

# VILLANOVA

## PREPARATORY SCHOOL

**2025-26**  
**Student Handbook**



**12096 North Ventura Avenue**  
**Ojai, CA 93023**  
**(805) 646-1464**  
**[www.villanovaprep.org](http://www.villanovaprep.org)**



## TABLE OF CONTENTS

### **Section I Mission and Philosophy**

Villanova's Mission Statement	7
Philosophy and Purpose	7
Non-Discrimination Policy	8
History	8
The Augustinians	9
Integral Student Outcomes (ISOs)	10

### **Section II Administration and Faculty/Staff Assignments**

Administration	10
Department Chairs	12
Class Moderators	12
Moderators of Student Organizations	12
Athletics	13
Augustinian Province Leadership/Board of Directors	14
Administration/Faculty Listing	14

### **Section III Religious Activities**

Morning Prayer and Pledge	20
Class Prayer	20
Mass/Spiritual Growth	20
Retreats	20
Christian Service	20

### **Section IV Academic Programs**

Course Sequence	22
Graduation Requirements	23
Elective Courses	23

Grading System	24
Wildcat Period	25
Grade Reports	25
Semester Exams	26
Academic Honesty Policy	27
Academic Probation Policy/Academic Review Board	28
Responsibility of Students, Parents, Teachers	29
Summer or After-School Programs	30
Off-Campus Courses to Replace D & F Classes	30
Athletic Eligibility (Academic)	30
Honor Roll/ Principal's List	31
Villanova Scholarship, Grant and Financial Aid Program	31
California Scholarship Federation	32
National Honor Society	33
Taylor Student Center & Keller Library	33
Acceptable Use Policy for Technology	33
Internet Safety Policy	37
Cell Phone/Smartphone Policy	37

## **Section V Support Services**

College Counseling	38
Guidance Counseling	38
Health Services	38

## **Section VI Student Life (Extracurricular Program)**

Resident Life Program	39
Residence Halls	39
Resident Visits with Day Student Families	40

Change of Resident Status	40
School Property	40
Extracurricular and Community-Based Activities	40
Villanova Prep Student Constitution/Student Government	41
Traditional Activities	42
Dances	42
Class Moderators	43
Organizations, Programs, and Clubs	43
Lunch	43
School Visitors	44
Driving and Parking on Campus	44
Bus Service	45
Electric Bicycles	45
The Athletic Program	45
Athletic Program Philosophy for Athletes and Fans	46
The Main Office	47
School Closing Plan	47

## **Section VII Student Conduct and Attendance**

Philosophy	48
Infractions	49
Consequences	51
Detention	51
Referral	51
Restriction of Activity/Loss of Privileges	52
Suspension	52
Expulsion	52
Board of Discipline	53
Appeals	53
Code of Conduct - Parents and Guardians	53

Substance Abuse Policy	54
Recommended Transfer	55
Off-Campus Incidents and Behavior	55
Attendance	56
Reporting Absences	56
Excused Absence	57
Unexcused Absence	57
Early Departure/Late Return	57
Extracurricular Participation	58
College Visits	58
Excessive Absence	58
Planned Absence	58
Tardy Policy	59
Absences and Scheduled Exams/Assignment Due Dates	59
Check-out /Check-in Procedures	60
Dress and Grooming Code	60
School Lockers	64

## **Section VIII Additional Policies**

Harassment of Students in Catholic Schools	65
Complaint Filing and Investigation Procedures	68
Conflict Resolution	69
School Searches	69
Policy on Student Pregnancy	70
Married Student Policy	71
Policy on Students No Longer Living with Parents/Guardians	71
Policy on Confidentiality and Privacy	71
Policy on Interpreter	73

## General Resources

Who's Who at Villanova	73
IB Summary	75
IB Learner Profile	76
Traditional Prayer of Villanova Students	78
Alma Mater	79



## **SECTION I: MISSION AND PHILOSOPHY**

### **MISSION**

In the Augustinian tradition, the Mission of Villanova Preparatory School is to graduate mature young adults of diverse backgrounds who reflect the qualities of truth, unity, and love. The school does this by providing a challenging college preparatory curriculum and Catholic environment that promote the development of mind, heart and body. These young adults will think, judge, and act in ways that are sound and in keeping with the teachings of Jesus Christ.

### **PHILOSOPHY AND PURPOSE**

Villanova is a non-profit Roman Catholic school operated under the auspices of the Western Province of the Order of St. Augustine. Located in the Ojai Valley, it is a coeducational, college preparatory school, offering both boarding and day programs for grades 6-12, and a program of support for English language learners.

Villanova Prep strives to display the characteristics that mark it as an Augustinian school as stated in the *Educational Mission Statement of the Schools of the Province of St. Augustine*. These characteristics include an emphasis on the primacy of love, a dedication to seek the truth, a fostering of tradition, a desire to serve a diverse population, and a commitment to build community among our faculty, students, staff, parents, and alumni.

The School serves students who indicate their desire to succeed in a strong academic curriculum. Following the liberal arts tradition, the curriculum aims at preparing each student for admission to a university. The curriculum acknowledges the traditions of Western Civilization and places particular emphasis on Judeo-Christian values and teaching. The program of studies seeks to provide each student with necessary skills for a successful life in a world of rapid technological and social change. The School emphasizes effective oral and written communication, study skills, critical and interpretive thinking, and the ability to make rational, informed judgments.

To help students become mature citizens of the City of God, Villanova provides religious instruction that is true to Catholic doctrine and which echoes the teachings of St. Augustine. In addition, the School strives to give non-Catholic students an understanding of Catholicism and helps them nurture their own spiritual development.

As a community in which students, teachers, and parents share in the life of the Holy Spirit, the School tries to foster a spirituality for each individual that promotes a concern for issues of charity, Christian service, and justice in daily life.

Villanova recognizes that parents are the primary educators of their children. Therefore, the School encourages their full cooperation in their children's education.

The School attempts to educate the whole person. As a result, it provides students with extracurricular programs and athletic activities that challenge, inspire, and develop sound bodies and minds. All activities at Villanova seek to promote social responsibility and teach students how to work harmoniously with others in achieving common goals.

By creating a positive and caring environment for both resident and day students, Villanova promotes learning, love, unity, and respect for others as primary considerations. The School's ultimate desire is to graduate students who think, judge, and act in ways which are sound and in keeping with the teachings of Jesus Christ. In the Augustinian tradition, we also desire to graduate young adults who express to the world the qualities of love, truth, and community.

### **NON-DISCRIMINATION POLICY**

Villanova Prep, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color or national and/or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the School.

Villanova Prep does not discriminate on the basis of race, color, disability, gender or national and/or ethnic origin in the administration of its educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While Villanova Prep does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student are based upon the student's emotional, academic and physical abilities and the resources available to the School in meeting the student's needs.

### **HISTORY**

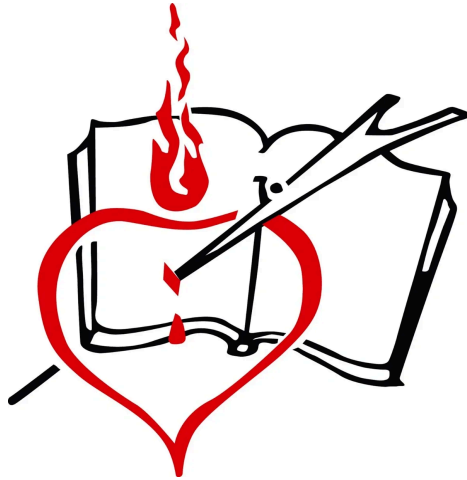
Villanova Prep was founded in 1924 by the Augustinian Order at the request of the Bishop of Los Angeles, John Cantwell, to meet the increased demand for a Catholic resident and day school for boys in Southern California. In 1970, the School admitted girls as day students, and it became completely coeducational in 1987 when girls were accepted as residents. In 2024, Villanova expanded its reach by offering a quality education for middle school students in the Ojai Valley.



## THE AUGUSTINIANS

The 3,000 priests and brothers of the Order of St. Augustine throughout the world (including Pope Leo XIV) are active in various ministries in service to the Church. With a heritage stretching back to St. Augustine of Hippo (354-430), the Order is in the tradition of the Mendicant Orders founded in the 13th century. The Augustinians follow the teachings of Jesus Christ based on the Gospel and the Holy Spirit. Their guiding charism is based on the Rule of Saint Augustine, which drives their ministry based on the core values of unity, truth, and love.

Villanova Prep is one of eleven member schools of the Augustinian Secondary Education Association of North America.



# **Integral Student Outcomes (ISOs)**

## **A person educated in Christian values who**

- lives and appreciates the teachings of Jesus Christ.
- embodies the Augustinian values of Unity, Truth, and Love.
- is prayerful, reflective and seeks to grow in interior spirituality and self-worth.

## **A critical thinker and effective communicator who**

- can access, evaluate, and use information to make sound choices.
- approaches problem solving with a creative mindset while remaining open to new challenges and change.
- listens to others' viewpoints while respectfully communicating their own.

## **A reflective, lifelong learner who**

- pursues knowledge and wisdom in an innovative manner.
- can balance different aspects of their lives to be healthy in mind, body, and spirit.
- effectively uses skills and adapts to new technology in an ever-changing world.

## **A leader who**

- demonstrates teamwork and cooperation by valuing the dignity of each person.
- is compassionate and respectful of others while working for the common good.
- cultivates a spirit of service.

## **A socially and globally aware person who**

- engages with people of diverse backgrounds by fostering intercultural relationships.
- is respectful of all religions and cultures.
- is a steward of the environment.

## **SECTION II: ADMINISTRATION AND FACULTY / STAFF ASSIGNMENTS**

### **Administration**

President	Mr. James Link
Principal	Mr. Daniel Annarelli
Vice Principal	Mr. Gabriel Enriquez
Headmaster	Mr. Brian Grisin

Director of Financial Affairs	Mrs. Nancy Ventura
Director of Resident Life	Ms. Julia Carrano
Director of Development	Mrs. Sandi White
Director of Admission	Mrs. Suzanne Feldman
Director of Athletics	Mr. Martin Meyer
Director of Instructional Resources	Ms. Jane Cotti
Director of Informational Technology	Mr. Ryan Aquino
Director of Augustinian Mission	Ms. Sarah Dufresne
IB Coordinator	Mr. Brian Roney
Director of College Counseling	Mrs. Kristy Lim
Chaplain	Fr. Emmanuel Isaac, O.S.A.
Activities Director	Ms. Julia Munoz

### **Health & School Services**

School Nurse	Mrs. Elena Abrena
Facilities Manager	Mr. Fernando Carrillo

### **Administrative Staff**

Associate Director of Admission	Mr. Cesar Rangel
Associate Director of Development	Mrs. Stella Day
Associate Director of Development	Mrs. Tessa Hottinger
Bookkeeper	Mrs. Sylvia Arriaga

Staff Accountant	Mrs. Mary Maler-Clark
Registrar	Mrs. Lisa Lopez
Office Manager	Mrs. Carin Huber

### **Department Chairs**

English Department	Mrs. Katherine Kistler
Foreign Language Department	Dr. Nan Freitas
Mathematics Department	Mr. Antonio Calisto
Theology Department	Ms. Julie Dugan
Science/Physical Education Department	Mrs. Nichia Huxtable
Social Studies Department	Mrs. Anna Walsh
Visual and Performing Arts Department	Mrs. Casey Grant-Miller

### **Class Moderators**

Senior Class	Mrs. Katherine Kistler
Junior Class	Ms. Julie Dugan
Sophomore Class	Mr. Gabriel Enriquez
Freshman Class	Mrs. Olivia Harris

### **Moderators of Student Organizations**

Associated Student Body	Ms. Julia Munoz
California Scholastic Federation	Ms. Jane Cotti

Friends of Hogar Infantil

Dr. Nan Freitas

National Honor Society

Ms. Jane Cotti

National Spanish Honor Society

TBA

Clare Boothe Luce Scholars

Mrs. Nichia Huxtable

## ATHLETICS

<b><u>Fall Season</u></b>	<b><u>Winter Season</u></b>	<b><u>Spring Season</u></b>
Girls' Tennis Girls' Volleyball Football Boys' Water Polo	Girls' Soccer Girls' Basketball Girls' Water Polo Boys' Soccer Boys' Basketball	Girls' Beach Volleyball Boys' Baseball Boys' Tennis Swimming Track and Field Golf



## **PROVINCE OF ST. AUGUSTINE**

Prior Provincial: Very Rev. Barnaby Johns, O.S.A.

