Dear Parents and Students,

This handbook contains school information, school regulations and school policies. Each year we update the handbook; please be aware of this year's changes. We ask you to read this handbook carefully and then to complete the form below. This form should be returned to the homeroom teacher on or before September 10th, 2020. Thank you for your cooperation. We look forward to great year.

Sister Regina J. Ryan, IHM, Ed.D.
Principal

We have received a copy of the STUDENT HANDBOOK and we realize our responsibility to support and to follow the policies in this HANDBOOK.

__________________________
(Parent Signature)

__________________________  _________________
(Student’s Signature)                                                          (Homeroom)

*Please see and initial/sign changes for the 2020-2021 school year on the back.
Please initial next to the following policies that you have read, and understand the following changes for the 2020-2021 school year.

COVID 19 Contingency Plan/ “Virtual Villa” Policies (pp.60-62) _______
- I have read and understand the terms set forth in both the COVID-19 health and safety plan, as well as the policies for “Virtual Villa”

Attendance and Participation in Athletics/Activities ______
- If a student must leave school for a medical appointment after 9:30, they must first come to school, follow the early dismissal procedure and then return to school immediately following their appointment with a medical note; however, this is strongly discouraged. Should a student arrive to school later than 9:30 and also seek and early dismissal that day, they will not be able to participate in their activity after school.

Cafeteria Policies________
- Students “My Payments Plus” accounts must be in good standing to buy lunch in the cafeteria. If a student has accrued a negative balance of more than $5.00, they WILL NOT be permitted to buy lunch. Any student with a balance at the end of the semesters will not receive a report card, or graduation materials.

Graduation 2021 ________
- Graduation takes place each year during the week after Memorial Day. For the 2020-2021 school year it will take place on June 3, 2021. To participate in graduation, students must fulfill all requirements of the school: academic, financial, and disciplinary.

- Mandatory graduation practices will be held the week following Capstone shadowing from May 25th-27th, 2021, following Memorial Day Weekend. Students must be present at all events to participate in graduation exercises (2020-2021 school year).

We have read and acknowledged the above-mentioned polices for the 2020-2021 school year.

_________________________________  
(Parent’s Signature)

_________________________________  
(Student’s Signature)
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INTRODUCTION TO THE SCHOOL

HISTORY

Villa Maria Academy is an independent, Roman Catholic, college preparatory high school for girls. This school is inspired by the charism of the Sisters, Servants of the Immaculate Heart of Mary, Christian educators since their foundation in Monroe, Michigan, in 1845. The faculty of religious and lay teachers continues a unique legacy, which is a blend of educational excellence and Christian values. This tradition, begun more than 140 years ago in West Chester, Pennsylvania, flourishes today at the present site in Malvern, PA.

The foundation of the academy dates to July 1872. At that time, the Sisters transferred their motherhouse, novitiate, and boarding school from Reading to West Chester, PA. Occupying the property formerly owned by the Pennsylvania Military Academy, the school flourished in West Chester until 1914, when Villa Maria moved to Immaculata, PA.

In 1924, the Sisters acquired the property of William A. Warner, Jr. in Green Tree, the school’s current location. This estate was a replica in name and style of “Sulgrave,” the Washington ancestral home in England. The property included 123 acres, the mansion house, and its adjoining buildings. All were adapted to the purpose of the Academy.

Villa Maria Academy opened at Green Tree on May 5, 1925. Good Counsel Hall, completed in 1933, included dormitory, classroom, and library facilities. In 1935, an Activities Building with auditorium and gymnasium was opened.

Regina Mundi Hall, constructed in 1955, housed classrooms, guidance rooms, the Langton Memorial Laboratory, offices, and the cafeteria. An addition to Regina Mundi Hall was necessary in 1959. This new section included classrooms and administrative offices. In 1966, Regina Pacis Hall, which included Regina Pacis Library and the infirmary, was completed. A 1972 expansion added a faculty lounge, biology laboratory, lecture hall, locker room, and more library space.

In 1979, Villa Maria Lower School was moved to a wing of the House of Studies at Immaculata. At this time, the high school acquired St. Joseph Hall, which had been built in 1965. This acquisition gave the high school nine more classrooms, an art studio, and administrative offices.

In 1985, plans were undertaken to build the Marian Center, an Arts/Athletic complex. The Athletic Center, Phase 1 of the total project, opened December 1987. Phase 2 was completed May 1997, and includes an auditorium, music instruction and practice rooms, and an art classroom and studio. New soccer/lacrosse, softball, and hockey fields, an all-weather track, and five tennis courts were also constructed.

In 1999, Maria Hall was renovated and now houses administrative offices and a conference room. In the same year, a second computer lab was added to Regina Mundi to enhance computer usage and instruction. An addition to St. Joseph’s Hall was completed in spring 2002. This expansion provided four technologically up-to-date science laboratories and a third student computer lab as well as additional classroom space. During the summer of 2002, the former science labs in Regina Mundi were converted to classrooms and a new, larger chapel and a guidance suite was constructed. The cafeteria was renovated and a new façade to its entrance constructed, a sprinkler system installed, the remaining old windows replaced, and the electrical system updated. Enhancements to Regina Mundi continued during the summers of 2003 and 2014, and a “loop road” was installed to improve the flow of traffic on campus in 2018.

Certainly, Villa Maria has excellent instructional facilities set in beautiful country surroundings.

MISSION STATEMENT

Villa Maria Academy, a Catholic college preparatory school in the charism of the Sisters, Servants of the Immaculate Heart of Mary, empowers young women to lead lives of spiritual growth, intellectual inquiry and Christian service.

CORE VALUES

Guided by Gospel values, the members of the Villa Maria Academy community:

- Commit to learning
- Reflect on experience
- Embrace the truth
- Act with integrity
- Respect self and others
- Contribute to community
- Lead by example
- Achieve through commitment
BELIEF STATEMENTS

Villa Maria Academy seeks to prepare young women to face the challenges of the twenty-first century and believes that:

- All aspects of the students’ lives are guided by Roman Catholic teachings.
- Students have inherent worth and dignity which call them to act with integrity, embrace Gospel values, and grow in respect for themselves and others.
- Education is a shared responsibility between parents and the school community.
- Under the guidance of a caring faculty and staff, students should have the opportunity to experience challenges and successes in a nurturing atmosphere.
- Education empowers students to contribute to the community by sharing their gifts and talents through service to others.
- Through extracurricular activities, students explore various interests and develop time management skills which lead to balance in all aspects of life.
- Students are encouraged to develop an appreciation and thirst for life-long learning.

GOALS

The measure of any educational institution is the success of its graduates; therefore, Villa Maria Academy empowers her graduates with the ability to be:

FAITH-FILLED PERSONS, through daily prayer, annual retreat, liturgies, service and personal reflection.

CHRISTIAN LEADERS, developed through leadership opportunities at every level.

COMPETENT DECISION MAKERS, firm in their convictions and able to respond when their beliefs and values are challenged.

WELL-PREPARED CANDIDATES, equipped for rigorous academic programs in colleges and universities.

CONFIDENT INDIVIDUALS, embracing integrity in private and public life.

EXPERIENCED AND RESPONSIBLE USERS of technology, enhancing education and the quality of life.

CRITICAL THINKERS, assessing the credibility of information relative to real life issues.

COLLABORATIVE LEARNERS, building a team approach to problem solving through communication and creativity.

DISCRIMINATING OBSERVERS, whose world view is heightened by understanding and appreciating the fine arts.

VIBRANT WOMEN, acutely aware of the importance of balancing mind, body, and spirit to obtain optimal wellness.

RESPONSIBLE CITIZENS of the global community and conscientious stewards of God’s creation, committed to the service of others.

Villa Maria Academy, with the continued assistance and support of parents, alumnae, faculty, and staff, strives to fulfill this mission in an atmosphere of firm but loving discipline, and within an environment of harmony, beauty and order.

SCHOOL SEAL

The school seal of Villa Maria Academy is the seal of Mary Immaculate. On the blue and white disk is a representation of the Immaculate Heart of Mary pierced with the seven-fold sword. This symbolizes the role of Mary as Co-Redemptrix of humankind. Below the image of the heart is the motto of Villa Maria Academy:

NISI DOMINUS FRUSTRA
(Without God, all is vain)
Lilies, symbols of purity, complete the circle of the emblem.
Diversity, Equity and Inclusion Statement

- Villa Maria Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national and ethnic origins in administration of its educational policies, admissions policies, scholarship program, or athletic and other school-administered programs.

- Villa Maria reviews its nondiscrimination statement applicable to all of its programs and policies, to ensure that it is in full compliance with local, state, and federal law. That said, Villa Maria makes the law the floor - not the ceiling - for establishing itself as a diverse, inclusive, equitable, just, safe, and welcoming school community for all students, faculty, staff, and families.

- Villa Maria commits to diversity, inclusion, and equity in its mission, core values, and any and all statements of philosophy.

- Villa Maria respects, affirms, and protects the dignity and worth of each member of its community.

- Villa Maria works deliberately to ensure that the board of directors, administration, faculty, staff, and student body reflect the diversity that is present in the rapidly changing and increasingly diverse school-age population in the United States of America.

ADMINISTRATION

Sister Regina J. Ryan, IHM, Ed.D.
Principal
Ms. Linda Henderson, M.Ed.
Director of Curriculum and Instruction
Ms. Brittany Thompson, M.A.
Dean of Students
Ms. Madeleine Harkins, M.A.
Director of Activities
Sister Mary Smith, IHM, M.A.
Director of Personnel
Mrs. Lisa Roberts, M.S., ITS
Director of Strategic Innovation
Mr. Michael Connelly, B.S

Director of Technology
Mr. Ronald Lance, B.S.
Director of Finance
Ms. Kathleen McCartney, M.Ed.
Director of Advancement
Mrs. Jennifer G. Rose, B.S.
Director of Enrollment Management

Administrative Council

Sister Marie Claire, IHM, M.A.
Director of Campus Ministry
Mr. Zeke Spillane
Director of Campus Operations
Mrs. Elizabeth Hashagen, M.S.
Director of School Counseling
Ms. Stephanie Taylor, M.A., M.S.
Director of Athletics

Administrative Support Staff

Sister Kathleen Dunn, IHM, M.A.
Asst. to Director of Curriculum and Instruction
Mrs. Maria Faragalli, M.S., ITS
Asst. to Director of Curriculum and Instruction
Sister Anne Marie Lavan, IHM, M.A.
Cafeteria Moderator

FACULTY AND STAFF

Theology Department

Mrs. Catherine Conroy de Paulo*, S.T.M., M.A.
Sister Barbara Cook, M.A, M.S.
Mrs. Marguerite Paolantonio, M.A.
Mr. Matthew Poole, M.A.
Sister Regina Ryan, Ed.D.
Ms. Stephanie Taylor, M.A., M.S.
Mr. Justin Zazyczny, B.A.

English Department

Mrs. Elizabeth Sandberg, M.Ed.*
Mrs. Kara A. Bielli, M.A., J.D.
Sister Barbara Cook, M.A, M.S.
Mrs. Megan Filipowicz, M. Ed.
Mrs. Jessica Mullen, M.Ed.
Ms. Bryana Natale, B.S.
Miss Natalie Murray, B.A.
Mrs. Jennifer Pixley, M. Ed.
Ms. Amanda Sierzega, B.A.

Social Studies Department
Mrs. Jennifer Bowker*, M.S
Mrs. Mary Anastasi, B.A.
Ms. Lisa Beiduk, M.A.
Mr. Robert Cucinella, M.A.
Ms. Madeleine Harkins, M.A.
Mr. Matthew Poole, M.A.
Ms. Brittany Thompson, M.A.
Mr. James Yen, M.A.

World Language Department
Mrs. Dianne Goddard*, M.A.
Mrs. Sarah Carroll, M.A
Mrs. Nicole Gargiulo, M.Ed.
Mrs. Cristina T. Mc Lachlan, J.D., M.Ed.
Mrs. Belen Medina Mendoza, M.Ed.
Ms. Katlyn M. Yost, B.S.

Mathematics Department
Mrs. Angela O’Reilly*, M.A.T.M.
Ms. Kaitlin Broomell, B.S., B.A.
Mrs. Mary Hadley, M.A.
Mr. Erik Magness, M.A.
Mrs. Patricia Markowski, M.S.
Mrs. Mary Pat Mattson, M.Ed.
Mrs. Diane Venezia, B.S.

Science Department
Mrs. Jill Alexis, M.Ed.*
Mr. Ed Byrnes, M.A.
Mrs. Nicole Cronin, M.Ed.
Mrs. Jennifer Horan, M.D.
Mrs. Amy Keglovits, M.S.
Mr. Joseph M. Koerner, M.S.

Fine Arts Department
Mr. Anthony Mosakowski*, Ph.D.
Mrs. Sarah Bacastow, B.F.A.
Mrs. Kathleen Brown, M.A.
Ms. Kyoungwoon “Leah” Kim, M.M.
Mrs. Diane Mallon
Sister Dolores Murray, M.A.
Ms. Tanina Urbanski, B.A. M
(Specialists in specific music areas teach on a
daily/weekly basis)

Health and Physical Education Staff
Mrs. Michelle Black, B.S.
Mrs. Marci Luty, B.S., ATC

Senior Capstone Coordinator
Mrs. Cara Antonello Walsh, B.A.
Ms. Bryana Natale, B.S.

Service Learning Coordinator
Mrs. Kara A. Bielli, M.A., J.D.

School Counseling Department
Mrs. Elizabeth Hashagen, M.S.*
Ms. Kristin Cortese, M.A
Ms. Madeline Duckhorn, M.S.
Mrs. Sally Jeffries, M. Ed.
Mr. Domenic P. Zampogna, M.S.

Senior Advisor of College Placement Process
Mrs. Grace Opdyke, B.S.

Academic Success Support Services
Mrs. Jennifer Pixley, M.Ed.
Mrs. Patti Murphy, M.B.A.

International Student Support
Mr. James Yen, M.A.

Academic and Student Information Systems
Mrs. Maria Faragalli, M.S., ITS
Mrs. Linda Schweitzer, M.S., ITS

Media Services
Mrs. Melissa Norman, M.S.L.S., Director

Office of Enrollment Management
Mrs. Jennifer G. Rose*, B.S.
Mrs. Katie Vida, B.S.

Office of Advancement
Miss Kathleen McCartney*, M.Ed.
Mrs. Maureen Egan
Mrs. Sarah McGovern
Mrs. Jennifer Oschell, B.S.

Office of Business Operations
Mr. Ron Lance, B.S., Director
Mrs. Catherine Sheehan, B.S., CPA
Mrs. Jackie Denning. B.A.

Communications and Marketing Team
Ms. Marguerite Esmonde, B.A.
Mr. Darren Polsz  
Mrs. Laurie Scaggs, B.A.

**Main Office Staff**

Mrs. Suzanne Castelluccio, Admin. Asst. to Principal  
Mrs. Nancy Griffith, Secretary/Attendance Manager

**School Nurse**

Mrs. Pierina Antonello*, B.S., RN, CSN

**School Store**

Mrs. Debbie Smith, B.S.

**Food Service Staff**

Mrs. Lynne McGuirk*  
Mrs. Karen Davis  
Mrs. Janice Duffy  
Mrs. Deborah Horan  
Ms. Sarah McGuirk

**Facilities Staff**

Mr. Zeke Spillane*  
Mr. Rick Horan  
Mr. Stephen McLean  
Mr. Matthew Patton  
Mr. Harlon Simmons

**ACCREDITATION**

Villa Maria is duly registered by the Department of Public Instruction of the Commonwealth of Pennsylvania. In 2015, Villa Maria Academy was awarded dual accreditation with the Pennsylvania Association of Independent Schools (PAIS) and with Middle States Association of Colleges and Secondary Schools. Villa Maria Academy High School is also a proud member of the National Coalition of Girls’ Schools (NCGS).

**ACADEMIC POLICY**

**GRADUATION REQUIREMENTS**

All students must accumulate over four years a minimum of 27 credits in order to meet the graduation requirements of the Commonwealth of Pennsylvania and Villa Maria Academy, in adherence to the scope and sequence set forth. Since the academic program is customized to best suit the student and the attainment of her post-high school goals, the typical Villa Maria student’s transcript typically exceeds this minimum requirement. In an effort to further support each students’ individualized goals, students are required to meet with her school/college counselor each year as part of the course selection process. Student attendance at a school-sponsored retreat *each year*, completion of required service hours, participation in Emmaus and successful execution of the Senior Capstone experience are mandatory for graduation.

Please see the Academic Course Catalog for more specific information.

**ACADEMIC STANDARDS**

**COURSE LEVELS**

Courses are leveled according to a student’s ability and needs.

**Advanced Placement:** Twenty-four Advanced Placement courses are offered to qualified students who experience college level classes and potentially earn college credits while still in secondary school. Those students wishing to roster for these classes must obtain the specific department approval having demonstrated motivation and previous academic achievement and must be ready to take responsibility for extensive reading and writing assignments as independent study. All students enrolled in an Advanced Placement course are required to pay for and to take the Advanced Placement examination in May. A student enrolled in an AP course must take the AP exam in order to fulfill her graduation requirements.

Nightly independent workload for Advanced Placement courses may vary between subject areas. In general, students should expect significant independent weekly work in each advanced placement course. In order to meet the Advanced Placement timetable, students may be required to complete summer work, although requirements may vary by course.

Any student scheduled for an Advanced Placement course must commit to that course for the remainder of the following school year. There will be no exceptions. Students who are considering a roster of more than three Advanced Placement courses should be very clear on the time necessary to meet the demands of these rigorous courses and must discuss demands of course load with their Counselor.
Honors: Honors level courses are offered for academically competent students who are able to pursue in-depth study and who are willing to spend extra time outside of class working independently. These courses require additional reading and writing assignments. Entrance into these classes requires department approval. The nightly independent workload for Honors courses may vary among subject areas, but generally there will be a substantial amount of independent work. Students are expected to manage their time to meet nightly and long-term deadlines.

College Preparatory: College Prep courses are offered for students whose command of skills enables them to accelerate at the pace required of a college preparatory curriculum. The level of independent work assigned will vary from subject to subject and from course to course. Home study may be a reinforcement of previous learning for mastery attainment. It may also be exposure to new material for the purpose of engaging students in attainment of new information. Independent work is designed to be meaningful in support of content and process goals.

Dual Enrollment: Select dual enrollment courses are offered in partnership with Immaculata University onsite at Villa Maria Academy High School. Dual enrollment credit provides high school students access to taking college level courses. Qualified students must currently have a 2.5 GPA or higher. No student may take a dual enrollment offering until all required coursework in sequence across all the major subjects is completed. Each course is offered at a price of $300. Billing is handled separately through Immaculata University.

Attendance for these courses is dictated by the Immaculata University calendar. Specific attendance parameters are set for those classes. Failure to meet the attendance requirements or any other established requirements for these courses will result in removal from the course and a potential credit deficit. Removal from the course will be represented as a “Withdrawal Fail” or “WF” on the VMAHS transcript. Credit attained will be reflected as “transfer credit” and will not be computed into the Villa Maria Academy High School GPA.

Entrance and Placement Criteria

Villa Maria’s students are selected for admission based on the results of the High School Placement Test (HSPT ©) score, the student’s grade school performance, previous standardized testing, teacher recommendations and individual placement testing as relevant. Additional information with regard to the placement process is posted in the “Academics” link on the Villa Maria homepage.

Villa Maria’s philosophy derives from the spirituality of St. Alphonsus Liguori. Our interpretation of the Alphonsian mission, as it relates to a Villa Maria Academy education, recognizes that students learn differently. The school provides all students the opportunity to fulfill their God-given potential while meeting the requirements of a Villa Maria Academy education. Support services are provided to ensure that students develop the strategies necessary to achieve success in high school and beyond. Designed in conjunction with our philosophy of “placement for success,” students may be assigned to specific programming to support directed instruction of cognitive strategies that empower learning and lead to academic success, as directed by the Office of Curriculum and Instruction in conjunction with the counseling department.

Senior Capstone

This inquiry-based experience, driven by student interest, is required for graduation. It involves critical thinking, investigative research under the guidance of a research mentor, problem solving, written summaries and application of prior and acquired knowledge through documented field experiences and/or service. In lieu of final examinations, all seniors are required to submit written reflections which connect their Capstone experiences to their curricular work. NOTE: If, at any point during the Capstone process, a student fails to complete the Senior Capstone requirements according to the prescribed schedule or exhibits irresponsibility in other areas, she will be denied the privilege of shadowing; she will also be required to attend school during the designated shadowing weeks, complete 25 hours of service work and earn a passing grade in the semester examinations for all her courses in order to graduate. All students must complete any academic requirements, and fulfill any outstanding obligations to the school in order to participate in the shadowing experience.

Cumulative Assessments
Student academic progress is only formally reported on the semester in January and in June. The move away from more frequent reporting was made to reduce the reliance on traditional testing and to allow for more authentic opportunities for application and demonstration of student knowledge. Although more holistic and authentic measures of student mastery are encouraged, at the discretion of the instructor, traditional cumulative assessments may be administrated at the end of November. Assessments for semester courses will be given at the end of each semester. Final assessments for freshmen, sophomores and juniors enrolled in yearlong courses take place at the end of the second semester.

The grade calculation for the semesters will vary from subject to subject but cross-taught courses are required to have uniformity in grade calculations. See individual course expectations for specific grade calculations.

**FINAL GRADES**

The final grade is the average of the two semester grades. A student’s grade point average (GPA) and eligibility for Honor Roll are only calculated on the semester grade. The second semester GPA for students in Advanced Placement Courses and those seniors participating in the Capstone project will be the semester work average in their respective classes.

**HONOR ROLL**

An Honor Roll is computed on the first semester and on the second semester grade. Honors are awarded by fulfilling the following requirements:

**Distinguished Honors:** GPA of at least 4.0 with no grade below A.

**First Honors:** GPA of at least 3.5 with no grade below B+.

**Second Honors:** GPA of at least 3.0 with no grade below B.

**NOTE:** A student less than a passing grade (P) in conduct and/or less that a “S” in Capstone for the semester will not be eligible for the Honor Roll.

