



VILLANOVA

PREPARATORY SCHOOL

VERITAS • UNITAS • CARITAS

— 2026–27 —

PARENTS' & STUDENTS' HANDBOOK

In the One, We Are One.”

– St. Augustine



1000 EAST VILLANOVA ROAD
OJAI, CA 93023



(805) 646-1464



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 promote the development of mind, heart and body. These young adults will think, judge, and act in ways that are sound and in keeping with the teachings of Jesus Christ.

PHILOSOPHY AND PURPOSE

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

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

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

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

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

Villanova recognizes that parents are the primary educators of their children. Therefore, the School encourages their full cooperation in their children's education. The School attempts to educate the whole person. As a result, it provides students with extracurricular programs and athletic activities that challenge, inspire, and develop sound bodies and minds. All activities at Villanova seek to promote social responsibility and teach students how to work harmoniously with others in achieving common goals.

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

NON-DISCRIMINATION POLICY

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

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

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

HISTORY

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

THE AUGUSTINIANS

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

Villanova Prep is one of eleven member schools of the Augustinian Secondary Education Association of North America. In addition, the Augustinians founded and operate Merrimack College in Massachusetts and Villanova University in Pennsylvania.



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 responsible 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

Dean of the Middle School	Mr. Brian Grisin
Director of Financial Affairs	Ms. Nancy Ventura
Director of Resident Life	Ms. Jillian Flom
Director of Development	Mr. Lawrence Parkhill
Director of Admission	Ms. Suzanne Feldman
Director of Athletics	Mr. Martin Meyer
Director of Instructional Resources	Ms. Jane Cotti
Director of Information Systems	Mr. Ryan Aquino
Director of College Counseling	Ms. Kristy Lim
Chaplain	Fr. Emmanuel Isaac, O.S.A.
Activities Director	Ms. Julia Munoz
Guidance Counselor	Ms. Sharon Dandorf

Health & School Services

School Nurse	Ms. Julie Pompos
Director of Facilities	Mr. Fernando Carrillo

Administrative Staff

Associate Director of Admission	Mr. Cesar Rangel
Coordinator of Alumni & Parent Relations	Ms. Stella Day
Coordinator of Annual Giving	Ms. Tessa Hottinger
Coordinator of Marketing & Communications	Ms. Molly Peart
Bookkeeper	Ms. Sylvia Arriaga
Staff Accountant	Ms. Mary Maler-Clark

Academic Advisor & Registrar Ms. Lisa Lopez

Office Manager Ms. Paula Paine

Department Chairs

English Department Ms. Katherine Kistler

World Languages Department Dr. Nan Freitas

Mathematics Department Mr. Antonio Calisto

Theology Department Ms. Julie Dugan

Science Department Ms. Nichia Huxtable

Social Studies Department Ms. Anna Walsh

Visual and Performing Arts Department Ms. Casey Grant-Miller

Class Moderators

Senior Class Ms. Rebecca Adams

Junior Class Ms. Kristy Lim

Sophomore Class Ms. Pamela Fetter

Freshman Class Mr. Sean Van Hoven

Moderators of Student Organizations

Associated Student Body Ms. Julia Munoz

California Scholastic Federation Ms. Jane Cotti

Friends of Hogar Infantil Dr. Nan Freitas

National Honor Society Ms. Jane Cotti

National Spanish Honor Society Dr. Sylvia Soto

PROVINCE OF ST. AUGUSTINE

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

**VILLANOVA PREP
BOARD OF DIRECTORS**

Ms. Katie Austin

Rev. Kirk Davis, O.S.A.

Mrs. Katie Deutschman

Ms. Karen Fussell

Mr. Ed Gibbs

Mr. Edwin Hearn

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

Mrs. Beth Kaser

Mr. Minsoo Kim

Mr. Matt LaVere

Mr. James Link

Mr. Steve McGillivray

Mr. Gerry Morton

Dr. Gabe Soumakian

Mr. Richard Taylor, Chair

Rev. Max Villeneuve, O.S.A.

ADMINISTRATION & FACULTY

Mrs. Rebecca Adams: English Department

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

Forty years of teaching experience. Second year at Villanova.

Mr. Daniel Annarelli: Principal

B.A., Fordham University; M.A. Villanova University; M.A. Fordham University
Twenty years of teaching and administrative experience. Second year at Villanova.

Mr. Ryan Aquino: Director of Information Systems

B.S., St. John Bosco Technical College
Cisco Certified Network Associate, Mapua Institute of Technology
Thirty years of IT experience. Ninth year at Villanova.

Ms. Gianna Brittain

B.A., Thomas Aquinas College
One year of teaching experience. First 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
Eight years of teaching experience. Fourth 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
Eleven years of teaching experience. Eleventh year at Villanova.

Ms. Rebecca Comerford: Fine Arts Department

B.M., Eastman School of Music; M.M., Manhattan School of Music
Three years of teaching experience. Third year at Villanova.

Ms. Jane Cotti: Director of Instructional Resources

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

Ms. Sharon Dandorf : Guidance Counselor

B.A. Education, K-12 teaching credential; M.A, Counseling, School Counseling
Credential, M.Ed., Educational Leadership specializing in At-Risk Students, Ottawa
University
25 years teaching, counseling, and administrative experience. Second year at Villanova.

Ms. Julie Dugan: Director of Campus Ministry, Theology Department Chair

B.A., California State University, Northridge

Los Angeles Archdiocesan Theology Certificate

Twenty years of teaching experience. Fourth 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-one years of teaching and administrative experience. Fifth year at Villanova.

Ms. Suzanne Feldman: Director of Admission

B.S., University of Washington; M.A., University of Melbourne

Seventeen years of educational and administrative experience. Sixth year at Villanova.

Ms. Pamela Fetter: English Department

B.A., San Francisco State University; M.A., California State University, Northridge

Twenty years of teaching experience. Third year at Villanova.

Ms. Jillian Flom: Director of Resident Life

B.S., University of North Carolina at Pembroke

Elementary Education with a concentration in ESL

Eight years of resident life experience.

Mr. Ethan Floyd: World Languages Department

B.A. Wyoming Catholic College

Eight years of teaching experience. Third year at Villanova.

Mr. André Fox: Fine Arts Department

B.A., Thomas Aquinas College

California Single Subject Teaching Credential - Art

Twenty-one years of teaching experience. Eleventh year at Villanova.

Dr. Nan Freitas: World Languages 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-four years of teaching experience. Thirty-sixth year at Villanova.

Ms. Casey Grant-Miller: Visual and Performing Arts Department Chair

B.A., Sonoma State University; M.A., Academy of Art

Thirteen years of teaching experience. Thirteenth year at Villanova.

Mr. Brian Grisin: Dean of the Middle School, Theology Department

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-eight years of teaching and administrative experience. Twenty-eighth year at Villanova.

Ms. Olivia Harris: Science Department

B.A., Concordia University

California Single Subject Teaching Credential - Foundational Science

Six years of teaching experience. Fourth year at Villanova.

