



Cathedral Preparatory School and Villa Maria Academy
Student-Parent Handbook

2020-2021

Policies and Procedures for
Cathedral Preparatory School and Villa Maria Academy

Cathedral Preparatory School

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Mission Statement

Cathedral Preparatory School and Villa Maria Academy form a Christ-centered, co-institutional, college preparatory Catholic school in the Diocese of Erie. With a foundation of faith, family, excellence, and tradition, we develop men and women of vision in spirit, mind, and body.

Vision Statement

Steeped in Gospel values and the mission of the Catholic Church, Cathedral Preparatory School, Villa Maria Academy, and Mother Teresa Academy strive to excel as a teaching and learning community by fostering strong moral character, esteemed academic success, service, and global leadership.

Core Values: Faith Comes FIRST

Faith: We believe that with God all things are possible

Integrity: We believe in being honest with ourselves and each other

Respect: We believe all people are God's children and should be treated as such

Service: We believe we are called to serve others

Trust: We believe in being reliable and responsible

Statement on Spiritual Growth

“Catechesis (education in the faith) seeks to move people to live justly, mercifully, and peacefully as individuals, to act as the leaven of the gospel in family, school, work, social, and civic life, and to work for appropriate social change.” (N.C.D. #170)

The experience of Christian community is most appropriately and naturally leading persons to service. Jesus, in His dealings with others, responded spontaneously to the needs of people. In fact, His life bespeaks of service. Each Prep and Villa student, through catechesis, is motivated to model Jesus' life of spontaneous service. Prep and Villa has established numerous avenues by which the individual can offer concrete and true assistance to those in need.

As the source and summit of the spiritual life, mass is celebrated daily for everyone on each campus and periodically for classroom groups and individual classes. Weekly and on special occasions and feast days it is offered for the entire student body. Students actively participate in the planning of Sacramental celebrations and in the music of the liturgy. Students are reminded that God himself is present at every mass, and as such they are to act with the utmost reverence. Reconciliation is available on a personal basis and is offered for the entire student body during particular liturgical periods.

Mission Leadership Team

Mr. Chris Hagerty, B.A.	President
Mr. William G. Pituch, M.A.	Vice President of Academics & Student Affairs
Mr. Timothy Dougherty, B.S.	Vice President of Admissions
Mrs. Lauren Varner, B.A.	Vice President of Advancement
Mr. Bill Flanagan, B.A.	Vice President of Athletics
Mr. Chet Moffett, M.A.	Vice President of Equity and Inclusion
Mr. Ross Aresco, CPA	Vice President of Finance and Operations

Building Administration

Mr. Rick Herbstritt, M.Ed. Assistant Vice President of Academics and Student Affairs Cathedral Preparatory School	Ms. Veronica Connaroe, M.Ed. Assistant Vice President of Academics and Student Affairs Villa Maria Academy
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School Contact Numbers

Prep Campus	Villa Campus
Advancement 2223	Advancement 3245
Admissions 2242	Admissions 3239
Athletics 2277	Athletics 3237
Attendance 2222	Attendance 3229
Cafeteria 2268	Cafeteria 3235
Campus Ministry 2249	Campus Ministry 3275
Finance 2251/2252	Finance 2251/2252
Guidance Counselors:	Guidance Counselors:
Mrs. Sanner 2231	Ms. Pyle 3230
Mrs. Hammer 2287	Ms. Petersen 3240
Mrs. Mook 2233	Mrs. Mook 3233
Main Office 2221	Main Office 3221
Mr. Hagerty 2230	Ms. Connaroe 3250
Mr. Herbstritt 2250	Mr. Hagerty 3232
Mr. Moffett 2238	Mr. Moffett 3238
Mr. Pituch 2224	Mr. Pituch 3224
Nurse 2236	Nurse 3225
Registrar 2262	Registrar 3446
Technology 2279	Technology 3425

Table of Contents

ATTENDANCE

I.	Purpose and Authority	8
II.	Excused and Unexcused	8
III.	Verification.....	8
IV.	Notification of 5 and 10 Days	8
V.	Absences Exceeding 10 Days.....	9
VI.	Illegal School and Class Absences	9
VII.	Leaving School for an Appointment	9
VIII.	Sign In and Sign Out	9
IX.	Activity/ Athletic Participation.....	9
X.	Vacation Policy	10
XI.	College Visit/ Career Shadowing Policy	10
XII.	Summer School Attendance	11
XIII.	Tardiness.....	11
XIV.	Withdrawal	11

ACADEMICS

I.	Purpose	12
II.	Academic Requirements.....	12
III.	Levels of Academic Study.....	13
IV.	Grading Scale and Quality Points.....	13
V.	Class Rank.....	14
VI.	Honor Roll & Quarter Sessions/Honor Assembly	14
VII.	Missed Assignments & Incompletes	14
VIII.	Grade Reporting and Report Cards	15
IX.	Academic Eligibility and Progress Reporting	15-16
	a. Athletic and School Activities	
	b. NCAA Regulations	
	c. Academic Support	
	d. Academic Progress	
X.	Parent-Teacher Conferences.....	16
XI.	Physical Education	16
XII.	Plagiarism and Cheating	17
	a. Plagiarism on Tests Policy	
	b. Copying Homework	
XIII.	Failed Courses	18
XIV.	Summer School	18

XV.	School Counseling (Guidance) Services	19-20
	a. College and Career Planning	
	b. Testing Programs	
	c. Transcript and Release of Records	
	d. Personal and Academic Counseling	
XVI.	Scheduling	20
XVII.	Exemption from Final Exams.....	20
XVIII.	Summer Assignments	20
XIX.	Service Program	20-23
XX.	Special Academic Opportunities	24-26
	a. Eighth Grade Honors Program	
	b. Gannon Dual Enrollment Program	
	c. Prep-Villa & Gannon Matriculation Agreement	
	d. Other College Credit Opportunities	
	e. National Honors Society	
	f. JAFROTC	
XXI.	Work Schedules.....	26

GENERAL INFORMATION

I.	Change of Information	27
II.	Care of School Property	27
III.	Lockers	27
IV.	Electronic Devices.....	27-28
V.	Copies/ Printouts	28
VI.	Backpacks.....	28
VII.	Cafeteria System.....	28
VIII.	Lost and Found.....	28
IX.	Substitute Teachers.....	28
X.	Library Services.....	28-29
XI.	Student Photo ID	29
XII.	Student Parking	29
XIII.	Clubs, Organizations, & Activities.....	29
XIV.	Health & Medications.....	30
XV.	Emergency Drills.....	30
XVI.	Student Bussing.....	30
XVII.	Visitors	31
XVIII.	Non-Discrimination Policy.....	31

