

VILLANOVA

PREPARATORY SCHOOL

2025-2026 Resident Life Handbook



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Introduction

The Villanova Student Handbook contains general policies and regulations in effect throughout the entire campus. The Resident Life Handbook contains policies and procedures for the dorm.

Boarding at Villanova has a rich and vibrant history stretching back over 100 years. Villanova's Catholic, Augustinian mission sets us apart from many boarding programs with our emphasis on Christian principles, Gospel values, and our Augustinian core values: love, truth, and unity. Resident students learn how to make ethical/moral decisions, think critically, and all in a loving, supporting environment that feels more like a family than a dormitory. Like any family, the members sometimes have conflict, make mistakes, or need help. Villanova teaches residents how to resolve conflicts, the value of forgiveness, how to be self-advocates and where to find answers.

Villanova's family environment offers a place for students to share triumphs and heartaches together, develop friendships with individuals from all over the world, many of whom visit each other during school breaks and stay in contact well beyond high school. Most importantly a place to develop in mind, heart, and body. This is achieved by having a dedicated staff whose primary role is caring for the resident students, and along with the students, creating a warm environment in which all students are a priority.

These written policies do not constitute all of the regulations and customs governing the resident life program. Other policies may be put into effect from time to time for the safety and well-being of students and staff. Furthermore, even though a rule might not be defined in this handbook, if common sense dictates that a behavior is deemed disruptive, a consequence may result. "Common sense" is defined by the resident life staff and the administration of Villanova Preparatory School. Other rules and regulations applying to students can be found in the Student Handbook for the school. This handbook is subject to change.

Section 100 - Leadership

100.1 Resident Life Staff

The resident life staff helps build a strong, healthy residential community which complements classroom learning. The staff creates a residential environment that enhances students' academic progress; promotes the intellectual, spiritual, and social life of the residents; creates opportunities for students to explore their interests; provides personal and academic mentoring; encourages students to participate in dorm and school activities; knows and explains school and dorm policies; makes themselves available to the resident students; and encourages student responsibility, accountability and self advocacy.

The resident life staff is led by the Director of Resident Life. The resident life staff works closely with the resident academic counselor to help residents achieve their academic goals. All staff work closely with our Director of Augustinian Mission to help guide students spiritually and emotionally.

100.2 Parents

The primary teacher of a child is his/her parents. In the case of our resident students, parents have given over the day-to-day care of their children to Villanova.

In order to serve the students entrusted to our care, it is crucial that we be able to count on parental support of the school's rules and regulations. Our rules are made for the benefit of all, so we expect understanding on the part of parents who may at times not agree with each of our decisions. Parents must respect the school calendar and their children's school obligations. If parents refuse to cooperate with school staff, policies, regulations, or programs, they interfere with the school's ability to serve their own or other students. In such cases, after reasonable effort to gain parental cooperation, the Headmaster may recommend withdrawal of the student.

In the case of separated or divorced parents, the Family Privacy Act requires communication with both parents, even if custody is given solely to one parent.

100.3 Family representatives

The selection of family representatives is important if parents are not living in the U.S. A family representative for an international student is someone that the parents trust to care for their child temporarily. A typical family representative is a relative, friend or business associate who speaks English and is living in California.

Family representatives occasionally provide a home away from the dorm. The family representative is called on in emergencies when the student must be away from school (e.g. a prolonged illness.) They may also be called upon to provide transportation for the student. Since the family representative is not a legal guardian appointed by the courts, he/she has limited rights conferred by the parents of the student.

Villanova Preparatory School requires all students whose parents do not have primary residency in the United States to have a family representative located within a few hours of the school. If there is no family representative in the local area, the parents may be responsible for the transportation of their student home in case of a disciplinary or medical emergency.

Only parents may select family representatives. All changes of designated family representatives must be made in writing.

100.4 Prefects

Prefects are juniors and seniors selected by the Resident Life Staff to help manage day to day life in the dorm. Prefects help maintain order in the dorms, assist with the planning of activities, and serve as mentors to others in the dorm. Prerequisite to exercising leadership, Prefects are expected to exemplify Villanova's Augustinian principles of Truth, Love, and Unity, be succeeding academically, have no outstanding disciplinary issues, and otherwise be above reproach. Prefects

are appointed or dismissed at the sole discretion of the Director of Residence Life, and may be appointed or dismissed at any time and for any reason. Prefects are delegated tasks and oversights by their respective Resident Advisor, and are responsible to him or her.

Section 200 Before School Begins

200.1 Immigration Issues

All international students who do not have permanent residence identification cards (i.e. green cards) must have an I-20 issued by the U.S. Government and given to them by Villanova. A signed I-20 is good for one year from the date of the signature and permits the student to enter the US during the year. If a student leaves Villanova (to transfer to another school or college) and he/she does not transfer the I-20 to another school, he/she will be dropped from our rolls and will have to resolve this matter through the Immigration and Naturalization Service. Villanova considers students whose primary address is outside the United States to be international students, regardless of their citizenship.

200.2 Travel

In planning travel parents should consult the Villanova school calendar. The calendar will provide the dates of arrival and departure so that parents can make travel plans for their children or plan for visiting their children during the school year. Guardians should be given the school calendar so they also know important dates for students' arrival and departure from school and school holidays. Student absences as a result of travel plans will not be excused.