Ms. Nichia Huxtable: Science Department Chair

B.S., Northern Arizona University

California Single Subject Teaching Credential - Life Science

Twenty-six years of teaching experience. Fifth year at Villanova.

Rev. Emmanuel Isaac, O.S.A.: Chaplain

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

Four years of teaching experience. Fourth year at Villanova.

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

B.A., Anglia University, Cambridge; M.A., St. Andrews University, Scotland; M.A., University of San Francisco

Thirteen years of teaching and administrative experience. Tenth year at Villanova.

Ms. Katherine Kistler: English Department Chair

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

California Single Subject Teaching Credential - English

Twenty-three years of teaching experience. Eighth year at Villanova.

Ms. Kristy Lim: Director of College Counseling

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

Fourth 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-two years of teaching and administrative experience. Second year at Villanova.

Mr. Christopher Maddalone: Science Department

B.A., Boston College; M.S., M.S., M.S.Ed., Long Island University

Eighteen years of teaching experience. First year at Villanova.

Mr. Martin Meyer: Athletic Director

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

Forty-one years of coaching experience; six years teaching. Second year at Villanova.

Ms. Amber Monarrez: Science Department

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

Thirteen years of teaching experience. Fourth 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

Sixteen years of teaching experience. Thirteenth 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-one years of teaching experience. Fourth year at Villanova.

Mr. Brian Roney: Social Sciences Department and Assistant Athletic Director

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-six years of teaching experience. Twenty-first year at Villanova.

Mr. Micah Sittig: Science Department

B.S., California Institute of Technology

Twenty years of teaching experience. Third 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

Eleven years of teaching experience. Seventh year at Villanova.

Dr. Sylvia Soto: World Languages Department

B.S., M.S., Illinois State University; M.A., Framingham State University; M.A., California State University, Northridge; Ed.D., California Lutheran University

Thirty-one years of teaching and administrative experience. First year at Villanova.

Mr. Sean Van Hoven: Math Department

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

Fourteen years of teaching experience. Third year at Villanova.

Ms. Nancy Ventura: Director of Financial Affairs

B.S., California State University, Northridge

Thirty-six years of administrative experience. Thirty-fourth year at Villanova.

Ms. 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

Fifteen years of teaching experience. Fourteenth year at Villanova.

Mr. Frank Williams: Information Technology

California Catechist Certification, California Catholic Conference of Bishops

Twenty-one years of campus ministry experience. Sixth year at Villanova.

Ms. Abigail Wright: English Department

B.A., English Literature, University of New South Wales, Sydney Australia

First year teaching. First year at Villanova.

RESIDENT LIFE TEAM

Director of Resident Life:

Ms. Jillian Flom

Resident Advisors:

Mr. Eric Asencio

Mr. Kyle Armstrong

Ms. Adriana Carlos

Ms. Samantha Gelfuso-Perkins

Mr. Oliver Hix

SECTION III: OUR AUGUSTINIAN CATHOLIC MISSION

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

Morning Prayer and Pledge of Allegiance

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

Class Prayer and Mass

Each class should begin with a prayer. Teachers may lead or assign a student to read a prayer or reflection or select a passage from Scripture. All-School Mass is celebrated by the entire community regularly throughout the academic year. Special liturgies include the celebrations of the opening of the school year, retreat liturgies, Grandparents Day, Holy Days of Obligation, the Junior Leadership Mass, and the Baccalaureate Mass. Mass is also celebrated daily in the School Chapel at 3:30 p.m. and on Sundays at 5:00 p.m. for resident students (times are subject to change). The Chaplain and Campus Minister plan all school liturgies.

Reconciliation

The opportunity for the Sacrament of Reconciliation for Catholic students is made available during regular published hours and during designated times during the seasons of Advent and Lent. Appointments to receive the Sacrament of Reconciliation may also be made with the Chaplain.

Spiritual Growth

Campus Ministry creates opportunities for students to grow spiritually through various prayer services and devotions. Campus Ministry develops these opportunities based on the spiritual needs of our students.

Retreats

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

CHRISTIAN SERVICE PROGRAM

Rooted in the legacy of our patron, **St. Thomas of Villanova**—widely revered as the "Father of the Poor"—our students are called to actively love their neighbors through dedicated charitable outreach. This program is a foundational element of our identity, designed to cultivate the core Augustinian values of *communio* (unity), truth, and love. By actively participating in the Corporal and Spiritual Works of Mercy, students encounter Christ firsthand, focusing their efforts on answering the call of those in deepest need.

Annual Requirements

Christian Service is a requirement for graduation. Students must complete a total of **20 hours per school year**, culminating in a minimum of **80 hours** over a four-year career.

- **Transfer Students:** Requirements are prorated at 10 hours for each semester a student is enrolled at our school.

Hour Breakdown

To ensure students encounter Christ both in the wider world and within our own community, the 20 annual hours are divided as follows:

Category	Required Hours	Definition & Criteria
Direct Hours	Minimum 10 Hours	Outside the school community. These hours must involve face-to-face service with marginalized, vulnerable, or underprivileged populations (e.g., soup kitchens, tutoring youth, parish outreach).
Indirect Hours	Maximum 10 Hours	Inside or outside the school community. These hours support organizations, school events, or campus initiatives behind the scenes (e.g., open houses, campus clean-ups, altar serving).

Note: All 20 hours may be "Direct Hours." However, no more than 10 "Indirect Hours" will not count toward your annual requirement. Additionally, each student will participate in a service project on Service Day each year.

Deadlines & Submission

All hours must be submitted to **MoblieServe**, verified by an Activity Contact, and approved by the Service Coordinator.

- **January 15:** Service hours from the previous summer or first semester must be entered into **MoblieServe**. *Hours entered after January 15th may not be approved.*
- **April 30:** Service hours from the second semester must be entered into **MoblieServe**. *Hours entered after April 30th will not be approved.*

Planning & Approval

The school provides a list of suggested organizations. Organizations not on the pre-approved list must align with Catholic social teachings and Christian service criteria.

Service opportunities will be regularly published on MobileServe and shared in school announcements. However, students are ultimately responsible for taking the initiative to find and secure additional community service projects to fulfill their annual hours. Hours

submitted on MobileServe will be verified and approved by the Service Coordinator. Hours will be denied if they do not meet the specified goals or Augustinian mission of the school.

Students are required to complete a Christian Service reflection paper at the conclusion of meeting their 20-hour requirement. The reflection paper will be completed in Theology classes where teachers will provide a reflection prompt, and will count towards 10% of their Theology class grade.