ATHLETICS

I.	Philosophy	32
II.	Goals of the Athletic Program	32
III.	Athletic Teams.....	32-33
IV.	Eligibility Requirements.....	33-34
V.	Athletic Fees.....	34

STUDENT ASSISTANCE PROGRAM

I.	Definition & Process	35
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CODE OF CONDUCT

I.	Discipline Infractions	37
II.	Discipline Points.....	37-39
III.	Classroom Discipline Escalation Policy	39-40
IV.	Discipline Review Panel.....	40
V.	Discipline Review Board.....	40
VI.	Dress and Grooming Code	41-43
VII.	Dress Downs.....	43
VIII.	Plagiarism and Cheating.....	44
IX.	Skippping.....	45
X.	Electronic Devices/Cell Phones.....	45
XI.	Weapons, Forbidden Items	45-46
XII.	Social Media Policy.....	46
XIII.	Restricted Areas.....	46
XIV.	Searches.....	46
XV.	Tobacco/Electronic Cigarettes.....	47
XVI.	Drug and Alcohol Policy	47
XVII.	Random Drug Testing Policy	47-48
XVIII.	Harassment/Bullying Policy	49
XIX.	Sexual Harassment Policy	49
XX.	Off-Campus Behavior	50
XXI.	Suspension.....	50
XXII.	Expulsion/Dismissal	50
XXIII.	Re-Admission Policy.....	50

TECHNOLOGY USE POLICY

I.	Acceptable Use.....	51
II.	General Information	52
	a. Loss of School Property	
	b. Damage of School Property	
	c. Unattended iPad	
III.	iPad Checkout Procedure.....	52-53
IV.	iPad Return/Buy Out Procedure.....	53
V.	Proper Use/ Care.....	53
VI.	Repairs.....	53
VII.	Warranty Information/ Assessment of Costs.....	54
VIII.	User Accounts	54
	a. School Account	
	b. iTunes Account	
VIX.	Email	54
X.	Internet Usage.....	55
XI.	iPad Cameras and Microphone.....	55
XII.	Messaging.....	55
XIII.	Personal iPad or Computer use at School.....	55
XIV.	Social Media Policy.....	55-56

TUITION AND FINANCIAL OBLIGATIONS

I.	Tuition and Financial Obligations	57
II.	Delinquent Tuition Accounts.....	57-58
III.	Tuition Refund Policy	58
IV.	Financial Aid	58

BELL SCHEDULES

DRUG AND ALCOHOL POLICY.....

BULLYING GUIDELINES.....

ACCEPTANCE STATEMENT.....

ATTENDANCE

I. Purpose & Authority

As per state compulsory attendance law, attendance shall be required during the days and hours that school is in session. Pennsylvania state law states that a student is permitted to miss 10 school days with an excuse. Any absence over the 10 days must be accompanied by a doctor's excuse. The educational program offered by this school is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation for students to achieve academic standards and consistent educational progress. Poor student attendance disrupts the flow of the instructional process, limits accomplishments, and reinforces a habit which will handicap the individual in future education or employment.

II. Excused and Unexcused Absences

A student may be excused for legitimate illness/ injury, emergency of self or family, major medical/dental appointments, or other extenuating circumstances deemed excusable by school Administration. Excuses from Medical Professionals and Verified Funeral Arrangements (up to 3 days for an immediate family member and only 1 day for extended family and friends) are excused absences and do not count towards a student's total accumulated days.

III. Verification

Parent(s)/guardian(s) are required to call the school Main Office **prior to 9:00 AM** if the student will not be attending school that day. When the student returns to school he/she is required to **bring a written and signed excuse** from a parent or guardian and present it to the Main Office before school begins. If the absence involves an extended illness, injury, or emergency medical/ dental appointment, a certification from the associated medical professional must accompany the written excuse. In accordance with Pennsylvania State Law, failure to provide a written excuse within one week will result in an unexcused absence. A Saturday detention will be assigned after four unexcused absences and for every subsequent unexcused absence. Continued unexcused absences will result in truancy, an attendance contract and a parent conference to determine whether the student can remain enrolled in the school.

IV. Notification of 5 and 10 Days Absent

As class time is invaluable to the teaching-learning experience, accumulated absences are greatly discouraged. Parent(s)/guardian(s) will be notified by mail, phone call, and/or email when a student has accumulated absences of 5 and 10 days. Accumulation of missed days will be measured not just by full days absent, but also by number of class periods missed (each class period missed equals 1/8th of a school day). This does not include sustained illness/injury with certification by medical professional, school-sponsored curricular or extra-curricular events, and emergencies/major life event of self or immediate family.

V. Absences Exceeding 10 Days

A student who has exceeded 10 days will meet with the Assistant Vice President and be placed on an attendance contract. The student will serve a Saturday detention for every absence beyond 10 days without an excuse from a Medical Professional. Continued absences will result in a parent conference and further consequences, up to and including expulsion.

VI. Illegal School and Class Absence

Skipping school is an illegal absence. Skipping school includes missing the whole or part of a day illegally, including unauthorized departure from school grounds during school hours. This includes skip days of any kind. Consequences of an illegal absence are twofold: zeroes given for all missed work during the illegal absence and application of the appropriate discipline consequence.

Skipping class includes missing the whole or part of a class illegally, including unauthorized departure from class while in session. Consequences are twofold: zeroes given for all missed work during the class absence and application of the appropriate discipline consequence. This applies to required school events as well.

VII. Leaving School for an Appointment

If a medical or professional appointment must be scheduled during school hours an excusal note which includes the time of dismissal, estimated time of return, and professional's name must be submitted to the Main Office prior to the appointment. Verification from the professional must be presented to the Main Office upon return that day or on the following day. Failure to provide appropriate verification will result in the student being marked absent.

VIII. Sign In and Sign Out

When students leave for and/or return during the day from appointments or out-of-school activities, they are required to report to the Main Office to sign-out when leaving and to sign-in when returning. Failure to follow this procedure will result in detention. Parent(s)/guardian(s) must sign all school forms and excuses. Students 18 and over are not permitted to sign for themselves. **The main entrance (9th Street Door at Prep and Front Doors at Villa) is the only permitted point of entry/exit during school hours.**

IX. Activity/ Athletic Participation

A student who does not attend school on time and receive credit for a full day's attendance will not be permitted to participate in any school-sponsored events, practices, or contests that day. Students are also required to be in school and on time the day after an event, unless otherwise noted by the Assistant Vice President or Vice President of Athletics. Only excused medical absences will be accepted.