Resident Life Staff may provide airport transportation, either directly or through a shuttle service, during the designated break times/beginning and end of the school year. Transportation will incur a fee that can be charged to a student's sundry account. Any transportation needed outside of specified times must be arranged by parents/guardians.

200.3 Wire Transfer Information: Contact the business office for information on sending funds to the school.

200.4 Allowance Account

A separate allowance account may also be set up by parents for their child to spend on personal items. Withdrawals from spending accounts will be made only once per week. Requests for spending money must be made by the announced time (usually Thursday). Students may open bank accounts in local banks as well. **Money is NOT to be kept in rooms unless it is secured in safes.** The school is not responsible for stolen money. Villanova has a policy that no student will be issued more than \$100 weekly from the allowance account. Exceptions can be made with permission via email or fax from the parents or guardians.

200.5 Textbooks

Returning residents must order textbooks online before they arrive at school so that they will have the required books on the first day of school. Books that are ordered online can be sent to the dorm office at Villanova and will be given to the student when they arrive. Ordering information is online at the Villanova webpage.

200.6 Dress Code for Residents

Although casual dress is permissible outside of class, resident students must demonstrate modesty and a consideration of others in their dress. No symbols or items that are disrespectful to any religion or faith, or are disrespectful in regard to sex, race, ethnic or national origin may be worn at any time. Clothing must not promote the use of alcohol, drugs, or tobacco. Adequate clothing must be worn at all times in public places; swim attire is only appropriate in the direct pool area. Resident life staff, faculty and school administration are the sole arbiters of what is appropriate. Confiscated clothing will not be returned. Please mark all clothing with the student's name using a permanent marker.

200.7 Requirements for Clothing and Personal Effects:

Because of high airfares and shipping costs, consider making purchases after arriving in California. Most rooms are shared so students should not bring too many clothes or personal items. This list is not comprehensive.

Clothing and other personal items to bring:

- Clothing (See Dress Code in the Student Handbook for school wear)
- Pillows and bed linen
- Towels and washcloths
- Toiletries, bath soap, etc.
- Laundry bag/basket and laundry soap, etc.
- School supplies (paper, pens, pencils, binders, calculator, etc.)
- Personal bowl and cup
- Laptop computer

Items often forgotten:

- Dress shoes and socks
- Ties
- Belts
- Suit or jacket and slacks

What not to bring; consequences will result from possession of these items:

- Desktop computers, additional monitors, gaming chairs
- Hot pots, rice cookers or other cooking equipment
- Irons that do not have automatic shut-off feature
- Televisions or DVD players
- Air conditioners

- Refrigerators
- Tobacco, vapes, marijuana, matches, lighters
- Pornography and other items contrary to Catholic moral teaching
- Alcohol/alcohol paraphernalia, drugs or drug paraphernalia
- Tarot cards, energy crystals, ouija boards or any other items related to the occult

200.8 Medicine

All medicine must be kept in the nurse's office. Vitamins and supplements, including melatonin, must be approved by the nurse, who will then decide if a student may safely keep the items in his or her room. If medication is prescribed in a non-English language, an English translation must be provided before we can dispense it. Students should NOT bring medicine that is not prescribed by a doctor, as the school can provide over the counter medicine for ailments that do not require seeing a doctor.

200.9 Valuables

Students are expected to protect their own valuables by keeping their doors locked. Each student is provided with a small locked box for securing money or other valuables. However, the primary means of avoiding a loss of money and precious articles is to keep them on one's person or leave them home. Please do not bring family heirloom jewelry to the school. Students may not have more than \$100 cash at a time without special permission. Villanova and its employees are not responsible for any losses.

Section 300

Life in the Dorm

300.1 General Conduct

1. Villanova is a Catholic school and requires appropriate language, dress and behavior. The school is guided in all matters of morality by the teachings of the Catholic Church.
2. Students are expected to represent the school in a positive manner at all times.
3. Villanova students are expected to display good manners and respect to each other, faculty, staff and visitors. As a gesture of courtesy and respect, students are asked to address faculty/staff members appropriately and not by their first names.
4. All students must respect and care for school property and report vandalism, damages, etc., so that necessary repairs can be made.

300.2 Dorm Schedules (all times subject to change; a full schedule can be found in Cantwell Hall)

On school days students are expected to wake up by 7:00 a.m. using their own alarms. Breakfast, which is served beginning at 7:00 a.m., must be eaten before the school day begins. Lunch is as scheduled by the school. Dinner schedule is posted each week, and all students will be required

to attend “sit down” dinners. Study hall hours are 7:00 – 9:00 p.m. the night before any school day. The time for lights out at the end of the day will also be announced.

Students may awaken when they like on non-school days. On non-class days brunch is from 10:00 a.m. to 12 p.m. Dinner is at 5:30 p.m. On Sundays there is a mandatory Formal Sit Down dinner at 5:45 p.m. All students must be in formal attire. Schedule is subject to change.

Sunday and Thursday evenings at 9pm there will be a Reflection period led by a faculty, staff, guest, or student. Reflection periods are mandatory. Students checking out on the weekend should plan to return to campus before the reflection period begins.