## **VILLANOVA PREP BOARD OF DIRECTORS**

**Ms. Katie Austin**  
**Rev. Kirk Davis, O.S.A.**  
**Mrs. Katie Deutschman**  
**Ms. Karen Fussell**  
**Mr. Ed Gibbs**  
**Mr. Edwin Hearn**  
**Very Rev. Barnaby Johns, O.S.A.**  
**Mrs. Beth Kaser**  
**Mr. Matt LaVere**  
**Mr. James Link**  
**Mr. Steve McGillivray**  
**Mr. Jeffrey Ruggels**  
**Dr. Gabe Soumakian**  
**Mr. Richard Taylor, Chair**  
**Rev. Max Villeneuve, O.S.A.**

## **ADMINISTRATION & FACULTY**

### **Mrs. Rebecca Adams: English Department**

B.A., California Lutheran University, California Single Subject Credential - English,  
California Multiple Subject Teaching Credential

*Thirty-nine years of teaching experience. First year at Villanova.*

### **Mr. Daniel Annarelli: Principal**

B.A., Fordham University; M.A. Villanova University; M.A. Fordham University

*Nineteen years of teaching and administrative experience. First year at Villanova.*

### **Mr. Ryan Aquino: Director of Information Technology**

B.S., St. John Bosco Technical College

Cisco Certified Network Associate, Mapua Institute of Technology

*Twenty-nine years of IT experience. Eighth year at Villanova.*

**Mr. Carson Brown: English Department**

B.A., California State University, Channel Islands; M.A., Concordia University, Irvine  
M.A. Alliant International University, San Diego  
California Single Subject Teaching Credential - Science  
*Seven years of teaching experience. Third year at Villanova.*

**Mr. Antonio Calisto: Mathematics Department Chair**

B.S., University of California, Santa Barbara; M.S., Swinburne University of  
Technology M.A., Loyola Marymount University  
California Single Subject Teaching Credential - Mathematics  
*Ten years of teaching experience. Tenth year at Villanova.*

**Ms. Julia Carrano: Director of Resident Life**

B.A., University of Dallas; M.A., University of California, Santa Barbara; J.D., The  
George Washington University Law School  
*Twenty-one years of teaching and administrative experience. Second year at Villanova.*

**Ms. Rebecca Comerford: Fine Arts Department**

B.M., Eastman School of Music; M.M., Manhattan School of Music  
*Two years of teaching experience. Second year at Villanova.*

**Ms. Jane Cotti: Director of Instructional Resources**

B.A., Loyola Marymount University; M.A., California State University, Long Beach  
*Thirty-four years of teaching experience. Thirty-fourth year at Villanova.*

**Mrs. Kirsten Dalto: Foreign Language Department**

B.A., University of California, Santa Barbara; M.A. Azusa Pacific University  
Teaching Credential - TESOL  
*Twenty-five years of teaching experience. Seventh year at Villanova.*

**Ms. Sarah Dufresne: Director of Augustinian Mission and Theology Department**

B.A., Thomas Aquinas College, M.A., Augustine Institute  
*Ten years of teaching and administrative experience. Sixth year at Villanova.*

**Ms. Julie Dugan: Theology Department**

B.A., California State University, Northridge  
Los Angeles Archdiocesan Theology Certificate  
*Nineteen years of teaching experience. Third year at Villanova.*

**Mr. Gabriel Enriquez: Vice Principal**

B.A., University of California Santa Barbara; M.A., California State University, Northridge; California Clear Single Subject Teaching Credential - Social Science  
*Twenty years of teaching experience. Fourth year at Villanova.*

**Mrs. Suzanne Feldman: Director of Admissions**

B.S., University of Washington; M.A., University of Melbourne  
*Sixteen years of educational and administrative experience. Fifth year at Villanova.*

**Ms. Pamela Fetter: English Department**

B.A., San Francisco State University; M.A., California State University, Northridge  
*Nineteen years of teaching experience. Second year at Villanova.*

**Mr. Ethan Floyd: Foreign Language Department**

B.A. Wyoming Catholic College  
*Seven years of teaching experience. Second year at Villanova.*

**Mr. André Fox: Fine Arts Department**

B.A., Thomas Aquinas College  
California Single Subject Teaching Credential - Art  
*Twenty years of teaching experience. Tenth year at Villanova.*

**Dr. Nan Freitas: Foreign Language Department Chair**

B.A., University of Montana; M.A., University of Montana; Ph.D., University of Washington; M.A., Pepperdine University; Ed. D., Pepperdine University  
California Single Subject Teaching Credential - Foreign Language  
*Fifty-three years teaching experience. Thirty-fifth year at Villanova.*

**Mrs. Casey Grant-Miller: Visual and Performing Arts Department Co-Chair**

B.A., Sonoma State University; M.A., Academy of Art  
*Twelve years of teaching experience. Twelfth year at Villanova.*

**Mr. Brian Grisin: Headmaster**

B.A., St. John's Seminary College; M.A., St. John's Seminary; M.A., Loyola Marymount University; Catholic School Administration Certificate, Loyola Marymount University  
California Single Subject Teaching Credential - Social Science  
*Twenty-seven years of teaching and administrative experience. Twenty-eighth year at Villanova.*



**Mrs. Olivia Harris: Science Department**

B.A., Concordia University

California Single Subject Teaching Credential - Foundational Science

*Five years of teaching experience. Third year at Villanova.*

**Ms. Julie Hedrick: English Department**

B.A., Occidental College

California Single Subject Teaching Credential - English

*Twenty-six years of teaching experience. Nineteenth year at Villanova.*

**Mrs. Nichia Huxtable: Science Department Chair**

B.S., Northern Arizona University

California Single Subject Teaching Credential - Life Science

*Twenty-five years of teaching experience. Fourth year at Villanova.*

**Rev. Emmanuel Isaac, O.S.A.: Chaplain and Theology Department**

B.A., University of the Punjab; M. Div., Catholic Theological Union

*Three years of teaching experience. Third year at Villanova.*

**Very Rev. Barnaby Johns, O.S.A.: Prior Provincial of the St. Augustine Province**

B.A., The Anglica University, Cambridge; M.A., St. Andrews University, Scotland;

M.A., University of San Francisco

*Twelve years of teaching and administrative experience. Ninth year at Villanova.*

**Mrs. Katherine Kistler: English Department Chair**

B.A., California State University, Chico; M.A., California State University, Chico

California Single Subject Teaching Credential - English

*Twenty-two years of teaching experience. Seventh year at Villanova.*

**Mrs. Kristy Lim: Director of College Counseling**

B.A., University of California, Los Angeles; M.A., Pepperdine University

*Third year at Villanova.*

**Mr. James Link: President**

B.A., Iona College; M.A.C., The Catholic University of America; M.A.C. St. John's Seminary; Certificate in Leading Organizational Change, The Wharton School of Business at The University of Pennsylvania

*Forty years of teaching and administrative experience. First year at Villanova.*

**Mr. Martin Meyer: Athletic Director**

B.A., California State University, Sacramento; Teacher Preparation Program Certificate,  
California Lutheran University

*Forty years of teaching and coaching experience. First year at Villanova.*

**Mrs. Amber Monarrez: Science Department**

B.A., Western Governors University; M.A., Western Governors University  
California Single Subject Teaching Credential - Science

*Twelve years of teaching experience. Third year at Villanova.*

**Ms. Julia Munoz: ASB/Activities Director and Mathematics Department**

B.S., California Polytechnic University, San Luis Obispo.

California Single Subject Teaching Credential - Mathematics.

*Fifteen years of teaching experience. Twelfth year at Villanova.*

**Mr. Doug Roberts: Mathematics Department**

B.A., University of California, Santa Barbara; M.A., Azusa Pacific University

California Single Subject Teaching Credential - Mathematics

*Thirty years of teaching experience. Third year at Villanova.*

**Mr. Brian Roney: Social Sciences Department**

B.A., University of California Santa Barbara; M.Ed., Azusa Pacific University. M.A.,  
Azusa Pacific University

California Single Subject Credential - Social Sciences and Health Sciences

School Administrative Services Credential

*Twenty-five years of teaching experience. Twentieth year at Villanova.*

**Mr. Micah Sittig: Science Department**

B.S., California Institute of Technology.

*Nineteen years of teaching experience. Second year at Villanova.*

**Dr. Christopher Smith: Science Department**

B.S., University of California, Davis; M.S., California State University, Long Beach;

Ph.D., University of Nebraska, Lincoln

*Fifteen years of teaching experience. Eighth year at Villanova.*

**Mr. Erik Solecki: Social Science Department**

B.A., University of California, Santa Barbara; M.Ed., University of California, Santa Barbara

California Single Subject Teaching Credential - Social Sciences

*Ten years of teaching experience. Sixth year at Villanova.*

**Mr. Sean Van Hoven**

B.S., M.S., California State University, Channel Islands

*Thirteen years of teaching experience. Second year at Villanova.*

**Mrs. Nancy Ventura: Director of Financial Affairs**

B.S., California State University, Northridge

*Thirty-five years of administrative experience. Thirty-third year at Villanova.*

**Mrs. Anna Walsh: Social Science Department Chair**

B.A., University of California Los Angeles; M.A., University of California Santa Barbara; M.A., Loyola Marymount University

California Single Subject Teaching Credential - Social Science

*Fourteen years of teaching experience. Thirteenth year at Villanova.*

**Mrs. Sandi White: Director of Development**

B.A., Purdue University; M.A., California State University, Northridge

*Twenty years of educational and administrative experience. Sixth year at Villanova.*

**Mr. Frank Williams: Campus Minister and Information Technology**

California Catechist Certification, California Catholic Conference of Bishops

*Twenty years of campus ministry experience. Fifth year at Villanova.*

**SECTION III: RELIGIOUS ACTIVITIES**

As a Roman Catholic school, religion is an integral part of campus life at Villanova. For Catholics, other Christians, and non-Christians, the religion program invites students to examine an important aspect of their lives and culture, and provides them with a rare opportunity over a period of time to reflect on this essential part of human existence. A goal of the School is to see each student develop strong and durable values, a sense of self-worth, and the tools necessary to make ethical decisions.

## **Morning Prayer and Pledge of Allegiance**

Every morning will begin with the Augustinian Prayer for Students followed by the Pledge of Allegiance in the first period classroom. At the end of the first break, the school community gathers in front of the Grotto of Our Mother of Good Counsel for prayer and daily announcements.

## **Class Prayer and Mass**

Each class will begin with a prayer. Teachers may lead or assign a student to read a prayer or reflection or select a passage from Scripture. All School Mass is celebrated by the entire community regularly throughout the academic year. Special liturgies include the celebrations of the opening of the school year, retreat liturgies, Grandparents Day, Holy Days of Obligation, the Junior Leadership Mass, and the Baccalaureate Mass. Mass is also celebrated daily in the School Chapel at 7:00 a.m. and on Sundays at 5:00 p.m. for resident students (times are subject to change). The Chaplain and Campus Minister plan all school liturgies.

## **Reconciliation**

The opportunity for the Sacrament of Reconciliation for Catholic students is made available at lunch and with special celebrations during the seasons of Advent and Lent. Appointments to receive the Sacrament of Reconciliation may also be made with the chaplain.

## **Spiritual Growth**

Campus Ministry helps organize various prayer meetings; Bible studies and all school prayer/reflection assemblies during the school year. Campus Ministry develops growth opportunities based on the spiritual needs of our students.

## **Retreats**

Retreats are an integral part of the School's curriculum. Retreat programs offer a rich opportunity for age appropriate spiritual development, leadership experience, and holistic reflection. The freshmen, junior, and senior classes participate in an overnight retreat. The sophomore class has days of reflection held on or off campus. Students are required to attend retreats.

## **Christian Service**

All Students graduating from Villanova Preparatory School are expected to engage in Christian Service. Rooted in Augustinian values, this program calls students to be Christ-like leaders by serving marginalized communities in the spirit of unity, truth, and

love. By engaging in Christian Service, students have the opportunity for personal growth, community involvement, and development of compassion for others.

All Villanova students are responsible for completing 20 hours of Christian service each year they attend. All 20 service hours are due by the end of the fourth quarter. These hours are categorized by direct and indirect hours. Additionally, each student will participate in a service project on Service Day.

Students complete both direct and indirect service. Direct service requires students to work directly to promote Catholic social teaching and the dignity of the human person.. All other hours not directly promoting the dignity of the human person are classified as indirect service. All service must be done at an organization that has been pre-approved by Campus Ministry.

**Direct Hours:** A minimum of 10 hours a student serves will be direct hours. These are hours completed off campus in the local community. Students are expected to identify a genuine need in the community, educate themselves on the need, and engage in meaningful service to address that need.

**Indirect Hours:** A maximum of 10 hours a student serves can be counted as “indirect hours”. These hours may be fulfilled through clubs, helping teachers or other staff on campus, giving tours, etc.

Students are required to complete a Christian Service Reflection paper at the conclusion of meeting their 20-hour requirement. These reflection papers will be completed in student’s Theology classes where teachers will provide a reflection prompt.

Students who exceed the minimum hours in quantity, quality, and variety of service may be considered for a Villanova Christian Service Award at the end of the academic year. One senior will also be nominated for the Archdiocesan Christian Service Award.

