



2021 SUMMER PROGRAMS PARENT – STUDENT HANDBOOK ADDENDUM

Ursuline Summer Programs offer current and incoming students Summer School credit courses, non-credit Workshops, and Athletic Camps. This document includes important information, program policies, and expectations for Summer Program students and families.

Students and a parent or guardian must read and digitally sign this document to acknowledge that they understand and will endeavor to follow these policies and expectations.

QUICK REFERENCE

CONTACT INFORMATION

Director of Auxiliary Programs Amy Gilchrist Assistant Director of Auxiliary Programs Sarah Kennedy
Main phone: 469-232-1800 Summer Programs Office: 469-232-3966
[Summer Programs webpage](#) summerschool@ursulinedallas.org camps@ursulinedallas.org

CAMPUS HOURS

Campus open 7:30 am – 4:00 pm Extended hours for Athletic Camps as indicated.

SUMMER SCHOOL SCHEDULE:

Check My Backpack for your class session and time:

Summer I session credit courses	on campus, in person	June 7-25
Summer II session credit courses	online in Microsoft Teams	July 19 – Aug. 6
Hours:	AM classes 9:00 am – 12:00 pm	PM classes 12:45 pm – 3:45 pm

CAMPS AND WORKSHOPS SCHEDULE:

Check the [Summer Programs webpage](#) or Ursuline's [Campbrain](#) site for your Camp or Workshop's dates and time:

Week 0: June 1-4	Week 1: June 7 – 10/11	Week 2: June 14 – 17/18
Week 3: June 21 – 24/25	Week 4: June 28 - July 1	Week 5: July 12 – 15
Week 6: July 19 – 22	Week 7: July 26 – 29	Week 8: Aug. 2-5

CAMPUS SERVICES

Haggerty Library June 7-25; 8:00 am – 3:00 pm Bear Necessities June 7-25; 8:00 am – 2:30 pm
THE CAFETERIA IS CLOSED DUE TO CONSTRUCTION. Full day students should pack a lunch or may purchase snacks in Bear Necessities. 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 2020-2021 Parent - Student Handbook, with the following seasonal adaptations:

ALL PROGRAMS

ATTENDANCE

Direct all attendance-related communication to the [Summer Programs office](#).

All programs are in person and on campus except Summer School Session II classes.

See specific policies for each type of program below.

ATTIRE

Uniforms are not required. Students should dress comfortably and modestly. Anything too tight, too short, or that could be considered contrary to the mission of the school is not permitted.

Shorts are only permitted for Athletics Camps and for Wellness classes on workout days.

CODES OF CONDUCT

All aspects of Ursuline's **Student Code of Conduct**, **Academic Honor Code**, and **Technology Code of Conduct** will be enforced. Infractions given during Summer School will be applied to the following semester.

COVID-19

All students and staff on campus will comply with the most recent policies and mitigation efforts as outlined on the Ursuline website's [COVID-19 page](#).

Do NOT come to campus if you have any of these symptoms:

Fever or chills	Cough	Shortness of breath	Fatigue
Muscle or body aches	Headache	Loss of taste or smell	Sore throat
Congestion, runny nose	Diarrhea	Nausea or vomiting	

Students developing any of these symptoms during the school day will be sent home immediately.

Notify the [Summer Programs office](#) if your student tests positive for COVID-19, has close contact with anyone who has tested positive for COVID-19, or is instructed to quarantine or isolate by your physician. The quarantine, isolation, and return-to-campus protocols posted on Ursuline's website [COVID-19 page](#) will be followed.

MEDICATION

The Clinic is not available in the Summer. All prescription medications must be taken at home before school.

Students who must carry medication (inhalers, Epi-pens, etc.) must have completed documentation in Magnus.

First Aid supplies are available from the Summer School office and the Athletic Trainer.

SAFETY AND SECUTIRY

Students may only be on campus beyond open hours if participating in a supervised school activity.

Students must wear their Ursuline ID badges when in the school building.

Carpool will be modified, and parking will be limited due to campus construction. Compliance with speed limits and directional signs is expected. Refer to the Summer Programs page of the Ursuline website for updates and maps.

VISITORS

Due to campus safety protocols, parents, guardians, and other visitors may not attend programs in person.

When on campus, parents should remain in their vehicle, or in designated outdoor areas.

SUMMER SCHOOL

ATTENDANCE: SUMMER I AND SUMMER II SESSIONS

Direct all attendance-related communication to the [Summer Programs office](#).

Absences are limited to 2 per class. No credit will be earned in any course with a total of more than 2 absences.

Tardies, late arrivals and early dismissals are each a .5 absence.

A parent must **email the [Summer Programs office](#) in advance** of any absence, late arrival, or early dismissal.

ATTENDANCE: SUMMER I SESSION

In person learning is expected except in cases of illness, quarantine, or isolation.

Remote learning will only be accommodated in these cases:

1. Required student quarantine or isolation in accordance with Ursuline's COVID-19 policy
2. Courses on a blended schedule as published in their syllabus.

ATTENDANCE: SUMMER II SESSION

Attendance is taken daily at the beginning of each class **and** again later for synchronous activities. Students who are present for the initial attendance, but not later activities will receive a .5 absence.

ONLINE LEARNING EXPECTATIONS: SUMMER II SESSION

By enrolling in a Summer School online credit class, the student is agreeing to:

1. maintain consistent, proactive online communication with teachers
2. attend and participate in all online class sessions, on-camera if requested
3. complete all independent work daily, as assigned
4. have daily access to internet service during class time, **with a backup plan in place**

REFUND POLICY

Courses cancelled before 4:00 pm, May 28 are fully refundable. No refunds for withdrawals after this date.

In the case of Summer School disruption or quarantine based on Ursuline's COVID-19 protocols, programs will continue virtually and are not refundable.

CAMPS AND WORKSHOPS

ATTENDANCE

Direct all attendance-related communication to the [Summer Programs office](#).

Attendance is highly encouraged, but not required.

Students must check in and out daily with their designated coach, teacher, or assistant.

ATTIRE

Students should wear sport-appropriate apparel and bring their own equipment as specified in the camp description.

REFUND POLICY

Registrations cancelled prior to the start of a program are fully refundable. No refunds will be made for a withdrawal after the program begins.

In the case of Camp disruption or quarantine based on Ursuline's COVID-19 protocols, pro-rated refunds will be issued.

In the case of Workshop disruption or quarantine based on Ursuline's COVID-19 protocols, programs will continue virtually and are not refundable.

I have read and understand the policies in this agreement and will do my best to uphold them.

Student name

date

Parent or guardian name

date