



Villa Madonna Academy High School

Dear Parents of High School Students,

This Handbook is a means to continue the policy of open communication among faculty and staff, students and their families, as we work to provide all members of the school community with the same information. It is very important that you and your child(ren) become very familiar with the information contained in the Handbook. The regulations and guidelines are for the protection of everyone and supplement the administration's broad discretionary powers to maintain safety, order and discipline. Students need to especially pay attention to the following sections:

- Absenteeism/tardy
- Academic Probation
- Cell Phone
- Discipline
- Detention/Saturday School
- Dress Code
- Drug/Alcohol/Weapons Policy

Since parents are the most important influence in the life of children, it is imperative that we work together. **All students enrolled in the high school must return the Handbook signature sheet and the Honor Code sheet, included in the Opening of School Packet, which indicates reading/agreement of policies in this Handbook and return it, with the necessary signatures, to their homeroom teacher by Monday, August 23.** May this year be a productive and growth-filled year for your child(ren) as we work together in the Benedictine spirit of hospitality, service, scholarship and reverence. May the Spirit and presence of Jesus guide us on each step of the way in our spiritual and educational endeavors.

Sincerely,

Mrs. Pamela McQueen

MISSION STATEMENT

The mission of Villa Madonna Academy is to educate students in grades K-12 for full Christian participation in 21st century life. Villa is committed to forming students who seek God in the Benedictine gradation of reverence and peace, scholarship, service and community.

Our Philosophy

Villa Madonna Academy, a co-ed Catholic school serving students in grades K-12, accepts the challenge of preparing students to respect themselves and others, to have a sense of self-discipline, to accept personal responsibility for their attitudes and actions, and to dedicate themselves to academic excellence and life-long learning.

Villa Madonna Academy, sponsored by the Benedictine Sisters of Saint Walburg Monastery, is a community founded on love of God, reverence for others, care for the environment and respect for the individual.

Villa Madonna Academy's goal is to prepare students for an active, God-centered life as responsible, effective members of society. Villa, therefore, offers academic programs designed to foster the development of persons of integrity who use their gifts to participate in and serve the communities of the world.

Villa Madonna Academy is committed to a strong college preparatory program. Only academically-qualifying college-bound students are admitted to the high school program. Members of the Villa family work collaboratively to meet student needs through appropriate learning and teaching methods.

Villa is the place for young men and women to acquire the skills, the knowledge and the spirit needed for full participation in the 21st century. At Villa Madonna Academy, we believe that everybody is somebody important, and we work to see the face of Jesus in everyone we meet.

VILLA MADONNA ACADEMY HONOR CODE

Mission Statement:

Honesty and integrity are a means by which all members of the Villa community come together to create an enriching atmosphere through which all can grow and develop in character.

The expectations for this code are that each student will gain respect and pride in his/her own work, accomplishments, and character

The honor code is a means by which students can self-regulate.

The honor code is not a system by which students find fault with others.

The honor code is not a penalty, but a code of trust and honesty.

The honor code extends beyond the limits of academics to include characteristics of integrity in extracurricular activities.

Cheating:

Cheating is using information that does not belong to you or is not permitted. Cheating also includes giving another student your homework or using another's homework to complete your own; giving information concerning tests, quizzes, or exams to another student.

Cheating includes, but is not limited to:

Writing answers on body parts or crib sheets

Discussing quizzes, tests, or exams with peers before or after taking the quizzes, tests, or exams

Passing around/using for self old assignments, quizzes, tests, and/or exams

Selling notes, quizzes, tests, and/or essays to other classmates

Copying homework from another student and/or the Internet

Giving your homework or another's to someone to copy/use

Looking at another's paper during quizzes, tests, or exams

Inappropriate transfer of information through use of electronic devices including, but not limited to, PDA's, cell phones (including those with cameras), iPADS, and/or pagers

Inappropriate use of calculators and/or cameras

Changing/altering grades

Plagiarism:

Plagiarism is unacceptable borrowing of someone else's ideas, opinions, and/or words without crediting the original source.

Plagiarism includes, but is not limited to:

Paraphrasing without reference

Borrowing another's arguments and/or ideas without reference

Buying essays or using essay from another person including research papers

Neglecting to include citations, references, bibliography, and/or works cited

Copying printed or electronic work including excerpts

Penalty:

Consequences of any of these infractions will result in a zero on the assignment or test, notification of the incident to parents or guardians, and referral to the Dean of Students and the Principal. Other consequences may follow as according to the teacher and/or administration.

All students must sign and return a copy of this agreement. The agreement sheet is included in the Opening of School Packets. This is to be returned to the homeroom teacher by August 23.

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Admissions Policy

The procedure for enrolling in the high school is as follows:

1. State and Diocesan requirements are met, including the policy on tuition and fees.
2. Conference interview including prospective student, parent and Admissions Committee is held.
3. Students have the intention of attending college.
4. Freshmen applicants indicate ability and achievement necessary for liberal arts college preparatory work through testing and, if requested, recommendation of previous teachers.
5. Receipt of pertinent records from previous school accomplished. All students (1-12) are required by law to submit an updated immunization record. According to law, the school may not accept any student who has not provided a record showing he/she has received the necessary immunization shots.
6. Transfer students are in good standing with their previous school and remain on conditional status for one year.
7. Transfer students entering the senior year are not accepted unless the student has moved into the area. The administration makes the final decision on all transfer students.
8. Parents will be notified of the decision of the Admissions Committee concerning admittance.

TUITION AND FEES

Tuition & Fees Payment Policy

The 2012-13 school year contains 177 teaching days. If a student withdraws or enters Villa after the beginning of the school year, the following policy applies for payment of Tuition and Fees (Books and Instructional Materials and Technology Fee):

1. If a student withdraws from school on the 1st through 50th teaching day of the year, the student's tuition and fees for the year will equal one third of the annual tuition and fees.
2. If a student withdraws from school on the 51st through 120th teaching day of the year, the student's tuition and fees for the year will equal two thirds of the annual tuition and fees.
3. If a student withdraws from school after the 120th day of the year, the student's tuition and fees for the year will equal 100% of the annual tuition and fees. There will be no refund for withdrawals after the 120th teaching day of the school year.
4. If a student enters school on the 1st through 50th teaching day of the year, the student's tuition and fees for the year will equal 100% of the annual tuition and fees.
5. If a student enters school on the 51st through 120th teaching day of the year, the student's tuition and fees for the year will equal two thirds of the annual tuition and fees.
6. If a student enters school after the 120th day of the year, the student's tuition and fees for the year will equal one third of the annual tuition and fees.

Tuition and Fees

If there are any questions concerning finances, please contact the Business Office.

High School - \$10,100 per student (in district). This includes the \$400 registration deposit.

High School - \$10,700 per student (Other – Students who are not members of a parish in Boone, Campbell or Kenton County per Diocese of Covington Board of Education Policy P322). This includes the \$400 registration deposit.

Fees (Not included in tuition):

FACTS Payment Service Fee per family (only applicable if using FACTS): \$41 (Withdrawn by FACTS)

Credit Card Payment to VMA (for paid-in-full only) – Fee per transaction: 3.0% of the dollar amount charged

Special Fees:

Graduation Fee: Seniors - \$65(girls) and \$55(boys).

Retreat Fee: \$200/seniors; \$175/juniors

Lunchroom Fee: \$60.00 per family (this does not include the cost of lunches).

Fundraising Fee: \$100 per student (Maximum \$200 per family)

Individual Class Dues: As determined by each class (see below)

PSAT Fee and ACT District Choice Fee: TBA

Class Dues (Not included in tuition/fees):

1. Class dues are collected and used for the projects and activities of that class for the specific school year and each of the students' years in high school. Since these projects and activities are class- oriented, the responsibility for them is shared by all class members.
2. Students are required to pay their class dues. The amount to be paid will be decided upon by each class at the beginning of each year and approved by the principal. **All dues must be paid by October 31.**

Payment Options

Contact the Business Office for information.

Financial Difficulty

Villa Madonna offers a wide range of scholarships and financial aid based on need. For additional information go to www.villamadonna.net and click on "Scholarships", or contact the Business Office. Also, from time to time unexpected financial difficulties arise. If a family is in this situation, please contact the Business Office. Villa Madonna is committed to working with individual families in difficult times.

Non-Payment

Overall, Villa families do a great job of working with the school on tuition payments. Occasionally there are problems with a family not making payments and not contacting the school. If this occurs, the following steps will be taken:

1. If a payment is missed, the school tuition service (FACTS) will notify the family of the missed payment and inform the family of the next withdrawal date so that they can ensure that adequate funds are available.
2. If the payment on the next withdrawal date is missed, the Business Office must be contacted within 10 school days to discuss the situation and establish an agreed to payment plan. Please note that it is the family's responsibility to contact Villa's Business Office.
3. If the Business Office is not contacted within 10 school days, the student(s) will be suspended and will not be allowed to attend school. All report cards, transcripts, and diplomas will also be withheld.
4. If an agreed to payment plan is not established with the Business Office within 5 school days from the start of suspension, the student(s) will be withdrawn from school; all grades, transcripts and diplomas will be withheld; and the account will be turned over to a collection agency.
5. If the Business Office works out a special payment plan with a family and consecutive payments are still not made, the same steps will be followed.

We regret having to document these extreme measures. Again, most of the families do a great job of working with the school, and we are more than willing to help Villa families through financially difficult times. However, occasionally there is a problem and these are the steps that will be followed.

Please contact the Business Office for information on Discounts, Financial Aid and Scholarships.

School Day

Monday through Friday 8:00 A.M. – 2:55 P.M.

Office Hours:

7:30 A.M. - 3:30 P.M. School Year
8:00 A.M. - 12:00 P.M. Summer

Weather Alert

It is the parents' prerogative to keep a child home if roads are impassable and/or if they deem the weather to be too severe to send a child to school. If severe weather develops during the school day, closing time remains the same unless parents are contacted with different information. Early dismissal is permitted upon parental request. The driver of the car is responsible for contacting parents of other riders if they are to ride along.

When it becomes necessary to cancel school or delay the opening time or modify the closing time, the decision will be communicated via radio/TV announcements of school closings/delays, Villa Madonna Academy phone message, Community Safe and website.