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

SECTION IV: ACADEMIC PROGRAM

COURSE SEQUENCE

Freshmen	Theology 9 or Foundations of Faith English 9 or Honors English 9 AP Human Geography Algebra I or Geometry or Honors Geometry Biology Spanish/Latin/Chinese I Health and Fitness
Sophomores	Theology 10 or Foundations of Faith English 10 or Honors English 10 Modern History or AP World History Geometry or Honors Geometry or Algebra II/Trig or Honors Alg II/Trig Chemistry or Honors Chemistry Spanish/Latin/Chinese II Visual & Performing Arts Elective
Juniors	Theology 11 or Foundations of Faith English 11 or AP English Language United States History or AP US History Alg II/Trig or Hon Alg II/Trig or Pre-Calculus or AP Calculus AB or AP Statistics Biology or Honors Biology/AP Chemistry or AP Environmental Studies, AP Physics C or Anatomy and Physiology

	Spanish/Latin/Chinese III Elective
Seniors	Theology 12 English 12 or AP English Literature Modern History or AP World History or Civics/Economics Pre-Calculus or Hon Pre-Calculus or Calculus or AP Calculus AB/AP Calculus BC or AP Statistics AP Chemistry or AP Biology or AP Environmental Studies or AP Physics or Anatomy and Physiology AP Spanish/Latin/Chinese Elective

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

**International students can apply for a waiver if they attended school in their home language and took English as their foreign language in grades 7, 8 and 9.

A student who receives a D or F in a core course (one required for graduation) at the end of a semester must make up that grade by repeating the course.

Electives	AP Business with Personal Finance AP Psychology AP Computer Science AP Statistics AP Environmental Studies Anatomy and Physiology AP 2D Art and Design Introduction to Art Ceramics Computer Graphic Design Digital Photography Film Production Music Production Art of Theater Robotics Choir Journalism
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CURRICULUM GUIDE

The entire Villanova course catalog and curriculum guide, which include our academic philosophy and policies, is available on our website using the link below.

[2026-2027 Curriculum Guide](#)

Advanced Placement

Advanced Placement (AP) courses are college-level equivalent courses with curriculum and testing criteria established by the College Board. Acceptance into AP and Honors courses at Villanova is conditional, and may require departmental approval, satisfaction of prerequisites, and minimum demonstration of mastery and scholarly commitment. Students should expect a significant workload in and out of the classroom. AP courses require an in-house final exam to be taken before National AP exams in May. AP exams are required for all AP courses. AP Human Geography is the only exception, where the AP exam is optional. If a student chooses not to take the AP Human Geography exam, the course will be reclassified as Human Geography and will not receive the additional weighted point. A testing fee is required for each AP exam taken. Fees are assessed each year in the spring. Students may enroll in no more than four AP courses in a particular school year. Requests for an exception to four AP courses may be made to the College Counselor. These exceptions will be considered on a case-by-case basis by the Principal, College Counselor, and the AP teachers involved. A parent-student conference will be held with the counselor and the AP teachers for all parties to understand the commitment made to such an exception.

Recommendation for Honors and AP

Honors courses require a strong commitment from the student to meet the demands of a course that is more challenging than a regular Villanova course. Students in honors courses are expected to make the commitment of additional time required to complete the course curriculum. The current class teacher makes recommendations for all honors courses. New incoming 9th grade students and transfer students will be assessed for honors classes based on placement tests, transcripts, and previous teacher recommendations.

WILDCAT PERIOD

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

Freshmen will be enrolled in Freshman Seminar, a period that meets to learn new habits, study skills, and high school formation with a particular emphasis on what it means to be part of, and contribute to, an Augustinianschool community. Sophomores and Juniors have the option between taking a Wildcat Study Hall period or one of our partial credit Wildcat courses in Journalism, Performing Arts, Robotics, ASB. In addition, Juniors will be enrolled in a College and Career course for the second semester, a period where they will be working on the college application process and learning about career readiness. Seniors will have the option of taking the College and Career course for their first semester. Journalism, Performing Arts/Choir, Robotics and ASB are offered as semester courses worth 0.25 credits each and are graded on a pass/fail basis.

Students in the English Immersion Support (EIS) program will be receiving language support from their EIS instructors during this period. Students needing extra Study Skills support will be in a Study Skills for Success course. All other students will be enrolled in a supervised study hall period.

GRADE REPORTS

Villanova Prep’s grade point average (GPA) is based on the scale posted below. Progress reports are given to students and parents at the completion of each quarter. **Semester grades are the only grades recorded on the permanent transcript.**

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

VILLANOVA PREPARATORY SCHOOL GRADE SCALE					
A	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

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

classes for the extra point. Contact College Counseling for more information.

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

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

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

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

SEMESTER EXAMS

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

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

Policy for Extended Time on Testing: Villanova is committed to supporting students with diverse learning needs and providing appropriate accommodations that promote student success. In partnership with families, the counseling team, and qualified educational professionals, extended time on testing may be provided to students with

documented learning needs. Requests for extended time accommodations must be supported by a current evaluation and recommendation from a licensed educational psychologist, educational therapist, or other qualified professional. Accommodations will be considered based on the findings and recommendations contained in the evaluation report and the School's ability to reasonably provide the recommended support. For questions regarding accommodations and support for students, contact the counseling team and refer to our counseling section of the handbook.

ACADEMIC HONESTY AND THE PURSUIT OF TRUTH

Truth is a core value of Villanova. As a community we seek to gain knowledge in the pursuit of truth. Trusting relationships between teacher and student, and among students are essential as we strive for truth. All Villanova students are expected to live by the virtues of honesty and mutual trust.

Academic dishonesty is a violation of this trust. Violating our Academic Honesty policy, as defined below, may have both academic and disciplinary consequences. Academic dishonesty implies intent to deceive. It includes all actions, devices, and/or deceptions involved in committing the act.

Academic dishonesty may include the following:

- misusing artificial intelligence (AI) tools to generate any work including assignments, essays or responses without approval or proper citation;
- copying someone else's work, homework, quizzes, or other work or tests;
- knowingly giving one's own work to someone else to copy or use;
- having someone else complete your work;
- using unauthorized testing aids or notes including unauthorized technology;
- asking, receiving, or giving information about the contents of an exam to another student;
- submitting work that is not your own;
- unauthorized or unpermitted collaboration on an assignment;
- violating a teacher's or school's stated policy, instruction, or expectation on an assignment, quiz or exam;
- lying to or misleading a teacher, staff member or administrator during an investigation of academic dishonesty;
- any action perceived as giving one an unfair academic advantage.

Plagiarism

Plagiarism is using others' ideas and words without clearly acknowledging the source of

that information and can include any of 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.

Students may be required to turn in their work to [TURNITIN.com](https://turnitin.com) or similar in order to detect instances of plagiarism.

Consequences

The consequences for academic dishonesty during a student's time at Villanova are:

First Offense:

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

Second Offense:

- The student will receive a "zero" for the assignment, test, or quiz.
- A conference will be scheduled with an administrator, parent, teacher and student.
- The student will be ineligible to graduate with any academic awards or honors.
- The teacher will submit the infraction to the Vice Principal.
- The student will be suspended for one school day.

Third Offense:

- The student will receive a "zero" for the assignment, test, or quiz.
- The student will be suspended from school for up to two days.

- An Academic Review Board will be held to determine the future status of the student at Villanova (see below).

