VILLA MARIA ACADEMY

370 Central Avenue
Malvern, PA 19355
(610) 644-2551
FAX: (610) 644-2866
http://www.vmahs.org

Empowering Young Women Since 1872

1872 2019

Name: _____________________________________________________________

Class: ________________________ Homeroom: ________
Dear Parents and Students,

This handbook contains school information, school regulations and school policies. Each year we update the handbook; please be aware of this year's changes. We ask you to read this handbook carefully and then to complete the form below. This form should be returned to the homeroom teacher on or before September 7th, 2018. Thank you for your cooperation. We look forward to a great year.

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

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

____________________  __________________
(Mother’s Signature)   (Father’s Signature)

____________________
(Student’s Signature)

____________________
(Homeroom)

Date received by School_________________
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INTRODUCTION TO THE SCHOOL

HISTORY

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

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

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

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

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

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

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

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

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

MISSION STATEMENT

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

CORE VALUES

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

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

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

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

GOALS

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

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

CHRISTIAN LEADERS, developed through leadership opportunities at every level.

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

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

CONFIDENT INDIVIDUALS, embracing integrity in private and public life.

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

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

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

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

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

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

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

SCHOOL SEAL

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

NISI DOMINUS FRUSTRA
(Without God, all is vain)

Lilies, symbols of purity, complete the circle of the emblem.
NONDISCRIMINATORY POLICY

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

ADMINISTRATION

Sister Regina J. Ryan, IHM, Ed.D.
Principal
Ms. Linda Henderson, M.Ed.
Director of Curriculum and Instruction
Ms. Brittany Thompson, M.A.
Dean of Students
Ms. Madeleine Harkins, M.A.
Director of Activities
Sister Mary Smith, IHM, M.A.
Director of Personnel
Mrs. Lisa Roberts, M.S., ITS
Director of Technology
Mr. Ronald Lance, B.S.
Director of Finance
Ms. Kathleen McCartney, M.Ed.
Director of Advancement
Mrs. Jennifer G. Rose, B.S.
Director of Enrollment Management

Administrative Council

Sister Marie Claire, IHM, M.A.
Director of Campus Ministry
Mr. Zeke Spillane
Director of Campus Operations
Ms. Kristin Cortese, M.A.
Director of College Counseling
Mrs. Elizabeth Hashagen, M.S.
Director of School Counseling
Mrs. Mary Jo McKenzie
Director of Athletics

Administrative Support Staff

Sister Kathleen Dunn, IHM, M.A.
Asst. to Director of Curriculum and Instruction
Mrs. Maria Faragalli, M.S., ITS
Asst. to Director of Curriculum and Instruction
Sister Anne Marie Lavan, IHM, M.A.
Cafeteria Moderator
Mrs. Debbie Smith, B.S.
Assistant to the Dean of Students

FACULTY AND STAFF

Theology Department

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

English Department

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

Social Studies Department

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

World Language Department

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

Mathematics Department

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

*Department Chair
Science Department
Mrs. Jill Alexis, M.Ed.*
Mr. Ed Byrnes, M.A.
Mrs. Jennifer Horan, M.D.
Mrs. Amy Keglovits, M.S.
Mr. Joseph M. Koerner, M.S.
Ms. Joan Koob, M.Ed.

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

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

Senior Capstone Coordinator
Mrs. Cara Antonello Walsh, B.A.

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

College Counseling Department
Ms. Kristin Cortese, M.A*.
Mrs. Kaitlyn Yourkavitch, M.A.

School Counseling Department
Mrs. Elizabeth Hashagen, M.S.*
Mrs. Sally Jeffries, M. Ed.
Mr. Domenic P. Zampogna, M.S.

Testing Coordinator
Mrs. Grace Opdyke, B.S.

Instructional Support
Mrs. Jennifer Pixley, M.Ed.
Mrs. Patti Murphy, M.B.A.

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

Academic and Student Information Systems
Mrs. Lisa Roberts*, M.S., ITS
Mr. Michael Connelly, B.S.
Mrs. Maria Faragalli, M.S., ITS
Mrs. Linda Schweitzer, M.S., ITS

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

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

Office of Advancement
Miss Kathleen McCartney*, M.Ed.
Mrs. Maureen Egan
Mrs. Sarah McGovern
Mrs. Dee Persons, B.S.
Mrs. Diane Zwaan. B.S.

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

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

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

School Nurse
Mrs. Pierina Antonello*, B.S., RN, CSN
Mrs. Krista Cheslock, R.N.

Book Store
Mrs. Debbie Smith, B.S.

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

Facilities Staff
Mr. Zeke Spillane*
Mr. Declan Craig
Mr. Rick Horan
Mr. Steven Mclean
Mr. Bill Meyers
Mr. Harlon Simmons
ACCREDITATION

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

ACADEMIC POLICY

GRADUATION REQUIREMENTS

All students must accumulate over four years a minimum of 28.5 credits in order to meet the graduation requirements of the Commonwealth of Pennsylvania and Villa Maria Academy, in adherence to the scope and sequence set forth. Since the academic program is customized to best suit the student and the attainment of her post-high school goals, the typical Villa Maria student’s transcript typically exceeds this minimum requirement. Student attendance at a school-sponsored retreat each year, completion of required service hours, participation in J Term and successful execution of the Senior Capstone experience are mandatory for graduation.

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<td>4</td>
<td>English</td>
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<td>3*</td>
<td>Mathematics</td>
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<td>3</td>
<td>Social Studies</td>
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<td>3**</td>
<td>Science</td>
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<td>3***</td>
<td>World Language</td>
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<td>2</td>
<td>Health/Physical Education - includes guidance coursework</td>
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<td>Technology</td>
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<td>Fine Arts</td>
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<td>Senior Capstone</td>
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<td><strong>28.5</strong></td>
<td><strong>Total</strong></td>
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* Three consecutive years while at VMA
** Three years of a lab science that must include a minimum of Physical Science or Physics, Biology, & Chemistry. Physics is strongly recommended.
*** Three consecutive years of the same language while at VMA

Please see the Academic Course Catalog for more specific information.

ACADEMIC STANDARDS

COURSE LEVELS

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

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

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

Any student scheduled for an Advanced Placement course must commit to that course for the remainder of the following school year. There will be no exceptions. Students who are considering a roster of more than three Advanced Placement courses should be very clear on the time necessary to meet the demands of these rigorous courses and must seek Guidance Counselor approval.

Honors: Honors level courses are offered for academically competent students who are able to pursue in-depth study and who are willing to spend extra time outside of class working independently. These courses require additional reading and writing assignments. Entrance into these classes requires department approval. The nightly independent workload for Honors courses may vary among subject areas, but generally there will be a substantial amount of independent work. Students are expected to manage their time to meet nightly and long-term deadlines.
**College Preparatory:** College Prep courses are offered for students whose command of skills enables them to accelerate at the pace required of a college preparatory curriculum. The level of independent work assigned will vary from subject to subject and from course to course. Home study may be a reinforcement of previous learning for mastery attainment. It may also be exposure to new material for the purpose of engaging students in attainment of new information. Independent work is designed to be meaningful in support of content and process goals.

**Dual Enrollment:** Select dual enrollment courses are offered in partnership with Immaculata University onsite at Villa Maria Academy High School. Dual enrollment credit provides high school students access to taking college level courses. Qualified students must currently have a 3.65 GPA or higher and their counselor’s endorsement. No student may take a dual enrollment offering until all required coursework in sequence across all the major subjects is completed. Each course is offered at a price of $300. Billing is handled separately through Immaculata University.

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

**Diocesan Scholars:**

Each year selected students are invited to apply for the Diocesan Scholars program. The Archdiocese of Philadelphia provides an opportunity for two (2) students from each of the Catholic high schools to take up to four (4) classes during the senior year at one of the Catholic colleges or universities in the Philadelphia Archdiocese. At the conclusion of the first semester, eligible students are notified by the Office of Curriculum and Instruction. Credit will be reflected as “transfer credit” and will not be computed into the Villa Maria Academy High School GPA.

**ENTRANCE AND PLACEMENT CRITERIA**

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

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

**SENIOR CAPSTONE**

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

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

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

FINAL GRADES

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

HONOR ROLL

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

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

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

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

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

STUDENT ACADEMIC PROGRESS

Live time grade reporting available through PowerSchool has eliminated the need for interim progress reports. Internal reporting of students noted as “At Risk” is provided to the Office of Curriculum and Instruction on average three times during the semester. “At Risk” is defined as a student with a 70 average or less. A student on the “At Risk” list is to report to her designated guidance counselor for additional academic support and planning as needed. Academic eligibility is described in the section labeled “FAILING GRADES AND ACADEMIC ELIGIBILITY”, p. 10.