Uniform Supplier

Schoolbelles of Taylor Mill
The Shoppes of Taylor Mill
5064 Olde Taylor Mill Road
Taylor Mill, Ky. 41015

859.581.3111 Uniform shirts are available through the office and through LandsEnd. The high school preferred school # is 9000-9589

CONDUCT MATTERS

The approach to discipline at Villa Madonna Academy is one of instilling in each student a measure of self-discipline and a sense of personal responsibility for one's attitude and actions.

The concept of discipline is based on a deep respect for the individual and expects of each student a respect for his/her fellow human beings, for authority, for school materials and property used, and for the entire environment. The concept of discipline is one of personal and community responsibility and good stewardship.

The norms of conduct at Villa Madonna Academy presuppose every student's desire to practice the Benedictine values of hospitality, respect, reverence, stewardship, service, peace, prayer and scholarship.

Respect for the dignity of the individual is a fundamental Catholic tradition. Villa students are expected to demonstrate tolerance and acceptance for the social and cultural differences which may be found at school, a tolerance and acceptance expected at all school events.

No list of conduct matters can cover every conceivable situation; as a result, Villa students are called upon to practice common sense, mature judgment and Christian charity.

Please note that the administration will decide on the course of action for any issues not covered in the Handbook.

The Administration reserves the right to prohibit a student or parent from participating in a school activity at any time for conduct that does not adhere to school policy and/or does not reflect our philosophy of respect and self-discipline. This policy applies to, but is not limited to, school activities such as sports programs and extracurriculars.

General Rules – School/Extracurriculars

1. Villa students respect the learning atmosphere of the school and the authority of school personnel.
2. Students keep noise in the hallways to a minimum. Shouting, whistling, slamming lockers, etc. are avoided.
3. Students avoid prolonged conversations and sitting at lockers in an effort to reduce congestion in the hallways and in order to get to class on time. Students begin moving to homeroom when the 7:55 A.M. warning bell rings. Each student is responsible for information given during announcements made at the designated times of the school day. Students are seated and silent during announcements. Quiet and respect in the halls during lunch/class exchange time, especially on the floors where elementary classes are in session, are especially important.
4. Student conduct in the cafeteria, library, classrooms, and other public areas is such that it will not infringe upon the rights of others.
5. Students respect the property of their teachers and so refrain from looking through articles on or in the teacher's desk, sitting at the teacher's desk, or taking anything from the teacher's desk. Shelves, cabinets or other areas reserved for teacher use only are off limits to students at all times.

6. When outside, students remain within the boundaries of the school campus so as not to infringe upon others' use of the grounds.
7. Students' lockers are regarded as private. Each student keeps his/her personal possessions in the assigned locker. Valuables and large amounts of money are kept in the office until dismissal. Students understand that lockers are the property of the school and the school reserves the right to search lockers at any time. Students understand they are to maintain the locker assigned to them at the beginning of the school year and do not switch lockers with another student.
8. Property of the school, of school personnel, and of other students is not to be "borrowed" or used without the expressed permission of the owner or custodian of such property. The property of the school and others, in the spirit of the Benedictine value of respect, is not damaged.
9. Students are prepared for all classes so that going to the lockers during class time is unnecessary.
10. Students help insure their safety by refraining from sitting on desks, tables, and radiators.
11. Students bring only bookbags or backpacks to school and keep them in the lockers during the school day. Students take needed materials only to their classes. Students remain in the classroom while class or activity is in session and leave only with the expressed permission of the teacher.
12. Students report to the cafeteria when the bell rings for lunch. Students are in no other area at that time unless permission has been given by a member of the faculty or administration.
13. In the spirit of the Benedictine value of respect, appropriate attire and behavior is in place at all extracurricular activities. Those participating in school dances are aware that inappropriate attire/behavior/dancing is not tolerated.
14. Students are aware that food and drinks (including water except at water fountain) are not consumed in the classrooms or hallways before or during school hours. Exceptions: In a specific class, under teacher supervision, food/drinks may be consumed with administration being informed prior to the occasion. NOTE: Water bottles are not permitted.
15. Students keep all food and drinks in the cafeteria only.
16. Students do not chew gum in any school building.
17. Before and after school, students do not congregate anywhere outside, particularly near the entrances and in the parking lot, in such a manner that their presence interferes with vehicular or pedestrian traffic. Conduct should be governed by rules of safety and courtesy.

RULES NECESSARY FOR MEETING LEGAL REQUIREMENTS SET UP TO PROTECT STUDENTS IN THE AREAS OF HEALTH AND SAFETY

18. Students are not permitted to smoke on school premises, including the parking lots. This applies before, during, and after school hours and at school functions. Anyone caught smoking is subject to a Saturday school. Anyone caught smoking twice will be subject to dismissal. Anyone suspected of smoking will be brought to the attention of the Administration.
19. Students are not permitted to leave school grounds during school hours without permission of parents **and** the Principal or Assistant Principal only. Permission of the Principal or the Assistant Principal is also required for a student to be in the parking lot during school hours. If this rule is violated, the following procedure will be enforced:

- Notification of parent and/or
- Study Hall privileges revoked and/or
- All off-campus privileges revoked and/or
- Drivers will turn keys into the office before homeroom, not to be returned until dismissal and/or
- Saturday-school.

20. Students who leave class because of illness are required to bring a note from the classroom teacher to the office. Students may spend only one class period in the sick room and then must return to class. If the student is too ill to return to class, permission from a parent or guardian is necessary in order to send the student home. A student may not sign out to leave without the Principal, Assistant Principal or secretary speaking with a parent.

Cell Phones/Electronic Devices

Cell phones must be turned off and are not to be on the student's person, carried with the student, or in use at any time throughout the school day from the time a student enters the building until the student leaves the building at dismissal. Electronic devices such as pagers, beepers, iPods, and other non-academic electronic devices may not be used throughout the school day *unless such items are authorized for academic use by a faculty or staff member.* Bringing such devices to school is strongly discouraged. Should a student choose to bring such devices to school, the devices must remain in a student's locker, backpack, or car. Students found with a cell phone on their person, or with them in the classroom, or using a cell phone or non-academic, unauthorized device will have the device confiscated for a minimum of three school days or more at the discretion of the administration. In addition, the student will receive detention and the parent must come to school at the end of the three day period to claim the item. A second violation will result in a Saturday school. A subsequent violation will result in the student facing serious consequences which may include having the cell phone or non-academic, unauthorized device confiscated until the end of the school year and paying a \$25.00 fine. Once confiscated, any information contained in the device may be accessed as deemed necessary by the Administration/faculty. If inappropriate content is discovered, appropriate action will be taken.

Phone Calls

Though phone calls of a non-emergency nature are discouraged, permission may be granted at the discretion of the teacher. Students are permitted to use the outer office phone with the permission of the office staff. Excessive charges for calls to mobile phones will be the responsibility of the parents.

Messages may be left with a secretary for students, but students will not be called to the phone during school hours. **Please Note: Parents who wish to leave a message for their student must do so via the office phone and NOT the student's cell phone. Contacting a student on his/her cell phone during the school day is in direct violation of school policy.**

Drugs, Alcohol, And Weapons

If Villa administration is reasonably certain that a student is using, possessing, selling, or transferring an illegal substance on St. Walburg Monastery property or at any school-sponsored activity, function, or event, the student will be subject to disciplinary action that may include but not be limited to the following:

- suspension while an investigation is taking place;
- expulsion.

An illegal substance is any substance that is prohibited by law for sale to minors. Examples are alcohol, marijuana, cocaine, and other drugs.

Student athletes are held to this policy, in addition to a specific policy given to athletes and signed by the athlete. This policy can be viewed on the Villa website and is available from the VMA Athletic Department.

A weapon is defined as a gun, knife, explosive, or other item that is used to harm another.

Disciplinary action will be at the discretion of the administration and will not be appealed. Legal authorities will be notified. Re-admission will be at the discretion of the administration.

School records will reflect the reason for dismissal. KRS 158.155 states that if any student who has been expelled from attendance at a public or private school in this state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs requests transfer of his records, those records shall reflect the charges and final disposition of the expulsion proceedings.

NOTE: Villa Madonna Academy has taken the stand that drug and alcohol use will not be tolerated. Programs are in place to educate students and parents regarding the concerns and dangers of substance use and abuse. Parents are strongly encouraged to talk with their child(ren) about substance abuse and the school's policy. Parents are requested to become aware of signs of substance abuse and to take steps to remedy any situations that call for action.

Students are permitted to take drugs legally prescribed for them. Those drugs must be left in the office. The student is not permitted to carry them. The school office should be informed by a parent if a student is taking a prescribed drug on a regular basis. Students are not permitted to give drugs including aspirin, Tylenol, etc., to other students.

Note: It is illegal to give alcohol to a minor. Under Kentucky State Law and/or under local ordinances that have been passed in most areas, it is a criminal offense to have underage drinking occur if the parent knew or should have known that the drinking was occurring. It is illegal for parents to provide alcohol to minors.

All students attending Villa Madonna Academy dances will be subject to a breathalyzer test. In addition, dance (or any other activity deemed by the administration) guests of Villa Madonna Academy students must complete a Guest Permission Form. The form must be returned to the office prior to the event. No guests over the age of nineteen (19) will be admitted to Villa Madonna Academy dances (or any other activity deemed by the administration.) The administration makes the final decision regarding guests attending dances/activities.

Fighting

Students engaged in physical confrontations (shoving, pushing, throwing objects at one another, any form of physical harassment) will receive Saturday school. A second offense for fighting will result in a meeting with the students, parents, and administration, with the possibility of the student being required to withdraw from Villa Madonna Academy.

Jug

JUG is held twice a week as scheduled by the Assistant Principal. No activity or meeting takes precedence over JUG. Students are to report on time; undue tardiness to or absence from JUG will result in an additional day to serve.

If a student has more than one JUG to serve on a designated day, that student will stay the extra time in order to meet the time requirements for two JUGS.

JUG offenses include uniform violations, chewing gum, not reporting to homeroom by 8 A.M. in the morning, eating or drinking in classrooms or hallways, roaming the hallways, being tardy for a particular class, and any other infraction of school policy where administration deems it appropriate. If a student acquires three (3) JUG assignments, this will result in detention.

The Assistant Principal handles all matters relating to JUG.