**STUDENT ACADEMIC PROGRESS**

Live time grade reporting available through PowerSchool has eliminated the need for interim progress reports. Internal reporting of students noted as “At Risk” is provided to the Office of Curriculum and Instruction on average three times during the semester. “At Risk” is defined as a student with a 73 course average or less in any class. A student on the “At Risk” list will work with her school counselor and teacher to formulate a plan for academic success. Academic eligibility is described in the section labeled “FAILING GRADES AND ACADEMIC ELIGIBILITY”, p. 11.

Formal parent reports are issued in January and June. Formal parent conferences are scheduled annually, but conferences can be requested at any time.

Positive communication between home and school is always welcome. While students are encouraged to be the chief communicators of their academic status, student progress is continuously updated and available through PowerSchool. A clear chain of command for home and school communication has been established and will be respected at all times. Parents with concerns about their daughter’s instructional program are required to approach the teacher first with their daughter as an active agent in the resolution.

**QUALITY POINT AVERAGE**

The Quality Point Average is determined by finding the average of the quality points accrued in each course counting toward GPA, taking into consideration the increments earned by the level of the course. This is an adjusted GPA. The final report in June will list the student's cumulative GPA, considering only those classes taken during her time in Villa Maria Academy. All coursework is be computed into the student’s GPA. No transfer credit is computed into a student’s Villa Maria Academy’s GPA.
QUALITY POINTS

Villa Maria Academy reports grades using an ALPHA GRADING SYSTEM according to the following scale:

**QUALITY POINT EQUIVALENTS**

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<tr>
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<th>Numerical Equivalent</th>
<th>Quality Points</th>
</tr>
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<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
<td>4.1</td>
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<tr>
<td>A</td>
<td>97-93</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>92-91</td>
<td>3.8</td>
</tr>
<tr>
<td>B+</td>
<td>90-88</td>
<td>3.5</td>
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<tr>
<td>B</td>
<td>87-85</td>
<td>3.0</td>
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<tr>
<td>B-</td>
<td>84-83</td>
<td>2.8</td>
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<tr>
<td>C+</td>
<td>82-80</td>
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</tbody>
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*Advanced Placement courses* are weighted by incrementing the quality point equivalent by 0.3 points. *Honors courses* are weighted by incrementing the quality point equivalent by 0.2 points.

RANK IN CLASS

Villa Maria Academy does not rank her students. This decision gives recognition to the fact that Villa Maria has a selective admissions policy. For this reason, class rank is not an accurate measure of individual achievement and could be misleading in determining a student’s ability to complete college level work successfully.

At the midpoint of the second semester, the top three seniors with the highest cumulative GPA will be identified. Students named *valedictorian and salutatorian* must have spent their entire high school careers at Villa Maria Academy to be considered for this distinction.

INSTRUCTIONAL TECHNOLOGY
Internet access is available to students and faculty. The purpose of this access is to support research and education consistent with the mission of the school. This access is a privilege, not a right. Students are required to purchase and carry an Apple iPad 6th generation or better to school daily. This device will be used to enhance the instructional scope and delivery, and students should have their iPads charged and ready for the start of school each day. A list of required and suggested Apps will be given to each student as part of her school supplies list for her coursework. Students will be able to sign into the school wireless network and access cloud storage and Internet apps. iPads may be stored securely in lockers when not being used.

The Computer Network and Internet Acceptable Use Policy is published in the appendix of this Student Handbook. Parents and students are asked each year to sign the form that accompanies this student handbook. In so doing, they agree to abide by the Internet Acceptable Use Policy, as well as all other policies of Villa Maria Academy, and are made fully cognizant of the consequences of any violation.

Virtual Villa Policy

Villa Maria Academy High School has adopted guidelines for a virtual schedule to ensure that classes stay on schedule even during weather events when the physical school building is closed. With each occurrence the administration makes the decision whether a day will be designated a "Virtual Villa Day" or a "free day" depending on several factors including the severity of the weather event, the accessibility of the school roads and lot, and the schedule for the day. This policy may also be implemented in the case of other emergencies. See p. 60 in the appendix for policies and guidelines.

The Principal reserves the right to suspend this policy due to weather or circumstances beyond the school’s control.

ATTENDANCE

Regular attendance in class is expected of all students. All students are also expected to attend the scheduled class retreats, and seniors must attend the mandatory graduation practices.

If a serious reason causes a student to be absent from class, it is her responsibility, immediately upon her return to class, to meet with the teacher to determine the work missed and the manner of completing the assignments. At the direction of the individual teacher and in conjunction with the school counselor, all work must be completed within an agreed upon time frame.

Absences from tests will be tracked by the Dean of Students office. Students who have missed an exam that do not have a “return to school plan” must take the exam within 2 letter days.

A student absent from school for any extended time (more than three school days) should contact her counselor immediately to help her coordinate a “return to school” plan.

Please see p. 22 under “Attendance Procedures” in the “Student Life” section for further information.

CHRONIC ABSENCE

If a student reaches 7 absences for a course without legitimate reason such as a long-term illness supported by a doctor’s note, she will be placed on the academic at-risk list which prohibits extra-curricular participation and will remain on it for the remainder of the semester.

- Subsequent absences may result in disciplinary and academic consequences such as, but not limited to Saturday detentions, parent meetings, inability to sign-out for RFT and loss of parking privilege for the remainder of the school year.

If a student reaches 11 absences for a course without legitimate reason such as a long-term illness supported by a doctor’s note, the student will be required to meet with the academic advisory council. The council will decide if at this point the student will fail to earn credit for the course. If the student does not earn credit, it will need to be remediated over the summer and is the responsibility of the student.

LONG TERM ABSENCE AND CONCUSSION POLICY

If an absence from school becomes necessary, the following procedures will go into effect:

- Parents will be required to submit to the school nurse a written note from the physician that explains the reason for the absence, the projected length of time of the absence, and any specific directives applicable to the school setting. Should that time be
extended, the physician will need to provide an updated note. A copy of the physician’s communication will be sent to the school nurse. Villa Maria reserves the right to interpret the recommended academic accommodations and will act, with the student’s health and the school’s interests in mind, to recommend alternative accommodations, if need be, that best fit the school’s setting and curriculum. Villa Maria places the student’s health interest’s primary, mindful that the student’s health and recovery may not dictate the fulfillment of the Villa Maria curriculum (even with accommodations) and subsequently could have an effect on matriculation status, GPA, continuity in coursework and graduation.

If student’s absence is for mental health reasons, a written note from her doctor/therapist is to be provided to the main office who will provide a copy to her counselor who will monitor the student according to the written directives. Copies will provided for the Dean of Students and Nurse as well.

- The student’s school counselor will organize a meeting of the Academic Support Team (the school nurse, the Director of Curriculum and Instruction, and the Dean of Students and if in the event of a sports related injury, the athletic trainer) to evaluate the written directives according to the academic policies of Villa Maria Academy. In the case of a concussion, the School Concussion Policy will be monitored by the nurse in consultation with the athletic trainer. This policy is on file in the Principal’s office.

- Teachers of the student will be notified of the student’s absence and needs by the student’s counselor. If necessary, the counselor will organize a meeting of teachers, parents, and all involved parties to discuss any special circumstances. Following the meeting the Director of Curriculum and Instruction, will devise an educational plan for the student which will include all required topics, assignments, and assessments that the teacher deems essential to the integrity of the course which will be communicated to the teachers.

- Students who are on an academic support plan with outstanding academic requirements will not be able to participate in certain school activities (dances, sports, pep-rally’s, etc.). This policy extends to students on a concussion protocol until there is documented clearance by a physician, and academic requirements have been fulfilled.

- Should the student’s absence need to extend beyond the possibility of continuing successfully in the curricular program, the Academic Support Team will request that the parents register the student with their local school district of residence to initiate homebound tutoring.

- When the student is ready to return from such an extended absence, the school will require a written report from the physician/therapist and the school district tutors. A return to school meeting, organized by the counselor with the Academic Support Team, the student, and her parents to discuss the procedures and credit requirements/adjustments. In order for re-entry to occur, the student must bring the necessary medical notes for their absence.

**POLICY FOR MAINTAINING CREDIT IN THE CASE OF LONG-TERM ABSENCE**

Absences from school, for whatever reason, do not excuse a student from the obligation to meet all schoolwork, as defined by the teachers, the Director of Curriculum and Instruction, and the prescribed departmental curriculum. Students failing to seek this assistance will be afforded no latitude.

In the event that assignments/assessments are outstanding, a zero for that work will be recorded in the teacher’s grade book until the missing work is submitted to the teacher who will then remove the zero and enter the appropriate grade. It may happen that the quarter grade will be recorded as an “F” due to the presence of the zeroes. This grade will be adjusted once all work is up-to-date.

A student receiving academic accommodations due to long term absence may not be eligible to participate in activities or extracurricular events, nor may she travel as representative of the school, until she receives clearance from the Director of Curriculum and Instruction.

**GRADUATION 2021**

Graduation takes place each year during the week after Memorial Day. For the 2020-2021 school year it will take place on June 3, 2021. To participate in graduation,
Mandatory graduation practices will be held the week following Capstone shadowing from May 25th-27th, 2021, following Memorial Day Weekend. Students must be present at all events to participate in graduation exercises (2020-2021 school year).

FAILING GRADE/ ACADEMIC ELIGIBILITY

Any student reporting deficient average in any academic subject is on academic probation for the next grade reporting period. During the probation period the student must follow the recommendations of the subject teacher, which will be supported by the school counselor.

If a student is reporting a course average of “D+” in any class when interim ‘At Risk’ updates are required, she will be considered ineligible for extra-curricular participation until a 73% average or higher is achieved in each class. Teachers have the latitude to report a student “In Danger of Failing/IDF” if, in the teacher’s professional assessment, the student is making specific progress toward improvement of a poor grade. However, if the student does not meet these parameters the student will be considered academically ineligible and she may not participate in extra-curricular activities (including athletic try-outs) until a 73% average or higher is achieved in each class.

Students are fully responsible for monitoring their academic progress via PowerSchool. Therefore, there should be no surprises if a situation arises rendering a student ineligible for an extracurricular activity. If a student is deemed ineligible, her status will be communicated to her by the Director of Curriculum and Instruction in conjunction with the Director of Activities, the Athletic Director, the Fine Arts Chair and Campus Minster.

Students in grades nine, ten or eleven who earn a final grade of “D” or lower in any course must attend an approved summer school program in order to remediate the grade to VMA’s standards and to return to Villa Maria Academy in good standing. Generally, no more than two courses with grades of “D” or lower may be remediated, and the maximum allowable grade for a remediated course is a “C”.

A student whose GPA falls below the college qualifying grade of “C” (2.0) at the end of August will not be permitted to return to Villa Maria Academy.

Any student who earns a final failing grade in two courses or more will not be permitted to return to Villa Maria Academy. Seniors who have a failure will not receive their diplomas until all work is satisfactorily completed.

MISSION AND MINISTRY

The mission and ministry of Villa Maria is rooted in her oldest and best loved tradition: The Children of Mary. This tradition calls all students to a way of life which is characterized by prayer, devotion to Mary and service. Participation in Campus Ministry, Service Learning, Social Justice Initiatives and Outreach invites students to deepen their identity as daughters of God the Father, sisters of Jesus our Redeemer, and children of Mary, our Mother.

The Mission and Ministry Leadership Team and Homeroom Representatives meet regularly to coordinate activities. Students are formally inducted into this tradition with the reception of a medal of Our Lady.

Campus Ministry, an essential component of Mission and Ministry, fosters an environment of prayer and spirituality for the Villa Maria Community, through Liturgical Celebrations, Eucharistic Ministry, Prayer Experiences and Retreats. Various groups help to serve the needs of Campus Ministry.

- **Peer Ministry** is an opportunity open to seniors who are interested in building upon their Kairos experience by developing and nurturing prayer and spirituality in themselves and in the student body. This group forms a community of Christian leaders who engage in private and shared prayer and who are trained in communication skills. Members help to plan and execute undergraduate retreats by writing and presenting talks and facilitating discussions and activities. Members also plan and assist in seasonal activities and celebrations. Meetings are held at 7:20 A.M. every Wednesday morning.

- **Music Ministry** strives to provide beautiful music for liturgical worship. This group supports the Vatican Council directive that “music is the servant
of liturgy.” Students who wish to praise the Lord through music qualify for this service. Rehearsals are scheduled as needed.

- **Altar Servers** assist the presider of the liturgy; prepare the worship space for Eucharistic liturgies; care for the School Chapel. Students who volunteer for this ministry undergo a period of training and are assigned in rotation to serve in this capacity.

- **Student Charism Team** is an opportunity to collaborate with the Faculty Charism Committee in deepening and living out the IHM Charism by designing and implementing all-school involvement as opportunities arise.

**Service and Social Justice**

Service is an integral part of our lives as Christians. Scripture tells us, “as each one has received a gift, use it to serve one another as good stewards of God’s varied grace,” 1 Peter 4:10. Pope Francis reminds us that we “must open [our] arms to protect all of God’s people and embrace with tender affection the whole of humanity, especially the poorest, the weakest, the least important, those whom Matthew lists in the final judgment on love: the hungry, the thirsty, the stranger, the naked, the sick . . .” As proud stakeholders of Villa Maria Academy High School, we need only look to our mission statement which proclaims in part that the Villa community, through the charism of the Sisters, Servants of the Immaculate Heart of Mary, “empowers young women to lead lives of spiritual growth, intellectual inquiry and Christian service.” Villa Maria invites our students to journey with the two feet of a Christian: service and social justice. Service and social justice should be a journey with our brothers and sisters in need. As one enters into this journey with people whose life experiences differ from our own, the participants are transformed as is society. Service and social justice are internalized and become a mission. Villa Maria encourages our students to undertake this journey joyfully and, in doing so, to reach the following objectives:

- to discover and use their God-given gifts and to share these gifts with others,
- to connect the academic curriculum with an educated, meaningful response to the needs of the community so that they use their academic and social abilities to improve the community,
- to reflect on issues of social justice and respond to them in accordance with Catholic social teachings
- to develop as leaders, problem solvers, and women of God, and as such, to remember the words of St. Alphonsus Liguori: “He who trusts himself is lost. He who trusts in God can do all things.”

**Service Learning**

Service Learning is an instructional method that fosters student learning and service to one’s community. Students apply knowledge and skills developed in the classroom to service opportunities in the community. In turn, the service experiences help create conditions for students to succeed in the classroom and in life.

**Service Hours Requirements**

Each member of the **Class of 2021** is required to complete twenty-five hours of service for the 2020 – 2021 school year. Fifteen of these hours must be completed and submitted by or before December 1, 2020. The last ten of these hours must be completed and submitted by or before April 30, 2021.

Each member of the **Class of 2022** is required to complete twenty hours of service for the 2020 -- 2021 academic year. Ten of these hours must be completed and submitted by or before December 1, 2020. The last ten of these hours must be completed and submitted by or before April 30, 2021.

Each member of the **Class of 2023** is required to complete fifteen hours of service for the 2020 -- 2021 academic year. Eight of these hours must be completed and submitted by or before December 1, 2020. The last seven of these hours must be completed and submitted by or before April 30, 2021.

Each member of the **Class of 2024** is required to complete ten hours of service for the 2020 -- 2021 academic year. Five of these hours must be completed and submitted by or before December 1, 2020. The last five of these hours must be completed and submitted by or before April 30, 2021.

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Hours Required</th>
<th>1st semester due date and number of hours</th>
<th>2nd semester due date and number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Hours</td>
<td>Due Date</td>
<td>Details</td>
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<td>------</td>
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<tr>
<td>2021</td>
<td>25</td>
<td>15 hours by or before 12/1/2020</td>
<td>10 hours by or before 04/30/21</td>
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<tr>
<td>2022</td>
<td>20</td>
<td>10 hours by or before 12/1/2020</td>
<td>10 hours by or before 04/30/21</td>
</tr>
<tr>
<td>2023</td>
<td>15</td>
<td>10 hours by or before 12/1/2020</td>
<td>5 hours by or before 04/30/21</td>
</tr>
<tr>
<td>2024</td>
<td>10</td>
<td>5 hours by or before 12/1/2020</td>
<td>5 hours by or before 04/30/21</td>
</tr>
</tbody>
</table>

For the freshmen, Class of 2024, fulfillment of service hours may begin when the student begins the 2020 – 2021 school year at Villa Maria. For the Class of 2022 and the Class of 2023, fulfillment of service hours may begin for the next school year once the hours for the current school year have been completed and submitted.

### Service Hours – Grading and Submission

Each member of the Class of 2021, 2022, 2023, and 2024 will receive a PASS or FAIL for Service Learning on her final report card and this will be included in PowerSchool. Each member of the Class of 2021, 2022, 2023, and 2024 will receive a PASS, INCOMPLETE, or FAIL for service learning on her semester one report card and this will be included in PowerSchool.

Service hours for transfer students will be prorated by the Director of Service and Social Justice.

Villa Maria is using the x2VOL platform for the submission and recording of service opportunities. Students are responsible for submitting their own service hours to x2VOL and ensuring that their service hours are verified by their service contact according to the above-listed due dates.

Verification of service hours may only be done by a direct sponsor or moderator of the service opportunity.

### Types of Service Which Fulfill Service Requirements:

- Service opportunities sponsored by Service and Social Justice of Mission and Ministry; bi-monthly service at Good Samaritan Food Pantry (partner with Chester County Food Bank); monthly service at Cuddle My Kids, and various other service opportunities offered on a weekly basis
- Service to the Villa Maria community sponsored through the Admissions Office, Campus Ministry, Outreach, the Director of Retreats, Advancement Office, and the school store
- Service to the Church (local parish or diocese) including ushering, altar serving or teaching religious education classes
- Coaching, mentoring, and tutoring (any non-family member)
- Outside service opportunities which provide an opportunity for students to provide direct assistance to people who are socially or economically disadvantaged and marginalized including service to the poor, the homeless, the disabled, the sick, the elderly, and the unborn and/or expectant mothers (any non-family member)
- Service at a nonprofit organization which meets the above-stated service hour requirements.

### Types of Activities Which Do Not Fulfill Service Requirements:

- Any work which includes a stipend
- Travel time, unless it is directly connected to the service being performed
- Help given to family or friends, unless it is through a nonprofit organization or entity
- Hours from middle school or grade school
- Babysitting, unless it is through a nonprofit organization or entity
- Altar serving at Villa Maria Academy
- Work at a for-profit organization or entity
- A student may only earn 5 hours of service from baking activities which meet the previously stated requirements
If a student is unsure that an outside service opportunity meets the service requirements, she must meet with the coordinator of Service and Social Justice. Students assume the risk for all service opportunities which are not approved as the hours completed may not be counted.

PARTICIPATION IN ACTIVITIES: Ordinarily, no student may participate in any school-related activity, including activities sponsored by other schools, unless she has completed her service hour requirements (which include the verification of service hours by the service contact) by the published due dates. Activities involved include -- but are not limited to -- dances, field trips, athletic competitions, musical performances, and honors convocations.

Diversity, Equity and Inclusion Committee (DEI)
The Diversity, Equity and Inclusion Committee (DEI) strives to increase awareness of issues regarding diversity in order to promote equity and inclusion both within and beyond the Villa Maria community. The Committee endeavors to foster an inclusive and diverse community which respects and promotes the integration of underrepresented groups into the Villa Maria community. Members are encouraged to plan and facilitate school-wide events which foster equity and inclusion.

Outreach is an arm of Mission and Ministry which is committed to four annual projects.

- **The Thanksgiving Food Collection** to benefit local families
- **A Mission Drive** to provide financial support to one or two of many missions in the United States or outside of the country.
- **An Easter Project** to benefit the IHM Sisters at Camilla Hall
- **A Canned Food Drive** for St. Agnes Day Room in West Chester, PA.

Additional outreach efforts are always considered as the Villa community senses a need.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are a vital part of VMA’s program. Activities include special interest organizations and seasonal athletic teams. All activities are coordinated by the Director of Activities and/or the Athletic Director. Activities meet on a regularly scheduled basis.

Each activity must have a faculty advisor.

Villa Maria Academy encourages students to assume leadership positions through involvement in the school’s extensive extra-curricular activities program. Some leadership positions are acquired by the vote of the members of the specific organization; other leadership positions are merited by students who have exhibited a history of responsible membership in the activity. A student may hold two leadership positions; however, these positions must be in different queues. The entire student body is encouraged to become involved in VMA’s activities program which fosters responsibility both in its leaders and in its members and encourages personal and social growth.

**NOTE:** To aspire to a leadership position or to be considered for a leadership position or membership in an Honor Society, a student must have a conduct grade no lower than Need Improvement (N) for 90 days prior to election/appointment. In addition, The Dean of Students will notify the moderator of the appropriate activity if a member is assigned to detention. The moderator will issue a warning to the student. Failure to improve behavior will result in temporary or permanent suspension from the activity or leadership position.

**Personal integrity violations:** A violation that occurs on school grounds or at a school sponsored event (e.g., drinking before or during a school event) will result in the student’s losing all leadership positions in all VMA activities. Suspension of membership will be in accordance to school discipline policy and the student will be placed on membership probation for the remainder of the school year. Should another violation occur, the student will be dismissed from the activity/team/ensemble.

A violation that occurs outside of school (that the school is made aware of) will result in the student’s being suspended from the activity/team/ensemble in accordance with the school discipline policy. The student will be on probation for the remainder of the
school year and any further violations will result in the student being dismissed from the organization.

**STUDENT GOVERNMENT**

The purpose of the Student Council is to encourage the development of leadership and responsibility in the students. Elected to office by their peers, members must promote school activities, influence others for good, and cooperate responsibly with school regulations. Representatives report on the Student Council meetings to their homerooms. Members work on committees that carry out the work of the Student Council activities. They support and are involved in school activities such as Open House days, Back-to-School Sunday and orientation of new students. The Student Council is directly responsible for many school-sponsored events and for executing activities associated with Catholic Schools Week. Meetings are held every Monday.