## **SECTION IV: ACADEMIC PROGRAM**

### **COURSE SEQUENCE**

#### **Freshmen**

- Theology 9
- English 9 / Honors English 9
- Global Studies
- Mathematics 9 / 9 Honors / 9 Honors Acc.
- Conceptual Physics
- Foreign Language or EIS
- Health and Fitness

#### **Sophomores**

- Theology 10
- English 10 / Honors English 10
- Mathematics 10 / 10 Honors / 10 Honors Acc.
- Chemistry / Honors Chemistry / AP Chemistry
- Foreign Language
- Civics/Economics
- Elective (Visual or Performing Arts)

#### **Juniors**

- Theology 11
- English 11 / IB English 11 Y1
- Mathematics 11 / IB Mathematics Y1
- Foreign Language / IB Foreign Language Y1
- Biology /Honors Biology / IB Biology Y1
- US History / IB History of the Americas Y1
- Elective / IB Elective Y1

#### **Seniors**

- Theology 12
- English 12 / IB English 12 Y2
- Modern History / IB World History Y2
- Science Elective / IB Science Y2
- Elective / IB Foreign Language Y2
- Mathematics / Elective / IB Mathematics Y2
- Elective

## **GRADUATION REQUIREMENTS**

Theology	4 units*
English	4 units
Mathematics	3 units (4 recommended)
Foreign Language	3 units **
Science	3 units
Social Science	3 units
Fine Arts	1 unit
Physical Education	1/2 unit
Health	1/2 unit
Electives	5 units

Graduation requirements also include meeting annual expectations for Christian Service and extracurricular participation.

\*For transfer students who attended schools that did not offer courses in Religious Studies, the requirement is one unit of Theology for each year of attendance at Villanova.

\*\*The foreign language requirement is met if a student completes the third level in a single language.

Students with a grade of D or F in a class required for graduation **MUST** make up the course in a program approved by the Administration. In any course in which a student has received a grade of D or F, even if not a graduation requirement, students are strongly recommended to make up the deficiency by retaking the course. Any course taken outside Villanova must be approved in advance by the Administration.

### **ELECTIVE COURSES**

AP Chemistry  
AP Physics C  
Coding (½ unit)  
IB Psychology SL/HL  
Marine Science  
Publications  
Robotics (½ unit)

### **VISUAL/PERFORMING ARTS:**

Art of Theater  
Ceramics  
Computer Graphic Design  
Digital Photography  
Film Portfolio  
Film Production  
Guitar Ensemble  
IB Music SL  
IB Visual Art SL/HL  
Introduction to Art  
Music Theory

## **COURSE CATALOG**

The entire Villanova course catalog is available on our website.

<https://www.villanovaprep.org/academics/curriculum>

**Advanced Placement / IB Courses:** Enrollment is contingent upon department approval. Students enrolled in AP or IB courses are encouraged to take the AP or IB exams.

Students who are not International Baccalaureate Diploma Programme candidates are limited to taking a maximum of 5 IB classes.

**Recommendation for Honors / AP / IB Courses:** Each department sets criteria for the recommendation of Honors, AP, and IB courses. Faculty recommend students at the end of the first semester. Students are responsible for ensuring that they have met the recommendation standards and acknowledge that the enrollment in Honors/AP/IB courses is contingent on meeting the academic criteria for each subject area.

## **GRADING SYSTEM**

### **A Excellent (90-100% of the points in the course)**

The quality of work consistently demonstrates an outstanding comprehension of course content and far exceeds performance standards. The work exhibits exemplary creativity, imagination, initiative and application of material.

### **B Above Average (80-89% of the points in the course)**

The quality of work consistently demonstrates a superior comprehension of course content and exceeds performance standards. The work exhibits noteworthy creativity, imagination, initiative and application of material.

### **C Average (70-79% of the points in the course)**

The quality of work demonstrates an adequate comprehension of course content and meets performance standards. The work exhibits satisfactory initiative and application.

### **D Below Average (60-69% of the points in the course)**

The quality of work demonstrates a minimal comprehension of course content and performance standards. The work exhibits insufficient initiative or application of material. Students do not receive credit for a grade of D. This grade is not acceptable for college admissions; therefore, a grade of D in required classes must be made up.



**F Failing (Below 60% of the points in the course)**

The quality of work demonstrates an inadequate comprehension of course content and does not meet performance standards. Students do not receive credit for a grade of F.

**WILDCAT PERIOD**

All students will be assigned to a Wildcat Workshop period, a block in the day where all students have time to study, work on assignments, and learn new skills.

Freshmen will be enrolled in Freshman Seminar, a period that meets to learn new habits, study skills, and high school formation. Seniors will be enrolled in a College and Career course, a period where they will be working on the college application process and learning about career readiness. Students enrolled in the International Baccalaureate (IB) Diploma Programme will be enrolled in Theory of Knowledge. Students in the English Immersion Support (EIS) program will be receiving language support from their EIS instructors during this period. Students needing extra Study Skills support will be in a Study Skills course. All other students will be enrolled in a supervised study hall period.

**GRADE REPORTS**

Villanova Prep’s grade point average (GPA) is based on the above scale of achievement. Progress reports are given to students and parents at the completion of each quarter.

**Semester grades are the only grades recorded on the permanent transcript.**

Calculation of the grade point average is based on all courses. Each grade is given a specific number of points described below:

VILLANOVA PREPARATORY SCHOOL GRADE SCALE					
A	94-100	4.0	C	73-76	2.0
A-	90-93	4.0	C-	70-72	2.0
B+	87-89	3.0	D+	67-69	0.0
B	83-86	3.0	D	63-66	0.0
B-	80-82	3.0	D-	60-62	0.0
C+	77-79	2.0	F	Below 60	0.0

A grade of A, B, or C in an Honors, Advanced Placement or IB course earns an extra point (e.g., A=5 points). Please note that UC and CSU schools do not recognize all honors classes for the extra point. Contact College Counseling for more information.

Villanova uses a “plus/minus” for recognizing student academic achievement. The “plus/minus” is not calculated into student GPA. This helps to provide better grade accuracy for each course but does not affect the overall GPA calculation on the transcript.

### **Student Records; Family Educational Rights and Privacy Act of 1974 (FERPA)**

*“An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless that agency or institution has been provided with evidence that there is a legally binding instrument, or a state law or court order granting such matters as divorce, separation, or custody, which provides to the contrary.”*

Villanova Prep abides by the provisions of the Family Educational Rights and Privacy Act of 1974 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Villanova Prep will provide the non-custodial parent with access to the academic records and to the other school-related information regarding his/her student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a parent wishes to view his/her student's official folder, a request must be made in writing to the attention of the Principal.

### **SEMESTER EXAMS**

At the end of each semester, a comprehensive final exam is administered. Some courses may require an additional paper or project as part of the final exam while other courses may provide an alternate comprehensive final paper or project. The weight of the final project or exam is determined by the respective academic department. It is at the discretion of the Administration whether or not an expelled student will be allowed to take semester exams.

Only students who have a note from a physician will be excused from school scheduled semester exams. Any other request must be approved by the Administration. The Administration will determine when the student will make up the exam.

**Policy for Extended Time:** Villanova will allow a student extended time on tests if the student has been evaluated by a licensed educational therapist or psychologist and a professional recommendation has been made to accommodate the student's particular learning needs. Documentation must be submitted to the school in a timely manner in order for the school to review the report and provide information about what accommodations the school can provide.

## ACADEMIC HONESTY POLICY

Truth is a core value of Villanova. Positive and trusting relationships between teacher and student and among students are at the heart of the school. All Villanova students are expected to live by the principles of honesty and mutual trust. Cheating, as defined below, may have both academic and disciplinary consequences. Students may be required to submit written work to TURNITIN.COM or similar programs. Cheating implies intent to deceive. It includes all actions, devices, and/or deceptions involved in committing the act. Examples include, but are not limited to, utilizing crib notes or a cheat sheet on an exam and copying answers directly from another student's exam.

Cheating may include the following:

- Misusing artificial intelligence (AI) tools to generate any work including assignments, essays or responses without approval or proper citation;
- Copying someone else's work, homework, quizzes, or other work or tests;
- Knowingly giving one's own work to someone else to copy or use;
- Having someone else complete your work;
- Using unauthorized testing aids, including unauthorized technology;
- Asking, receiving, or giving information about the contents of an exam to another student;
- Submitting work that is not your own;
- Plagiarizing: Plagiarism is using others' ideas and words without clearly acknowledging the source of that information; examples of plagiarism can include the following:
  - Presenting the ideas and/or words of another as one's own (i.e., failing to credit the author or sources used in a work product);
  - Knowingly and intentionally using another's exact wording without indicating the information as a quote;
  - Changing a few words in a sentence to disguise or hide the intent to plagiarize;
  - Inadequately paraphrasing or summarizing ideas from a source;
  - Failing to cite the Internet, databases, and other electronic resources if they are utilized in any way as resource material in an academic exercise;
  - Inadequately citing work that does not clearly indicate what ideas or words were taken from another source.

### Consequences

The consequences for cheating are:

### First Instance

- The student will receive a “zero” on the assignment, test, or quiz. In rare cases, a teacher may elect to allow the student to complete makeup work for partial credit.
- The teacher will confer with the student and immediately notify the parent of the incident and the consequences of the action.
- Teachers will submit the infraction to the Vice Principal.

### Second Instance

As listed in the first instance and the following:

- The student will receive a “zero” for the assignment, test, or quiz.
- A conference will be scheduled with an administrator, parent, teacher, and student.
- The student will be ineligible for the Villanova Honor Roll and other academic awards.
- The teacher will submit the infraction to the Vice Principal.

After the second instance, an Academic Review Board will be held to determine the future status of the student (see below).

## **ACADEMIC PROBATION POLICY**

A student at Villanova is placed on Academic Probation if one or more of the following stipulations are applicable during any quarter grading period:

- Grade point average drops below 2.0;
- An F in any subject;
- Two or more D's.

If any of the above occurs on a quarter grading period, students and parents/guardians will be sent a letter notifying them that they are on academic probation. Students on Academic Probation may not be allowed to participate in our Athletic Program or other school activities. If any of the above conditions are not remedied by the next grading period, the student may be asked to appear before the **Academic Review Board**.

**The Academic Review Board** consists of the members of the Academic Council headed by the Vice Principal or Principal. The Academic Review Board reserves the right to render a recommendation regarding the appropriateness of Villanova as a proper academic community for any student appearing for review. The Principal makes a final decision taking in consideration the recommendations of the Academic Review Board.

## **STUDENT RESPONSIBILITIES**

### **The student will:**

- Be responsible in knowing school and classroom rules of conduct.
- Set aside sufficient time to study.
- Participate actively in class and attend regularly.
- Be responsible for proper classroom conduct.
- Be responsible for his or her own work.
- Allow all members of a team to do equal parts of the task.
- Properly cite, footnote, and use a bibliography.
- See their teacher after school if extra help is needed to ensure they are successful.

## **PARENTAL RESPONSIBILITIES**

### **The parent will:**

- Communicate to the student values of moral and ethical behavior.
- Refrain from placing undue pressure for high grades.
- Be aware of a student's need for a quiet time and a place for study.
- Support the student's efforts, but not in any way do their work.
- Encourage wise use of time.

## **TEACHER RESPONSIBILITIES**

### **The teacher will:**

- Provide a positive learning environment.
- Make classroom policy known to all students.
- Be specific as to whether work is to be cooperative or individual.
- Prepare students for tests and quizzes.
- Inform students if unannounced tests will be used in the course.
- Carefully proctor tests by walking around the room.
- Return classwork and homework in a timely manner.
- Update student grades on a weekly basis.
- Secure grade book and mark documents so that the grades are confidential and safe.
- Track student attendance.
- Contact parents/guardians if a student's grade drops below a passing level.

## **SUMMER OR AFTER SCHOOL PROGRAMS**

Any course taken during a summer or after school program must be approved by the Administration for the course to be applied to the Villanova transcript. Approval must be obtained from the Administration in writing prior to enrolling in the course. It is the responsibility of the student to have the grade report and transcript sent to Villanova.

## **OFF-CAMPUS COURSES TO REPLACE D AND F CLASSES**

A student may take no more than three semester classes at a school other than Villanova to replace a course in which a grade of D or F was received. If there is a need to repeat more than three semester classes, those courses must be taken at Villanova in place of elective classes. Classes to replace a D or F must be taken during the summer after the D or F was received and be completed prior to the beginning of the following school year. It is the responsibility of the student to have a transcript of class work sent to Villanova.

## **ATHLETIC ELIGIBILITY (ACADEMIC)**

Standards for athletic eligibility have been set by the California Interscholastic Federation (CIF-SS). Athletic eligibility at Villanova is determined at every grading period. According to CIF-SS students must have achieved an unweighted 2.0 grade-point average on a 4.0 scale in enrolled courses at the conclusion of the previous grading period. It is the policy of Villanova that any student that has a grade of F at the end of the grading period will be deemed ineligible for interscholastic athletics. A Villanova student who is on academic probation may also be deemed ineligible for interscholastic athletics by the Administration. The day for establishing eligibility for the next quarterly period is the day following the issuance of the grade reports. All other criteria for establishing academic eligibility will be found in the CIF Southern Section Blue Book. Students who fail to meet the minimum 2.0 grade point average and no grade of F at the end of the second semester may regain eligibility through summer session attendance and may be eligible for the fall semester. The student must meet with the Vice Principal / Counselor who will recommend and authorize required summer course work. When new courses are taken during summer session grades shall be counted in the computation of the grade point average. If the average is 2.0 or better and no grade of F, the student shall be eligible for the next quarter of the next school year. As deemed by the school any student who fails to meet the minimum 2.0 grade point average or has a grade of F shall not participate in practices as well as competitions. **Students placed on Academic Probation for having two or more Ds may be reviewed on a case by case basis as to participation in athletics.**

## **HONOR ROLL / PRINCIPAL'S LIST**

Villanova's Honor Roll is computed on the basis of quarterly grades. To qualify for the Honor Roll / Principal's List, a student must earn an unweighted GPA of 3.8 or higher with good citizenship.