A student taking part in an extra-curricular event other than athletics will be given an Academic Eligibility Form by the sponsoring teacher (athletic eligibility will be taken electronically). Students must have this signed by all teachers and returned to the sponsoring teacher within two (2) days of the event. The teacher will then submit all

forms to the Assistant Vice President of their building. **Any student failing two or more classes will be ineligible to participate in the activity.**

X. Vacation Policy

Vacations during school time are disruptive to the teaching-learning continuum and are strongly discouraged. However, if circumstances dictate otherwise, the following protocol must be followed:

- A. A written request from a parent or guardian must be submitted at least one week in advance to the Assistant Vice President for approval.
- B. Vacations are limited to two separate occasions and a maximum of five (5) school days per occasion. Vacation days will reduce the total number of days allowed for excused absences (10) by the number of days taken (e.g. if a student takes five (5) vacation days, he/she will then have a maximum of five (5) days authorized absence remaining for the year).
- C. The student will be given an Academic Eligibility Form by the Assistant Vice President one week prior to the requested vacation. This must be signed by every teacher and returned to the Assistant Vice President within two (2) days. **If the student is failing two or more classes, he/she will be denied time away from school and must make up all missed days in Saturday detention.**
- D. It is the student's responsibility to arrange for all work to be completed prior to and during a vacation and return to school prepared to continue with class work as if no absence has occurred. The class teacher shall determine due dates and long-term assignments must be submitted prior to the vacation. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol. All course work including tests, quizzes, classwork, etc. must be made up within a week following the students return.

XI. College Visit/Career Shadowing Policy

Students are encouraged to schedule college visits/career shadowing on days Prep-Villa is not in session. However, if circumstances dictate otherwise the following protocol must be followed:

- A. A written request from a parent or guardian must be submitted at least one week in advance to the Assistant Vice President.
- B. College visits / career shadowing are limited to three days for seniors and one day for juniors. These days are not counted as absences.
- C. The student will be given an Academic Eligibility Form by the Assistant Vice President one week prior to the requested college visit/shadow. This must be signed by every teacher and returned to the Assistant Vice President within two (2) days. **If the student is failing two or more classes, he/she will be denied time away from school and must make up all missed days in Saturday detention.**
- D. It is the student's responsibility to arrange for all work to be completed prior to and during days absent and return to school prepared to continue with class work as if no absence has occurred. The class teacher shall determine due dates and long-term assignments must be submitted prior to the absence. Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol.
- E. The student must provide certification from the college's admissions office stating the visit occurred upon his/her return.

XII. Summer School Attendance

Summer school attendance will be outlined on the summer school contract.

XIII. Tardiness

A student is tardy to school if he/she is not in first period by 8:03 AM. Students who are tardy must report to the Main Office for an admittance slip. This policy applies to all tardiness whether accompanied by parent excuse or not. A student shall not be deemed tardy if special circumstances pertain, as determined by the appropriate Administrator. Tardiness is recorded as follows:

- Arrives prior to 8:30 AM: tardy
- Arrives after 8:30 AM but before 11:30 AM: up to half day absent
- Arrives after 11:30 AM: full day absent

Consequences for tardiness are as follows:

- Five tardies: Notification letter sent to parents
- Eight tardies: Second notification letter sent to parents and contract is created with student.
- Nine or more tardies: a detention is incurred for each tardy beyond the eight tardy allotment.

A student is tardy to class if he/she is not in the classroom when the bell rings. Teachers will have a conference/discussion with any student when they reach 4 documented tardies. When a student has 5 documented tardies he/she will be referred to the office to meet with the Assistant Vice President and consequences will be discussed in accordance with the code of conduct.

XIV. Withdrawal

If a student wishes to withdraw from Prep-Villa during the year, he/she and his/her parents must arrange to meet with the Vice President to officially announce their decision. All school materials must be promptly returned to the Main Office and all tuition, fines, and obligations cleared at the Finance Office before transcripts can be released.

ACADEMICS

I. Purpose

Cathedral Preparatory School and Villa Maria Academy have a long and outstanding history of excellence in its academic programs. Designed to develop men and women of vision in respect to the mind, Prep-Villa's curriculum is an integrated, four-year program of studies to provide an exceptional secondary education and solid preparation for collegiate study.

II. Academic Requirements

GRADUATION REQUIREMENTS

A minimum of 29 credits (grades 9-12) is required for graduation from Cathedral Prep or Villa Maria Academy. These credits include:

Credits	Courses
1.0	Business, Computer, Info & Technology
1.0	Health and Physical Education
4.0	English/Language Arts
4.0	Mathematics
1.0	Music, Visual, & Performing Arts (MVP)
4.0	Science
4.0	Social Studies
4.0	Theology
2.0	World Language (Two years in one language)
3.0	Non-core Courses (Electives)
0.5	Freshman Seminar
0.5	SAT/College Preparation Course

Twenty-Five (25) service hours each of the four years.

Students must enroll in 1 credit of Math, Science, Theology, English/Language Art, and Social Studies each year.

Students are required to take the SAT and/or the ACT exam.

Seniors are required to be accepted to a four (4) year college.

III. Levels of Academic Study

Cathedral Preparatory School and Villa Maria Academy offer three levels of study in college preparatory coursework for core subject areas and some electives. Students will be placed in the appropriate academic level as freshmen based on their grade school transcripts, entrance exam performance, and teachers' recommendations. Academic levels for the subsequent years will be determined by a student's first semester grades in the preceding year (i.e. first semester grades freshmen year will determine academic levels for sophomore year).

To move up an academic level a student must achieve a 93% average (or greater) for the semester and have the teacher's recommendation. To maintain an academic level a student must achieve an 88% average (or greater) for the semester. Students with an average of an 85%-87% or above a 93% must have the teacher's recommendation to maintain their present academic level.

- A. Advanced Placement (AP): College level courses offered to ambitious students and sponsored by the College Board. These classes allow students to obtain college credit, advanced placement credit, or both, and are taught within the building. Students enrolled in an AP course will be encouraged to take the College Board AP exam as the curriculum prepares them for the exam, but it will not be required of students. The cost of the AP exam is in addition to regular tuition, although financial assistance is available through the College Board. Additional courses may carry as Advanced Standing (AS) designation as they can earn college credits through opportunities like the College in High School program through the University of Pittsburgh.
- B. Honors (H): College preparatory courses which require advanced work or in-depth study beyond regular academic requirements.
- C. Academic (A): College preparatory courses which meet the average standards of college entrance requirements.

IV. Grading Scale and Quality Points

Core academic subjects are weighted with Quality Point Values in respect to the three levels of study. This system provides an equitable method of determining Scholastic Honors and class rank. Students must maintain a cumulative QPA of 2.0 or better to continue at Prep-Villa year to year. Any student falling below that mark at the end of school year will either be forced to withdraw or be placed on an academic contract for the following semester at the discretion of the Administration.

