ACADEMY

OF

MOUNT ST. URSULA

Student Handbook 2023-2024

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ADMINISTRATIVE ASSISTANTS

***Academic Excellence since 1855***

***The Oldest Continuous Catholic Girls’ High School in New York State***

***“Pray that God enlighten you, direct you and teach you***

***what you are to do” (St. Angela Merici)***

**This School Agenda Book Belongs to:**

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

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

**City/Town/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student #\_\_\_\_\_\_\_\_  Homeroom# \_\_\_\_\_\_\_ Class Year \_\_\_\_\_\_**

***Mission Statement***

The Academy of Mount St. Ursula

is a Catholic high school,

conducted in the Ursuline tradition,

that serves college-bound women

of diverse cultures through it programs

in Academics, Arts, and Service.

By instilling a love of learning

and a broader global view,

in a safe and nurturing environment,

we strive to empower young women

for leadership in society.

**ACADEMY OF MOUNT ST. URSULA**

Middle States Excellence by Design (ExBD)

***Belief Statement***

*We believe that…*

* A community of faith and belief in human potential for learning are essential to our Catholic Ursuline traditions.

* Ethnic and religious diversity is valued and embraced within our school community and curriculum.

* Students must assume personal responsibility and accountability for their actions.

* All students, regardless of abilities or challenges, have a right to a quality education in a safe learning environment that promotes self-esteem and respect for all in a community of sisterhood.

* Education is most successful when students, teachers, parents, and the community work collaboratively.

* Our curriculum emphasizes the value of service, as it provides volunteer and leadership opportunities in school, church, community, and society.

* Students must be challenged to work towards excellence and to not accept mediocrity.

* Students must be encouraged to adopt a holistic approach to their education in terms of success in academics, arts, athletics, and service.

* Encouraging students to be critical and independent thinkers will prepare them to become lifelong learners in an ever-changing technological society.

**ACADEMY OF MOUNT ST. URSULA**

Middle States Excellence by Design (ExBD)

***Graduate Profile***

In keeping with the Ursuline tradition of empowering women, a graduate often Academy of Mount St. Ursula will ideally be able to:

*Spiritually:*

* Celebrate God’s love by having respect for herself and others, and by allowing that love to foster good moral judgment.

* Serve others within the context of her family, her community, and the global society in accordance with the Ursuline tradition.

*Intellectually:*

* Master content and become a critical thinker as she researches, analyzes, interprets, and values education as a lifelong learner.

* Have knowledge in a wide variety of disciplines and be able to apply this knowledge, along with current technology, to problem solving and real-life situations.

* Graduates will be able to understand, navigate, and effectively utilize diverse forms of technology.

*Socially:*

* Respect, appreciate, and adapt to a culturally diverse society.

* Demonstrates sense of self-respect, self-control, and an acceptance of all people.

* Communicate clearly and effectively, learn to lead, and work collaboratively.

* Develop leadership skills and a sense of civic responsibility.

ACADEMY OF

MOUNT  ST. URSULA

**Chartered and Registered By**

The Regents of the University

Of the State of New York

**Accredited By**

The Middle States Association of Colleges

And Secondary Schools (Since1967)

**Member of**

The National Catholic Educational Association

The National Association of Secondary School Principals

The Catholic School Administrators Association of New York State

The College Entrance Examination Board

Ursuline Educational Service

The Academy of Mount St. Ursula admits students of any race, creed, color, national and ethnic origin to school administered programs. Admission to the school is based on the Test for Admission into Catholic High Schools (TACHS) and school grades. Scholarships are offered to students with exceptional scores on this examination.

**INTRODUCTION AND HISTORY**

The Oldest Catholic Girls’ High School in New York State, the Academy of Mount St. Ursula was founded in 1855 in East Morrisania, New York City by Ursuline Sisters who came from St. Louis, Missouri. It was chartered in 1868 and has been located at Bedford Park Boulevard and Bainbridge Avenue since 1892.

Progress and expansion necessitated a first addition to the original structure in 1922, and another larger building in 1955. A new chapel was added in 1965.

Owned and operated by the Ursuline Sisters of the Roman Union, AMSU is an independent, Catholic, college-preparatory school for girls. The total program is based on unchanging spiritual and moral values concretized in a curriculum and co-curriculum designed to meet the needs of today’s students.

Throughout its long history, AMSU’s family spirit has always fostered deep interpersonal bonds among students, faculty, parents, and alumnae.

In 1987 AMSU was one of the first groups of schools recognized by the United States Department of Education as an Exemplary Secondary School.

**STATEMENT OF PHILOSOPHY**

Academy of Mount St. Ursula is a Roman Catholic, independent, college preparatory school for young women, within the Ursuline tradition.  The educational environment is inspired by a strong familial spirit and a commitment to the growth of the person in all her dimensions: spiritual, intellectual, emotional, aesthetic, physical and social.

AMSU provides a strong academic program designed to challenge each student intellectually. Critical thinking and clarity of expression are strongly encouraged by a highly qualified faculty. A variety of co and extracurricular activities, resources and support services complement and expand the academic program. This combination encourages students to make their own contributions of leadership and service. In cooperation with parents and guardians and in an orderly, peaceful atmosphere, the school helps young women develop into self-confident, creative, and responsible individuals.

Our ethnically diverse student population and variety and interests within the student body affords a rich potential for growth in understanding, cooperation, and respect for difference. The broad cultural integration experienced in daily life at AMSU offers the student a model for interacting positively within a pluralistic society while developing the ability to cope with the stress that is concomitant with such an environment. The ideal of serving the particular needs of the times permeates the Ursuline tradition of education, which began as early as the sixteenth century.