Detention

Regular detention will be held for 45 minutes after school, as scheduled by the Assistant Principal. Detention is given for serious disrespect, problem tardiness, uncooperative behavior, three JUG assignments, or any other serious breach of school policy. Individual teachers may arrange detention at other times when deemed necessary. PLEASE NOTE THAT ANY INCIDENT OF DISRESPECT IS REPORTED IMMEDIATELY TO THE ADMINISTRATION. IN ADDITION TO THE DETENTION, PARENTS MAY BE REQUIRED TO COME IN FOR A CONFERENCE.

The Assistant Principal handles all matters relating to Detention.

Saturday School

Three detentions will result in a one-day Saturday School from 7:00 A.M.-11:00 A.M. Two Saturday Schools usually result in a student being required to withdraw from Villa Madonna Academy or to be placed on a Behavior Contract. The Assistant Principal will notify a parent whenever the child is serving detention. The Principal will notify a parent whenever the child is serving a Saturday School. Students who are absent the day they are to serve will receive an additional Saturday School. Because of the arrangements necessary, students who serve a Saturday School will be charged \$35.00.

The Principal and Assistant Principal handle all matters relating to Saturday School.

Sexual Harassment

It is the policy of Villa Madonna Academy that no member of the Villa Madonna Academy community, whether student, employee, or volunteer, may sexually harass another student, employee or volunteer. Villa Madonna Academy reaffirms its commitment to maintaining an academic and work environment free of inappropriate and disrespectful conduct of any type including that of a sexually harassing nature. Harassment of any kind including use of text messaging, instant messaging, posting information on web pages, or sending emails with harassing messages is prohibited. Any student who engages in any of this behavior is subject to disciplinary action that may include suspension or expulsion.

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Bullying and Harassment

It is the policy of Villa Madonna Academy that no member of the Villa Madonna Academy community may harass, bully, intimidate or impersonate another individual (student, teacher, administrator, parent, etc.) Bullying is intentional written, electronic, verbal or physical acts against another person and is defined by a power imbalance, repeated behavior, and an intention to harm. Aggressive and intimidating behavior, both verbal and non-verbal, toward another individual (student, teacher, administrator, parent, etc.) will not be accepted or tolerated. Using text messaging, the Internet, Instant Messaging, blogging, or social networking websites to tease, harass, intimidate or impersonate other individuals (student, teacher, administrator, parent, etc.) is prohibited. Any student who engages in any of this behavior is subject to disciplinary action that may include suspension or expulsion.

Pregnancy/Marriage

The policy is written to **apply to both the girl and boy involved:**

The discretion of the Villa Madonna Academy administration determines the continuation in school of any student who is involved in a pregnancy. A student will be asked to withdraw if, in any way, that student's personal attitude, conduct, and/or publicity given is deemed detrimental to any and all concerned. Any student who has been asked to withdraw may apply to return to school after the birth of a child. The administration will then, according to the circumstances of the case, make a decision.

If a student discontinues during the fourth quarter of the school year, arrangements can be made to complete fourth quarter work. Upon the completion of class work, the student will receive a *report card* or diploma. Participation in the graduation ceremony will be at the discretion of the Villa Madonna Academy administration, whose decision in this matter shall be final.

Any student who is married forfeits the privilege of attending Villa Madonna Academy, except in very unusual circumstances at the discretion of the Villa Madonna Academy administration. The discretion of the Villa Madonna Academy administration determines the continuation in school of any student who is involved in a marriage.

All parties must agree to the conditions outlined in the Villa Madonna Academy Pregnancy/Marriage Procedures for a student to continue at Villa Madonna Academy when either a pregnancy or a marriage is involved.

EMERGENCY PROCEDURES

Contact Information

It is important to have current family contact information on file in the office. If there are changes in your family's contact information, please notify the office.

Crisis Plan

Villa Madonna Academy has a School Crisis Plan that is on file in the school office.

Fire/Earthquake/Tornado Drills

These drills are conducted throughout the school year. Students are expected to remain silent during the drills and follow any instructions given over the intercom or by teachers.

Weather Alert

It is the parents' prerogative to keep a child home if roads are impassable and/or if they deem the weather to be too severe to send a child to school. If severe weather develops during the school day, closing time remains the same unless parents are contacted with different information. Early dismissal is permitted upon parental request. The driver of the car is responsible for contacting parents of other riders if they are to ride along.

When it becomes necessary to cancel school or delay the opening time or modify the closing time, the decision will be communicated via radio/TV announcements of school closings/delays, Villa Madonna Academy phone message, Community Safe and website.

STUDENT-PARENT RESPONSIBILITY

Absent/Early Dismissal/Illness/Tardiness

Regular and punctual attendance at school is expected and required.

Students who are chronically tardy and/or absent will be reported as truant to the County Prosecutor's Office. Please be aware that under Kentucky law, a child who misses three or more days, or is tardy without a valid excuse on three or more occasions, is truant. Students who miss school or are tardy for six unexcused days are considered habitually truant. Once a child is considered a habitual truant, the school can turn the complaint over to district or family court.

Students who come late to school must report to the office before going to class. Students receive JUG when tardy for school or class.

Any time a student is to leave school early, written permission from a parent or guardian must be taken by the student to the school office **before** homeroom. NOTE: Any student leaving before 3:00 will be credited with a partial- day absence. Students who leave early or arrive late must sign out/in at the office.

Absenteeism

1. Whenever a student is to be absent from school, a parent should call or email the school office between 8:00 and 9:00 A.M. If no call is received, the secretary will call home or parent's work.
2. Upon returning to school, it is necessary for the student to bring a note signed by a parent. This note must be dated. Students absent for doctor appointments must bring a note from the doctor's office.
3. **Students absent for three (3) consecutive days or more must have a doctor's excuse in order to return to school. The Administration reserves the right to verify the authenticity of the excuse.**
4. Any anticipated absence or expected long period absence should be reported to the office in advance. In such cases, it is the obligation of the student and/or parent to contact teachers for work to be made up within a time span designated by the teacher.

PLEASE NOTE: THIS APPLIES TO ALL STUDENTS TAKING HIGH SCHOOL CLASSES. VACATIONS DURING SCHOOL TIME ARE STRONGLY DISCOURAGED. Teachers are not required to provide work to students who are taking vacation time. This work, and how it will be made up, will be discussed with the teacher. Classroom time cannot be replaced, and there should be no expectation of special assistance with class material.

ALSO, THE DAY BEFORE AND THE DAY AFTER SCHOOL VACATION TIMES (THANKSGIVING, CHRISTMAS, SPRING BREAK) ARE CONSIDERED REQUIRED SCHOOL DAYS. THE DAY BEFORE HOLY THURSDAY/GOOD FRIDAY AND THE DAY AFTER EASTER MONDAY ARE ALSO CONSIDERED REQUIRED SCHOOL DAYS. STUDENTS ABSENT THESE DAYS WILL BE CONSIDERED UNEXCUSED AND SCHOOL WORK, TESTS, ETC. GIVEN ON THESE DAYS CAN NOT BE MADE UP.

- If a student is absent for more than five days per quarter in a particular class, she/he may not receive credit until the requirements have been met according to the teacher's satisfaction and within the time frame designated by the teacher. It is the responsibility of the student to ascertain what work is missing.

- Any student absent for more than eight days in a class in a quarter will receive an F for that quarter. If part/all of the eight days is due to extended illness, surgery or severe medical conditions, the physician's office must provide documentation for the absence directly to the Principal.
- Any student with excessive tardies/absences will not be permitted to participate in field trips that involve missing classes other than the one for which the field trip is planned.
- Teachers are not required to provide makeup work in the case of an unexcused absence.

Students who are chronically absent will be reported to the Country Attorney's office.

Make-up Work

Graded Assignments

- All graded assignments are due at the beginning of class when the bell rings. Students must come prepared to class with their completed work and will not be excused from class to print copies, retrieve work from lockers, or call to have the homework brought to school.
- The teacher reserves the right to refuse late work of any kind. If the student is absent the day an assignment is due, the assignment must be handed in upon the first day they return.
- In the case of extraordinary circumstances or extended absences (two or more days), it is the responsibility of the student to meet with the teacher the day that they return to make a plan for any missed or make up work.
- Students do not have a right to alternate or make- up assignments. Any make- up homework or projects are at the discretion of the teacher.
- Major projects with set due dates remain due regardless of illness or absence on the assigned date
- Unless specified by the teacher, students may not be excused during one class to complete the work for another. If students are working on homework for another class when they should not be, the work will be taken and counted for no credit.

Tests

- All missed tests must be made up within **one calendar week** of the day a test is given in class, or no credit will be given. If the student is unable to take the test during assigned after -school testing, it is his/her responsibility to make alternate arrangements with the teacher immediately upon their return to school.
 - Tests must be made up on the first available after school testing date (including the day the student returns to school) unless discussed with the teacher. A student's grades may be penalized for missing the first date. All tests not taken within one week of the original test date will result in a zero unless alternative arrangements have been made with the teacher immediately upon his/her return to school. Teachers may require the student to take the test in-class the day he/she returns, depending on the conditions and the unfair advantage the additional time would give to the student.

- If a test is taken during after-school testing, the time limit for completing one test will be 47 minutes, the same amount of time as would occur during a regular class session, unless the teacher stipulates that additional time is permitted.
- If a student is absent the **day prior** to the test, it is up to the teacher's discretion whether or not the student must take the test on the assigned day.
- Students who **chronically** miss school on test dates (two or more) will not be permitted to make up missed tests or complete alternate assignments to receive credit.

“Incomplete” at the time of report card

- The teacher will inform the student and parent about an incomplete grade, stating the date when the work is to be completed. Notice should also be given to the Guidance Counselor and Principal.
- Under normal circumstances, work is made up no later than one week after notice of the Incomplete.
- After one week, the grade will be lowered.
- After two weeks, a grade of F will be given (subject to change, if there is serious illness).

Skipped Class

If a student skips a class(es) or school, the following usually happens:

- The student will have a one- day Saturday school or detention.
- The student may be dropped from National Honor Society, Student Council, and may no longer be able to hold office in any class or club for the remainder of the school year. The student may be a member of his/her class. An exception may be made at the discretion of the administration.
- The student will not be permitted to make up the work missed in the skipped class(es) and will receive a zero.