Quality Points

AP/AS	Honors/ Accelerated	Academic	Grade (%)	Grade (Letter)
6	5	4	93-99	A
5	4	3	85-92	B
4	3	2	77-84	C
1	1	1	74-76	D
0	0	0	Below 74	F

V. Class Rank

Class rank is computed by using the above grade point scale (page 12, section IV. Grading Scale and Quality Points). All courses except those graded Pass/Fail are included in the student's class rank. Class rank is not published on transcripts (unless required by the receiving institution) and only used as an internal basis for class awards.

VI. Honor Roll & Quarter Sessions/Honors Assembly

Students who achieve a grade of 93% (A) or above in all subjects will receive a First Honors card. Students who achieve a grade of 85% (B) or above in all subjects will receive a Second Honors card. Students who receive honor cards will be placed on the Honor Roll and given their cards at their respective campus.

Quarter Sessions/Honors Assembly ceremonies are held at the conclusion of the first three quarters. An Academic Pin is awarded to the senior receiving the highest Quality Point Average for that quarter. A school pennant is awarded to the freshman, sophomore, and junior student receiving the highest Quality Point Average in that quarter.

VII. Missed Assignments & Incompletes

Grades will be recorded as earned. If a student earns lower than 65%, a 65% will be recorded except in the final quarter of the class. In the final quarter of the class, the grade earned will be recorded. A failing grade of 0% will be given to a student for an assignment or test that is not completed or properly attempted, including make-ups. All projects, exams, class work, etc. must be completed and turned in prior to final exams. No work will be accepted once final exams have begun and a 0% will be recorded for missing assignments. Assignments must be turned in during the regularly scheduled class time. If a student is present for the day but absent for the class, the student must submit any work by 3:00 pm on the day the work is due.

All late work deductions are to be set by teachers for their classes. They are to be enforced consistently across the board for that class. Those standards need to be set at the beginning of the course and published in course syllabi.

Any assignments, exams, etc. missed due to excused absence or tardiness must be made up/ turned in during the next regularly scheduled class period or an alternative time as designated by the teacher. If the absence is extended, every effort should be made to contact teachers during the time away to make arrangements. Long-term assignments must be submitted by established due dates either electronically or by a proxy.

At teacher discretion, a student may be given an incomplete at the end of a grading period for outstanding course work. The student has five school days to rectify the situation or a failing grade will result. The teacher will determine the timetable for completion within those five days.

VIII. Grade Reporting and Report Cards

Up-to-date student grades can be viewed on MySchoolApp (<https://ecps.myschoolapp.com/>) at any point during the academic year by students and parents. No formal mid-term grades are issued by the school. Report cards are issued digitally at the end of each quarter on MySchoolApp. Final grades are recorded on the student's permanent record, and an end of the year report card is mailed home.

IX. Academic Eligibility and Progress Reporting

a. Athletics and School Activities

Academics are the most important aspect for any student at Prep-Villa, but students are encouraged to participate in extracurricular activities like athletics, MVP programming, and other opportunities throughout the school. Students will have their grades monitored every two weeks shortly after the start of school. Eligibility check dates will be listed on the monthly calendar. Any student participating in an extracurricular activity failing two or more classes on a Monday when the grades are monitored has five days to raise the deficient grades. If those grade(s) are not raised by the following Monday, the student is ineligible for games or activity participation for one week. The process would then repeat itself the following Monday. Specific questions can be answered by the Athletic Department and Administration. This applies to students involved in all school activities.

b. NCAA Regulations

To be eligible to participate as a college freshman athlete at any NCAA Division I or II School, the student must successfully complete specific high school courses and achieve certain scores on the college entrance tests, SAT or ACT. All SAT or ACT test scores must be reported directly from the testing agency to the eligibility center. The eligibility center will not take test scores reported on a high school transcript. When registering for the test, students must select the eligibility center (code 9999) as a score recipient. For more information visit the NCAA website: <http://eligibilitycenter.org>.

c. Academic Support & Accommodations

Academic Support is a service at Prep-Villa that is administered by the Act 89 Reading and Math Specialists from IU5. The purpose of the program is to provide remedial and preventative language arts and mathematics services on an individual or small group basis for students attending non-public schools. Parental permission is required. Information regarding this program is available through the Guidance Department.

Equitable Participation (E.P.) services are provided to a parentally placed child with a disability enrolled in a nonpublic school. In Pennsylvania, the agency responsible for providing EP services is the local Intermediate Unit (IU5). E.P. is not an individual entitlement to Free and Appropriate Public Education (FAPE). Limited academic accommodations can be made based of prior educational records by administration. This are determined on a case by case basis.

National Honor Society also offers peer tutoring through its members per individual student request. Further information is available through the Guidance Department.

d. Academic Progress

Parents, students, teachers, and counselors work together to ensure the success of each student. Parents are encouraged to monitor academic progress through MySchoolApp. Guidance counselors will meet with students experiencing difficulty in classes. Students with three or more failures in a quarter will be required to meet with Administration, parents, and counselor and sign an Academic Improvement Plan (AIP). AIPs will be evaluated at the end of the following quarter to determine the progress/deficiencies of the student and any additional assistance needed for the student. Student enrollment will be evaluated based on academic deficiencies. Any student who fails three or more classes at the end of any school year is subject to dismissal from Prep-Villa.

Erie Catholic Preparatory School (Prep-Villa) is a college preparatory school, therefore, any student with a QPA lower than 2.0 at the end of the year will meet with Administration to determine whether he/she will be able to return to Prep-Villa for the next school year.

X. Parent-Teacher Conferences

Parent-Teacher Conferences are held at the end of the first quarter. Typically, this day is the Tuesday following Thanksgiving from 3:00 PM to 8:00 PM on both campuses. Parents/guardians are encouraged to make appointments to see their student's/students' teachers about their general progress. All members of the faculty, guidance department, and Administration are available on this day. In addition, parents are encouraged to meet with their student's/student's teachers throughout the year to monitor progress.

XI. Physical Education

All students are required to participate in physical education and must provide all necessary clothing and accessories. Students who have a permanent disability which prevents participation must present certification from a medical professional to that effect. They will participate in an alternative program agreed upon by the Department Chair and the medical professional.

Students with a temporary illness or injury may be excused only with written permission from a medical professional. This excuse must be presented to the Main Office before the start of the school day.