300.3 Roommates

Most residents have one roommate. In sharing a space with a roommate, it is important to be sensitive, cooperative, and when there are strong feelings, flexible in resolving differences. The school realizes that sharing a room may be a first experience for some students, so we do whatever we can to help make relationships work. In general, we have found that students who are patient and understanding work out their own differences and come to value the friendships that develop. To help facilitate this process, roommate changes are generally not made.

300.4 Rooms

1. Dorm rooms are furnished with a bed, desk, chair and dresser.
2. Each student is responsible to keep his/her room neat and clean.
3. Furniture placement in each room is done to maximize space in the room. No one may move furniture without permission.
4. Students may bring personal articles to decorate their rooms.
5. The noise level in your room should not disturb your neighbors or roommate. You must respect being asked to lower the volume of conversations or music if asked.
6. Each student will be issued one (1) key to his/her room. This must be kept on his/her person at all times. Students who leave overnight must leave their keys in the office.
7. **The dorms are considered to be homes for residents. Guests are only allowed into the dorms only with the permission of the resident life staff.**
8. **Privacy is to be respected and no student will enter or be in another student's room unless one of the roommates of that room or a staff member is present.**
9. A student is responsible for his/her roommate's possessions when guests are present. If a student leaves his/her room, guests must leave the room as well.
10. Roommates have mutual responsibilities to each other. See addendum for the Villanova Roommate Agreement.
11. Students are responsible for keeping their doors locked and items secured. Villanova is not responsible for missing money or valuables. If loss of items is suspected, it should be reported to the resident life staff immediately.
12. Students of the opposite sex are never permitted in dorm rooms.
13. Except for the lobby, chapel, offices, and dining room, female students are not

permitted in Cantwell Hall

14. Male students are not permitted anywhere in Glynn Hall.

15. Room checks occur twice a week. Students with rooms not in proper condition consistently may be subject to fines/other restrictions.

300.5 Right to Privacy and Confidentiality

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, dorm room, 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, the student's room, 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 affects, an adult witness will be present.

300.6 Recording Devices and Cameras

Videotaping or the use of cameras and cell phone cameras must respect the privacy of others. Permission for videotaping or photography must be given by the resident life staff. Failure to adhere to this policy will result in confiscation of the device and possible dismissal.

300.7 English-speaking rules outside of school hours

Villanova is a vibrant international community that is committed to the inclusion of all students. Our students speak many languages and it is important to us that all languages are valued and respected. However, English is the common language in our community and there are times when it is important that it is used in order to strengthen our community. Therefore, when two or more languages are possible in a group of people, English must be spoken. Examples of times when English must be spoken are during dinner, sports activities or while on trips. This is a courtesy to all in the group as well as an opportunity to exercise one's skills in English.

300.8 Laundry

It is the student's responsibility to see that his/her personal laundry is done at least once each week. School laundry facilities (located in both dorms) may be used during the designated times before lights out. Students are responsible for their own clothes. Students should return to remove their clothes in a timely manner so that others can use the machines.

300.9 Recreation Room

The recreation room will be open when classes are not in session and at the discretion of the resident life staff. Use of the recreation room is a privilege and must be kept clean. Failure to do so will result in loss of this privilege. Microwave ovens, refrigerator, TV, air hockey table, ping pong table and video game equipment are all available for student use. Eating and drinking is permitted in the recreation room. Day students are permitted in the recreation room only if they are guests of a resident student.

300.10 Catholic Mass and Religious Services

1. Roman Catholic students are required to attend Mass on Sundays and Holy Days of Obligation. Students are required to be in formal attire.
2. The Sacrament of Reconciliation is available upon request and is scheduled twice a year.
3. If a Catholic student wishes to receive the sacrament of Confirmation, permission will be needed from the pastor of their home parish. After permission is received, a course of study may be required of them either privately with the school chaplain or as part of a Confirmation program at St. Thomas Aquinas Parish, the local Catholic Church.

300.11 Dining Room and Meals

1. Meals are served promptly and students are expected to be on time (at the start of the meal.)
2. Students are permitted in the dining room as allowed by staff.
3. Students may not enter the kitchen without permission.
4. Students are expected to display good table manners in the dining room at all times, to remove their own dishes to the dishwashing room and clean their own tables.
5. **Food may not be taken into dorm rooms.**
6. On Sundays all students are required to attend Sit Down Dinner at 5:45 p.m in formal attire. Students may be assigned duties for sit-down dinners on Sundays. Other formal sit-down dinners may be scheduled throughout the year.
7. *Electronics may not be used in the dining room during formal sit down dinners.* Devices will be confiscated and returned after study hall.
8. Students are permitted to order food via DoorDash, Grub Hub, etc. on the weekends starting at 5pm on Friday and ending at 6:30pm on Saturday. **No food ordering may occur after curfew at any time.** Off campus food ordering and delivering is allowed from 3pm to 6:30pm during the week. Students may not order food on Sunday evenings due to formal sit down dinner. Meals are communal and if students order food they must eat in the dining hall.