Emphasizing compassion, honesty and justice, the school community fosters a tradition of Christian humanism. A strong religious and ethical value system is taught and exemplified by the administration and faculty. The Academy of Mount St. Ursula represents a continuing effort to be a community based on faith in God and in the potential of each individual.

***Ursuline Heritage***

St. Angela Merici, foundress of the Ursulines, was born in 1470 at Desanzano, Italy on Lake Garda. At a young age this daughter of a farmer suffered the loss of her parents and sister. She then lived with different family members until, in 1516, as a Third Order Franciscan, she was sent to the bustling city of Brescia to comfort a bereaved widow.

Soon well known as a woman of wisdom and a peacemaker, Angela was sought out by many for counsel in difficult situations. She gathered together young women who wished to live the gospel more fully. On November 25, 1535, 13 of these women attended Mass together and then signed the book of the Company of St. Ursula. When Angela died in 1540, there were 150 in the Company.

Today, Ursulines serve around the globe, across the United States and from Australia to Canada, in Brazil, Peru, South Africa, Botswana, France, Spain, England, Poland, Indonesia, Thailand and Japan.

“Act, bestir yourselves, have faith, make efforts, have hope, cry aloud to God with all your heart: then without any doubt you will see marvels.”     (Angela Merici - Counsels)

“Remain in harmony, united all of one heart and will … long for it, search for it, embrace it, and hold on to it with all your strength, for I tell you, that if all are united in heart, you will be like a mountain fortress, a tower of strength.”        (Last Counsel)

“Pray to God, humble yourselves under God’s mighty power, because without any doubt, since God has entrusted this work to you, God will give you the strength to carry it out.”

                                                                                                                 (Counsel)

“Love them all because they are all God’s children, and you have no idea of what He wishes to make of them.”                                                                    (Counsel)

“Take care of all- having each and every one engraved on your mind and heart, not only their names but also their situation.”                                               (Testament)

Persevere faithfully and joyfully in the work you have begun…I myself will be in your midst helping your prayers.”                                                                   (Last Counsel)

**Academy of Mount St. Ursula**

**History in Brief**

*Academic Excellence Since 1855*

 1.     At the southern tip of Westchester in the year 1854, John Casper Metzler, the first pastor of the German language Church of the Immaculate Conception, requested that a group of Ursulines from St. Louis come to his new Melrose parish to teach. The Sisters, who had only begun the St. Louis work in 1848, had originally come from Oedenburg (now Sopron in Hungary) and Landshut, Bavaria. As their first mission community had grown quickly, the nuns visited the village of Melrose and happily accepted the invitation with the permission of their archbishop, Peter Kendrick. On May 15, 1855, Mother Magdalen Stehlin set out again for Melrose with three companions to actually begin the new work there.

 2.    Before the end of the summer there were eleven Ursulines in the area residing with the Hennings and other generous families while the convent school was being built. It is said that Archbishop John Hughes himself chose the site in the village of East Morrisania, near what is now the intersection of Cauldwell and Westchester Avenues. It was a lovely spot, high enough for a view down to the waters of Long Island Sound and surrounded by scattered homes and estates, but also close to the growing business corridor.

 3.    On October 1, 1855, the school opened. Several of the nuns were very young and exceedingly competent. Pupils in the school excelled in music, art, language, and drama. Almost immediately, the school students and the young girls choosing to enter the convent came from both the German-speaking community of Immaculate Conception and beyond. The Academy and monastery were incorporated together by the New York State legislature in 1868 as the Ursuline Convent.

  4.  When the nuns arrived, Morrisania was a sparsely populated, brand-new suburb, the result of a series of decisions by members of the Morris family to open their estate lands for development. The population grew rapidly, and so did the industrial base: foundries, breweries, carpentry shops, tailoring establishments, even slaughterhouses. With the rapid population growth and a change in the demographics, more demands were put on the charitable works of the Sisters. As the convent was blessed with many vocations, Ursulines branched out to begin other Academies and staff other parochial schools in New York and beyond.

   5.  Eager for clean Croton water and city services, voters chose to bring Morrisania into New York City in 1874. Meanwhile, the nuns were already considering relocating northward to escape the encroachment of industry right at their threshold and the projected purchase of their property for streets. The actual move, however, did not occur until 1892, when the Ursuline Convent and the Academy (under the protection of St. Joseph), moved to Bedford Park; with the relocation, the school began using the name Mount St. Ursula to capitalize on the lofty topography of the new site. Before 1900, the New York State curriculum and Regents examinations were introduced and the Alumnae Association was founded.

   6.  Three decades of rather lean years followed. The Bedford Park area was still sparsely inhabited—after all, the nuns had purchased farmland. Suddenly, around 1920, the North Bronx population surged, and, by 1922, an additional school building was needed. The Academy of Mount St. Ursula gave up its boarding facilities to make room for the increased day student enrollment. About the same time, the convent received an increased number of its own graduates as postulants—a blessing that has translated into a precious cluster of 90 year old nuns in 2004.

  7.  The Academy of Mount St. Ursula continued to serve the students of the area through the Depression, World War II with its patriotic initiatives, the Cold War, and into the Space Age. In 1958, a third school building was added, and again the student population rose. A large new chapel was built in 1965, and the elementary school was closed to provide more high school space in 1968. The kindergarten continued until 1985 when the schools nearby opened full day classes.

   8.  The decades since then have seen AMSU embrace with enthusiasm the changes within the Church encouraged by the Second Vatican Council, a far greater diversity in the student body, and a constantly changing technological approach to education.