XII. Plagiarism and Cheating

PLAGIARISM/CHEATING ON TESTS POLICY

Students at Prep-Villa are expected to maintain responsible and ethical conduct in regard to all academic work. In respect to the pursuit of new knowledge, students at Prep-Villa are expected to live by moral principles of education. Therefore, students should not engage in any form of falsification of thoughts, words, and/or ideas.

Plagiarism Includes the Following Violations:

- Copying directly from a copyrighted source without attributing/identifying the source.
- Presenting any material from another source, including Internet sources, as one's own.
- Copying major idea(s) from a copyrighted source without attributing/identifying the source.

Cheating Includes the Following Violations:

- Unauthorized possession of a test (original, copy, or otherwise)
- Using a "cheat sheet" of any kind.
- Seeking assistance, in any form, from another student under test conditions to obtain an answer.

If a student is caught plagiarizing/cheating, the following procedures will be administered:

- First Offense: Teacher will report the incident to the Assistant Vice President or Dean of Students. Student will receive a zero for the assignment. A conference will be held with student, Dean of Students/Assistant Vice President/Vice President, teacher, and parent(s) /guardian(s) if requested.
- Second Offense: Teacher will report the incident to the Assistant Vice President. Student will receive a zero for the assignment. A conference will be held with student, Dean of Students/Vice President/Assistant Vice President, teacher, and parent(s)/guardian.
- Third Offense: Teacher will report the incident to the Assistant Vice President. Student will receive a zero for the assignment. A conference will be held with the Vice President, teacher, parent(s)/guardian, and the student to determine the student's future success at Prep-Villa. Expulsion is a viable option for 3rd offenses.

The Assistant Vice President will arrange the conference. All parties involved in the incident will receive a zero for the assignment or test and be subject to receipt of discipline points for cheating.

COPYING HOMEWORK

Copying on homework includes the following violations:

- Copying another student's work and/or giving work to another student to copy on a subjective homework assignment. Homework is usually done individually. To avoid confusion, the teacher will notify the students if the work is "group work" so that students may know when they may consult other students for advice on completing assignments.
- A teacher witnesses a student copying work from another student.

For both offenses above, a zero will be given for the assignment and the teacher must notify the Assistant Vice President within two days of grading the paper. Teachers will notify parents of the incident. All parties involved in the incident will receive a zero for the assignment.

All cheating and copying violations carry over from year to year with a student through his/her time at Prep-Villa.

XIII. Failed Courses

Every student is required to successfully pass each subject (74 or greater) for which he/she is enrolled. No credit will be given for failed classes, and all failed core classes must be either made up the following year or taken in summer school, which will be determined by Guidance and Administration. Any student that is below the 7.0 credits at the end of a school year must make up deficient credit(s) in summer school, particularly for core courses (point C). In addition, the following policies regarding failed courses apply:

- A. Any student who fails three (3) or more core subjects at the end of any single school year will be required to withdraw from Prep-Villa.
- B. Any senior with two (2) or more failures at the end of the year may not participate in commencement exercises. Likewise, failures must be successfully made up in summer school for a senior to receive his/her diploma.
- C. No student may enroll or re-apply to Prep-Villa with a failing grade in a core subject on his/her record. All failures must be successfully made up in summer school for admittance or re-admittance.
- D. Students must maintain a cumulative GPA of 2.0 or better to continue at Prep-Villa year to year. Any student falling below that mark at the end of school year will either be forced to withdraw or placed on an academic contract for the following semester at the discretion of Administration.

XIV. Summer School

Any student who does not pass a course may be required at the end of a school year to make up deficient credit(s) in summer school. Possible situations exist in which a student will have to retake a course the following academic year. Upperclassmen will report to the school (either Prep or Villa, to be determined by Administration) for a specified number of weeks to take on-line courses at a separate expense from regular tuition. Incoming freshmen will report to a traditional classroom for a four-week session also at a separate expense from regular tuition. A maximum of two classes may be taken and courses successfully completed will be denoted on a student's transcript as credit recovery for upper classmen and "pass" for incoming freshmen. Failing a course in summer school will necessitate the student's withdrawal from Prep-Villa. Students must abide by the summer school attendance policy.

XV. School Counseling (Guidance) Services

The Prep-Villa School Counseling Department assists students in their educational, vocational, and personal development and serves as a liaison between students, parent(s)/guardian(s), teachers, school administrators and support staff to facilitate the success of each student.

College and Career Planning

The Counseling Resource Area contains a variety of college, career and financial aid information including college catalogs and view books, applications, and scholarships. Each student and family has access to Naviance, which is an on-line comprehensive college and career planning tool. Naviance helps students to set personal goals, search for colleges, and explore careers based on personal skills and interests. Admissions representatives from various colleges visit to provide information about their schools. Through Naviance, students are notified in advance of visits so they can sign up to attend. Students may not miss a test or presentation to attend a visit. Students are responsible for all work missed during the class. The Counseling Department offers Parent Information Nights and a Financial Aid Information Night in the first semester.

Testing Programs

SAT/ACT School Code numbers - Prep: 391-275 Villa: 391-320

- Freshmen, sophomores, and juniors are all given practice exams in October of the academic year.
 - Freshmen take the SAT 8/9 (additionally take the Acadience 9 Exam in the Spring)
 - Sophomores take the Pre-ACT
 - Juniors take the PSAT (National Merit Scholarship Qualifying Exam)
- Freshmen in the Spring will take the Aspire Summative Assessment
- Counselors will meet with students to review results each year.
- SAT and ACT – Registration materials are in the Counseling Offices. As part of the graduation requirements, students must take either the ACT or the SAT (preferably SATs).

Transcripts and Release of Records

Transcripts record the final grades from each class, attendance record, and standardized test scores. Students must sign a transcript release form authorizing the school to send out their transcript. Official transcripts are sent to colleges and scholarship organizations directly from the Counseling Office and cannot be released to students or parents. However, if a student needs a copy of a transcript for a college visit or interview, he/she can request an unofficial copy. Student records will only be released to the parent or guardian who has full or shared custody and/or is responsible for tuition and all financial obligations have been met.

Any student who desires the release of standardized test scores, academic information, etc. to colleges and other agencies must fill out the appropriate documents in the Counseling Office. These must be signed by the student and parent/guardian for information to be released. Transfers of academic records to other high schools do not require signatures of release.

Transcripts will not be sent or released if the student's tuition is past due or fines not paid.

Personal and Academic Counseling

School counselors meet with students to review standardized tests. They counsel students relative to educational objectives with personal and social adjustment. Counselors monitor academic progress and meet with students. Counselors conduct conferences with parent(s)/guardian(s) and teachers when necessary. If students or parent(s)/guardian(s) have personal, social, or academic concerns, they are encouraged to contact the student's school counselor, Assistant Vice President, and/or Vice President of Academics and Student Affairs.