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

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

QUALITY POINT AVERAGE

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

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

**QUALITY POINT EQUIVALENTS**

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
<td>4.1</td>
</tr>
<tr>
<td>A</td>
<td>97-93</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>92-91</td>
<td>3.8</td>
</tr>
<tr>
<td>B+</td>
<td>90-88</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>87-85</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>84-83</td>
<td>2.8</td>
</tr>
<tr>
<td>C+</td>
<td>82-80</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>79-77</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>76-75</td>
<td>1.8</td>
</tr>
<tr>
<td>D+</td>
<td>74-73</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>72-70</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>69-</td>
<td>0</td>
</tr>
</tbody>
</table>

Advanced Placement courses are weighted by incrementing the quality point equivalent by 0.3 points. Honors courses are weighted by incrementing the quality point equivalent by 0.2 points.

RANK IN CLASS

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

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

INSTRUCTIONAL TECHNOLOGY

Internet access is available to students and faculty. The purpose of this access is to support research and education consistent with the mission of the school. This access is a privilege, not a right. Students are required to purchase and carry an Apple iPad 4th generation or better to school daily. This device will be used to enhance the instructional scope and delivery, and students should have their iPads charged and ready for the start of school each day. A list of required and suggested Apps will be given to each student as part of her school supplies list for her coursework. Students will be able to sign into the school wireless network and access cloud storage and Internet apps. iPads may be stored securely in lockers when not being used.

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

Villa Maria Academy High School has adopted guidelines for a “Cyber Day” schedule to ensure that classes stay on schedule even during weather events when the physical school building is closed. With each occurrence the administration makes the decision whether a day will be designated a "Cyber Day" or a "free day" depending on several factors including the severity of the weather event, the accessibility of the school roads and lot, and the schedule for the day.

The policy is as follows:

- All teachers will post assignments on Schoology for the cycle day being replaced.
- Assignments should be designed so that new material can be introduced and instructional objectives should be accomplished independently.
- The only work that needs to be posted is for classes that the “Cyber Day” is replacing. For example, if an “A” day is considered a “Cyber Day,” no “B” day assignments can be.
- The assignments should take a reasonable amount of time. All assignments should be posted by 9:00 a.m. on the “Cyber Day.”
- New “Cyber Day” assignments must have a due date and time specified. Any difficulty in meeting this deadline should be communicated to the teacher promptly by the student.

Teachers must be available online for a specified time to answer questions at a time of the teacher’s choice.

Students are REQUIRED to check Schoology for assignments. Isolated emergencies are to be handled on a case-by-case basis. The Principal will remind students of this responsibility on the emergency message.

If there is a widespread electrical outage and/or a State of Emergency and faculty/students cannot make contact, the students need to know to keep reviewing their current material.

Due dates for previously assigned work will remain in effect where possible. If there is an assessment scheduled for the next class day, the students need to be prepared to take it the day classes resume.

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

ATTENDANCE

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

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

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

Please see p. 21 under “Attendance Procedures” in the “Student Life” section for further information.

CHRONIC ABSENCE

Students who miss more than 20 class periods for a full year course or 10 class periods for a semester course for any reason may fail that class for the year. Certification of an absence by a physician, as described in long term absence policy, is an exception to the limit. In all circumstances, satisfactory completion of required work is expected. The administration, in conjunction with the teaching team, will review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student’s being subject to appropriate disciplinary action.

LONG TERM ABSENCE AND CONCUSSION POLICY

If a long term absence from school becomes necessary, the following procedures will go into effect:

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

If student’s absence is for mental health reasons, a written note from her doctor/therapist is to be provided to the guidance counselor who will monitor the student according to the written directives.

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

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

- Should the student’s absence need to extend beyond the possibility of continuing successfully in the curricular program, the Academic Support Team will request that the parents register the student with their local school district of residence to initiate homebound tutoring. The counselor will contact the school district/tutor to discuss procedures and arrange for updates from the tutor to communicate with the student’s Villa teachers.

- When the student is ready to return from such an extended absence, the school will require a written report from the physician/therapist and the school district tutors. A return to school meeting, organized by the counselor with the Academic Support Team, the student, and her parents to discuss the procedures and credit requirements/adjustments.

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

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

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

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

**GRADUATION**

Graduation takes place each year on the Saturday after Memorial Day. To participate in graduation, students must fulfill all requirements of the school: academic, financial, and disciplinary.

**FAILING GRADE/ ACADEMIC ELIGIBILITY**

Any student receiving a failing grade in any academic subject is on Academic Probation for the next grade reporting period. During the probation period, the
student must meet weekly with the subject teacher, follow the recommendations of the subject teacher, report to any assigned tutoring, and report regularly to the Guidance Counselor and or any other identified support personnel as directed. Failure to adhere to a prescribed academic assistance program may result in ineligibility from participation in extracurricular activities.

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

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

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

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

MISSION AND MINISTRY

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

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

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

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

- **Music Ministry** strives to provide beautiful music for liturgical worship. This group supports the Vatican Council directive that “music is the servant of liturgy.” Students who wish to praise the Lord through music qualify for this service. Rehearsals are scheduled for the first and fourth Mondays of the month during activity period A.

- **Altar Servers** assist the presider of the liturgy; prepare the worship space for Eucharistic liturgies; care for the School Chapel. Students who volunteer for this ministry undergo a period of training and are assigned in rotation to serve in this capacity.
Student Charism Team is an opportunity to collaborate with the Faculty Charism Committee in deepening and living out the IHM Charism by designing and implementing all-school involvement as opportunities arise.

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

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

Service and Social Justice Clubs, Projects, and Trips
Service and Social Justice sponsors the following initiatives and groups: Service Learning, the Diversity and Inclusion Committee; service immersion trips; the Villa Maria Food Garden; the Crocheting, Chat, and Chew Club; and the Global Sisterhood Initiative.

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

Service Hours Requirements
Each member of the Class of 2021 is required to complete fifteen hours of service for the 2018 – 2019 school year. Seven of these hours must be completed and submitted by or before Friday, December 14, 2018. The last eight of these hours must be completed and submitted by or before Monday, April 29, 2019.

Each member of the Class of 2022 is required to complete ten hours of service for the 2018 -- 2019 academic year. Five of these hours must be completed and submitted by or before Friday, December 14, 2018. The last five of these hours must be completed and submitted by or before Monday, April 29, 2019.

Please see the chart below:

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Hours Required</th>
<th>1st Semester Due Date/ # of hours</th>
<th>2nd Semester Due Date/ # of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>15</td>
<td>7 hours on or before 12/4/18</td>
<td>8 hours on or before 4/29/10</td>
</tr>
<tr>
<td>2022</td>
<td>10</td>
<td>5 hours on or before 12/14/18</td>
<td>5 hours on or before 4/29/19</td>
</tr>
</tbody>
</table>

For the freshmen, Class of 2022, fulfillment of service hours may begin when the student begins the 2018 – 2019 school year at Villa Maria.

For the Class of 2021, fulfillment of service hours may begin for the next school year once the hours for the current school year have been completed and submitted.
Service Hours – Grading and Submission

Each member of Class of 2021 and 2022 will receive a Complete or Incomplete for Service Learning on her report card and this will be included in PowerSchool. Service hours for transfer students will be prorated by the coordinator of Service and Social Justice.

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

Students who do not complete and submit service hours according to the requirements stated herein will be assigned to complete in-school service hours. If in-school service hours are not completed, the student will receive a grade of “Incomplete” on her report card for Service Learning and be referred to the administration of Villa Maria.

Types of Service Which Fulfill Service Requirements:

- Service opportunities sponsored by Service and Social Justice of the Mission and Ministry of the Children of Mary such as the Villa Maria Food Garden; Crocheting, Chat, and Chew Club; Global Sisterhood Initiative; bi-monthly service at Good Samaritan Food Pantry (partner with Chester County Food Bank); monthly service at Cuddle My Kids, and various other service opportunities offered on a weekly basis
- Service to the Villa Maria community sponsored through the Admissions Office, Campus Ministry, Outreach, the Director of Retreats, Advancement Office, and the school store
- Service to the Church (local parish or diocese) including ushering, altar serving or teaching religious education classes
- Coaching, mentoring, and tutoring (any non-family member)
- Outside service opportunities which provide an opportunity for students to provide direct assistance to people who are socially or economically disadvantaged and marginalized including service to the poor, the homeless, the disabled, the sick, the elderly, and the unborn and/or expectant mothers (any non-family member)
- Types of Activities Which Do Not Fulfill Service Requirements:
  - Any work which includes a stipend
  - Travel time, unless it is directly connected to the service being performed
  - Help given to family or friends that does not provide an opportunity for student to assist people who are socially or economically disadvantaged and marginalized
  - Hours from middle school or grade school

If a student is unsure that an outside service opportunity meets the service requirements, she must meet with the coordinator of Service and Social Justice. Students assume the risk for all service opportunities which are not approved as the hours completed may not be counted.