    9. The same gospel values that motivated the foundation of AMSU in 1855 remain the hope for the future. The students and alumnae of the school, with the Sisters and lay staff who have collaborated throughout the years, rejoice in the many gifts with which the graduates have enriched the global human family; we trust that the Lord will continue to bless the work of the Academy in years to come.

**PROGRAM OF STUDIES, COURSE AND CREDIT REQUIRMENTS**

**FOR GRADUATION FROM AMSU:**

30.5 credits plus guidance and service hours are required to graduate. Of these 30.5 credits, the following must be taken in the designated disciplines:

|  |  |  |
| --- | --- | --- |
| **Course** | **Credits** | **Years** |
| **Religion** | **4** | **4** |
| **English** | **4** | **4** |
| **Social Studies** | **4** | **4** |
| **Mathematics** | **3** | **3** |
| **Science** | **3** | **3** |
| **Modern Language** | **3** | **3** |
| **Computer** | **1** | **2** |
| **Music** | **1** | **2** |
| **Art** | **1** | **2** |
| **Health** | **1/2** | **1 (10th)** |
| **Electives** | **4** | **3** |
| **Physical Education** | **2** | **4** |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade 9** |  | **Grade 10** |  | **Grade 11** |  | **Grade 12** |  |
| Religion | 1 | Religion | 1 | Religion | 1 | Religion | 1 |
| English | 1 | English | 1 | English | 1 | English | 1 |
| Social Studies | 1 | Social Studies | 1 | Social Studies | 1 | Social Studies | 1 |
| Mathematics | 1 | Mathematics | 1 | Mathematics | 1 | Elective Courses | 3 |
| Science | 1 | Science | 1 | Science | 1 | Physical Ed. | 1/2 |
| Modern Language | 1 | Modern Language | 1 | Modern Language | 1 | Guidance |  |
| Art | 1/2 | Art | 1/2 | Elective | 1 |  |  |
| Physical Ed. | 1/2 | Physical Ed. | 1/2 | Physical Ed. | 1/2 |  |  |
| Music | 1/2 | Music | 1/2 | Computer Science | 1/2 |  |  |
| Intro to Computer | 1/2 | Health | 1/2 |  |  |  |  |
| Guidance |  | Guidance |  | Guidance |  |  |  |
| **Total** | **8** |  | **8** |  | **8** |  | **6.5** |

**Additional Graduation Requirements**

1. **Service:**

Studentsare required to complete service hours each year and a reflection paper on that service per year. For academic school year 2023-2024 the following hours of service are required:

Freshman 20 hours

Sophomores - 25 hours

Juniors - 30 hours

Seniors – must complete a total of 50 hours of service over the 4 years at AMSU.

If the yearly service hours are not completed along with the service reflection the student will not graduate.

1. **Senior Research Paper:**

Satisfactory completion of the senior research paper is a graduation requirement. Senior research paper requirements are satisfied through students’ senior English class. Students who fail the senior research paper may fail their senior English class and will not graduate. Senior research papers may not be eligible for review after August of a candidate’s expected graduation date. School administration will decide.

**NEW YORK STATE REGENTS**

**HIGH SCHOOL DIPLOMA REQUIREMENTS**

**Regents Courses Offered at AMSU:**

|  |  |  |  |
| --- | --- | --- | --- |
| **English** | **Mathematics** | **Science** | **Social Studies** |
| English 9/H | Algebra/H | Living Environment/H | Global Studies 9 |
| English 10/H | Geometry/H | Chemistry/H | Global Studies 10/AP World |
| English 11/H | Algebra II/H | Earth Science | US History & Gov’t/AP US History |
|  |  | Physics |  |

**Requirements for the New York State Regents High School Diploma:**

1. Completion of Basic Course Requirements.

2. Passing of: 5 Regents Examination

[all examinations require a score of 65 or above]

* The Regents examination in English
* One Regents examinations in Social Studies
* One Regents examination in Mathematics
* One Regents examination in Science
* One additional Regents examination in
  + Social Studies, Mathematics, or Science
* Three units in a modern language (AMSU requirement)

**Requirements for the New York State Regents High School Diploma with Advanced Designation:**

1. Completion of Basic Course Requirements.

2. Passing of: [all examinations require a score of 65 or above]

* The Regents examination in English
* The Regents examinations in Global Studies and in United States History and Government
* Three Regents examinations in Mathematics (Algebra I, Geometry, and Algebra II)
* Two Regents examinations in Science (one life science and one physical science)
* Three units in a foreign language (AMSU requirement) and passing of the FLACS examination in that foreign language.

**COURSE LEVELS**

Since courses vary in degree of academic difficulty, they have been classified on levels for the purpose of determining rank in class. The weighting of courses is as follows:

|  |  |
| --- | --- |
| A.P. | 1.08 |
| Honors | 1.06 |
| Regents | 1.00 |

**PLACEMENT AND HONORS PROGRAM**

Placement in Freshman English, mathematics and science courses is based on T.A.C.H.S. Examination scores and on AMSU’s placement test scores. Students with high scores on these tests may be placed in special Honors courses. Throughout the four years, certain courses have prerequisites which are noted in the course selection booklet given to each student in the spring. Acceptance into Advanced Placement courses and courses associated with the St. John’s University College Advantage Program and the Mercy College High School Achievement Program depend on the specific testing, grade and recommendation requirements for the respective courses. Offered right at AMSU, these courses may lead to college credit.