**NOTE:** Students may merit dismissal from the Student Council for the following reasons:

- Failing a course
- Multiple behavior infractions
- Repeated violation of the personal integrity code
- Suspension from school
- More than two unexcused absences from meetings. “Excused” absences include a meeting with a faculty member or participation in another school activity/game. An absence will be considered “unexcused” if the moderator is not notified prior to the meeting.

**HONOR SOCIETIES**

**National Honor Society**

Admission into the Blue and White Chapter of the National Honor Society (NHS) is an honor bestowed upon seniors and juniors. A candidate for membership must have attended VMA for at least two full semesters, carry the required GPA of 3.8, and have a conduct grade no lower than Passing (P) for 90 days prior to induction. While academic merit is important for membership, a student’s evidence of character, leadership and service are of equal importance when determining membership. A detailed description of the prerequisite requirements and application process can be provided by the NHS moderator.

NHS members are expected to complete a total of ten (10) additional hours of service beyond the Mission and Ministry requirement each year. Members are expected to participate in the organization’s primary service, peer tutoring (at least one hour per semester). Additionally, members are expected to actively support other school activities and complete at least two service hours per semester within Villa Maria Academy. Members must also complete service in their community, outside of Villa Maria Academy (at least two hours per semester). Meetings are mandatory for all. A calendar with meeting dates will be provided at the first meeting of the semester.

***Members must maintain the standards that were used as a basis for their selection. In addition, any violation of the Academic Honesty Policy is grounds for immediate dismissal.***

***An NHS member who transfers from another school should inform Villa Maria Academy of previous membership by providing a letter from their former chapter adviser that confirms her membership. Additionally, during the first semester at Villa Maria Academy, the student must meet and maintain the Blue and White Chapter’s standards; including the GPA and the conduct requirements. A student’s membership will be officially transferred at the end of her first semester at Villa Maria Academy.***

***The Blue and White Chapter will only induct seniors during the Fall induction.***

**French Honor Society**

Candidates for membership in the French Honor Society must have studied French at VMA for at least one year, have maintained a cumulative average of “A-” in French during the five semesters prior to induction with no semester grade below a “B+”, be currently enrolled in an honors level class, participate in the society’s service activities and have a conduct grade no lower than Needs Improvement (N) for 90 days prior to induction. Candidates and members must intend to study French at the honors level for their four years at VMA. Induction takes place during the second semester of junior year.
**Latin Honor Society**

Candidates for membership must have studied Latin at VMA for at least one year, have maintained a cumulative average of “A-” in Latin during the five semesters prior to induction with no semester grade below a “B+”, be currently enrolled in an honors level class, participate in the society’s service activities, and have a conduct grade no lower than Needs Improvement (N) for 90 days prior to induction. Members must maintain the standards that were used as a basis for their selection. A member who fails to maintain an “A-” average at the mid-semester will be issued a written warning and be granted one-half semester to bring her grade to the minimum “A-”. In addition, any violation of the Academic Honesty Policy will result in dismissal. Candidates and members must intend to study Latin at the honors level for their four years at VMA. Induction takes place during the second semester of junior year.

**Mathematics Honor Society**

Mu Alpha Theta, which is sponsored by Mathematical Association of America and the National Council of Teachers of Mathematics, is an organization which strives to promote scholarship, enjoyment and understanding of mathematics among high school and junior or community college students. Candidates for membership must have studied mathematics at an honors or AP level sophomore and junior year, maintained a cumulative mathematics average of “A-” during the five semesters prior to induction with no grade lower than “B+”, and have a conduct grade no lower than Needs Improvement (N) for 90 days prior to induction. Members must maintain the standards that were used as a basis for their selection. A member who fails to maintain an “A-” average at the mid-semester will be issued a written warning and be granted one-half semester to bring her grade to the minimum “A-”. In addition, any violation of the Academic Honesty Policy will result in dismissal. Candidates and members must intend to study mathematics at the honors or AP level senior year. Induction takes place during the second semester of junior year.

**Spanish Honor Society**

Candidates for membership in the Spanish Honor Society must have studied Spanish at VMA for at least one year, have maintained a cumulative average of “A-” in Spanish during the five semesters prior to induction with no semester grade below “B+”, be currently enrolled in an honors level class, participate in the society’s service activities, and have a conduct grade no lower than “N” for 90 days prior to induction. Members must maintain the standards that were used as a basis for their selection. A member who fails to maintain an “A-” average at the mid-semester will be issued a written warning and be granted one-half semester to bring her grade to the minimum “A-”. In addition, any violation of the Academic Honesty Policy will result in dismissal. Candidates and members must intend to study Spanish at the honors level for their four years at VMA. Induction takes place during the second semester of junior year.

**Student Advisory Board and Student Integrity**

**Student Advisory Board**

The Student Advisory Board at Villa Maria Academy’s mission is to act as a voice and conduit for the student body to both the faculty and administration. The goal is to communicate and contribute ideas, questions and concerns of the student body and to help make the students feel empowered while upholding the core values and IHM charism of Villa. While the Student Advisory Board works together as a whole, it is divided up into various committees for projects and events that reflect priorities and goals throughout the school year. A permanent committee that acts as a large part of the board is the Student Integrity Committee.

**Student Integrity Committee**

As part of the Student Advisory Board, the Student Integrity Committee promotes academic integrity, honor, and VMA’s core values. This select and diverse group is comprised of members from all four classes. Interested students must submit an application which includes an essay, and finalists are interviewed by current members of the committee. Members act as liaisons between the student body and the faculty. Each must exhibit the highest level of honor and work to encourage an atmosphere of academic integrity. Members are expected to participate in Student Advisory Board service projects and to attend all committee and board meetings.

**Tri-M International Music Honor Society**

Candidates for the student membership in Tri-M International Music Honor Society are selected by
fulfilling the following requirements: Only juniors or seniors who have been responsible members of a school-sponsored music ensemble for at least one school calendar year prior to the year of induction are eligible. Students must exhibit exemplary rehearsal conduct and attendance in school ensembles, be present at all concerts, and exhibit a good attitude toward teachers and fellow students. Only students who study music privately on a weekly basis will be considered. Candidates must have maintained a grade of “A” in music (or the equivalent grade from an outside teacher) for the year prior to induction, be in good standing in other academic subjects, participate in the society’s service activities, and have a conduct grade no lower than Needs Improvement (N) for 90 days prior to induction. The Tri-M sponsor will receive recommendations from music ensemble directors, private teachers, the Director Curriculum and Instruction and the Dean of Students to assess the above qualifications. Members must maintain the standards that were used as a basis for their selection. In addition, any violation of the Academic Honesty Policy will result in dismissal. Meetings are held each month on the first Friday that school is in session.

Writing Honor Society

Members of the Quill and Scroll Honor Society are chosen from sophomore, junior or senior students. To qualify to membership into the VMA chapter of the Society, the student must have: earned a GPA of 3.5 or higher in the most recent semester; achieved superior work in some phase of high school journalism; published twice in the current school year; been recommended by the VMA Quill and Scroll committee; and been approved by the Society’s executive director. In addition, members are expected to participate in the society’s service activities, and have a conduct grade no lower than “N” for 90 days prior to induction. Members must maintain the standards that were used as a basis for their selection.

ACADEMIC TEAMS

Mock Trial

Mock Trial is sponsored by the Young Lawyers of Pennsylvania Bar. Interested students are offered an opportunity to compete with other Pennsylvania High School Mock Trial teams. The students prepare both the prosecution and the defense of a case proposed by the Young Lawyers and assume the roles of lawyers and witnesses in the mock case. Participants develop thought processes and persuasive and extemporaneous speaking skills. The formal competitions are held before a Chester County Common Pleas Judge at Chester County Courthouse. Practices are held after school and on weekends based on availability of the assisting attorney.

PA Mathematics League

The Pennsylvania Mathematics League hosts monthly contests to challenge and motivate students who have an interest and ability in mathematics. Each contest is a thirty minute, six question test for which participants may use a TI-84 calculator. Members are required to attend five out of six meetings, work on the test for the full thirty minutes, and be open to discussion after the contest. The names of the students with perfect scores and the highest cumulative scores across the state are published each month in the County Summary Report. The schools with the highest scores are also listed.

CLUBS

Art Clubs

The Freshman Art Club gives students an exposure to the art experience and lays a foundation for further study of art. The club is open to any ninth-grade student, regardless of experience or manifest ability. The club meets two or three times a month.

The Sophomore Art Club allows students to continue their growth in the arts. Members investigate different topics each month. The club is open to any 10th grade student and meets two or three times a month.

The Badminton Club

The Badminton Club offers students an opportunity to learn and to develop skills in this popular non-traditional sport. The club meets during the spring semester and offers open gym for badminton on an informal and competitive level. Moderators coach students in the basics of badminton and provide a fun, engaging atmosphere. The club also includes a singles tournament and a doubles tournament. Meetings times are determined post basketball season based on gym availability. There is no experience required.

The Book Club
The Book Club provides the opportunity for students to celebrate their love of reading and talking about books in a friendly and open atmosphere. The club setting also serves as a safe and welcoming environment to learn about and try different genres. Throughout the year, Book Club meets after school in the Learning Commons and occasionally hosts discussions on Schoology. Meetings, discussion topics and other activities are determined by Book Club member surveys. Discussions are open to anyone interested, not just club members.

The Climbing Club

The purpose of the Climbing Club is to promote the development of students across the physical, social, and emotional domains. Members of the club will participate in a sequential series of activities which will ultimately enable them to acquire skills in climbing, rappelling, and belaying while also building trust, teamwork, leadership, and self-confidence. The club meets on the second Friday of the month. Because each meeting builds upon the last, attendance at all meetings is mandatory, and members are expected to be fully committed. Students will test and utilize all of the skills they learned on a culminating field trip at the end of the school year. There is no experience required to join.

Language Clubs

The purpose of the Language Clubs (French/Latin/Spanish) is to promote excellence in the study of world languages and to cultivate an interest in and deeper understanding of the history and culture of countries around the world. During the year, members are expected to attend meetings and to participate actively in the planning and executing of the club’s service projects, cultural activities, and periodic outings. Membership is open to all interested students; meetings are held on the second Thursday of the month.

The Ping Pong Club

The Ping Pong Club gives table tennis enthusiasts an opportunity to get some exercise and expand their knowledge about the game. Whether an experienced player who looks to improve upon her current skills or a novice player looking to learn the game, the Ping Pong Club will have something for everyone. Members will need to attend club meetings every second Monday of the month.

The Photography Club

New description-The Photography Club provides students with opportunity to explore the skills and techniques for capturing pictures as well as editing videos. Members can share their creativity, enthusiasm, and knowledge of photography and videos in a welcoming atmosphere. Club members will capture Villa memories by participating in Festival and Charity Art Show. The club meetings will take place after school during the 2nd Monday of each month. Participation in this club requires attendance at 6 meetings during the year.

Technology Club

The Tech Club offers opportunities for students to explore a wide variety of computing innovations. Students learn how to fly drones, both a Phantom 4 and an Altair indoor videographic drone and shoot aerial photography. Students will also learn coding and design computer games. With AutoDesk and MakerBot Replicator 2X machines, students design and print in 3D. Robot design and programming is offered through Root Robotics, MindStorms and littBits robots.

MUSIC AND THE ARTS

Concert Chorus

The purpose of the Concert Chorus is to provide students with the opportunity to participate in ensemble singing for enrichment and enjoyment. Chorus members are expected to participate in all performances as well as in weekly Wednesday rehearsals. Additional mandatory rehearsals are held close to performance time; all ensemble members must be present for the entire duration of these mandatory rehearsals. Performances include the Christmas Concert and the Fine Arts Festival.

Handbell Choir

The purpose of the Handbell Choir is to provide students with a unique ensemble experience using English handbells and choir chimes. Membership is open to all students who possess at least basic music reading skills. Members are expected to participate in all performances as well as in weekly Monday rehearsals. Additional mandatory rehearsals are held close to
The Madrigal Singers

The Madrigal Singers is an auditioned vocal ensemble of sophomores, juniors, and seniors. (In certain circumstances, freshmen may be invited to audition.) In order to audition, candidates must be current members of Concert Chorus and must have demonstrated exemplary attendance and participation in Concert Chorus for at least one semester immediately prior to the auditions. Continuing membership is by re-audition and requires exemplary attendance and participation in both Concert Chorus and Madrigals. Membership is a year-long, not a semester-by-semester, commitment. Members are expected to participate in all performances as well as in weekly Tuesday rehearsals. Additional mandatory rehearsals are held close to performance time; all ensemble members must be present for the entire duration of these mandatory rehearsals. Performances include the Tri-M Induction, Christmas Concert, Fine Arts Festival, and additional performances as scheduled. Students have the option to earn academic credit for their participation provided they meet certain additional requirements described in the academic catalog and course expectations published separately.

Orchestra

The Orchestra gives instrumentalists the opportunity to perform in an ensemble at school functions such as the Christmas Concert, Tri-M Music Honor Society Induction, and the Fine Arts Festival. Membership is offered to beginning as well as to advanced music students. Members are given specific assignments and are expected to practice for weekly Thursday rehearsals. Additional mandatory rehearsals are held close to performance time; all ensemble members must be present for the entire duration of these mandatory rehearsals. Performances include the Tri-M Induction, Christmas Concert, Fine Arts Festival, and additional performances as scheduled. Students have the option to earn academic credit for their participation provided they meet certain additional requirements described in the academic catalog and course expectations published separately.

Pop Band Club

The purpose of the Pop Band Club is to learn to perform modern popular music in various styles. The Pop Band Club will participate in a number of performance opportunities both on and off campus throughout the year. The club will meet two or more Mondays each month (TBA) from 3 to 4 PM. Participation in the club will require an additional bi-annual fee of $100. Membership is limited in number and based on auditions held at the beginning of the school year. All instrumentalists and vocalists are welcome to audition. Participants can miss club when necessary to a reasonable extent (about 3 times bi-annually). But regular attendance is mandatory when the band is close to a performance date. Note that participation in the Pop Band Club does not fulfill the ensemble membership requirement for Tri-M Music Honor Society.

The String Ensemble

The String Ensemble is an auditioned and select ensemble of sophomores, juniors, and seniors. (In certain circumstances, freshmen can be invited to join.) In order to audition, candidates must be current members of the Orchestra and must have demonstrated exemplary attendance and participation in the Orchestra for at least one semester immediately prior to the auditions. Continuing membership is by re-audition and requires exemplary attendance and participation in both Orchestra and String Ensemble. Membership is a year-long, not a semester-by-semester, commitment. Members are expected to participate in all performances as well as in weekly Friday rehearsals. Additional mandatory rehearsals are held close to performance time; all ensemble members must be present for the entire duration of these mandatory rehearsals. Performances include the Tri-M Induction, Christmas Concert, Fine Arts Festival, and additional performances as scheduled. Students have the option to earn academic credit for their participation, provided they meet certain additional requirements described in the academic catalog and course expectations published separately.

PUBLICATIONS

Literary Magazine

Festival challenges and showcases talented student writers and artists. Members work on all aspects of the publishing process, from campaigning for contributions to developing the theme and evaluating the works submitted, from typing and proofreading contributions to designing attractive layouts. Editors and staff members meet on either the first or second Wednesday of the month. Editors are also expected to meet at other times throughout the year. All members are expected to give additional time from December through March to prepare the magazine for publication deadlines.

Newspaper
The Villa Voice is a student-run news publication. Members must attend training sessions in the early fall. The newspaper is published up to three times during the school year. The staff works together to brainstorm ideas and edit articles before it is published. Reporters, photographers and designers also work independently to research stories, interview sources, and write articles. During deadline week, all section leader members must attend all meetings until their section is finished for the deadline.

Yearbook

The purpose of the Reflections staff is to capture the activities and events of the school community throughout the year. Editorial staff members must attend one mandatory meeting after school on Wednesdays at 2:15 each week in Room 407. In addition, they must meet with their section one time before school or after school each week until the end of February. Certain sections may meet into March to capture prom and spring sports. Students can also work on their sections at home by logging into the Jostens website. Writing staff members typically meet in the mornings once per month. The editors attend and facilitate all staff meetings. During deadline week, all staff members must attend all meetings until their section is finished for the deadline.

THEATRE GROUPS

Devon Theatre

Devon Preparatory School invites Villa Maria Academy students to participate in Devon Theatre which presents a fall drama and spring musical. Auditions are held at Devon Prep about three months prior to the opening of the show. Students interested in acting, singing, or dancing in serious drama or musical comedy may use this as an avenue for their talent. For specific information, contact Devon Preparatory School.

Light and Sound Crew

Members of the Light and Sound Crew are responsible for helping with light and sound in the auditorium for all liturgies, assemblies, and special events. Students learn how to focus lights and design light plots, as well as how to set up a variety of sound equipment. In addition, students have the opportunity to operate VMA’s state-of-the-art lighting and sound boards. Meetings and rehearsals are held on an as-needed basis.

The Malvern Theatre Society

The goal of The Malvern Theatre Society, a collaboration between Villa Maria Academy and Malvern Preparatory School, is to improve the acting and technical abilities of each student. Each year the society produces a full-length drama in the fall and a complete musical in the spring. VMA students are involved in all aspects of the productions which are presented on the first two weekends of November and March. For more information, call Malvern Preparatory School.

Marian Masques

Marian Masques offers opportunities for students to showcase their theatrical talents by performing in dramatic productions throughout the year. The fall semester includes a short Christmas play, for which students can earn community service hours; the spring semester includes a one-act play or series of small scenes centered on a particular theme. Marian Masques’ exciting new venture is writing and producing original shows that are uniquely Villa in theme and talent. Students may participate as actors, singers, dancers, stage managers, prop masters, light/sound technicians, set/costume/program designers, scriptwriters, and more. Meetings and rehearsals are held on an as-needed basis, with the majority of rehearsals held in the spring leading up to the final production.

STUDENT ACTION

Athletic/Spirit Association

The Athletic/Spirit Association aims to promote good sportsmanship, respectful enthusiasm and Hurricane pride in all events sponsored by the Villa Maria Academy community. Meetings are held on the third Thursday of the month.

Respect Life Club

The Respect Life Club promotes a reverence for life in all its stages, especially the unborn, the disabled, and the elderly. The group organizes service projects which include Special Olympics, March for Life in Washington, assisting the elderly, and writing letters to promote correction of social injustices. Meetings are held on the second Monday of the month.
**SpeakUp**

**SpeakUp** is an event that encourages honest and open dialogue between parents, teens and teachers on current topics such as alcohol, pressure, social media, and relationships. A steering committee of 60 student leaders prepares the event, along with the organizers of the non-profit group, **SpeakUp**. The student leaders are from Villa Maria Academy, Malvern, Prep, Notre Dame Academy and Devon Prep.

Interested juniors send the SpeakUp moderator a letter of intent, indicating the reasons for wanting to be part of the Speak Up team. Students are then interviewed by the Speak Up moderator. A list of applicants is sent to the administration for approval. Each year eight juniors are selected for the two-year commitment. These eight juniors, combined with the eight seniors, comprise Villa's Speak Up leadership team.

The preparation and planning for the SpeakUp event involves six leadership meetings over a three month period. These two-hour meetings are held at Malvern Prep with the leaders from the four schools.

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**PHYSICAL FITNESS**

**Athletic Teams**

Villa Maria Academy’s **Athletic Teams** include the following:

**Fall Sports:** Cross Country, Field Hockey, Golf, Soccer, Cheerleading, Tennis, Volleyball

**Winter Sports:** Basketball, Indoor Track, Cheerleading, Swimming

**Spring Sports:** Lacrosse, Softball, Track and Field

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**STUDENT LIFE**

**ADVISORY/ SMART LUNCH PROCEDURES**

During homeroom period, all students are asked to indicate on Sign-Up Genius where they intend to spend the Advisory and/or Smart Lunch periods. Even if the Advisory Period is prescheduled for the student, the student should indicate where she will be during those times. If her plans change during the day, the student must correct her entry on Sign-Up Genius at least 45 minutes before she is expected to report to the designated location. The options are as follows:

- A specific classroom with a teacher
- The Learning Commons (as eligibility and space permit)
- A computer lab
- The study hall, room 316
- Cafetería (Smart Lunch, designated time only)
- Music/Art instruction
- Senior Lounge
- Weight room/dance studio, when available

**ATTENDANCE PROCEDURES**

**REPORTING ABSENCES:** The school requests daily notification of student absence or lateness be made by calling the Main Office at 610-644-2551 by 7:50 am. This attendance line is available 24 hours a day, seven days a week. Calls must be made by parents. If the school does not receive a phone call, the school will attempt to contact parents to verify the absence.

Students who have been absent must present a written absence note to the Main Office. *Absence notes must be placed in the box assigned for that purpose by the student herself. Any student who fails to submit a note from her parent or guardian or physician with a satisfactory explanation for her absence within three days of her return to school will be classified as having an unlawful absence.* We regret that we cannot accept emailed notification regarding any attendance or absence matter.

Students who anticipate being absent or late should present a note to this effect to the Main Office prior to the intended absence or lateness.

**FAMILY VACATION/ABSENCE FOR NON-SCHOOL SPONSORED ACTIVITIES:** The school calendar is structured to provide vacation time. Therefore, vacations or participation in non-sponsored school activities which result in a student missing school during regularly scheduled school year are discouraged and viewed as unexcused absences.

Should a special occasion cause the family to schedule a vacation during regular class days, an “Anticipated Absence Form” (p.59) must be submitted to the Dean of
Students five days PRIOR to the trip. It is the student’s responsibility to check with her teachers PRIOR to the trip.

Homework and other assignments must be completed and returned by the date indicated by the teachers. Any necessary tutoring will be the family’s responsibility; it is not the teacher’s responsibility to re-teach lessons or tutor a student who has missed classes due to a vacation or participation in non-school sponsored activities.

PARENT TRAVEL: If a parent plans to be out-of-town, the school asks that the Main Office be notified and specific information regarding emergency contact be given.