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

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

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

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

EXTRA-CURRICULAR ACTIVITIES

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

Each activity must have a faculty advisor.

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

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

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

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

STUDENT GOVERNMENT

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

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

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

HONOR SOCIETIES

National Honor Society

Admission into the Blue and White Chapter of the National Honor Society (NHS) is an honor bestowed upon seniors and juniors. A candidate for membership must have attended VMA for at least two full semesters, carry the required GPA of 3.8, and have a conduct grade no lower than Passing (P) for 90 days prior to induction. While academic merit is important for membership, a student’s evidence of character, leadership and service are of equal importance when determining membership. A detailed description of the prerequisite requirements and application process can be provided by the NHS moderator.
NHS members are expected to complete a total of ten (10) additional hours of service beyond the Mission and Ministry requirement each year. Members are expected to participate in the organization’s primary service, peer tutoring (at least one hour per semester). Additionally, members are expected to actively support other school activities and complete at least two service hours per semester within Villa Maria Academy. Members must also complete service in their community, outside of Villa Maria Academy (at least two hours per semester). Meetings are mandatory for all. A calendar with meeting dates will be provided at the first meeting of the semester.

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

French Honor Society

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

Latin Honor Society

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

Mathematics Honor Society

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

Spanish Honor Society

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

The purpose of the Student Integrity Committee is to promote and to encourage integrity, honor and VMA’s core values. This select and diverse group is comprised of members from all four classes. While membership on this committee is open to the entire student body, candidates must have a conduct grade no lower than Needs Improvement (N) for 90 days prior to induction. Interested students must submit an application, which includes an essay. Finalists are interviewed by current members of the committee. Members must exhibit the highest level of honor and work to encourage an atmosphere of academic integrity; any violation of the Academic Honesty Policy will result in dismissal. Members act as liaisons between the student body and administration; assist with Freshman Orientation and serve as leaders in the Freshman Seminar classes. Members are expected to participate in the society’s service activities and to attend all meetings, which are held two times a month on Friday mornings.

Tri-M International Music Honor Society

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

Writing Honor Society

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

ACADEMIC TEAMS

Mock Trial

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

Model UN

The goal of the Villa Maria Academy’s Model UN program and club is to guide students in learning about the world of international diplomacy and the dynamics of geopolitics, and to develop and hone debate and research skills. To participate fully in the Villa Model UN Club experience, it is necessary for students to attend a monthly club meeting, either on the first or second Monday of the month. Members also participate in the various training sessions and practices that are held throughout the academic year, including Saturday programs conducted at neighboring schools. Membership is open to interested students of all grades.
PA Mathematics League

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

Robotics

The mission of the Villa Maria Robotics Club is to develop students’ interest in engineering and programming. The club offers members the opportunity to establish a friendly competition between student groups as they design, build and program simple LEGO robots to maneuver and accomplish specific tasks. The entire club will also work together on the building and programming of the team’s more complex VEX Competition Robot.

CLUBS

Art Clubs

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

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

The Badminton Club

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

The Book Club

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

The Climbing Club

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

Language Clubs

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

The Ping Pong Club

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

The Photography Club teaches students how to take pictures using a professional camera and accessories for use with a phone camera. Club members will learn how to use Photoshop and capture Villa memories by participating in Villa traditions like the Founder's Day Contest Festival and assisting Reflections and Festival. The club will meet on the second Friday of each month throughout the school year. Meeting times will take place directly after school. Participation in this club requires attendance at least two meetings a semester.

Technology Club

The Tech Club investigates computing innovations. Members learn to fly and photograph with the school’s new Phantom 4 Drone. The club offers opportunities for students to receive drone lessons, code computer games, and compete in app making. Members compete in coding competitions, such as the Congressional App Challenge which we the members won for our district in 2017. Students will learn and share gaming/programming strategies both on the PC and iPad platforms. There will be opportunities to create 3D design and printing as well. In addition to attending the Tech Club's meetings on the first and third Tuesday of the month, members are asked to give 1-2 hours of service for club projects.

Women in Medicine Club

The Women in Medicine club encourages participants to explore different careers in the field of medicine. This club offers students the opportunity to explore a common interest while immersing themselves in educational and service activities. Activities will include guest speakers from various medical professions, service projects with local hospitals, and student presentations on advances in medical technology. Membership is open to all wishing to be involved. Monthly meetings are held on the third Monday of every month.

MUSIC AND THE ARTS

Concert Chorus

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

Handbell Choir

The purpose of the Handbell Choir is to provide students with a unique ensemble experience using English handbells and choir chimes. Membership is open to all students who possess at least basic music reading skills. Members are expected to participate in all performances as well as in weekly Monday rehearsals. Additional mandatory rehearsals are held close to performance time; all ensemble members must be present for the entire duration of these mandatory rehearsals.

The Madrigal Singers

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

Orchestra

The Orchestra gives instrumentalists the opportunity to perform in an ensemble at school functions such as the Christmas Concert, Tri-M Music Honor Society Induction, and the Fine Arts Festival. Membership is offered to beginning as well as to advanced music students. Members are given specific assignments and are expected to practice for weekly Thursday rehearsals.
Additional mandatory rehearsals are held close to performance time; all ensemble members must be present for the entire duration of these mandatory rehearsals.

**Pop Band Club**

The purpose of the **Pop Band Club** is to learn to perform modern popular music in various styles. The Pop Band Club will participate in a number of performance opportunities both on and off campus throughout the year. The club will meet two Mondays each month from 3 to 4 PM. Participation in the club will require an additional bi-annual fee of $150 or less (depending on the number of members). Membership is limited in number and based on auditions held at the beginning of the school year. All instrumentalists and vocalists are welcome to audition. Note that participation in the Pop Band Club does *not* fulfill the ensemble membership requirement for Tri-M Music Honor Society.

**The String Ensemble**

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

**PUBLICATIONS**

**Literary Magazine**

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

**Newspaper**

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

**Yearbook**

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

**THEATRE GROUPS**

**Devon Theatre**

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

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

The Malvern Theatre Society

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

Marian Masques

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

**STUDENT ACTION**

**Athletic/Spirit Association**

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

**Respect Life Club**

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

**SpeakUp**

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

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

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

**PHYSICAL FITNESS**

**Athletic Teams**

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

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

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

**Spring Sports:** Cheerleading, Lacrosse, Softball, Track and Field
STUDENT LIFE

ADVISORY/SMART LUNCH PROCEDURES

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

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

ATTENDANCE PROCEDURES

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

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

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

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

Should a special occasion cause the family to schedule a vacation during regular class days, an “Anticipated Absence Form” (p. 71) must be submitted to the Dean of Students five days PRIOR to the trip. It is the student’s responsibility to check with her teachers PRIOR to the trip.

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

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

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

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

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

**LATE ARRIVAL POLICY**

Villa Maria Academy strives to communicate to the students the importance of being punctual. A warning bell is rung at 7:55 a.m.; students who are not in homeroom when the second bell is rung at 7:58 a.m. are considered to be late. Those students, including all students who have arrived on late buses, are to report to the Main Office for late passes. Note: Any student who arrives on campus after 8:10 a.m. must submit a written excuse note from the parent on the next school day explaining the cause of the late arrival. Failure to do so will result in a disciplinary warning. Three such warnings will merit detention. Only a late school bus, a medical appointment or condition documented by a medical note, a documented DMV appointment (one per year), a court order, or a funeral will be considered as justification for excused lateness.

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

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

- Seventh, eighth and ninth lateness: each results in an after-school detention
- Tenth lateness: Monday morning 7:00 a.m. detention
- Eleventh and additional late arrivals: a parent meeting with the principal and Saturday morning detention for each occurrence. **Note:** The student will be charged a $20 fee for Saturday detention.

**PERFECT ATTENDANCE:**

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

**EXCESSIVE and/or SPORADIC ABSENCES:**

Vacations during the school year are discouraged. Students are required to make up missed work in a timely fashion and at the convenience and direction of the teacher. Because repeated absence will eventually have a negative effect on the student’s course work, the school may require physician’s notes for sporadic or excessive absences. The school may also require any student who has missed 15 or more classes in any one subject to make up the work after school hours.