Illness

Students who become ill during school should:

1. Ask the teacher for a permission slip to go to the sick room.
2. Take the permission slip to the office. This permission is for one period only. If a student is too ill to go back to class at the end of that period, it is suggested the student go home. In such cases, he/she must contact a parent for permission before leaving. **The student must use the office phone so that the Principal, Assistant Principal or Secretary may speak with the parent.** If a student misses an additional class without the permission of the teacher, this will be treated as a skipped class. **Students are only permitted to leave after the Principal, Assistant Principal or Secretary has spoken with the parent.** Students who leave and do not follow this procedure are considered unexcused and classes missed are skipped classes.

Please note: Students should only call to go home due to illness. Students who call to go home for reasons not related to illness and are given parental permission will be considered unexcused. This means that the work missed may not be made up. Having a bad day, a fight with a friend, and other such reasons given will

be considered Unexcused. Decisions will be at the discretion of the Assistant Principal. Please note that repeated calls to go home will result in a Parent/Assistant Principal conference.

Tardiness

1. Students who report to homeroom after 8:00 A.M. will be considered tardy and will receive JUG. There are no exceptions for activities or meetings. If a teacher requests an academic meeting with the student, that student will serve JUG the following JUG day.
2. Students who arrive after the first period has begun must report to the Office before going to class. Tardy students, even those with a written explanation from parents, are rarely excused from JUG. Exceptions may be made by the Assistant Principal during inclement weather. Students must sign in and obtain an admittance slip. PLEASE NOTE THAT STUDENTS WITH A FIRST PERIOD STUDY HALL MUST REPORT AT THE REGULAR SCHOOL TIME.
3. Whenever it is necessary to remain beyond class time to talk to a teacher, the student should obtain a note from that teacher to present to the teacher in the next class, so that the reason for the tardiness will be known. If a student is with a Counselor, the Counselor will provide an admittance slip for that student to take to the next teacher.
4. Students who are tardy for class are subject to JUG.
5. Students who arrive after 10:45 are considered half-day absent and are subject to JUG.
6. Students must be in school all day to play a sport that night or participate in extra-curriculars.
7. Students who leave early during the school day will be recorded as a partial-day absence.
8. **Students who are chronically tardy will be reported to the Country Attorney's office.**

Communication with School

Parents requesting a conference should call or email the school at least 24 hours in advance to schedule an appointment with the teacher, guidance counselor or administrator. Two-way communication is essential. For most matters, the first conversation is between the student and teacher. If the student is reluctant to speak with the teacher, the student has the opportunity to meet with the Principal, Assistant Principal or Guidance Counselor for coaching in how to meet with a teacher. **If a concern remains, it is necessary that parents first work with the teacher involved before bringing the matter to the guidance counselors or administration.**

While email and voice mail are effective methods of communication, teachers and administrators are working throughout the day with students. As a result, they cannot respond immediately to emails and voice mails. Every effort will be made to respond within 24 hours. Confidential and in-depth conversations are conducted in person or via the phone and not via email.

Please note that family contact information must be current. If an address, phone number, contact information, etc. should change at any time during the school year, please notify the office immediately.

Medication

Students who must take medicine during the school day must leave the medicine in the office. The medicine must be in the original container/prescription bottle. Parents need to complete a form that details the type of medication, time to be dispensed, and duration of time the student will be taking the medication. No medication can be dispensed without these procedures being followed.

Driving Requirements

All drivers are reminded that the road around the Villa Madonna Academy buildings is one way. Passengers are to be dropped off and picked up in the parking lots; they are never to be dropped off or picked up at the front doors or in the handicap spots near the monastery. DRIVERS MUST PULL INTO A SPOT IN THE PARKING LOTS SO AS NOT TO OBSTRUCT THE FLOW OF TRAFFIC. Students walking from the parking lot enter through the front doors. Students who are picked up after school MUST BE PICKED UP IN THE STUDENT LOT ADJACENT TO THE FACULTY/STAFF LOT.

Students only park in either of the lots designated as Student Lot. Students register their car at the Office by completing the yellow Car Registration Form.

Students are not in the parking lots at any time during the school day without the permission of the Principal or Assistant Principal. All students are expected to practice safe driving techniques or they may forfeit the privilege of driving and parking on campus (at the discretion of the Principal and Assistant Principal.)

Virtus

All employees and volunteers in schools in the Diocese of Covington shall attend the *Protecting God's Children for Adults* program, sponsored by the Diocese, and shall participate in the *Virtus* update program.

All parents, volunteers and coaches must receive the Virtus training program and have a cleared background check prior to volunteering and/or coaching.

DRESS CODE

Clothing must be *clean* and in *good repair* so that students look presentable at all times. Worn out clothing and clothing in disrepair is in violation of the dress code.

Students should be in uniform upon arrival at school, lunch period, and dismissal.

Parents are expected to guide their student in what is proper dress, not only for the school day but for dances, banquets, field trips and other events.

Shoes

- Full back and fitted securely on the foot;
- Laced and tied properly;
- Maximum of 1" heel;
- Primarily white, brown, black, blue, gray or navy in color;
- Gym shoes, dress shoe, permitted casual shoe;
- High top shoes may NOT be worn with the uniform skirt.

Not permitted: slippers, flip flops, clogs, Crocs, moccasins, boots, Uggs, high heels, folded over or high top Chucks, neon colors, untied, torn or ripped, work or snow boots.

Socks

- Clearly visible at all times and worn at all times;
- Solid color only – white, black, navy, grey; must be a matched pair;
- Knee socks permissible;
- Girls may wear black or navy tights; neutral/tan colored pantyhose are permissible.

Not permitted: footless tights, footies, leg warmers, socks that have to be pulled up to be visible, argyle, neon colors

Pants /Shorts

- In good repair (hemmed; no frayed and/or ragged edges);
- Fit at the waist, not below;
- Solid khaki or navy dress slacks or shorts-no denim material (no colored trim or additional pieces);
- Worn with a belt and belt loops;
- Belts must be plain and of a solid color (black or brown);
- Shorts must not be longer than knee length or shorter than mid thigh.

Not permitted: cargo pants, denim, corduroy, torn or frayed pants, Capris, studded belts,

Skirts

- Clean and in good repair (not stapled, glued, or missing/torn hems);
- Official uniform black-watch plaid double-pleated (available from Schoolbelles);
- Worn no more than 3” above the knee;
- Skirts must be buttoned and zipped at all times.

Not permitted: sweat pants, pajamas, leggings, leg warmers. If it is too cold, wear pants.

Shirts

- Clean and in good repair;
- Tucked in at all times, not just rolled up;
- White or blue oxford, long or short sleeve shirts with or without a tie;
- Villa logo plain White, Grey, or Navy polo shirts (available from Schoolbelles, VMA, or some from Lands End);
- Villa logo Navy/White rugby shirts (available from Schoolbells or VMA);
- Unprinted, solid white, short sleeve undershirts may be worn (under the uniform shirt) and tucked in at all times (NO LONG UNDERSHIRTS); Girls may wear a solid white camisole or tank top under the uniform shirt, but it must be tucked into the skirt, pants, shorts.
- Banded shirts are allowed to be worn by girls.

Not permitted: colored or printed undershirts, camisoles, tank tops; long sleeve undershirts
(OVER)

Sweaters

- Plain, non-hooded navy, grey, black or white sweaters or cardigans (or sweater vests) with or without the Villa logo; Sweaters must be regulation fit button down, v-neck, or crew neck sweaters.
- Uniform shirt must be visible when a sweater is worn.
- Sweatshirts are not permitted to be worn in the classroom.

Not permitted: hoods, accessories, sarongs, shoulder/neck scarves. If it is cold, students must wear the regulation sweaters in classroom – so be prepared.

Accessories/Jewelry

- Earrings may be worn in the ear lobe only and not more than two piercings are allowed per ear;
- No visible body piercing or tattoos (permanent or temporary);
- No scarves, hats, or gloves are permitted during the school day;
- No more than two bracelets per arm are permitted.

Not permitted: distracting jewelry, visible piercings other than the ear

Sweatshirts may be worn to and from school. However, they may not be worn in the classroom except on Spiritwear Friday.

Spiritwear Friday – Only Time These Items May Be Worn

- Spiritwear sweatshirts or jackets sold by the Villa Spirit shop, Blue Lightning shop, or Villa athletic team with regular uniform pants, shorts, or skirts. Uniform shirts must be visible.
- Class shirts and Club shirts;
- Permitted on any Friday unless a special event is taking place and students are instructed to be in regular dress code.

Not permitted: Non-Villa Spiritwear, logos from other schools/companies, any other deviations from the uniform code

General Appearance

- No dyed or distracting hair colors or hair styles
- Hair must be clean and kept out of the face and eyes at all times
- Students are not to write or draw on their skin in any form
- Students are expected to arrive at school in a clean and presentable fashion
- Students are expected to be well groomed and professionally kempt

Girls are permitted to wear makeup and nail polish in moderation as appropriate for the school setting

The administration reserves the right to deem what is appropriate/inappropriate in all matters of dress code.

"Out Of Uniform" Dress Code

The following guidelines need to be observed on casual "out of uniform" days:

- Shorts must be mid-thigh or knee-length with a finished hem.
- Jeans must look nice, with no rips, tears, holes, shreds, fringed or frayed hems.
- Tee shirts must look nice, with no rips, tears, or holes. Shirts with printed material are discouraged. Any printed material on the shirt must be appropriate and in good taste. No bare midriffs, low cut shirts or tank tops are permitted.
- Skirts should be of modest length.

Some field trips or events may require dress clothes. Specific instructions will be given for these occasions, but please note that jeans, hats/caps, tee shirts, mid-riff length tops, tank tops, revealing tops and inappropriately short skirts or other such attire is never appropriate.

Evening Functions – Formal/Semi-Formal Dances, Casual Dances, Banquets, Etc.:

While specific instructions may be given from moderators, coaches, etc., please note that **modesty and appropriateness are essential.** The administration reserves the right to send home from a school function any student(s) dressed in revealing, inappropriate clothing.

Graduation Attire

In compliance with Board policy, graduating high school students wear the traditional dress for the Baccalaureate Mass and the Commencement Ceremony. **Girls** wear floor length white (the only acceptable color – candlelight, champagne, off-white, other variations are not acceptable) dresses with a sleeve that is 2-3 inches off the shoulder. Sleeveless dresses are not acceptable. The dress must be one-piece. Off-shoulder styles may not be worn. If the dress has a jacket, it must appear to be part of the one-piece jacket. The back cannot be lower than halfway down the back. In addition, a white hat with a 4 inch minimum brim is worn with white gloves, white shoes (dress heels or flats – no flip flops, casual sandals, etc.), and simple and limited jewelry. The dress must be approved by the Principal. Each girl graduate is required prior to graduation, at a time designated by the Principal, to wear the entire ensemble for final approval. **Boys** wear

a black tuxedo, vest, shirt and tie accompanied by a top hat, white gloves and cane. The boys attire is rented/purchased from a specific vendor as determined by the Principal. All boys wear the same approved outfit.