XVI. Scheduling

At the end of the first semester, students' grades are reviewed for placement in the appropriate academic levels for the subsequent year. After the core classes are assigned, students will select their remaining courses in February/March. Students may register only for the course levels they are recommended for and should discuss any discrepancies with the course teacher. If there are any conflicts or errors, students will meet individually with their counselor for resolution. All schedules are final once final scheduling meetings have been made. Changes after that point will be rare and only made at the approval of the Vice President or Assistant Vice President on each campus.

XVII. Exemption from Final Exams

No student will be released or exempted from a final exam. Final exams are to be taken by all students in courses where they are given.

XVIII. Summer Assignment

To effectively assist with student workload and coverage of course content, summer assignments may be given to students in some courses, particularly Advanced Placement courses. Students should follow all directions from their teacher which we will be emailed towards the end of the preceding school year. Students should address any questions to their teacher via e-mail in a timely manner.

XIX. Service Program

The Theology Departments of Cathedral Preparatory School and Villa Maria Academy espouse the philosophy that community is the heart of Catholic education. This philosophy is not simply a concept to be taught but rather a reality to be lived. Based on the principle of solidarity, God calls all persons to build community in all areas of life. Education can best assist students to respond to God's call by allowing students to experience community and reflect on its importance through service.

Community service refers to work people do whereby they learn the needs of the community and sacrifice their time to meet those needs through personal contact or advocacy without pay or other compensation.

General Requirements – All Students Will:

1. Complete a minimum of 25 service hours each year, in the form of direct service to the communities of church, school, or community. Students who enroll after the beginning of the year will complete hours in proportion to their date of enrollment.
2. Complete five (5) of the required 25 hours in specific service areas assigned by class:
 - a. Freshmen: service to the school and parish community
 - b. Sophomores: service related to justice for the young
 - c. Juniors: service related to justice for adults living and working in poverty
 - d. Seniors: service related to justice for the sick and elderly
3. Document all service hours by using the appropriate verification forms and submitting completed forms to their theology teachers.
4. Submit a summative reflection essay as directed by their theology teachers.

Other Policies:

1. Service hours and the summative reflection essay are course requirements for the core theology classes. Students who do not to complete either the service hours or the summative reflection essay accept a year-end failing grade of Incomplete (I) for their theology classes until the students complete both the service hours and the summative reflection essay.
2. Because the service hours and summative reflection essay are requirements, seniors who do not to complete the service hours or the essay will not receive their diplomas (or transmitted/released final transcripts) until all service requirements are satisfied.
3. The theology teachers will include four (4) graded service hour checks in their course requirements. These graded checks will generally occur two weeks before the end of each quarter. The theology teachers will communicate the dates of the checks to all students at the beginning of the school year and they will be marked on the school calendar. Each check will require students to have completed a fraction of their service hours, thus helping students avoid unnecessary difficulties at the end of the school year.
 - a. First Quarter: 10 hours complete
 - b. Second Quarter: 15 total hours complete
 - c. Third Quarter: 20 total hours complete
 - d. Fourth Quarter: 25 total hours complete
4. Other than the five class-specific hours (see above), students may use any qualified service to fulfill these requirements.
5. Students may accumulate service hours for the next school year beginning June 1 of the current academic year. Incoming freshmen may begin accumulating qualified hours beginning May 1 of their eighth-grade year.

6. Students **may not** submit service hours verified by their parents, stepparents, or legal guardians. These service hours must be verified by someone unrelated to the student (ex. assistant coaches and site supervisors).
7. Students may use hours accumulated toward requirements for the sacrament of Confirmation as long as the activities fit the requirements of this policy.
8. For long-duration events (one or more days), students may count only the time actually working on the service involved. For example, a student submitting hours from mission trips should count only the time spent working; time spent eating, sleeping, and recreating should not be submitted.
9. For weekend retreat programs (ex. DME and Footsteps), students can claim a maximum of 30 hours of service for being a part of the retreat team. Participating in the retreat itself does not qualify for service hours.
10. The theology teachers urge the students to ask any questions about what qualifies as service hours before turning in hours that may be disqualified. The teachers have the right and responsibility to disqualify any hours that do not fulfill the requirements and spirit of this policy and to amend this policy for the beginning of each school year.

Examples of Class-Specific Hours:

Service to the school and parish community: school or parish summer activities; Vacation Bible School; parish festivals; helping teachers prepare their classrooms for the summer or new school year; Open House, Legacy Gala and other Advancement/Admissions Department functions; other activities serving or hosted by Cathedral Preparatory School, Villa Maria Academy, the grade schools the students attended and the churches where they worship.

Service related to justice for the young: peer tutoring in grade schools; after-school programs sponsored by grade schools or organizations like the Neighborhood Art House; community-based (non-business) day care programs (some day care facilities are for-profit businesses); activities supporting pregnant women and family life; pro-life activities in defense of children and the unborn; advocacy for reform to benefit children (issues include family life, education, health care).

Service related to justice for adults in poverty: volunteering in food pantries, soup kitchens, and clothing distribution; assisting agencies that support the working poor (ex. Saint Benedict Education Center); mission trips to assist impoverished people at home and abroad; advocacy for justice to the poor (issues include family life, education, health care, welfare reform, and economic justice in the workplace).

Service related to justice for the sick and elderly: volunteering in hospitals, nursing homes, and hospice care settings; assisting agencies that provide shelter, health care, and dignity for the sick, elderly, dying, or deceased; supporting organizations that pursue personal wellness and cures for diseases such as cancer and HIV/AIDS; opposition to physician-assisted suicide and active euthanasia; organizing and supporting blood drives (not time

spent donating blood) and organ donor awareness; advocacy for justice to the sick and elderly (issues include economic justice, health care [particularly elder care], and the need to prepare for elder care).

The examples mentioned above do not form an exhaustive list; there are ample opportunities for service not mentioned above that meet the class-specific requirements. There are also opportunities that can be used to meet the general requirement even if they do not meet class-specific requirements. Even though given service hours may be counted only once, some service opportunities can be applied to more than one class-specific requirement (ex. volunteering for a church Vacation Bible School is both service to the parish community [Freshman] and service to the young [Sophomore] and could be counted either way). The goal of the class-specific requirement is for students to interact with members of the class-specific communities, to learn from those being served, and to reflect on our social responsibility for all people.