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

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

If a student is suspended from classes, she should generally expect to lose up to five points from her grade average in each course due to lack of class participation.
Unless individual teachers have granted extensions, work missed during the time of suspension must be submitted on the day the student returns to school.

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

PARTICIPATION IN ACTIVITIES: Ordinarily, no student may participate in any school-related activity, including activities sponsored by other schools, unless she has reported to school by 9:30 a.m. Activities involved include – but are not limited to – dances, field trips, athletic competitions, musical performances, and honors convocations. Likewise, students who are receiving academic accommodations due to long-term illness may be temporarily restricted from participation in activities.

ASSEMBLIES

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

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

BOOKS

Some textbooks are the property of the school and others are provided for the student’s use by tax money. All students are to place their names and homeroom section in each book. All textbooks are to be returned the day of the final examination. Books which are lost or damaged must be paid for by the student. School bags are to be used in transporting books. Because the school is acutely aware that book bags are very heavy, the following provisions have been made:

- Every student has been assigned a locker.
- Textbooks are provided in the study hall and in most classrooms for in-class use.

- Musical instruments and athletic equipment must be locked in lockers or in the music closet. These items may not be carried around during the school day.

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

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

BUSES

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

CHANGE OF ADDRESS/TELEPHONE NUMBER

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

COLLEGE VisITS

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

1. The junior or senior student should submit a note to the registrar from her parents stating her name, the date(s) on which she will visit the college, and the name of the college(s). The student will then be issued a college visit form.
2. The student will be responsible for notifying her teachers so that they are aware of the intended absence and the student can obtain necessary assignments.

3. Upon her return to VMA, the student must submit a “college visit” form signed by an admission representative. The school absence will then be recorded as “excused.”

4. During senior year, the student is usually allotted three (3) days for college visits. Generally, seniors who miss school more than three days for college visits are not eligible for perfect attendance.

5. Juniors are permitted ONE college visit day during the year; this day will be considered “excused” as long as the required college documentation is submitted. Otherwise, juniors are strongly discouraged from using school time to visit colleges. Such days are considered unexcused absences.

COMMUNICATION

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

Villa Maria Academy does not respond to anonymous communication.

DISCIPLINE CODE

PHILOSOPHY

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

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

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

DETENTION

A one-hour after-school detention period is held each week. Detention days are rotated as noted on a schedule published in early September.

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

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

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

**DISCIPLINE ISSUES**

Discipline issues usually fall into three categories:

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

**Late to school** (refer to policy on p. 22)

Any combination of three “Level One” offenses in a semester usually results in one hour of detention.

**NOTE:** A warning letter will be send to parents after a student has accumulated seven unexcused latenesses; a student who has been late eleven times must attend a meeting with the Principal and her parent(s) at which time she will be placed on a behavior contract.

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

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

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

**Level Three Offenses:** include, but are not restricted to:
- Truancy
- Cyberbullying
- Cutting class
- Leaving campus without permission
- Fighting
- Forgery
- Lying
- Vandalism
- Harassment
- Stealing
- Inappropriate use of technology*
- Threats
- Failure to report to detention
- Smoking**

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

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

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

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

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

Hazing activities of any type are inconsistent with the philosophy, mission, and educational goals of Villa Maria Academy and are prohibited at all times. Please refer to VMA’s Hazing Policy which appears in the Appendix of this Student Handbook (p.48).

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

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

CONDUCT GRADES

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

P = Passing

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

U= Unsatisfactory: Academic honesty violation (plagiarism or cheating) OR second homework violation OR three or more detentions in a quarter.

F = Failing: Second academic honesty violation (plagiarism or cheating) OR a serious offense which dishonors the school’s purpose or name or results in suspension.

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

DISCIPLINARY WATCH

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

DISCIPLINARY PROBATION

Disciplinary Probation results when either

1) Repeated efforts over a period of more than one semester to work with the student to improve her behavior have failed; OR

2) The student has committed a very serious infraction of a school rule or policy

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

The probationary period may be extended up to a year for extremely serious violations and/or for students whose disciplinary history warrants more drastic consequences. In the case of extended probation, consequences will be determined on an individual basis by the Dean of Students and the Principal.
NOTE: Effective July 2007, schools are required to record any student suspension for disciplinary reasons on the Common Application Form used by over 500 colleges. Villa Maria complies with this directive.

DRESS CODE

REGULATION UNIFORM

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

Winter Uniform
- Regulation plaid skirt, no shorter than approximately 3” above the knee
- Appropriately-sized blue or white Oxford cloth shirt, no non-Villa logos or emblems; school monogram on collar is optional. Shirt must be tucked in skirt
- Navy blue or white turtleneck (optional) with long-sleeved Oxford cloth shirt

**NOTE:** T-shirts may not be worn under the school shirt
- VMA navy blue blazer—required for assemblies (names are to be placed in blazers)
- Navy blue school pull-over or V-neck monogrammed, acrylic or cotton sweater (optional)
- VMA navy school fleece or VMA navy gym sweatshirt/Senior class sweat shirt (optional but these only acceptable outerwear in the classroom
- Navy blue opaque stockings or tights OR
- School approved navy leggings, when announced
- Approved sturdy, tie or buckle dark brown shoes. Boot-type, ankle-high, clog style, flats, sneaker, Sketcher or moccasin shoes are not permitted
- VMA lanyard with school ID

Summer Uniform
- Regulation light blue cord skirt no shorter than approximately 3” above the knee *****
- Regulation navy blue knit shirt with school emblem—no substitute permitted (T-shirts may not be worn under the school shirt)
- Navy blue knee socks or navy VMA crew socks (tights, non-VMA crew socks, ankle-style or cropped socks are not permitted)
- Navy blue school pull-over or V-neck monogrammed, acrylic or cotton sweater (optional)
- VMA navy school fleece or VMA navy gym sweatshirt (optional but the only acceptable outerwear /Senior class sweat shirt other than a rain coat, with the summer uniform)
- Approved dark brown shoes as indicated above.
- VMA lanyard with school ID

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

Outerwear during School Hours

Students must wear the regulation school uniform in classrooms, labs, the cafeteria, and the library and at all assemblies. No outerwear other than the VMA fleece (or the VMA navy gym sweatshirt when in summer uniform) may be worn in these locations during the school day. Other sweatshirts are considered outerwear and are not to be considered a substitute for the regulation school sweater or fleece.

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

Athletic Dress Code

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

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

No athlete may wear an athletic uniform to liturgies or to formal assemblies—even if the liturgy or assembly is held on the day of an away contest.
The Director of Athletics and coach will issue specific dress regulations to the team and to the faculty at the beginning of each season. Athletic uniform violations will result in the loss of privilege to wear the athletic uniform during school hours and will also be considered a uniform infraction and treated in the same fashion as school uniform violations.

**Pep Rally Dress Code**

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

**School Sponsored Dances**

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

**GENERAL PRINCIPLES**

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

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

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

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

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

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

**UNIFORM SUPPLIER**

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

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

Villa Maria Academy reserves the right to define appropriate school appearance.
Regulations for Students Who Drive Cars to School

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

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

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

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

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

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

GUM

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

HOMEWORK

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

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

INFIRMARY

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

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

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

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

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

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

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

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

TELEPHONES

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

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

SCHOOL SONG

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

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

**CAFETERIA**

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

1. Every student is required to report to the cafeteria or another designated eating areas for the first 15 minutes of her lunch period. After the first 15 minutes, the student may remain in the cafeteria or go to other approved areas.

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

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

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

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

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

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

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

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

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

**CHAPEL**

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

**COUNSELING / GUIDANCE SERVICES**

The goal of the Guidance Department is to enhance the academic, social, personal, and Christian growth of each VMA student. Each student has an assigned guidance counselor who seeks to establish a rapport with the students in order to achieve this goal. The counselors meet with students individually and within groups.

Since Villa Maria Academy is a college preparatory school, the focus of much of the counseling rests on empowering the students to achieve success in realizing their college and career goals.

A formal curriculum, spanning all four years, and taught by the guidance staff, is designed to prepare the students for future success. All freshmen are introduced to “The Family Connection Program” which becomes a comprehensive tool for students and families; this resource actively supports student engagement and achievement and integrates individual learning plans with career, course and college information.