300.12 Chores

All students are expected to keep their dorm room clean and neat and to empty trash cans on a regular basis. The school housekeeper will take care of common areas of the dormitory. Students

may periodically be assigned chores in their dorm or around campus. Assigned chores are expected to be completed in a timely manner.

300.13 Music

Music played in the dorm or in public areas of the campus must be appropriate. This means no mention of drugs, alcohol, or sexual activity, as well as no profanity, racists or sexist comments, or otherwise inappropriate lyrics. Residential Life staff may ask students to turn off any music that violates these standards.

Section 400

Studies

400.1 Study Hall and Expectations

Study hall is scheduled Sunday through Thursday, 7:00 p.m. to 9:00 p.m. It is important to note that although there is a designated study hall period, a student may study outside the allotted time. Often it is necessary to study outside the designated times, especially during exam periods. Study hall is primarily a time for individual study; therefore during study hall students are to be silent. Wandering the halls, asking questions of other students, talking on cell phones, playing music without headphones, etc. are not appropriate use of study hall time and will result in consequences.

400.2 Study Locations

All students will be assigned to a study location based on their grade level and academic performance. Any student on academic probation or who has a D or F in any class will be required to study in the Resource Center regardless of grade level.

400.3 Study Hall Rules

The following rules apply to study hall:

1. Cell phones must be turned into Resident Life Staff prior to the start of study hall. Freshmen and sophomores must turn their phones in at the resource center. Juniors and Seniors are not required to turn in their phones unless GPA or behavior is an issue.
2. Students must report to their assigned study location by 7pm, with all necessary materials and be prepared to work.
3. A studious atmosphere is needed for students to work effectively. Students are expected to be cooperative in creating and maintaining such an atmosphere.
4. Students may not eat during study hall except with permission from resident life staff.
5. Students may listen to music with headphones during Study Hall.

6. Students may use technology for academic purposes only. (See below for further detail).
7. Study time continues until 9:00 pm. Students who complete their work before 9:00 pm may read books, journals, or magazines, write, or draw but may not be online for non-academic purposes.
8. Resident Life Staff reserve the right to place any student in a supervised study hall at any point during the academic year.

400.4 Late Study

1. Before lights-out is announced, students must state their need for late study to the resident life staff.
2. Late study is a privilege and is at the discretion of the resident life staff on duty.
3. The privilege of late study will be lost if a student fails to inform staff of studying late, if a student does not use the time productively, or if a student is too sleepy in class, tardy or absent from school the following day.
4. Students must prepare for bed before late study begins at 11:00 p.m.

400.5 Tutors and Private Classes

Private tutors must be fingerprinted and may have to receive additional training before they are allowed to work with Villanova students. Please contact the Director of Resident Life or Resident Academic Coordinator before hiring an outside tutor.

Parents/Family Representatives must notify the Resident Academic Coordinator of all private tutoring and classes. Scheduling of these classes should not conflict with Villanova classes and activities. Having a private class or tutoring session is not an excuse to miss a mandatory dorm activity (i.e. Study Hall, Formal Dinner, Prayer, Reflection, House Events).

Students should not schedule private tutoring or classes during the following hours:

Sunday: 5:00 pm-9:15 pm

Monday: 7:00 pm-9:15 pm

Tuesday: 7:00 pm-9:15 pm

Wednesday: 7:00 pm-9:15 pm

Thursday: 7:00 pm-9:15 pm

400.6 Parental Permission Requests from Teachers

Occasionally a teacher will require permission from parents for a student to be part of a special assignment. When parents receive a request for this permission, they should email the signed form to the dorm office giving permission or withholding permission. In some instances, resident life staff can sign these permissions, but certain assignments will be reserved for parental signatures only.

400.7 Access to Grades for Students and Parents (PlusPortals)

Students and Parents can view grades and general academic information through PlusPortals at <https://www.plusportals.com/VillanovaPreparatorySchool>. In order to have access to the private sections of PlusPortals, such as those with grades, both parents and students will have to set up an account. Account information is emailed to parents and students, if you need help accessing your PlusPortals account please contact jcotti@villanovaprep.org.

400.8 Internet

Internet access is available to all resident students. Residents are permitted to use only the Wi-Fi network provided by the school for internet access within the dormitory. Personal mobile hotspots, satellite internet or any other unauthorized internet connections are strictly prohibited. The school's Wi-Fi network is monitored for security and compliance. Residents must adhere to all usage guidelines set forth by the school. Students are expected to use the school-provided Wi-Fi responsibly and for educational purposes, including research, online classes, and communication related to school activities. Any illegal activities or inappropriate content accessed via the network will result in disciplinary action. Residents must comply with all school policies regarding technology usage, including the Student Code of Conduct. Violations of this policy may result in restricted access to the network, disciplinary action, or other consequences as deemed appropriate by school administration. Any technical issues with the school's Wi-Fi should be reported to the dormitory staff or the IT department immediately for prompt resolution.

400.9 Personal Laptops and Gaming

Only one personal laptop and the school provided device are allowed in the dorm rooms. Desktops, monitors or displays are not allowed at Villanova. Gaming systems/laptops are allowed, but must be stored and locked in our gaming room at all times. Gaming laptops are not to be brought to dorm rooms. Instead, they must be used in designated communal areas at designated times. On days when there is study hall, communal gaming is allowed only between the end of study hall and lights out.