Excluded Activities:

1. Any activity for which students receive compensation, whether paid or unpaid.
2. Certain youth group activities that are required as part of being in the youth group.
3. Any ministry offered as part of worship, including but not limited to: altar serving, extraordinary ministry of Holy Communion, reading, music ministry and hospitality ministry.
4. Any work made obligatory by membership in a club, sport, or organization.
5. Any work provided for a student's family members.
6. Fundraising, unless the fundraising activity is part of a formal event organized by an appropriate agency that lets the students connect with people attached to or served by the agency. An example of excluded fundraising would be the door-to-door sale of tickets or goods, even if the fundraiser benefits an appropriate agency.
7. Work rendered during a regularly scheduled school day, including the school-organized Outreach Day.
8. Work rendered to any for-profit business or for non-profit entities that do not support the needy or advocate for justice. Businesses sometimes organize service events; students may count such events as qualified service after consultation with their theology teachers.
9. Work done in the homes of private persons, unless such service is organized by a community service organization.
10. Work done in support of any candidate for public office; Students may count time spent working to support the voting process by participating in voter registration drives or by volunteering at local polling places, as long as the effort does not support a particular candidate or political party.

XX. Special Academic Programs

a. Eighth Grade Honors Program

Eighth grade students who excel in Mathematics and Science may request their grade school principals to submit them for enrollment the Eighth Grade Honors Program at Prep-Villa. If recommended, students may attend classes in these disciplines (with boys taking classes at Prep and girls taking classes at Villa) and credit will be given for graduation from their grade school. Courses taken in the Eighth Grade Honors Program do not count towards graduation requirements at Prep-Villa. This program enables students to enter Prep-Villa at an advanced level and allows them more scheduling choices over their four years.

b. Gannon Dual Enrollment Program

Select Juniors and Seniors with high-ranking QPAs may alternatively be invited to participate in the Gannon Dual Enrollment Program. Students in their first year of the program are eligible to take 2 courses each semester on the Gannon University campus in the morning and return to Cathedral Prep and Villa Maria Academy when classes are finished. The number of students in the program is determined by Gannon.

First year students, whether Juniors or Seniors, will be slotted into limited courses (English and Social Studies).

Seniors in their second year of the program may take up to 3 courses each semester in three of the following areas: English, Social Studies, Electives (potentially two), Math (if maxed out of courses at Prep-Villa only).

Courses are taken for college credit that may be transferable to other schools, and students will meet with the school counselor to enroll and select classes each semester if applicable (second year seniors). All costs associated with this program are in addition to regular Prep-Villa tuition. Students will be selected in rank order based on their QPA (first 3 semesters for Sophomores and first 5 semesters for Juniors) until the available slots at Gannon are filled.

Students must maintain a B average or higher in all courses and maintain an attendance record consistent with Gannon's Freshman Class expectations. Failure to do so will result in a student's removal from the program. Students operate on professor policies for all course participation, grading, and final exams. Mid-term grades from Gannon will be used as the 1st quarter and 3rd quarter grades. However, the final grade is the one that goes on students' transcripts (not averaged as would occur with a course taken at Prep or Villa).

c. Prep-Villa & Gannon Matriculation and Articulation Agreement

Any Prep-Villa student who completes four years of study (3.5 in languages) on the Honors or AP level in Theology, English, Social Studies, Math, Science, and World Languages will receive, upon attendance at Gannon University, three (3) college credits in each discipline at no charge to the student. The Gannon University Admissions Office will review the student transcript and grant those credits without any further action by the student. Gannon University has also developed a number of articulation agreements with Prep-Villa that will enable students to skip their freshmen year of undergraduate studies at Gannon if the appropriate courses are taken and grades achieved while at Prep-Villa. Students should consult their Guidance Counselor for more information on this program.

d. Other College Credit Opportunities

Prep-Villa also has agreements with the University of Pittsburgh and Adams State University to give students college credit in several other courses taught on campus. Prep-Villa continues to pursue agreements with additional colleges and universities in an effort to offer even greater opportunities to students. Programs will be made available to all students who meet the requirements of the individual institution.

e. National Honor Society

The National Honor Society is a prestigious organization that is rooted in the ideals of scholarship, leadership, service, and character. Students are invited to apply to the Cathedral Prep or Villa Maria Academy branch of the organization after meeting the minimum QPA (4.35). All applications for admittance to the club are evaluated by a confidential Faculty Council. Students must have substantial evidence of scholarship, leadership, service and character to receive the degrees of the organization. A lacking in one area will disqualify a student from membership. Members are required to maintain the qualifying QPA in order to remain in good standing of the organization. Participation, academic achievement, and behavior are continually monitored in order to maintain a group that is representative of the mission of The National Honor Society.

f. Junior Air Force Reserve Officer Training Corps (JAFROTC)

ENROLLMENT POLICY

Cadets must be a student in grades 9-12 at Cathedral Preparatory School and Villa Maria Academy, be in good standing, be of good moral character, and be able to participate in AFJROTC training. **THERE IS NO MILITARY SERVICE OBLIGATION FOR AFJROTC ENROLLMENT.**

DISENROLLMENT POLICY

Cadets are subject to disenrollment from AFJROTC – with no course credit - for any of the following actions, at any time throughout the school year:

1. Failing to achieve a passing grade for the academic year.
2. Failure to wear the uniform three or more unexcused times during any academic quarter.
3. Failure to maintain required personal appearance/uniform standards after instructor attempts to correct the deficiencies.
4. Failure to abide by Prep-Villa student rules of behavior. A history of suspensions and any expulsion are reasons for disenrollment.
5. Failure to follow classroom rules and procedures.
6. Repeated classroom disruptions or misbehavior that is detrimental to the class.
7. Failure to attend a mandatory corps event without prior notification.
8. Any other cause as referenced in AFJROTCI 36-2010, para. 2.4.1.1.

The Program Commander may also deny rescheduling for the next academic year to any cadet for any of the above-listed actions.

The Program Commander will use a graduated disciplinary approach in an attempt to reform such behavior before disenrollment actions are undertaken. Disciplinary actions include grade reductions, parent/guardian consultation, teacher detentions, discipline points, Saturday detentions, and suspensions. The first step before withdrawal should be communication with the parents/guardian about the behavior/issue in question. Further occurrences of the behavior/issue or additional behaviors/issues would progress to a meeting with the cadet and his parents/guardian to establish a plan to modify the action or behavior/issue. Disciplinary actions will mount, and course grades will continue to suffer until the behavior/issue is corrected.

The Program Commander, in coordination with the Vice President of Academics and Student Affairs, will determine final disenrollment from AFJROTC.

Cadets may also disenroll voluntarily, through coordination with guidance counselors and the Vice President of Academics and Student Affairs.

