

VILLANOVA

PREPARATORY SCHOOL

2025-26

Middle School

Student Handbook



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www.villanovaprep.org

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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 promotes 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 middle and high 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 day and boarding 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 changes. 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 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

Mindful of its mission to be a witness to the love of Christ for all, Villanova Prep 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 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 in the School 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 2023, Villanova expanded its reach by offering a quality, well-rounded education in the Catholic Augustinian intellectual and spiritual tradition 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 are active in ministries which serve society and the Church. With a heritage stretching back to St. Augustine of Hippo (354-430), the Order of St. Augustine is in the tradition of the Mendicant Orders founded in the 13th century. It is an apostolic fraternity at the service of the Church. When he served as prior general of the worldwide Order, Pope Leo XIV visited Villanova Prep several times.

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
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 Support Staff

Associate Director of Admission	Mr. Cesar Rangel
Associate Director of Development	Mrs. Stella Day
Advancement Database Manager	Mrs. Tessa Hottinger
Staff Accountant	Ms. Mary Maler-Clark
Bookkeeper	Mrs. Sylvia Arriaga
Registrar	Mrs. Lisa Lopez
School Receptionist	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 Ed. Department	Mrs. Nichia Huxtable
Social Studies Department	Mrs. Anna Walsh
Visual and Performing Arts	Mrs. Casey Grant-Miller

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

Mr. Ed Gibbs, Jr.

Mr. Edwin Hearn

Very Rev. Barnaby Johns, O.S.A.

Mr. Matt LaVere

Mr. James Link

Mr. Steve McGillivray

Mr. Jeffrey Ruggels

Mr. Richard Taylor, Chair

Rev. Max Villeneuve, O.S.A.

VILLANOVA 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: Mathematics Department

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 students are led in prayer, the Pledge of Allegiance and daily announcements. On the first day of the week this will be at the Grotto. The rest of the week it will be in the first period classroom.

Class Prayer

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. (Villanova Student Prayer is located at the end of this handbook)

Mass

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 Masses, Grandparents Day, Holy Days of Obligation, the Junior Leadership Mass, and the Baccalaureate Mass. Mass/Liturgy is also celebrated daily in the School Chapel at 7:00 a.m.

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.

Spiritual Growth

Campus Ministry helps organize various prayer meetings, Bible studies, all 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. All classes will participate in a one-day, on-campus retreat. Students are required to attend retreats.

Christian Service

All Villanova Prep students are expected to engage in Christian service. Rooted in Augustinian values, this program calls students to be Christ-like leaders by serving marginalized communities. By engaging in Christian service, students have the opportunity for personal growth, community involvement and development of compassion for others.

All Villanova students will participate in a service project on Service Day.

SECTION IV: ACADEMIC PROGRAM
COURSE SEQUENCE

Sixth Grade:

English 6/Literature

Theology 6 (Augustinian values, Prayer, Traditions, and Old Testament Study)

World History 6

Latin (Trimester)

Math 6

Science 6

Physical Education (Trimester)

Art (Trimester)

Robotics (Trimester)

Electives

Seventh Grade:

English 7/Literature

Theology 7 (Life of Jesus & the Gospels)

World History 7

Math 7

Latin (Trimester)

Science 7

Physical Education (Trimester)

Art (Trimester)

Robotics (Trimester)

Electives

Eighth Grade:

English 8

Theology 8 (Letters of Paul & History of the Catholic Church)

United States History

Math 8 or Math 8 Honors

Latin (Trimester)

Science 8

Physical Education (Trimester)

Art (Trimester)

Robotics (Trimester)

Electives

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 of material.

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.

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.

GRADE REPORTS

The Villanova Prep 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. 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	93-100	4.0	C	73-76	2.0
A-	90-92	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

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. Upon receipt of the written request, the Principal will make the student’s official folder available within twenty-four hours.

SEMESTER EXAMS

At the end of each semester, a comprehensive semester project is assigned or a comprehensive final exam is administered. Semester grades are the average of all semester classwork and homework plus the semester exam or project. Only students who have a note from a physician will be excused from school-scheduled semester exams, any other circumstance will be reviewed by the Administration. The Administration will determine when the student will make up the exam. 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.

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

As 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. 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:

- 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 the student's 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 one's own.

In middle school, high school and college courses, students are continually engaged with other people's ideas; they read them in texts, hear them in lectures, discuss them in class, and incorporate them into one's own writing. As a result, it is very important that students give credit where it is due. 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 an “F” on the assignment, test, or quiz. The teacher may elect to allow the student to complete make-up work for partial credit.
- The teacher will confer with the student and notify the parent of the incident and its consequences.
- Loss of citizenship points.

Second Instance

As listed in the first instance and the following:

- The student will receive a zero on the assignment, test, or quiz.
- A conference will be scheduled with an administrator, parent, teacher, and student.
- Loss of citizenship points.