## **WITHDRAWALS, DISMISSALS AND FEES**

A student who withdraws or is dismissed from Villanova must have his or her financial account in a current status. The school may withhold from parents and guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy. Intention to withdraw should be made in writing to the Principal.

## **VILLANOVA SCHOLARSHIP, GRANT AND FINANCIAL AID PROGRAM**

Villanova's Scholarship, Grant and Financial Aid Program consists of both need-based and merit-based financial assistance. Need-based scholarships, grants and financial aid are designed to enroll qualified students who would not be able to attend Villanova without tuition assistance. Merit-based scholarships are designed to recognize those highly-talented students who scored in the 90<sup>th</sup> percentile or higher on the HSPT test.

A Villanova student receiving scholarships, grants and/or financial aid must meet the following criteria in order to maintain eligibility for financial assistance:

- Academic success - The student must be in good academic standing at all times. Any student placed on academic probation, as defined in the Student Handbook under Academic Probation Policy, will automatically be placed on financial aid probation. A student receiving a Merit Scholarship must maintain a 3.0 GPA.
- Applied effort - The student must demonstrate a level of applied effort in his/her studies which maximizes his/her academic potential.
- Citizenship - The student is expected to maintain exemplary behavior. Exemplary behavior is considered to be conducted in keeping with the philosophy of the Villanova Code of Student Conduct as delineated in the student handbook.

Using the above criteria, the Administration will determine compliance at the end of each academic quarter. Students who do not maintain financial assistance eligibility will be notified and placed on financial assistance probation.

For students on financial aid probation based on lack of academic success or lack of applied effort, the probationary period will be one academic quarter. The student's eligibility will be reassessed at the end of the subsequent quarter. If the student remains ineligible, financial aid will be forfeited for at least one quarter. Once the student returns to acceptable academic success or acceptable applied effort, he/she may apply to the Principal to have his/her financial assistance reinstated for subsequent academic terms.

For students on financial aid probation based on unacceptable citizenship as generally evidenced by a behavioral contract, the probationary period will be one academic quarter. The student's eligibility will be reassessed based on compliance with behavioral improvement milestones delineated in the behavioral contract. If the student is deemed to remain ineligible, financial aid will be forfeited for at least one quarter. Once the behavioral contract is satisfactorily completed, the student may apply to the Principal to have his/her financial assistance reinstated for subsequent academic terms.

The Principal's decisions regarding reinstatement are final.

## **CALIFORNIA SCHOLARSHIP FEDERATION**

The California Scholarship Federation (CSF) stimulates interest and fosters pride in high standards of scholarship. CSF has an extensive program of college relations and provides students with information regarding available scholarships. A list of colleges and universities throughout the United States, which earmark scholarships for Life Members, is compiled and made available annually.

Individual membership in the Villanova Chapter is based on grades earned each semester and on citizenship. A student must apply or re-apply for membership each semester. If a student has three semester grades of 4.0 or above and one semester grade of 3.0 or above, with no grade below 2.0, he or she may be eligible academically for CSF. The faculty is asked to review the list of applicants and determine if the student meets the citizenship requirements. A student who is a sophomore, junior, or senior may qualify for full membership. Freshmen may qualify for associate membership. Students become Life Members, or Seal Bearers, if they are members of CSF for four or more semesters in their last three years of high school, one semester of which must be in their senior year. Information about the application process will be provided by the CSF moderator shortly after the beginning of the academic year. Copies of report cards must be provided when applying for membership; the School will not produce an extra copy for that purpose.



## **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is a national organization of 12,500 high schools and is run by the local chapters. A chapter was first established at Villanova in 1950. The objectives of NHS are to create enthusiasm for scholarship, to stimulate a desire to render service to the school and community, to promote worthy leadership, and to encourage the development of character in the nation's secondary school students.

To qualify for membership, a student must demonstrate scholarship, service, leadership, and character. The student must have a GPA of 3.5 or higher, must have a record of service at school or in his/her community, must have demonstrated a willingness to be a leader at school or in his/ her community, and must have a record of honorable conduct both in and out of school. Juniors and seniors with a GPA of 3.5 or above will be invited to complete an application for membership. A five-member faculty panel will review applications that are properly completed and submitted. The panel will be composed of Villanova teachers, whose identity will remain anonymous to all except the NHS faculty moderator and Villanova's Administration.

## **STUDENT RESOURCE CENTERS**

The Taylor Student Center and Keller Library are the main academic resource centers of the campus. Keller Library is located on the ground floor on the west side of Cantwell Hall and is open after school until 5:30 p.m., Monday through Thursday, and 3:30 p.m. on Fridays. Keller Library may be reserved by teachers for individual classes throughout the school day. Student computer access is available in the Library. The Taylor Student Center is open during the school day during break and lunch and after school until 4:00. The Student Center provides a place for students to study, counseling services, and can be reserved for student club meetings.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

A Villanova graduate is ideally a critical and conceptual thinker who can access, evaluate, and apply information for problem solving while efficiently using and adapting to changing technology. The use of technology is an ongoing and integral part of Villanova's core curriculum. It is imperative that technological resources be used to build community, encourage critical reflection, foster readiness for college and promote ethical and serious use. This policy serves to define expected standards of behavior by all users of electronic systems, devices, and materials within the school. Violations of this policy will result in the revocation of privileges to access and use electronic systems, devices, or materials as well as disciplinary review that may result in

suspension or expulsion from school.

## **Definitions**

Electronic systems include, but are not limited to: electronic mail, telephone, voice mail, video, stand-alone or networked computers, tablets, the Internet, and any other communications systems that may be created in the future.

Electronic devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), computers, laptops, electronic notebooks, smart watches, tablets, audio and video equipment, flash drives, memory sticks, media players, and other wired and wireless equipment that may be created in the future.

Electronic materials include, but are not limited to, audio and video recordings, films, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

## **Student Accounts and Devices**

Student accounts for electronic communications systems and devices are provided to members of the Villanova community for academic and other school-related work. All accounts are to be used in a manner that respects and protects individual rights as well as the well-being of the school. The granting of an account is to be considered a privilege and to be subject to monitoring for appropriate use. The student is responsible for any activity on his or her school accounts and for materials stored in or associated with these accounts and devices. Accounts are to be used exclusively to store files for academic work as defined by Villanova's Administration and Information Technology Department.

Use of any electronic systems, devices, or materials at Villanova constitutes agreement to follow and be bound by the principles, guidelines, and restrictions of this policy as well as acknowledgement of monitoring practices. Electronic systems, devices, and materials are designed for academic use in accordance with policies established by Villanova's Administration and Information Technology Department.

## **Guidelines for Student Technology Use**

All users of school communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any

social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed, or may have been forwarded to someone else without its creator's knowledge. The contents of emails and texts are the same as other written documentation and cannot be considered private or confidential.

All students will be assigned a Villanova email account. All email communication between students, faculty, staff, and administrators must utilize a Villanova email account. All email must clearly identify the sender of the message. Email and other electronic communications are not necessarily secure. User IDs and passwords should not be disclosed to unauthorized parties or shared with other students. User accounts are intended to be used only by the assigned student. Users must maintain adequate security for their accounts, including changing passwords and ensuring complete logout from all electronic systems and devices after use.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the Information Technology Department. Critical information should be copied onto backup storage periodically or backed up to the cloud. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Regular backup is the sole responsibility of the student.

Access to all forms of video games on school and personal electronic systems, devices, and materials is at the discretion of the faculty or staff members while on the Villanova campus.

### **Prohibited Practices:**

- Violate any federal, state or local laws or regulations.
- Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- Post or cause to be distributed any personally identifying information about any member of the Villanova community without permission or review by the Villanova Administration. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.

- Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or potentially offensive or hurtful material.
- Acquire, possess, view or distribute obscene or pornographic material as defined by the Villanova Administration.
- Engage in cyberbullying or other abusive on-line behavior.
- Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, software, music, video or film whether at school or home.
- Engage in virtual currency mining such as Bitcoin, NFTs, etc.
- Engage in gambling via any school or personal electronic systems, devices, or materials.
- Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- Bypass (via proxy servers, VPN or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- Access or manipulate services, networks or hardware without express authority.
- Use school-owned electronic systems, devices, or materials for commercial activity.
- Engage in electronic communication between students, faculty, staff, and administrators via unauthorized electronic systems, devices, or materials.
- Use anonymous or pseudonymous communication on any Villanova electronic system, device, or material except where instructed by Villanova faculty or staff for academic or school-related purposes.
- Engage in hacking with the malicious intent to disrupt network traffic and/or any form of Denial-of-Service attack.

**If in doubt as to appropriate use of any electronic system, device, or material be sure to ask a faculty or staff member.**

### **INTERNET SAFETY POLICY**

Any device accessed or used by minors on the Villanova campus must use updated and functioning filters to preclude access to prohibited content, including obscene, sexually explicit materials, adult or child pornography, and materials that are otherwise harmful to minors or in violation of this Acceptable Use Policy. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the Villanova Administration.

No unauthorized personal identification information regarding minors may be disclosed, used and disseminated without proper authorization by the Villanova Administration.

Minors’ use of electronic mail, chat rooms, social networks and other forms of direct electronic communications on electronic devices at Villanova will be monitored through active supervision or electronic means.

### **CELL PHONE POLICY**

Use of cell phones are not permitted during the school day (8:00AM - 3:10PM). If students bring cell phones to school, it should be kept on silent in the student’s backpack, or locker. Students may choose to turn in their cell phone to the main office. Cell phones being used during the school day will be confiscated and turned in to the Vice Principal. For repeat offenses, students may be assigned detention or parents may be required to pick up the phone from the main office.

### **TECHNOLOGY INFRINGEMENT ON RIGHTS OF OTHERS**

The unauthorized capturing of images or taking of photos/videos of faculty and students is not permitted, and this becomes a major infraction if done for purposes of harm, ridicule, harassment or other un-Christian behavior. Furthermore, the faculty and Administration are concerned for the safety of students and reckless sharing of personal information, pictures, or images explicitly or in code with peers and/or strangers on websites, chat rooms, on-line journals, social media services, etc. that have public access. While students have the right to self-expression, they may not violate the rights of others. Nor do they have the right to bring harm to the reputation of the School and others associated with the Villanova community.

## **SECTION V. SUPPORT SERVICES**

### **Philosophy Statement for the Counseling Department**

Villanova Prep strives to emphasize the characteristics of the primacy of love, a dedication to see the truth, the fostering of tradition, the desire to serve a diverse population, and the commitment to build community among our faculty, students, staff, parents, and alumni. The Counseling Department integrates these characteristics, framed by the core values of unity, truth, and love, through the offices of College Counseling and Guidance Counseling for day and resident students. Our counselors work to involve all parts of the school community in fostering the well-being of each student. Together the Villanova Preparatory School counselors spearhead a comprehensive program which serves the needs of our students through individual conferences, group sessions, and classroom presentations.

The **College Counseling Office** works individually with each student to guide him or her in searching for a match with the college that best meets his or her needs – spiritual, academic, personal, and social. The college counselor serves two roles. First, to serve as a resource of information for students and parents. Second, to serve as a link to college admission officers, helping them to understand our students' accomplishments and experiences within the rigors of Villanova's curriculum.

The **Guidance Counseling Office** operates as a resource for students, parents, faculty and staff to discuss and advise on matters that may affect student success at Villanova. This may include spiritual, social, emotional, or academic well-being. A collaborative approach with families is highlighted, and parents of Villanova students are welcome to contact the Guidance Counselor at any time, whether it is regarding daily matters or more serious concerns. Confidential support is given to students and families.

### **HEALTH SERVICES**

The School Nurse is responsible for the operation of Health Services. The Nurse is in the Nurse's Office every weekday 7:30 AM until 3:30 PM. The Nurse has secure cabinets for confidential medical records and medications. Day students may not see the Nurse before school; they must present a pass from a teacher during the day if a student feels ill. No student will miss class for minor health reasons. Day students will only be given medication if they have a Physician's Recommendation for Medication form on file approving the medication.

Students and their parents are obliged to make sure all health forms are complete and accurate including signatures of parents and doctors, physicals, sports physicals and immunization records. All students need to have completed an up-to-date California Immunization Record Card.

**Students will need to see the Nurse before they call home to be picked up due to an illness or injury.**

## **SECTION VI. STUDENT LIFE**

### **RESIDENT LIFE PROGRAM**

A handbook of regulations for resident students (*Resident Life Handbook*) is published with information that pertains to resident students. The School encourages developing positive and healthy relationships between resident and day students, but appropriate and reasonable boundaries must be kept intact outside of the regular school day. Day students are not permitted in the resident halls, Recreation Room, or Dining Hall (except during lunch hours and other announced times) without permission from the resident staff.