EARLY EXCUSE: Students who must be dismissed from school early should present a note to this effect to the Dean of Students two days in advance. A student may not leave school grounds before dismissal without taking her “Early Dismissal Form” to the Main Office and signing out.

NOTE: Since the Advisory Period is considered part of the academic day, generally students will not be granted more than five early dismissals per semester unless the dismissal request is supported by a note from a medical provider.

SAME-DAY REQUEST for EARLY EXCUSE: Such a request will be considered in an emergency situation. The request for same-day early dismissal must be presented in writing to the Dean of Students’ office between 7:30 a.m. and 7:50 a.m. The student will be issued a warning if the note is received after 7:50 and subsequent issues will result in a demerit, and then a detention. Should the note require clarification, the Dean of Students’ office will then contact the parent before granting the same-day request. In the event that the parent cannot be reached, the request may be denied. A student who has been granted permission to leave campus must present her dismissal slip to the Main Office and sign-out before leaving campus. A student dismissed early for a medical reason must submit a note from her medical practitioner upon her return to school.

Should a student return to campus after an appointment, she must report to the Main Office to sign-in before reporting to her classes.

LATE ARRIVAL POLICY

Villa Maria Academy strives to communicate to the students the importance of being punctual. A warning bell is rung at 7:55 a.m.; students who are not in homeroom when the second bell is rung at 7:58 a.m. are considered to be late. Those students, including all students who have arrived on late buses, are to report to the Main Office. Failure to do so will result in a disciplinary warning. Only a late school bus, a medical appointment or condition documented by a medical note, a documented DMV appointment (one per year), a court order, or a funeral will be considered as justification for excused lateness.

Students will be permitted a total of six unexcused late arrivals to school for the entire school year (that is, arrival at ANY time after 7:58 a.m.). While these late arrivals will affect Perfect Attendance status, there will be no disciplinary action for the first six unexcused late arrivals to school during the school year.

Students who accumulate more than six unexcused late arrivals during the school year will warrant the following disciplinary action:

- Seventh lateness: results in being placed on academic at-risk for the remainder of the semester and will warrant loss of parking privilege for the remainder of the year (fee will not be refunded).

- Subsequent late arrivals may result in disciplinary and academic consequences such as, but not limited to Saturday detentions, parent meetings, inability to sign-out for RFT.

If a student reaches 11 late unexcused arrivals for a course without legitimate reason such as a long-term illness supported by a doctor’s note, the student will be required to meet with the academic advisory council for further academic and disciplinary action.

Attendance will be recorded on student transcripts.

PERFECT ATTENDANCE:

At the end of each year, Perfect Attendance Certificates are awarded to students who have been neither late for
school nor absent from school on any day of that year—this includes early dismissals that are not accompanied by doctor’s notes. **NOTE:** Students who have repeatedly missed classes because of illness or early dismissal will generally not be eligible for perfect attendance recognition.

**EXCESSIVE and/or SPORADIC ABSENCES:** Vacations during the school year are discouraged. Students are required to make up missed work in a timely fashion and at the convenience and direction of the teacher. Because repeated absence will eventually have a negative effect on the student’s course work, the school will require physician’s notes for sporadic or excessive absences.

A student legitimately absent for three or more consecutive days because of illness is required to present a note from a physician stating the reason for the absence. A student suspected of having a communicable disease must remain out of school for the indicated time and must present a physician’s note indicating the type of treatment when she returns to school. This includes, but is not limited to, absence for the following: any undiagnosed rash, chicken pox, contagious conjunctivitis, hepatitis, mononucleosis, and staph or strep infections.

Please see pg. 9 and 10 regarding sporadic and long-term illness policies.

**ABSENCE BECAUSE OF SUSPENSION:** A student suspended from classes may check Schoology for assignments and/or request that class work be sent to her. She may also send work to her teachers. The student must make the request and provide the means for this exchange of work. The teacher may not initiate such action and should handle all exchanges in a professional and objective manner.

If a student is suspended from classes, she should generally expect to lose credit for in class assignments such a group-work and assessments.

Unless individual teachers have granted extensions, work missed during the time of suspension must be submitted on the day the student returns to school.

If an extension has been granted, the period allotted for the completion of work will be equivalent to the number of days suspended. If this occurs at the end of a marking period, the student will receive an Incomplete grade. The grade is to be computed and sent to the Studies Office when the work is completed, within the time allotted. Work not completed in the time allotted will receive a grade of “F”.

**PARTICIPATION IN ACTIVITIES:** Ordinarily, no student may participate in any school-related activity, including activities sponsored by other schools, unless she has reported to school by 9:30 a.m. If a student must leave school for a medical appointment after 9:30, they must first come to school, follow the early dismissal procedure and then return to school immediately following their appointment with a medical note; however, this is strongly discouraged. Should a student arrive to school later than 9:30 and also seek and early dismissal that day, they will not be able to participate in their activity after school. Activities involved include – but are not limited to – dances, field trips, athletic competitions, musical performances, and honors convocations. Likewise, students who are receiving academic accommodations due to long-term illness may be temporarily restricted from participation in activities.

**ASSEMBLIES**

In addition to mandatory attendance at school liturgies, all students are required to attend assemblies scheduled during regular school hours unless otherwise exempted. **NOTE:** Any student who misses more than two liturgies must meet with the Principal; her parent must also attend this meeting.

Students are to sit in designated homeroom sections in order that attendance may be checked. Failure to report to an assembly in a timely fashion will be considered as unexcused lateness or cutting class.

**BOOKS**

Some textbooks are the property of the school and others are provided for the student’s use by tax money. All students are to place their names and homeroom section in each book.

All textbooks are to be returned the day of the final examination. Books which are lost or damaged must be paid for by the student. Students and parents will not have access to grade reports and transcripts until all books and other school property are returned.

School bags are to be used in transporting books. Because the school is acutely aware that book bags are very heavy, the following provisions have been made:

- Every student has been assigned a locker.
Textbooks are provided in the study hall and in most classrooms for in-class use.
Musical instruments and athletic equipment must be locked in lockers or in the music closet. These items may not be carried around during the school day.

**NOTE:** Book bags are never to be left outdoors or in hallways or doorways or in the aisles of classrooms.
Also, no glass bottles may be carried in book bags.

When reporting to the auditorium, students should leave book bags in the classrooms they are vacating.

### BUSES

Many school districts provide transportation to Villa Maria Academy. All Villa Maria Academy students are expected to be respectful to the driver and to fellow passengers and to adhere to the directives of the bus driver and the sponsoring district. Students whose behavior is deemed inappropriate and/or dangerous may lose their bus privileges. Appropriate disciplinary action will be taken. **NOTE:** Due to insurance regulations, no student may ride the bus of another school district.

### CHANGE OF ADDRESS/TELEPHONE NUMBER

Should a family have a change of address, parent email address, or telephone number at any time during the school year, the parent (s) should notify the Student Information Systems Administrator at extension 1019.

### COLLEGE VISITS

Students are encouraged to visit colleges during the summer following their sophomore and junior year and are advised to review the school calendar and plan visits that coincide with school holidays or long weekends. However, it is sometimes necessary to visit colleges on days when school is in session. In this case, the procedure is as follows:

1. The student will be responsible for notifying her teachers so that they are aware of the intended absence and the student can obtain necessary assignments.
2. Upon her return to VMA, the student must submit a proof of attendance form from the admissions office of the college to the registrar. The school absence will then be recorded as “excused”.
3. During senior year, the students are allotted three (3) days for college visits. Generally, seniors who miss school more than three days for college visits are not eligible for perfect attendance.
4. Juniors are permitted three (3) college visit days during the year; this day will be considered “excused” as long as the required college documentation is submitted.

### COMMUNICATION

While there is a parent-teacher conference day scheduled in November, parents may request a meeting with a teacher, or counselor at any time. Teachers should respond to such requests within 24 hours on business days or the next school day following a weekend or break. Parents and students are urged to address questions and concerns to the appropriate teacher first. If necessary, depending on the nature of the concern, contact can then be made with the department head, Director of Curriculum and Instruction, Dean of Students, or Athletic Director. If the parent is not satisfied that the issue has been resolved satisfactorily, the parent should then request a meeting with the Principal.

Villa Maria Academy does not respond to anonymous communication.

### DISCIPLINE CODE

**PHILOSOPHY**
A characteristic of maturation is an increasing ability to exert effective and appropriate self-discipline. Recognizing that one aim of Villa Maria Academy is to educate the “whole person,” the school then strives to develop this sense of self-discipline, including a recognition in each student of her obligation to respect the rights and property of others. Since discipline cuts across all aspects of student life and is integral to the academic environment within the school, each person in the school community is essential to its maintenance and formation.

Thus, while it is the school’s goal that a student assumes responsibility for her actions and be aware of the consequences of such actions, it is also the duty of the administration, faculty and staff to foster an atmosphere which is conducive to this aim. Violations of school rules, therefore, are reported to the Dean of Students. The Dean of Students assumes responsibility for leading the school community to the fulfillment of this aim by directing and implementing policies and procedures that result in this education of the student.

The discipline code is designed to encourage students’ adherence to school rules and to teach that violations of these rules have consequences appropriate to the nature of this misbehavior. The code is clearly communicated to each student and parent in the handbook. In addition, Villa Maria Academy provides a channel, the Dean of Students, through whom a student may respectfully question a reported offense. When a student’s behavior has been judged to be unacceptable, punitive measures, usually in the form of detentions, are taken.

DETENTION

A one-hour after-school detention period is held each week. Detention days are usually Monday’s but are advertised and held at the discretion of the Dean of Students.

Students assigned to detention generally receive a notice three days before the scheduled detention. This enables the students to arrange transportation, change work schedules, and notify coaches, etc. Consequently, NO student will be excused from detention or be permitted to postpone detention except for a very serious reason. Only the Dean of Students may grant permission to postpone detention. Students who receive such permission are generally required to serve double the originally scheduled detention time.

Any request citing a medical appointment must be supported by a note from the health care provider. This note must be submitted to the Dean of Students before 7:50 a.m. the day following the scheduled detention. Failure to follow this directive will be considered as cutting detention and grounds for serious disciplinary action.

Ninth grade students are required to have all detention slips signed by a parent; parents of older students will usually receive notice after their daughters have been assigned to two detentions in one semester. All parents should feel free to contact the Dean of Students whenever they have questions or concerns about their daughter’s behavior.

DISCIPLINE ISSUES

Discipline issues usually fall into three categories:

Level One Offense: include, but are not restricted to:
- Uniform violation
- Late to class
- Gum violation
- Uncooperative behavior
- Failure to return required forms
- Cafeteria violation
- Failure to submit required absence/late notes
- Failure to observe regulations regarding use of water bottles
- Failure to read/respond to teacher email
- Late to school (refer to policy on p. 22)

Any combination of three “Level One” offenses in a semester usually results in one hour of detention. NOTE: A warning letter will be sent to parents after a student has accumulated seven unexcused latenesses; a student who has been late eleven times must attend a meeting with the Principal and her parent(s) at which time she will be placed on a behavior contract.

Level Two Offenses: include, but are not restricted to:
- Out of assigned area
- Safety violation, including key card violation
- Cell phone/iPad violation
- Inappropriate behavior
- Rudeness/Disrespect
- Insubordination
- Inappropriate language
- Academic Integrity
Parking violation
Failure to observe posted speed limits
Learning Commons procedure violation
Study Hall procedure violation
Failure to follow Early Excuse procedure
Locker policy violation

Any single “Level Two” offense generally results in one hour of detention.

Note: Students who display persistent disrespect and/or uncooperative attitudes toward member(s) of the school community and/or school regulations will be dealt with seriously. Such behavior may result in the student’s suspension and/or expulsion.

Level Three Offenses: include, but are not restricted to:

Truancy
Cyberbullying
Cutting class
Leaving campus without permission
Fighting
Forgery
Lying
Vandalism
Harassment
Stealing
Inappropriate use of technology*
Threats
Failure to report to detention
Smoking**

* Technology: Inappropriate use of technology includes, but is not limited to, any video or photographic posting on YouTube or a similar site that has Villa Maria Academy identifiers such as a T-Shirt, uniform or text.

** Smoking: Students may not smoke, vape, or use e-cigarettes on school property, on school buses, in school uniform, or at school-related functions such as banquets, proms, athletic competitions, field trips, retreats, etc.

Note: Because an e-cigarette or vaping device could contain either tobacco or a controlled or illegal substance, students found in possession of such items will be disciplined according to the school’s “Drug and Alcohol Policy.’ See p. 37 for more information.

Level Three Offenses are judged in light of the student’s overall discipline record. Ordinarily, the minimum consequence is a one-day internal suspension. More severe consequences, including external suspension and expulsion, may result.

For information regarding breaches in Academic Integrity, please refer to page 35.

HAZING

Hazing activities of any type are inconsistent with the philosophy, mission, and educational goals of Villa Maria Academy and are prohibited at all times. Please refer to VMA’s Hazing Policy which appears in the Appendix of this Student Handbook (p.52).

NOTE: The purpose of the school is to teach, model and encourage behavior based on Gospel values. Therefore, the school will not tolerate any incidents of verbal and/or physical harassment or intimidation. Incidents of harassment, intimidation and/or hazing may result in suspension or expulsion. If any state or federal law has been violated, the school will observe all mandated legal procedures.

The Principal reserves to herself the right to judge individual disciplinary cases which may violate the purposes for which the school is conducted, or which bring dishonor upon the school whether the offense is committed on or off campus. Such cases may terminate in suspension, extended probation, or expulsion.

CONDUCT GRADES

Conduct grades are reported on a quarterly basis in the following manner:

P = Passing

N=Needs Improvement: Needs Improvement: Two detentions in a quarter or failure to improve in the relevant areas of concern from the previous quarter OR first offense homework violation.

U= Unsatisfactory: Academic honesty violation (plagiarism or cheating) OR second homework violation OR three or more detentions in a quarter.
**F = Failing:** Second academic honesty violation (plagiarism or cheating) OR a serious offense which dishonors the school’s purpose or name or results in suspension.

Students who have received an “Unsatisfactory” grade (U) in conduct will be placed on “Disciplinary Watch” for the next semester. Level three offenders, depending on the nature of the offense and/or on the student’s history, may also be placed directly on Disciplinary Probation.

**DISCIPLINARY WATCH**

Students whose behavior during the previous semester was unsatisfactory and in need of improvement will automatically be placed on Disciplinary Watch for the current semester. During this period, the student will meet with the Dean of Students each month to review and discuss any behavioral concerns. Should the student be assigned to detention during this “Disciplinary Watch” period, she will be required to serve two hours for every one hour of detention assigned. Students whose conduct does not reflect improvement during this period will be placed on Disciplinary Probation.

**DISCIPLINARY PROBATION**

Disciplinary Probation results when either

1) Repeated efforts over a period of more than one semester to work with the student to improve her behavior have failed; **OR**
2) The student has committed a very serious infraction of a school rule or policy

Generally, Disciplinary Probation results in the student’s loss of the privilege to participate in all school-related activities for a period of thirty (30) days. During this period, the student may attend practices and view events as a spectator. She may not represent the school, wear an athletic uniform, or attend school dances. Furthermore, a student on disciplinary probation will not be permitted to participate in school sponsored field trips. Any student on Disciplinary Probation as a result of inappropriate behavior at a school dance will not be permitted to attend the next dance, even if the dance is held beyond the 30 day probationary period. A mandatory meeting with the Principal and/or Dean of Students, parent(s) and student is also required.

The probationary period may be extended up to a year for extremely serious violations and/or for students whose disciplinary history warrants more drastic consequences. In the case of extended probation, consequences will be determined on an individual basis by the Dean of Students and the Principal.

**NOTE:** Effective July 2007, schools are required to record any student suspension for disciplinary reasons on the Common Application Form used by over 500 colleges. Villa Maria complies with this directive.

**DRESS CODE**

**REGULATION UNIFORM**

Students must wear the regulation school uniform purchased from the school’s designated supplier. The uniform offers several options:

**Winter Uniform**

- Regulation plaid skirt, no shorter than approximately 3” above the knee
- Appropriately-sized blue or white oxford cloth shirt, no non-Villa logos or emblems; school monogram on collar is optional. Shirt must be tucked in skirt

**NOTE:** T-shirts may not be worn under the school shirt
- **VMA navy blue blazer**—required for assemblies (names are to be placed in blazers)
- Navy blue school pull-over or V-neck monogrammed, acrylic or cotton sweater (optional)
- Navy blue opaque stockings or tights **OR**
- Navy blue knee socks or navy VMA crew socks (tights, non-VMA crew socks, ankle-style or cropped socks are not permitted)

**Summer Uniform**

- Regulation light blue cord skirt no shorter than approximately 3” above the knee
- Regulation navy blue knit shirt with school emblem—no substitute permitted (T-shirts may not be worn under the school shirt)
- Navy blue knee socks or navy VMA crew socks (ankle-style or cropped socks are not permitted)
● Navy blue school pull-over or V-neck monogrammed, acrylic or cotton sweater (optional)
● Approved dark brown shoes as indicated above.
● VMA lanyard with school ID

***Note: Upon request, a “tall” version of the uniform skirt is available from the uniform supplier.

Outerwear during School Hours

Students are permitted to wear BLUE Villa Maria Academy outerwear during the school day. Non-Villa Maria outerwear may not be worn. Any other color other than blue is not permitted unless it is a sanctioned Villa Spirit Friday. This will be determined by the Dean of Students.

In the colder months, other acceptable outerwear may be worn to travel between buildings. However, jackets or sweatshirts with offensive logos or logos of other school are not permitted on the VMA campus at any time.

Athletic Dress Code

Because of time constrictions and the desire to keep athletes in class as long as possible, athletes are permitted to wear team uniforms on days when they are participating in away contests. However, an athlete must adhere to the uniform code of her sport.

Participants who have been given official school athletic uniforms are to wear these uniforms as intended. Only regulation uniform components are to be worn. This precludes the addition of non-VMA sweatshirts and all T-shirts. If weather or regulation demands the addition of a warm-up suit, only the school-issued team suit or the VMA navy gym sweat suit is permitted. Socks which cover the ankles are required at all times. When a team or team member does not have a school-issued uniform, the Director of Athletics and coach will convey dress guidelines.

No athlete may wear an athletic uniform to liturgies or to formal assemblies—even if the liturgy or assembly is held on the day of an away contest.

The Director of Athletics and coach will issue specific dress regulations to the team and to the faculty at the beginning of each season. Athletic uniform violations will result in the loss of privilege to wear the athletic uniform during school hours and will also be considered a uniform infraction and treated in the same fashion as school uniform violations.

Pep Rally Dress Code

On days of scheduled pep rallies, in lieu of their regulation school uniforms, students are to wear class T-shirt, navy Villa gym sweatpants or gym shorts as indicated (seniors may wear jeans) and sneakers. Students may also wear turtlenecks, and socks in their class color.

School Sponsored Dances

Villa Maria Academy reserves the right to define the dress code for school-sponsored dances. Students should be dressed according to the standards of Christian modesty. Dresses that are immodestly designed will not be permitted. More specific directives will be given to the students before each dance. Any question regarding compliance to this policy should be addressed to the Dean of Students before the dress is purchased.

GENERAL PRINCIPLES

Uniforms should be cleaned, neatly pressed, and properly hemmed. The use of jewelry should be limited and appropriate for school wear. Severe shaven-type haircuts are forbidden as are painted streaks and/or glitter in the hair. Students who have pierced ears may wear modest earrings; however, any other type of body piercing, including tattoos, is strictly forbidden. Body art is likewise prohibited.

Requests to wear non-regulation shoes for an extended period must be submitted to the Dean of Students. Such requests must be accompanied by a note from a physician explaining the reasons for the request.

A student who is not in proper uniform should request an out-of-uniform slip from her homeroom teacher.

Uniform checks will be conducted during homeroom periods. Students who fail to follow the dress code will face disciplinary consequences.

Occasionally, the school may relax the standard uniform dress code. Such “casual dress” days, however, still have specific directives. It is the student’s responsibility to adhere to these “special day” codes. T-shirts with inappropriate logos, cut-off jeans or jeans with tears or holes; bare midriff, halter-type or spaghetti strap shirts;
flip-flops, and/or clothing advertising other schools are never permitted.

Students participating on field trips will also be given specific dress requirements appropriate for the nature of the trip.

**UNIFORM SUPPLIER**

Flynn & O’Hara Uniforms  
Festival Shopping Center  
428 W. Lincoln Highway  
Exton, PA 19341  
610-594-1970

Flynn & O’Hara Uniforms  
Drexeline Shopping Center  
5126 State Road  
Drexel Hill, PA 19026  
610-259-3115

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**Regulations for Students Who Drive Cars to School**

Seniors and juniors who drive to school must register their cars and park in the spaces assigned to them. The school does not expect her students to park their cars in nearby residential or business areas.

Preference for parking spaces will be given to seniors with valid driver's licenses. Remaining spaces will be made available to licensed juniors on a “first come, first served” basis.

Parking registration will be held during May for the following school year. The parking permit fee is $50 per year; the charge for the replacement of a lost tag is $10.

- A student must park only in her assigned space.
- All student cars are required to display a VMA parking permit. This permit should be hung from the rearview mirror.
- All cars must be locked while on campus.
- All students are to observe the 5 m.p.h. speed limit on school property.
- Students are reminded that passing a school bus while its red lights are flashing is an offense punishable by law.
- Drivers are to observe the “one-way” arrows indicated in the parking lots. Entrance and exit lanes are one-way.
- U turns are not permitted in the school parking lots.
- No one may pass another car in the school zone. Cars should wait patiently while passengers are being dropped off.
- **No student is permitted to go to her car during the school day. Permission to do so will be granted only in cases of emergency and such permission must be obtained from the Dean of Students or Main Office.**
- For safety and traffic reasons, cars may not be moved during the school day nor may students move to another space after school until 3:15 p.m.

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Villa Maria Academy reserves the right to define appropriate school appearance.

- Any damage which occurs to cars on VMA property must be reported in a timely fashion to the Dean of Students.
- Any student who violates the attendance policies on page 23 will forfeit their privilege to park on campus (fee will not be refunded).