Gym Attire

High school students wear a comfortable shirt and a pair of shorts, conducive to the kind of activity provided in gym classes. Optional gym shirts are available for purchase in the school bookstore. To preserve the gym floor, students must change to clean gym shoes (no black soles) used only for this purpose. Lockers are provided.

CURRICULUM AND ACADEMIC MATTERS

Curriculum

Students are required to earn the following 27 credits at Villa Madonna Academy. In addition, the state of Kentucky requires students to take a math class each year they are in high school.

Credits	Subject
4	- English
4	- Religion
4	- Math
3	- Science
3	- Social Studies
3	- Foreign Language (2 of which must be in the same language). <i>Students entering with a credit in foreign language from junior high <u>must still take three years of a foreign language while in high school</u>. The purpose of allowing junior high students to advance in foreign language is so they graduate with four or more credits in foreign language.</i>
2	- Fine Arts
1/2	- Health
1/2	- P/E
3	- Electives

Credit is awarded on a semester basis. Students must pass each semester of a class. A student who does not pass a semester must make up that semester credit in an approved summer school course.

Courses offered at Villa are to be taken here during the school year. Students may not pursue required course credit through summer courses, correspondence courses, on-line courses, tutorial sessions, learning centers, etc. PLEASE NOTE: **STUDENTS MAY NOT DROP A CLASS LATER THAN TWO (2) WEEKS AFTER THE CLASS HAS BEGUN, EVEN IF A CREDIT IS NOT NEEDED IN THAT CLASS.**

Grading

Letter Grade	Numerical Grade
A	95-100
A-	93-94
B+	90-92
B	87-89
B-	85-86
C+	82-84
C	79-81
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	Below 70

Please note: Honors classes and AP Courses are weighted an additional 0.5 point/class. A student must be currently passing a course and, in addition, must pass the 4th quarter or the Final Exam to get credit for any course. If the course is a semester course, a student must be currently passing the course and, in addition, must pass the final quarter or the Semester Exam of that course in order to earn credit for the course.

Exams

All students take first and second semester exams. An exam is given in semester classes, also. Seniors may be exempt from second semester exams only with teacher approval. The senior must be passing the course, in addition to passing the 4th quarter. If those requirements are not met, the senior MUST take the second semester exam. The senior teacher has the option of determining if a senior needs to take the exam. All students who complete the year of an AP class may be exempt from the regular second semester exam in that class provided the teacher gives approval. Teachers also have the option of requiring students who are not taking the AP exam to take the second semester exam or complete a project in lieu of an exam.

AP Exams

Students who take an AP exam must be enrolled in the AP class. Exceptions are granted only at the discretion of the administration.

Honors

First Honors: 3.5 average, with nothing lower than a B.

Second Honors: 3.0 average, with nothing lower than a C.

Academic Probation

1. If at the end of a semester a student fails one subject, he/she will be placed on academic probation.
2. A letter advising parents of this will be sent.

3. A conference of the parents, student, counselor and/Principal and Assistant Principal may be required before the student is readmitted for the next semester. Other teachers may be included in the meeting at the discretion of the high school principal.
4. The student will not be permitted to continue at Villa Madonna if he/she fails any subject while on academic probation.
5. A student on academic probation:
 - Must take study halls in the library.
 - Will meet with the counselor to work on improvement of study habits.
 - Will follow the plan arranged by the Principal for making up credits. This may involve attendance at an approved summer school, approved online course, and/or tutoring. However, due to the intensity of courses at Villa Madonna Academy, such make-up work for credits is very limited.
6. After a student has been on probation, her/his academic record will be reviewed quarterly. Recurrences of failure may also result in a student being asked to withdraw.
7. If a student is a senior and lacks one credit for graduation, the student must make up the work through an approved summer school course in order to obtain the diploma. Such credit must be earned or the student must be in process of earning this credit by June 30 following graduation in order to receive a diploma from Villa. If, by June 30 of the following year the credit has not been earned, a diploma will not be issued. A student lacking only one credit may still participate in graduation activities. A student lacking more than one credit may NOT participate in ANY graduation activities.

Eligibility

Students who are not presently passing a subject will be placed on the weekly ineligible list. Teachers and coaches will receive an ineligibility list every Monday. This list will be valid until the following Monday when a new list is published. Therefore, students will be ineligible a minimum of one week. Neither students nor coaches are to ask teachers to reassess their grades between lists. The first week per quarter that a student is on the ineligible list is considered a “grace period” where the student can still participate in extracurriculars. This allows the teacher, moderator or coach to continue with plans for that week and to adjust accordingly for the following week.

The office will notify both the students who are ineligible and their parents. The Athletic Director will receive a list of the ineligible students, and he will notify the team coaches. Students who are ineligible will not be permitted to attend meetings, practices, or participate in club activities during the time they are ineligible.

National Honor Society/Grades

NHS students who receive a D will receive a warning; those receiving a second D are automatically dismissed from the National Honor Society.

Valedictorian/Salutatorian/Grades and Attendance

Only students who have attended high school at Villa Madonna Academy for four years are eligible for valedictorian/salutatorian status. Grade point average and attendance are considerations in determining these honors.

Field Trips

Special trips will be scheduled throughout the year to complement the classes and educational experiences for the students. Students are required to have written/parent-signed permission slips for these trips. Email or telephone permission cannot be accepted. Students who do not comply with this requirement will not be permitted to participate. A nominal charge to cover bus fare and admission may be required for field trips. Please note that student trips, especially those involving air travel, are at the risk of the student and his/her family.

Fine Arts

High school students are required to take two credits in Fine Arts as part of the overall curriculum. All students have the opportunity to participate in the school play(s) as an extracurricular activity. Private music lessons are also available.

Physical Education

Students have access to a full-sized gymnasium, a complete physical education program and qualified instructors. Activities in the PE program may include golf, tennis, volleyball, basketball, softball, and soccer. **ALL FRESHMEN MUST PARTICIPATE IN PE CLASS UNLESS A NOTE FROM A DOCTOR IS TURNED IN TO THE OFFICE. ON THE DAY A STUDENT IS UNABLE TO PARTICIPATE, HE/SHE WILL WORK IN THE LIBRARY.**

Study Halls

Freshmen and sophomores will normally have no study halls but, if they should, they will report to the library or such other room that the Administration designates. If a junior should have a study hall, he/she reports to the library or such other room that the Administration designates. Seniors have faculty-supervised study halls. With special permission students may go to a special purpose room (art, computer, etc.) but only when a teacher will be present.

NETWORK AND INTERNET ACCESS AGREEMENT

Villa Madonna Academy offers students access to our computing network and to the Internet as a technological tool to enhance the learning process. To gain access, all students must obtain parental permission and must sign the Villa Madonna Academy Student Network and Internet Access Agreement. This agreement is submitted to the school's Technology Director.

As stated in the agreement, the administration reserves the right to revoke network and Internet use privileges for violation of the terms of the agreement. Students and parents are expected to thoroughly understand these terms before submitting a signed copy to the school.

Students will be granted access to the school's network and the Internet for a period of two weeks at the beginning of the school year. This grace period is provided to allow parents sufficient time to review and sign the agreement. Any student who has not submitted a signed agreement by the end of the two-week grace period will have his/her network account suspended until the signed agreement has been submitted to the school.

In addition to the Student Network and Internet Use Agreement, students are expected to be familiar with the following conditions of use:

- The use of school computers is a privilege which may be revoked if the student violates any of the terms of the Student Network and Internet Use Agreement.
- Students will use the school's computing network and/or the Internet under the supervision of a Teacher, Library/Media Specialist or Administrator. Students are not allowed to use the school's computers without supervision.
- The school reserves the right to review, monitor and/or remove electronic material created by students on school computers at any time. Electronic material created on Villa Madonna Academy school computers is the sole property of Villa Madonna Academy.

GUIDANCE

Villa Madonna Academy's guidance program is designed to meet the changing needs of students. In addition to scheduled guidance classes, the guidance counselors also have regular conferences with individuals. The guidance program is essential in the development of the whole person. It is designed to help students identify and solve problems, to recognize their gifts and talents, and to explore avenues for effective use of those gifts and talents.

College Visits

Students are encouraged to participate in college visits. The guidance counselor should be contacted prior to making a college visit. **Seniors** are granted **two excused absences** for college visits. **Please note that the day before/after Thanksgiving, Christmas, Easter, Holy Thursday/Good Friday, Easter Monday are UNEXCUSED.** The student must have the completed College Visit Excused Absence Form signed by the teachers and parents PRIOR to the college visit. In addition, the College Visit Verification Form must be signed by a college representative and turned into the office upon the student's return in order to verify the excused absence. If the verification form from the college is not returned, the absence is unexcused. Excused absences for college visits will NOT be granted after May 1. Both official forms are on the website (High School, guidance Forms section.) Exceptions to this rule for scholarship competitions or college orientations may be made at the discretion of the principal.

Please Note: **Seniors should use the weekends for college visits or the day of the PSAT/ACT test for juniors (or junior retreat days) in order to minimize disruptions to the classes.**

Transcript Request

Students requesting transcripts must fill out the VMA Transcript Request Form. A PDF version of this form can be downloaded from the Villa Madonna Academy website, High School, Guidance Forms section. This form can also be found in the High School Guidance office.

Students must complete the form and hand it into the Villa Madonna Academy Guidance Administrative Assistant. When a student hands in this form, it is presumed that the student has:

1. spoken with his or her counselor about the counselor's recommendation;
2. obtained the necessary attachments including teacher recommendations, (it will not be marked received by the guidance office if the office needs to wait for attachments/recommendations).

Please note that Villa Madonna Academy must have the student's or parent's signature on the Transcript Request Form. In addition:

- allow three (3) working days for processing from the date received;
- use a separate form for each different mailing address to which transcripts must be sent;
- note that a class schedule, last report card, and a school information sheet will be sent along with each transcript;
- give form to the guidance administrative assistant who must receive the request to date it and begin processing;
- after the transcript has been sent, the students will receive a copy of the form indicating the date it was mailed.