### **DAY STUDENTS VISITING RESIDENTS AND RESIDENT LIFE FACILITIES**

The dormitories, the Recreation Room, or any part of the campus, including the grounds, when the resident staff are the primary supervisors of the campus are subject to the rules and regulations as outlined in the *Resident Life Handbook*. Day students must be granted permission by the resident life staff and have their parents complete any required permission forms before being authorized to be on campus. Visiting campus outside school hours and school activities is a privilege. Day students on campus outside of regular school hours must follow all instructions of the resident staff or they may be asked to leave campus.

### **RESIDENT HALLS**

Day students wishing to spend the night with residents must be invited by a resident student and have all appropriate permission forms filled out and approved by the resident life staff before staying. Overnight stays will only occur on non-school nights unless specific permission is given by the Director of Resident Life. Day students requesting to spend the night for a reason other than being invited by a resident must receive permission from the Director of Resident Life, and there may be a fee for staying.

Day students who wish to have a snack, eat breakfast, or dinner at Villanova must be given permission by the resident life staff, and a charge may be billed to their school accounts for the meal or snack.

### **RESIDENT VISITS WITH DAY STUDENT FAMILIES**

Day students are encouraged to invite residents to visit their homes or go on outings with their families during holidays and on weekends. Day parents should contact the resident life staff and verify they will be chaperoning the residents. Each resident's parents give Villanova a copy of the restrictions they want for their child. The resident life staff will check these restrictions and make a decision as to granting permission.

### **CHANGE OF RESIDENT STATUS**

Students who wish to change status from resident to day or from day to resident must obtain permission from the Principal and Director of Resident Life.

### **SCHOOL PROPERTY**

Villanova tries to allow its students full use of all its facilities. However, certain considerations make it necessary to impose limitations. **Normally, day students are not to remain on the campus after 6:00 PM unless they are attending a school-approved activity.**

In the interest of safety and adequate supervision, day students remaining on campus for athletic practice or competition are expected to leave within a reasonable time after the end of the activity. The front gate will generally close within one-hour of the end of the last on-campus activity.

### **EXTRACURRICULAR AND COMMUNITY-BASED ACTIVITIES**

Villanova offers a variety of extracurricular activities for student participation based off of the trimester time frame of the traditional sports seasons: Fall (August - October), Winter (November - February), and Spring (March - May). After the academic day has ended, students will be able to participate in a variety of Villanova-sponsored extracurricular activities, including athletics, drama, ASB-sponsored clubs, service projects, Mock Trial, Model U.N., Knowledge Bowl, Friends of Hogar Infantil, and many more.

These activities are intended to provide an opportunity for students to develop skills and talents in a healthy and constructive way outside of the normal classroom setting.

Participation in extracurricular activities is a graduation requirement. Resident students



should reference the Resident Life Handbook for specifics on their requirements for extracurricular activities. **Freshmen, Sophomores and Juniors are required to participate in at least two extracurricular activities during the school year. Seniors are required to participate in at least one extracurricular activity during the school year.** With administrative permission, students may participate in off-campus activities to complete this requirement.

The life of the Villanova community includes a number of curricular-based and community-based activities, some of which are off-campus. Curricular-based are those activities which are requirements for full participation in a particular course.

Community-based activities are those which the Administration and faculty have deemed essential for the life of the Villanova community. These include, but are not limited to, all retreats, days of recollection, Nova Bowl Day, Service Day, Wildcat Day, International Day, and Beach Day.

**Parents and students should understand that curriculum-based and community-based activities are not optional.** Students who do not attend designated activities will be excused from such only if a parent's letter is accompanied by a medical notice signed by a physician. Such a note is to be brought to the Administration office before readmission to classes. Students who are absent without a note from a physician will be considered having an unexcused absence and may be required to make up the time missed.

### **Villanova Preparatory School Constitution / Student Government**

The purpose of the Associated Student Body (A.S.B.) is to provide for student participation in school government, to learn the process of decision making, and to promote the general welfare of the School.

The A.S.B. is responsible for many of the school's activities. The A.S.B. plans or directs school activities, oversees functions assigned to individual classes, organizations, or clubs. This is done with the approval from the Administration.

A.S.B. and class officers serve as role models for their peers in terms of academic achievement and personal deportment. Failure of A.S.B. and class officers to do so may result in removal from office.

All students at Villanova are members of the A.S.B. and have the right to vote and

participate in elections (students must be present). The election of the A.S.B. officers for the following school year is restricted to the junior, sophomore and freshman classes.

The Student Council shall consist of:

- The A.S.B. President, Vice-President, Secretary, Treasurer, Commissioner of Public Relations, Commissioner of Campus Ministry, Commissioner of Spirit, and Commissioners of Athletics;
- A President, Vice-President, Secretary, and Treasurer from each of the classes;
- Two Resident representatives elected by the resident students.

### **Traditional Activities**

Traditional Villanova activities sponsored by the A.S.B. include Freshman Welcome Week, Nova Bowl, Wildcat Day, Homecoming Week activities, Student Government Elections, Beach Day, Freshman-Senior Barbecue, International Day, various food and clothing drives, and other charitable functions.

Wildcat Day, Beach Day, Service Day, Nova Bowl Day, and the retreats/trips associated with Religion classes are considered part of the curriculum. **Not attending any of these events will be considered unexcused absences.**

### **Dances**

In addition to the Homecoming Dance and the Junior- Senior Prom, the A.S.B. sponsors a number of less formal dances such as the Freshmen Welcome Dance. These less formal dances are normally held in the gym from 7:00 - 10:00 p.m. The Homecoming Dance and the Prom will generally be held off campus between 7:00 and 10:00 p.m.

Admittance to Dances: Students are neither admitted to dances later than 30 minutes after the starting time, nor released sooner than 30 minutes before the closing time. Students not in appropriate attire may be turned away. All students and guests may be subject to searches and/or alcohol breath tests.

Prom is for juniors and seniors. Sophomores may attend as a guest of a junior or senior. Freshmen are not permitted to attend the Prom. All guests must be in high school and non-freshmen.

Guest Policy: Villanova students may invite a high school guest to some Villanova dances. All guests must adhere to all Villanova rules and must be approved by the

Administration no later than forty-eight hours before the event. Villanova students are responsible for their guests.

Proper Dress Code: Specific dress code for dances will be announced ahead of time. Students not in appropriate dress will not be permitted into Villanova Dances.

### **Class Moderators**

Each class will have a faculty member serving as a class moderator. The role of the class moderator is to advise the class officers on social and extracurricular issues pertaining to their class. Class moderators are to be present at class-sponsored activities. All activities are to be planned under the guidance of the moderator and are to accommodate the master schedule of the A.S.B. Calendar dates for class activities are subject to approval of the Administration.

### **Organizations, Programs, and Clubs**

At Villanova, student interest and support creates and maintains clubs and organizations. Organizations will include but not be limited to, Campus Ministry, the California Scholastic Federation (CSF), the National Honor Society (NHS), the Interact Club, and Hogar Infantil.

## **LUNCH**

### **Lunch Program**

- There is to be no sharing of cafeteria food with students not on the lunch service program.
- Lunch participants will enter the dining room through the lobby of Cantwell Hall and exit through the south facing dining room door.

Students may eat their lunch in any of the following areas of the campus: In the dining room or in the lunch area in the center of the campus. It is the responsibility of all students to maintain a clean campus by disposing of their trash in the appropriate receptacles. During inclement weather, students will be instructed to eat in designated, supervised and covered areas of the campus.

**Villanova is a closed campus. Students may not leave campus, invite a guest, or have food delivered to campus without prior approval of the Administration.**

## **SCHOOL VISITORS**

### **Villanova is a closed campus.**

During the school day, anyone who is not currently a student, a designated volunteer, or an employee of Villanova must have authorization to be on our campus. This may be given only by the Administration. Students may not invite anyone to the campus during the school day.

### **Visiting the Administration Building**

Parents may use the Faculty/Administration access road to drive to and park at the Administration Building. *Students are not to be picked up or dropped off in this area.*

All Visitors to the Villanova campus at any time, are to be directed to the Administration Office located in Goggin Hall. After hours, visitors must check in at the dorm office in the lobby of Cantwell Hall. All authorized visitors must sign in electronically and receive a visitor pass before proceeding further on the property.

Families or students considering enrolling at Villanova should contact the Admission Office to arrange a visit to the campus and a tour. Athletes and fans from other schools only have authorization to go directly to the sports venue on the day of an athletic event.

## **DRIVING TO SCHOOL AND PARKING ON CAMPUS**

### **Pick-up/ Drop-off Procedure**

When entering campus all students and parents should drive straight down to the student parking lot. The drop-off/pick-up procedure for parents will be for all drivers to drive around the parking area to the stairs keeping to the right so traffic will flow in one direction. Traffic signs must be followed by all drivers.

The Administration offices close at 4:00 p.m. daily. Students not involved in supervised after-school activities should be picked up by 6:00 p.m. If a student is involved in an extracurricular activity at night, he or she must wait with the coach or moderator until picked up.

### **Section 12814.6 of the State of California Motor Vehicle Code**

Villanova expects all students to comply with the provisions of the State of California Motor Vehicle Code. Villanova students found to be in violation of any of the

restrictions of the vehicle code will lose the privilege of driving on campus.

### **Student Parking Permits**

Students who drive to school must register in the Main Office all of the vehicles that they may reasonably expect to drive to Villanova. A sticker will be affixed to the lower right corner of the windshield. Students are expected to register a car the first day it is driven to Villanova. A copy of their Driver's License, current insurance and a parent signature are required. Parking Permits are available in the Main Office.

### **Safe Driving on Campus**

Students driving on campus must be extremely cautious at all times. Students who do not adhere to the above regulations will lose the privilege of driving on the property.

**The speed limit on campus is 10 m.p.h.**

### **Students Going to Vehicles During School**

Students must have permission from the Administration before going to any car at any time during the school day, including during lunch and break times.

### **BUS SERVICE FOR CAMARILLO, OXNARD, AND VENTURA**

School bus service is available for a fee for students residing in Camarillo, Oxnard, and Ventura. At present, there is one stop in Camarillo, one in Oxnard, and one in Ventura. A separate School Bus Schedule and Contract will be provided to all parents living in those communities served by the school bus. Only contracted students may ride the bus. The bus schedule is designed so that the bus arrives at Villanova by 7:50 AM. In the afternoons, the bus will leave the School at 4:00 PM and 6:00 PM unless otherwise specified. Questions concerning the bus should be directed to the Administration. Bus schedules are subject to change.

### **Electric Bicycles (E-bikes)**

Student use of e-bikes on and off campus must comply with California state law, which defines an e-bike as “[A] bicycle equipped with fully operable pedals and an electric motor of less than 750 watts.”

Use of e-bikes is not permitted during the academic day, and all e-bikes must remain parked in a designated area during this time.

Use of e-bikes on campus outside the academic day is permitted, with the following requirements:

- (1) Helmets must be worn at all times;
- (2) Maximum speed on campus roads may not exceed 10 m.p.h.;
- (3) E-bikes cannot be ridden on the sidewalks or in areas with pedestrians (students must walk their bikes in these areas); they must also not be used during major campus events;
- (4) Only Class 1 e-bikes, as defined by [California law](#), are allowed on campus; Class 1 e-bikes are low speed pedal-assisted electric bicycles equipped with a motor which provides assistance only when the rider is pedaling and ceases to provide assistance when a speed of 20 mph is reached;
- (5) E-bikes may not be modified to go beyond their authorized restricted speed.

## **THE ATHLETIC PROGRAM**

As a Catholic Augustinian School, Villanova is committed to values that include the development of the human spirit as well as the body, the pursuit of excellence in all endeavors, the fostering of Christian character, the call to personal integrity and the acceptance of personal responsibility. The purpose of Villanova's athletic program is to provide competitive opportunities to students which foster physical, spiritual, social and emotional benefits along with a sense of sportsmanship and leadership.

Team practices will begin based on CIF Southern Section Guidelines. The Athletic Director is the primary source of information concerning interscholastic sports and scheduling. The interscholastic sport seasons are Fall, Winter and Spring. Fall Sports are: Football, Girls' Volleyball, Girls' Tennis, and Boys' Water Polo. Winter Sports are: Boys' and Girls' Basketball, Boys' and Girls' Soccer, and Girls Water Polo. Spring Sports are: Boys' Baseball, Boys' Tennis, Girls' Beach Volleyball, Swimming, Golf, and Track & Field.

Some Sports at Villanova offer interscholastic competition in Varsity and Junior Varsity levels. Placement at a specific level is determined by the Head Coach of the sport. Seniors are only eligible for the varsity level.

## **Athletic Program Philosophy for Athletes and Fans**

Villanova Athletics believes strongly in the ideal of "Pursuing Victory with Honor" and "Playing Like a Champion". The commitment to hard work, dedication to the team, respect for all, and the embracing of good sportsmanship are cornerstones of the

program. Our coaches, players, parents, and fans are expected to display these qualities at all times. All athletes, fans (parents and students) should adhere to these guidelines:

- Leave coaching to the coaches.
- Treat the opposing team and fans with respect.
- Cheer for good play by both teams or individuals.
- Do not ridicule or harass officials before, during, or after the game.
- Control emotions and be cautious of your tone of voice.