**Students who violate any of the above regulations will be assigned to detention and/or lose their driving or/parking privileges.**

**NOTE:** Students who use Uber or similar transportation services to and from campus do so at their own risk. The school assumes no responsibility for their safety.

**GUM**

Students may not chew gum during regular school hours—i.e. 7:55 a.m. to 3:00 p.m. This includes lunch periods. Chewing gum is likewise banned at school dances.

**HOMEWORK**

Villa Maria Academy is a college preparatory school. Courses aim to provide students with the necessary
knowledge and the study skills needed for success in college. Students should realize that “homework” is not just written work. Often assignments require additional reading, research and/or study over a period of time; the student should learn to budget her time in order that assignments be completed in a satisfactory and timely fashion.

Unless otherwise specifically indicated by the teacher that outside help or group work is permissible on a certain assignment, i.e. a “B” coded assignment, the VMA student is expected to complete and submit assignments which are her work and only her work.

INFIRMARY

Students who are ill must request a Clinic Slip from a classroom teacher at the beginning of her class or from the lunch moderator at the beginning of lunch period. No teacher will be permitted to issue a Clinic Slip at the end of class; instead, the student should report to the next class and request a slip. The student must then report directly to the infirmary. No student may be in the infirmary at any time without first obtaining a clinic slip. If school personnel judge that the student’s condition indicates that she should be dismissed from school, the nurse will contact her parent or the designated emergency contact. No student may call or text her parent to request her own dismissal.

ELECTRONIC EQUIPMENT

Students may use personal listening devices on the buses. During the school day, personal headsets may be used on campus for academic purposes only and are restricted to classes where the teacher has allowed their use and in the Study Hall and Learning Commons.

All students should carry their iPads to school daily. Student iPads should be fully charged each day and students may wish to carry an extra USB charging cable to school should the iPad lose battery due to extended use. There are charging areas in the Learning Commons and in study hall.

The use of cameras, including video cameras, is prohibited during the school day unless permission has been given by an instructor or administrator.

In addition, electronic texting, chatting and/or instant messaging, and game playing are not permitted during school hours. If at any time, a staff member asks a student to put away her electronic device, she is required to do so or she forfeits the privilege of its use at VMA.

NOTE: A student who participates in cyberbullying and/or who photographs, records, and/or videotapes a teacher, staff member, or another student and posts the material on any electronic media without explicit authorization to do so is liable for immediate expulsion from Villa Maria Academy.

Furthermore, no student shall use technology or school resources to create or engage in fake accounts on the Internet or on campus. Any pseudo accounts made for another student or faculty/staff member or made without the knowledge of the person will hold the creator accountable for consequences. This will include disciplinary action as well as a loss of privileges on the school network as deemed by the administration. This applies to whether the use occurs on or off campus using Villa Maria or personally owned devices. It is also prohibited to retain a photo of a faculty/staff member to be used without his/her knowledge on any social media or device settings.

It is expected that all Villa Maria Academy students behave appropriately and within the parameters of the Integrity Agreement they sign.

TELEPHONES

School telephones may not be used for any calls other than official business. Students will not be summoned to answer telephone calls, nor will telephone messages be delivered to students except in case of emergency. Because cell phones can be distracting and disruptive to the learning environment, students are not permitted to use personal cellular telephones on campus during the school day; this includes text messaging, taking pictures and/or checking voice mail. All cell phones must be completely turned off and stored out-of-sight in book bags from 7:50 a.m. until after announcements, prayers and dismissal. In the case of an emergency, students should seek permission to use the phone in the Main Office or in the Dean of Students’ office.

Office Telephone: 610-644-2551
Fax Number: 610-644-2866
SCHOOL SONG

Villa Maria, we love you.
We’ll be true to you
For we’re proud of all you mean,
Your colors, white and blue.
In life’s rain and sunshine gold
May God keep us true
To the dearest spot on earth,
Villa Maria, you!

Villa Maria, we love you.
We will stand by you.
Should your skies be misty gray,
Our love will make them blue.
Heart and hand are yours fore’er,
Our Alma Mater true,
Pledge of holy gratitude,
Villa Maria, you!

STUDENT SERVICES

CAFETERIA

Luncheon service is available to all students in the school cafeteria. All students must observe the norms of courtesy and respect and the regulations of the cafeteria.

1. Students “My Payments Plus” accounts must be in good standing to buy lunch in the cafeteria. If a student has accrued a negative balance of more than $5.00, they WILL NOT be permitted to buy lunch. Any student with a balance at the end of the semesters will not receive a report card, or graduation materials.

2. Students may not take food or drinks outside the cafeteria nor may students carry glass water or juice bottles and/or coffee cups around the school building during the school day. Note: For this purpose, the school day is defined as the time between 7:50 a.m. and the dismissal announcement after final prayers.

3. Also, students are NOT to leave book bags in the cafeteria while they are participating in after-school activities.

4. No more than six chairs are to be placed around a cafeteria table, Students are expected to sit in their designated class sections. EXCEPTION: Freshmen will be assigned tables by their guidance counselors.

5. Students are not permitted to have food delivered to the cafeteria unless they have received permission to do so from the Director of Food Services.

6. Although students may bring cupcakes or snacks for celebrations, they are not permitted to bring cakes.

7. Books, laptops and/or iPads may not be used in the cafeteria until all students at the table have finished eating.

8. The warning bell is rung five minutes before the end of the period. If students have not already done so, they should return trays, dispose of trash and clean tables at this time. Every student at the table is responsible for the conditions of the table at the end of the period.

9. Seniors may carry food to the Senior Lounge. However, they must use trays to transport food and beverages. These trays must be returned to the cafeteria by the end of the third block.

Any request for an exception to the above regulations must be cleared by the Director of Food Services.

CHAPEL

The chapel is located on the first floor of Regina Mundi. Students are encouraged to make frequent visits.

COUNSELING SERVICES

The goal of the counseling Department is to support the academic, social, emotional and Christian growth of each VMA student. The department is solution focused and student centered. Each student is assigned to a School Counselor who will remain in place for all four years of high school. An additional college counselor is assigned and will work with each student during their junior and senior years.

A seminar style curriculum is instructed by the counseling department during all four high school years and is designed to prepare the students for future success. VMA students use the college search system called SCOIR, a comprehensive tool for students and families, throughout the curriculum. This resource supports student engagement and achievement while integrating individual learning plans with course, college and career information.
Mental health resources are available upon request by contacting a student’s school counselor directly. Mental health concerns, or long-term illness that is mental health related should be communicated to the school counselor directly. The school counselor will disseminate appropriate information to the student’s academic team, and help in constructing a school return plan.

*If you are using an outside college consulting firm, your college counselor, and the school must be made aware.

TRANSCRIPTS

Graduates requesting transcripts should consult the Counseling webpage for directives. There is a fee of $5.00 per transcript.

Safe2Say

In the 2019-2020 school year, the Pennsylvania Department of Education, in conjunction with the attorney general, mandated that all PA schools must use the Safe2Say application. The application is designed for students to anonymously report concerns about another student’s wellbeing. The submissions are triaged in a tiered system based on severity to the school and handled confidentially by a Safe2Say taskforce. All Safe2Say reports will result in a phone call to the students home no matter the level of severity. Submissions can be made in the application, or by going to www.Safe2Saypa.org

HEALTH SERVICES

Villa Maria Academy Health Services consists of a team of health professionals including:

- A certified school nurse and a Great Valley School District nurse
- A physician consultant
- A certified athletic trainer
- A sports physician consultant

The Nurse’s Office is staffed full time to provide first aid and to support students who become ill or injured during the school day or who need health maintenance of a chronic or acute condition. If further treatment is required or a student needs to go home, parents will be contacted. In the event of an emergency, 911 will be called and the student will be transported via ambulance to the hospital.

The Athletic Trainer’s Office is staffed by a Certified Athletic Trainer who provides services to VMA’s athletes. She is trained in various domains which include the prevention of sports-related injuries and illness; recognition, evaluation and immediate care of injuries; and referral of illnesses; rehabilitation and reconditioning of injuries; and healthcare administration.

Student Care

A parent should contact the school nurse if his/her daughter has any health concerns including current or past medical diagnosis, allergies or pertinent health history. Likewise, the school nurse should be informed if the student takes medication daily.

Since the 2016-2017 school year, the ImPACT Test has been administrated to all incoming 9th grade students. This test provides a baseline report which can used as a comparison should a student be suspected of having suffered a concussion.

Long Term Illness: If a student will be absent from school due to illness or injury for an extended period of time, it is very important to contact the school nurse as soon as possible. The school may require physician’s orders clearing the student’s return to school as well as any information on provisions or special needs prior to the student’s return to school. Please refer to the Long Term Absence and Concussion Policy (p.9), for further information.

Health Care Regulations

The school’s health policies and guidelines are developed in accordance with school laws and regulations of the Pennsylvania Department of Health.

Illness: A student may not attend school with a 100.0 fever and must be fever-free (without the aid of fever reducers) for 24 hours before returning to school. In the case of a contagious illness, such as “pink eye,” mononucleosis, chickenpox, strep throat, undiagnosed rash, lice, etc., please notify the school. The student may return to school 24 hours after the start of treatment as per physician orders if fever-free as noted above.
**Medication in School:** The school is authorized by the district’s physician to administer acetaminophen, ibuprofen, TUMS, and Benadryl (emergency only). Epinephrine is authorized in a life-threatening situation. Students may not bring medicine to school unless it has been prescribed by a physician. Written physician’s instructions, as well as written parental permission to administer the medication, must accompany all medication (see “Medication Administration Form”, p. 73). Medication must be delivered in the original pharmacy container labeled with the student’s name, name of medication, dose and time to be taken. Such medication will be dispensed through health office personnel as prescribed. **NOTE:** School law was amended to allow students to carry and self-administer asthmatic inhalers and epi-pens. Please contact the school nurse for required form and instructions.

Students suffering from temporary disability and requiring transportation between buildings should report to the Main Office.

**Immunizations:** Pennsylvania state law mandates that students receive and provide documentation of required immunizations prior to entrance to school. Students who do not receive the required immunizations, will not be allowed to attend school. Please consult the school website for the list of required immunizations.

Religious/philosophical exemptions will not be accepted.
- The policy of the Archdiocese of Philadelphia with respect to vaccinations, requires all children to be vaccinated against a wide variety of diseases. Exceptions
- are not granted, except for medical reasons.

**Lice and Nit Policy:** See the policy posted under Health Services on the VMAHS web page.

**Mandated Screening:** According to Pennsylvania state law, each student will have her height, weight, hearing (11th grade only) and vision checked annually by the school nurse. A report will be sent home if any of these examinations indicates potential problems.

**Physical and Dental Exams:** Pennsylvania Health Law requires the following physical and dental exams for entry into school:
- **Physical Exams:** Physical exams are required for all Freshmen and Juniors as well as for transfer students. This report, including an updated list of immunizations, must be submitted by August 1st of the upcoming school year or else admission will be denied. **The PIAA Sports Physical form cannot be substituted for the School Physical form.**

  - Health records for all 9th grade students or for transfer students will be obtained from the previous school, if the school was located in PA. Parents will be notified if the health record is not complete.
  
  - **Dental Exams:** Dental exams are required for all students who transfer from outside of Pennsylvania.

**Note:** The physical and dental exams must be completed and dated within one year from the start of the school year and are to be submitted by August 1, 2020. Forms can be downloaded from the school website and can be found under Health Services.

**Student Athletes:**

A student who intends to participate in athletics must present the required PIAA physician’s and parent’s authorization forms before she will be allowed to try out for any team in the school’s athletic program. Forms can be found on Family ID. **NOTE:** The PIAA sports physical is only valid if completed after June 1st prior to the start of the school year. The required PA school physical cannot be substituted for the PIAA Sports Physical. For further information and forms, contact the school’s website or Athletic Trainer.

**Long Term Illness:** If a student will be absent from school due to illness or injury for an extended period of time, it is very important to contact the school nurse as soon as possible. The school may require physician’s orders clearing the student’s return to school as well as any information on provisions or special needs prior to the student’s return to school. Please refer to the Long Term Absence Policy (p.10), for further information.

**INSURANCE**

Villa Maria Academy enrolls each student and staff member in a medical accident insurance program. This insurance is intended to cover those minor accidents and/or injuries which may occur on school property or at school-sponsored events. All such accidents or injuries must be reported to the Main Office as soon as possible after the accident/injury has occurred. Forms may be obtained in the Main Office.
LIBRARY MEDIA SERVICES and LEARNING COMMONS

The mission of Library Media Services is to partner with faculty and administration to provide students with content and information services that support and enhance the VMA curriculum and help students develop information literacy skills necessary for college level research and adulthood. Within the flexible Learning Commons space, exposure to a professional librarian and different levels and formats of content helps students to ask questions, think critically about the “answers”, draw conclusions, and confidently make informed decisions to apply and share with the community.

The library collection housed within the Learning Commons includes print, video, and electronic information resources. Electronic resources are available to students while on-campus and remotely. All ninth-grade students receive an orientation to the library and instruction in the use of VMA library resources. Throughout the school year students of all grade-levels have research-based projects that require the use of the library and its resources, including support from the librarian.

The Learning Commons is a flexible, student-focused space that fosters collegiality and collaboration. There are laptops, printers, whiteboards, and a copier/printer designated for student-use. The Learning Commons also has storage accommodations for in-progress projects, as well as supplies to share. There are two small Study Rooms available for private study or small groups.

Learning Commons Regulations:

1. The Learning Commons is located in Room 408 of Regina Mundi and is open Monday through Thursday from 7:45 a.m. to 4:30 p.m. and on Friday from 7:45 a.m. to dismissal.
2. Students using the Learning Commons computers and printers must adhere to the Computer Network and Internet Acceptable Use Policy.
3. Passes are not required for RFT, however, access may be restricted if demand and/or occupancy limit is exceeded. EXCEPTION: Generally, freshmen must have a pass from one of their academic subject area teachers or the Librarian to use the Learning Commons during RFT.
4. Students should work respectfully in the Learning Commons and not interrupt the work of others.
5. Books are circulated for a two week period and can be renewed if not reserved by another student. Reference books do not circulate.
6. Food and/or beverages (other than water bottles) are not permitted in the Learning Commons.
7. Sign-out to use the Study Rooms (Rooms 411 & 412) at the Librarian’s desk. The rooms can be reserved advance.

LOCKERS

All students are assigned lockers for the storage of books and equipment; a student may not change her locker without permission. It is the student’s responsibility to see that her locker is kept locked; only school-issued locks may be used.

Students should not share their locker combinations nor should any other student open or otherwise access another student’s Locker. The school is not responsible for money or other valuables left in lockers. Students are reminded that lockers are the property of the school and should be aware that school authorities may open lockers if it is deemed necessary to do so.

Students may access their lockers before and after school. Students may also use their lockers between classes, but should take care to get to class on time.

Lockers must be kept clean and in order. Edible material must be removed from lockers at the end of each day.

LOST AND FOUND

The school cannot assume responsibility for the student’s personal property: all students are responsible for their own belongings and should take proper care of their possessions.

Names should be written in ALL items brought to school. Inquiries regarding lost blazers should be directed to the Dean of Students.

The school is not liable for any theft which occurs on its property. Consequently, students are especially reminded to check coats and valuables, including purses, in the coat check provided at school dances. Students who have lost items or clothing should check all of the Lost and Found locations which are located in the cafeteria, locker room, room 2007, 402 and 207. Found items will be displayed outside of the main office quarterly. Unclaimed items will be donated to charity.
VMA’s WEB SITE

The Villa Maria Academy website (www.vmahs.org) is a resource for all prospective and current students, faculty and alumnae. It contains information about the school in general, including the curriculum and school traditions, calendar information on events and essential school resources. Snow closing and news announcements are posted here as well as other school social media outlets. Access to all portals for curriculum, email, school forms and curriculum portals are available through links on the school website.

The school curriculum management system, Schoology, is accessible through the school website or by visiting vmahs.schoology.com. All students and faculty have password protected access to curriculum and daily resources centered on the students’ activities. Academic assignments and notices are posted by teachers, and students may use this portal to submit work and access class materials. Parents may also wish to access the academic information of their daughter’s coursework and parent access codes are available through the technology office.

All parents will receive codes on the first day of the school year to create a parent account should they choose to have one. All grades are still posted on the PowerSchool portal.

All-important school messages are posted on the school website and are communicated through our School Messenger system. Parents and guardians are occasionally sent messages about key events and updates through this service. During weather-related events, this message system is activated to alert our families of closings and delays. Most messages are delivered via email and text but important messages will also be communicated by a phone call to families.

For further information, consult the VMA website or the school technology department.

POLICIES AND PROCEDURES

ACADEMIC HONESTY

Villa Maria Academy is a Catholic Christian School which aims to teach the Gospel values, particularly stressing respect for others. It is, then, of utmost concern that the VMA student possesses the highest level of honor, integrity and honesty.

Acknowledging that learning is a process, the entire Villa Maria Academy – administration, faculty, parents and students – must value the process of learning. Any breach of academic integrity thwarts this educational process, compromises the bond of respect which must exist among the members of this school community, and violates the Gospel values on which the school rests.

Realizing that academic dishonesty is not always intentional, the school accepts its responsibility to educate her students regarding the standards of academic integrity. During their first academic quarter at VMA, all freshmen participate in multi-discipline, seminar-style classes in character education and receive practical technology instruction which aims to promote academic integrity. During the fall, incoming freshmen also receive instruction regarding the proper method of integrating the words, ideas, and opinions of another into their own written and electronic work and are taught the correct MLA format for doing so.

PLAGIARISM is a form of academic dishonesty. It is defined as the unacknowledged use of another’s words, ideas, and/or opinions. Care must be given to credit the work of another; this is usually done by parenthetical reference to the source. All students are required to purchase Diana Hacker’s A Pocket Style Manual which contains detailed information about the proper methods for avoiding plagiarism. This reference book is also available in the school library. Beginning at the second semester of their freshman year, all students are required to document all words, paraphrases, and private domain ideas, opinions, and visuals, whether the original source appeared in print, oral or electronic form.

Students are warned that plagiarism takes many forms:

1. Using another’s exact words (with or without quotation marks) without following the material with the appropriate reference to the source.

2. Paraphrasing or summarizing another’s work without the appropriate reference to the source.

3. Expressing opinions of another without the appropriate reference to the source.

4. Borrowing the structure of the work of another. Special caution is to be taken here, for the inexperienced student sometimes believes that
substituting synonyms for the original words makes the work her own. This is not the case.

Any form of lying, cheating or stealing, including plagiarism; submission of another’s work as one’s own; collaboration on homework assignments without permission; discussion of the content of tests and/or quizzes; violation of testing procedures, including looking at another’s paper and/or using or accessing forbidden notes or electronic devices; use of an electronic translator without instructor’s permission; reusing or modifying a previously submitted paper (e.g. from another course) for present assignment without obtaining prior approval from the teachers involved is considered a very grave breach of the bond existing among the members of this school community and will meet with disciplinary consequences.

NOTE: Using any type of answer key found on the Internet for homework or graded assignments without a teacher’s explicit permission or knowledge is considered to be extremely dishonest behavior.

ACADEMIC HONESTY POLICY
STUDENT RESPONSIBILITIES

Acknowledging the bond we have with ourselves and our teachers, we, the students of VMA, guided by Gospel values, will:

● Commit to the process of learning and strive to fulfill our personal academic potential while refraining from creating a stressful atmosphere.

● Acknowledge the importance of academic integrity and put that knowledge into practice, including following MLA guidelines for all papers and projects.

● Respect the efforts of our peers and teachers to adhere to the standards of academic integrity.

● Accept the following as academically dishonest: plagiarism; submission of another’s work as one’s own; collaboration on homework assignments without permission; discussion of content of tests; violation of testing procedures including looking at another’s paper and/or using or accessing forbidden notes or electronic devices; use of an electronic translator without instructor’s permission; reusing or modifying a previously submitted paper (e.g. from another course) for present assignment without obtaining prior approval from the teachers involved.

● Accept the responsibility to plan for academic deadlines and to communicate any problem in meeting obligations to the teacher in a timely fashion before the start of the school day.

● Access Schoology to know and follow individual teacher’s guidelines regarding homework assignments and missed class work.

● Ask questions and seek help with any academic issue in a responsible and appropriate fashion.

● Understand the importance of striving for balance between academic responsibilities and extracurricular activities.

● Sign an Honor Statement at the beginning of the school year and understand that my signature, whether it appears on a test, quiz, assignment, note, or form, is a reinforcement of that statement of honor.

CONSEQUENCES FOR VIOLATION OF THE ACADEMIC HONESTY POLICY

1. Copying / collaboration on homework assignments without teacher permission:

1st Offense:

● Detention: One Hour for both Giver and Taker
● Academic: Consequence determined by teacher
● Parent notification: 9th grade
● “Needs Improvement” (N) conduct grade

2nd Offense:

● Detention: 2 hours for both Giver and Taker
● Academic: Consequence determined by the teacher
● Parent notification: All grades
● “Unsatisfactory” (U) conduct grade

2. Academically dishonest behavior including, but not limited to, plagiarism; copying/cheating on a test; using forbidden devices or notes, or answers, including those found on the Internet; and discussion of the content of a test:

1st Offense:
● Detention: Minimum 5 hours
● Academic: Failing grades
● Parent notification: All grades
● “Unsatisfactory” (U) conduct grade

2nd Offense:
● Suspension: 2-3 days’ suspension
● Academic: Failing grade
● Notification: Parent meeting with Dean of Students
● “Failing” (F) conduct grade

In addition, after the second offense, the student will be placed on disciplinary probation and receive a written warning letter, indicating that a third violation will result in more severe consequences including the possibility of expulsion from Villa Maria Academy.

ALCOHOL/DRAW POLICY

The school’s alcohol/drug policy is designed to help the individual student to deal with her problem and/or addiction. However, because the school must also consider the welfare and safety of the entire student body, the school reserves the right to dismiss any student whose conduct brings danger to the student body or dishonor to the school’s name.