**REPORT CARDS AND GRADING**

The academic year is divided into quarters, with report cards and progress reports distributed directly to the students at the end of each quarter if tuition is current. Parent teacher conferences are held each quarter. Numerical grades are given:

First Honors: 89.5 average or above with no grade lower than a 75%.

Second Honors: 84.5 - 89.4 average with no grade lower than a 70%.

**TESTS AND EXAMINATIONS**

January Midterm and Regents examination schedules and June Final and Regents examination schedules are posted on the AMSU website, well in advance of the actual dates. Students themselves have the responsibility for being present and prompt at the assigned times. Absence from mid-term, final, and Regents examinations will result in a zero for the examination, unless a doctor’s note for emergency illness is presented in the office in a timely manner. Cheating on any test, including final examinations and Regents examinations, will result in a zero on that test and may lead to further disciplinary action.

**COURSE FAILURE/ SUMMER SCHOOL POLICY**

* Any student who is required to attend summer school should attend a Catholic summer school. Public and online summer school must be approved by administration.
* If a student receives a failing course average in June, she must attend summer school to make up the course credit with a passing grade.
* If a student fails a required Regents exam, regardless of whether she passed the actual course, she must retake the course and the Regents Exam in summer school. These courses include Living Environment, Global 10, US History, and Algebra.
* If a student fails a Regents exam in the following classes, and is pursuing an Advanced Diploma, she must retake the course and the Regents Exam in summer school. These classes include Geometry, Algebra II/Trig, Chemistry, Physics, and Earth Science
* Failure to comply with this policy may result in the student’s transfer from AMSU.
* If a student fails more than two courses in June, she may be required to withdraw from AMSU.

**Academic Probation**

If a student fails two or more subjects at the end of any marking period, she will be placed on academic probation, with her status being re-evaluated at the end of the next quarter. Such probation may include required tutoring, suspension from extracurricular activities, summer school, and possible dismissal from AMSU.

**ACADEMIC SCHOLARSHIP/ FINANCIAL AID PROBATION**

Any student receiving an academic scholarship or financial aid will be placed on scholarship/financial aid probation if she is failing one or more subjects and/or is on disciplinary probation. The above provisions also apply to students on financial aid probation. Non-compliance and/or failure to demonstrate improvement may result in loss of academic scholarship/ financial aid and possible dismissal from AMSU.

**PLAGIARISM** Plagiarism is “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” (dictionary.com) In other words, if the ideas and/or words are not your own then you must give proper credit to the source of the ideas and/or written work.

**AMSU Plagiarism Policy**

1. Students who plagiarize will receive a 50% and resubmit the assignment.
2. Parents and/or guardians will be notified and called in for a conference with and administrator.
3. The plagiarized work will be kept in the student’s file in the main office and any future assigned work will be carefully monitored for plagiarism.

**Guidance Program** AMSU offers a comprehensive Guidance program to all students. Each student is assigned to an individual counselor.  Students will be seen individually and through Guidance classes/workshops for personal and vocational guidance, career choices, and college information. The Guidance personnel, two Guidance Counselors and one Social Worker, also have many helpful contacts for making referrals to outside individual and family counseling services. Any student may request an early interview with their counselor for any reason whether it be academic or personal. Special academic and career guidance is offered through Career Day and college workshops for juniors and seniors, and information nights for students and parents on college selection and financial assistance.

**YOUTH MINISTRY PROGRAM** The aim of the Youth Ministry Program at AMSU is to help the students recognize their potential to become caring, concerned adult Christians. Towards this end, opportunities are provided for retreat days and weekends, service, and various forms of prayer and worship. All students, grades 9 through 12 attend a one-day retreat.

Eucharistic Liturgy is celebrated by the entire Student Body for such occasions as the opening of the school year, Thanksgiving, Christmas, and Lent. Special Masses provide a prayerful celebration of such events as Ring Day and Graduation. The opportunity to participate in the Sacrament of Reconciliation is offered in Advent and Lent.

**STUDENT REGULATIONS**

AMSU has a tradition of fostering mutual respect, acceptance and concern among all members of the school community. Students are encouraged to be sensitive to others’ needs, accepting of differences, and willing to cooperate in every way to build a genuinely Christian atmosphere. The following regulations are necessary to ensure the efforts of all, and therefore they will be enforced fairly and consistently. These rules are subject to change within the school year at the discretion of the principal.

**SCHOOL HOURS**

Typically, the school day begins with homeroom instruction at 8:10AM. Classes end at 2:44PM for all grades. Students can remain in the building past 3:30pm only if under direct supervision of a teacher.

**ATTENDANCE** To achieve her academic goals, a student is expected to be in attendance on all school days. The school does not give permission for extended vacations or other reasons for unexcused absence. A student who has been absent for all or part of a day may not participate in an after-school activity that day without specific permission of the administration.

**Academic consequences of absenteeism**: 1. Students are responsible for making up all class notes and assignments missed during absence.

2. Make-up tests are available to students with excused absences only.

3. Because class participation is part of the course grade and requires presence in the classroom, academic credit will be deducted for each day of absence. This policy applies to any absence from class, regardless of the reason since a student cannot participate when not physically present. Cases involving legitimate extended absences for prolonged illness or hospitalization will be treated on an individual basis by the administration.

**Procedures for absence** 1. When a student is absent, her parent or guardian must call the office EACH MORNING of her absence (718-364-5353 x 210) as well as provide written notification of the absence. If no call is received by 9:30am, parents will be notified. A voicemail can be left at any time before 9:30AM on the day of absence.

2. A doctor’s note must be presented after a continual absence of five days, or when requested by the office because of frequent separate absences.

**Excessive absenteeism** 1. When a student accumulates excessive absences, parents will be notified by letter and/or by phone.

