined by the test results as well as the students' previous school performance and testing. The principal may waive the admission test requirement if he/she determines that adequate and recent standardized testing results have been made available to the school.

ADDRESSING THE NEEDS OF ALL LEARNERS

The philosophy of St. Ursula Villa values the individual child, promotes the self-worth of every student, believes in the education of the “whole child”, and strives for academic excellence in partnership with the parents. To accomplish these goals we have established an Intervention Assistance Team and have adapted the Pyramid of Intervention Model.

When a student is experiencing difficulties, the Intervention to Assistance process may be initiated by a parent or a teacher. A request for assistance form can be obtained on Edline by clicking on the Director of Student Services found under the right hand column labeled Contents. Other related documents can also be found at this location.

TEXTBOOKS

Most textbooks, except for the religion texts, are purchased through state funding. Students are responsible for the care of all books, including library books, and their parents incur the expense of replacing lost or damaged books. Students are not permitted to write in non-consumable textbooks.

CHALLENGES TO INSTRUCTIONAL MATERIALS POLICY

If informal discussions fail to resolve a complaint about materials being used in the instructional program, the following formal procedure is observed:

1. All complaints to staff members shall be reported immediately to the building principal, including those received by telephone, letter or personal discussion.
2. The complainant will be provided with a form, which must be completed before consideration may be given to the complaint.
3. The principal appoints a review committee consisting of a classroom teacher, the librarian, and three Education Committee members.
4. Materials subject to complaint need not be removed from use pending committee study and final action of the Review Committee unless directed by the principal.
5. The committee will review the material in question and form opinions based on the material as a whole and not passages taken out of context. The committee shall review the challenged material and make a written report of its findings within three weeks of its appointment. The committee may decide that the questioned material be: (a.) retained without reservation, (b.) retained with reservation or restrictions of its use, or (c.) not retained.
6. The teacher and any other person involved in the selection or use of the material will also have an opportunity to address the committee. The committee may, in addition call other staff and community members as it deems necessary.

PRESCHOOL INSPECTIONS

The preschool program is inspected by the State of Ohio twice annually. The current report is posted outside of the Assistant Principal’s office at the Manor House. Copies of the report will be made available to interested parents upon requests to the Assistant Principal.

LIBRARY

Library Schedule

Each class is scheduled to come to the library once a week. In addition, there are free times in the library when students may come individually or as a class for additional reference time. The library opens at 8:00 a.m. and remains open until 3:30 p.m. each day for student use.

Checkout Procedures

All materials must be checked out at the circulation desk. The normal circulation time for students in Preschool through Grades 2 is one week, for students in Grades 3 through Grades 8 is two weeks, and for parents is two weeks. Exceptions may be made with the consent of the librarian. When a student or parent checks out library materials, he or she alone is responsible for returning that material in good condition. To avoid overdue status, all books may be renewed for an additional week. Any damaged or lost materials must be replaced or the full replacement cost paid upon the end of each grading period.

Fines

All materials must be returned, replaced or the replacement cost paid in full by the end of the school year. If this is not done the student's report card will be held at the end of the school year until the matter is corrected.

Damaged Books

Please report any damage to books to the librarian immediately. **Do not** attempt any repairs (even tape) at home.

RELIGIOUS INSTRUCTION

All students, both Catholic and non-Catholic, are expected to participate in the St. Ursula Villa Religion program and to complete the required class assignments. Grades will be given based upon academic progress. The formal content of the program is based on the faith understanding and values of the Roman Catholic tradition, although most of the material includes religious truths and values common to all Judeo-Christian backgrounds. Specific differences between Catholic teaching and other Judeo-Christian traditions should be clarified by the parents and their respective churches.

Students are also required to attend all religious events held during school hours, such as class masses, all-school masses, prayer services, and any scheduled days of recollection. All students are encouraged to participate during these celebrations where they feel it is appropriate: reciting formal or informal prayer, singing, reading scripture. Due to Catholic belief, however, students who are not Catholic are not permitted to receive the sacraments. Non-Catholics are welcome to come forward to receive a blessing when Catholics come forward to receive Holy Communion.

PROMOTION AND RETENTION

Provided age requirements are met and acceptable conduct and behavior is exhibited, students who successfully complete the kindergarten program at St. Ursula Villa will be accepted into the first grade. Students in grades 1-3 will be promoted to the next grade if they have successfully completed the course of studies in the core subjects for that grade level. The core subjects are: Religion, Reading, Language, Math, Social Studies, and Science/Health. Successful completion will be determined by the school Principal in collaboration with each student's teacher(s).

Students in grades 1-6 who receive a failing grade for the year in two or more core subjects will be retained in that grade for the following school year. Students who receive a failing grade in one subject will be required either to complete a summer course successfully in the deficient area, or undertake an approved tutoring program before they will be promoted to the next grade level. Specific summer courses and/or tutoring programs must be approved by the Principal of St. Ursula Villa.

Seventh grade students who receive a failing grade for the year or a failing grade for the second semester in two or more core subjects (Religion, Literature, English, Math, Social Studies, and Science/Health) will be retained in the seventh grade for the following school year. Seventh grade students who receive a failing grade for the year or a failing grade for the second semester in one of the core subjects will be required either to complete summer courses successfully in the deficient area, or undertake an approved tutoring program before they will be promoted to the next grade level. Specific summer courses and/or tutoring programs must be approved by the Principal of St. Ursula Villa.

Eighth grade students who receive a failing grade for the year or a failing grade for the second semester in two or more core subjects (Religion, Literature, English, Math, Social Studies, and Science/Health) will not be promoted to the ninth grade. They may take part in the graduation ceremonies. However, they will not receive a diploma and will not be permitted to do summer make-up work. Furthermore, these students will not be re-admitted to the Villa the following school year without special permission from the school administration. Eighth grade students who receive a failing grade for the year or a failing grade for the second semester in one of the core subjects (Religion, Literature, English, Math, Social Studies, and Science/Health) will not receive a diploma and will be placed in grade nine. They may take part in the graduation ceremonies, but all records will be held and a diploma will be awarded only after the student has successfully completed summer school or the required course work in the subject failed.

Other

- ❖ For students in grades four through eight, semester and final grade averages will be calculated using a numerical average of the trimester grades.
- ❖ Any French, Latin, or Spanish student who receives a failing grade in any trimester during the 7th or 8th grades will be required to withdraw from that class.
- ❖ An Incomplete (I) grade in any subject area will become a failing (F) grade unless the student successfully completes all necessary make-up work within two weeks of the time the report card is issued.

- ❖ In regards to excessive absences, students who are absent for ten (10) or more days in any one quarter will receive an incomplete (I) for that trimester, unless all make-up work has been successfully completed. Students who are absent for 30-39 days during the school year will not be promoted to the next grade until they successfully complete a summer program approved by the principal. Students who are absent more than 40 days will not be promoted to the next grade.
- ❖ No child will be retained in any grade level without prior consultation with teachers, school counselor, principal and parent(s) or legal guardian. The Principal will make the final decision in regards to the school's decision on promotion or retention.
- ❖ St. Ursula Villa reserves the right to exclude any student who, because of academic or behavioral deficiencies, is not benefiting from its program. The Villa administration has sole discretion in making such determinations.

REPORT OF ACADEMIC PROGRESS

Teachers in Kindergarten through eight inform parents of their child's progress through the trimester report card. Preschool students receive developmental reports in November and May. Quarterly Report cards, as well as access to Edline, may be withheld if any tuition or fee payments, including After School Care payments, are owed. Interim reports will be sent to parents of students in grades one through three approximately midway through each trimester. Academic progress for students in grades four through eight should be monitored by parents through Edline. Parents unable to view grades through Edline should notify the school office so paper copies of interims can be sent home. Parent conferences are scheduled once a year for all grades, but may be held more often at all levels at the request of the principal, teacher, or parent.

GRADING SYSTEM

Pre-school -- No report cards are issued - Developmental Summaries are issued in the fall and spring. Parent conferences are scheduled in November and again during the second semester.

Kindergarten -- Report cards will be issued following the 1st, 2nd and 3rd trimester. Parent conferences are scheduled in November.

Primary Grades (1 through 3) -- A report card specifically designed for the primary grades will be used. It is important at this early age to be concerned with the progress of the students in relation to specific skill areas. These areas will be outlined on the report card with the accompanying mark. However, in place of the conventional letter grades (A, B, C, etc.) the symbols O, S, N, U (Outstanding, Satisfactory, Needs Improvement, Unsatisfactory) will be used.