Meeting with the Counselor(s)

Appointment slips to request a meeting with a counselor are available in homerooms and in the Guidance Office. The counselor will either give a signed form to the student, who will then give it to the teacher, or the counselor will notify the teacher that the student is in a meeting. The student will return to class with a note from the counselor.

Testing

The HIGH SCHOOL PLACEMENT TEST from Scholastic Testing Services is an assessment given during the eighth grade year to prospective students. Villa Madonna Academy uses this test as an entrance exam. Students must score in the 50th percentile or above to be considered for admission into the program. The test contains two cognitive skills subtests that measure verbal and quantitative skills and three subtests that measure the basic achievement in reading, mathematics, and language arts.

The PLAN TEST is a practice test for the ACT and is scored similarly to the ACT. It includes academic tests in English, mathematics, reading and science reasoning. The PLAN includes an interest inventory with some career direction, a study skills assessment, and a student information section. This test is administered to all sophomores on a designated school day in the fall.

The PSAT measures critical reading, math problem solving and writing skills. It is scored similarly to the SAT. The test is used to qualify for National Merit status in the junior year, and it is administered in October on the Wednesday date determined by the College Board. This is an optional test students take for a fee.

The ACT is an assessment for college admission that includes four curriculum-based tests in English, mathematics, reading, and science reasoning. The results of the ACT are reported on a scale of 1 (low) to 36 (high) including scores for each of the four subject areas and a composite score. Students are responsible for registering for this test which is offered six times a year. The ACT is administered in March at Villa Madonna Academy as part of the ACT District Choice Program, and students are notified of other testing dates at other testing sites. In addition, an ACT Prep Course is often offered here by an outside source, and there is a fee for the course.

The SAT I is a reasoning test for college admission, scored from 200-800. The SAT consists of three sections which test academic strengths in verbal, writing and mathematical areas. Students are responsible for registering for this test and are informed about the seven test dates and sites.

The Sat II consists of subject tests that measure knowledge and skills in a particular subject and the ability to apply that knowledge. This test is not required by all colleges, so students should check the requirements for the schools they are considering. Students are responsible for registering for these tests which are offered on the same dates as the SAT I.

The ADVANCED PLACEMENT (AP) tests are given in May to students who have completed their specific AP courses and registered in March with the counselor. The tests are scored on a scale of 1 (low) to 5 (high), and college credit is usually granted based upon specific scores of a three or higher. However, students should check with the college they plan to attend to determine the college's policy on AP scores. Again, the test fee is determined by the College Board.

Schedules/Schedule Changes

During the second semester of each year, students are presented with the schedule choices for the following school year. The counselors meet with each grade level to explain the requirements/course selections. Only students approved by the appropriate teacher may take an AP course. Specific requests involving math classes, honors classes, etc. must be approved by the particular department(s). Once the school year begins, changes may not be made after the first two weeks. Changes must be requested in the guidance office, and the Principal has final approval. Students are reminded that changes in class schedules should be considered the final step, not the first, in resolving academic problems. Students are expected to work diligently with their teachers to overcome any temporary setback in their grades.

CAMPUS MINISTRY/RELIGION

The teachings of the Catholic Church and the Benedictine values lie at the heart of our philosophy. In addition, a core component of the program is the service program.

Students have the opportunity to attend Mass regularly and to receive the Sacrament of Reconciliation. There are also opportunities for special liturgical celebrations and penitential services throughout the year. Retreats and Days of Recollection are integral components of Villa's religion program, and all students are required to participate in these. Our religion teachers and Diocesan-assigned Chaplain participate with the religion classes and the faculty in the planning of the religious activities and events.

Villa Madonna Academy is a Catholic school. While we do accept students of other faiths, they are required to attend religion classes and religious functions of the school.

Retreats

Retreats are arranged per grade level. Freshmen and sophomore retreats are usually one-day retreats, while juniors and seniors are engaged in retreats of at least two days.

Service Hours

A Service Hour Form is available on our website. Please note that a form must be completed after each service activity. The form requires a signature by the supervisor of the activity and a reflective writing by the student.

Students are required to perform twenty (20) hours of service during each of their high school years. NHS students are required to perform an additional ten hours of service. Community service hours will not be accepted where there is an opportunity to earn money or payment for services. Work should be done for nonprofit groups such as schools, places of worship, charitable organizations, or local agencies. Some suggested agencies are Welcome House, BeCon, Campbell and Kenton County Animal Shelters, Baptist Convalescent Center, Brighton Center, Carmel Manor, Diocesan Children's Home, Habitat for Humanity, HONK, Hosea House, Madonna Manor, Parish Kitchen, St. Vincent DePaul Pharmacy, Salvation Army and Redwood. Each year, by May 1, all students must submit their Service Hours Form. Students will receive one copy of the Service Hours Form in their opening of school packets. Please note the forms are available online and must be submitted by May 1 each year to the Campus Minister. Students who do not complete the required service hours will not receive a religion credit for the year.

Service Learning

VMA High School is a Service Learning school. Service learning intrinsically supports and enhances the mission of our school. Our teachers integrate service learning into the core curriculum.

STUDENT ACTIVITIES

Clubs/Extracurriculars

ATHLETICS

Villa Madonna Academy offers all varsity sports except football and wrestling. Additional information is available on the website.

Coaches, student athletes, parents and team fans represent the school at athletic competition. Sportsmanlike conduct is expected of everyone involved in athletic events. School administrators, athletic directors and/or coaches have the right and responsibility to assure such behavior at athletic competitions. The Athletic Director is expected to ask any student, parent, and/or guest who is unsportsmanlike to stop such behavior or leave the event immediately. **A detailed Sports Policy Manual is included in the last section of this Handbook.**

BROADCAST JOURNALISM

Participation in the broadcasting of school news and production management is available for those students who enroll in the class. Additional opportunities may be available by contacting the moderator.

CHORUS/BAND

Chorus/Band classes and opportunities are available to all students. Classes are scheduled and must fit in with the student's schedule.

CLASS MEETINGS

Class meetings are held during an appropriate time in the day or before/after school. Their frequency depends on the projects underway at the time. Class officers include President, Vice President, Secretary and Treasurer.

COP

The Christian Outreach Program invites students to participate in service activities throughout the year. This club is very active in service programs, including inner-city school tutoring.

DEBATE CLUB/FORENSICS

The VMA Debate Club meets to review/practice the process of debate and engage in debate activities.

DRAMA

Interested students may audition for the various theatrical productions. A drama class is, also, available to upperclassmen.

FILM CLUB

Students learn the essentials of film-making and how to critique movies.

JUNIOR CLASSICAL LEAGUE

The Junior Classical League promotes appreciation and understanding of Classical civilizations, develops responsibility, and encourages enthusiasm and competition. Membership in the JCL is open to any student taking Latin class.

INTRAMURALS

Intramurals are conducted after school. Students who do not have other obligations during that time are welcome to participate.

NATIONAL HONOR SOCIETY

National Honor Society is foremost in organizations and societies that promote appropriate recognition for students who reflect not only academic success but also the hallmarks of character, leadership, and service. A 3.50 GPA is required for admission. NHS members are held accountable for maintaining their scholastic achievement as well as the qualities of character, leadership and service. Any NHS member who consistently or flagrantly violates the rules of the school will receive a warning from the moderator. A second warning could result in dismissal from the National Honor Society. A student who is suspended from school is automatically dismissed. Other regulations apply, and the moderator discusses these with the members. NHS members also perform twenty additional hours of service.

NEWSPAPER

Participation in the school newspaper is available for those students who enroll in the class. Additional opportunities may be available by contacting the moderator.

PEP CLUB

This club meets with the moderator to plan Pep Assemblies, events at games, send-off celebrations for students participating in special events, etc.

PRINCIPAL'S ADVISORY COMMITTEE

This committee meets with the principal twice a month and engages in dialogue regarding the school. Meetings occur during lunch or before/after school. Students must apply to be a part of the committee.

STUDENT COUNCIL

Student Council is composed of voting members who are elected by the students. Student Council meetings are announced on the activity schedule, and all meetings are open to everyone. The committees of Student Council plan various activities for the school throughout the year.

SWAC

The Student World Affairs Council gives students an opportunity to participate in regional activities including the Model United Nations and Cincinnati World Affairs Council.

VMA ABMASSADORS

This program invites students to represent the school at various activities that include recruitment, Open House, etc.

VSADD

Villa Students Against Destructive Decisions provides students an opportunity to engage in activities throughout the year that promote safe decision-making. This club is especially active during Red Ribbon Week and prom season.

YEARBOOK

Participation in the yearbook is available for those students who enroll in the class. Additional opportunities may be available by contacting the moderator.

STUDENT-PARENT SERVICES

School Pictures

Student and class pictures for grades one through eleven will be taken at school by National School Pictures of Erlanger, Lifetouch, 859-342-6910, within the first two months of school. A reminder will be sent home before the actual day. Parents are under no obligation to buy these pictures. Dress code for the day is uniform bottom (skirt/pants) and a nice out-of-uniform top.

Seniors must have their picture taken by the contracted school photographer to be included in the yearbook and the class composite. Again, students are under no obligation to purchase their senior pictures from this photographer.

Lost and Found

All articles found in the school may be placed in the Lost and Found at the Holy Spirit entrance.

Parent to Parent Program

This program, begun by Father Jeff VonLehmen, is a combined effort of parents and school to help our teens through a safe adolescence. It is important that parents know one another and work together to establish boundaries and expectations. The focus of this program is how to raise teens in a toxic culture, how to support them as they grow through adolescence, and how to be a presence in their lives. This program reminds parents, also, of the legal ramifications of providing alcohol to teens and the importance of being positive role models.

Volunteers

Volunteerism is a very important part of the Villa Madonna Academy community. There are a number of volunteer positions that need to be filled each school year. All volunteers must have gone through the Virtus process and have a background check that is cleared prior to volunteering within a school or at any school functions. Volunteers must remain Virtus compliant. Please contact Mrs. Julie Dickman, the VMA Virtus Coordinator, for additional information.

Publications

Villa Week is a joint publication of the elementary and high school/junior high that is currently available on our website every Wednesday.

Alumni News is a quarterly newsletter of school and alumni activities.