Villanova Honor Pledge

The Honor Pledge is a commitment to the Augustinian values of education. The pledge calls students to hold themselves accountable to truth in academic work. It encourages students to act with honesty for their own growth, and also for the greater good of the community. In affirming this pledge students are actively living up to the core values of truth, unity, and love.

All students will express the Honor Pledge at the top of every assignment, quiz, test, etc. as part of their commitment to abiding by the Academic Honesty policies.

“As a student of high integrity in the pursuit of truth, I have neither given nor received unauthorized aid on this assignment.”

Signed _____

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

STUDENT RESPONSIBILITIES

The student will:

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

PARENTAL RESPONSIBILITIES

The parent will:

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

TEACHER RESPONSIBILITIES

The teacher will:

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

SUMMER OR AFTER SCHOOL PROGRAMS

Any course taken during a summer or after school program must be approved by the Administration for the course to be applied to the Villanova transcript. Approval must

be obtained from the Administration in writing prior to enrolling in the course. It is the responsibility of the student to have the grade report and transcript sent to Villanova.

OFF-CAMPUS COURSES TO REPLACE D AND F CLASSES

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

ATHLETIC ELIGIBILITY (ACADEMIC)

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

HONOR ROLL/PRINCIPAL'S LIST

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

with good citizenship.

WITHDRAWALS, DISMISSALS AND FEES

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

VILLANOVA SCHOLARSHIP, GRANT AND FINANCIAL AID PROGRAM

Villanova's Scholarship, Grant and Financial Aid Program consists of both need-based and merit-based financial assistance. Need-based scholarships, grants and financial aid are designed to enroll qualified students who would not be able to attend Villanova without tuition assistance. Merit-based scholarships are designed to recognize those highly-talented students who scored in the 90th percentile or higher on the HSPT test. Additional scholarships may be awarded to those students who exhibit extraordinary talents as presented in a scholarship application or as identified by an educator or other mentor.

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

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

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

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

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

The Principal's decisions regarding reinstatement are final.

CALIFORNIA SCHOLARSHIP FEDERATION

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

Individual membership in the Villanova Chapter is based on grades earned each semester and on citizenship. A student must apply or re-apply for membership each semester. If a student has three semester grades of 4.0 or above and one semester grade of 3.0 or above, with no grade below 2.0, he or she may be eligible academically for CSF. The faculty is asked to review the list of applicants and determine if the student meets the citizenship requirements. A student who is a sophomore, junior, or senior may qualify for full membership. Freshmen may qualify for associate membership. Students become Life Members, or Seal Bearers, if they are members of CSF for four or more semesters in their last three years of high school, one semester of which must be in their senior year. Information about the application process will be provided by the CSF moderator shortly after the beginning of the academic year. Copies of report cards

must be provided when applying for membership; the School will not produce an extra copy for that purpose.

NATIONAL HONOR SOCIETY

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

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

STUDENT RESOURCE CENTERS

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

ACCEPTABLE USE POLICY (AUP) FOR ELECTRONIC SYSTEMS, DEVICES AND MATERIALS

The use of technology at Villanova Preparatory School is an ongoing, integral component of our core curriculum. This policy establishes the expected standards of behavior for all users accessing electronic resources on our campus. The use of Villanova's electronic systems, devices, and materials constitutes an implicit agreement to abide by all

principles, guidelines, and restrictions outlined in this policy. Technology access at Villanova is a privilege, not a right, and is subject to continuous administrative monitoring.

Definitions

The School's technological systems are divided into three distinct categories: 1) electronic systems; 2) digital infrastructure and networks (including, but not limited to, school computer network, school telephone networks, localized or networked computer stations, school-wide Wi-Fi, and the Internet); 3) any other communications systems that may be created in the future.

Electronic Devices: Physical hardware including, but not limited to, laptops, tablets, smartphones, smartwatches, media players, flash drives, and any school-owned or personal wireless equipment and and other wired and wireless equipment that may be created in the future.

Electronic Materials: Any data or media accessed or stored, including software programs, operating systems, text files, emails, text messages, audio/video recordings, and downloaded media and and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

Institutional Expectations & Accountabilities

Villanova provides user accounts and technological resources to support academic engagement and school-authorized initiatives.

Data Privacy & Monitoring

- **No Expectation of Privacy:** Users must understand that electronic communications, text messages, and network files are institutional records. Deleting a file or message does not guarantee its permanent removal; content may remain on backup servers and can be audited by the Administration at any time.
- **Account Responsibility:** Every student is strictly responsible for all activity generated by their assigned user account. Account credentials (User IDs and passwords) must remain confidential and must never be shared with others.

System Maintenance & Data Security

- **Virus Prevention:** All files downloaded from external online sources or transferred via portable storage drives must be proactively scanned using current, updated virus detection software.
- **Data Backups:** Students bear sole responsibility for securing their academic files. Critical information should be systematically backed up to secure cloud storage or secondary physical drives to prevent permanent data loss.
- **Incident Reporting:** Any suspected system breaches, virus alerts, or network tampering must be reported immediately to the Information Technology Department.

Policy Violations & Prohibited Practices

Engaging in any of the following activities on school-owned property, networks, or connected personal devices will result in disciplinary action, including the revocation of tech privileges, suspension, or formal expulsion review.

Legal and Community Safeguards

- **Unlawful Use:** Violating local, state, or federal regulations through school networks.
- **Unapproved Disclosures:** Disseminating personally identifying information (PII) of any member of the Villanova community—such as names, home addresses, phone numbers, or private email accounts—without explicit administrative clearance.
- **Defamatory Content:** Creating, hosting, or distributing communications, media, or text that a reasonable person would judge to be abusive, harassing, defamatory, or counter to the moral teachings of the Roman Catholic Church.
- **Identity Falsification:** Using anonymous profiles, pseudonyms, or forging email headers to misrepresent the sender of a message.
- **Unauthorized Recording:** Recording audio or video conversations of any student, faculty member, or staff member without the express permission of all participants. The reckless sharing of personal information, pictures, or images 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.

Infrastructure and Security Violations

- **Network Circumvention:** Attempting to bypass or disable Villanova's content filters, firewalls, or security controls through Virtual Private Networks (VPNs), proxy servers, or alternative routing methods.
- **Malicious Interferences:** Launching Denial-of-Service (DoS) attacks, hacking, tracking network packets, or deliberately introducing malware and ransomware into school systems.
- **System Trespassing:** Accessing another user's files, folders, or accounts without direct authorization, or altering institutional file chains.
- **Commercial Exploitation:** Utilizing school-owned hardware, data lines, or systems to manage private commercial businesses or digital commerce.
- **Accessing video games on school systems or personal electronic devices** is prohibited on the Villanova campus during the school day, unless explicitly authorized by a faculty or staff member for a targeted instructional purpose.
- **Crypto & Gambling:** Engaging in virtual currency mining (e.g., Bitcoin, NFTs) or accessing online gambling platforms while on school networks.