Grades 4 through 8 -- Letter grades will be given for all subjects with the exception of Handwriting and Conduct. Those areas will be marked: S (Satisfactory), N (Needs improvement), or U (Unsatisfactory).

Grading Scale

99 – 100	= A+	79 – 82	= C
95 – 98	= A	77 -78	= C-
93 – 94	= A-	75 – 76	= D+
91 – 92	= B+	72 – 74	= D
87 – 90	= B	70 – 71	= D-
85 – 86	= B-	69 and Below	= F
83 – 84	= C+		

HONOR ROLL

Honor Awards -- No honors will be awarded in grades 1 through 5. In grades 6 through 8 all subject areas except Handwriting will be considered in awarding honors.

Grades 6- 8:

Honors will be calculated using the following quality point system:

A = 4 B = 3 C = 2 D = 1 F = 0

First Honors will require:

1. A total of at least 26 quality points in seven major subjects - Grades 7 and 8 (Religion, English, Literature, Math, Social Studies, Science/Health, and Foreign Language/Communication Arts).
A total of 22 quality points in six major subjects (exclude French) - Grade 6
2. B or better in all subjects.
3. S in General conduct with no U's in conduct for any subject area and no more than 2 N's in conduct for individual subjects.

Second Honors will require:

1. A total of 21 quality points in seven major subjects - Grades 7 and 8
A total of 18 quality points in six major subjects - Grade 6
2. C or better in all subjects.
3. Same as #3 above.

Note: General conduct refers to behavior outside of the classroom, including in the hallways, at lockers, during lunch/recess, on school sponsored trips or at school sponsored events.

FIELD TRIPS

Field trips planned by the teachers are an important part of a child's instruction in a particular area of knowledge. Individual classes will make field trips throughout the year. No child will be permitted to leave the premises for a field trip or school-related activity unless a permission slip has been signed by the parent and returned to the teacher in charge. Permission forms will be provided by the school. Admission fees for most field trips are paid by the Villa.

RELEASE OF RECORDS

Student records are the property of St. Ursula Villa and will not be released to parents or other individuals. With written authorization of the parents, student records will be released to other educational institutions. Parents or legal guardians will be given access to their child's records, and copies of their child's records will be released to them anytime upon written request.

Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children unless the Villa has a copy of a court order specifically stating that the non-custodial parent is denied access to such information.

All tuition and fees, including fees for lost or damaged books, must be paid in full before any school records will be released.

CHECK WRITING POLICY

A \$20.00 fee is assessed by the Business Office for all returned checks. If delinquent payments are made by personal check, report cards and school records (not released because of tuition or fees owed) will be released five business days after clearance of that check in the St. Ursula Villa Business Office.

GRIEVANCE PROCEDURE

Procedures to be followed for expulsion and an appeal to that expulsion are outlined elsewhere in this Handbook. In order to pursue any other school related grievance, the following guidelines must be followed:

1. A parent must request and complete a conference with the teacher(s) or staff person(s) involved.
2. If still dissatisfied, a parent, to pursue the grievance further, must then request, within 10 calendar days of the conference described in step #1, a conference with the principal. At the sole discretion of the principal, the teacher(s) or staff person(s) may be present at this conference.
3. If the problem is still unresolved, a parent, to pursue the grievance further, must request a conference with the Chairperson of the Board of Trustees of St. Ursula Villa. This request must be in writing and submitted within two weeks of the conference described in step #2. At the sole discretion of the Chairperson, the principal and/or the teacher(s)/staff member(s) may be present at this conference.
4. The Chairperson of the Board of Trustees of St. Ursula Villa reserves all rights to make final decisions concerning grievances. The decisions of the Chairperson are final and unappealable. Written decisions will be forwarded to the involved parties.

RIGHT TO PURSUE SCHOOL'S MISSION

St. Ursula Villa's mission is the education of students enrolled in its program. An essential activity in this process is the interaction of students, teachers, staff, and volunteers in a learning environment characterized by open and free inquiry, an emphasis on critical thinking, and the development of skills needed to help students examine issues within the framework of Christian values.

Our school program and school-sponsored extracurricular activities provide significant opportunity for students to explore issues that affect their lives. Through responsible facilitation by teachers, staff, coaches, and other volunteers, students are encouraged through reading, writing, discussion and good sportsmanship to ask critical questions that help them form virtue-centered responses to challenging and difficult questions of their world.

When a student or member of his/her family interferes with St. Ursula Villa's pursuit of its mission, it is disruptive to the school. Such interference may include, but is not limited to:

1. Lack of respect for academic, religious, cultural, and social norms of the school.
2. Lack of respect for school employees.
3. Lack of respect for school property.
4. Hindering school employees from discharging their duties.
5. Refusal to accept the required school curriculum or to attend or participate in class discussion, assignments, or other required school events.
6. Poor sportsmanship and attitudes at athletic and other extracurricular events that are contrary to the school's mission.

If the principal determines that a student or a member of his/her family has interfered with the school pursuing its mission, the principal may determine that St. Ursula Villa is not the appropriate place for that student to continue his/her education. The principal will inform the student and his/her parent/guardian that such behavior is not consistent with an intention to remain a part of St. Ursula Villa. If the principal determines that the behavior does not improve satisfactorily, the principal may require the student to withdraw from the school. If the student or parent/guardian refuses to withdraw, that student will be expelled from the Villa.

NON-ACADEMIC POLICIES

COUNSELING SERVICES

The goal of the counseling services is to enable all students to achieve success in school and to become responsible and productive members of our society. The School Counselor serves as a mental health resource person for students, teachers, parents and staff of St. Ursula Villa. She/He develops and implements a school wide classroom guidance program that supports, promotes and enriches Discipline with Purpose and addresses the developmental, emotional and social needs of the students. The School Counselor also works directly with students who are referred by teachers, staff or parents, or who self-refer, by providing individual and group counseling services for the emotional and mental health needs of the students. The Counselor and Director of Student Services collaborate when learning, emotional or mental health issues are present.

In accordance with accepted professional school counseling standards, the counselor may meet with a child one time without the prior knowledge or specific permission of the parent or guardian. With the cooperation of the student/child, the counselor will inform the parent/guardian following the meeting and, if future meetings are anticipated, written parent permission will be sought. Lacking that permission, the counselor will consult with the parent to address the child's needs.

In the school counseling setting, the student/child is, by definition, the client. A relationship of confidentiality exists between the child-client and the counselor. Parents, teachers, staff, and other professionals where applicable, are important members of the treatment team. Relevant information will, therefore, be shared as is appropriate and consistent with ethical responsibilities to the child/counselee.

ATTENDANCE

TARDIES

The responsibility for regular attendance and punctuality rests with the student and parents. All students, pre-school through grade eight, must be in their homerooms when the final bell rings at 8:00 a.m. Students who arrive after that time will be considered tardy. Late students in grades Traditional Kindergarten through Eighth will not be admitted to class without first receiving a tardy slip from the attendance office.

ABSENCES

Students will be given one day of make up for each day of absence. For example, for a student who was absent one day, newly assigned work would be due the next day after his/her return (two days after the absence). A student who misses four days of school would need to turn in all make up work upon the fifth day after his/her return. In some unusual cases the deadline may be set by the administration. Due dates for long term assignments will not be altered without principal approval. All students should check with their teacher about missing work when they return to school to verify assignments and turn-in dates. "Make-up" tests may be taken at the parent's expense in the after-school Homework Club or after school at the availability of the teacher. "Make-up" assignments and homework may be completed at home or in the Homework Club.

Excessive absences can affect trimester grades and promotion (See section on Promotion and Retention pg. 11). All absences and tardies will be recorded on the report card, and on the student's permanent record card.

A day spent by the student away from school, but involved in school-sponsored or school-initiated activity is considered a day in school. The student is not absent under these circumstances.

No child is ever permitted, either during the lunch period or otherwise, to leave the school premises without written permission from the school office. Parents of all students (pre-school through eighth) must call the attendance office (871-7218 ext.1204) before 8:30 a.m. to report a child's absence. If no one is available, a message should be left indicating the student's name, homeroom, and reason for absence.

Absences Not Due to Illness

Teachers are not permitted to provide homework assignments for a student prior to an absence not due to illness (vacation, non-school sponsored activities). Additionally teachers are not obligated to review material discussed/presented during the time of the absence. High school visits are the only exception to this policy with a limit of two absences.