The resident staff reserves the right to remove and confiscate any software or hardware deemed unacceptable. Poor academic performance, disciplinary concerns, or poor sleeping habits may result in the confiscation of a student's devices until these issues improve.

400.10 Technology Use in Study Hall

As a 1:1 device school, Villanova recognizes that technology is an important tool in pursuing academic work, but it also presents many opportunities for distraction. Villanova supports students in developing the discipline to focus on academic and intellectual work for a sustained period of time. For this reason, we hold to strict lines about the use and misuse of technology during Study Hall. Students may be required to sit so their screens are visible to the resident life

staff. Students are also expected to use school-provided technology for academic purposes only. Students who use technology for social media, watching movies, shopping, or other non-academic purposes during study hall will be given a warning. If they continue to do so, the student will be asked to give the device to the resident life staff for the remainder of the study hall. Further misuse of technology will result in further consequences according to the judgment of the Director of Resident Life. Consequences may include loss of technology for longer periods or other steps deemed necessary by the resident life staff.

All students are required to turn in their cell phones to staff during the mandatory study hall period from 7pm-9pm.

Section 500

Health and Safety

500.1 Illness, Medication and the Nurse

1. If a student is sick, he/she must see the school nurse in person before 7:30 a.m. If a student has not reported to the school nurse and misses any portion of school, he/she will be considered unexcused and subject to disciplinary action. If a student is too sick to report to the nurse, another student should be sent to notify the nurse or resident life staff.
2. Only the nurse, resident life staff or authorized administrator can determine if a student is too sick to attend school. The resident life staff will be notified, and the student will be confined to his/her room for the rest of the day. A student who misses school due to illness may not play on his/her computer and/or other electronic devices and may not participate in any school activities for the entire day. If a student misses school on the last day of the week, they must have clearance from the resident life staff to participate in weekend activities or check out over the weekend.
3. Students who check-out for the weekend and become too ill to return to school on time must have a written doctor's excuse prior to returning to the dorm. Doctor visits or treatments that occur away from school must be reported to the school nurse.
4. The school nurse is responsible for making all medical appointments. Emergency situations are cared for at once by the resident life staff if the nurse is not on campus. The school will be responsible for transportation of the student only for appointments made by the school nurse and for emergencies.
5. Students with illnesses which have a lengthy convalescent period will be sent to their parents or family representative's homes until they are well enough to resume school.
6. All prescriptions and over-the-counter medications, including Tylenol, Advil, cough syrup, etc., must be kept in the nurse's office. No medication of any type is

allowed in student rooms without permission. Students are not to bring medicine that does not have a prescription.

7. Vitamin and other supplements must be approved by the nurse. This includes protein tablets, yeast extracts, herbs or any other non-traditional medications or food supplements. Such items will be dispensed by staff unless the nurse approves the student to have them in their possession.
8. Prescription medicines issued outside the US must have an English translation giving contents, purpose and dosage. The school nurse may refuse to administer any foreign medications that conflict with local medical guidelines.
9. The school will not be held responsible for medical needs or for any medication which has not been reported to the nurse.
10. If a student's insurance card is not valid at the local drug store, the parent or family representative is responsible for covering the cost of the medication or making other arrangements for the student to obtain the medication. If the parents acquire the medication separately it must be turned in to the school nurse.
11. Although we make efforts to contact a parent about an overly-expensive drug, for a student's health a prescription will be filled and his/her sundry account charged.
12. It is expected that students should not need regular reminders to report to the school nurse or resident life staff in order to take their medications. Residents must take responsibility for presenting themselves for medicine at the correct times.
13. The resident life staff may dispense common remedies, such as: Tylenol, Advil, cold tablets, cough syrup, antacids, or other over-the-counter medications and prescribed medications.
14. Students may not accept medicine or medical advice from other students.
15. Smoking and vaping are not permitted on campus. It is against school policy for a student to be in possession of cigarettes, e-cigs, vapes, or lighters. Students should speak to the nurse or a doctor in order to quit smoking if they find that they cannot do it on their own.

500.2 Emergency Procedures and Drills

The resident life staff will instruct the resident students about procedures for various emergency situations. The resident life staff will conduct regular emergency drills to aid the students in learning these procedures.

500.3 Fire Regulations

1. No electrical extension cords are allowed in dorm rooms. Power strips should not run under rugs, across open floors, hang on metal objects or be placed in locations where there is a possibility of dampness.
2. Fire extinguishers and smoke alarms may not be tampered with. A fine will be assessed by the fire department in addition to school disciplinary action.
3. Procedures for the evacuation of the dorms in case of emergency are explained by the staff at the beginning of the school year. Random emergency drills may be held.

4. The use of any combustible materials (including candles and incense) and/or cooking utensils is strictly prohibited. Posters, flags, cloth items or drapes should not cover a light fixture, wall outlet or hang from the sprinkler or curtain rods. Furniture must be arranged so it does not block each exit (windows and doors) in case of an emergency. Students are not allowed to smoke or have lighters or matches.

500.4 Automobile and Motorcycle Privilege

Resident seniors are permitted to have automobiles as long as they comply with all the rules as set forth by the Director of Resident Life. Parents must fill out an Automobile permission form. Students must also provide a copy of insurance. Cars can only be driven to the resident's home and back to school. Motorcycles are not permitted.