1. Using, distributing, possessing, consuming, or purchasing any illegal substance—including e-cigarettes and vaping—on school property, at school-related functions, or on school-sponsored trips is strictly prohibited. Paraphernalia associated with such use is also forbidden. Furthermore, VMA students involved in alcohol/drug incidents which have brought dishonor to the school’s name expect to be disciplined by the school.

2. Any student involved in an illegal substance activity as described above will be subject to the following consequences:

A. First Offense: The student will be suspended and placed on disciplinary probation. The consequences of disciplinary probation are outlined elsewhere in this handbook.

Exception: If her overall disciplinary history indicates more drastic consequences, the student may be placed on extended probation or expelled immediately.

B. Parent(s) will be notified immediately and must meet with the Principal and Dean of Students before the student will be readmitted to classes.

C. The student may also be required to meet with a substance abuse counselor; an in-patient or out-patient rehabilitative program may also be mandated.

D. The proper legal authorities will be notified as required by law.

E. Exception: A student found trafficking in any illegal substance will be liable for immediate expulsion.

3. Any student involved in a second alcohol/drug offense will be liable for dismissal from Villa Maria Academy.

CAMPUS SAFETY

Safety is a primary concern of the school. Ordinarily, students should not be on campus before 7:30 a.m. or after 4:30 p.m. unless they are under the supervision of coaches or moderators.

For the convenience of the parents, any student who is not participating in a supervised activity or athletic practice, game, etc. is to report to Room 311 in Regina Mundi at the 4:30 p.m. bell. These rooms will be supervised until 6:00 p.m. on Mondays through Thursdays.
By 6:00 p.m., all students must be off campus unless participating in a supervised activity or sport. Exception: On Fridays, all students not participating in a supervised activity must be off campus by 4:45 p.m. The school assumes no responsibility for supervision of students outside these hours.

NOTE: There is a $10.00 fee will be charged for a late pick-up.

**Student Identification /Key cards**, which also serve as keycards to access school buildings, are distributed to students on the first full day of the academic year and are deactivated at the end of the academic year. These student ID/keycards, needed for entrance into campus buildings, are operational Monday through Friday from 6:00 a.m. until 6:00 p.m.

It is the responsibility of the student to wear her ID/keycard with her uniform. No stickers are to be placed on keycards. Loss of an ID/keycard should be reported to the Main Office or the Director of Technology. There is a $10.00 charge to replace the card.

**Weapons**: According to Pennsylvania law, anyone who bring a weapon into a school building or onto the school grounds commits a misdemeanor of the first degree and can face up to five years in prison. Consequently, Villa Maria Academy prohibits any type of firearm, knife, or cutting tool/instrument which is capable of inflicting serious injury in the school buildings, on the school grounds and on school buses/vans.

**COMPUTER USE**

Computer technology offers vast, diverse, and unique resources to both students and teachers. Information gathered or distributed on VMA computers should reflect the values of the school. See the Appendix for the Acceptable Use Computer Policy.

**DISTRIBUTION OF MATERIALS**

The sale of non-VMA related items on the school campus is prohibited. Also, the permission of the Director of Activities must be received before the posting of flyers, invitations, announcements and/or advertisements.

**EMERGENCY CLOSING**

Villa Maria Academy uses School Messenger, a message alert system, to notify the school community in the event of a school closing, delay or other emergency. All parents will be notified of an emergency through their home phones and any other phone or email address given to the school at the start of the school year. Occasionally, the system will be used for informational announcements. This alert system will be tested each fall to ensure that the communication information is accurate.

*Such information will also be posted on VMA’s Website, and emailed to the addresses registered with the school.*

Usually the decision to close school is made by 5:00 a.m. Occasionally, on icy mornings, Villa Maria Academy and servicing school districts will announce a delayed opening—i.e. two hours later than the normal 7:55 a.m. start. Students should follow the directions of the school district providing their transportation. Should the student’s school district close due to weather conditions, the student’s absence will be considered “excused due to weather.”

Parents should be sure that their daughters, especially those who drive to school, have contingency plans in the event of weather emergencies.

*Students who are passengers in student-driven cars must have permission forms filed in the Dean of Students’ office in order to be dismissed early.*

Should the school need to be evacuated and students not have access to their cars, Chester County Emergency Services will arrange for the transportation of students to the school’s evacuation site. In such an event, parents and school districts which supply bus services for our students will be notified that students will be dismissed from that site.

**EMERGENCY DRILLS**

The school has an extensive crisis management plan in effect. Each year students receive instructions regarding procedures in the event of an emergency. Drills are held and directions regarding evacuation of buildings are clearly posted in the front of all classrooms. Students should take care that book bags are not left in areas that would hamper evacuation or prove to be safety hazards.
FIELD TRIP POLICY

Occasionally, the school may sponsor off-campus trips which are designed to enhance and/or to enrich the student’s learning experience. Such trips are privileges, and students who fail to meet academic, behavioral, health, financial and/or dress requirements may be prohibited from participating. **NOTE:** Should the field trip take place for only part of the day, students are expected to attend their other classes.

No student will be allowed to participate in an off-campus activity without a signed, official school permission slip. Telephone calls will **not** be accepted in lieu of permission slips.

FINANCIAL AID

Villa Maria offers financial aid through Marian Grants to families that demonstrate financial need, complete the necessary application, and submit the required forms by the deadline.

For the 2021-22 school year, Villa Maria will again be using the online service of ISM’s Financial Aid for School Tuition (FAST) to process financial aid applications. FAST will be open and available for applications on November 1, 2020.

For incoming freshmen, Marian Grants will be awarded beginning January 6, 2021. Villa Maria has a limited budget for financial aid. Therefore, applicants must complete the process by November 30, 2020. Please note that a financial aid application will only be processed if the student’s admission application is complete.

For returning students, Marian Grants will be awarded beginning February 1, 2021. Villa Maria has a limited budget for financial aid. Therefore, returning-student applicants must complete the process by December 31, 2020.

Additionally, a 1040 form with all filed schedules and attachments should be uploaded on the School and Student Services site. Applications will be considered without supporting documentation but awards will not be credited until all required paperwork has been received by School and Student Services.

**Please do not mail any financial aid applications or supporting documentation to Villa Maria Academy.**

Decisions regarding financial aid will be released at the end of January for incoming freshmen and late February for returning students. All applications must be complete to be considered for financial aid. **Note:** Applications for financial aid must be renewed each year.

FUNDRAISING PROCEDURES

Fundraising activities at Villa Maria Academy High School are held to high standards of transparency and best practices. Formal procedures have been established for all student fund raising projects. These guidelines will enable student groups to raise money while meeting compliance requirements showing good internal controls:

1. Student fundraising activities must be approved in advance by the Principal and the Director of Activities.

2. Project proposals should be submitted in writing to the Activities Office so that a time can be scheduled to present the proposal in person to the Principal. The proposal should name the purpose of the fundraiser, provide a timeline for the activity, list the type of fundraiser planned, and identify the target audience for donations. A form will be provided to help prepare the proposal.

3. Activities that benefit an outside charitable organization should include a statement about the charity and why it was chosen as the recipient of funds.

4. Once approved, a project code will be assigned to properly track revenues and expenses for the activity through the business office. At that time the student leadership will be given an envelope and the forms needed to monitor the fund raising transactions.

5. Procedures for accepting, depositing and receipting gifts will be provided to the student leadership and activity moderator to ensure that accurate records are kept.

6. An event summary report must be submitted at the end of the event, including a narrative about the activity and participants, a statement of revenue and expenses, and a list of suggestions to improve the next event.

It is critical to the success of the mission of Villa Maria Academy that all fund-raising activities are coordinated
with the Advancement Office to ensure that these efforts reflect favorably upon the image of VMA.

INSURANCE

Villa Maria Academy enrolls each student and staff member in a medical accident insurance program. This insurance is intended to cover those minor accidents and/or injuries which may occur on school property or at school-sponsored events. All such accidents or injuries must be reported to the Main Office as soon as possible after the accident/injury has occurred. Forms may be obtained in the Main Office.

LEAVING CAMPUS

Since the safety of the students and the security of the campus are a primary concern of both the school and the parents, students who arrive on campus in the morning are required to remain on campus for the duration of the official school day unless an early excuse request has been received and approved.

There are, however, after-school activities which require travel, and/or late afternoon/early evening practices. Guidelines explaining when/if a student may leave campus after 2:55 p.m. and return that same day will vary for each activity and will be distributed by the appropriate coach or moderator.

Students granted permission to leave campus and return must have the completed Off-Campus Privilege Form (see Appendix, p. 65) signed by parents and filed in the Dean of Students’ office. The Dean of Students will provide the moderator or coach with a list of students who have received permission to leave campus. Students are required to follow the specific directives on the Off-Campus Privilege form. The school reserves the right to revoke the privilege at any time.

Parents who agree to allow their daughters to leave campus must assume responsibility for their daughters during these hours.

SCHOLARSHIPS

A limited number of partial merit scholarships are available each year. Generally, such awards are determined by the incoming students’ scores on the VMA entrance test. Students who are awarded these scholarships are required to maintain at least a 3.5 GPA each semester and to participate in one extra-curricular school activity. Failure to meet the above requirements may result in the loss of the scholarship.

RTF RULES FOR SOPHOMORES, JUNIORS, & SENIORS

We are proud of the fact that at Villa Maria, we work to empower our students to be strong, responsible, and wise young women. Our RFT plan will help our Sophomore, Junior, and Senior students learn to make smart choices about how to use their free time, away from class.

1. When a Sophomore, Junior, or Senior has a RTF period, under certain parameters (see #3 below), she no longer needs to check in with Study Hall in Room 316 of Regina Mundi Hall.

2. A Sophomore or Junior with a RFT period is free to report to six locations without checking in with anyone. The student is to go directly from class to one of these locations and be there by the start of the RFT period:

- Study Hall (check in with moderator in RM Room 316)
- A scheduled music lesson
- The Learning Commons
- Regina Mundi Technology Center (Room 311)
- The outdoor area between the Convent, the Marian Center, and Regina Mundi
- The Adirondack chairs outside Counseling’s windows

A Senior with a RFT period is free to report to seven locations without checking in with anyone. The student is to go directly from class to one of these locations and be there by the start of the RFT period:

- Study Hall (check in with moderator in RM Room 316)
- A scheduled music lesson
- The Learning Commons
- Regina Mundi Technology Center (Room 311)
- The Senior Lounge
- The outdoor area between the Convent, the Marian Center, and Regina Mundi
- The Adirondack chairs outside Counseling’s windows
3. Should a Sophomore, Junior, or Senior with an RFT period have a need to see a teacher, counselor, or other administrator, she must produce a PASS from this person and present this PASS at the start of the RFT period to the Study Hall moderator in Room 316. The student will sign out for that period with the Study Hall moderator.

4. If the student’s appointment with this teacher, counselor, or other administrator does not last the entire period, it is expected that the student will report to one of the locations mentioned above (in #2) according to her year of grade. Failure to do so will result in the loss of this privilege and you will be assigned to Study Hall for the remainder of the semester.

5. Regarding use of the high-top tables outside Study Hall Room 316: We consider those tables an extension of Room 316 and Sophomores, Juniors, and Seniors wanting to use them should be checking in with the Study Hall moderators just as if you would if you wanted to spend your RFT in Room 316. Those working at those tables are bound to the “all quiet” rule. Faculty and staff have been told they may endorse this “quiet zone” rule as needed.

6. Students are reminded that they are to be attending the Lunch assigned to them (1st, 2nd, or 3rd Lunch) according to their class schedule. You do not have the option to simply attend a different Lunch than that you were assigned.

It is to be understood that a Sophomore, Junior, or Senior with a RFT period MUST be in one of the areas stated above (in #2) OR be accounted for with the Study Hall moderator (in #3-5).

Random checks for students will be made by administration on a regular basis. Any violation of this privilege by a student will result in her being assigned to Study Hall for the remainder of the semester. (Use of restroom facilities is not an excuse for not being where you should be!)

**TUITION POLICY**

A condition of enrollment of Villa Maria Academy is a parental agreement to pay assigned tuition and fees as well as enrollment in the FACTS Management Tuition Program. If tuition is delinquent and an acceptable alternative arrangement has not been approved by the Principal, students will not be permitted to attend the Fall Ball, Freshman/Sophomore Mixer or the Prom. There is the possibility they would be denied participation in field trips. Records, report cards and/or transcripts will not be released and re-registration will not be accepted until all financial obligations are paid in full. Although seniors may be permitted to participate in graduation activities, they will not receive diplomas nor will records be forwarded to colleges until all financial obligations have been paid in full.

*All tuition payments after May 15th must be in the form of certified checks, cash or money orders.*

**VISITORS/DELIVERIES**

All visitors must report to the Main Office upon their arrival on campus. The school has set aside certain “visiting days” for prospective students. For information regarding these dates, consult the school calendar or the Admissions Director.

No student should bring a guest to school without first receiving permission from the Principal or Admissions Director. Parents are always welcome but appointments should be made to meet with an administration official or faculty member. These appointments can be made by email or voice mail.

The school discourages the delivery of gifts, flowers and food to individual students, for such deliveries are disruptive to the educational process. Any item left for a student will be held in the Main Office until the end of the school day. The office cannot guarantee that such items will be distributed on the same day.
The education of the Villa Maria Academy student is a partnership between the parent(s) and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require the parent to withdraw her daughter.

The Principal retains the right to amend the Student Handbook for just cause; parents will be given prompt notification if changes are made.
<table>
<thead>
<tr>
<th>Queue</th>
<th>Activity Queues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queue A</td>
<td>Mission and Ministry Student Council</td>
</tr>
<tr>
<td>Queue B</td>
<td>Athletic and Spirit Association Orchestra Chorus/Ensembles VMA Ensemble Festival</td>
</tr>
<tr>
<td>Queue C</td>
<td>Math Honor Society French Honor Society Spanish Honor Society Latin Language and Literature</td>
</tr>
<tr>
<td>Queue D</td>
<td>Diversity, Equity, and Inclusion Respect Life Lifesaving Team Sound Crew Tech Club</td>
</tr>
<tr>
<td>Queue E</td>
<td>Intercollegiate Sports Team</td>
</tr>
<tr>
<td>Queue F</td>
<td>Freshman Art Club Sophomore Art Club Marian Masses Marian Choir Mock Trial Club Book Club Pop Band Photography Club Ping Pong Club Band Plastic Surgery Club Badminton Club Volleyball Club</td>
</tr>
</tbody>
</table>
The activities included in the本周的活动 schedule are as follows:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>programs A/B</td>
<td>Tech Club A/B</td>
<td>Athletics and Spirit A/B</td>
<td>Photography Club A/B</td>
<td>Houndells A/B</td>
</tr>
<tr>
<td>clubs A/B</td>
<td>Model UN A/B</td>
<td>Reflections A/B</td>
<td>Respect Life A/B</td>
<td>Mission and Ministry A/B</td>
</tr>
<tr>
<td>ropes A/B</td>
<td>Diversity and Inclusion</td>
<td>Reflections A/B</td>
<td>Reflections A/B</td>
<td>Mission and Ministry A/B</td>
</tr>
</tbody>
</table>

*The Music Honor Society will meet on the 2nd Friday of the month. All school is in session.*

Day and time: Specific meeting information is available from moderators and student leaders.

The Pennsylvania Mathematics League competitions are published for student reference. Clubs may meet on an as-needed basis or on a mutually agreed upon once a month. The Honor Society meets before the above activities.

The Athletic Teams practice in season at the discretion of the coaches.

<table>
<thead>
<tr>
<th>Activities Calendar</th>
<th>First Week of</th>
<th>Second Week of</th>
<th>Third Week of</th>
<th>Fourth Week of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td>Full Week of</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td>Full Week of</td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td>Full Week of</td>
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<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td>Full Week of</td>
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<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td>Full Week of</td>
</tr>
</tbody>
</table>
### Calendar Overview
#### 2020-2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Fall Sports Meeting 7:00pm</td>
</tr>
<tr>
<td>August 24</td>
<td>New Teacher Orientation</td>
</tr>
<tr>
<td>August 25</td>
<td>Faculty Mass and Meeting</td>
</tr>
<tr>
<td>August 26</td>
<td>Faculty In-Service</td>
</tr>
<tr>
<td>August 27</td>
<td>Faculty Work Day</td>
</tr>
<tr>
<td>August 28</td>
<td>International Student Orientation</td>
</tr>
<tr>
<td>August 31</td>
<td>Class of 2024 Orientation Day #1</td>
</tr>
<tr>
<td>September 1</td>
<td>Class of 2024 Orientation Day #2</td>
</tr>
<tr>
<td></td>
<td>Transfer Student Orientation</td>
</tr>
<tr>
<td></td>
<td>New Parent Welcome 5:45pm</td>
</tr>
<tr>
<td>September 2</td>
<td>All Students Report</td>
</tr>
<tr>
<td></td>
<td>Opening Picnic 2:16pm Dismissal</td>
</tr>
<tr>
<td>September 3</td>
<td>All Students Report</td>
</tr>
<tr>
<td></td>
<td>Class of 2021 Daisy Chain and Opening Liturgy 2:16pm Dismissal</td>
</tr>
<tr>
<td>Sept. 4-Sept. 7</td>
<td>Labor Day Weekend-No Classes</td>
</tr>
<tr>
<td>September 13</td>
<td>Back to School Day (time TBD)</td>
</tr>
<tr>
<td>September 23</td>
<td>Senior Parent Meeting 7:00pm</td>
</tr>
<tr>
<td>September 26</td>
<td>Fall Ball-7:00pm-10:00pm</td>
</tr>
<tr>
<td>October 4</td>
<td>Open House</td>
</tr>
<tr>
<td>October 9</td>
<td>Hall of Fame Dinner</td>
</tr>
<tr>
<td>October 10</td>
<td>Homecoming</td>
</tr>
<tr>
<td>October 12</td>
<td>Columbus Day-No Classes</td>
</tr>
<tr>
<td>October 14</td>
<td>PSAT Testing (9-11)-NOON DISMISSAL</td>
</tr>
<tr>
<td></td>
<td>PM Faculty In-Service</td>
</tr>
<tr>
<td></td>
<td>Grandparents’ and Special Friends Day 12:15pm</td>
</tr>
<tr>
<td></td>
<td>Senior College Visit Day</td>
</tr>
<tr>
<td>October 16</td>
<td>Freshman Twilight Retreat 3:30pm-8:30pm</td>
</tr>
<tr>
<td>October 25</td>
<td>Fashion Show 11:00am-3:00pm @White Manor Country Club</td>
</tr>
<tr>
<td>November 14</td>
<td>Shoppes at Villa 9:30am-2:30pm</td>
</tr>
<tr>
<td>November 16</td>
<td>Winter Sports Meeting 7:00pm</td>
</tr>
<tr>
<td>November 18</td>
<td>Sophomore Retreat and Faculty In-Service-No Classes</td>
</tr>
<tr>
<td>November 23</td>
<td>Parent/Teacher Conferences 3:15pm-7:00pm</td>
</tr>
<tr>
<td>November 24</td>
<td>Parent/Teacher Conferences 8:00am-12:00pm-No Classes</td>
</tr>
<tr>
<td>Nov. 25 -Nov. 29</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>November 29</td>
<td>Christmas Tree Lighting 7:00pm</td>
</tr>
<tr>
<td>December 3</td>
<td>Carol and Ring 7:00pm</td>
</tr>
<tr>
<td>December 4</td>
<td>Faculty/Staff Retreat-No Classes</td>
</tr>
<tr>
<td>December 22</td>
<td>Christmas Liturgy-Regular Dismissal</td>
</tr>
<tr>
<td>Dec. 23 -Jan. 5</td>
<td>Christmas Holiday</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King Day-Holiday</td>
</tr>
<tr>
<td>January 19-21</td>
<td>Semester 1 Exams-DISMISSAL FOLLOWING EXAM;</td>
</tr>
<tr>
<td></td>
<td>NOON BUS PICK UP</td>
</tr>
<tr>
<td>January 29</td>
<td>March for Life-Washington D.C.</td>
</tr>
<tr>
<td>Feb. 1-Feb. 5</td>
<td>Catholic Schools Week</td>
</tr>
<tr>
<td>February 3</td>
<td>Junior Retreat and Faculty In-Service-No Classes</td>
</tr>
<tr>
<td>February 8</td>
<td>Prom Parent Meeting (option #1) 7:00pm</td>
</tr>
<tr>
<td>February 15</td>
<td>President’s Day-No Classes</td>
</tr>
<tr>
<td>February 16</td>
<td>Prom Parent Meeting (option #2) 7:00pm</td>
</tr>
<tr>
<td>March 8</td>
<td>Spring Sports Meeting 7:00pm</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<td>-----------------</td>
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</tr>
<tr>
<td>March 10</td>
<td>Senior Class Trip</td>
</tr>
<tr>
<td>March 13</td>
<td>FEST 2021 6:00pm-11:00pm</td>
</tr>
<tr>
<td>Mar. 29-April 5</td>
<td>Spring Break/Easter Holiday</td>
</tr>
<tr>
<td>April 9</td>
<td>9th and 10th Classes-Noon Dismissal</td>
</tr>
<tr>
<td></td>
<td>11th and 12th No Classes</td>
</tr>
<tr>
<td></td>
<td>Junior/Senior Prom-7:00pm-11:00pm</td>
</tr>
<tr>
<td>May 2</td>
<td>Mother-Daughter Communion Breakfast 10:00am-1:00pm</td>
</tr>
<tr>
<td>May 3-May 14</td>
<td>AP Exams</td>
</tr>
<tr>
<td>May 17-May 21</td>
<td>Capstone Shadowing Days</td>
</tr>
<tr>
<td>May 24</td>
<td>Capstone Sharing Day/Publication Day</td>
</tr>
<tr>
<td>May 24-27; June 1</td>
<td>Senior Graduation Practice</td>
</tr>
<tr>
<td>May 28-May 31</td>
<td>Memorial Day Weekend-No Classes</td>
</tr>
<tr>
<td>June 1</td>
<td>Honors Convocation 7:00pm</td>
</tr>
<tr>
<td>June 2</td>
<td>Daisy Chain/Senior Sing-DISMISSAL FOLLOWING EVENT;</td>
</tr>
<tr>
<td></td>
<td>11:00am BUS PICK UP</td>
</tr>
<tr>
<td>June 3</td>
<td>Baccalaureate/Graduation 6:00pm @ Sts. Simon and Jude</td>
</tr>
<tr>
<td></td>
<td>Underclassman Reading Day-No Classes</td>
</tr>
<tr>
<td>June 4; 7-8</td>
<td>Underclassman Exams-DISMISSAL FOLLOWING EXAM;</td>
</tr>
<tr>
<td></td>
<td>NOON BUS PICK UP</td>
</tr>
<tr>
<td>June 9</td>
<td>Underclass Last Day of School-NOON DISMISSAL</td>
</tr>
<tr>
<td></td>
<td>NOON BUS PICK UP</td>
</tr>
<tr>
<td>June 10</td>
<td>Grading Day/Faculty Last Day</td>
</tr>
</tbody>
</table>
Villa Maria Academy Computer Network and Internet Acceptable Use Policy

Villa Maria aims to promote an open computing environment that allows technology access for all individuals. In order to protect its information assets, the school relies heavily on its computerized information systems and recognizes that all resources, including software programs, data, hardware, and networks, must be protected from misuse and operated and maintained in a secure environment. The use of computers and Internet access is a privilege and not a right. The school requires all students, parents/guardians, and teachers to sign a binding agreement, which acknowledges that they read the terms and conditions of acceptable use and understand their inherent responsibilities.