Wellness Policy

Villa Madonna Academy is committed to educating students in full Christian participation in 21st century life. Villa is committed to forming students who seek God in the Benedictine tradition of reverence and peace, scholarship, service and community. Villa Madonna Academy supports and promotes healthy lifestyle habits and behaviors. Teachers, staff and parents are committed to teaching students how to make healthy food choices and how to create lifestyle habits that promote wellness. Teachers and staff will model these practices as well as provide healthy food options in the cafeteria and for snacks. Food will not be used as a reward and meaningful, purposeful physical activity will be incorporated into the PE curriculum as well as throughout the daily routine of students and teachers.

Lunch

The lunch program provides the student the opportunity to purchase a full lunch (meat/meat alternate, vegetable and/or fruit, bread/bread alternate, beverage). Of the above mentioned food groups, your child is required to select no fewer than three. (Examples: a sandwich and milk covers three groups - bread, meat, dairy.)

A monthly menu is distributed to every family. The menu will mention the entree (example: pizza) for that day. Peanut butter & jelly sandwiches, cheese sandwiches, and salad bar are also available on a daily basis. A choice of one of these options allows the student purchasing lunch ONE TRIP through the Hot & Cold Bar. The Hot and Cold Bar contains a full salad bar line with specialty salads, hot vegetable, and fruit choices. Mustard, ketchup, salt, pepper, etc. are also available to the student purchasing lunch. It is our hope that the variety of foods and beverages offered will encourage each child to participate in the school lunch program.

PLEASE NOTE: Carbonated drinks and energy drinks are not permitted. Food from outside, such as fast food restaurants, may not be brought in for lunch. Students must pack their lunch or purchase from the cafeteria. Only on designated Lunch of the Month days or with special permission from the Principal or Assistant Principal may other arrangements be made.

Prices for drinks and ala carte items will be posted in the lunchroom. Information regarding prices is available on the website and in the opening packets.

LUNCHROOM FEE:

In addition to the daily cost per child for lunch, there is a lunchroom fee of \$60 per family per year. This yearly fee is payable through the Business Office, along with tuition.

FREE AND REDUCED LUNCH:

The U. S. Federal Government has a program by which children from families in certain income brackets may receive free or reduced price lunches. Parents who qualify for this aid are encouraged to apply for it through a confidential application, which is filed with the principal. An additional sheet of information will be sent home regarding this. If there are any questions regarding the above, please contact Donna Crisler at school, 859-331-6333 ext. 360.

USE OF FACILITIES

Cafeteria

In order to keep the cafeteria clean and welcoming to all:

- Students push chairs under the tables before leaving the tables. Food and drinks are kept in the cafeteria only.
- Good manners and Stewardship demand that any paper or food dropped on the floor or on the furniture be picked up. Trash is disposed of in the containers provided.
- All silverware is removed from the tray and placed in the strainer through the window where the tray is to be stacked.
- Bookbags/backpacks are not brought to the cafeteria.
- Line hopping (cutting in front of a person or in back of a person) in an existing line is not allowed, regardless of “grade privilege.”
- Only those **paying for lunch** are permitted to go through the serving line, taking reasonable portions for **individual consumption only** from the self-serve hot and cold bar.
- Students remain in the cafeteria until the designated time. Leaving prior to that time requires the express permission of the supervising teachers in the cafeteria.
- Use of napkins, straws, condiments etc. is restricted to the individual, and it is not acceptable to take large quantities.

Driving/Parking Lots

Students only park in either of the lots designated as Student Lot. Students register their car at the office by completing the yellow Car Registration Form.

Students are not in the parking lots at any time during the school day without the permission of the Principal or Assistant Principal. All students are expected to practice safe driving techniques or they may forfeit the privilege of driving and parking on campus (at the discretion of the Administration).

Gym

Students may not be in the gym for practices unless a coach is present. Students may not use the fitness equipment without the permission of a coach, teacher or athletic director.

Library

The library is designed as a major resource center to encourage independent study. An elementary and a high school librarian are on duty to assist students in their work. In addition:

1. Students are expected to conduct themselves in a manner conducive to research and study while in the library.
2. Library materials may be taken out for two weeks and may be renewed for an additional two weeks.
3. If a book or magazine is lost, justice demands that its cost value be replaced.

4. A student is held responsible for all library materials checked out in his/her name and is required to pay replacement cost for lost library materials or repair costs for damaged materials. Overdue fines are not charged, but all library accounts must be reconciled before report cards are sent.
5. All users of library computers and printers must abide by the Villa Madonna Academy Internet Access Agreement.

Lockers

Students keep lockers secure and cleaned. Malfunctioning lockers are reported to the Assistant Principal. Students are encouraged to leave valuable items at home – lockers are intended for the storage of books and notebooks. Loss of personal items is to be reported to the Assistant Principal; however, the school is not responsible for lost/missing items. The school reserves the right to search lockers at any time. Students have the choice to lock or not lock their lockers. Students who wish to lock their lockers must use a lock provided by the school.

Theatre

The Villa Madonna Academy theatre is reserved for use by the school. Permission for use from outside organizations must be granted by the President of the school. The high school secretary maintains the calendar of use for the theatre. Food and drinks are prohibited in the theatre. Feet are never to be placed on the seats.

ADVANCEMENT OFFICE AND PARENT ORGANIZATIONS

It is through its Advancement Office efforts that Villa Madonna Academy is able to provide outstanding educational programming while keeping tuition costs as low as possible. The Advancement Office works with the Advancement Committee to create, implement and oversee annual fundraising activities for the school. These fundraising endeavors are very important to Villa Madonna Academy's current and future success. Each family's participation, no matter how large or small, is critical for the school and for the students. Listed below are opportunities for fundraising as well as school related organizations that participate in fundraising:

Annual Support Campaign

Each year, Villa Madonna Academy asks parents, alumni, grandparents, businesses and friends to invest in the school. The tuition paid by families each school year covers only a portion of what it costs to educate Villa Madonna Academy students. This tuition gap is covered through tax deductible gifts made to the school's Annual Support Campaign. The Annual Support Campaign operates out of the Advancement Office.

Villa-Rama

Villa Madonna Academy holds only one large fundraising gala per school year, and this is called Villa-Rama. Villa-Rama has a different party theme each year and has the area's premiere silent auction. Parents, alumni and community supporters who attend Villa-Rama not only support the continuing educational excellence of the school, but also have an opportunity to socialize and have a great dinner. Villa-Rama operates out of the Advancement Office.

VMA Alumni Association

The VMA Alumni Association operates out of the Advancement Office. The Association's role is to nurture, preserve and enhance VMA's relationships with its alumni.

SCRIP

Every week, VMA families have the opportunity to participate in the SCRIP gift card program. The SCRIP office purchases gift cards in bulk from retailers, restaurants, gas stations and other service providers. For more information, please contact the SCRIP office at (859) 331-6333 x 393. You can also visit our web site at www.villamadonna.net then click on "SCRIP".

Athletic Boosters

The Villa Madonna Academy Athletic Boosters is a group of parents, coaches and alumni who volunteer their time to raise funds for the athletic programs for grades 1-12. The Boosters raise approximately 25% of the operating budget for these programs. All parents are considered members of the Boosters Club, and there are no annual dues. The Boosters have several fund-raisers each year, and meetings are generally held the third Wednesday of each month at 7 P.M. in the gym conference room. All are invited to attend Boosters and join in on the various fundraising committees.

Fine Arts Patrons

The purpose of the Villa Madonna Academy Fine Arts Patrons is to promote the importance of the fine arts to the overall character development of Villa's students and to garner financial support for the fine arts programs at the school. The FAP, a parent volunteer organization, provides new musical equipment and art/drama supplies as well as helps to promote and support fine arts education for K-12 students.

Meetings are usually held the first Monday of each month at 8:15 A.M. in the Gym Conference room. All are invited to attend.

Parent Teacher Administration Organization (PTAO)

The mission of the **PTAO** is to engage, inform and involve the Villa Madonna Academy parents and guardians in collaboration with Villa Madonna Academy Administration and Teachers for enhancement of the educational experience for all students. The **PTAO** is organized to provide educational enhancements, cultural, social development and recreational opportunities for the students of Villa Madonna Academy grades K through 12. The **PTAO generates support for educational materials, programs and services. In addition, the PTAO** sponsors Teacher Appreciation, After-Prom Party, eighth grade and high school graduation events, Funfest, Craft Fair, and Uniform Exchange, to name a few. Every Villa Madonna Academy parent is a member of the **PTAO**. Participation in the **PTAO** is a great opportunity for parents to get involved and to be an integral part of VMA's success and growth. Meetings are held in the gym conference room the third Wednesday of each month alternating between morning and evening meetings.

Important Note Regarding Fundraisers

Villa Madonna Academy truly values the commitment of the families and their desires to assist the school. However, if anyone wishes to organize a fundraiser or solicit businesses on behalf of the school, this needs to be discussed well in advance with the Advancement Office. In addition to making certain that all of these activities and solicitations are compatible with the school's mission, Villa Madonna Academy wants to ensure that all fundraising efforts are as successful as possible, so timing and proper coordination is essential.

2012-2013 Villa Madonna Academy High School Sports Policies

1. Each student athlete must submit all sections of the current KHSAA Consent, Permission and Physical Exam form to the Athletic Office once per year. Forms can be found on the website www.villamadonna.net click on Athletics.

The head coach of each team will be given a copy of the student's current KHSAA physical form. Any student that is injured during the season, has a change in medical status, has been hospitalized or has had surgery must submit a release form from the physician to the Athletic Office prior to resuming play.

2. There is a participation fee for each sport. All parents are also required to pay a \$60 work fee per season, per family. This \$60 will be refunded if the parent works for 6 hours. (See #3 below for more information). Send checks to the Athletic Office with the registration form. Make checks payable to VMA Athletics. No cash will be accepted. Send all forms and fees together to: VMA Athletics 2500 Amsterdam Road Villa Hills, KY 41017 Attn: HS Sports Registration.

All Villa students must be registered with Villa and be current with school tuition in order to be eligible to participate in sports.

3. All parents are asked to work 6 hours for athletics. After parents work for 6 hours, they can receive a \$60.00 refund by submitting the completed HS Sports Volunteer Work Fee Refund Form to the Athletic Office. Working is optional. If you choose to not work, you will not receive a \$60 refund. Please note: All volunteers and coaches must complete the VIRTUS program through the Diocese. Please go to www.virtus.org and REGISTER. All must attend the 3-4 hour class one time and then will receive monthly bulletins via e-mail from the Diocese. All must complete monthly bulletins, submit a background check and sign the policies form to be current with the Virtus program. This is a requirement from the Diocese of Covington. All coaches and parent volunteers who work with students are required to do this program. Any questions, please call the high school secretary in the school office.