2. If excessive absences persist a parent conference will be required, and the student may be placed on academic probation.

3. If a student is absent 18 or more school days for the year, she must maintain an overall class average of 75 in each class or summer school will be required.

4. Excessive absenteeism on a student’s transcript can negatively affect future college and employment opportunities.

**Early dismissal** Medical and business appointments should be made after school hours. When it is absolutely necessary to have such an appointment during the school day, the following procedures must be followed:

1. The DAY BEFORE the appointment, the student will present to the school secretary a written parental request that she be excused at a particular time the following day.

2. All requests will be verified by a telephone call to the parent and are subject to approval by the assistant principal.

3. At the time of leaving, a student will report to the office for an early dismissal pass.

4. If an early dismissal is approved, the student must inform all her teachers and make up all the work missed. As for any other absence, class participation credit is deducted for any class missed.

5. The NEXT DAY she must bring to the office a doctor’s note verifying the appointment.

6. Three early dismissals equal one full day of being absent.

**LATENESS** Students must be in class by 8:10AM. If not, one is considered late. Repeated lateness can result in probation. Lateness is recorded on the student’s transcript and can affect future college and employment opportunities. After excessive lateness, an in-person parent conference will be scheduled. A phone call does NOT excuse lateness unless documentation is provided (doctor’s note).

**LEAVING THE SCHOOL BUILDING OR GROUNDS** Students are expected to remain in the building during school hours. Exceptions must be approved by the Principal or Assistant Principal.

**PASSES** A written pass from a teacher is required for students to use the elevator, go to any offices (Administration, Admissions, Development Finance, Guidance, or Counseling), Computer Labs, Health Room or to see any teacher outside of class time. If a teacher detains a student after class, the student must request a late pass from that teacher.

**TRUANCY** Truancy refers to a student’s absence of which the parent had no knowledge at the time of absence. Truancy is a serious offense and is recorded in the official NYS attendance register and in the student’s file. Before readmission to school, a student who has been truant must be accompanied to the office by a parent. Truancy cases will be handled on an individual basis.

**TUITION AND FEES** Please refer to the appendix for Tuition and Fee 2023-24

**UNIFORMS** The concept of a school uniform is founded on the idea that if all members of a particular group look alike, a bond is created within that group based on their personal identification with one another. AMSU is an academic community. Our school uniform binds us to one another within this community and helps us to emphasize our belief that academic excellence, service, leadership, and personality are the qualities that distinguish us among others and are thus the most proper expressions of individuality within the academic environment.

**All Grades** Everyone must buy the monogrammed AMSU gray uniform slacks and/or skorts. No other pants, sweatpants or skort/skirt may be worn in school or to and from school.

•     AMSU monogrammed white or maroon long or short sleeved polo shirt.

•     Uniform maroon long sleeved sweater (NOT Sweatshirt) permitted during the day and must be worn at Mass and Assemblies.

•     Gray skort with an AMSU monogram of appropriate length must be worn with knee socks or tights: solid black, gray, maroon or white.

•     A solid black, flat, rubber-soled shoe must be worn. No other shoe apparel is allowed in school. Crocs and foamrunners are not permitted.

•     One pair of small earrings is permitted. Any other form of body piercing is prohibited. Visible tattoos are prohibited. Hair may not be dyed unnatural and/or multi-colors. No shaved/partially shaved or extreme hair styles are permitted.

•     Any student not in proper uniform will be receive a demerit. Repeated infractions merit detention and the parent will be notified.

•     As with all other rules, additions to the above may be made by the principal as judged necessary during the year.

**WITHDRAWAL OF STUDENTS** To withdraw their daughter from the Academy of Mount St. Ursula, parents are asked to make an appointment with the principal. Further procedures will then be explained. No academic records can be released to another school until parents have an in- school conference with the school principal and all tuition and other debts have been cleared.

**GENERAL BEHAVIOR** Proper school decorum exists when students use their time and energy in an educationally desirable way and the general atmosphere enables all to work effectively together. School rules are designed for this purpose. Students are expected to be cooperative in classes and respectful to one another, the faculty, and staff, and all whom they encounter. Inappropriate behavior such as losing one’s temper, shouting, threatening, or harassing another person, and/or using racial/ethnic/sexual or other demeaning slurs is not accepted. All members of the Academy of Mount Saint Ursula community are expected to be always actively considerate and polite to each other and at all events. Sensitivity toward and good manners with others is a priority. Voices should be kept at a moderate level. All members of the school community are expected to conduct themselves in a manner which respects and is respectful to the setting. No physical contact with another individual is acceptable. (i.e., pushing, hitting, shoving, etc.). To maintain high standards of conduct, all must refrain from public displays of affection when on campus and at any sponsored events. Any such contact should be limited to a supportive, congratulatory, or a quick hug. Vulgarity, profanity, any insensitive or undignified behavior or any form of harassment toward another is not acceptable and will lead to disciplinary consequences.

 The administration and faculty have authority over all students and any visitors who are on campus or present at school sanctioned events held off school grounds. AMSU also reserves the right to take disciplinary action against students who are involved in any off-campus incidents of criminal activity and/or any inappropriate and unacceptable noncriminal behavior, that occurs off school grounds, that is deemed detrimental to the safety and/or reputation of the Academy of Mount Saint Ursula. This includes but is not limited to inappropriate behavior, on or off campus, in which a student is identifiable by words, clothing or other as affiliated with AMSU.