Electronic communications facilities available to members of VMA’s students and faculty/staff are:

- Wireless network with Internet access
- G-Suite, Office365, Adobe CC, Filtering, Curricular applications and Email
- Application Portal (sso.vmahs.org)
- Student computer labs
- School Website/Staff Intranet/social media filters
- Cell phone and classroom phones
- Student use copiers on campus

Those permitted access to school’s network or Internet services are responsible for using it in an effective, ethical and lawful manner. School communications include email, official school social media outlets Schoology or School Messenger systems. Because the AUP is part of the various Student and Staff Handbooks, an individual’s agreement to abide by the AUP is implicit in his/her joining the Villa Maria Academy community as an employee or as a student. In addition, the Academy reserves the right to notify local, state and/or federal officials when it suspects that individuals are using the Academy’s systems in violation of local, state or Federal laws. Villa network account holders who provide account access to unauthorized users will result in a loss of network privilege.

It is expected that a VILLA Email is the vehicle for student-teacher communication and only VILLA issued Email account will be used as a way of communicating between student and teacher. Ipads are REQUIRED daily.

EMAIL GUIDELINES:

1. It is required of all users to check their Villa Email daily for school announcements, academic information and general mail. This mailbox is a privilege and should be maintained by the user to ensure the mailbox items do not prevent the sending or receiving of mail by the user.

2. Sending or displaying offensive messages, discriminatory, obscene language or pictures is prohibited. Harassing, insulting, or attacking others is prohibited. This includes emails sent from the user’s in-school account or another Internet or web account. Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message is prohibited.

3. Email is not guaranteed to be private. The contents of these files and the copies on system backups, archived storage and g-suite are subject to investigation by the Director of Technology if suspicion of a violation occurs. All users must recognize that e-mail messages and other information transferred by the network may contain thoughts, conclusions and biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about
third parties, particularly comments on students, personnel applicants, or vendors. Such discussions or use of the network is expressly prohibited.

4. **No one may distribute unwanted mail or other messages.** These includes, but are not limited to: chain letters, blogging, photos, mass mailing of jokes or lost and found items, and/or virus alerts.

5. **Additional technological activities:**
   - No student or faculty/staff member shall use technology or school resources to engage in fake accounts on the Internet or on campus. Violations will be subject to disciplinary action. This is to hold true whether the use occurs on or off campus and whether using Villa Maria or personally owned devices. It is expected that all Villa Marians conduct their behavior appropriately and within the parameters of the Integrity agreement they sign.
   - It is prohibited to retain a photo/video of a staff member to be used without his/her knowledge and consent on any social media or devices.

**NETWORK GUIDELINES**

1. Network users may not allow another person to log onto or otherwise access his/her accounts.

2. **PASSWORD POLICY:** Passwords must adhere to the 8-character policy adopted for use with Google Suite. If a student feels that her account has been tampered with, she change her password immediately on all devices.

3. If there is a problem with a Villa network account, profile settings or Villa mail, it is the user’s responsibility to report this to the network administrator.

4. The use of school computers is limited to educational purposes.

5. Users must strive to keep accounts and personal devices brought to campus free of viruses. All users should make sure that any personal computer brought to campus is protected from virus-related materials with appropriate software. Any computer flagged as corrupt will be refused access to the school network.

6. There is NO Food or Drink permitted in the lab areas or near any computer at any time.

7. Computer labs are to be maintained as quiet study areas. If a student wishes to listen to a school-related academic video on a school computer, headsets must be worn.

8. Cyberbullying is prohibited. Cyberbullying is the “willful and repeated harm inflicted through the medium of electronic media.” It may involve sending mean, vulgar or threatening messages or images; posting sensitive, private or disparaging information about another person; pretending to be someone else in order to make that person look bad; or intentionally excluding someone from an online group. Reports of this behavior should be reported immediately to the administration or Director of Technology.

9. Students are responsible for their accounts and for all activity conducted with their accounts.
SCHOOLOGY (Academic Portal)
1. All Students, Staff and Parents will receive access to Schoology. Schoology is VMA’s academic portal where class information and extracurricular activity information is kept. All new students must activate their Schoology accounts at the start of their first academic year, and they will use their Villa email and password to access this resource. Students are encouraged to check Schoology daily for assignments, notes, and calendars. Additional library resources are available electronically for use off campus.
2. Cloud Storage is available for all users. All students have unlimited Google Drive space for storage of files. You also have 1T of space on OneDrive.

POWERSCHOOL
1. Student Rosters, Grades, Emergency contacts/numbers and demographic information are posted on PowerSchool through the parent or student portal. Parents and students have individual access rights. Contact the PowerSchool Administrator for account help.

PERSONAL CONDUCT ONLINE
All Users are to be respectful of themselves and of the Villa Maria Academy name when posting to blog/social Media sites off-campus. Students who carelessly post personal information about themselves which tarnishes their images or the image of the school should expected to be disciplined.

Villa Maria Academy reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Inappropriate use may include, but is not limited to:

● Harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats are prohibited
● Students are responsible and will be held accountable for what they post on public web sites.
● Students are prohibited from posing as faculty/staff online or creating accounts (Twitter, Facebook, etc.) using another person’s identity or personal information. Anything inappropriate, not in line with the values and beliefs of VMA which is brought to the attention of the Dean of Students will result in disciplinary consequences including detention, suspension, and/or dismissal.

ADDITIONAL TECHNOLOGIES
1. There will be no cell phone use during the school day. Cell phones must be completely turned off and stored in book bags.
2. The teacher reserves the right to check the content of memory on student TI 83/84 calculators and free up memory space for academic purposes.
3. The School Administration reserves the right to limit or prohibit external devices in the classrooms such as personal laptops, PDA, calculators, wireless devices, etc. Any personal device of a student or staff member must have updated virus protection before use on the campus network.
4. Students are responsible to pick up all printed work from network printers during the school day. Please check the default printer before printing documents. If resources are abused, printing limits will be enforced.

COPYRIGHT/WEB USE GUIDELINES
1. It is inappropriate to invade the privacy of another by accessing, copying or distributing another’s computer files or computer programs without consent.
2. A student or employee who inadvertently becomes part of a transfer of inappropriate material to or from the Internet is obligated to report the incident to the Network Administrator.
3. Copyrighted material must not be downloaded or used without the author’s permission.
4. Vandalism of any kind will result in termination of computer privileges. Vandalism is any attempt to harm or damage computers, computer systems, or computer networks, or to infiltrate another computer system. These activities are prohibited, and the user is responsible for all repair costs incurred by the Academy as a result of such actions.
5. No student may use the VMA network for financial gain, hacking, creating or spreading viruses on the School’s network, selling or storing of non-academic materials on the servers or private drives.
6. A complete Copyright Policy is available on the Villa Maria Academy Schoology site. Any user who does not choose to comply with these guidelines will lose computer privileges for a period of time determined by the administration. Repeated infractions may result in permanent termination of computer and/or Internet privileges. Standard disciplinary procedures of Villa Maria Academy will apply.

**iPADs and OTHER ELECTRONIC DEVICES:**
1. **All students are required to bring a fully charged iPad to school daily.** Users with laptops will be allowed to connect to the VMA Wi-Fi Network for Internet access only. Filtered Internet access will be available for users with authenticated Wi-Fi personal devices.
2. **Teachers have a right to manage and/or restrict student use of the iPad, laptops, software, and Internet within the confines of their class.** Teachers will provide their acceptable use guidelines within their class materials. Students must secure the permission from each teacher in whose classes they plan to use their laptop.
3. **Any unauthorized filming or photographing of any person or class is prohibited.**
4. **Charging Batteries:** iPads and mobile devices should be brought to school each day in a fully charged condition. No classroom electrical provisions are available for devices that lose battery power during the academic day.
5. **Sound.** Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. If teachers require headphones it is student’s responsibility to obtain and store them.
6. **Identification and Use.** All personal devices should be identifiable with student name on the device. A device should be securely stored when not in use and is the responsibility of the owner. All activity that is authored on the device is the responsibility of the registered owner of the device. All technical support is the responsibility of the owner.

**NETWORK BACKUP and EMAIL RETENTION POLICY:**
1. All cloud files (onedrive and google drive) are backed up daily. These cloud-based resources associated with the Villa email account are the only portals the school will support.
2. Cloud-based applications (Adobe CC, O365) are available for student use during your years at Villa.
2. Email is archived through Google Vault daily for all users.

6/1/2020

**TECHNOLOGY STAFF:**
Mr. Michael Connelly, Director of Technology  (mconnelly@vmahs.org) x1091
Mrs. Linda Schweitzer, Technology Specialist  (lschweitzer@vmahs.org) x1026
Mrs. Lisa Roberts, Director of Strategic Innovation  (lroberts@vmahs.org) x1017
Mrs. Maria Faragalli, Powerschool Admin  (mfaragalli@vmahs.org) x 1019
Villa Maria Academy

Hazing Policy

Purpose:

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the philosophy, mission, and educational goals of Villa Maria Academy and are prohibited at all times.

General Statement of Policy:

- No student, teacher, administrator or other school employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, administrator or other school employee, contractor or volunteer shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law to initiate a student into a student organization shall be subject to disciplinary consequences.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
- The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school employee, contractor or volunteer who is found to have violated this policy.

Definitions:

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term “hazing” includes, but is not limited to:

- Any type of physical brutality or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.
**Reporting Procedures:**

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

Any person may report hazing to the Principal and/or the Dean of Students.

Teachers, administrators, other school employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Principal and/or Dean of Students immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

**School Action:**

Upon receipt of a complaint or report of hazing, Villa Maria Academy shall undertake or authorize an investigation.

The school may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension or dismissal from the student organization, and/or suspension or expulsion the school.

**Reprisal:**

The school will take appropriate action against any student, teacher, administrator or other employee of the school, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Dissemination of Policy:**

This policy shall appear on the website and in the *Student Handbook, Faculty Handbook* and the Athletic Handbook; it will also be issued to all attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs) who will sign that they have been informed of the school’s hazing policy and understand their obligation to abide by the school’s policy.

Modified from *Hazing Policy*, National Federation State High School Associations, 2015
August 2016
Villa Maria Academy High School
Attendance Form

Date: ____________                  Homeroom ___________
Name of Student: _______________________________________________________

Please check one:
Tardy___________
Absent _________
Early Dismissal _________  Time _________  Returning to School   Yes/No

Reason: ______________________________________________________________
_____________________________________________________________________

Parent Signature: _______________________________________________________
--------------------------------------------------------------------------------------------------------------------

Villa Maria Academy High School
Attendance Form

Date: ____________                  Homeroom ___________
Name of Student: _______________________________________________________

Please check one:
Tardy___________
Absent _________
Early Dismissal _________  Time _________  Returning to School   Yes/No

Reason: ______________________________________________________________
_____________________________________________________________________

Parent Signature: _______________________________________________________

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VILLA MARIA ACADEMY

AUTHORIZATION FOR SCHOOL MEDICATION ADMINISTRATION

Student’s Name: _____________________________________________________________ Grade _____

Date of Birth: __________________ Allergies: __________________________________________

Administration of prescription medication in school requires a written order form from a physician and a parent signature. Please have the medication form below completed and return it to the health office. Written permission from your physician can be faxed directly to the school office. If you have any questions about this policy, please contact the school nurse.

PHYSICIAN’S REQUEST

Name of prescribed medication(s): ________________________________________________

Dose: ________________________________________________________________________

Time to Administer: _______________________________________________________________________

Treatment of: _________________________________________________________________________

Route: __________________________________________________________________________

Side Effects: _________________________________________________________________________

Other medication student is taking _______________________________________________________

Physician’s Signature: ___________________________ Date: ___________________________

Printed name of Physician: _______________ Phone Number: ___________________________

I, the parent/guardian of ___________________________ request that the Villa Maria Academy nurse, Principal, or designee administer the above named medication as prescribed by my child’s physician. My signature on this document constitutes a complete waiver of liability claim in any and all respects against Villa Maria Academy, its Board of Directors and all of its’ employees unless they are negligent with regard to any claim for injury in connection with dispensation of the prescribed medication.

I also agree to provide the medication to the school nurse in the original pharmacy container or place it in a sealed envelope for transport to school. I accept responsibility to provide a physician’s note and written instruction if the medication is changed or discontinued. I also give my permission for the school to communicate with the physician regarding this medication/medical condition.

Parent Signature: ___________________________ Date: ___________________________
Villa Maria Academy

Notification of Student’s Anticipated Absence Form

I/We are requesting to take my/our daughter on a trip during regularly scheduled school time.

Date of Request: _________________________________________________________

Student’s Name: _________________________________________________________

Grade: ___________________ Homeroom: ________________

Dates of Anticipated Absence: _____________________________________________

Reason: ________________________________________________________________

In order for the faculty to have time to prepare work for the student, this request must be submitted to the Dean of Students no fewer than five (5) days prior to the proposed trip.

Exception: Emergency travel due to family member’s illness or death.

It is understood by both the parent(s) and the student that it is the student’s responsibility to check with each teacher PRIOR to the trip to determine homework and other assignments that may be due during the absence. Homework and other assignments should be completed and returned by the date designated by the teachers. Any necessary tutoring will be the family’s responsibility.

Parent Signature: ________________________________ Date: ____________

Student Signature: ________________________________ Date: ____________
Villa Maria Academy High School’s 2020-2021 COVID-19 Contingency Plan

The purpose of this policy is to outline the Villa Maria Academy High School return to school guidelines and re-opening of campus after COVID-19 pandemic. These guidelines have been carefully considered to address and promote the safety, health and welfare of our community.

Best Practices:
1. PLEASE stay home if you are sick. Take your temperature and watch for other symptoms.
2. Frequent hand washing. Sanitizer stations will be present throughout campus.
3. Maintaining a safe space between you and others (six feet).
4. Must have a facemask. You may need to wear it when in small groups or when unable to distance yourself.

These procedures are subject to change as campus reopening approaches according to the Office of the Governor of Pennsylvania.

1. Sick Day Guidelines
   Symptoms Requiring Absence and Immediate Pick up at School
   1) **High-Risk Symptoms associated with COVID-19.**
      These symptoms may appear 2-14 days after exposure to the virus.
      - Fever over 100.0
      - Cough
      - Shortness of breath or difficulty breathing
      - Diarrhea
      - Chills
      - Repeated shaking with chills
      - Muscle pain
      - Sore throat
      - New loss of taste or smell
      - Rash

      (i) IMMEDIATE PICKUP constitutes within a reasonable amount of time from school.
      Parents to be notified first, if no response secondary emergency contacts.
      (ii) Separate student with COVID-19 symptoms from staff and students.
      (iii) Notify Chester County Health Department while maintaining confidentiality in accordance with Americans with Disabilities Act (ADA).
      (iv) Inform those who have had close contact with student diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Diagnosed Condition:
1. The Chester County Health Department will be notified.
2. Doctor’s note requiring a plan of care to stay home.

2. Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:
1) **Tested:** A student who experienced symptoms and has been tested for COVID-19 may return to school:
   a) **Students can return if they are approved to do so in writing by the student’s health care provider.**

2) **Untested:** A student who has not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the **3 conditions are met:**
   1. They have not had a fever for at least 72 hours (that is 3 full days of no fever without the use of medication that reduces fevers); and
   2. Other symptoms have improved (when your shortness of breath or cough improves)
   3. At least 10 calendar days have passed since your symptoms first appeared.

**Siblings or Other Students in the Household**

If a student is excluded from school due to COVID-19 symptoms or had a positive COVID-19 test, her sibling who attends Villa Maria Academy High School, will be screened. If she exhibits symptoms, she will also be excluded from school. If she does not exhibit symptoms, she may still be excluded from school and asked to self-quarantine.

**Any student who has had to stay home either because they, or someone in their household is sick, should contact the Office of Curriculum and Instruction, and their counselor to create an academic plan.**
“Virtual Villa”

If either as an abundance of caution to COVID-19, or some other inability to attend classes physically on campus, Villa Maria students will attend “Virtual Villa” at the discretion of the principal. “Virtual Villa”, is homebound education that is done synchronously with the student and the school to best deliver real-time, in-home instruction. Policies for “Virtual Villa” are below:

- While a student may use multiple types of technology to navigate the virtual setting, each student must have an iPad as Villa Maria Academy is a one-to-one iPad school and the applications necessary for class must be available for use and be able to be correctly submitted in the Schoology platform.
- Students must abide by Villa Maria’s *Acceptable Use of Technology* policy on page 47 in the handbook. In particular students should not record, or post images from their class without the consent of the instructor.
- Students must abide by the typical attendance policies. If a student is absent, or late they must email office@vmahs.org, and copy the Dean of Students. Tardies and absences will still require appropriate documentation, including medical notes when appropriate.
- At the discretion of the teacher, students who miss their virtual classes, will not be eligible for participation points.
- If students travel to another location beyond their home and experience technical difficulties with connectivity, the student assumes the responsibility of not being able to connect synchronously or submit work.
- Students are to be in an appropriate set workspace.
- Students are to be dressed appropriately in a Villa Maria top and should not be in pajamas.
- Students behavior should model on-campus classroom behavior and professionalism.
- Students must be on camera to participate. Device screens should NOT be muted for the duration of the class.
- All academic integrity policies (pages 35-37) apply in the virtual setting. In particular, students should not be sharing assignments, exams or projects with other students. Students also should not be using outside resources such as Google Translate.
  - Students may be required to film themselves on Zoom while taking an assessment at the discretion of the teacher for purposes of academic integrity.
- Students must check all emails and if an email negates a response, respond within 24 hours.
- All school policies in the Villa Maria Student Handbook apply in the virtual setting, and students can face disciplinary action.
- Study Hall and RFT will be “free time” for a student on “Virtual Villa” days. There is no need to check in with anyone.
- School counselors will be available for students during the usual school hours.
- Administrators will be available during school hours to offer support as needed for faculty, staff, students and parents.
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Mission Statement

Villa Maria Academy, a Catholic college preparatory school in the charism of the Sisters, Servants of the Immaculate Heart of Mary, empowers young women to lead lives of spiritual growth, intellectual inquiry and Christian service.

Introduction

The purpose of this handbook is to act as a guide for the student-athlete and parents in order that they are aware of policies and expectations of Villa Maria Academy’s athletic program in particular. It is essential to any athletic program that all participants, student-athletes, coaches and parents, be thoroughly informed of all rules and regulations governing the athletic department of Villa Maria Academy as well as the school’s expectations for behavior on and off the field/court. Before each sport season commences, every student athlete and her parent(s) are expected to read this handbook and submit a signed document attesting to receipt and acceptance of the policies. This Athletic Handbook is in tandem with the Villa Maria Academy Student Handbook. Should the Athletic Handbook not address a certain situation, the VMA Student Handbook should be referenced for clarification. The VMA Student Handbook will always take precedence over the Athletic Handbook in the rare case of a conflict. Participation in the athletic program is a privilege and Villa Maria Academy reserves the right to revoke the privilege if the student athlete or her parents are in violation of the accepted policies.

Purpose of Athletics

Rooted in the IHM charism of fidelity, creative hope, and love, Villa Maria Academy is dedicated to the full growth of the whole person and athletics can play a significant role in this commitment. Competitive sports enhance the physical growth and development of the participants, as well as the qualities so necessary to compete at a high level – grit and resilience. The athletic program enhances school spirit while teaching both athlete and spectator the value of fair competition and good sportsmanship. While there is a strong commitment to winning, there exists a greater commitment to student athletes’ ability to build confidence and character.

Athletic Program

Villa Maria Academy is a member of the AACA (Athletic Association of the Catholic Academies) which is governed by PIAA (Pennsylvania Interscholastic Athletic Association). With this in mind, student athletes need
to establish priorities that reflect the Villa Maria/PIAA philosophies. All student athletes are expected to adhere to the policies outlined in the *Villa Maria Student Handbook* and the *Villa Maria Academy Athletic Handbook*. Scheduling for all teams is done based on available competition with the Catholic Academy League and then priority given to other PIAA programs.

Villa Maria has a long history of highly successful athletic teams at the league, district and state levels which have won championships at each level. Villa’s coaches are knowledgeable, dedicated professionals who are committed to the overall mission of the school. As a result, Villa coaches do not build successful teams; they develop successful programs. When a student becomes Villa Hurricane, she becomes part of one of the greatest high school athletic traditions in the area.