Extra Curricular Activities and Absences

Any student absent from school for illness, vacation or a non-school sponsored activity is not permitted to attend extra curricular events as a participant or spectator. This includes, but is not limited to dances, performances, club meetings and sporting events.

DAILY TIME SCHEDULE

8:00 a.m. All classes begin

11:00 a.m. Dismissal for half-day pre-school programs

11:00 a.m. to 1:10 p.m. – Lunch/Recess Schedule Preschool-8

Preschool	Recess 11:00 – 11:30
	Lunch 11:30 – 12:00
	Nap 12:00 - 1:30

K – 2	Lunch 11:00 – 11:30
	Recess 11:30 – 12:00

3 rd	Lunch 11:35 – 12:00
	Recess 12:00 – 12:30

4 th	Lunch 11:40 – 12:05
	Recess 12:05 – 12:30

5 th /6 th	Recess 11:50 – 12:10
	Lunch 12:10 – 12:30

7 th /8 th	Lunch 12:35 – 12:55
	Recess 12:55 - 1:10

2:55 p.m. Dismissal (pre-school through 8th grade) - After-School Care until 6:00 p.m.

CAR POOL

It is very important that students and parents follow our car pool regulations. Failure to do so not only causes confusion and disorder in the car pool areas but also threatens the safety of students, staff, and parents. Therefore, we will strictly enforce our car pool regulations. Students who violate these guidelines will be subject to disciplinary action.

ARRIVAL AND DISMISSAL PROCEDURES – ELEMENTARY BUILDING

The school doors open each school morning at 7:30 a.m. For security reasons all outside doors to the school will be locked after the arrival of the students in the morning. These outside doors will remain locked throughout the school day. Parents who visit the elementary building during school hours are required to sign-in at the school office.

Elementary students who arrive between 7:30 a.m. and 7:45 a.m. are to report directly to the multi-purpose room. A teacher will be on duty in the multi-purpose room beginning at 7:30 a.m. At 7:45 a.m. the homerooms will be open. Students arriving after that time may go directly to the classrooms.

Parents who carpool their children to and/or from the elementary building must drop them off after 7:30 a.m. and pick them up in the afternoon no later than 3:10 p.m. The Villa does not provide supervision for students who are here before 7:30 a.m. or later than 3:10 p.m., and students are not permitted to be in the building unsupervised. Students who are not picked up on time in carpool at dismissal will be sent to the After-School Care Program, and parents will be billed for the non-registered after-school care fee of \$20. Students may not remain at school past 3:00 p.m. unless they have specific permission from their homeroom teacher or the principal.

Traffic along the upper driveway is restricted to one-way traffic and is reserved for buses and Manor House carpool traffic only. Parents having business at school during the arrival time should park in designated parking spaces. Please do not parallel park along the road, as this impedes bus traffic.

Arrival

1. Enter the St. Ursula Villa Campus through the new Villa Way entrance off Tusculum.
2. Proceed down the drive on the right toward the elementary school in a single lane along the sidewalk.
3. The first car in line should watch school personnel who will direct you to move up a bit beyond the bridge before stopping to let off passengers.
4. All students should exit the vehicle on the passenger side onto the sidewalk. No one should disembark from their vehicle on the driver side.
5. The students will enter the school through the Multi-Purpose Room entrance.
6. Cars will exit down the driveway to the right behind the art wing. All departing vehicles will move in a single lane going down the hill. The area from Villa Way drive toward the music room is one way only.*
7. Drivers are prohibited from passing vehicles stopped to drop-off passengers.

*An important note of caution: Vehicles will travel in a one way direction around the carriage house (art room). Cars will still be able to travel from the back entrance and up the hill to a stop sign where

they must stop and yield before turning left toward the gym. Traffic coming down the hill from Villa Way will not stop. When departing from under the stilt building, vehicles may only turn right at all times.

Once morning carpool traffic clears from Villa Way the gates at the entrance will be shut. Parents escorting students into the building after 8:00 a.m. will need to park in the upper lot, cross over the bridge, and enter the main entrance through the courtyard. For quick drop-offs after carpool hours, parents may come down the drive from the upper lot and let their passenger out at the courtyard entrance before exiting down toward the soccer fields.

Dismissal

These directives will enhance student safety and speed up traffic flow:

1. Enter the St. Ursula Villa campus through the new Villa Way entrance. Gates will be open to traffic around 2:30 p.m.
2. The first group of carpoolers will park in the designated lanes as directed by school personnel. (The first lane of traffic is along the sidewalk. The following three lanes of traffic are parallel to lane one.)
3. Put your car in park and turn off your engine.
4. Get out of your car and move to the sidewalk to meet your child.
5. Escort your children back to your vehicle.
6. Once all cars are loaded and no one is walking between vehicles, supervising personnel will systematically release each lane of cars. The exit route will be to the right, in front of the courtyard, behind the art wing and subsequently down the driveway by the soccer fields to empty back onto Tusculum.
7. Those drivers behind the designated pick-up area will remain in their cars until they are directed to move forward. The process of the first and second rounds will be the same as above.

General Directives

- ❖ *To ensure the safety of both children and adults in carpool, we ask that you do not use cell phones while vehicles are in motion. Because many of the children are small in stature, we must all be totally alert to our surroundings.*
- ❖ *Play dates and after school carpooling arrangements should be determined before dismissal. Please do not hold up the entire carpool to make these plans on the spot.*
- ❖ *Current Ohio state law mandates that children under 40 pounds and/or four years old must be in a car seat or booster seat appropriate for the child's age and weight. Beginning October 7, 2009, children ages four through seven who are less than 4'9" tall must ride in a federally approved booster seat. All children through age fifteen must wear a seat belt or be secured in an appropriate child restraint system.*
- ❖ *To relieve traffic off of Tusculum Avenue, siblings of Manor House students will be escorted by a teacher or an assistant from the main building to the Manor House south parking lot where they will be dismissed with their carpool.*
- ❖ *We remind parents that all early dismissals from both the Manor House and the elementary building must take place before 2:30 p.m. After 2:30 p.m. the upper driveway is reserved for bus and Manor House traffic only. Students from both buildings are dismissed to the buses parked along the upper driveway, and we cannot allow vehicles (other than buses and MH carpool traffic) to drive through that area while the buses load. For the safety of our students, we will enforce this policy.*

ARRIVAL AND DISMISSAL PROCEDURES – MANOR HOUSE

Morning Arrival (7:30 a.m. and p.m. preschool)

For morning arrivals (7:30 a.m.) and p.m. preschool arrivals, cars must enter through the Villa Way entrance and proceed left to the side entrance of the Manor House. Students will exit and enter the car from the passenger side. Teachers and assistants will be at the side entrance assisting the students out of cars and into the building. We ask that you not get out of your car. Once your child has been dropped off, wait for the car in front of you to leave (never pass the car), and then exit the Manor House parking lot to the right proceeding down the front driveway, cautiously staying left of the buses, and exit onto Vineyard Place.

If you do want to walk into the building with your child(ren), particularly at the beginning of the year, please park in a designated spot in the parking lot and enter the Manor House through the front entrance.

Afternoon Dismissal (2:55 p.m.) and Half-Day Dismissal (10:55 a.m.)

Afternoon dismissal for all day pre-school, afternoon pre-school, and all day Montessori students will take place at 2:55 p.m. Half-day dismissal will take place at 10:55 a.m. For carpool dismissal, please enter through the Villa Way entrance and proceed left to the side entrance of the Manor House. Cars will assemble in four lines to await the dismissal of the students. Please follow the marked yellow lines and the direction of staff members to assist you in forming the lines. After parking in your spot in line, please turn your engine off and stand along the sidewalk to wait for your child to be released. Once all cars are off and all the lines are full, a staff member will blow a whistle, and students will be dismissed for you to assist them into your car. Once all cars in the dismissal lines have been loaded, and a staff member has made a final check for safety, dismissal lines will be released one at a time. Lines of cars must exit the Manor House parking lot to the right proceeding down the front driveway, and exit onto Vineyard Place.

To relieve the number of cars picking students up from Villa Way, siblings of Manor House students will be dismissed from the main school building to the Manor House and must be picked up there.

For safety reasons, please do not leave your car running or unattended at anytime while you are on the campus. If you need to go into a building, please park in a marked space.