**OFF-CAMPUS BEHAVIOR:**  The school reserves the right to enforce policies contained herein for any inappropriate action or behavior on/off school grounds. Students are expected to represent the values and mission of the Academy of Mount Saint Ursula. This applies to any off-campus school sanctioned event, athletic competitions, proms, dances, competitions, school trips, etc. Furthermore, a student involved in non-sanctioned off-campus conduct prejudicial to the reputation of AMSU and as described above, is subject to severe disciplinary consequences. Additionally, AMSU reserves the right to take disciplinary action against students who are involved in any off-campus incidents (not school sanctioned) of criminal activity or otherwise inappropriate, unbecoming non-criminal behavior, particularly when such incidents have implications for AMSU community members’ safety and well-being or reflects poorly on the reputation or operation of the Academy of Mount Saint Ursula.

Respect for one another will also be shown through care of the school building, furnishings, and grounds; through care of one’s own and others’ personal property; and by an appropriate manner of speech and of movement through the building, in the neighborhood around the school, in transit to and from school and at all school activities.

Violence, threats toward another person(s), or bullying of any kind, for whatever reason, are strictly forbidden. Strong disciplinary action, usually dismissal, will be taken against any student participating in such behavior.

**PENALITIES FOR INFRACTIONS** Although the listed instances for demerits are few, teachers are free to issue demerits or detentions when there are willful or consistent infractions, particularly when students have been warned.

In dealing with major or repeated infractions of the school rules, faculty and administration make every effort to respect and help the student. At times, students having difficulty with each other must agree to talk together in the presence of an administrator or guidance counselor to reach some understanding. At other times, a joint conference of an administrator, teacher or parent, and student is held. Referrals to counselors, in or out of school, are often part of the follow-up on disciplinary action and have proven helpful to many students.

When a student deems serious disciplinary action unfair, she is given the opportunity to present her view of the incident. Where they are not specified in rules above, penalties may be given in a progressive way, with more leniencies shown for a first offense, and more serious action taken toward a student with many previous infractions.

**DETENTION** 1. Students on disciplinary probation who continue to disregard the Code of Conduct may be subject to suspension or withdrawal from AMSU.

2. Students will serve detention the day after it is given to allow for parent notification. Students may choose to serve the detention on the day of issuance.

3. Students report to detention in complete uniform and place all personal items in the front of the room.

4. Detention is one hour after school.

5. Students are to sit in complete silence.

6. Detention preempts extracurricular club attendance and tutoring unless cleared by administration.

**DISCIPLINE COMMITTEE**  There is a Discipline Committee which is comprised of representatives from Administration, Guidance, Youth Ministry, and Faculty. The Committee meets to review special cases at the discretion of the Administration and recommends disciplinary action on a case-by-case basis.

The most serious forms of disciplinary action are:

Probation: A specified period during which the student is “on trial” and must demonstrate by improved conduct her desire to remain in the school.

Suspension out of school: Whereby a student is excluded from physically attending school.

Dismissal: Reserved for extreme cases in which the school judges that the student’s conduct seriously conflicts with AMSU’s philosophy and the good of other students.

All the above–noted disciplinary actions are noted on students’ records.

**DRUGS** Anyone found to be selling prohibited drugs will be dismissed and the police will be notified. Any student found using or in possession of prohibited drugs or alcoholic beverages on or near school grounds, in transit to/from school or at any school-related trip or activity will be subject to suspension and probation or dismissal, depending on the student’s previous behavior and the exact circumstances of the infraction. Police may be called, and parents will be notified. If the student is permitted to remain in the school, she must participate in the school guidance programs and will be required to seek external counseling. Any student having to take prescribed medication during school hours must present a doctor’s note verifying this to the health office.

**ELECTRONICS POLICY** Cell Phone/Electronic devices Policy: In the interest of safety, students may have a cell phone on school property. It should be turned off and kept either in a handbag or in the locker. It is in your best interest to program all emergency phone numbers into the cell phone. Cell phones and all electronic devices must be turned off before entering the school building and must never be visible in school. Cell phones that “go off” (ring or vibrate) interfere with the academic environment during the school day will be confiscated. These items may NOT be used in the school building during any school activities except in the cafeteria. Students are advised that they may NOT use their cell phone to make calls even during their lunch periods.

Classroom Policy: If the teacher gives permission for the use of a personal device for note taking that is the sole purpose to which these devices are to be used.

Students may access the internet during class sessions for only teacher authorized, class-related purposes.

It should be noted that AMSU controls the internet connectivity in the school and may elect to “turn- off” the network during class time or restrict student passwords for wireless connections. Please be aware that AMSU has no control over content accessed via telecommunications networks outside of its own.

Exam/Testing Policy: The use of any electronic devices during examinations, other than those sanctioned by the teacher in charge of the testing, is strictly prohibited.

Cell phones and all electronics are to be turned off and not used during any testing or examination period. During the testing session cell phones and all electronics are to be stored in a case, book bag, knapsack, purse or locker and may not be placed on the table, desktop, or on the individual’s person. If you keep a cell phone or any electronic devices with you, your exam will be invalidated, and no score will be calculated for the student. (New York State Education Department Manual 2013)

**I.D. CARDS** I.D. cards must always be worn or carried by students. A fee may be charged to replace an ID card.

**INTERNET / COMPUTER USE** The school has an Internet Acceptable Use Policy which each student, along with a parent or guardian, must sign before a student can access the Internet at school. The Internet Acceptable Use Policy governs the conduct and responsibilities of each student while they are at school and/or utilizing school computer facilities, codes, or sites. It is the expectation of this school, however, that student behavior when using the Internet will be exemplary both on and off school grounds. A Catholic school student always represents [his or her] school and the school community. Accordingly, students will be subject to disciplinary action by the school for acts such as, but not limited to, harassment or any other type of threatening, sexual or otherwise inappropriate communication that is conveyed via the Internet (or other technological medium or device) regardless of the time of day or the student’s location. Students are not permitted to create or to engage with accounts or pages on any social media sites or networks that bear the designation of the Academy of Mount St. Ursula in any of its forms, except for those that are official, school sponsored and monitored. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to any Internet content that is of a nature which is threatening, profane, obscene, sexual, illegal, or contrary to the Catholic mission of the school, will be subject to disciplinary action by the school.