Students who do earn membership on a team must understand that this honor involves hours of time for practice and games as well as strenuous physical exertion on their part to stay in good physical condition. Every student athlete must recognize the commitment that she is making to the team and be responsible to keep that commitment.

All qualified students may vie for positions on sports teams. Unfortunately, it is not possible for everyone who tries out to be accepted on the team. The coach, in conjunction with his/her assistants, will make the decision which students will gain membership on any given team and that decision is final. The school administration will respect the decisions of the athletic department and will not intervene in these decisions. It is the responsibility of parents to help their daughters understand that not everyone can be selected. This builds resiliency and grit.

**Interscholastic sports** at Villa Maria Academy include:

- **Fall:** Cheerleading, Cross Country, Field Hockey, Golf, Rowing, Soccer, Tennis, Volleyball
- **Winter:** Basketball, Freshmen Basketball, Cheerleading, Indoor Track and Field, Rowing, Swimming and Diving
- **Spring:** Lacrosse, Track and Field, Rowing, Softball

**Varsity Sports:** Varsity athletes are those athletes who have tried out for the team who exhibit the highest level of skills from among the pool of candidates. They will have the opportunity to compete against other talented athletes from opposing schools. The purpose of a Varsity level team is to hone the skills of the athletes, as well as to provide the school with the ability to compete at the Varsity level.

**Junior Varsity Sports:** Programs at the Junior Varsity level offer students who do not yet possess the skills or playing experience of a varsity player the opportunity to develop those skills and knowledge of the sport while gaining playing experience in a competitive environment. Occasionally Junior Varsity athletes may “play up” for a Varsity team; however, this should not be misinterpreted to mean the student will be moved to the Varsity level.

Villa Maria Academy offers freshman teams in some sports, when possible.

**Athletic Forms and Fees**

Membership in PIAA allows athletes to compete at the district and state levels. Villa Maria Academy abides by all rules and regulations mandated by this state organization. Student-athletes must comply with the PIAA rules regarding eligibility:
• All athletes must submit a PIAA Physical Form dated after June 1st of the current year in order to participate in a sport. This form needs to be submitted to the Athletic Trainer two weeks prior to first day of tryouts.

• A transfer student needs to submit the proper paperwork provided by PIAA to assure her athletic eligibility based on athletic participation and academic eligibility at her previous institution.

• All student athletes must take an Impact test prior to the school year

For more information regarding PIAA rules and regulations, please visit the PIAA website at www.piaa.org.

In addition, Villa Maria Academy athletes must

• Complete registration on Family ID

• Purchase the required team uniform components as specified by the specific teams

• Return the signed “Athletic Handbook Receipt” form, indicating awareness and acceptance of the policies in the Athletic Handbook

• Remit the required sports’ fee by the date due

**NOTE:** Athletic fees have been established to help offset the rising cost of athletics. The current fees are as follows:

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<td>Track and Field</td>
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<td>Volleyball</td>
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Athletic fees will be billed on the parents’ FACTS accounts once a roster has been submitted to the athletic department.
Athletic Program Policies

Athlete Code of Conduct

- Student athletes at Villa Maria Academy are expected to exhibit appropriate Christian conduct at all times, always conscious that they represent Villa Maria Academy High School.

- Student athletes will conduct themselves as exemplary members of the school community in school, out in the community and on any school campus which their team is visiting.

- At all times, team members are to act with respect toward their coaches, teammates, officials, opposing teams, and all staff members.

- Proper dress, behavior and language on and off campus are mandatory for all student athletes.

- Student-athletes are expected to follow all rules, procedures and policies mandated by their coach.

- Student-athletes must attend all games, practices, and team functions. Coaches or the Athletic Director may impose a suspension, probation or dismissal from the team if there are issues with a student-athlete’s attendance.

- If an unforeseen emergency situation arises and attendance at a game or practice is not possible, the student-athlete must personally notify the coach.

- The use of tobacco, alcohol, and/or drugs is strictly forbidden. This also includes any form of vaping, or use of an electronic cigarette. **If a student-athlete violates this policy, she will be removed from the team for the remainder of the season.**

Any violation of the above regulations, act of unacceptable behavior which includes violation of civil law or of Villa Maria Academy Student Handbook and/or the Athletic Handbook may lead to indefinite suspension or dismissal from the team for the remainder of the season.

Academic Eligibility Policy

A student athlete can face a challenging task balancing athletics and the rigorous demands of academics. In order to be successful in managing both of these demands, a student athlete must practice time-management and also determine priorities to satisfy both of these roles.

As a student juggles class attendance, practices, and travel time to athletic events, time conflicts are inevitable. Students may miss class for athletic competitions. The student athlete must resolve any academic conflicts with her appropriate teachers before the athlete misses a class or commitment. In the event that conflicts cannot be resolved, the student’s primary responsibility is to her academic obligations. **Coaches cannot make demands that will compromise a student’s academic standing.**

NOTE: All homework assignments must be submitted before an athlete is dismissed for an athletic competition.
A student-athlete reporting a deficit average of “D/F” in any academic subject is ineligible for participation in extracurricular activities, including sports, until the next check by the Office of Curriculum and Instruction which occurs on Friday each week.

During the period of ineligibility, the student is advised to:

1. Meet weekly with the subject teacher
2. Follow the recommendations of the subject teacher
3. Report to any assigned tutoring
4. Report regularly to her Guidance Counselor

*Failure to adhere to a prescribed academic assistance program may result in ineligibility from participation in extracurricular activities, including athletics.*

If a student is reporting an average grade “D/F” when interim ‘At Risk’ updates are required, she will be considered ineligible for extracurricular participation until a 73% average or higher is achieved in each class. Teachers have the latitude to report a student “In Danger of Failing/IDF” if, in the teacher’s professional assessment, the student is making specific progress toward improvement of a poor grade. However, if the student does not meet the parameters of the improvement plan set forth or does not move out of a deficient grade range, the student will be considered academically ineligible, and she may not participate in extracurricular activities until a 73% average or higher is achieved in each class. Student-athletes are fully responsible for monitoring their academic progress via PowerSchool. Therefore, there should be no surprises if a situation arises rendering a student-athlete ineligible for an extracurricular activity. If a student-athlete is deemed ineligible, her status will be communicated to her by the Director of Curriculum and Instruction in conjunction with the student’s Guidance Counselor, the Director of Activities, and the Athletic Director.

**School and Class Attendance**

Students and teachers are notified in advance by the athletic director of any scheduled departures for athletics events. Should the departure affect Advisory Period attendance, it is the responsibility of the student athlete to indicate her planned dismissal on the morning’s “Advisory Sign Up” form. Students are required to notify their teachers prior to missing any class due to a sports’ dismissal. It is likewise the student’s responsibility to schedule a time with her teachers to fulfill any missed obligation including quizzes, tests, and/or class work.

An athletic commitment is not an excuse to miss detention. Any student-athlete assigned to detention must report to the Dean of Students and serve her scheduled detention prior to going to the athletic competition. Failure to do so will result in her ineligibility to participate in the next scheduled game.

All student athletes MUST report to school by 9:30 if they wish to participate in either a game, or practice. If a student must leave school for a medical appointment after the 9:30 mark, they must first come to school, follow the early dismissal procedure and then return to school immediately following their appointment with a medical note, however this is strongly discouraged. Should a student arrive to school later than 9:30 and also seek and early dismissal that day, they will not be able to participate in their activity after school.

**NOTE:** A student-athlete is expected to report to school for homeroom on the day after an athletic competition unless a special exemption for late arrival has been granted.
BEHAVIOR EXPECTATIONS

HAZING: Villa Maria Academy’s Hazing Policy (please page … for a more detailed overview)

- No student, teacher, administrator or other school employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

- No student, teacher, administrator or other school employee, contractor or volunteer shall permit, condone or tolerate hazing.

- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

- A person who engages in an act that violates school policy or law to initiate a student into a student organization shall be subject to disciplinary consequences.

- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

- This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

- The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school employee, contractor or volunteer who is found to have violated this policy.

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term “hazing” includes, but is not limited to:

- Any type of physical brutality or placing a harmful substance on the body.

- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
**Alcohol, Tobacco and Drug Policy**

Student athletes will not use or possess any quantity of alcohol, tobacco or illegal/non-prescription drugs (including steroids). Athletes may not be present at a party or in any situation where alcohol or any controlled substances are consumed by minors. Any athlete who violates the school policy regarding alcohol/drug use will be subject to disciplinary action in accordance with school policy, including immediate suspension and probable expulsion from the team.

**Uniforms**

The school purchases uniforms for the following sports: Cross Country, Field Hockey, Soccer, Basketball, Indoor/Outdoor Track, Lacrosse and Softball. All equipment and uniforms are to be returned clean and in good condition on the required date when the athlete completes the sport either at the end of the season or leaves the team. NOTE: Athletes will be held financially responsible for any uniforms or equipment damaged or not returned and will be billed $150.00. NOTE: Additional uniform pieces and/or team spirit wear must be purchased through the Villa Maria Academy School Store.

**Athletic Dress Code**

It is the vision of the Villa Maria Community to make our athletes look as uniform as possible. In the effort to do this, we offer a warm-up that the athlete may purchase. In lieu of purchasing the athletic warm-up, the athlete can wear their Villa Maria gym suit. Below is a description of these articles of clothing.

**Horizon Warm-Up**

- Navy and Carolina blue full zipper jacket with “Villa Maria Athletics” and the athlete’s name embroidered on the jacket.
- Pants are navy with Carolina blue pin stripe down the side.
- Team official warm-up shirt.

**VMA Gym Suit**

- Navy blue sweatshirt with "Villa" across the front
- Navy blue sweatpants with "Villa" down the leg

**Basketball, Cross Country, Indoor/Outdoor Track and Swimming**

- Athletic warm-up with the Team official warm-up shirt
- VMA Gym Suit

**Field Hockey**

- Weather permitting, team uniform with Team official warm-up shirt
- Athletic warm-up with Team official warm-up shirt
- VMA Gym Suit
Golf
  o Golf uniform
  o Villa golf jackets

Soccer and Lacrosse
  o Weather permitting, team uniform
  o Athletic warm-up with team jersey or with Team official warm-up shirt
  o VMA Gym Suit

Tennis
  o Weather permitting, team official warm-up shirt with tennis uniform
  o Athletic warm-up with Team official warm-up shirt
  o VMA Gym Suit

Volleyball
  o Weather permitting, team jersey with gym shorts
  o Athletic warm-up with team jersey or Team official warm-up shirt
  o VMA Gym Suit

Softball
  o Weather permitting, team uniform
  o Athletic warm-up with team jersey or Team official warm-up shirt
  o VMA Gym Suit

Please note:
  o Villa athletic warm-up is the only warm-up that may be worn.
  o The team jersey (if not sleeveless) may be worn with the warm-up. If team jersey is sleeveless, then the student needs to wear the team warm-up shirt. No other t-shirt or shirt is acceptable.
  o Athletes are not allowed to wear any spirit wear to school that they purchased from their team store except the official team warm-up shirt (except on Spirit Fridays).
  o Socks must cover the ankle and must be white or blue.
  o Sneakers must be tied.
  o All shirts and jerseys that are meant to be tucked in should be tucked in.
  o When the student body changes the uniform to winter wear, all athletes must wear the regulation warm-up or gym suit.
  o Athletes are NOT permitted to wear school outerwear in lieu of a warm-up. All athletes must be in the official team uniform, or warm-up.

Penalty for Failure to Adhere to the Athletic Dress Code:

1. First demerit: The athlete will lose the privilege of wearing her sports uniform to school on “away” game days for two weeks.
2. Second demerit: The athletic forfeits the privilege of wearing her sports uniform for the remainder of the season.

**Expectations of Captain**

Captains play a vital role on a team and in the school. All team captains are expected to set a good example for their team members by the following behaviors:

- Set a good example academically
- Show respect for the team uniform by adhering to the athletic dress code and ensuring other team members do likewise
- Act as a liaison between the AD /Dean of Students and team
- Attend and arrive on time to all practices and games, and be the last to leave
- Lead the warm-up activities before practice and matches
- Commit to working and training and lead by example
- Exhibit good sportsmanship
- Be a positive influence on and off the field
- Thank all officials after completion of a game
- Help with game advertisement or publicity
- Help with uniform collection at the end of the season
- Hold team meetings for spirit and morale periodically throughout the season

**GAME DAY PROCEDURES**

**Home Games**

Athletes are permitted to change into their team uniforms at their lunch periods. Once the athlete has changed into their team uniform, they must follow the “Athletic Dress Code” as stated on page 71 and 72. At the end of the day, athletes are to proceed directly to the playing field.

**Away Games**

When a game is scheduled off-campus, student-athletes are permitted to wear their team uniforms with their school approved athletic warm-up, or Villa gym suit to school. If an athlete does not have the school approved warm-up, or Villa gym suit, she is to wear the regular Villa uniform during the school day. Athletes are not
permitted to wear their team uniforms to liturgies or to formal assemblies – even if the liturgy or assembly is held on the day of an away contest.

**Team Travel**

While visiting other schools, student-athletes of Villa Maria Academy are representatives of the school. Student athletes are to conduct themselves in a manner that will reflect a positive image on themselves and on the school. Appropriate conduct must be exhibited at all times. Generally, student athletes need to travel in regulation warm up suits and present a uniform appearance. A neat and clean appearance is required, also.

Villa Maria Academy’s Athletic Department generally provides buses for athletes to travel to and from athletic contests. All athletes are expected to travel to and from the game site on the bus. Parents may pick up athletes after away games only when the coach has received a note by the coach’s deadline for such note.

Student athletes should make sure that they know the time and place of their departure and be prompt and ready to leave at the scheduled time.

**MEDICAL INFORMATION**

**Athletic Training Support**

A Certified Athletic Trainer is available to all student-athletes for evaluation, prevention, treatment, and rehabilitation of athletic-related injuries, as well as referral for medical or emergency care. The following procedures are in effect:

- Student-athletes should contact the athletic trainer immediately in case of sports-related illness or injury, no matter how minor.

- Student-athletes who need the attention of the athletic trainer should report for treatment prior to practice or competition time. When appropriate, a pass from the athletic trainer is required.

- Student-athletes should follow all recommendations and guidelines regarding treatment and rehabilitation as set by the trainer.

- The trainer has the right to prohibit student-athletes from practice and/or competition when deemed appropriate or necessary.

- Failure to follow recommended treatment, rehabilitation, or medical follow-up may result in suspension and/or loss of eligibility to participate in practices and/or competitions for a specified time which will be determined by the Athletic Director in consultation with the athletic trainer and the appropriate coach.

- All medical equipment loaned to the student-athlete by the school (braces, crutches, etc.) is to be returned when no longer needed.
Insurance

Villa Maria Academy enrolls each student in a medical accident insurance program. This insurance is intended to cover those minor accidents and/or injuries which may occur on school property or at school-sponsored events. An accident report must be completed and filed in the Main Office. All injuries which occur during practices or competitions must be reported immediately but no later than 24 hours after the injury has occurred. Please contact the Athletic Director or Athletic Trainer for further information.

Emergency Procedures

In the event of serious injury, the school representative will call 911, and the student will be transported by ambulance to the nearest hospital. The athletic director, coach, assistant coach, or athletic trainer will notify the athlete’s parents and follow the ambulance to the hospital.

ATHLETIC AWARDS

Each sport holds its own individual sports banquet at the end of its season. At this event, student-athletes and coaches are recognized for their outstanding athletic and academic achievements during the year. The following awards are presented:

- **First Year Award**  
  JV Certificate or Varsity letter & pin
- **Two Year Award**  
  JV Certificate, Varsity Letter and/or Varsity pin*
- **Three Year Award**  
  JV Certificate, Varsity Letter and/or Varsity pin*
- **Four Year Award**  
  Varsity pin or Varsity letter & pin
  (If the athlete did not receive a letter and pin in a previous year)

*If an athlete received a Varsity letter in any sport the previous season or year, the athlete will only receive a pin to add to that letter.

Additional awards may also be presented each year by the coaches; these include MVP, Coach’s Award, Most Improved Player, etc.

Earning a Varsity Letter

All athletes must meet the following requirements to be eligible to receive a Varsity Letter:

1. The sport must be officially sanctioned by the National Federation of High School Sports, PIAA, and Villa Maria.

2. A full-time coach must be selected by the administration and employed by VMA.

3. The athlete must comply with all requirements regarding eligibility in terms of her enrollment and academic standing.

4. The athlete must have attended practices and meetings as designated by the coaching staff.

5. The athlete must not have violated any Level 3 rule regulation or policies (*Student Handbook*, pp. 25-26), including use of alcohol, nonprescription drugs or tobacco products.
6. The athlete must have competed in an appropriate number of varsity competitions as designated by each coaching staff per sport (usually at least one half).

7. The athlete must have completed the season in a satisfactory manner.

8. The athlete must have returned equipment and/or uniforms issued to her by the coaches.

9. The athlete must not have violated any rules, regulations or policies regarding criminal activity requiring a police report.

10. An athlete could receive a varsity letter if the coaching staff feels the athlete was an integral part of the team and did the best she could considering her physical abilities and year of graduation.

11. Athletes in compliance with the above will be awarded a JV Award if they do not merit an award at the varsity level.

Senior Night Events and Special Celebrations

Traditionally, seniors are honored by their teams at one of their final home games of the season. All senior recognition activities and other team dinners will be scheduled in advance in coordination with the Athletic Director.

COMMUNICATION

Expectations of Parents

Parents of student athletes are required to attend a Sports Information Night program at the beginning of the sport season. Parents are expected to encourage and support their daughters and their teams in a positive manner and to model the sportsmanlike behavior expected of their daughters. As spectators, parents are expected to cheer for their daughters but never to become belligerent toward players, coaches, officials or other fans. No parent may be on the team sideline or in the locker rooms before, during or after a practice or game. Parents should not criticize coaches, other athletes, or the school and are expected to accept the coaches’ decisions with respect.

NOTE: Parents may not hold tail gate parties or other social events connected with a team at a game unless the event is open to all team members. At no time may alcohol be served at any event connected with a game.

Conflict Resolution

Athletes and their parents must respect the authority of the coaches to resolve any issues that develop. When a problem arises for a student-athlete, the following steps are to be followed to address the situation:

- The student athlete should contact the coach to discuss the concern directly. If the initial contact with the coach does not resolve the issue, the student athlete should contact the Athletic Director.
• A parent should schedule a meeting with her daughter’s coach directly with questions or requests for clarification. At no time, should a parent try to engage a coach in a discussion immediately after a game. Should the issue warrant further attention, the Athletic Director will address the concern in a timely fashion.

• While the administration maintains a position of overseeing the athletic department, it is not involved with the daily workings of the department. A referral to the principal will only be addressed when all other avenues have been exhausted.

The following are not considered appropriate concerns to be directed to a coach by parents: playing time, team strategy, play calling, other student athletes.

**Twenty-four Hour Rule**

In the unfortunate circumstance that a student or parent is upset about something that has occurred during a practice or a game, he/she is requested to follow the 24-hour rule. This 24-hour rule requires that the student athlete or the parent who is upset to wait until a full day has passed before making any contact with a coach to voice his/her concerns. This practice allows for the emotions to drain from the situation so that communication can take place in a reasonable and effective manner and focuses on the good of the student athlete. If waiting until the next day could cause injury or harm to a student, communication is encouraged to take place immediately.

**PARENT/COACH RELATIONSHIP**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, coaches and parents are better able to accept the actions of the other and provide greater benefits to the athlete. When a student becomes involved in VMA’s athletic program, parents have a right to understand what expectations are placed on their daughters. This begins with clear communication from the coach.

*Communication a Parent Should Expect from the Coach:*

1. The philosophy of the coach
2. The expectations the coach has for the student athlete as well as the players on the team
3. The locations and times of all practices and contests
4. Team requirements such as fees, special equipment, off-season conditioning, etc.
5. The discipline issues that result in the denial of the student athlete’s participation

*Communications Coaches Expect from Parents:*

1. Concerns expressed directly to the coach
2. Notifications of any schedule conflicts well in advance
3. Specific concern in regard to a coach’s philosophy and/or expectations

When a student athlete becomes involved in the programs at Villa Maria Academy, she will experience some of the most rewarding moments of her life. It is important to understand that there also may be times when things do not go the way parents or athletes wish. At these times, parents are encouraged to make an appointment with the coach.

*Appropriate Concerns to Discuss with Coaches:*

1. The treatment of student-athlete.
2. Ways to help the student-athlete improve.
3. Concerns about the student-athlete’s behavior

It is difficult for a parent to accept that his/her daughter may not be playing as much as may have been hoped. Coaches are professionals. They make judgment decisions based on what they believe to be best for all athletes involved. As the above list indicates, certain things can be and should be discussed with student-athlete’s coach. Other things, such as those listed next, must be left to the discretion of the coach.

*Issues NOT Appropriate to Discuss with Coaches:*

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

If a parent has a concern to discuss with a coach, this procedure should be followed:

1. Call and set an appointment with the coach.
2. If the coach cannot be reached, please bring this to the attention of the Athletic Director.
3. *Please do not attempt to confront a coach before or after a contest or practice.* These can be emotional time for both the parent and the coach. Meetings of this nature do not promote resolution.
4. NOTE: If the meeting with the coach did not bring a satisfactory resolution, the parent should call to make an appointment with the Athletic Director to discuss the situation. At this meeting, the appropriate next step can be determined.
Dear Parents and Student-Athletes,

This handbook contains information about Villa Maria Academy’s Athletic Program as well as school policies. Each year we update the handbook; please be aware of this year's changes.

We ask you to read this handbook carefully and then to complete the form below and tear it from the handbook. This form should be returned to the Dean of Students’ office before the student-athlete’s season begins.

Thank you for your cooperation. We look forward to a great year!

Ms. Stephanie Taylor
Athletic Director

We have read a copy of the Villa Maria Academy Athletic Department Handbook and we realize our responsibility to support and to follow the policies in this handbook and the Villa Maria Academy Student Handbook.

______________________________
(Parent Signature)

______________________________ HR

______________________________ (Student’s Signature) (Team)

Date received by School_____________