EARLY DISMISSALS

Early dismissals are given only in emergency situations. Parents are requested not to make appointments for their children during school hours. If a student in grades 1-8 must be dismissed early, he/she is required to bring to the nurse's office a note signed by the parent requesting early dismissal on a particular day. At the dismissal time the child's teacher will send the student to the main office to await the arrival of the parent. Parents must come to the main office to pick up their children for early dismissals. Parents should not go directly to the classroom nor wait outside for students to meet them in the car pool area or anywhere else on the school property. This policy is for the protection of the children and minimizes disruption to classes. The school must be assured that the child is leaving the premises with the parent or guardian or person acting for and with the consent of the parent or guardian.

Early dismissals at the Manor House will be handled by the homeroom teachers. Parents are required to send a note with their child in the morning and come directly to the classroom to pick up their child at the appointed time.

Students can be released from school as a result of a phone request made early enough to inform the homeroom teacher and student in a timely manner (before 2:30 p.m.). A note signed by the parent is the preferred method of communication. Fax or email messages will not be accepted. Caution will be exercised in establishing the identity of any person requesting the release of a student from school.

SCHOOL VISITORS

Elementary School

All parents and other visitors to the elementary building are required to report to the school office upon arrival. During the course of the school day, parents may not disturb classes by unscheduled or unannounced visits.

Alumni are permitted to visit students during lunch/recess with permission from the office. Since faculty and staff are technically supervising students during school hours, visiting alumni may not go to classrooms until 3:00p.m.

Manor House

All parents and other visitors to the Manor House Early Childhood Programs should sign in at the lobby upon arrival. Parents are welcome to stay with their child upon arrival until class begins. If a child is having difficulty separating from parents for more than a few days, the teacher can suggest strategies for helping the child. Parents who wish to observe classes, or come for lunch should notify the child's teacher prior to a visit to insure coordination of schedules and the visits of others.

All messages for teachers and students should be dropped off at the school office. Messages can also be left for all staff on our voice mail or e-mail systems. Voice mail numbers and e-mail addresses of all staff can be found on the Villa's web page (www.stursulavilla.org).

SCHOOL VOLUNTEERS

School volunteers must sign-in upon arrival. School volunteers are expected to become familiar with and support the Discipline With Purpose philosophy and procedures and assist the Villa staff in helping students to develop age-appropriate skills. School volunteers are valuable members of the Discipline With Purpose partnership of school and home. All regular volunteers are required to participate in the Villa's two-part Child Protection program before they begin their work as volunteers. The Child Protection program involves: 1. an orientation session at the Villa, and 2. a criminal background check (fingerprinting). Positive results of the fingerprinting report must be on file in our office before contact can be had with students as a volunteer.

SNOW DAY POLICY

If and when it becomes necessary to close the Villa or delay the opening of the school day, an announcement will be transmitted via our automated calling system. The media will also broadcast Villa closing information. Please listen for the phrase "St. Ursula Villa." The announcement will take one of the following forms:

1. St. Ursula Villa -- Closed
2. St. Ursula Villa – two hour delay

Two hour delay indicates:

1. Classes will begin at 10:00 a.m.
2. Students who ride buses must follow the plans outlined by their specific school district concerning procedures they should follow. Our delay will not alter what the bus plans are that day for your district. Please note for all districts, if buses are cancelled in the a.m. they are also cancelled in the p.m.
3. There will be Villa staff available at 8:00 a.m. to supervise students who arrive from districts whose buses are running on regular schedule, or for any other students who arrive at the regular time. However, we encourage parents not to bring their children to school before 9:45 a.m. on these "delay" days. We realize, however, that it may be necessary for some to do so. Students arriving before 9:45 a.m. will be monitored until classes begin at 10:00 a.m.
4. When a "delay" is announced, please continue to monitor school closings on the television or internet. Occasionally, "delays" are subsequently changed to "closed."

On occasions when the Villa is open but bus transportation is not provided, parents need to decide if they can transport their children to and from school. If morning bus service is canceled, afternoon bus service is also canceled.

When classes are canceled for the day all extracurricular activities and events (including sports activities) are also canceled for that day.

Please note: Forest Hills will not provide transportation to and from the Villa on any day that Cincinnati Public School buses are not running because of weather conditions, even if Forest Hills buses are operating within their district on that day.

HEALTH REGULATIONS

Under the direction of the school nurse, routine checks of vision and hearing, and maintenance of a complete health record will be provided for each child. Any child who is not in compliance with laws regarding immunizations will not be admitted or readmitted to school. New students may be excluded from the school if records of complete immunization are not produced within fourteen days of their admission to classes.

Rules to protect the child from accidents are in place and will be enforced by the school. If an accident does occur, action will be taken according to the instructions given by parents on the emergency procedure cards. If it is necessary for a child to be sent home because of an accident or illness, he/she will be dismissed only after the parent/guardian has been contacted.

MEDICATION POLICY (Adopted from Archdiocese of Cincinnati 311.03)

The following regulations are established for dispensing medication to students at St. Ursula Villa. These regulations apply to medications prescribed by a physician as well as all "over the counter" medications. They apply to all oral, inhaled, topical, or injected medications.

1. The SUV Medication Form must be filled out completely for prescription and "over the counter" medications. For all medications the form must be signed by both the parent and physician
2. St. Ursula will not administer any medication to any student without the written order of the physician and the written permission of the parent/guardian. Medications will not be given in response to a phone request or other verbal request by the parent. Permission forms must be filled out for each child and for each medication. Permission forms are available upon request from the school nurse or can be obtained on Edline.
3. Only the principal, school nurse, or their appointed representatives are permitted to administer medication. All medication will be administered directly to the student by the principal, the nurse, or their appointed representative. Children are never permitted to administer medication to themselves.
4. All medications are to be brought to school in pharmacy marked containers or the original packages and turned in to the school nurse along with the completed physician and parent permission forms. No student shall carry medication while at school. Students bringing medications to school must bring them directly to the nurse or school office.
5. A daily log of medication administration will be kept in the student's health record.
6. All attempts should be made to schedule medication to be taken before or after school hours.

7. All medications will be stored in a locked cabinet in the nurse's office at the elementary building or in a locked cabinet at the Manor House in the front office. Those cabinets will remain locked at all times except when opened for the purpose of dispensing medication.

The laws regarding the administration of medicines are for the safety of all the children in the school. For this reason these laws will be strictly enforced.

FIRE, TORNADO AND LOCKDOWN DRILLS

Monthly fire drills are mandated by law, as are monthly tornado drills during the tornado season. A lockdown drill must be conducted at least once a year. It is essential that everyone follow directions promptly when the signal is first given. All adults who are in the building at the time of a drill are also expected to follow the safety procedures and regulations. The fire alarm will sound as a signal for a fire drill. Tornado and lockdown drills will be communicated via the school's intercom system. Procedures to be followed in the event of a fire, tornado or lockdown will be discussed with the students early in the school year, and directions for evacuation procedures will be posted in each classroom.

LUNCH

St. Ursula Villa does not provide a hot lunch program. Students are required to "brown bag" their lunches or purchase "special lunches" made available on most school days by our parent organizations. One carton of white milk, chocolate milk, or orange juice for each student will be provided each lunch period. When students occasionally forget their lunches they should notify their teachers or the staff on duty in the lunchroom that day. The staff will make sure that a lunch is provided. No student will be deprived of lunch.

Parents or others may not deliver lunches directly to students in the lunchroom. If a student forgets his/her lunch, parents may drop off a brown bag lunch in the school office, where the student can pick up that lunch on the way to the lunchroom. However, carry-out lunches or drinks from restaurants will not be permitted in the lunchroom. Carbonated soft drinks are also prohibited. Parents should not bring such lunches to the office to be delivered to students.

Eating or drinking beverages is prohibited everywhere in the building except the lunchroom or the classrooms during those times designated by the teacher. No food or drinks (except water) are permitted in the gym. Lunchroom procedures that support the development of the fifteen Discipline With Purpose skills will be pre-taught and practiced each school year and implemented by school staff with the support of lunchroom parent volunteers.

SCHOOL/STUDENT PROPERTY INSPECTION

Desks, computers and lockers are the property of St. Ursula Villa and may be inspected by school personnel at any time. Personal items are also subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to packages, lunch boxes, lunch bags, containers, backpacks, duffel bags, book bags, brief cases, purses, and pockets. An inspection does not imply wrong-doing

by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at St. Ursula Villa. Refusal to consent may result in disciplinary action up to and including expulsion, even for a first refusal.