Internet Safety Policy

In compliance with safety standards for minors, all devices operating on the Villanova campus must employ active, functioning filters to block content that is sexually explicit, obscene, or otherwise harmful to minors.

- Content filters must remain permanently active and may not be altered or disabled without explicit permission from the Administration.
- The use of direct electronic communications (such as chat rooms, social platforms, and email) by minors is subject to active electronic monitoring and faculty supervision.

Compliance and Enforcement

- **Policy Clarification:** If students are ever in doubt regarding whether digital activities or materials are appropriate for campus use, it is their responsibility to consult a faculty member, administrator, or the IT Department before proceeding.
- **External Escalation:** When violations of this policy involve verified illegal behavior, data theft, or threats to community safety, Villanova will cooperate fully with local law enforcement authorities for subsequent legal prosecution.

CELL PHONE POLICY

At Villanova, we believe in creating a learning environment that prioritizes presence, focus, and personal connection. Research has shown that cell phone use during the

school day can lead to increased distraction and disconnection, especially among adolescents. In keeping with our mission to educate the whole person in mind, body, and spirit, Villanova is committed to cultivating healthy relationships and habits that support deep learning, authentic social interaction, and emotional well-being. The following expectations regarding cell phone use are in place during the school day.

- Cell phones may not be used during the school day.
- If students bring a cell phone to campus, it must be: turned off or silenced, and stored in a backpack or locker during the school day.
- As an alternative, students may also check their phones in at the main office each morning for safekeeping.
- If a student needs to use his/her cell phone to contact a parent or coordinate important personal or school business during the school day, he/she may ask for permission to do so in the main office.
- If parents need to reach a student during the school day, they should contact the main office directly.

Consequences for Non-Compliance:

- A student who is seen using a cell phone during school hours will have the phone confiscated and turned in to the Vice Principal.
- Confiscated phones may be picked up at the end of the school day.
- After the third offense a parent will need to pick up the cell phone from the main office after school.

Cell Phone & Electronic Messaging Policy (Off-Campus Liability)

The school is **not responsible** for any student's cell phone use, text messages, social media activity, or electronic communication that occurs **off campus**, outside school hours, or on personal devices.

Parents/guardians are **fully responsible** for monitoring their child's phone, apps, messages, and online behavior. This includes—but is not limited to—**inappropriate messages, harassment, bullying, or illegal content** sent or received outside school grounds.

The School may take disciplinary action **only when off-campus behavior creates a disruption** to the school environment, as permitted by law. All legal responsibility for the device, its use, and any resulting consequences remains with the parent/guardian.

By allowing their student to possess or use a personal device, parents agree that the school **assumes no liability** for the student's digital communication or personal technology use outside school supervision.

Social Media

The creation of social media accounts with use of the School's name, logos, colors, branding or photos is strictly prohibited. The use of AI-generated images and/or deep fakes are strictly prohibited. Students who create or disseminate these images are liable for disciplinary action, including suspension and expulsion. This includes social media conduct on and off school property.

TECHNOLOGY INFRINGEMENT ON RIGHTS OF OTHERS

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

SECTION V. SUPPORT SERVICES

Philosophy Statement for the Counseling Department

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

The **College Counseling Office** works individually with each student to guide him or her in searching for a match with the college that best meets his or her needs – spiritual,

academic, personal, and social. The college counselor serves two roles: first, to serve as a resource of information for students and parents; second, to serve as a link to college admission officers, helping them to understand our students' accomplishments and experiences within the rigors of Villanova's curriculum.

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

Caritas and Student Support

The Caritas Team exists to ensure that no student faces challenges alone. Through collaboration, compassion, and accountability, we help students thrive academically, socially, and emotionally. The Caritas Team is a multi-faceted approach to assisting students needing immediate support and intervention related to physical, psychological or emotional matters. The Caritas Team:

- provides care and support for students experiencing physical, emotional, or attendance challenges;
- serves as a confidential team of counselors and administrators who work together on student well-being;
- coordinates communication between the School, families, and outside resources when needed;
- creates individualized action plans so students and families feel supported and not overlooked;
- monitors follow-up and progress to ensure concerns are addressed in a timely and appropriate way;
- promotes a culture of compassion, accompaniment, and accountability in line with Villanova's Augustinian values.

Learning Support & Accommodations

Villanova's Guidance Counselor serves as the primary coordinator of learning support services. In partnership with families, educational professionals, administrators, and teachers, the counselor reviews documentation, develops accommodation plans, communicates approved accommodations to faculty, and monitors student progress. Faculty members are expected to implement approved accommodations in their classrooms, communicate concerns or observations to the counselor, and collaborate in

supporting each student's success. Through ongoing communication and shared responsibility, Villanova strives to provide coordinated support that honors individual learning needs while upholding the academic expectations of the school.

The counselor also serves as an advocate, resource, and point of coordination for the student's overall well-being. This includes facilitating communication among teachers, monitoring academic performance and attendance patterns, supporting the development of executive functioning and self-advocacy skills, and helping families access outside resources when appropriate.

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 a.m. until 3:30 p.m. The Nurse has secure cabinets for confidential medical records and medications. Day students may not see the Nurse before school; they must present a pass from a teacher during the day if a student feels ill. No student will miss class for minor health reasons. Day students will only be given medication if they have a Physician's Recommendation for Medication form on file approving the medication.

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

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

SECTION VI. STUDENT LIFE

RESIDENT LIFE PROGRAM

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

DAY STUDENTS VISITING RESIDENTS AND RESIDENT LIFE FACILITIES

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

RESIDENT HALLS

Day students wishing to spend the night with residents must be invited by a resident student and have all appropriate permission forms filled out and approved by the resident life staff before staying. Overnight stays will only occur on non-school nights unless specific permission is given by the Director of Resident Life. Day students requesting to spend the night for a reason other than being invited by a resident must receive permission from the Director of Resident Life, and there may be a fee for staying. Boys are strictly prohibited from entering the girls' dorm. Girls may only visit the chapel, dining room, resident life office, nurse's office and first floor entryway in the boys' dorm.

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

RESIDENT VISITS WITH DAY STUDENT FAMILIES

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

CHANGE OF RESIDENT STATUS

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

SCHOOL PROPERTY

Villanova tries to allow its students full use of all its facilities. However, certain

considerations make it necessary to impose limitations. **Normally, day students are not to remain on the campus after 6:00 PM unless they are attending a school-approved activity.**

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

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.

It is expected that all students participate in extracurricular activities. Day students are expected to participate in at least one major activity per school year. Resident students should reference the Resident Life Handbook for specifics on their requirements for extracurricular activities. With administrative permission, students may participate in off-campus activities to complete this requirement.

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

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

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.

Villanova Preparatory School Constitution / Student Government

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

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

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

All students at Villanova are members of the A.S.B. and have the right to vote and participate in elections (students must be present). The election of A.S.B. officers for the following school year are restricted to the junior, sophomore and freshman classes.