**SOCIAL MEDIA POLICY** The Academy of Mount Saint Ursula does not permit or tolerate any language or conduct on ANY social media platform that has the purpose or the effect of demeaning or threatening community member or members or reflects poorly on Academy of Mount Saint Ursula. Behavior/posts, on whether they be intended as “private”- between one person and/or group or public, on any social media that may constitute a breach of this policy, based on its full circumstances and especially the severity of its impact, may include, but is not limited to, the following examples:

· Speech/language that could be considered insulting or contrary to mission, values, and commitment to the inherent rights of each community member.

·       Using speech/language that discriminates and implies inferiority based on the “Protected Classes.”

·       Protected Classes are defined and based on identifiers, including but not limited to race, sex, religion, skin color, national origin, age, ancestry, sexual orientation, mental and physical ability/disability, gender identity and/or expression, genetic information, citizenship status, marital status, familial status or status in any group protected by federal, state, or local laws.

·       Using culturally insensitive or derogatory epithets, slurs, phrases, “jokes” or stereotyping.

·       Posting a culturally insensitive image/video that creates a hostile or offensive environment.

Please Refer to the Technology Handbook for 2023-24

**PROHIBITED ARTICLES**  Articles which the principal deems hazardous to the safety of others or that interfere in any way with good order are prohibited from the school building and grounds. Any student found in possession of a weapon will be dismissed and the police notified.

**RESPECT FOR PROPERTY** 1.While the school cannot be held responsible for personal property, anyone found guilty of theft will not only make restitution but be subject to strong disciplinary action.

2. Restitution will also be made by anyone found to have defaced school property.

3. Gum chewing is not permitted because of its destructiveness to school property.

4. Food and beverages, including water, are permitted only in the cafeteria.

**SMOKING** In conformity with New York State law and the physicians’ warning that smoking is injurious to health, smoking is not permitted in the school building, or on or near the school grounds. It is prohibited.

**TOBACCO FREE ZONE** The Academy of Mt. St. Ursula has implemented a Tobacco Free Outdoor Air Policy that includes e-cigarettes. The Academy upholds this policy for the following reasons: tobacco use is the leading cause of preventable death and disability in the United States. The U.S. Surgeon General has stated that there is no risk-free level of exposure to secondhand smoke; even brief exposure can be dangerous. The Environmental Protection Agency classifies secondhand smoke as a known human carcinogen. Electronic cigarettes emit an aerosol that can contain toxic substances including known human carcinogens. Tobacco product consumption produces hazardous by-products and waste which, when littered, is toxic to people and the environment. The Academy of Mt. St. Ursula desires to provide a healthy, comfortable, and safe working environment for students, employees, vendors, and visitors. The goal of this tobacco-free policy is to create a healthy and respectful environment by reducing exposure to secondhand smoke and toxins emitted by electronic cigarettes, and to promote tobacco cessation.

**GENERAL INFORMATION**

**CAFETERIA** Hot and cold breakfast and lunch are available. Students may bring their own food, but FOOD IS TO BE EATEN ONLY IN THE CAFETERIA or a demerit will be issued. Students may not sell candy or any other items in school.

**CHANGE OF PHONE NUMBER /ADDRESS** When moving, a family is asked to notify the school office immediately. The school office must always have the most up-to-date phone information for emergency contact and address information for regular mailings to parents.

**CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES** AMSU offers many opportunities for students’ development of their talents and interests through the various activities held after school and on weekends. Students are encouraged to participate actively in the clubs of their choice. Those who do participate experience an increased sense of belonging to the school community and encounter more opportunities to develop their leadership ability, academic skills and creative or scientific talents. Students are also encouraged to be committed to the clubs they choose, by careful selection and by faithful participation in the group’s organization and activities. Every school sponsored activity is supervised by a moderator appointed by the administration. The moderator is present at all meetings of a club, and oversees all its fundraising, elections, and general organization, while encouraging student initiative and responsibility.

In planning, moderators and club officers request calendar dates and permission for activities. Any publicity intended for an audience outside the school must receive official approval as well.

Special regulations for those participating in ATHLETICS are as follows:

To participate in any after school AMSU athletic program, a student must submit to the coach, before practice each year:

1. A doctor’s note, dated, stating that the student has been examined and is physically able to participate in that activity for the specified school year.

2. Parental permission to participate, specifying the sport and the school year.

All students are enrolled in a School Accident Insurance Plan. This plan ensures your daughter during all school activities, in or out of school. Additional coverage for a 24-hour basis may be purchased on request. Students will bring application forms home.

Transportation to and from the games is sometimes provided by rental bus/vans/ taxis. Mass transit is also used. Students may never ride in a staff member’s car. Team members may be suspended from teams for academic or behavioral reasons. If a student fails more than 1 subject in a given Quarter she will be suspended from the team.

There are some changes from year to year in the clubs and activities sponsored by AMSU, according to student and teacher interest.