PERSONAL DEVELOPMENT

DISCIPLINE WITH PURPOSE (from Discipline With Purpose: A Developmental Approach to Teaching Self-discipline)

Some Beliefs and Assumptions of Discipline With Purpose

- Cultures flourish when persons in the culture have an appreciation for and value of work as a productive activity, the ability to relate to others in a cooperative manner, and self-discipline.
- Self-discipline is a person's ability to wait; to delay impulsivity before acting.
- Self-discipline can be taught just like any other subject by practicing actions that challenge people to wait.
- The fifteen self-discipline skills identified in the Discipline With Purpose program can provide an objective standard for evaluating growth in self-directed behavior.

The Discipline With Purpose Framework: Fifteen Self-discipline Skills

- Basic Skills- Prompted Birth-K; Internalized Grades K-3
 1. Listening
 2. Following Instructions
 3. Asking Questions
 4. Sharing: Time, Space, People and Things
 5. Social Skills
- Constructive Skills- Prompted Grades K-3; Internalized Grades 3-7
 6. Cooperation
 7. Reasons for Rules
 8. Completing a Task
 9. Leadership
 10. Communication
- Generative Skills- Prompted Grades K-7; Internalized Grades 7-12
 11. Organization: Time, Space, People and Things
 12. Resolving Problems
 13. Initiating Solutions
 14. Fact Vs. Feeling
 15. Service to Others

St. Ursula Villa began the implementation of Discipline with Purpose in 2003-04. Full implementation is a 3-5 year process.

ALL-SCHOOL RESPONSIBILITIES

These All-school Responsibilities, taken from Discipline With Purpose, form a framework for our Code of Conduct:

1. Respect Yourself, Others, and Things as a Child of God

- ❖ Students at all times, during school and outside of school, shall behave in a manner consistent with the philosophy and Christian values of St. Ursula Villa.
- ❖ Students shall demonstrate a polite and Christian attitude and show respect toward all people.
- ❖ Students shall cooperate with the school administration, the teachers, staff, coaches, parent volunteers, and fellow students.
- ❖ Students shall accept correction or consequences gracefully, realizing that discipline is an aid in their own personal growth and development.

2. Contribute to the Learning Environment

- ❖ Students shall be prepared for class and are responsible for bringing all necessary books and materials to class.
- ❖ Students shall be on time for all classes and shall complete and submit on time all assigned class work and homework.
- ❖ Students shall make up assignments and all work that has been missed due to absences.
- ❖ Students shall behave in an orderly manner everywhere on the school property.
- ❖ Students shall behave properly on field trips or school sponsored outings.

3. Follow School and Classroom Procedures

- ❖ Students shall adhere to the rules and regulations regarding conduct and behavior anywhere on campus and on the school buses.
- ❖ Students shall abide by the uniform code.
- ❖ For all co-curricular activities, including sports programs, all students and parents shall abide by the rules and regulations outlined in the Student/Parent Handbook and those regulations specifically outlined for those activities.

DISCIPLINE POLICY

Discipline and Self-Discipline: (from Discipline With Purpose)

Discipline and self-discipline are designed to teach acceptable standards, build character and personality traits, and set emotional limits to help people feel secure. Discipline and self-discipline can help inform conscience and can build self-esteem. How are discipline and self-discipline different?

Discipline:

- Rules or regulations established by authorities to help bring order.
- Extrinsic motivation: What others do to me.
- Needed when others cannot act appropriately.
- Needed almost exclusively until a child is developmentally five.
- Consequences or disciplinary actions may be the same for all.

Self-Discipline:

- The ability to wait: to think, restrain impulsivity, delay an immediate gratification of need.
- Intrinsic motivation: What I do for myself.
- Skills that can be learned to help people grow up.
- Can be internalized when a child is developmentally five.
- Consequences can change depending upon circumstances, motives, intentions.

Classroom Discipline Cycle: (from Discipline With Purpose)

- Opportunities to teach children the 15 self-discipline skills abound within any school day. Because teachers believe that confrontation (coming face to face) is part of their task as disciplinarians, they welcome opportunities to help children help themselves. All disruptive behavior is routinely handled on the spot by the adults in the school.
- The teachers work with the children to make sure the rules are understood and the reasons for the rules are taught. Children learn that each adult may have different procedures to helping them follow the rules. Children know and understand how rules safeguard each person's rights.
- Each classroom teacher has adopted some version of the All-school Responsibilities – Respect Yourself, Others and Things as a Child of God, Contribute to the Learning Environment, Follow School and Classroom Procedures.
- Each classroom teacher has an established Discipline Cycle that lists consequences for not following the rules. Teachers work with the students to determine acceptable consequences. Be sure to ask your child's teacher about the discipline cycle being used this year. The system used should help your child grow in the self-discipline skill of Reasons for Rules.
- Classroom Discipline Cycles that support Discipline With Purpose will include:
 - Opportunities to self-correct.
 - Opportunities to reflect and create a self-discipline action plan that is shared with parents.
 - Other appropriate consequences. These could include:

Conference with the student.
Restricted free or play time.
Restricted classroom or school privileges.
Temporary supervised isolation of the disruptive student.
Demerits (grades 7-8 only).
Conference with the parents.
Referral to the principal.

The Big Three:

Actions that will cause immediate disciplinary consequences are those involving:

- Physical/psychological danger.
- Severe disrespect/abuse in word or action.
- Out of control/unreasonable behavior.

Students may skip steps on the Classroom Discipline Cycle whenever a “Big Three” action is done, when repeated correction, coaching, prompting does not help a child to change behavior, or when all reasonable means of interaction have been tried and necessary improvement has not taken place.

Corporal Punishment:

Corporal punishment by the school will not be permitted at any grade level. Throughout the school, discipline will be handled primarily by Villa staff directly involved.

Suspension: (Action by the principal only)

Grounds for suspension:

1. Accumulation of 14 and 16 demerits (Grades 7-8 only)
2. Smoking or possession of cigarettes, lighters, or matches
3. Fighting or assaultive behavior toward others*
4. Flagrant defiance of authority
5. Unchristian or disrespectful behavior toward students, teachers, or staff at school or elsewhere
6. Cheating on exams or repeated cheating on tests or class assignments
7. Truancy from school
8. Conduct at school or elsewhere which is harmful to or threatens the safety of students, teachers, parents, coaches, volunteers, or staff*
9. Willful destruction of property at school or elsewhere*
10. Stealing other's property or school property*
11. Verbal or written language which in the judgment of the school's administration seriously threatens the physical safety or emotional well-being of students, staff, parents, coaches, or volunteers*

Guidelines for Suspension:

1. For the first offense during any one school year, at the discretion of the principal, the student will be suspended for the remainder of the school day plus the next school day.
2. For the second offense during any one school year the student will be suspended for the remainder of the school day plus the next three consecutive school days.
3. The third suspendable offense in any one school year will result in an immediate expulsion of that student from the Villa.

4. For grades 7-8 all suspendable offenses (except #1 under “Grounds for Suspension”) carry with them an additional five demerits.
5. While on suspension students will not be permitted to participate in or appear at any school related activity, including all extracurricular activities held at school or off campus.
6. Students will not be re-admitted to school until a school conference is held with the parent(s) of that child.
7. Students receiving two suspensions will not be permitted to participate in overnight activities.

Expulsion: (action by Principal only)

Grounds for expulsion:

1. Accumulation of 20 demerits (Grades 7-8 only)
2. Three suspensions
3. Possession or use of alcohol or drugs or being under the influence of alcohol or drugs on school property or at school sponsored events
4. Assaults on teachers, school staff, parents, coaches, or volunteers.
5. Possession of a lethal weapon, ammunition, or any material or device which is harmful to or threatens the safety of students, staff, teachers, parents, volunteers or coaches
6. Conduct at school or off campus which is harmful to or threatens the safety of students, teachers, parents, coaches, volunteers, or staff*
7. Willful destruction of property at school or off campus*
8. Stealing other's property or school property*
9. Verbal or written language which in the judgment of the school's administration seriously threatens the physical safety or emotional well-being of students, staff, parents, coaches, or volunteers*

*The seriousness of the offense or the severity of damage as determined by the principal will govern whether these infractions will be punishable by issuing demerits, by suspension, by expulsion, or other disciplinary actions. St. Ursula Villa reserves the right to contact law enforcements agencies when, in the judgment of the administration, this action is warranted.

The Administration of St. Ursula Villa in its sole discretion reserves the right to impose disciplinary consequences or expel from school any student whose behavior or conduct inside or outside of school adversely affects the good name and/or reputation of St. Ursula Villa or otherwise affects the normal operations of the school.