Subsequent Instances

As listed in prior instances and:

- A Board of Discipline meeting may be scheduled.
- The Principal may decide that the student will be removed from Villanova pending the outcome of a Board of Discipline meeting.

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 Ds

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 members of the Academic Council headed by the 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 into consideration the recommendations of the Academic Review Board.

STUDENT RESPONSIBILITIES

Each student should:

- 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 one's teacher after school if extra help is needed to ensure success.

PARENTAL RESPONSIBILITIES

Each parent should:

- 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.
- Support Villanova's faculty, staff and administration.

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.
- Secure grade book and mark documents so that the grades are confidential and safe.
- Track student attendance.

HONOR ROLL

Villanova's Honor Roll is computed on the basis of quarterly grades. To qualify for the Honor Roll a student must earn an unweighted GPA of 3.8 or higher.

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.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) elevates a school's commitment to the values of scholarship, service, leadership, character, and citizenship and helps middle-level students develop the knowledge and skills to become well-rounded student leaders in their school, community, and beyond. NJHS chapters operate in all 50 states and schools around the world, engaging and serving more than one million students. Reflecting school leaders' profound commitment to student leadership development, the National Association of Secondary School Principals (NASSP) founded NJHS in 1928 with the purpose of creating enthusiasm for scholarship; stimulating a desire to render service; promoting leadership; encouraging responsible citizenship; and developing character in 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. Students with a GPA of 3.5 or above will be invited to complete an application for membership. A four-member faculty panel will review applications that are properly completed and submitted.

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 p.m. The Student Center provides a place for students to study and receive guidance, and can be reserved for student club meetings.

ACCEPTABLE USE POLICY FOR TECHNOLOGY 2025-26

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, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, 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), facsimile machines, 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, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, 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 the Villanova Administration and the 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 the Villanova Administration and the 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 email and text messages 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

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, inappropriate comments or images, racial or ethnic slurs, or other comments or potentially offensive or hurtful material.
- Acquire, possess, view or distribute obscene 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.
- Access electronic communication systems during school hours except where instructed by Villanova faculty or staff for academic or school-

related purposes.

- 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 materials, 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 School 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.

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 the student. Together, the School counselors spearhead a comprehensive program which serves the needs of students through individual conferences, group sessions, and classroom presentations.

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 School Counselor at any time, whether it is regarding daily matters or more serious concerns. Confidential support is given to students and families. The School Counselor works to create a positive relationship with students through individual counseling, programs and speakers, based on the needs of the school community.

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 is present at all pack day events. 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 [blue].

Students need to see the Nurse before they call home to be picked up if they are sick during the school day.

SECTION VI. STUDENT LIFE (EXTRACURRICULAR PROGRAM)

SCHOOL PROPERTY

Villanova tries to allow its students full use of all its facilities. However, certain considerations make it necessary to impose limitations. **Normally, middle school students are not to remain on the property after 5:30 PM unless they are attending a school-approved activity.**

In the interest of safety and adequate supervision, middle school 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, CURRICULAR, 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 either a sports team or choose from a variety of structured and unstructured electives and activities. 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. Some extracurricular activities have grade point requirements.

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, retreats, days of recollection, and Service 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 Main 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.

Dances

Admittance to Dances: Students not in appropriate attire may be turned away. All Students and guests may be subject to searches.

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.

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.

Middle School students eat lunch in the dining room. It is the responsibility of all students to maintain a clean campus by disposing of their trash in the appropriate receptacles.

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 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 campus are to be directed to the Administration Building, Goggin Hall. After hours, visitors must check in the dorm office in Cantwell Hall. All authorized visitors must sign in electronically and receive a visitor pass before proceeding further on the property. Please be aware that this includes returning alumni here for the purpose of visiting former teachers.

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 the access road 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. There are traffic signs in the lot and they must be followed by all drivers. The speed limit on campus is 10 mph.

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. The Athletic Director is the primary source of information concerning interscholastic sports and scheduling. The interscholastic sport seasons are Fall, Winter and Spring.

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.

Athletic Ineligibility

Students will be deemed ineligible to participate in athletics if any of the following criteria are met:

- Students have fewer than 80 citizenship points
- Students have below a 2.5 grade point average

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 their 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.

<u>Fall Season</u> Girls’ Volleyball Football	<u>Winter Season</u> Boys’ Basketball Girls’ Basketball	<u>Spring Season</u> Boys’ Soccer Girls’ Soccer
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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 (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. The nature of closure will be posted on Plus Portals, Villanova’s main social media, and Villanova’s main website (www.villanovaprep.org).

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 cable listings).