The Student Council shall consist of:

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

Traditional Activities

Traditional Villanova activities sponsored by the A.S.B. include: New Student Welcome Week, Nova Bowl, Wildcat Day, Homecoming Week activities, Student Government Elections, Intercultural Week, various food and clothing drives, and other charitable functions.

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

Dances

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

Admittance to Dances: Students are neither admitted to dances later than 30 minutes after the starting time, nor released sooner than 30 minutes before the closing time.

Students not in appropriate attire may be turned away. All students and guests may be subject to searches and/or alcohol breath tests.

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

Guest Policy: Villanova students may invite a high school guest to some Villanova dances. All guests must adhere to all Villanova rules and must be approved by the Administration no later than forty-eight hours before the event. Villanova students are responsible for their guests.

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

Class Moderators

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

Organizations, Programs, and Clubs

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

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 leave campus, invite a guest, or have food delivered to campus without prior approval of the Administration.

Visiting the Administration Building

Parents may use the Faculty/Administration access road to drive to and park at the

Administration Building. *Students are not to be picked up or dropped off in this area.*

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

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

DRIVING AND PARKING ON CAMPUS

Pick-up/ Drop-off Procedure

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

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

Section 12814.6 of the State of California Motor Vehicle Code

Villanova expects all students to comply with the provisions of the State of California Motor Vehicle Code. Villanova students found to be in violation of any of the restrictions of the vehicle code will lose the privilege of driving on campus.

Student Parking Permits

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

Safe Driving on Campus

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

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

Students Going to Vehicles During School

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

BUS SERVICE FOR CAMARILLO, OXNARD, AND VENTURA

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

Electric Bicycles (E-bikes)

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

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

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

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

THE ATHLETIC PROGRAM

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

Team tryouts and practices will begin based on the CIF-Southern Section Calendar. The Athletic Director is the primary source of information concerning CIF-Southern Section sports and scheduling.

The interscholastic sport seasons are Fall, Winter and Spring.

Fall Sports: Cross Country, 8-Man Football, Girls Golf, Girls Tennis, Girls Volleyball, Boys Water Polo, Cheer.

Winter Sports: Boys and Girls Basketball, Boys and Girls Soccer, Girls Water Polo, Cheer

Spring Sports : Baseball, Boys Golf, Boys Tennis, Swimming, Track & Field, Cheer

Depending on the number of student-athletes participating in a particular sport, Villanova offers CIF-Southern Section Varsity, Junior Varsity, and Freshman-Sophomore levels. Placement at a specific level is determined by the head coach of the sport. Seniors are only eligible to play varsity sports.

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, families, friends 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 and individuals.
- Do not ridicule or harass officials before, during, or after the game
- Control emotions and be respectful to all those around you

Failure to adhere to these guidelines may lead to the removal of the parent, student or fan from sporting events at Villanova indefinitely and otherwise subject to the penalties of the CIF-Southern Section.

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 competitive team settings.

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

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 sent via text message. An email announcement will also be sent to parents and students detailing the length and reasoning of the closure.

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

SECTION VII. STUDENT CONDUCT AND ATTENDANCE

CODE OF STUDENT CONDUCT

Philosophy

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

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

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

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

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

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

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

Truth

Students at Villanova Prep are dedicated to the pursuit of Truth by striving for academic

excellence and personal integrity and to live fully in a community where they learn to reason morally and ethically, and aspire to become the best possible version of themselves.

<u>Examples of Minor Infractions</u> ● Present in an unauthorized area of campus, including but not limited to: the parking lots, residence halls, trail, amphitheater, gym/pool area, maintenance facility ● Failure to attend a detention	<u>Examples of Major Infractions</u> ● Cheating on tests or any other classroom assignment (See Academic Honesty Policy) ● Leaving campus during school hours without permission from the Administration ● Entering the dorm during the school day without permission ● Defacing property ● Lying or forgery ● Lying or misleading faculty or staff members during an investigation
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Unity

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

<u>Examples of Minor Infractions</u> ● Dress code violation ● Excessive tardiness (after the no-fault limit is reached) ● Removal from class; students removed from class must immediately report to the Main Office in Goggin Hall ● Class disruption/Defiance ● Failure to follow school or class rules or verbal directions ● Use of an audio/video recorder without permission from	<u>Examples of Major Infractions</u> ● 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 ● Disrespect to school personnel, students or other persons or property
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administration/faculty	● 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 or community activities or assemblies
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Love

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

<u>Examples of Minor Infractions</u> ● Inappropriate public display of affection ● Littering ● Use of vulgar, obscene, or blasphemous language	<u>Examples of Major Infractions</u> ● Hazing/bullying/cyber bullying/harrassment ● Possession of pornography ● Using vulgar or obscene language towards another person
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Health/Safety

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

<u>Examples of Minor Infractions</u> ● Violation of school parking regulations ● Campus misconduct such as running, pushing, or rowdiness in the halls, while waiting in lines, during Mass or assemblies ● Riding a motor operated bike, skates or skateboard on	<u>Examples of Major Infractions</u> ● Excessive speed on or near campus or failure to observe driving laws ● 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, students or other
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campus ● Sitting in or unauthorized use of cars during school hours ● Driving on campus without a valid driver's license	individuals ● Use, sale, distribution or possession of drugs, drug paraphernalia, narcotics or alcohol on campus or at school activity ● Possession of tobacco or e-cigs, smoking or vaping on or near campus ● Any major offense considered detrimental to the School, 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.

CONSEQUENCES

Detention

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

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

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

Referral

Detention, loss of privilege, or other appropriate consequences may be assigned for a

referral infraction. The student's parents will be contacted by phone or email when a student receives a referral.

Restriction of Activity/Loss of Privilege

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

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

Suspension

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

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

Expulsion

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

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

- Conference with parents, student, and appropriate school personnel;
- Suspension(s);
- Board of Discipline hearing.

BOARD OF DISCIPLINE

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

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

APPEALS

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

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

CODE OF CONDUCT COVERING STUDENTS, PARENTS AND GUARDIANS

The students' interest in receiving a quality, morally-based education can best be served if students, parents and school officials work together. Normally, differences

between these individuals can be resolved. In some rare instances, however, the School may find it necessary, at its discretion, to require parents or guardians to withdraw their children. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the School, as determined by the School at its discretion. These principles include, but are not limited to the following:

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

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

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

SUBSTANCE ABUSE POLICY

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

approach to include education, intervention and discipline.

The School does not condone or accept substance abuse and reserves the right to review these actions of Villanova students regardless of when or where such actions take place. The School will evaluate whether they are of such a nature as to bring discredit to the School or if they are in conflict with our Christian values or laws. The policy of Villanova Prep with respect to substance abuse will attempt to take into account the totality of the person, the root cause, and the context of any offense.