Procedure for expulsion:

1. The student will be immediately removed from class. His/her parent(s) will be notified for the purpose of removing the student from school as soon as possible.
2. The parent(s) will receive a written notice of the expulsion, describing the nature of the offense.
3. Within 24 hours of the receipt of the written notice of expulsion, the student's parents or guardian is expected to acknowledge receipt of that notice by contacting the principal. At that time the parents or guardian must indicate whether a disciplinary conference with the principal is being requested. Failure to request a conference will be considered an agreement to accept the expulsion.
4. If the parents or guardian request a disciplinary conference, that conference must be held within five school days of the issuance of the expulsion notice.

5. Unless otherwise indicated by the principal, at least one parent or guardian must be present for this disciplinary conference.
6. The principal with sole discretion may require the attendance at this conference of any individual whose presence he/she deems relevant.
7. With the approval of the principal parents or guardians may bring relevant individuals to the disciplinary conference. This request must be made to the principal 48 hours prior to the conference.
8. At the sole discretion of the principal the student may be suspended from school and all school-related activities and events pending the final disposition of the expulsion proceedings.
9. Parents may appeal the expulsion to the Chairperson of the Board of Trustees of St. Ursula Villa. The appeal must be in writing and be submitted to the Chairperson of St. Ursula Villa no later than one week following the disciplinary conference.
10. The Chairperson of the Board of Trustees of St. Ursula Villa reserves the right to make final decisions relevant to expulsions. The decisions of the Chairperson are final and unappealable.

DEMERIT SYSTEM

In addition to the disciplinary guidelines outlined above, students in grades 7-8 will receive demerits for violations of school policy.

ONE DEMERIT will be given for:

1. Unexcused tardiness in the morning (beyond three per quarter)
2. Late for class – unexcused
3. Not being in the assigned place
4. Not having proper materials or assignments for class (beyond three per quarter)
5. Littering halls, lockers, desks, classrooms
6. Failure to follow lunchroom regulations
7. Chewing gum/eating/drinking in areas not designated for such
8. Violating other school rules, such as talking during fire drills, etc.
9. Violation of uniform code

TWO DEMERITS will be given for:

1. Disruptive behavior in the classrooms, halls, lunchroom, or anywhere on the school property
2. Disruptive behavior during any school sponsored activity, including field trips and student council activities
3. Uncharitable, unchristian, or rude behavior toward students or staff
4. Dishonesty or cheating
5. Disrespect to teachers or other staff
6. Use of disrespectful or vulgar language or gestures
7. Habitual or repeated violation of uniform code or other school regulations
8. Failure to accept punishment or correction gracefully
9. Receiving three yellow or one red behavioral warning card(s) in one day*
10. Conduct at school or off campus which is harmful to or threatens the safety of students, teachers, or staff*
11. Willful destruction of personal property or school property*
12. Stealing other's property or school property*

FIVE DEMERITS will be given for any suspendable offense. These demerits will be given in addition to the suspension.

*The seriousness of the offense or the severity of damage will determine whether these infractions will be punishable by issuing demerits, by suspension, or by expulsion.

When a demerit is issued to a student, a white copy of the demerit is given to the student. This copy must be signed by the parent and returned to the teacher issuing the demerit the following school day. A written notice will also be mailed to the parents along with a copy of the demerit explaining the infraction. The disciplinary action that will be taken for continued violations of the school code of conduct follows.

4 demerits - The student must have a conference with his/her homeroom teacher.

5 demerits - The student must meet with his/her homeroom teacher and the teachers who have issued the demerits. The homeroom teacher will notify the parents of the meeting and invite them to attend if they wish.

6 demerits – The principal or assistant principal will meet with the student, his/her parents and two junior high teachers. Before the meeting the student will submit a written plan for behavior improvement in person to the principal. At the parent teacher conference those assembled will further collaborate and finalize the details of the behavior plan. The student’s behavior will then be monitored weekly.

- Student council members who receive six demerits will be removed from student council.
- Students with 6 demerits are not eligible to be candidates for student council.

8 demerits - The student will be restricted from participating in student council sponsored activities, school social activities, and extracurricular activities (including sports) for one month. This student will be required to meet with the principal.

10 demerits - The student will not be permitted to participate in any overnight school activity for the remainder of the school year through the month of July. The student and his/her parents must meet with the principal and two jr. high teacher representatives.

12 demerits - The student will be required to attend one after-school detention on the day assigned by the principal or assistant principal. In addition, he/she will not be permitted to participate in student council sponsored activities, school social activities, and extracurricular activities (including sports) for the remainder of the year

14 demerits - Suspension. At the principal's discretion the student will be suspended from school for the remainder of the day and one more school day, or the student will serve three after-school detentions on the days assigned by the principal. Parents must meet with the principal before reinstatement.

16 demerits - Suspension. The student will be suspended from school for the remainder of the day and three more school days. Parents must meet with the principal before reinstatement.

20 demerits - The student will be expelled from St. Ursula Villa.

Demerits carry over from one quarter to the next and from one semester to the next. They do not carry over from one year to the next.

The Right to Waive/Deviate from Disciplinary Regulations

The Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

TRANSPORTATION POLICY

For its transportation policy St. Ursula Villa has established the following "guiding principles":

1. SAFETY OF THE CHILDREN IS ALWAYS THE TOP PRIORITY.
2. While the Villa will try to provide all reasonable assistance, THE ULTIMATE RESPONSIBILITY for transportation resides with the parents.
3. Students shall ride the bus for only a reasonable length of time.
4. Buses must arrive at least five minutes before school begins.

BUS REGULATIONS

The school bus driver shall be in charge of the bus at all times and has the authority to enforce the regulations for bus conduct as listed below. The driver shall report the unmanageable student to the proper school authority, and if it becomes necessary to refuse a student transportation, the school authority shall notify the parents in writing of such refusal. The bus driver shall not permit the student to board the bus at his/her home or school until such time as the problem has been resolved by school authorities and parents of the student involved.

1. Parents and students will be responsible for safety and good behavior while going to and from the bus stop and while waiting for the bus.
2. Parents will be responsible for having their children arrive at the bus stop on time in the morning.
3. Parents will be responsible for any damage done to a bus by their children.

4. Students must ride their assigned bus to and from school. Students must board and get off the bus only at their assigned stop. Students are not permitted to change stops. Parents who wish to change stops must contact the transportation office of the school district in which they reside. St. Ursula Villa cannot give permission for a student to change buses or change a student's bus stop.
5. Students must be waiting at the curb side of the roadway to board the bus when it stops in the morning. In the afternoon students must wait on the sidewalk at a safe distance from the curb along the upper driveway. They are permitted to board the bus only after the bus has come to a complete stop and after the staff on duty indicates that they may board.
6. Reasonable conversation is permitted, but must be kept to a minimum at all times.
7. Absolute quiet must be maintained at railroad crossings and other dangerous areas.
8. All parts of students' bodies must be kept inside the bus at all times and nothing held so it extends out the bus window.
9. Nothing shall be thrown inside of or out of the bus.
10. Eating and/or drinking are not permitted on the bus.
11. Fighting is not permitted.
12. Abusive or profane language is not permitted.
13. Infraction of any of the regulations listed above could cause suspension of riding privileges.

The disciplinary actions which may be taken for school bus violations are:

- 1st reported offense ----warning
- 2nd reported offense ----5 day bus suspension
- 3rd reported offense ----10 day bus suspension
- 4th reported offense ----20 day bus suspension
- 5th reported offense ----bus suspension for the remainder of the year

Fighting on the bus or other serious violations of conduct which jeopardize the safety of other students may result in an immediate bus suspension for a length of time determined by the Principal.

In all of the above instances, parents will be notified in writing regarding the disciplinary action taken.

INTERNET ACCEPTABLE USE POLICY

St. Ursula Villa has adopted the “Internet Acceptable Use Policy” that was prepared for use and enforcement by all schools in the Archdiocese of Cincinnati. This policy is available on the St. Ursula Villa web site (stursulavilla.org). Parents may also pick up a copy in the school office.

All St. Ursula Villa students in grades one through eight receive a copy of this policy. Each student must sign a copy of this policy indicating that he or she understands and will be responsible for following the guidelines and directives of this policy.

STUDENT TELEPHONES/ELECTRONIC GAMES

Students are not permitted to use the telephones in the classrooms except in emergencies. An emergency is defined as a situation that threatens the life or safety of an individual. Students are permitted to use the student phone in the school office with the written permission of their homeroom teacher. That written request should be presented to the school secretary or receptionist in the school office before using the phone.