**TRANSCRIPTS**

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

The **Student Support Team (SST)** is designated to help students who may be having social, emotional, or academic difficulties. The SST team consists of members of guidance, faculty, administration and the school nurse who work together to support the needs of identified students. The team accepts referrals from school administrators, teachers, students, and parents.
HEALTH SERVICES

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

- Two certified school nurses
- A physician consultant
- A certified athletic trainer
- A sports physician consultant

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

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

Student Care

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

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

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

Health Care Regulations

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

Illness: A student may not attend school with a fever and must be fever-free (without the aid of fever reducers) for 24 hours before returning to school. In the case of a contagious illness, such as “pink eye,” mononucleosis, chickenpox, strep throat, undiagnosed rash, lice, etc., please notify the school. The student may return to school 24 hours after the start of treatment as per physician orders if fever-free as noted above.

Medication in School: The school is authorized by the district’s physician to administer acetaminophen, ibuprofen, TUMS, and Benadryl (emergency only). Epinephrine is authorized in a life-threatening situation. Students may not bring medicine to school unless it has been prescribed by a physician. Written physician’s instructions, as well as written parental permission to administer the medication, must accompany all medication (see “Medication Administration Form”, p. 73). Medication must be delivered in the original pharmacy container labeled with the student’s name, name of medication, dose and time to be taken. Such medication will be dispensed through health office personnel as prescribed. NOTE: School law was amended to allow students to carry and self-administer asthmatic inhalers and epi-pens. Please contact the school nurse for required form and instructions.

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

Allergies: The school nurse should be notified if the student has a history of an allergic reaction to food, insects, or medication so that provisions can be made to provide treatment in the event of an exposure. The “Allergy Treatment Form”, which can be found on Schoology, must be completed by the student’s physician and submitted to the health office.

Immunizations: Pennsylvania state law mandates that students receive and provide documentation of required immunizations prior to entrance to school. Please consult the school website for the list of required immunizations.

Lice and Nit Policy: See the policy posted under Health Services on the VMAHS web page.
**Mandated Testing:** According to Pennsylvania state law, each student will have her height, weight, hearing (11th grade only) and vision checked annually by the school nurse. A report will be sent home if any of these examinations indicates potential problems.

**Physical and Dental Exams:** Pennsylvania Health Law requires the following physical and dental exams for entry into school:

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

- Health records for all 9th grade students or for transfer students will be obtained from the previous school, if the school was located in PA. Parents will be notified if the health record is not complete.

- **Dental Exams:** Dental exams are required for all students who transfer from outside of Pennsylvania.

**Note:** The physical and dental exams must be completed and dated within one year from the start of the school year and are to be submitted by August 1, 2018. Forms can be downloaded from the school website and can be found under Health Services.

**Student Athletes:**

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

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

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**INSURANCE**

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

**LEARNING COMMONS**

The Learning Commons is located in Room 408 of Regina Mundi. The library collection supports the VMA curriculum and includes print, video and electronic information resources. Electronic information subscription services are available to the students from campus and from home (remote access). The Learning Commons’ computers are connected to the school network, which provides access to the Internet. All ninth grade students receive an orientation to the library and instruction in the use of VMA electronic information subscription services.

**Regulations:**

1. The Learning Commons is open Monday through Thursday from 7:45 a.m. to 4:30 p.m. and on Friday from 7:45 a.m. to dismissal.

2. Students using the Learning Commons computers must adhere to the Computer Network and Internet Acceptable Use Policy.

3. Passes are not required use during for the Advisory Period; however, access may be restricted if demand and/or occupancy limit is exceeded. **EXCEPTION:** Generally, during the first semester freshmen must have a pass from one of their academic subject area teachers to use the Learning Commons.

4. Students should work respectfully in the Learning Commons and not interrupt the work of others.

5. Books are circulated for a two week period and can be renewed if not reserved by another student.

6. Reference books do not circulate.

7. Food and/or beverages are not permitted in the Learning Commons.
LOCKERS

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

Students should not share their locker combinations nor should any other student open or otherwise access another student’s locker. The school is not responsible for money or other valuables left in lockers.

Students are reminded that lockers are the property of the school and should be aware that school authorities may open lockers if it is deemed necessary to do so.

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

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

A student who wishes to decorate the exterior of a locker with a celebratory message must first sign the form on the clipboard in the Dean of Students’ office. Decorations must be keep simple and may only be posted with masking tape.

LOST AND FOUND

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

Names should be written in all blazers. Inquiries regarding lost blazers should be directed to the Dean of Students.

The school is not liable for any theft which occurs on its property. Consequently, students are especially reminded to check coats and valuables, including purses, in the coat check provided at school dances.

Students who have lost items or clothing should check the Lost and Found which is located in the cafeteria. Found items are also displayed in the cafeteria on Thursdays. Unclaimed items will be donated to charity.

VMA’s WEB SITE

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

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

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

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

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

ACADEMIC HONESTY

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

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

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

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

Students are warned that plagiarism takes many forms:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSEQUENCES FOR VIOLATION OF THE ACADEMIC HONESTY POLICY

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

1st Offense:

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

2nd Offense:

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

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

1st Offense:

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

2nd Offense:

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

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

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

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

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

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

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

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

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

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

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

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

**ATHLETIC POLICIES**

**Athletic Fee:** All athletes are required to pay an athletic fee which varies with the sport. This fee will be billed through the FACTS Management Tuition Program. Students may not be eligible to participate in a second sport if fees are not paid when due. **NOTE:** Records, report cards and/or transcripts, will not be released and re-registration will not be accepted until all financial obligations are in full.

**NOTE:** The athletic fee is non-refundable should a student be unable to participate or quit the team during the season.

**Athletic Uniforms:** The school provides athletic uniforms for some of VMA’s teams. All school-issued uniforms need to be returned to the Athletic Director or to the coach at the end of the season. If an athlete does not return a school-issued uniform, the parent will be charged a replacement fee; this fee will be billed through the FACTS Management Tuition Program.

**NOTE:** Records, report cards and/or transcripts, will not be released and re-registration will not be accepted until all financial obligations are in full.

**Sports Physicals:** Every student who wishes to try-out for a team is required to have a medical examination and to submit the PIAA Sports Physical Form. This form can be found on the VMA Website. **The PIAA Sports Physical examination for the 2018-19 school year is valid only if completed after June 1, 2018.** Forms for Fall sports must be submitted to the Athletic Trainer by August 1, 2018.

**No student will be permitted to tryout or to participate on a team unless she has submitted the required PIAA form.**

**Transportation:** Bus transportation is provided for all “away” sporting events. At times, a sports team will need to practice at an off-campus facility. A transportation form needs to be filled out and signed by the parent. This form allows the athlete to travel with another student, coach or parent to the off-campus facility throughout the season. This form can be found on the website under “Athletics.”
CAMPUS SAFETY

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

For the convenience of the parents, any student who is not participating in a supervised activity or athletic practice, game, etc. is to report to Room 311 in Regina Mundi at the 4:30 p.m. bell. These rooms will be supervised until 6:00 p.m. on Mondays through Thursdays.

By 6:00 p.m., all students must be off campus unless participating in a supervised activity or sport. Exception: On Fridays, all students not participating in a supervised activity must be off campus by 4:45 p.m. The school assumes no responsibility for supervision of students outside these hours.

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

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

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

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

COMPUTER USE

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

DISTRIBUTION OF MATERIALS

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

EMERGENCY CARD

Parents are required to submit emergency information on the designated card prior to the start of each school year. Updates to this information should be made by parents throughout the school year as needed.

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

EMERGENCY CLOSING

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

In addition, when school must close or open later than usual because of weather conditions or other emergencies, announcements will be made on radio and television stations.

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<th>Channel</th>
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<td>ABC</td>
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<td>NBC</td>
<td>10</td>
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** Villa Maria’s school code number is 866. **

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

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

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

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

### EMERGENCY DRILLS

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

### FIELD TRIP POLICY

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

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

### FINANCIAL AID

Villa Maria Academy offers a limited amount of tuition assistance to qualifying families. To be considered for tuition assistance for the 2018-19 school year, the Parents’ Financial Statement and required documents should be submitted by December 3, 2018, for incoming freshmen and by February 2, 2019, for current students. Applications for financial aid are processed by School and Student Services by NAIS. Applications should be filed online at [http://sss.nais.org/](http://sss.nais.org/).

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

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

Decisions regarding financial aid will be released at the end of January for incoming freshmen and late February for returning students. All applications must be complete to be considered for financial aid.