RECOMMENDED TRANSFER

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

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

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

Procedure for Recommended Transfer

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

OFF-CAMPUS INCIDENTS AND BEHAVIOR

Villanova Prep does not wish to supervise the lives of students away from school. Nevertheless, when Villanova students become involved in incidents off campus that directly affect other students or members of the Administration, faculty, or staff, or damages the reputation of the School, the School may hold students accountable for their actions. (Examples include un-Christian behavior directed toward others in local

communities, parties, citations or arrests for vandalism or alcohol/drug-related offenses, or inappropriate use of technology.)

Villanova's response will be based on the following:

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

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

ATTENDANCE

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

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

Reporting Day Student Absences

Day students who are absent during a school day are to have a parent or guardian report the absence by completing the online form on Blackbaud (located on the Resource Board), telephoning the school (805-646-1464 Ext. 1015), or emailing attendance@villanovaprep.org before 8:00 a.m. and explaining the reason for the absence. Receipt of this call, email, or online notification by the School does not imply that the absence will be excused.

Resident Student Absences

Resident students who are ill are required to check in with the Nurse in the morning by 7:45 a.m. Resident Life Staff and the School Nurse will report absences to the School Receptionist in the case of resident students.

Excused Absence

The following absences will be considered excused:

- Illness verified by an email or phone call from a parent/medical professional/school nurse (absences in excess of 3 days in a row require a note from a medical professional as determined by the Administration)
- Medical appointment with doctor's note
- Funeral service
- School-sponsored events (athletics, retreats, field trips, school activities)
- Extraordinary circumstances approved by the Administration
- College visits must be approved through College Counseling to be excused (See college visits below)

Unexcused Absence

Any absences from class for any reason other than excused absences are considered unexcused.

Early Departures/Late Returns

All students are required to be present for all academic obligations while school is in

session according to the published calendar. Students who choose to leave for vacations early or arrive back from vacations late will not be allowed to make special arrangements to alter the timing of class work, homework, quizzes, or assessments they miss. Any absences due to early departures or late returns will be considered unexcused. This policy applies to other school extra curricular obligations (such as drama productions or athletics). Individual teachers or coaches may assess consequences at their discretion. Exceptions will be made only on rare occasions such as a family or medical emergency, and must be approved in advance by the Principal or Vice Principal.

Extracurricular Participation

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

College Visits

School vacations and holiday weekends afford opportunities for college visits.

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

Excessive Absence

Regular attendance in class is necessary for an effective educational program. Multiple absences impact student learning and are an added burden to the instructor and classmates doing shared/group assignments. A student may not miss more than 10 class meetings per semester. A student who misses more than 10 class meetings in a semester may be denied credit for the class. Classes missed due to athletics or school-related activities do not count toward excessive absences. For a student with excessive absences, the following procedures apply:

- 4 absences, excused or unexcused in any one course in one semester - referral to the Vice Principal for review of student attendance
- 6 absences, excused or unexcused in any one course in one semester - the Vice Principal will speak with the parents to discuss attendance
- 8 absences, excused or unexcused in any course in one semester - conference

with the parent, student, counselor, and Vice Principal to discuss attendance and a plan for successfully completing the semester. The student will be placed on an attendance contract to which the student must adhere in order to earn credit for the class.

- 10 absences, excused or unexcused in any course in one semester (not counting school-related activities) - a Board of Discipline will be convened to decide whether the student will receive credit for the course. 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 Office Manager using the Absentee Permission Form. 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.) The Absentee Permission Form must be requested at least one week in advance of the planned absence and turned in to the Main Office **BEFORE** the requested day of absence. A copy will be retained by the student for homework reference.

Tardy Policy

Students are expected to be in class on time from the beginning of the school day until the last class of the day. Students arriving late to class, even by a few minutes, is a disruption for the teacher and the other students in the class. Tardy to class is defined as any student not in their seat by the time the bell has sounded.

Any student arriving tardy for the first period of the day must report to the Main Office for a tardy slip. Any student tardy for their second through fourth periods of the day should be marked tardy by the teacher.

Students are allowed **three** "no fault" tardies per semester. More than three tardies in a class during a single semester are considered "excessive tardies."

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

Consequences for Excessive Tardies:

- 3rd tardy in one semester - A phone call home to discuss student tardies

- 4th, 5th, 6th tardies in one semester - 45 minute detention after school
- 7th tardy - meeting with student, phone call home and one 45 minute detention
- 8th, 9th, 10th tardy - 45 minute detention after school
- 11th or more - 45 minute detention, parent conference and a discussion of additional consequences including Saturday school, and student not being allowed to participate in extracurricular activities

Absences and Scheduled Exam/Assignment Due Dates

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

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

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

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

A student who misses an exam or any kind of assignment due to an unexcused absence receives no more than 50% credit for the exam. A student who misses work completed in class or homework due to an unexcused absence receives no more than 50% on that assignment.

Student Check-out / Check-in Procedures

Students may not leave campus without checking-out in the Main Office for any appointment or illness. Parents must pick up students or give permission for them to drive themselves in order to be released from campus.

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

DRESS AND GROOMING CODE

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

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

ALL STUDENTS

Regular Dress Day:

School uniforms can be purchased through Villanova's Tommy Hilfiger uniform website: <https://www.globalschoolwear.com/school/VILL05>

Regular dress day uniforms include:

- Official Villanova white or navy polo shirt or button-down shirt purchased through Villanova's Tommy Hilfiger uniform website.
- Students may wear their white or navy polo issued from a Villanova athletic team or club.
- Tan or navy pants, shorts or plaid or tan skirts purchased through Villanova's Tommy Hilfiger uniform website. Alternative pants that match the color and style of the Tommy Hilfiger uniform may be worn with permission from the Administration. Cargo or baggy pants/shorts are not allowed.
- 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) he/she may also wear jeans instead of their school day bottoms.
- Jeans may not be ripped.
- Pajamas, leggings, or non-Villanova sweatpants are not allowed.

Game Day Dress:

- Official Villanova athletic jerseys, team issued polos, or warm up tops may be worn on game days.
- Students must wear regular day pants, shorts, or skirts.
- Game Day Dress does not apply to Mass 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), leggings, 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, noserings, 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 purchased through Villanova's Tommy Hilfiger's uniform website or a white or navy polo issued from a Villanova athletic team or club.

Pants/Shorts:

- Tan or navy pants or shorts purchased through Villanova's Tommy Hilfiger uniform website.
- Alternative brand pants that match the color and style of the Tommy Hilfiger may be worn with permission from the Administration.
- Pants and shorts should be worn with a belt.
- Pants must be worn on the waist and shorts must be of an appropriate length.
- Cargo or excessively baggy pants are not allowed.

Outerwear:

- All sweatshirts, and sweaters should be gray or navy with a Villanova logo.
- Outerwear may be purchased through the Tommy Hilfiger website or through a Villanova athletic team or club.
- Jackets or coats worn over sweaters and sweatshirts should be solid in color with no writing on them except with the Villanova logo.
- Seniors only, are allowed to wear sweatshirts of the college or university they have been accepted to and plan to attend beginning in March.

Footwear:

- Closed heel, closed toe shoes are required.
- Sandals, slippers, and clogs are not allowed.