4. Parents are needed to work in the following areas: concessions and gate for home volleyball, basketball or soccer, assisting the head coach at golf matches, assisting at the Boosters annual Golf Outing or Shoot-a-thon. Sign-ups to work will be coordinated at the beginning of each season with each sport. You can also call the Athletic Office (ext 506) to find out where your help may be needed.

5. Fall sports: Volleyball, Soccer, Golf and Cross Country. Registration begins MAY 1. Due date is May 15. Call the department at ext 506 for any questions. It is important that all students register for Fall Sports before leaving for summer break so it is known how many students will participate in FALL Sports. This way we can ensure we have enough coaches, equipment, etc for the season to begin on July 15.

6. Winter sports: Cheerleading, Basketball and Swimming. Due date is October 1.

7. Spring sports: Tennis, Softball, Baseball and Track. Due date is February 8.

8. It is recommended that students participate in ONLY one sport each season. If parents feel a student can do two sports the same season, it is necessary for the family and both coaches to meet and discuss schedules, practices etc. before registering.

9. High school sports are designed to be competitive. There is no guaranteed "playing time". The coach will decide who plays and when. Players will earn the right to participate at practice or a game by demonstrating positive attitude, enthusiasm, courtesy, good attendance, leadership and physical/game skill. Students must represent themselves in a positive manner at all times and follow all rules. A parent meeting will be held by all coaches at the beginning of the season. It is mandatory for parents to attend this meeting. Also, if at any time during the season a concern arises, please contact the coach immediately. It is imperative that all players and parents have a full understanding of the coach's goals and plans for the team and individual

players. Contact the coach by phone or e-mail. Please understand all coaches and sports are different. Communication among player, parent, coach and athletic department is extremely important.

10. Students and coaches will follow the rules of eligibility as stated in the Villa Madonna Academy Handbook. Students who are not passing a subject will be placed on the weekly ineligible list. The high school ineligibility list is published every Monday, and teachers and coaches receive this list every Monday. This list will be valid until the following Monday when a new list is published. Neither students nor coaches are to ask teachers to reassess their grades between lists. The first week per quarter that a student is on the ineligible list is considered a "grace period" where the student can still participate in extracurriculars. This allows the teacher, moderator or coach to continue with plans for that week and to adjust accordingly for the following week. Contact Principal Pamela McQueen if you have questions. Students in grades 6-8 who play on a high school team will be notified by Principal Soshana Bosley if they are ineligible. Letters will be emailed home to the parent. Please read Villa Madonna Academy Handbook.

11. No students may use drugs or alcohol. Forms must be signed by parents and students and submitted to the coach. The Drug and Alcohol Policy will be given to the student at the first practice. This form must be signed by the parent and returned to the Coach/Athletic Department immediately.

12. If a student decides to quit a team, the student and parent must notify the coach and athletic director immediately by phone or e-mail. All uniforms must be returned to the VMA Athletic Department within 1 week. Refund of participation fee is as follows: 50% the first week of practice, and then no refund.

13. Uniforms are the property of the school. Uniforms are stored and issued by the department. All students must return their full uniform to their coach within one week of the last game. The school office will never accept uniforms. Uniforms must be cleaned, labeled with the player's full name and returned on a hanger for storage. Coaches will return all uniforms immediately to the department. Students that do not return the full uniform in this manner will have all grades held and will be billed the cost of the uniform plus an additional \$25 re-order fee. This fee must be paid before grades are released. Coaches must return all the team uniforms and equipment before they can receive their paycheck for the season.

14. Villa teams that need to use the gym, weight room or conference room for any reason must call Mr. Rob Starkey to schedule the time. Teams in season have priority. Call 331-6333 ext 507. The building will be locked. All coaches must be present to supervise players at all times. Students are not allowed in the building until their coach is in the building to supervise. Coaches are required to call Mr. Rob Starkey at least 24 hours in advance to cancel their gym time if they will not use it. This policy will be strictly enforced. Students are never allowed to be waiting in the building without their coach present. Coaches, parents and players must make appropriate time schedules to follow this rule.

15. Gym rules must be followed. All students must change shoes and wear appropriate clean footwear on the gym floor. Please read and follow rules posted on the bulletin board. In addition, coaches that have teams that use the locker rooms must do a walk-in after the day to check that the locker room has been left in good condition and is clean.

16. All "team budget requests" for the up-coming season must be submitted by the head coach to Mr. Mark Atwood. Coaches will be given a copy of the approved expenses. Only these approved items are paid for. If a coach has an additional expense not previously requested, he/she must submit a written request for the item. No parent, coach or member will be reimbursed for an expense not in the approved budget. Coaches are mailed their approved budget. Coaches who purchase extra team orders for players, (shoes, sweatshirts, t-shirts, hats, socks, banners), must collect all money from students when the order is placed. The coach must collect all money BEFORE apparel is dispensed to students. It is the responsibility of the HEAD coach to collect the money and turn checks into the VMA Athletic Department immediately. The bill will not be paid unless approved and the money has been received from all. This collection must take place within 15 days from the date the order was approved by the Athletic Director.

17. The High School Sports Banquet, held in May, is the grand celebration for all teams. Each student, parent and coach is invited to attend. The cost of dinner is determined each year. Three Varsity Awards may be awarded. The coach decides which student is eligible for each award based on the criteria. In addition to this grand celebration, at the end of each season (fall, winter, spring) a small gathering of each team will be held to review the team accomplishments of the season. Parents are invited. Teams are also welcome to have additional parties and purchase their own foods/drinks, as they so desire.
18. The Athletic/ Booster fund raisers currently are the following: Golf Outing, Shoot-a-thon and Concessions. All teams must participate in one of these fund-raisers. No team is ever allowed to conduct their own fund-raiser. All profits from all fund-raisers are for the operating VMA Athletic Department budget for grades 1-12. Any new ideas for fund-raisers must be brought to a monthly Booster meeting for consideration/approval. All parents are members of the Boosters. Click on "Boosters" to read about the club and read about our fund raisers. Meetings are generally held the third Wednesday of each month at 7 P.M. in the Conference Room of the gym. The purpose of the Boosters is to raise funds to support the department.
19. Coaches are hired by Principal Pamela McQueen and the high school Athletic Director. All coaches must abide by the philosophy and rules of the school. Coaches must attend the mandatory coaches meeting. This meeting will cover all mandatory classes each coach is required to attend per KHSAA and will review the rules and responsibilities required of all coaches. The coaches' previous performance/experience, good character, ability to work with and teach students, knowledge of the sport and willingness to work with the administration, VMA Athletic Department, parents and students are vital to the success of the program. All coaches and all assistant coaches must submit a background check and attend Virtus per the Diocese and keep current with their monthly bulletins. No exceptions.
20. If a student or parent has a complaint regarding an athletic issue, the procedure is to discuss the problem directly with the coach/person in a calm manner. If the matter needs further attention, please the athletic director at 331-6333 ext 507. The matter may be submitted in writing to the VMA Athletic Department. Any letter must be signed and received within one week of the complaint. All complaints will be reviewed with Principal Pamela McQueen. Please note: Monthly Booster meetings are never the place to bring complaints regarding athletics. The purpose of the Booster club is fund-raising.
21. Please use our website www.villamadonna.net for all sports information. If you do not want your child's name or photo on the website, you must contact the high school library/media specialist and the athletic director. Photos can also be found on our website.
22. Transportation to and from practices, games or meets is the sole responsibility of the parent. Parents are asked to make all arrangements for their child. Coaches are not required to drive students. The school is not required to provide transportation. Parents must sign the transportation form and return it to the coach for each sport.
23. Poor behavior, disrespect of persons or property, disrespectful language by a coach, student or parent is never tolerated. All persons associated with Villa Madonna Academy are expected to follow the Benedictine Philosophy of Peace and Respect for others. Anyone who acts inappropriately during an event will be asked to leave. All matters of inappropriate behavior will be brought to the attention of the principals.
24. The Drug and Alcohol Policy will be given to the student at the first practice. This form must be signed and returned to the coach/Athletic Department immediately.
25. Service hours are required for the junior high and high school. We have many jobs that need to be done throughout the year. Service hour forms are available from the religion teacher or on the website.

26. Schedules can be found at www.villamadonna.net. Schedules can change on short notice, or schools may cancel due to field conditions, weather, etc. Call or e-mail the coach or the VMA Athletic Department at 331-6333 if you need assistance with a schedule.

27. VMA High School Awards System Certificates for Varsity or Junior Varsity status will be given to athletes who earn the award based on hours of play for each sport and or the designated team that they played on Varsity or Junior Varsity. Each coach will decide for each player what status he/she has earned. The certificates will be given out at the casual awards night for each sport after the season has ended. Each head coach is in charge of planning his/her casual awards night. If a student earns a bar or letter (the old system) and wishes to have one, these are available upon written request to the VMA Athletic Department. Please contact the athletic director for any questions regarding the awards.

28. The VMA Athletic Department sells "Blue Lightning" Apparel. The Blue Lightning Apparel Store store is located in the gym. Call 331-6333 ext 506 to make an appointment to shop, or you may place an order over the phone. Go to our website and click on Athletics to get an order form. You can now also shop on line for Villa apparel. Go to the website and click on *Shop Villa*. Here you will find pictures of all the apparel and a description of each item.

I have read the high school sports policies for 2012-2013 and will abide by the policies.

Parent's signature: _____

Student's signature: _____

Date: _____

Please follow the following steps to register for a high school sport.

Step #1: Complete the high school sports registration form and return the form to the VMA Athletic Office with your check by the due date. Forms can be found on the website. www.villamadonna.net Click on Athletics.

Step #2: Complete the current KHSAA Consent, Permission and Physical Exam form and return this form to the Athletic Office once per year. Forms are available in the Athletic Office or on the Villa website. www.villamadonna.net Click on Athletics.

Step #3: All students and parents must read and submit a signed copy of the HS Sports Policies to the Athletic Office once per school year. These signed policies will be kept in the student's athletic file along with his/her current KHSAA forms and registration form.