



SUMMER 2023 PARENT – STUDENT HANDBOOK ADDENDUM

Ursuline Summer Programs offer current and incoming students Summer School credit courses, Workshops, and Camps. This document includes important information, policies, and expectations for Ursuline students in these programs and their families. Please read this document carefully, then sign [this form](#) indicating your agreement.

QUICK REFERENCE

CONTACT INFORMATION

Director of Auxiliary Programs Amy Gilchrist; Assistant Director Sarah Kennedy

Main phone: 469-232-1800

UA+ Office: 469-232-3966

summerschool@ursulinedallas.org

camps@ursulinedallas.org

CAMPUS HOURS 7:30 am – 5:00 pm

SCHEDULE

PROGRAM	MORNING	AFTERNOON	DATES
Summer School, Summer I session	8:40-11:40	12:40-3:40	Fri. June 2 – Fri. June 23 (Holiday Mon. June 19)
Summer School, Summer II session	8:40-11:40	12:40-3:40	Mon. July 17 – Fri. Aug. 4
Workshops	8:40-11:40	12:40-3:40	Week 1 June 5-8 Week 4 June 26-29 Week 2 June 12-15 Week 7 July 24-27 Week 3 June 20-23 Week 8 July 30 – Aug. 3
Camps 4 days for gr.9-12 5 days for gr.3-8 *Monday holiday	Times vary	Times vary	Week 1 June 5-8/9 Week 5 July 10-13/14 Week 2 June 12-15/16 Week 6 July 17-20/21 Week 3 June 20-23* Week 7 July 24-27/28 Week 4 June 26-29/30

To find your Summer School class schedule in MyBackpack:

1. Click Student Schedule on the home page
2. Use dropdowns to select Student Account: Summer and Term: All
3. See the [Summer School webpage](#) for more information.

To find your Camp or Workshop schedule in CampBrain:

1. Log into your account on [Ursuline's Campbrain site](#).
2. Under View my Registrations: Summer 2023, click View Details.
3. See the [UA+ webpage](#) for more camp and workshop information.

CAMPUS SERVICES

Bear Necessities will be open most days for school supplies, snacks, and spirit wear. Hours will be posted in the store and [on the webpage](#).

Food service is not available in the summer, so students staying all day should bring lunch. Students may eat in Fox Dining or outdoors, but not in classrooms or student lounges. Upperclassmen may leave campus for lunch.

POLICIES AND EXPECTATIONS

Summer Programs at Ursuline Academy will support and enforce all policies and codes of conduct as stated in the [2022-2023 Parent - Student Handbook](#), with these seasonal adaptations:

ATTENDANCE

All attendance communication should take place in the School Pass App. If there are technical difficulties, email the [UA+ office](#). The Attendance Office is closed in the summer.

Summer School Attendance Policy:

- Daily in person, on campus attendance is expected.
- **Absences are limited to 2** per class. No credit is earned in any course with a total of more than 2 absences.
- Late arrivals and early dismissals are each a .5 absence and must check in/out on an Attendance Ipad in the UA+ office or East Campus.

Camps & Workshops Attendance Policy

- Attendance is monitored and highly encouraged, but not required.
- Students must check in and out daily with their designated Coach or Instructor.

ATTIRE

- Uniforms are not required. Dress comfortably and modestly per the Dress Down Day guidelines in the [2022-2023 Parent-Student Handbook](#) page 26.
- Shorts are only permitted in Camps and in Wellness classes on workout days.

CODES OF CONDUCT

- Ursuline's **Student Code of Conduct**, **Academic Honor Code**, and **Technology Code of Conduct** are followed.
- Infractions given during Summer School will be applied to the following semester. This includes a Class 1 infraction for not submitting the [signed agreement](#) to these policies by June 9.

ILLNESS

- Students should not come to campus with any of these symptoms:
Fever Cough Short of breath Body aches Loss of taste or smell Diarrhea Nausea or vomiting
- Students developing any of these symptoms while on campus will be sent home immediately.
- Students must be fever-free for 24 hours to return to school following an illness.

MEDICATION

- The school clinic is not open in the summer. All medications must be taken at home before school.
- Students who carry medication (Epi-pens, etc.) must have completed documentation in Magnus.
- First Aid supplies are available from the UA+ office and the Athletic Trainer.

REFUNDS

Summer School Refund Policy:

- Withdrawals before 4:00 pm, May 19 are refundable. Withdrawals after this time are not refundable and will receive a W on the transcript.
- In case of a school-wide disruption beyond Ursuline's control, programs continue virtually and are not refundable.

Camps & Workshops Refund Policy:

- Cancellations prior to the first day of a program are fully refundable. No refunds will be made for a withdrawal on or after the program's first day.
- In case of a school-wide disruption beyond Ursuline's control, programs will either be rescheduled, or pro-rated refunds will be issued.

SAFETY AND SECURITY

- Students may only be on campus before and after hours if participating in a supervised school activity.
- Students must wear their Ursuline ID badges when in the school building.
- Students who drive may park in any student lot. Compliance with speed limits is expected.
- Carpool may drop off and pick up is only in areas designated on the Summer Campus map below. Patience and compliance with directions in the carpool line is essential to student safety.

VISITORS

- All adult campus visitors, including parents, must check in with ID and receive a Visitor Badge at Reception or the UA+ office. Badges must be worn at all times while on campus.
- Parents with Visitor Badges may observe Camp activities at the discretion of the Coach or Instructor but should not disrupt camp activities.

TO CONFIRM THAT YOU HAVE READ AND UNDERSTAND THE 2022-2023 STUDENT PARENT HANDBOOK AND THIS ADDENDUM AND AGREE TO ABIDE BY THE RULES AND PROCEDURES HEREIN, PLEASE SIGN AND SUBMIT [THIS FORM](#) BY JUNE 9, 2023. FAILURE TO DO SO WILL RESULT IN A CLASS 1 INFRACTION.