**ENRICHMENT DAY** Once a year, for Enrichment Day, all students and faculty take trips to places of note in the metropolitan area. A doctor’s note is required for any absence on this day. A routine check-up is not excused.

**HEALTH SERVICES** Full-time RN on staff. According to law, no medication may be given by the school. If a student is required to take prescribed medication or has any other medical need, she must submit a doctor’s Medication Administration Form (available in the health office) specifying the medical requirements. Prescription and/or over-the-counter medications are not allowed in school without medication authorization. Minor first aid for cuts and scrapes will be administered by the school health staff. A student should have with her whatever she may need for minor illnesses (for example, headaches, cramps) so long as the Medication Administration Form is on file.

The nurse, not the student herself, will telephone a parent when it is necessary for a student to go home. A student who is sick before she leaves home should not be sent to school.

It is mandatory by state law that a physical examination be performed before a new student’s entrance into the school, and the appropriate medical form returned to the school. The immunization record and form must be completed, updated, and kept in the student’s file. Failure to submit the medical form and/or the immunization records may result in suspension or dismissal from school.

After 14 school days, no new student can be admitted to class without this medical clearance. It is a parental responsibility to alert the school of any changes in their daughter’s health status.

**INSURANCE** All students are enrolled in a School Accident Insurance Plan. This plan ensures your daughter during all school activities, in or out of school.

**LOCKERS** At the beginning of the school year each student is assigned a locker for her clothing and books. To maintain security, only an authorized staff member may open a locker to obtain books, notes, etc. for the student who is absent. The locker is the property of the school. Only assigned combination padlocks are to be used. Students should not reveal their locker combinations to other students.

**LOST AND FOUND/ PERSONAL PROPERTY** AMSU is not responsible for students’ personal property. Students are advised not to bring to school large sums of money or valuables. If necessary to do so, these may be kept in the school safe until dismissal.

**METROCARDS** The New York City Department of Education distributes a MetroCard once a semester to eligible students. These cards are worth several hundred dollars and should be treated with care. To be eligible for a MetroCard, students must live in one the 5 boroughs of New York City. Students who live outside of the city are not eligible. Students who live a half a mile to one and a half miles from the school receive a half fare card good for the bus only. Students who live more than a mile and a half from AMSU receive a full fare card, good for the train or bus. Students who live less than half a mile from AMSU are not eligible. If the MetroCard stops working correctly, the student will surrender the card and apply for a replacement. If a MetroCard is lost, the student should apply for a replacement; stolen MetroCards should be reported to the police. All applications for a replacement should be submitted to the Main Office.

**PRO-LIFE POLICY** FOR SCHOOLS IN THE ARCHDIOCESE OF NY (Academy of Mount St. Ursula endorses and follows this policy.)

The Office of the Superintendent of Schools of the Archdiocese of New York is committed to respect and protect life in all its stages.

While not condoning sexual activity outside of marriage and being sensitive to victims of sexual assault, it is the policy of the Archdiocese to assist any pregnant girl with her educational, medical and family plans. This policy includes educational planning to continue the student’s education and obtain a school diploma.

Once the student’s pregnancy is known to the school, she must submit a letter from her physician which informs the school of her condition together with any necessary health-related arrangements that the physician recommends. Usually, a student remains in school through her fifth or sixth month of pregnancy, depending on the condition of the student and the educational expectations of the school. The decision concerning a student’s continued school attendance is made by the principal after consultation with her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school’s educational expectations. The principal and the guidance counselor should discuss the options open to a pregnant student for educational plans during and after the pregnancy.

The student who desires to resume regular studies at the high school must present a letter from her physician stating that she can resume a full educational program. Consultation with all parties concerned should take place prior to the student’s return to school. In all cases, the best interest of the mother and child should remain a priority. If needed, continuing assistance for the care and nurturing of the mother and child can be provided through the Pro-Life Office of the Superintendent of Schools of the Archdiocese of New York.

**PRIVILEGES** Participation in all school sponsored trips, extracurricular activities, and events such as the prom and the graduation ceremony are privileges and therefore subject to school policies and regulations.

**SENIOR PRIVILEGES** In recognition of their growing maturity, judgment and obligations, seniors enjoy certain privileges which are evaluated each year and published in September. While always subject to change these privileges are granted and may be revoked for individuals or the class at the discretion of the principal.

**SCHOOL CLOSING/DELAY** In case of inclement weather, the Academy of Mount St. Ursula usually follows the decision of the New York City Public Schools and the Archdiocesan schools. Check the AMSU website and/or the following for any announcements particular to AMSU: Bronx Channel 12 TV, email, and text.

Please take note of the following methods of communication most often used for emergency and general updates: email, social media and school website.

**SPECIAL EVENTS**  Some of the special events usually sponsored each year by the classes and clubs of the school are the following:

Special Assemblies Freshman-Junior Picnic

Open Mics

Open House

PEP Rally

Spirit Week

Senior / Sophomore Breakfast

Ring Day and Ring Day Luncheon

International Night

Teacher Appreciation Day

Spring Musical

Fashion Show

UN International Day & other special activities

**STUDENT COUNCIL** The Student Council deserves special mention as the organization representing the entire student body. The Council works with students, administration, and faculty to promote greater spirit, cooperation, and involvement of all at AMSU.

Each spring, students elect the Student Advisory Board, consisting of four officers and homeroom representatives. In addition to these elected councilors, every student can become an “honorary councilor” by attending weekly meetings and helping with various Student Council activities throughout the year.

**TELEPHONE MESSAGES**  Parents are requested to limit phone messages to the school for their daughters to extreme emergencies. We request that parents do not contact students on their cell phones during school hours.