*Failure to adhere to these guidelines may lead to the removal of the parent, student or fan from sporting events at Villanova indefinitely.*

Villanova Athletics is guided by the belief that faith and family must come first and that participation in athletics must be accompanied by excellence in the classroom. Villanova Athletics also believes in the value of competition and the life lessons that are learned as a result of participation in a competitive natured program.

It is the desire of Villanova Athletics that all student athletes who participate in our program develop life skills including: the ability to work with others effectively, the ability to lead others in a positive manner, the ability to perform at his/her best in competitive situations, the ability to enjoy athletic activities, the ability to interact respectfully with team members, opponents and officials, and the ability to develop a personal lifetime fitness philosophy.

### **THE MAIN OFFICE**

The Main Office of the school is located in the Administration Building, Goggin Hall. It is open from 7:30 a.m. to 4:00 p.m. on school days. Students and parents may conduct school related business in the office during its normal hours.

### **Villanova Telephone and FAX Numbers**

Telephone number      (805) 646-1464

Fax                      (805) 646-4430

### **SCHOOL CLOSING DUE TO ADVERSE WEATHER CONDITIONS OR NATURAL DISASTER**

Villanova's policy on school closings is as follows: If the Ojai Unified School District closes due to adverse weather conditions or natural disaster, Villanova will also close.

Other closures may be indicated by the Administration as appropriate. Please listen to the radio under these circumstances. Nature of closure will be posted on Plus Portals and Villanova's main website ([www.villanovaprep.org](http://www.villanovaprep.org)). An email announcement will also be sent to parents and students detailing the length and reasoning of the closure.

Recommended website for emergency information: <http://www.vcemergency.com> (805-465-6650)

Recommended radio stations: [KVTA 1590 AM](#) (805-289-1520) & KHAY 100.7 FM (805-650-5429)

Recommended television station: [KEYT Channel 3](#) in Santa Barbara (check your cable provider).

## **SECTION VII. STUDENT CONDUCT AND ATTENDANCE**

### **CODE OF STUDENT CONDUCT**

#### **Philosophy**

In order to cultivate an environment focused on the fulfillment of Villanova's mission to graduate mature young adults who reflect the qualities of truth, unity, and love, it is essential to maintain a Code of Conduct that stresses the responsibility of each student to apply the Villanova core values to their own life and their interactions with others.

As students at Villanova Prep are encouraged along the journey of character formation, this Code of Conduct aims to emphasize the primacy of love for others, the importance of personal growth in mind, body and spirit, and willingness to forgive and reconcile in preparation for life after graduation. We all fall short of the teachings of Jesus Christ, but the expectation is that Villanova students will develop and grow in maturity by accepting consequences.

Any conduct by a Villanova student that does not reflect the expectations of Villanova Prep and undermines the core values of our community are prohibited.

Minor infractions will result in a detention or alternative consequence. Minor infractions may be treated as major infractions depending on the circumstances determined by the teacher or administrator.

Major infractions will involve a referral, suspension, and/or Board of Discipline meeting.

Repeated minor infractions may result in an incident being treated as a major infraction.



Students with multiple minor infractions or a major infraction will be required to complete a four-hour detention on a designated Saturday in addition to the consequences resulting from the action(s).

**Truth**

Students at Villanova Prep are dedicated to the pursuit of Truth by striving for academic excellence and personal integrity and to live fully in a community where they learn to reason morally and ethically, and aspire to become the best possible version of themselves.

<u>Examples of Minor Infractions</u> <ul style="list-style-type: none"><li>● Present in an unauthorized area of campus, including but not limited to: the parking lots, residence halls, trail, amphitheater, gym/pool area, maintenance facility</li><li>● Failure to attend a detention</li><li>● Lying or forgery</li></ul>	<u>Examples of Major Infractions</u> <ul style="list-style-type: none"><li>● Cheating on tests or any other classroom assignment (See Academic Honesty Policy)</li><li>● Leaving campus during school hours without permission from the Administration</li><li>● Defacing property</li></ul>
--	--

**Unity**

Seeking oneness of mind and heart on the journey to God, students at Villanova Prep strive to build and thrive within a diverse community, being socially conscious and caring for fellow Wildcats by forming bonds of love as they grow in responsibility for the common good.

<u>Examples of Minor Infractions</u> <ul style="list-style-type: none"><li>● Dress code violation</li><li>● Excessive tardiness (after the no-fault limit is reached)</li><li>● Removal from class; students removed from class must immediately report to Goggin Hall (office)</li><li>● Class disruption</li><li>● Failure to follow school or class rules or verbal directions</li><li>● Use of an audio/video recorder</li></ul>	<u>Examples of Major Infractions</u> <ul style="list-style-type: none"><li>● Belligerent or defiant behavior toward the School, its authority or its personnel</li><li>● Malicious or willful destruction of school or personal property</li><li>● Class pranks or individual student pranks directed toward other students, the School, or school personnel</li><li>● Disrespect to school personnel,</li></ul>
--	--

without permission from administration/faculty	students or other persons or property <ul style="list-style-type: none"> <li>• Actions gravely detrimental to the moral or spiritual welfare of other students</li> <li>• Disrespect to the neighbors of the School or their property</li> <li>• Pattern of unexcused absences from individual classes, Mass, curricular or community activities or assemblies</li> </ul>
--	---

## Love

Inspired by Christ, students at Villanova are loving, spiritual and humble and will both learn from and contribute to the family community which is distinguished by compassion, respect, challenge, service to others and exceptional love.

<u>Examples of Minor Infractions</u> <ul style="list-style-type: none"> <li>• Inappropriate public display of affection</li> <li>• Littering</li> <li>• Use of foul language</li> </ul>	<u>Examples of Major Infractions</u> <ul style="list-style-type: none"> <li>• Hazing/bullying/cyber bullying</li> <li>• Possession of pornography</li> <li>• Using vulgar or obscene language towards another person</li> </ul>
---	---

## Health/Safety

There are some guidelines that need to be in place to maintain the health and safety of the Villanova community.

<u>Examples of Minor Infractions</u> <ul style="list-style-type: none"> <li>• Violation of school parking regulations</li> <li>• Campus misconduct such as running, pushing, or rowdiness in the halls, while waiting in lines, during Mass or assemblies</li> <li>• Riding a motor operated bike, skates or skateboard on campus</li> <li>• Pushing or shoving in anger</li> <li>• Sitting in or unauthorized use</li> </ul>	<u>Examples of Major Infractions</u> <ul style="list-style-type: none"> <li>• Excessive speed on or near campus or failure to observe driving laws</li> <li>• Possession of any weapon</li> <li>• Theft, extortion, arson, possession of fireworks or other explosive device</li> <li>• Fighting, assault, battery or threat of force or violence toward school personnel, students or other individuals</li> <li>• Use, sale, distribution or possession of drugs, drug paraphernalia,</li> </ul>
---	--

of cars during school hours <ul style="list-style-type: none"> <li>● Driving on campus without a valid driver's license</li> </ul>	narcotics or alcoholic beverages on campus or at school activity <ul style="list-style-type: none"> <li>● Possession of tobacco or e-cigs, smoking or vaping on or near campus</li> <li>● Any major offense considered detrimental to the school administration, the good order and/or safety of the school and/or its members</li> </ul>
--	---

A student's discipline record is cumulative throughout the entire school year and his or her time at Villanova. A student may receive a referral once he/she has received his/her fourth detention, regardless of the origins of the four detentions.

## CONSEQUENCES

### Detention

A student may be assigned to multiple detentions depending on the severity of the infraction. Any faculty or staff members may assign detention. Students are expected to serve the detention by their assigned deadline. A student assigned to an administrative detention must report to a designated room at a specified time for a supervised detention period of up to 60 minutes. Students must see a designated administrator to be permitted to miss detention.

**An assignment to detention takes priority over all other after school activities, including sports practices, games or matches, and/or events. Failure to appear for detention will be viewed as failing to follow directions.**

On some occasions, students will be given the option to complete non-hazardous work, such as litter removal, cleaning of specific areas, or clerical tasks in lieu of regular detention to meet the needs of the School.

### Referral

In some cases, ensuring that a student understands the nature of his/her infraction and the potential risk to a Villanova education is sufficient to deal with a referral. Further action may be taken by teachers or the Administration. Detention, loss of privilege, or other appropriate consequences may be assigned for a referral infraction. The student's parents will be contacted by phone or email when a student receives a referral.

## **Restriction of Activity/Loss of Privilege**

Students may be restricted from participating in certain activities such as being allowed to eat lunch in the campus location of his/her choice, attending one or more social functions, or participating in or attending one or more school events.

Students may lose privileges normally available to all students or to members of a specific class. Students' privileges that may be taken away include but are not limited to: The right to drive a car to campus, and/or serving as class officer, dormitory representative, or ASB officer. In addition, failure to follow the School's Acceptable Use for Technology policy may restrict access to on-campus computers, electronic devices, and internet service.

## **Suspension**

Suspensions may be assigned for specific infractions or for a cumulative series of lesser infractions. **Any absence from class due to a suspension will be unexcused and work missed may not be made up.** A student need not ever have been assigned detention to be suspended. Students will be given verbal notice of suspension and the reason for it. The Administration will give the initial notice of the suspension to the parent/guardian as soon as possible. The Administration will provide the parent/guardian with an email notice of the suspension and the reason.

Suspension means that the student is to remain away from school classes and all school activities for a definite period of time. At the discretion of the Administration, however, a student may receive an "In-House Suspension," for which he/she will report to school at a regular time, but will remain isolated from the student body. In-House Suspensions will usually be reserved for resident students. Suspensions are given by the Vice Principal or Principal.

## **Expulsion**

A student who refuses to cooperate with school officials despite parent conferences, or a student who has been determined to be guilty of a more serious offense, may be asked to leave the School. Expulsion, the permanent termination of a student's enrollment, is the most serious penalty which the School can give and is given for a serious reason.

Ordinarily, a student will only be expelled after one or more of the following steps have been taken by the School:

- Conference with parents, student, and appropriate school personnel;

- Suspension(s);
- Board of Discipline hearing.

## **BOARD OF DISCIPLINE**

The Board of Discipline exists to consider more serious disciplinary cases. The Board of Discipline consists of the Vice Principal or designated administrator and four faculty or administration members. The Director of Resident Life attends when investigating and presenting cases of resident students. The designated administrator details and documents cases, discussions, and recommendations of the Board of Discipline which are confidential. He or she notifies the student's teachers in a timely fashion only whether the student is suspended, returned to class, or asked to withdraw.

A student appearing before the Board of Discipline may request parents or an additional teacher/administrator to attend the meeting to act as an observer and advisor on behalf of the student. The teacher/administrator may participate in the discussion but not have a vote on the Board of Discipline nor participate in the deliberation.

## **APPEALS**

A student appealing the decision of the Board of Discipline may do so in writing within one week to the Principal. The Principal may either directly hear the appeal or establish an Appeals Advisory Committee to consider the matter. This Committee validates due process in the specific case and does not rehear the evidence. The Appeals Committee will consist of an administrator as chairperson and four additional faculty, staff, or administrators.

The Appeals Advisory Committee will recommend one of the following steps to the Principal: Uphold the previous decision of the Board of Discipline or request that the Principal reduce the penalty of the Board of Discipline. The final decision of all appeals rests with the Principal.

## **CODE OF CONDUCT COVERING STUDENTS, PARENTS AND GUARDIANS**

The students' interest in receiving a quality, morally-based education can best be served if students, parents and school officials work together. Normally differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents or guardians to withdraw their children. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian

principles of the school, as determined by the School at its discretion. These principles include, but are not limited to the following:

- Parents or guardians are expected to work courteously and cooperatively with the School to assist students in meeting Villanova's academic, moral and behavioral expectations;
- Students and parents or guardians may respectfully express their concerns about school operations or its personnel; however they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive;
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties who materially disrupts class work or extracurricular activities and creates substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and distribution of leaflets.
- Any parent or guardian or other person who insults or abuses any administrator or any teacher in the presence of other school personnel, students or parents and at the place which is on school premises or public sidewalks, streets or other public ways adjacent to school premises or at some other place if the administrator or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.

These expectations for students and parents or guardians include but are not limited to, all school sponsored programs and events (e.g. extended day activities, athletics, field trips, etc.).

The School reserves the right to determine, in its discretion, when conduct is of severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

### **SUBSTANCE ABUSE POLICY**

Villanova Prep respects the dignity and worth of each human being. We therefore find that student use of alcohol, abuse of drugs, or misuse of any other substances is incompatible with our mission and philosophy. The School has a three-pronged approach to include education, intervention and discipline.

The School does not condone or accept substance abuse and reserves the right to review these actions of Villanova students regardless of when or where such actions take place

if they are of such a nature as to bring discredit to the School or if they are in conflict with our Christian values or laws. The policy of Villanova Prep with respect to substance abuse will attempt to take into account the totality of the person, the root cause, and the context of any offense.