SECTION VII. STUDENT CONDUCT AND ATTENDANCE

CODE OF STUDENT CONDUCT

Philosophy

In order to cultivate an environment focused on the fulfillment of the Villanova 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 his or her own life and interactions.

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 to be served after school. Major infractions will involve a referral, suspension, or Board of Discipline

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

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

Unity

Seeking oneness of mind and heart on the journey to God, a student at Villanova Prep strives 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>Minor Infractions</u>	<u>Major Infractions</u>
<ul style="list-style-type: none">● Dress code violation● Excessive tardiness (after the no-fault limit is reached)● Removal from class. Students removed from class must immediately report to Goggin Hall (office)● Disrespect to school personnel, students or other persons or property● Class disruption● Failure to follow school or class rules or verbal directions● Use of an audio/video recorder without permission from administration/faculty	<ul style="list-style-type: none">● Belligerent or defiant behavior toward the school, its authority or its personnel● Malicious or willful destruction of school or personal property● Class pranks or individual student pranks directed toward other students, the school, or school personnel● Actions gravely detrimental to the moral or spiritual welfare of other students● Disrespect to the neighbors of the school or their property● Pattern of unexcused absences from individual classes, Mass, curricular mandated or community mandated activities or assemblies

Love

Inspired by Christ, a student at Villanova is 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>Minor Infractions</u>	<u>Major Infractions</u>
<ul style="list-style-type: none">● Inappropriate public display of affection● Littering● Use of vulgar, blasphemous or obscene language	<ul style="list-style-type: none">● Hazing/ Bullying/ Cyber bullying

Health/Safety

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

<p><u>Minor Infractions</u></p> <ul style="list-style-type: none">● Campus misconduct such as running, pushing, punching or rowdiness in the halls, while waiting in lines, during Mass or assemblies● Riding a motor operated bike, skates or skateboard on campus● Pushing or shoving in anger	<p><u>Major Infractions</u></p> <ul style="list-style-type: none">● Possession of any weapon● Theft, extortion, arson, possession of fireworks or other explosive device● Fighting, assault, battery or threat of force or violence toward school personnel● Use, sale, distribution or possession of drugs, drug paraphernalia, narcotics or alcoholic beverages on campus or in connection with any Villanova Prep activity● Possession of any tobacco product, e-cigs, smoking or vaping on or near campus● Fighting, assault, battery or threat of force or violence toward students and other persons on school grounds or at school related activities● Any major offense considered detrimental to the Administration, the good order and/or safety of the School and/or its members
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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 one or more 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 detention must report to a designated room at a specified time for a supervised detention period 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. In addition, failure to follow the School's Acceptable Use for technology policy may result in the loss of access to all Villanova computers, electronic devices, and Internet access.

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.

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 therefore given for a clear and serious cause.

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).
- Conference with parent, student and a Board of Discipline.

BOARD OF DISCIPLINE

The Board of Discipline exists to consider more serious disciplinary cases. The Board of Discipline consists of the Vice Principal 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 diminish the penalty of the Board of Discipline. The final decision of all appeals rests with the Principal.

CODE OF CHRISTIAN 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, in 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 the student in meeting the academic, moral and behavioral expectations of the School.
- Students and parents or guardians may respectfully express their concerns about the School operation 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 is involved in substantial disorder and is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee activity, including but not limited to, picketing and distribution of handbills.
- 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. athletic activities, field trips, etc.).

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

ACCEPTABLE USE POLICY FOR CELL PHONES, COMPUTERS, OTHER TECHNOLOGY ON or OFF-CAMPUS

For day students, the use of a music device or cell phone inside a building is prohibited. Cell phones and music players may be confiscated by a teacher or staff member and then turned in to the Vice Principal.

The unauthorized capturing of images or taking of pictures of faculty and students for purposes of harm, ridicule, harassment or other un-Christian behaviors is considered a serious matter. 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.

Refer to the School's Policy on Off-Campus Incidents and Behavior for guidelines that are applicable in the use of cell phones, computers, and other technology for communication. The Administration will deal with these matters on a case by case basis to determine the consequences. Refer to the Acceptable Use Policy for Computers in the Student Handbook that deals with on-campus matters directly.

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 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 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 this 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, Masses and prayer services, and assemblies mandated by the school Administration in order to insure optimum learning opportunities. Curriculum-related activities such, as retreats or field trips, 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 or additional requirements to make-up for the absence.

Absences

Day students who are absent during a school day are to have a parent or guardian telephone (646-1464, ext. 1015 or ext. 110) or email the school at attendance@villanovaprep.org before 8:00 a.m. 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 lateness to their first class.

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.

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 Vice Principal.

Extracurricular Participation

A student must be present for at least half of the school day 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.

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.