Students are discouraged from bringing any kind of electronic device to school. This includes Ipods, hand held video games, cell phones or any similar gadget. If a student chooses to bring an electronic device to school, it must be stored in a locker or in a backpack. School personnel will not be responsible for the loss, theft or destruction of any such items at school or on the bus. Furthermore, electronic devices that ring, beep or in any way distract students from instruction will be confiscated by the supervising employee and brought to the school office. Text messaging or picture taking from cell phones is prohibited at any time during the school day or on school property. Confiscated items will only be released to a parent or guardian.

UNIFORM REGULATIONS

School uniforms are required for all students in Montessori and traditional kindergarten through the eighth grade. Personal appearance is the responsibility of the student and his/her parents(s). Cleanliness, neatness, modesty, and adherence to uniform regulations are required.

The principal has sole discretion in making final determinations regarding the interpretation of all uniform regulations. Violations of these regulations will subject the student to disciplinary action. Repeated or continued disregard for these regulations may result in suspension and/or eventual expulsion from the Villa.

It is important to involve students in the enforcement of our Uniform Policy because it affords them the opportunity to practice social skills and for self-directed improvement which is an integral part of our Discipline With Purpose program. At the 2nd through 6th grade levels, we will be utilizing a written notification system between teacher, student, and parent to let parents know when and why their child received an “out-of-uniform” warning. This notification will be signed by the teacher, sent home to be signed by student and parent and then returned to school. After the third infraction, students will forfeit the next regularly scheduled out-of-uniform day. Repeated violations will result in further disciplinary action. Jr. High will continue to use the demerit system. Early in the year,

Montessori/traditional kindergarten and first grade teachers will notify parents of their policies regarding uniform policy infractions.

St. Ursula Villa has chosen Campus Outfitters as the school vendor for uniforms for the current school year. Uniform items can be ordered via website at www.campusoutfitters.com or call 888-923-0700.

BOYS' AND YOUNG MEN'S GUIDELINES – All Kindergarteners through 8th grade

Shirt – Boys and young men may wear either oxford cloth or golf shirts, both long sleeve and short. The oxfords must be solid white with no contrasting logo visible. The golf shirts may be gray or white, but must have the SUV monogram. These Villa golf shirts can only be purchased from Campus Outfitters. T-shirts worn under the shirt must be plain white – without printing. Long sleeved T-shirts cannot be worn under short sleeved outer garments.

Pants – Regulation navy blue twill dress pants, pleated or flat front are available at Campus Outfitters. “Dockers” or “Izod” brands are also permissible. No other labeled brands are permitted. Belts are required for fourth through eighth grade.

Shoes – There are three options for boys. A black or suede “buck” oxford can be purchased from Campus Outfitters. The third option is an all leather white athletic shoe with no contrasting colors. For your convenience, Campus Outfitters is handling all white New Balance shoes for Villa students. Nike, Stride Rite, Adidas, and K-Swiss also make an all white leather shoe that complies with our guidelines.

Socks – All students must wear the white SUV monogrammed socks purchased from Campus Outfitters. A short athletic ankle sock and an athletic crew sock are available for boys.

Uniform sweatshirts (order through Edline under SUV Uniforms) – The gray appliquéd sweatshirt, the gray silk-screened sweatshirt and the solid navy blue sweatshirt (with Villa mascot) are the only sweatshirts allowed in the classrooms. No hooded sweatshirts are permissible.

Turtlenecks – May be worn by boys under the long sleeve shirt: white only. They are not to be worn alone.

Sweaters – V-Neck navy blue with or without monogram. Solid navy cardigans are also permissible. – Campus Outfitters purchase only.

Belt – Solid in color - navy, black, or brown for grades 4-8.

GIRLS' AND YOUNG LADIES' GUIDELINES:

Girls in Montessori/traditional kindergarten through third grade may wear either the jumper or pants. Girls in grades 4, 5, or 6 may wear jumper, pants or skort (skorts begin at 4th grade)
Girls in grades seven and eight may wear either the skirt, pants or skort. (Skirts are an option in junior high only)

Jumper – Campus Outfitters purchase only. Jumper is to be clean, pressed and modest in length at all times, never shorter than three inches above the middle of the back of the knee.

Pants – Same as boys’ guidelines.

Skirt and Skort – Campus Outfitters purchase only. This navy blue skirt/skort should always be clean, neat, modest, and flat across the waistband (no rolling). The length should never be shorter than three inches above the middle of the back of the knee.

Shirt – Same as boys’ guidelines with the additional option of a round collar.

Socks – Kindergarten and primary girls may wear the ruffled anklet that matches the jumper. The older students must wear the SUV monogrammed socks. A white athletic ankle sock, a white athletic crew sock and a knee sock are available for girls. Only the knee sock comes in navy with contrasting white SUV logo. All socks must be purchased from Campus Outfitters.

Tights - Solid white or solid navy flat knit tights with feet are acceptable in place of socks on cold days.

Shoes – The girls have four options in regard to shoes. Campus Outfitters is carrying a navy “Mary Jane” style for our little girls, a navy loafer for the bigger girls and the brown suede “buck” oxford. The all leather white athletic shoe with no contrasting colors can be purchased from Campus Outfitters or at another vendor. Nike, New Balance, Stride Rite, Adidas and K-Swiss all make an all white leather athletic shoe that complies with our guidelines.

Sweatshirts and Jackets – Same as boys’ guidelines.

Turtlenecks – May be worn by girls under the long sleeve blouse; white only. They are not to be worn alone.

Sweater/Cardigan – Sweater same as boys’ guidelines. Cardigan - navy blue button up with or without monogram. Both sweater and cardigan are Campus Outfitters purchase only.

WARM WEATHER UNIFORM

The “warm weather uniform” is an option for all students during the months of April, May, June, August, September and October.

Shorts – Navy blue, Campus Outfitters purchase only. Belts are required for grades 4-8. The length should be no shorter than three inches above the middle of the back of the knee. Shorts must be worn at the natural waist. All other guidelines are the same as the regular uniform regulations.

OUT-OF-UNIFORM DAYS

Special “out-of-uniform” days are designated by the principal and only affect the type of clothing worn. Jeans and skirts may be worn on these days with the addition of shorts or capris during April, May, June, August, September and October. The length of shorts/skirts is to be no shorter than three inches above the middle of the back of the knee. Shorts must be worn at the natural waist. Athletic shorts may be worn on these days if they are consistent with the aforementioned guidelines. All shirts worn on these special days must have sleeves and midriffs must be covered at all times. Shoes and socks must be selected with safety in mind. No flip flops, heels or other styles that would hinder the students ability to evacuate the building in case of emergency.

MISCELLANEOUS UNIFORM ITEMS

HAIR - There is no specific regulation as to hair length, hairstyle, or hair color for boys or girls. However, hair must be clean, neat and combed. In addition, hair cannot be of such length, style or color that it presents a health or safety hazard to that student or to others. Nor can hair be of such a length that it interferes with a student’s vision or otherwise hinders or prevents him/her from performing the normal or required activities in the classroom or at school. The principal has sole discretion in making final determinations as to the interpretation of regulations concerning hair length, style, and color. It is within his/her authority to require of any student a change in length, style, or color if, in his/her judgment, any of these creates situations that are disruptive to the academic atmosphere of the school or otherwise affects the normal operations of the school.

JEWELRY

Montessori/Traditional Kindergarten and Primary Grades

Jewelry is limited to simple small earrings (worn in lower ear lobe) and a wristwatch.

Intermediate Grade

Jewelry in the intermediate grades is limited to simple small earrings (worn in lower ear lobe), a watch and a simple necklace.

Junior High

Jewelry in the junior high grades is limited to simple small earrings (worn in lower ear lobe), a watch, a simple necklace, and one simple bracelet.

NAMETAGS

Nametags are part of the uniform and are worn during the school day by all students. They must be worn on the front of the shirt or blouse on the upper portion of that garment. Nametags are not to be colored, marked up, or painted. If nametags are defaced in any way, students will be required to purchase a new one.

OTHER

Nail polish will not be worn at any grade level and must be removed before arrival in the morning. Tattoos (real and “rub-on”) and visible body piercing other than in the lower ear lobe are not permitted at St. Ursula Villa. Make-up is not permitted in traditional kindergarten through the sixth grade. Light make-up is permitted at the junior high level; excessive make-up will not be tolerated.

GYM UNIFORMS

Pre-School, Montessori/Traditional Kindergarten, and Grade 1

No gym uniform required.

Gym shoes should be worn on gym days or brought to be worn during gym class.

Grades 2-8

The gym uniform must be worn on all gym days, including out-of-uniform days.