**Note:** Applications for financial aid must be renewed each year.

### FUNDRAISING PROCEDURES

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

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

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

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

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

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

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

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

**INSURANCE**

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

**LEAVING CAMPUS**

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

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

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

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

**SCHOLARSHIPS**

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

**STUDY HALL: LEARNING COMMONS AND COMPUTER ROOM POLICY**

Students wishing to work on assignments in the Learning Commons or in available computer lab during their scheduled “Responsible Free Time” (RFT) periods or during advisory periods do not need passes from classroom teachers.

**EXCEPTION:** First semester freshmen are required to have passes from one of their academic subject area teachers.

However, each student must first report to study hall and sign her name on the appropriate sign out sheet. Students must then go promptly to their destinations.
No student from a study hall should be in a computer lab which has been reserved by a classroom teacher for his/her class use.

Seniors may also go to the Senior Lounge or the cafeteria, if available. No pass is required but each senior must sign her own name on the appropriate sign-in sheet in the study hall room.

Should any student be required in any other location during her “Responsible Free Time” (RFT) period, she must present a pass to her study hall moderator indicating where she will be.

REMINDER: EAR BUDS may be used for academic purposes only during school hours. The only exception to this directive is use in the Senior Lounge.

**TUITION POLICY**

A condition of enrollment of Villa Maria Academy is a parental agreement to pay assigned tuition and fees as well as enrollment in the FACTS Management Tuition Program. If tuition is delinquent and an acceptable alternative arrangement has not been approved by the Principal, students will not be permitted to attend the Fall Ball, Freshman/Sophomore Mixer or the Prom. There is the possibility they would be denied participation in field trips.

Records, report cards and/or transcripts will not be released and re-registration will not be accepted until all financial obligations are paid in full. Although seniors may be permitted to participate in graduation activities, they will not receive diplomas nor will records be forwarded to colleges until all financial obligations have been paid in full.

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

**VISITORS/DELIVERIES**

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

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

The school discourages the delivery of gifts, flowers and food to individual students, for such deliveries are disruptive to the educational process. Any item left for a student will be held in the Main Office until the end of the school day. The office cannot guarantee that such items will be distributed on the same day.

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The education of the Villa Maria Academy student is a partnership between the parent(s) and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require the parent to withdraw her daughter.

The Principal retains the right to amend the Student Handbook for just cause; parents will be given prompt notification if changes are made.
## APPENDIX

<table>
<thead>
<tr>
<th>Queue A</th>
<th>Queue B</th>
<th>Queue C</th>
<th>Queue D</th>
<th>Queue E</th>
<th>Queue F</th>
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<tr>
<td>Student Council Mission and Ministry</td>
<td>Athletic and Spirit Association Orchestra Chorus/Madrigals Handbells</td>
<td>National Honor Society Math Honor Society</td>
<td>Diversity and Inclusion Respect Life Light and Sound Crew</td>
<td>Interscholastic Sports Team</td>
<td>Freshman Art Club Junior Art Club Model UN Book Club Ping Pong</td>
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<tr>
<td>Mission and Ministry</td>
<td>Athletic and Spirit Association Orchestra Chorus/Madrigals Handbells</td>
<td>National Honor Society Math Honor Society</td>
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<td>Interscholastic Sports Team</td>
<td>Freshman Art Club Junior Art Club Model UN Book Club Ping Pong</td>
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# ACTIVITIES CALENDAR

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<tr>
<th>MONDAY</th>
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<td>Mission and Ministry-A</td>
<td>Madrigals-A/B</td>
<td>Orchestra-A/B</td>
<td>Tri-M-A*</td>
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<tr>
<td>THE</td>
<td>Handbells-A/B</td>
<td>Reflections-A/B</td>
<td>Reflections-A/B</td>
<td>Robotics-A</td>
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<tr>
<td>MONTH</td>
<td>Model U.N-A</td>
<td>Tech Club-A/B</td>
<td>Diversity and Inclusion Club-A/B</td>
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<td>Music Ministry-A</td>
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<td>Madrigals-A/B</td>
<td>Orchestra-A/B</td>
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<td>Tech Club-A/B</td>
<td>Language Honor Societies and Language Clubs-A</td>
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<td>Orchestra-A/B</td>
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<td>Chorus-A/B</td>
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<tr>
<td></td>
<td>Student Council-A</td>
<td>Reflections-A/B</td>
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The Athletic Teams practice in season at the discretion of the coaches.

Once a month, the Honor Society meetings take precedence over other activities.

The Pennsylvania Mathematics League competitions are listed on the school calendar. The following clubs meet on an “as needed” basis: Altar Servers, Freshman Art Club, Sophomore Art Club, Speak Up, Marian Masques, Mock Trial, Badminton, Book Club, Pop Band, Newspaper, Student Integrity Committee and Peer Ministry.

* Tri-M Music Honor Society will meet on the 1st Friday of the month that school is in session.
Villa Maria Academy  
Computer Network and Internet Acceptable Use Policy

Villa Maria aims to promote an open computing environment that allows technology access for all individuals. In order to protect its information assets, the school relies heavily on its computerized information systems and recognizes that all resources, including software programs, data, hardware, and networks, must be protected from misuse and operated and maintained in a secure environment.

The use of computers and Internet access is a privilege and not a right. The school requires all students, parents/guardians, and teachers to sign a binding agreement, which acknowledges that they read the terms and conditions of acceptable use and understand their inherent responsibilities.

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

- Wireless network with Internet access
- GSuite, Office, Adobe, Filtering, Curricular applications
- Application servers (such as Schoology, Turnitin, SCoIR, and PowerSchool)
- Student computer labs
- School Website/Staff Intranet/social media filters
- Cell phone and classroom phones
- Printers and copiers

Those permitted access to school’s network or Internet services are responsible for using it in an effective, ethical and lawful manner. School communications include email, official school social media outlets Schoology or School Messenger systems.

Because the AUP is part of the various Student and Staff Handbooks, an individual’s agreement to abide by the AUP is implicit in his/her joining the Villa Maria Academy community as an employee or as a student. In addition, the Academy reserves the right to notify local, state and/or federal officials when it suspects that individuals are using the Academy’s systems in violation of local, state or Federal laws.

Villa network account holders who provide account access to unauthorized users will result in a loss of network privilege.

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

**EMAIL GUIDELINES:**

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

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

3. **Email is not guaranteed to be private.** The contents of these files and the copies on system backups, archived storage and gsuite are subject to investigation by the Director of Technology if suspicion of a violation occurs. All users must recognize that e-mail messages and other information transferred by the network may contain thoughts, conclusions and biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or vendors. Such discussions or use of the network is expressly prohibited.
4. **No one may distribute unwanted mail or other messages.** These includes, but are not limited to: chain letters, blogging, photos, mass mailing of jokes or lost and found items, and/or virus alerts.

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

**NETWORK GUIDELINES**

1. **Network users may not allow another person to log onto or otherwise access his/her accounts.**
   a. **PASSWORD POLICY:** Passwords must adhere to the 8-character policy adopted for use with Google Suite. If a student feels that her account has been tampered with, she change her password immediately on all devices. It is suggested that passwords be changed every 90 days. Two-step authentication is also available on network accounts and can be turned on for users in settings.

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

3. **The use of school computers is limited to educational purposes.**

4. **Users should keep only Active files on their P Drive.** All users are issued a personal drive for which to store projects and student work; these must be kept cleaned of old files and be content appropriate. Personal drives (P) sync files with Google drive so remote access to files is available from home. All student P drives will be deleted the week after graduation.

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

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

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

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

9. **Students are responsible for their accounts and for all activity conducted with their accounts.**

**SCHOOLEGY (Academic Portal)**

1. **All Students, Staff and Parents will receive access to Schoology.** Schoology is VMA’s academic portal where class information and extracurricular activity information is kept. All new students must activate their Schoology accounts at the start of their first academic year, and they will use their Villa email and password to access this
resource. Students are encouraged to check Schoology daily for assignments, notes, and calendars. Additional library resources are available electronically for use off campus.

2. **Cloud Storage is available for all users.** All students have unlimited Google Drive space for storage of files.

### POWERSCHOOL

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

### PERSONAL CONDUCT ONLINE

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

*Villa Maria Academy reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours.*

Inappropriate use may include, but is not limited to:

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

### ADDITIONAL TECHNOLOGIES

1. **There will be no cell phone use during the school day.** Cell phones must be completely turned off and stored in book bags.

2. **The teacher reserves the right to check the content of memory on student TI 83/84 calculators and free up memory space for academic purposes.**

3. **The School Administration reserves the right to limit or prohibit external devices in the classrooms such as personal laptops, PDA, calculators, wireless devices, etc.** Any personal device of a student or staff member must have updated virus protection before use on the campus network.