Section 600

Activities

600.1 Day/Resident Interactions

Resident students are encouraged to make friends among the day students and to spend time with them outside of the school day. The extended day program provides a great time for integration as well as extracurricular activities/sports. Residents are encouraged to be active outside of school. Residents enjoy going out with day students on the weekends and joining families for dinner.

600.2 Overnight Guests and Guests in Rooms

Students are permitted to have limited overnight guests with the permission of the resident life staff, the guest's parents, and their roommate. Guests must sign in at the dorm office when checking-in and checking-out just as the resident students do. A resident student is responsible for his/her guest. Guests are subject to the same responsibilities, restrictions and privileges as the host student. If necessary, a guest's parents will be called to pick up their child. At no time will a student entertain a guest of the opposite sex in his/her room.

600.3 Visitors and Guests on Campus

For the protection of students, all visitors and guests must have approval before they will be allowed to stay on campus. Casual/drop-in visitors may be asked to leave campus and to make arrangements with the Director of Resident Life or authorized administrator.

Visitors are only allowed into the dorms and recreation room after they have checked in at the dorm office. As a courtesy to the dorm residents and staff, parents and other visitors may be asked to wait in the lobby of Cantwell Hall until the student can be reached to meet them.

600.4 General Rules for Off-Campus Activities

1. Any student going off campus must submit a Leave Request through REACH. Resident life staff must approve this request before the student can leave campus. The staff can at any time not permit a student to leave.
2. A student must present him/herself for check-out and check-in personally.
3. If a student is leaving for the weekend, he/she must return by 4:30 p.m. Sunday (or on the last day before school resumes if it is a long weekend).
4. A “closed weekend” means students may not check out overnight for the weekend. Trips to day student’s homes to study on a “closed weekend” are permitted at the discretion of the Director of Resident Life.
5. Check-outs for Christmas, Thanksgiving, Easter and the end of the year require all the same procedures as for checking out for the weekend.
6. If permission forms for off-campus activities are late, a student may be denied check-out privileges. It is the student’s responsibility to provide these forms in a timely manner.
7. A student becomes the responsibility of his/her parent or guardian after checking out.
8. Villanova’s curfew hours are as follows: 10pm on Weekdays, 11pm on Weekends
9. Anything that is not permitted for our students on campus (e.g. smoking, public displays of affection, pornography) is not acceptable behavior off-campus.
10. Appropriate authorities may be notified if the school has reason to believe a student has committed a criminal act.

600.5 Off-Campus Privilege (Local)

1. Local leave extends only to the Ojai area and may not exceed 4 hours of total leave time. Students may not request more than one consecutive local leave request, but one more than one request may be submitted per day as long as the student checks back in on campus.
2. Only 12th grade students may check out on their own on a school day (Monday-Thursday).
3. Permission to leave the campus for any reason is a privilege. The student’s conduct and academic performance will be considered before permission is granted. The staff can at any time not permit a student to leave.
4. Any student going off campus must submit a Leave Request through REACH. Resident staff must approve this request before the student can leave campus.
5. Every student must check out in person at the dorm office and must check in at the dorm office immediately upon returning.
6. A student may not leave the campus before 9:00 am. without special permission from the resident life staff or designated administrator.
7. Going somewhere other than the destination stated and/or leaving campus without permission will result in consequences.

8. Residents must be checked in no later than 6:45 p.m. Monday through Thursday, 9:00 pm on Friday and Saturday, and 4:30 pm on Sunday. Failure to comply with deadlines may result in a loss of the privilege.

600.6 Off-Campus Privilege (Parental Approval Required)

1. Extended leave may be requested by students who wish to leave for more than 4 hrs and travel beyond the Ojai area; extended leave can also be requested by students who wish to leave alone with a member of the opposite sex. Extended leave always requires parental permission.
2. Only 12th grade students may check out on their own on a school day (Monday-Thursday).
3. Permission to leave the campus for any reason is a privilege. The student's conduct and academic performance will be considered before permission is granted.
4. Any student going off campus must submit a Leave Request through REACH 48 hours prior to leaving. Both parent/guardian and resident staff must approve this request before the student can leave campus. The staff can at any time not permit a student to leave.
5. Every student must check out in person at the dorm office and must check in at the dorm office immediately upon returning.
6. A student may not leave the campus before 9:00 a.m. without special permission from the resident life staff or designated administrator.
7. Going somewhere other than the destination stated and/or leaving campus without permission will result in consequences.
8. Residents must be checked in no later than 6:45 p.m. Monday through Thursday, 9:00 pm on Friday and Saturday, and 4:30 pm on Sunday. Failure to comply with deadlines may result in a loss of the privilege.