Formal Dress Day

- White button-up collared shirt with or without a Villanova logo, worn tucked in.
- Tan or navy pants, purchased through Villanova's Tommy Hilfiger uniform website.
- Boys are encouraged to wear a solid navy blue tie, but this is not required.
- Solid color, clean shoes worn with socks.
- Navy or gray Villanova-logoed outerwear.
- No hooded sweatshirts are allowed on Formal Dress Days.

DRESS CODE FOR YOUNG WOMEN

Grooming:

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

Regular Dress Day

Shirts:

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

Pants, Shorts, and Skirts:

- Uniform pants, shorts or skirt purchased through Villanova's Tommy Hilfiger uniform website.
- Alternative brand pants that match the color and style of the Tommy Hilfiger may be worn with permission from the Administration.
- Skirts must be worn so as to be mid-thigh in length or longer.
- Shorts must be worn so as to be mid-thigh in length or longer.

Outerwear:

- All sweatshirts, and sweaters should be gray, or navy with a Villanova logo.
- Outerwear may be purchased through the Tommy Hilfiger website or through a Villanova athletic team or club.
- Jackets or coats worn over sweaters and sweatshirts should be solid in color with no writing on them except with the Villanova logo.
- Seniors only, are allowed to wear sweatshirts of the college or university they have been accepted to and plan to attend beginning in March.

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.
- Uniform skirts, or pants purchased through Villanova's Tommy Hilfiger uniform website.
- A crossover tie is optional.
- Clean shoes with enclosed heel or back strap (no sandals or heels higher than 3 inches).
- Solid color black, white, or tan tights are permitted. Leggings or fishnet stockings are not permitted.
- Villanova-logoed outerwear (optional).
- No hooded sweatshirts are allowed on Formal Dress Days.

DRESS CODE ENFORCEMENT

Students will be checked for dress code throughout the school day. All instances of dress code infractions will be logged. The consequences for dress code infractions are the following:

1st infraction - a verbal and written warning to the student

2nd infraction - a verbal and written warning to the student and parent

3rd and 4th infractions - a phone call home and a 45 minute detention

5th infraction - student will be asked to change before returning to class

SCHOOL LOCKERS

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

Stickers, decals, and writing are not allowed on the outside of lockers. Photos, decals, etc., may be posted inside the locker if in good taste. No writing on the inside or outside of lockers is permitted. Students wishing to decorate for birthdays must have their decorations approved, attached with blue painters' tape, and removed within 72 hours.

If a student has a problem with his or her locker, he or she should report to the Vice Principal.

Lockers must be cleaned out by the end of second semester final exams or a student's

last day on campus. Damage to lockers will be assessed and fees will be billed to the student.

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

SECTION VIII: ADDITIONAL POLICIES

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

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

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

HARASSMENT OF STUDENTS IN CATHOLIC SCHOOLS

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

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

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time

during school or during school related activities. It includes, but is not limited to, any and all of the following:

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

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

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

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

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

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

This can include, but is not limited to:

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

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or

personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

It is the responsibility of Villanova Preparatory School to:

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

It is the student's responsibility to:

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

STUDENT THREATS

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

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

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

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

COMPLAINT FILING AND INVESTIGATION PROCEDURES

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

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

- If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the School will take steps, within its power, to investigate and eliminate the problem.

CONFLICT RESOLUTION

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

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

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

SCHOOL SEARCHES

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

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

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

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

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

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

POLICY ON STUDENT PREGNANCY

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

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

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

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

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

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

MARRIED STUDENT POLICY

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

POLICY ON STUDENTS NO LONGER LIVING WITH A PARENT OR GUARDIAN

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

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community, including students, parents/guardians, teachers, and all other employees, and administrators.

Pupil Records

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

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

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

Directory Information

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

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

Class parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no case should commercial enterprises be

given access to Directory Information.

Verbal/Written Confidence

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

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

POLICY FOR INTERPRETER

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

WHO'S WHO?

The following is a quick guide to help students find the “go to person” when needing assistance. The list is not all-inclusive but will provide an idea of where to start.

Parents

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

Teachers

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

Class Moderators, Club Moderators, Coaches

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

Athletic Director

Directs the operations of the Athletic Department. The Athletic Director provides information on coaches, practices, and game schedules. He supervises coaches, athletic events and concerns about sportsmanship. He schedules the use of athletic facilities, and transportation and is responsible for health and safety issues, required athletics forms, and eligibility questions.

Chaplain

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

Nurse

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

Guidance Counselor

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

Vice Principal

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

College Counselor

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

School Receptionist/Office Manager

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

Registrar

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

Director of Admission

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

Director of Resident Life

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

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

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

Principal

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

President

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

2026 - 2027 Bell Schedule

Monday (all periods) 45 min	Tuesday (late start) 75 min	Wednesday (75 min)	Thursday (Mass/Activity) 75 min	Friday (75 min) Early Dismissal
A 8:05 - 8:50	A *9:05-10:25 ANNOUNCEMENTS (5)	B 8:05 - 9:25 ANNOUNCEMENTS (5)	A 8:05 - 9:25 ANNOUNCEMENTS (5)	B 8:05 - 9:25 ANNOUNCEMENTS (5)
B 9:00 - 9:45	UNITAS 10:25 - 10:50 (25)	UNITAS 9:25 - 9:50 (25)	Mass/Activity + BREAK (75) 9:25 - 10:50	UNITAS 9:25 - 9:50 (25)
Announcements GROTTO 9:45 - 10:05 (20)	C 10:55 - 12:10	E 9:55 - 11:10	C 10:55 - 12:10	E 9:55 - 11:10
C 10:10 - 10:55	LUNCH 12:10 - 12:45 (35)	F 11:20 - 12:35	LUNCH 12:10 - 12:45 (35)	F 11:20 - 12:35
D 11:05 - 11:50	D 12:50 - 2:05	LUNCH 12:35 - 1:10 (35)	D 12:50 - 2:05	LUNCH 12:35 - 1:10 (35)
E 12:00 - 12:45	WILDCAT (H) 2:10 - 3:05 (55)	G 1:15 - 2:30	WILDCAT (H) 2:10 - 3:05 (55)	G 1:15 - 2:30
LUNCH 12:45 - 1:20 (35)	<i>STUDENT SUPPORT</i> 3:05 - 3:45	WILDCAT/FLEX (H) 2:35 - 3:05 (30)	<i>STUDENT SUPPORT</i> 3:05 - 3:45	
F 1:25 - 2:10		<i>STUDENT SUPPORT</i> 3:05 - 3:45		
G 2:20 - 3:05				

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 heart is restless until they rest in You.

St. Augustine, pray for us.

St. Monica, pray for us.

St. Thomas of Villanova, pray for us.

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

-St. Augustine of Hippo

Augustinian Schools in North America

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

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

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

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

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

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

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

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

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

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

Augustinian Universities in North America

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

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

Villanova Alma Mater

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