4. **Students are responsible to pick up all printed work from network printers during the school day.** Please check the default printer before printing documents. If resources are abused, printing limits will be enforced.

### COPYRIGHT/WEB USE GUIDELINES

1. It is inappropriate to invade the privacy of another by accessing, copying or distributing another’s computer files or computer programs without consent.

2. A student or employee who inadvertently becomes part of a transfer of inappropriate material to or from the Internet is obligated to report the incident to the Network Administrator.

3. Copyrighted material must not be downloaded or used without the author’s permission.
4. **Vandalism of any kind will result in termination of computer privileges.** Vandalism is any attempt to harm or damage computers, computer systems, or computer networks, or to infiltrate another computer system. These activities are prohibited, and the user is responsible for all repair costs incurred by the Academy as a result of such actions.

5. **No student may use the VMA network for financial gain, hacking, creating or spreading viruses on the school’s network, selling or storing of non-academic materials on the servers or private drives.**

6. **A complete Copyright Policy is available on the Villa Maria Academy Schoology site.**

   Any user who does not choose to comply with these guidelines will lose computer privileges for a period of time determined by the administration. Repeated infractions may result in permanent termination of computer and/or Internet privileges. Standard disciplinary procedures of Villa Maria Academy will apply.

**iPADs and OTHER ELECTRONIC DEVICES:**

1. **All students are required to bring a fully charged iPad to school daily.** Users will be allowed to connect to the VMA Wi-Fi Network for Internet access only. Filtered Internet access will be available for users with authenticated Wi-Fi personal devices.

2. **Teachers have a right to manage and/or restrict student use of the iPad, laptops, software, and Internet within the confines of their class.** Teachers will provide their acceptable use guidelines within their class materials. Students must secure the permission from each teacher in whose classes they plan to use their laptop. The student must remain on task in that class while using it and any unauthorized use during class time such as email checks, web surfing, etc. will result in loss of use privileges.

3. **Any unauthorized filming or photographing of any person or class is prohibited.**

4. **Charging Batteries:** iPads and mobile devices should be brought to school each day in a fully charged condition. No classroom electrical provisions are available for devices that lose battery power during the academic day.

5. **Sound.** Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. If teachers require headphones it is student’s responsibility to obtain and store them.

6. **Identification and Use.** All personal devices should be identifiable with student name on the device. A device should be securely stored when not in use and is the responsibility of the owner. All activity that is authored on the device is the responsibility of the registered owner of the device. All technical support is the responsibility of the owner.

**NETWORK BACKUP and EMAIL RETENTION POLICY:**

1. **All network files (P and all network shares) are backed up Monday-Friday.** Students should also plan to keep important files backed up to Google drive for personal archiving.

2. **Email is archived through Google Vault daily for all users.**

   **Violations of any policy or law must be reported to the Director of Technology**

Lisa Roberts, Director of Technology, x 1017

6/1/2018
Villa Maria Academy

Hazing Policy

Purpose:

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

General Statement of Policy:

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

Definitions:

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

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

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

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

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

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

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

School Action:

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

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

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

Reprisal:

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

Dissemination of Policy:

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

Modified from Hazing Policy, National Federation State High School Associations, 2015
August 2016
# Bell Schedule

## Regular Schedule

**“R” Bell**

<table>
<thead>
<tr>
<th>Time</th>
<th>Period Length</th>
<th>A/B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:58-8:06</td>
<td>8</td>
<td>Home room</td>
</tr>
<tr>
<td>8:10-9:30</td>
<td>80</td>
<td>1</td>
</tr>
<tr>
<td>9:34-10:54</td>
<td>80</td>
<td>2</td>
</tr>
<tr>
<td>10:58-11:28</td>
<td>30</td>
<td>First lunch</td>
</tr>
<tr>
<td>11:32-12:52</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>10:58-11:38</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>11:41-12:09</td>
<td>28</td>
<td>Second lunch</td>
</tr>
<tr>
<td>12:12-12:52</td>
<td>40</td>
<td>3</td>
</tr>
<tr>
<td>10:58-12:18</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>12:22-12:52</td>
<td>30</td>
<td>Third lunch</td>
</tr>
<tr>
<td>12:56-2:16</td>
<td>80</td>
<td>4</td>
</tr>
<tr>
<td>2:16-2:55</td>
<td>39</td>
<td>Advisory</td>
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## Break Schedule

**“B” Bell**

<table>
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<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7:58-8:06</td>
<td>8</td>
<td>Home room</td>
</tr>
<tr>
<td>8:18-9:38</td>
<td>80</td>
<td>1</td>
</tr>
<tr>
<td>9:52-11:12</td>
<td>80</td>
<td>2</td>
</tr>
<tr>
<td>11:26-11:56</td>
<td>30</td>
<td>First lunch</td>
</tr>
<tr>
<td>12:00-1:20</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>11:26-12:06</td>
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<tr>
<td>12:08-12:38</td>
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<td>Second lunch</td>
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<td>12:40-1:20</td>
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<td>3</td>
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<tr>
<td>11:26-12:46</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>12:50-1:20</td>
<td>30</td>
<td>Third lunch</td>
</tr>
<tr>
<td>1:34-2:55</td>
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## AM Advisory Schedule

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<tr>
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<td>47</td>
<td>Homero om/Advisory</td>
</tr>
<tr>
<td>8:50-10:10</td>
<td>80</td>
<td>1</td>
</tr>
<tr>
<td>10:14-11:34</td>
<td>80</td>
<td>2</td>
</tr>
<tr>
<td>11:38-12:08</td>
<td>30</td>
<td>First Lunch</td>
</tr>
<tr>
<td>12:12-1:32</td>
<td>80</td>
<td>3</td>
</tr>
<tr>
<td>11:38-12:12</td>
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<td>3</td>
</tr>
<tr>
<td>12:21-12:49</td>
<td>28</td>
<td>Second Lunch</td>
</tr>
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<td>12:52-1:32</td>
<td>40</td>
<td>3</td>
</tr>
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<td>11:38-12:58</td>
<td>80</td>
<td>3</td>
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<tr>
<td>1:02-1:32</td>
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<td>Third Lunch</td>
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<tr>
<td>1:36-2:55</td>
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## Pep Rally Schedule

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</tr>
</thead>
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<td>Home room</td>
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<td>8:10-9:26</td>
<td>76</td>
<td>1</td>
</tr>
<tr>
<td>9:30-10:46</td>
<td>76</td>
<td>2</td>
</tr>
<tr>
<td>10:30-11:20</td>
<td>30</td>
<td>First Lunch</td>
</tr>
<tr>
<td>11:24-12:40</td>
<td>76</td>
<td>3</td>
</tr>
<tr>
<td>10:50-11:28</td>
<td>38</td>
<td>3</td>
</tr>
<tr>
<td>11:30-12:00</td>
<td>30</td>
<td>Second Lunch</td>
</tr>
<tr>
<td>12:02-12:40</td>
<td>38</td>
<td>3</td>
</tr>
<tr>
<td>10:50-12:06</td>
<td>76</td>
<td>3</td>
</tr>
<tr>
<td>12:10-12:40</td>
<td>30</td>
<td>Third Lunch</td>
</tr>
<tr>
<td>12:44-2:00</td>
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<td>4</td>
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<tr>
<td>2:08-2:55</td>
<td>47</td>
<td>Pep Rally</td>
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### AM Liturgy / AM Assembly Schedule

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<th>Time</th>
<th>Period Length</th>
<th>A/B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:58-8:06</td>
<td>8</td>
<td>Homeroom</td>
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<tr>
<td>8:10-9:18</td>
<td>68</td>
<td>1</td>
</tr>
<tr>
<td>9:22-10:44</td>
<td>80</td>
<td>Liturgy/Assembly</td>
</tr>
<tr>
<td>10:48-11:56</td>
<td>68</td>
<td>2</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>30</td>
<td>First Lunch</td>
</tr>
<tr>
<td>12:34-1:42</td>
<td>68</td>
<td>3</td>
</tr>
<tr>
<td>12:00-12:34</td>
<td>34</td>
<td>3</td>
</tr>
<tr>
<td>12:37-1:05</td>
<td>28</td>
<td>Second Lunch</td>
</tr>
<tr>
<td>1:08-1:42</td>
<td>34</td>
<td>3</td>
</tr>
<tr>
<td>12:00-1:08</td>
<td>68</td>
<td>3</td>
</tr>
<tr>
<td>1:12-1:42</td>
<td>30</td>
<td>Third Lunch</td>
</tr>
<tr>
<td>1:46-2:55</td>
<td>68</td>
<td>4</td>
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### PM Liturgy / PM Assembly Schedule