600.7 Off-Campus Privilege (Overnight)

1. Overnight leave may be permitted if it follows the following guidelines. Please note that approving overnight leave is not the same as excusing a school absence. Students planning to leave overnight during an academic day must also speak with their teachers and the Assistant Headmaster.
2. Permission to leave the campus for any reason is a privilege. The student's conduct and academic performance will be considered before permission is granted. Parents and family representatives are expected to support this in the event that a school obligation (most likely an athletic event) or disciplinary action requires the student to remain on campus for a specified length of time, in particular a weekend.
3. By 4:30 p.m. on Thursday, students must have submitted a Leave Request through REACH and a parent/guardian must have approved it through REACH's system (via email).
4. Parents or guardians must approve overnight leave through REACH.
5. Falsification of an overnight or weekend request may result in a Board of Discipline

6. If a student leaves campus without signing out or checking with one of the resident life staff, we will call at any hour to verify his/her location.
7. Parents/guardians are responsible for arranging transportation to and from school.
8. Villanova residents will not be granted permission to stay at the home of any student of the opposite sex overnight.
9. Villanova residents will not be granted permission to stay at any home without parent and/or family representative supervision. The host family must also grant permission as required through REACH's leave management system.
10. Villanova does not authorize students to check out off campus for hotel stays. Exceptions will be made if a student is checking out under the direct supervision of a parent or family representative.

600.8 Extracurricular Activity Participation

Extracurricular activities at Villanova seek to promote social responsibility by stressing group interaction and by teaching students how to work harmoniously with others in achieving common purposes. All resident students are required to regularly participate in extracurricular activities; freshmen through juniors are expected to participate in all three seasons (fall, winter, spring). Seniors only need to complete two out of the three seasons. What constitutes an extracurricular activity that meets the above requirement lies within the discretion of the Director of Resident Life but generally the activity must meet regularly at least twice a week in the afternoon for at least one hour per session.

600.9 Weekend Trips and Activities

Weekend trips and activities will be determined by the resident life staff. Students should suggest trips they would like to take, but there must be sufficient interest for the trip to be scheduled. Off-campus trips organized by the dorm do not include direct supervision at the destination of the trip. For instance, students may shop at their own pace without direct supervision. Villanova students are expected to monitor their own behavior to meet community and school expectations. If a student signs up and then decides on the day of the trip that he/she does not want to go, he/she may have deprived others of the opportunity for the same trip. Students who do this without valid excuses will either be barred or restricted from future trips and/or they may be charged for a share of the cost when a bus is ordered for the trip.

600.10 Special Dorm Trips

Occasionally special trips, including cohort trips, are taken off campus that are mandatory. On these weekends a student will be required to go on the trip or they will have to check out of the dorm for the weekend. In addition, other weekends might be closed for the purpose of a cultural activity/trip.

600.11 Required Attendance Events

Part of living in a community means sharing activities as a total community. There are certain events during the year that all students are required to attend. These may include, but are not limited to: dorm events planned by the dorm council, Chinese New Year celebration, cohort activities, formal dinners and sit-down dinners.

600.12 Community Service (as a dorm activity)

Villanova students are required to fulfill a specified number of community service hours. It is the student's responsibility to fulfill this requirement. To assist students, trips are arranged by the dorm staff in order to help students form community by working together. Full dorm community service can be designated as mandatory.

Section 700

Discipline & Code of 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 their own life and their interactions with others.

As students at Villanova Preparatory School 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.

700.1 Rules: Rules of residence are intended to maintain not only the personal good of the individual but are also in place for the common good of the resident program. Ordinarily, the consequences for breaking a rule are the same for everyone, and they are usually meant to restore justice and teach a lesson. However, if a student's consequence is greater than another's consequence, it may be because he/she has violated the rule more often, severely, or one consequence may not be effective for everyone. Rules follow our core values of Community, Love, and Truth along with the health and safety of students. Rules may not cover every circumstance. Common sense and the judgment of the resident life staff must prevail at all times. The severity of the action or the habituation of it may warrant more severe consequences at the discretion of the Resident Life Staff.

700.2 Infractions: Infractions are categorized by our core values of truth, unity, and love, and are broken into two levels: minor and major. Minor Infractions will result in a dorm detention, service assignment, or restriction of privileges. Staff can at any point confiscate phones, electronics, etc. as a consequence for poor behavior or breaking resident life rules. Three

minor infractions require the student to be campused until performing some sort of assigned consequence. Minor infractions can be treated as major infractions. Major infractions will involve a referral, grounding, or Board of Discipline