The gym uniform may not be worn to and from school.

The gym uniform consists of:

Navy blue Villa shorts

SUV gym T-shirt or current year Raffle T-shirt

Gym Shoes

The gym shorts and T-shirts may be ordered through Edline under SUV Uniforms.

The soccer uniform may be worn in place of the gym shorts and T-shirt.

BOARD OF TRUSTEES AND PARENT ORGANIZATIONS

BOARD OF TRUSTEES

St. Ursula Villa of Cincinnati, Inc. is governed by a Board of Trustees composed of no more than twenty-one voting members. The Board is responsible for policy and governance of the school. All Board members commit themselves to and support the philosophy and mission of St. Ursula Villa and embrace the nine characteristics that define our uniqueness as an Ursuline school.

Board members are nominated from the following groups:

At-large members - approximately eighteen selected from
Villa parents or community leaders

Ursulines of Cincinnati – One to three designees

The Board of Trustees meets six times per year. The standing committees of the Board are listed below. Others may be formed as the need arises.

- Board Development
- Building and Grounds
- Education
- Executive
- Finance
- Human Resources
- Resource Development
- Ursuline Identity
- Strategic Planning

VILLA PARENTS ORGANIZATION

St. Ursula Villa depends upon the generosity and talent of our parents to enrich the education offered to our students and to enhance the family atmosphere at the Villa. The Villa Parents Organization (VPO) provides leadership in these areas. The VPO holds monthly meetings that are used to plan, guide, and evaluate over twenty VPO functions held throughout the school year.

The purpose of the Villa Parents Organization is to:

1. Acquaint parents and the community with the activities of the school.
2. Act as a conduit for parents to meet one another.
3. Provide financial and organizational support for the enrichment of educational programs.
4. To provide the finances for special projects as recommended by the principal.

These goals are met through various events during the year. They include the open houses, receptions, family liturgies, Catholic Schools Week, May Party, the Fine Arts enrichment programs, and Fine Arts Day. In addition, the VPO also recruits room parents for each classroom as well as parent volunteers for "special lunch" days.

Sources of income for the VPO include, May Party, gift-wrap sale, "special lunch" day sales, and the Spring Flower Sale.

The VPO board is made up of parents who are elected to serve a two-year term. The Villa Parents Organization welcomes all parental input and suggestions. Anyone interested in helping with a VPO function is urged to contact a board member or appropriate chairperson. Please get involved with your organization!

VILLA BOOSTERS ORGANIZATION

The Villa Boosters Organization was formed in the 1970's to help promote interscholastic sports and school spirit at St. Ursula Villa. It does this by providing opportunities for meaningful participation in a variety of team sports and other school sponsored activities for grades K-8 and by doing so, seeks to expand each child's confidence in him/herself and his/her classmates in the hope of building a foundation for successful cooperation and integration with peers in later years.

The Booster Organization is comprised of St. Ursula Villa parents and overseen by a Board composed of parents, teachers, and administrators. Funding depends upon revenues from special events such as the Student Raffle.

Boosters' activities include Field Day, the Raffle Rally, and support for physical facilities and physical education and playground equipment. A complete list of current Board Directors and Chairpersons can be found in the Villa Directory. Board meetings are open to the school community and are usually held the 2nd Monday of each month at 6:30 P.M. in the Manor House Conference Room.

SYNOPSIS OF ST. URSULA VILLA **CHILD PROTECTION POLICY AND GUIDELINES**

St. Ursula Villa has promulgated its Child Protection Policy and Guidelines as a response to the increased awareness nationwide on the subject, which has provided a better understanding of the causes and effects of child abuse. Although the abuse of children and adolescents is a reality in our society, such abuse, whether mental, physical or sexual, cannot be tolerated either at St. Ursula Villa or in society in general.

The purpose of this Policy is two-fold. It is intended, first, to prevent the abuse of children and adolescents, which can best be achieved by educating children, parents, administrators, teachers, employees, and volunteers about the realities of abuse. It can be aided by the screening of professionals and volunteers who aspire to serve the children of our school. The second purpose of this Policy is to provide a system for handling any incident of abuse if it ever occurred at St. Ursula Villa. The key elements of this system include a thorough assessment of the allegation, care for the victim and the victim's family, appropriate action with regard to the accused person and attention to the affected school community. The general contents of the Policy are as follows:

I. Education and Prevention

A. Education of administrators, faculty, employees and regular volunteers through an awareness of the contents of the *Child Protection Policy*, in-service training for the administration, teachers, employees and volunteers when such opportunities are available and the incorporation of a discussion of child abuse in health, safety, and sexuality curricula.

B. The screening of employees through the examination of adequate personal information supplied by all applicants for employment, including the contacting of references.

C. Mandatory participation in the Child Protection orientation program and criminal background check for all employees and all volunteers.

D. Guidelines for the need for parental consent for certain scheduled, individual instruction or counseling or participation in organized programs at St. Ursula Villa, and parental consent required for a child to visit in an employee's or volunteer's home.

E. Requirement that two (2) adults be present for any school-sponsored activity, except for regular day-school and after-school programs, academic instructional activities conducted after school hours (such as music lessons and tutorial classes), and transportation to and from any activity.

This "two adult" policy must be adhered to strictly for any overnight activity. An exception may be made for a daytime activity if, for unanticipated reasons, only one adult can actually be present.

F. Providing preventative intervention by obligating faculty, employees and volunteers to report incidents which pose potential risks to any child and the obligation of the administration to deal with any situation of potential risk.

II. *System for handling incidents*

- A. Reporting to civil authorities as required by Ohio Revised Code.
- B. Reporting, investigating and providing immediate pastoral responses to any victim and the victim's family and the formation of a response team for St. Ursula Villa.

The full text of the *Child Protection Policy and Guidelines* is separately available in the school office.

3301-37-10 BEHAVIOR MANAGEMENT/DISCIPLINE

State law mandates that the following guidelines for discipline be published and distributed to our preschool families. These rules and regulations coincide with and support Discipline With Purpose and the classroom discipline cycles established by the classroom teachers at St. Ursula Villa. Preschool personnel are familiar with these rules and regulations and have signed off on them. These signatures along with the Handbook Acknowledgement signed by parents will be on file at the Manor House for review by the state inspector.

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) St. Ursula Villa shall have a written discipline policy (handbook pg 23-30) describing the school's philosophy of discipline and the specific methods of discipline used. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) St. Ursula Villa's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents
 - (7) Techniques of discipline shall not humiliate, shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - (10) St. Ursula Villa personnel shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

- (D) The parent of a child enrolled in St. Ursula Villa shall receive the school Handbook containing the discipline policy.
- (E) All preschool staff members shall receive a copy of St. Ursula Villa's discipline policy for review upon employment.

HIGH SCHOOL RECRUITMENT DATABASE

St. Ursula Villa has designated the following information as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form (see below) to the school office prior to September 1, 2009 or at the time of registration, if registered after September 1, 2009.

Student name

Student address

Home phone number

Grade level

Gender

Parent e-mail

Parents who wish to restrict directory information should realize that their students will not receive information regarding high school enrollment, information events and testing. This information is available from the individual high schools.

Request to Restrict Release of Directory Information

I choose to withhold permission to release any directory information to the Archdiocesan School office for distribution to Catholic High Schools within the Archdiocese. I understand that he/she may not receive information regarding high school enrollment, information event or testing. I further understand that I must renew this restriction annually.

Parent Signature

Date

HANDBOOK ACKNOWLEDGEMENT

The school administration has prepared this Student/Parent Handbook to provide necessary information and answer questions students and parents may have concerning the Villa. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are subject to change from time to time, at the discretion of the Villa Administration. Parents will receive updated information concerning any changes in policy. When received, these changes should be added to the copy of this Handbook.

By becoming members of the St. Ursula Villa school community, students and their parents understand and agree to support the educational objectives of the school and its policies as outlined in the Student/Parent Handbook. Parents of students are asked to sign a copy of the acknowledgment form below. St. Ursula Villa reserves the right to exclude from school any student whose parent does not sign this acknowledgment. The school also reserves the right to refuse admittance, suspend, or expel any student who does not cooperate with the policies established in this handbook.

Name of student _____ Homeroom _____

Name of parent(s) _____ Date _____

We have received a copy of the St. Ursula Villa Student/Parent Handbook and we agree to support the educational policies of the school and abide by the policies and regulations set forth in this handbook.

Student signature _____
(optional for Pre-K through grade three)

Parent(s) signature(s) _____