<table>
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<th>Period Length</th>
<th>A/B</th>
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</thead>
<tbody>
<tr>
<td>7:58-8:06</td>
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<td>Homeroom</td>
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<tr>
<td>8:10-9:18</td>
<td>68</td>
<td>1</td>
</tr>
<tr>
<td>9:22-10:30</td>
<td>68</td>
<td>2</td>
</tr>
<tr>
<td>10:34-11:04</td>
<td>30</td>
<td>First Lunch</td>
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<tr>
<td>11:08-12:16</td>
<td>68</td>
<td>3</td>
</tr>
<tr>
<td>10:34-11:08</td>
<td>34</td>
<td>3</td>
</tr>
<tr>
<td>11:11-11:39</td>
<td>28</td>
<td>Second Lunch</td>
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<tr>
<td>11:42-12:16</td>
<td>34</td>
<td>3</td>
</tr>
<tr>
<td>10:34-11:42</td>
<td>68</td>
<td>3</td>
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<tr>
<td>11:46-12:16</td>
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<td>Third Lunch</td>
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<tr>
<td>12:20-1:28</td>
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<td>4</td>
</tr>
<tr>
<td>1:32-2:55</td>
<td>83</td>
<td>Liturgy/Assembly</td>
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### Two Hour Delay Schedule

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<th>Time</th>
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<tbody>
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<td>Homeroom</td>
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<tr>
<td>10:10-11:10</td>
<td>60</td>
<td>1</td>
</tr>
<tr>
<td>11:14-12:14</td>
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</tr>
<tr>
<td>12:18-12:48</td>
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<td>12:51-1:51</td>
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<td>12:51-1:48</td>
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<tr>
<td>12:51-1:19</td>
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<td>Second Lunch</td>
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<td>1:21-1:51</td>
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<tr>
<td>1:21-1:18</td>
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<td>3</td>
</tr>
<tr>
<td>1:55-2:55</td>
<td>60</td>
<td>4</td>
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### Smart Lunch Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period Length</th>
<th>A/B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:58-8:06</td>
<td>8</td>
<td>Homeroom</td>
</tr>
<tr>
<td>8:10-9:20</td>
<td>70</td>
<td>1</td>
</tr>
<tr>
<td>9:24-10:34</td>
<td>70</td>
<td>2</td>
</tr>
<tr>
<td>10:38-12:27</td>
<td>Smart Lunch</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1st Lunch: 10:38-11:12 (34 minutes)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd Lunch: 11:15-11:50 (35 minutes)</td>
<td></td>
</tr>
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<td>Faculty In-Service/Work Day Senior Portraits 9:00AM-3:00PM Faculty/Staff Yearbook Photos (Lunch)</td>
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**December 2018**

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<td>Memorial Day</td>
<td>Graduation Practice @ St. Elizabeth 10:30AM</td>
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# June 2019

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<td>Ms. Leah's Studio Concert</td>
<td>Underclassmen Exams Noon Dismissal</td>
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<td>Underclassmen Exams Noon Dismissal</td>
<td>No Classes Grading Day</td>
<td>Awards Assembly Noon Dismissal</td>
<td>Graduation 11:00AM St. Elizabeth</td>
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ABSENCE/LATENESS/DISMISSAL FORM

Student’s Name
Date(s) absent:
Date(s) will be absent:
Date late:
Date will be late:
Dismissal: Time: Returning to School: Y N
Reason:

Parent/Guardian Signature

ABSENCE/LATENESS/DISMISSAL FORM

Student’s Name
Date(s) absent:
Date(s) will be absent:
Date late:
Date will be late:
Dismissal: Time: Returning to School: Y N
Reason:

Parent/Guardian Signature
OFF-CAMPUS PRIVILEGE FORM, 2018-19

Please refer to the school’s “Leaving Campus” policy which appears in the Student Handbook on p.40; this policy is also posted on Schoology.

PLEASE SELECT ONE OPTION:

Choice #1: (NAME) _____________________________ Homeroom ________ does not have my permission to leave campus after the formal school day has ended and return to participate in a scheduled activity.

Parent's Signature: __________________________________________ DATE: ________

OR

Choice #2 (NAME) _____________________________ Homeroom ________ does have my permission to leave campus after the formal school day has ended. I am aware that she will be returning to campus in order to participate in an activity which is scheduled to begin one hour or more after dismissal.

I agree to assume responsibility for my daughter's whereabouts and safety for the period of time that she is not on campus. I also understand that the school reserves the right to revoke this permission at any time.

Please note that students waiting for activities to begin within one hour after dismissal must remain on campus.

Name of Activity/Sport: Please initial activity to which permission refers:

____ Student Council   ____ Children of Mary   ____ Language Honor Society
____ NHS               ____ Math Honor Society   ____ Music Honor Society
____ Chorus            ____ Handbell Choir     ____ Madrigals
____ Music Ministry    ____ String Ensemble   ____ Orchestra
____ Art Club          ____ Reflections       ____ Festival
____ PR Club           ____ Tech Club         ____ Dance Troupe
____ VMA Stage Crew    ____ Marian Masques   ____ Mock Trial
____ Yoga Club         ____ Respect Life     ____ SADD
____                      ____ Model UN
____                      ____
____ Track and Field   ____ Cross Country    ____ Field Hockey
____ Soccer            ____ Tennis           ____ Volleyball
____ Golf              ____ Basketball       ____ Indoor Track
____ Swimming          ____ Lacrosse         ____ Softball

ALL or ANY Activity: __________________________________________

OTHER: Please Indicate: ____________________________________

Parent's Signature: ______________________________________ DATE: ________

Student’s Signature: _____________________________ Homeroom: ______

My signature attests that I am aware of my parent’s permission or lack thereof.
Villa Maria Academy  
370 Old Lincoln Highway, Malvern, PA 19355  (610) 644-2551  Fax (610) 644-2866  
FIELD TRIP PERMISSION FORM

Sponsoring Group: ________________________________________________________________

Sponsoring Moderator: __________________________________________________________

Occasion_________________________________ Date: ________________________________

Location: ______________________________________________________________________

Method of Transportation: _____________________ BUS

Leaving From: __________  Time Leaving: __________  Program/ Event Time: __________

Returning To: ______________  Estimated Return Time: ______________  Cost: __________

I understand that participating in an off-campus activity is a privilege and that I am representing Villa Maria Academy. I agree to abide by the policies of the school and of the sponsoring moderator.

_________________________________________  _____ Homeroom

Student's Signature: My signature is a sign of my honor.

My daughter has my permission to attend the field trip described above. This permission includes all related programs and events associated with this field trip. I waive the school of responsibility in the event of accident and/or injury.

Also, as a parent or guardian, I authorize the treatment of my daughter by a qualified and licensed medical physician in the event of a medical emergency which, in the opinion of the attending physician, may endanger her life, cause disfigurement, physical impairment or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

Parent or Guardian’s Signature __________________________  Date _________________

Home Phone: ________________  Work Phone ____________  Emergency Phone: __________

Family Physician: _________________  Phone: __________________________

Please specify medical allergies, chronic illnesses or other conditions:

______________________________________________________________________________

Insurance: ___________________________  ____________________________

Identification # _____________________  Group #: ____________________________

Alternate Emergency Contact:

Name: ________________________________  Relationship: ________________________

Phone: ________________________________
VILLA MARIA ACADEMY

AUTHORIZATION FOR SCHOOL MEDICATION ADMINISTRATION

Student’s Name: __________________________________________ Grade ______

Date of Birth: _____________________ Allergies: __________________________________________

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

PHYSICIAN’S REQUEST

Name of prescribed medication(s): __________________________________________

Dose: _______________________________________________________________________

Time to Administer: __________________________________________________________

Treatment of: __________________________________________________________________

Route: _________________________________________________________________________

Side Effects: ___________________________________________________________________

Other medication student is taking _____________________________________________

Physician’s Signature: ___________________________ Date: __________________________

Printed name of Physician: _______________ Phone Number: _______________________

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

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

Parent Signature: __________________________________________ Date: _________________
Villa Maria Academy
Notification of Student’s Anticipated Absence Form

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

Date of Request: _________________________________

Student’s Name: _________________________________

Grade: ______________________ Homeroom: __________

Dates of Anticipated Absence: ________________________________

Reason: ________________________________

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

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

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

Parent Signature: _________________________________ Date: __________

Student Signature: _________________________________ Date: __________