## **RECOMMENDED TRANSFER**

A recommended transfer is a determination by the School and family that continued attendance either will not profit the student or will make demands that the School cannot meet. Recommended transfer is appropriate for some students in behavioral difficulties or who are deficient in academic credits. Transfer terminates attendance but does not leave the stigma of expulsion or failure.

Recommended transfer involves cooperation between the School and the family to find a better choice for the student before events dictate that choice.

The lead administrator in each case will retain a record of the process, including written approval by the parent/guardian.

### **Procedure for Recommended Transfer**

When the School determines that recommended transfer would be in the best interest of a student, the Administration will arrange a conference with the parent/guardian of the student to explain the student's situation and outline the advantages and disadvantages of various courses of action, including recommended transfer. If the parent/guardian agrees to the recommended transfer, the School, if requested, will make an effort to assist the family in finding other schools that might be more appropriate for the student.

## **OFF-CAMPUS INCIDENTS AND BEHAVIOR**

Villanova Prep does not wish to supervise the lives of students away from school. Nevertheless, when Villanova students become involved in incidents off campus that directly affect other students or members of the Administration, faculty, or staff, or damages the reputation of the School, the School may hold students accountable for their actions. (Examples include un-Christian behavior directed toward others in local communities, parties, citations or arrests for vandalism or alcohol/drug-related offenses, or inappropriate use of technology.)

Villanova's response will be based on the following:

- Whether the incident brought harm or threatens harm to any member of the

Villanova community.

- Whether the incident put any member of the Villanova community at risk. (Note: The Villanova community consists of students, faculty, staff, parents, and others associated with the School).
- Whether the incident constitutes, or results in, an effort to intimidate or harass any member of the Villanova community.
- Whether this incident damages the property of any member of the Villanova community.
- Whether the actions of the individual or individuals in the incident violate the basic standards of behavior and civility that are considered essential for attending Villanova.
- Whether a student is cited or arrested.
- Whether drugs, alcohol, theft, vandalism, or violence were factors.
- Whether the family and/or student are forthcoming with all of the details of the incident, including legal issues.
- Whether the incident brings harm to the reputation of the School.

The facts related to the above questions will determine whether the Administration believes the off-campus incident requires any action. If a student is assigned probation by the judicial system for off-campus behavior, the family must inform the Villanova Administration. The School will evaluate the situation in the best interest of the student and Villanova. The key factor will be the reason for the probation. It is the expectation that if a student is on probation, Villanova is notified.

## **ATTENDANCE**

Students are expected to be present at all classes, meetings, and assemblies mandated by the school Administration in order to insure optimum learning opportunities.

Curriculum-related activities such as retreats or field trips, Nova Bowl Day, Service Day, Wildcat Day, and Beach Day are considered part of the curriculum. Additional curriculum-related activities may be added by the Administration. Willful absence from these events may lead to disciplinary action and/or additional requirements to makeup for the absence.

### **Day Student Absences**

Day students who are absent during a school day are to have a parent or guardian telephone the school (646-1464 Ext. 1015) or email ([attendance@villanovaprep.org](mailto:attendance@villanovaprep.org)) before 8:00 am and explain the reason for the absence. The reception of this call by the



School does not imply that the absence will be excused.

Before a student returns to school, a note written and signed by the parent or guardian or an appropriate email stating the reason for the absence must be presented to the School Receptionist in order to gain a re-admit slip for classes. The Education Code of California requires that a note remain on file. This note must be presented before attending class; students who fail to obtain a re-admit slip before reporting to class will not be excused for their lateness to their first class.

### **Resident Student Absences**

Resident students who are ill are required to check in with the Nurse in the morning before classes begin. Resident Life Staff and the School Nurse will report absences to the School Receptionist in the case of resident students.

### **Excused Absence**

- Valid illness verified by a signed note or email from a parent/medical professional/school nurse (absences in excess of 3 days in a row may require a note from a medical professional as determined by the Administration).
- Medical, dental or optometry appointment (doctor's note required).
- Attendance at a funeral (note from parent).
- Approved school sponsored activity including: class retreats, academic activities, athletic activities, appointments with any Counseling Department member.
- Extraordinary circumstances approved by the Administration.
- Planned absences must be cleared and pre-approved by the Administration.
- College visits must be approved through College Counseling to be excused (See college visits below).

### **Unexcused Absence**

- All absences taken with the permission of the parents/guardians, but not with the permission of the School.

### **Early Departures/Late Returns**

All students are required to be present for all academic obligations while school is in session according to the published calendar. Students who choose to leave for vacations early or arrive back from vacations late will not be allowed to make special arrangements to alter the timing of class work, homework, quizzes, or assessments they miss. Any absences due to early departures or late returns will be considered unexcused.

This policy applies to other school extra curricular obligations (such as drama productions or athletics). Individual teachers or coaches may assess consequences at their discretion. Exceptions will be made only on rare occasions such as a family or medical emergency, and must be approved in advance by the Principal or Vice Principal.

### **Extracurricular Participation**

A student must be present for at least half of the school day (normally two block periods) to be eligible to attend any after school activity as either a participant or a spectator. Students may not attend or participate in extracurricular activities if they have an unexcused absence during that school day. A student who is absent on Friday cannot attend or participate in any athletic or school activity on the weekend without the approval of the Administration.

### **College Visits**

School vacations and holiday weekends afford opportunities for college visits.

Seniors are given up to two excused absence days during the school year for college visits. Prior approval must be given by the Administration and the visit must be coordinated with College Counseling.

### **Excessive Absence**

During each semester, parents/guardians will be notified by the Administration when the student has accumulated four **excused or unexcused** absences in a class that are not related to a school sponsored event or activity. If the student has six absences, **excused or unexcused** in any given class, not related to a school sponsored event or activity the student's record will be reviewed by the counseling staff to determine referral to the designated administrator in order to remedy the situation.

After twelve absences, **excused or unexcused**, in any given class a Board of Discipline will be convened to decide whether the student will receive credit for the course. Other consequences may include being withdrawn from the class, not participating in extracurricular activities, being placed on an attendance contract, or being assigned an incomplete or a failing grade. Exceptions will be considered in the event of extremely serious illness, family emergencies, and/or a death in the family.

### **Planned Absence**

The Administration determines whether planned absences will be excused. Requests for pre-approval of such absences should be directed to the Administration using the

Absentee Permission Form. Missing a class is considered an absence, whether excused or unexcused. It is the responsibility of the student to complete this form. Assignments must be turned in on the day of the student's return to class (or at the discretion of the teacher) in order to receive credit. (Teachers are not required to give credit for work missed due to unexcused absences.) Failure to complete assignments will directly influence grades. The completed form must be turned into the Administration **BEFORE** the requested day of absence. A copy will be retained by the student for homework reference.

### **Tardy Policy**

Tardiness to the first class or activity: Students will be allowed three "no-fault" tardies per semester. After three tardies, parents will be notified and students will have further consequences as determined by the Student Code of Conduct. If a student is late to school he/she must check in at the Main Office before going anywhere else on campus. Students arriving over 15 minutes late to a class period will be recorded as absent for that period.

During the school day, students are expected to be present in class and in their seats by the time the bell rings. Students arriving tardy to class may receive one administrative detention.

Class time missed due to being tardy will be considered as unexcused. Every three tardies for a class will be considered one unexcused absence.

### **Absences and Scheduled Exam/Assignment Due Dates**

Students have a responsibility to prepare for and sit for exams, as scheduled by the teachers, in each of their classes. They also have a responsibility to have completed writing assignments and term papers by the dates those assignments are due. The following rules apply.

*Exams:* Students missing a scheduled exam due to a partial-day absence must be prepared to take the exam, if a make-up exam is permitted, at the determination of the teacher. It is the final decision of the teacher whether the test will be given that day or another day. If the student is told the test will be that same day after classes, and the student fails to appear, the teacher may assign a failing grade for the test in accordance with Villanova's Academic Policy.

Students missing a scheduled exam due to a complete-day absence, or the absence of

more than one day, must be prepared to take the exam on the day that they return to school. It is the final decision of the teacher whether the test will be given that day or another day, unless the Administration has issued previous directions.

*Assignment Due Dates:* Term papers, writing assignments, class projects, and other assignments with specific completion dates are due no later than the scheduled time/date of completion. Students who are absent for a partial day or an entire day (whether excused or unexcused) on the date that such a paper or assignment is due must arrange for the paper or assignment to reach the appropriate teacher no later than the deadline set by the teacher.

**A student who misses an exam of any kind due to an unexcused absence receives an “F”. A student who misses work completed in class due to an unexcused absence receives an “F” on that in-class work.**

### **Student Check-out / Check-in Procedures**

Students may not leave campus without checking-out in the Main Office for any appointment or illness. If a student is not feeling well he/she must see the School Nurse before given permission to leave school. Parents must pick up students or give permission for them to drive themselves in order to be released from campus.

Any time a student returns to campus after an absence, or an off campus appointment he/she must check in the main office with the receptionist before attending any classes or activities.

### **DRESS AND GROOMING CODE**

Villanova expects students to project a positive image of the School. The dress code is designed to demonstrate our core value of unity and reflect self-respect, and awareness of dress that is appropriate to place and action. All student attire must be neat, clean, modest, not torn, in good taste and based on the values of Catholic education. The dress code is in effect for students during the period of time between students arrival on campus and the end of the class day. After school, students may choose to be out of the regular dress code, but they must remain neat, clean, modest and in good taste. In all matters regarding dress code, final decisions rest with the Administration under the direction of the Vice Principal.

Mass days and some special event days are designated as formal dress days. Those days have a special dress code designed to show unity across the entire student body.

## ALL STUDENTS

### Regular Dress Day:

- Official Villanova white or navy polo shirt or button-down shirt purchased through Villanova's Tommy Hilfiger uniform website:  
<https://www.globalschoolwear.com/school/VILL05>
- Tan or navy pants, shorts or plaid skirts purchased through Villanova's Tommy Hilfiger uniform website.
- No non-Villanova branded sweatshirts or sweaters with the exception of seniors, (students in grade 12) who are also allowed to wear sweatshirts from the college or university they plan to attend.
- Hats and hoods may not be worn indoors.

### Spirit Day Dress:

- Designated "Spirit Days" are meant to show off Villanova school spirit.
- If a student wears official Villanova branded spirit wear (t-shirts or sweatshirts) they may also wear jeans or official Villanova warm-up bottoms.
- Jeans may not be ripped.

### Game Day Dress:

- Official Villanova athletic jerseys, team-issued spirit wear, or warm up tops may be worn instead of a polo shirt with regular dress day pants/shorts/skirts.
- Game Day Dress does not apply to Formal Days.

### Special Events:

- Wildcat Day, dances and class retreats have special dress codes that will be communicated at the appropriate time.

Clothing, styles, or inappropriate self-expression that are extreme are not permitted. Short shorts, yoga pants, tights (only), overalls, board shorts, and tank tops are not appropriate for school activities. These items should not be worn on campus or at school-sponsored activities including but not limited to dances, or Wildcat Day.

## DRESS CODE FOR YOUNG MEN

### Grooming:

- Hair should be well groomed, a natural color, and appropriate in style. Hair will

be short enough as to not touch the shoulders, or will be neatly tied up above the shoulders. Hair must be off the face, above the eyebrow, and not cover the ears.

- Boys must be clean-shaven.
- Boys are prohibited from wearing earrings, more than one chain, and extreme use of jewelry on campus and at school activities.
- Boys may not wear makeup, nail polish or have exposed tattoos.

## **Regular Dress Day**

Shirts:

- Official Villanova white or navy polo shirt or button-down shirt purchased through Villanova's Tommy Hilfiger uniform website.

Pants /Shorts:

- Tan or navy pants or shorts purchased through Villanova's Tommy Hilfiger uniform website.
- Pants and shorts should be worn with a belt.
- Pants must be worn on the waist and shorts must be of an appropriate length.

Outerwear:

- No non-Villanova branded sweatshirts or sweaters with the exception of seniors (students in grade 12) who are also allowed to wear sweatshirts of the college or university they plan to attend.

Footwear:

- Closed heel, closed toe.

## **Formal Dress Day**

- White button-up collared shirt with no logo, worn tucked in (Villanova logo okay).
- Tan or navy pants, or shorts purchased through Villanova's Tommy Hilfiger uniform
- Tie or bow tie (optional).
- Solid color, clean shoes worn with socks.
- Outerwear (optional).
- No hooded sweatshirts are allowed on Formal Dress Days.

## **DRESS CODE FOR YOUNG WOMEN**

### **Grooming:**

- Hair shall be natural in color.
- Girls may wear moderate makeup, earrings, and jewelry.
- No other body jewelry as a result of piercing is permitted; no exposed tattoos.

### **Regular Dress Day**

#### **Shirts:**

- Official Villanova white or navy polo shirt or button-down shirt purchased through Villanova's Tommy Hilfiger uniform website.
- Shirts may not be cropped and must be long enough to prevent revealing the mid-section at any time.

#### **Pants, Shorts, and Skirts:**

- Tan or navy pants, shorts or plaid skirts purchased through Villanova's Tommy Hilfiger uniform website.
- Skirts must be worn so as to be no shorter than **4 inches** above the knee.
- Shorts must be worn so as to be mid-thigh in length or longer.