During each semester, parents/guardians will be notified by the Administration when the student has accumulated six absences, **excused or unexcused**, in a class that are not related to a school-sponsored event or activity. If the student has ten 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 20 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 before the second bell rings. Students arriving tardy to class will receive a warning on the first tardy and further consequences as determined by the Student Code of Conduct on subsequent tardies.

Class time missed due to being tardy will be considered as unexcused.

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 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 a zero. A student who misses work completed in class due to an unexcused absence receives a zero 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 or she must see the Nurse before being given permission to leave school. Parents must pick up a student or give permission for a student to walk or bike by themselves in order for a student 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 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.
- 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, purchased through Villanova's Tommy Hilfiger uniform website.
- 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 must 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 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.
- 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 the 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.

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 adhere to the recommendations of 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 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 harassment, intimidation, 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.

Cyberbullying 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 websites;
- 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 Prep 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 or herself in a manner that contributes to a positive school 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 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 the Department of Catholic Schools 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 the 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 the Vice Principal or to a teacher. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same gender, 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 Vice 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, parishioner, 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 the Vice Principal for issues that involve grades, homework, tests, or papers.

- See the School Counselor when the conflict involves personality conflicts, and/or social/emotional well-being.
- See the Athletic Director when the issue involves the coach of a sports team.

If the conflict is still not resolved, the Principal may be consulted. The Principal is involved only after the above steps have been exhausted. The decision of the Principal 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 school 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 the student 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 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 the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the School, every student is subject to the Archdiocesan and 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 at school events to screen students.

POLICY ON STUDENTS NO LONGER LIVING WITH A PARENT OR GUARDIAN

Central to the philosophy of Villanova Preparatory School is the belief that parents are the primary educators of their children. In support of this, the School and the parent 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 Prep.

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 Vice 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 resolution to any questions that may 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

Advice, knowledge, additional help in subjects, questions about grades, assignments, concerns about academic honesty.

Class Moderators, Club Moderators, Coaches

Leadership skills, organization and coordination, team spirit, guidance.

Athletic Director

Athletic schedule, use of gym and other athletic facilities, supervision of sports, concerns about coaches, concerns about sportsmanship, health and safety issues/forms for athletics.

Chaplain and/or Director of Campus Ministry

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

First aid in emergencies, preliminary assessment of symptoms, medications only with parental permission; doctor appointments for resident students.

School Counselor

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

Vice Principal

Supervision of non-teaching elements of the school program. Support for athletics, activities, campus ministry, discipline and the boarding program. Oversees day-to-day student life operations.

College Counselor

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

School Receptionist

Information in the Main Office, daily announcements, guest sign-in, admit slip after absence, attendance slips and records, lost and found.

Registrar

School records/transcripts, assistance with admissions process and withdrawal process.

Director of Admission

Application and admission process for new students. I-20 information for international students.

Principal

Chief instructional leader of the School who is responsible for the academic, curricular and co-curricular programs; concerns about teachers or staff; admission of new students, final authority on disciplinary issues.

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).



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.

Our Mother of Good Counsel, pray for us.

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](#)

Traditional Catholic Prayers

The Sign of the Cross

In the name of the Father,
and of the Son,
and of the Holy Spirit. Amen.

The Lord's Prayer

Our Father, Who art in heaven,
Hallowed be Thy Name.
Thy Kingdom come,
Thy Will be done on earth as it is in Heaven.
Give us this day our daily bread;
and forgive us our trespasses
as we forgive those who trespass against us;
and lead us not into temptation,
but deliver us from evil. Amen.

The Hail Mary

Hail Mary, full of Grace,
The Lord is with thee.
Blessed art thou among women,
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners now,
and at the hour of our death. Amen.

Doxology

Glory be to the Father,
and to the Son,
and to the Holy Spirit.
As it was in the beginning,
is now, and ever shall be,
world without end. Amen.

Grace Before Meals

Bless us, O Lord, and these Thy gifts
which we are about to receive from Thy bounty,
through Christ our Lord.

Amen.

Angelus

V: The Angel of the Lord declared unto Mary,

R: And she conceived of the Holy Spirit.

Hail Mary, full of grace, the Lord is with you;
blessed are you among women,
and blessed is the fruit of your womb, Jesus.
Holy Mary, Mother of God, pray for us sinners
now and at the hour of our death. Amen.

V: Behold the handmaid of the Lord,

R: Be it done unto me according to your Word.

Hail Mary...

V: And the Word was made flesh,

R: And dwelt among us.

Hail Mary...

V: Pray for us, O holy Mother of God,

R: That we may be made worthy of the promises of
Christ.

Let us pray. Pour forth, we beseech you, O Lord, your
grace into our hearts: that we, to whom the Incarnation
of Christ your Son was made known by the message of
an Angel, may by his Passion and Cross be brought to
the glory of his Resurrection. Through the same Christ
our Lord. Amen.