700.3 Truth

A Student at Villanova Preparatory School is 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> <ul style="list-style-type: none"> ● Failure to report property damage done by a student 	<u>Major Infractions</u> <ul style="list-style-type: none"> ● cheating in any manner on a test/assignment ● lying to resident staff regarding any manner
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700.4 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> <ul style="list-style-type: none"> ● Failure to perform chores ● Failure to attend House meetings or mandatory dorm events. ● Being out of your room after lights out ● Being late to study hall, disrupting study hall, not being on task ● Habitually forgetting key, leaving room unlocked, locking self out ● Being too loud at any time, but especially during quiet hours ● Being disrespectful or uncooperative ● Messy Room ● Failure to pick up after oneself or leaving messes around campus ● Being late to a meeting point on a Dorm trip with no communication or unacceptable communication ● Clothes do not meet dorm dress code 	<u>Major Infractions</u> <ul style="list-style-type: none"> ● Habitually using profanity ● disrespecting authority and direction from resident staff/director ● physically assaulting resident staff or any fellow student
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<ul style="list-style-type: none"> ● Using cell phones, or electronic device in the Dining Hall or at a time when these items are not allowed ● Using devices without headphones in areas where quiet should be expected ● Having food in an unauthorized area of campus or during study hall without prior permission ● Showing up late to a Dorm meeting or mandatory event where House points are awarded. ● Showing up late to Community Dinner ● Tardiness to Night Prayer 	
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700.5 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 displays of affection ● using the Lord's name in vain or disrespectfully ● wearing clothes with inappropriate words, slogans, religious slurs, alcohol or drug references 	<ul style="list-style-type: none"> ● Disrespect to resident staff and Villanova faculty ● Vandalism ● Violence of any kind, such as pushing or hitting ● Racist comments or attitudes ● Pornography ● Recording or taking photographs without proper permission ● Stealing ● Extortion ● Possessing medications, vitamins, or supplements without permission from the Villanova nurse, Director of Resident Life, or Dean of Residents. ● Possession or use of tobacco, tobacco products, matches, lighters, and tobacco paraphernalia, vapes. ● Possession or consumption of alcohol or any drugs.

	<ul style="list-style-type: none"> ● Sitting in or loitering in cars or parking in an area of campus or off campus that is not authorized. ● Having more than \$100 cash in one's possession without prior permission.
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700.6 Health/Safety

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

<u>Minor Infractions</u> <ul style="list-style-type: none"> ● use of candles, incense or other combustibles 	<u>Major Infractions</u> <ul style="list-style-type: none"> ● Failure to use seat belts in vans ● Being in an unauthorized area of campus. This includes being in or around a dorm of the opposite sex or unlit areas of campus. Please ask the resident staff where authorized areas of campus are and the times you may be in certain locations. ● Intentionally leaving campus without permission or checking out ● Violating the laws of Ojai, the State of California, or the United States of America.
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700.7 California Laws governing Teen Sex

If sexual activity occurs between students, no matter the age, the school may be obliged by California law to report this behavior to the authorities. Parents will be informed of any sexual activity. Family attorneys can provide further explanation of these laws.

Section 800

School Breaks

800.1 Holiday Travel Arrangements

Vacations begin and end at the time and on the date indicated on the academic calendar. Students will need to stay off campus during Thanksgiving, Christmas and Easter breaks. The school is committed to working with parents/guardians to assist their students in finding off campus accommodations over breaks

Parents and/or family representatives are responsible for arranging transportation of their children to and from school for vacations and weekends. When booking a flight keep in mind that Villanova is a minimum 2 hour drive from Los Angeles International Airport and that additional time is needed for check-in at the airport. If there are no late-afternoon or evening flights from LAX, students may need to spend the night at the home of a guardian in order to catch a flight the next day.

For academic reasons, students are not allowed to leave school early for any vacation or long weekend except for reasons of paramount importance such as sickness or death of a family member. **Convenience of travel is not a valid reason for leaving school before a vacation begins. Students must return to school on the assigned day and time.** Missing class in order to travel is an unexcused absence and will mean zero credit for academic work missed and possible restriction to the campus unless permission is granted by the Assistant Headmaster. A copy of a ticket confirmation or an airline itinerary must be provided when flying.

Students leaving for vacation must follow the same procedure as overnight check-out. Information in the REACH Request must be accurate. Students must go directly home or to their guardian's house when they leave school for a vacation unless they have permission to do otherwise. Students may not return to the dorms during vacation for any reason.

The times that a student must leave the campus will be sent to parents in time to make proper transportation plans. Villanova may provide transportation for a fee for those needing transportation to LAX for the Thanksgiving, Christmas, Easter and summer vacations. If a student chooses not to use the transportation provided by the school, his/her parents and guardians are responsible for other means of transportation.

Any student remaining after the deadline may be subject to a \$50 per hour charge to pay for staff overtime and meals.

When students return to campus after school breaks/recess, Villanova may help provide coordination and pick-up services for students if they choose to take a shuttle from LAX to the neighboring community of Ventura. However, no pick-up services are available at LAX or other airports. The best means for returning to the campus are by shuttle or taxi from LAX or other airports. Students may also find it convenient to arrange to arrive at LAX at the same time to take advantage of group travel on a shuttle. Students traveling together from the same country will find it helpful to have guidance if they are inexperienced travelers.

Amtrak train service runs through Ventura. There is no station at Ventura but there is a stop. Consult with Amtrak for the schedule at <http://www.amtrak.com/> or call toll free

1-800-872-7245. If a student is arriving by train into Ventura, various taxi services are available. If staff is available, we will pick up at the station.

800.2 Schedule for Departure for Summer Vacation

During the final weeks of school, students have two tasks. First, is to study for their final exams, and second to prepare to leave for the summer. The departure schedule will be published in advance so that travel plans can be made. Students may not leave their packing and room cleaning until the last minute. Schedules for room cleaning will be posted. Students must clean everything out of their rooms and put the trash in appropriate places before leaving the dorm for summer vacation. All surfaces must be sanitized and cleaned. Students that do not meet the expectations for cleaning out their rooms may be charged a cleaning fee. Additionally, rooms will be inspected for damage upon move-out and any damage may be assessed to the occupants of the room.