#### **Outerwear:**

- No non-Villanova branded sweatshirts or sweaters with the exception of seniors (students in grade 12) who are also allowed to wear sweatshirts of the college or university they plan to attend.
- Outerwear (optional).

#### **Footwear:**

- Closed heel, closed toe.
- Socks may not go over the knee.
- Stockings must be solid black, white, or tan, and not fishnet material.

### **Formal Dress Day**

- White button-up collared shirt with no logo or a Villanova logo. Shirt tucked in if not square cut.
- Tan or navy pants, shorts, or plaid skirts purchased through Villanova's Tommy Hilfiger uniform website.
- Tie, bow tie, or crossover tie (optional).

- Clean shoes with enclosed heel or back strap (no sandals or heels higher than 3 inches).
- Solid color black, white, or tan stockings without designs are permitted (no fishnet).
- Outerwear (Optional)
- No hooded sweatshirts are allowed on Formal Dress Days.

### **DRESS CODE ENFORCEMENT**

Students will be checked for dress code each morning as they arrive on campus and throughout the school day. Students not dressed to code will be assigned detention or may be asked to return home to change. Any class time missed due to dress code violations will be unexcused.

### **SCHOOL LOCKERS**

The School assigns all lockers. Lockers are school property and Villanova has the right to inspect lockers at any time. Students are urged to lock their lockers and to keep their combination confidential. The School is not responsible for property that is not secured.

Stickers, decals, and writing are not allowed on the outside of lockers. Photos, decals, etc., may be posted inside the locker if in good taste. No writing on the inside or outside of lockers is permitted. Students wishing to decorate for birthdays must have their decorations approved, attached with blue painters' tape, and removed within 72 hours. If a student has a problem with his or her locker, he or she should report to the Vice Principal.

Lockers must be cleaned out by the end of second semester final exams or a student's last day on campus. Damage to lockers will be assessed and fees will be billed to the student.

Tampering with locks and rendering them inoperable may result in the loss of the use of school lockers and / or a fine may be issued for the cost of the lock replacement.



## **SECTION VIII: ADDITIONAL POLICIES**

Villanova Prep is a Catholic Augustinian school and is guided in many of its policies by the Congregation for Catholic Education, the United States Conference of Catholic Bishops, the Augustinian Secondary Education Association, the California Catholic Conference, and the Archdiocese of Los Angeles.

Villanova Prep is committed to providing a safe environment that allows students to flourish academically, morally, physically, spiritually, and personally. As a school rooted in the Catholic and Augustinian traditions, Villanova is obligated to provide an education and resources consistent with Roman Catholic teachings. The starting point for Catholic education is an understanding that all human beings are created in the image of God and are entitled to be treated with dignity, respect, and love.

The following policies are set in place by Villanova Preparatory School and are in line with standards set by the Archdiocese of Los Angeles:

### **HARASSMENT OF STUDENTS IN CATHOLIC SCHOOLS**

Villanova Prep is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any and all of the following:

**VERBAL HARASSMENT:** Derogatory comments and jokes; threatening words spoken to another person;

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;

**VISUAL HARASSMENT:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, and;

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the targeted and habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

**Cyber bullying** occurs when students bully each other using the Internet, mobile phones or other cyber technology.

This can include, but is not limited to:

- Sending inappropriate text, email, or instant messages;
- Posting inappropriate pictures or messages about others on social media, blogs, or web sites;
- Using someone else's username to spread rumors or lies about someone.

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

**It is the responsibility of Villanova Preparatory School to:**

- Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the School toward its strict enforcement;
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.

**It is the student's responsibility to:**

- Conduct himself/herself in a way that contributes to a positive environment;
- Avoid any activity that may be considered discriminatory, intimidating or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to the Vice Principal or another administrator; and
- If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

**STUDENT THREATS**

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to an administrator or a teacher. The Administration will notify the police and other designated authorities if deemed necessary.

The student who has made the threat will be kept in the Main Office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as a potential victim, or mentioned in writing as a potential victim, will be notified immediately. The student who has made the threat, shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the Principal on a case-by-case basis.

Practical jokes or off-hand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student

from school.

## **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures will be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to an administrator, or to a teacher who will report it to the Principal or Vice Principal. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations (if appropriate). If appropriate, the alleged harasser will be suspended (in the case of a student) or placed on administrative leave (in the case of a faculty/staff member) during the course of the investigation.
- Once the facts of the case have been gathered, the Principal will decide what, if any, disciplinary actions are warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion (in the case of a student) or immediate termination (in the case of a faculty/staff member).
- If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to

investigate and eliminate the problem.

## CONFLICT RESOLUTION

There are times that students may have an issue of miscommunication or dispute that involves a fellow student, faculty, or staff member. In keeping with our mission we want to approach every situation with the values of Truth, Love and Community.

In order to seek resolution, the following steps are appropriate.

As a Catholic Christian school we take the approach that the first step to solving the conflict would be to **appeal to the person directly**.

If resolution is not reached, Students should contact the following:

- See Vice Principal for issues related to teachers and staff members that take place in the classroom, or during co-curricular or extracurricular activities;
- See a Guidance Counselor when the conflict involves personality conflicts, and/or social/emotional well-being;
- See the President or Principal when the issue involves an administrator or member of the clergy;
- See the Athletic Director when the issue involves a coach of a sports team;
- See the Director of Resident Life when the issue involves resident life staff.

If the conflict is still not resolved, the President may be consulted. The President is involved only after the above steps have been exhausted. The decision of the President is the highest level of appeal, and both parties will be obliged to accept this decision.

## SCHOOL SEARCHES

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the School to maintain discipline and to provide a safe environment for the community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or

has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have reasonable suspicion that a law or school rule is being or has been violated. Whenever a school administrator conducts a search of a student's person or personal effects; an adult witness will be present.

Students do not own their lockers or other school property. Lockers are made available to students by the School. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, will have a reasonable suspicion that a law or school rule is being or has been violated.

An alert from a trained and certified detector dog is sufficient to allow a school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property. In addition to this policy on searches, every student is subject to Villanova's school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the School or to the student.

If a student refuses to cooperate in a reasonable search of the School or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral. At times the School may use alcohol detecting devices to screen students.

## **POLICY ON STUDENT PREGNANCY**

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic values stress that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values.

However, when a pregnancy occurs outside of marriage, the school community should seek to offer support to the pregnant student and/or the student father so that the

pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

Students involved in a pregnancy have changed their status and thus some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a human being into the world. Such responsibility necessitates a change in status especially in terms of activities and priorities at the School.

In order to insure the best interests of the student(s), parents, and the school community, the following guidelines will be implemented:

- When the pregnancy is known to school personnel by whatever means, the Principal will meet with the girl and both parents and/or other guardians;
- If the father of the child is identified, and if he is a student at Villanova Preparatory School, the Principal will meet with him and his parents;
- The position of the Catholic Church is very clear, and supports respect for life in all cases.

## **MARRIED STUDENT POLICY**

Central to the philosophy of Villanova Prep is that parents are the primary educators of their children. In support of this, the School and parents work in close collaboration in all aspects of each student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the School and the parent is compromised. Therefore, any student who marries will not remain enrolled at Villanova Preparatory School.

## **POLICY ON STUDENTS NO LONGER LIVING WITH A PARENT OR GUARDIAN**

Central to the philosophy of Villanova Prep is the belief that parents are the primary educators of their children. In support of this, the School and parents work in close collaboration in all aspects of the student's educational process. A day student not living in the home of a legal custodial parent or legal guardian may not be allowed to attend Villanova Preparatory School.

## **CONFIDENTIALITY AND PRIVACY**

### **Privacy and Access to Records**

Maintaining confidentiality is the legal, ethical, and professional responsibility of every

member of the school community, including students, parents/guardians, teachers, and all other employees, and administrators.

### **Pupil Records**

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records.

Only the Principal, as custodian of records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the right to access their child’s pupil records in accordance with the School’s reasonable procedures for providing such access.

Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right to access to records of any kind.

### **Directory Information**

“Directory Information” means one or more of the following items: pupil’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The School will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Class parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be



used only for the purposes specified. In no case should commercial enterprises be given access to Directory Information.

### **Verbal/Written Confidence**

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment.

All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the Principal or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **POLICY FOR INTERPRETER**

Villanova Prep requests that parents/guardians who are non-English speakers provide an interpreter when meeting with school personnel. Proper communication will provide a more-timely answer to questions that arise between parents/guardians and the School.

### **WHO'S WHO?**

The following is a quick guide to help students find the “go to person” when one needs information or something done. The list is not all-inclusive but will provide an idea of where to start.

#### Parents

Parents are the primary educators and are responsible for the intellectual, social and moral formation of their children. They provide advice, common sense, love, experience, knowledge, permissions, wisdom.

#### Teachers

Provide advice, knowledge, additional help in various subjects, answers about grades and assignments, and handle concerns about academic honesty.

#### Class Moderators, Club Moderators, Coaches

Provide leadership skills, organization and coordination, team spirit, guidance.

#### Athletic Director

Offers information on athletic schedules, use of gym and other athletic facilities,

supervision of sports, concerns about coaches, concerns about sportsmanship, health and safety issues, required forms for athletics, and eligibility questions.

### Chaplain

Is responsible for planning of school Masses, retreats, prayer services, questions about Christian Service requirements, Christian Service records, prayerful support and guidance, interest in how to become a Catholic, learning to become a peer minister, volunteers for helping at Mass as liturgical ministers.

### Nurse

Provides first aid in emergencies, preliminary assessment of symptoms, medications only with parental permission and doctor appointments for resident students.

### Guidance Counselor

Provide counseling appointments, short-term help with personal problems, referrals for professional support, all with parent permission.

### Vice Principal

Supervises non-teaching elements of the school program. Support for athletics, activities, campus ministry, discipline, and the boarding program. Oversees day-to-day operations of the school with the Principal

### College Counselor

Helps with the college admissions process and advice, career counseling, resources for college catalogues, placement tests for incoming students, scheduling of PSAT, SAT, ACT tests; information on visiting college representatives, college financial aid and scholarships.

### School Receptionist/Office Manager

Provides information in the Main Office on daily announcements, guest sign-in, admit slip after absence, attendance slips, tardy slips, lost and found.

### Registrar

Maintains school records/transcripts and assists with the admissions process and the withdrawal process.

### Director of Admission

Manages the application and admission process for new students and the I-20 for international students.

### Director of Resident Life

Serves as the primary contact for resident students in religious, academic, non-academic, discipline, health, and personal matters.

Resident students: Permission for visits to homes of day students, special events, weekend excursions.

Day students: Permission for use of the Recreation Center, use of the dining room and overnight stays after school.

### Principal

The Principal is the chief instructional officer of the School and is responsible for all academic, curricular and co-curricular programs. The Principal handles concerns about teachers and staff.

### President

The President is the highest authority at the School. He oversees Admissions, Development, Alumni Relations, Finances, and Facilities. The President works in concert with the Board of Directors and the Corporation (Augustinians).

## **International Baccalaureate Diploma Program Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **IB Learner Profile**

The aim of all IB programs is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better world.

**INQUIRERS:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**KNOWLEDGEABLE:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**THINKERS:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**COMMUNICATORS:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**PRINCIPLED:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**OPEN-MINDED:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**CARING:** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**RISK-TAKERS:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**BALANCED:** We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**REFLECTIVE:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

## Traditional Prayer of Villanova Students

Direct we beseech Thee, O Lord,  
All our actions by Thy holy inspiration  
and carry them out by Thy gracious assistance  
So that every prayer and good work of ours  
May always begin from Thee  
And by Thee be happily ended  
Through Christ our Lord. Amen.

**Leader:** You have made us for Yourself, O Lord,

**Response:** and our hearts are restless until they rest in You.

St. Augustine, pray for us.

St. Monica, pray for us.

St. Thomas of Villanova, pray for us.

*"Do what you can and then pray to God to do what you cannot."*

-St. Augustine of Hippo

### **Augustinian Schools in North America**

[Malvern Preparatory School, Malvern, PA - Founded 1842](#)

[St. Rita of Cascia H.S. - Chicago, IL - Founded 1905](#)

[Providence Catholic H.S. - New Lenox, IL - Founded 1918](#)

[St. Augustine H.S. - San Diego, CA - Founded 1922](#)

[Villanova Preparatory School - Ojai, CA - Founded 1924](#)

[Cascia Hall Preparatory School - Tulsa, OK - Founded 1926](#)

[St. Augustine College Preparatory School, Richland, NJ - Founded 1959](#)

[Villanova College - King City, ON Canada - Founded 1999](#)

[Austin Catholic High School - Chesterfield, MI - Founded in 2011](#)

[Austin Preparatory School - Reading, MA - Founded in 1961](#)

### **Augustinian Universities in North America**

[Villanova University - Villanova, PA - Founded 1842](#)

[Merrimack College, North Andover, MA - Founded 1947](#)

## **Villanova Alma Mater**

When the twilight shadows gather  
Out upon the campus green.  
When the blue and purple night  
Comes stealing on the scene:  
Loyal heirs of Villanova  
Sing a hymn of praise  
To our dear old Alma Mater  
And our high school days.