LETTER OF UNDERSTANDING (CONTRACT)

At the beginning of each school year, the cadet and his/her parent/guardian will sign a written contract stating that the cadet will abide by the rules and regulations of the Air Force Junior ROTC program and accept responsibility for the care and maintenance of uniforms, textbooks, and other equipment issued to or used by the cadet. A hand receipt will be signed by the cadet for all items required to be returned upon his withdrawal from the program.

XXI. Work Schedules

Prep-Villa recognizes that attention to academics requires alertness during class time with adequate quality time for assignments, and thus, recommends that students limit their work schedules to a maximum of 15 hours per week during the school year.

GENERAL INFORMATION

I. Change of Information

It is necessary for the school to have an accurate record of the home address, phone number, etc. of all students. Please report any changes to the Main Office immediately.

II. Care of School Property

Every student in our school is entrusted with various supplies for study including computers, textbooks, lab equipment, etc. These supplies are paid for by Prep-Villa and lent to the students for their education. If a student willfully, accidentally, or negligently loses or damages an article of school property he/she will be assessed the full replacement/repair and labor cost of the item and are subject to disciplinary action.

III. Lockers

Every student will be assigned a locker each year and issued a school lock freshman year. This lock may be used for all four years and is the only authorized lock to be used on the student's locker. Students are not permitted to change locks or lockers without the permission of the Assistant Vice President of their campus. Lockers must be locked at all times and damaged or lost locks must be replaced through the Assistant Vice President/Main Office at a cost of \$10.

Each student is responsible for the cleanliness of he/she locker and at no time may any locker contain or portray offensive material. This includes material related to sex, violence, drugs, alcohol, cults, racism, sacrilege, etc.

Lockers are school property and can be searched, along with their contents, by Administration at any time without consent and without prior notification. If sharing lockers with other students, any illegal items discovered in a locker will be assumed property of the student who is assigned said locker.

IV. Electronic Devices

To maintain a safe and orderly environment and preserve student focus **the possession/use of cellular phones, smart watches, portable music players, and other personal electronic devices is not permitted from the start of the school day (8:03 AM) through the end of the school day (2:57 PM).** All personal electronic devices must be stored in off or silent mode in student's locker during the school day. If a student has a legitimate emergency, they may ask permission to use the phone in the Main Office. The Main Office phone is the only acceptable phone to be used for communication from or to students during the school day.

All cell phones, smart watches and other personal electronic devices shall be confiscated and sent to the office. For consequences relating to possession of cellular phones or other non-approved electronic see the Student Code of Conduct & Other Discipline Policies (begins on p. 36).

Unlawful use of electronic devices is prohibited. Use of any electronic device to record audio or video data is prohibited in locker rooms, bathrooms, health suites and other changing areas at all times. Students should not record audio or video of anyone without their consent/permission.

Headphones are permitted for use with iPads only and they may be used only with teacher permission during class periods. Headphone use in common areas (cafeteria and hallways between classes). However, headphones should be removed upon arrival at class.

Prep-Villa is not liable for the loss, theft, damage, or misuse of any electronic device(s).

V. Copies/ Printouts

Every student is allotted one-hundred (100) copies or printouts per semester. The copying/ printing machines will not print any pages above that limit unless a student has paid to add more copies. The fee is \$.10 per page and more copies/printouts can be added at any time in the Finance Office

VI. Backpacks

Students are not permitted to carry backpacks with them throughout the school day. Backpacks must be stored in the student's locker throughout the school day. Exceptions include medical necessity, with doctors note, and other appeals at the discretion of Administration.

VII. Cafeteria System

Each student will be issued a meal account and a corresponding number for use in the cafeteria. The account acts as a debit account that deducts money from the student's prepaid account balance when the student swipes his/her ID card at the register. Parents can send cash or checks to the finance office or cafeteria at any time to be deposited into their son's or daughter's meal account and money can be used for breakfast, lunch, ala carte items, or milk. ID cards must be used for all transactions- cash or prepaid.

VIII. Lost and Found

Items found in and around the building should be turned in to the Main Office and any person who has lost an item should check with the Main Office. If a student must bring something of particular value to school on a certain day they should bring the item to the Main Office at the start of the day and retrieve it there after school.

IX. Substitute Teachers

Substitute teachers have the same authority as regular members of the faculty and must be accorded the same respect given to a teacher. They are invested with the same jurisdiction to make assignments, discipline, and to award marks indicating their judgment of the success of the student in completing the assignments.

X. Library Services

The school library offers many resources to support student research, enhance the curriculum, and encourage reading for pleasure. In addition to the printed and AV materials, the library provides computer technology, online databases, an e-book collection, and other resources. The library catalog is a web-based system that allows patrons to locate library resources on both the Prep and Villa campuses from any computer with an internet connection. Library and information management skills lessons are integrated into courses across the curriculum.

Patrons may use the library before, during, and after school hours with permission from the office or a supervising teacher.

XI. Student Photo ID

Students will be issued a photo ID card with a unique ID number. This card and number are required for the following purposes:

- A. Library - the card/number will serve as a library card and must be used for checking out books.
- B. Cafeteria - the card/number will be used for all purchases in the school cafeteria as required.
- C. Extra-Curricular Activities – the photo ID card may be required for admittance to school dances or other extra-curricular events for security purposes.

XII. Student Parking

A parking permit is required for a student to park in the Student Parking Lot (at 11th and Chestnut Streets for Prep students and the back lot for Villa students) during the school day. Permits can be purchased in the Finance Office or Main Office at any time during the school year for \$60. Discipline infractions involving motor vehicles, the Student Parking Lot, or parking in unauthorized areas at any time will result in appropriate disciplinary action and may result in the loss of parking privileges and/or towing of the owner's vehicle at the owner's expense.

XIII. Clubs, Organizations, and Activities

Clubs, Organizations, and Activities play a major role in the life of students at Cathedral Prep and Villa Maria Academy. An updated list of clubs and activities, their faculty moderators, and descriptions can be found online at www.prep-villa.com.

Any student who wishes to charter a club/activity must first secure a faculty moderator. They must write up a description of the organization and its goals and aims and present it to the faculty moderator for approval. The faculty moderator will in turn submit it to the Vice President of Academics and Student Affairs for approval.

Class officers are responsible for planning, organizing, and fundraising for class events. They are elected by their fellow students in each grade level. Class Officers will run for office as one group on one ballot or as individuals, determined by the class advisors. Student Council is responsible for planning, organizing, and fundraising for full campus/school events. Student Council Officers are elected by their fellow Student Council Members. To qualify for and remain in a Class Officer position a student must be in good academic standing (passing all classes every quarter), have a good discipline record (accumulating no more than six [6] discipline points for the school year), and possess the requisite ability and character for the office (leadership, professionalism, rapport with classmates, etc.).

Class Officers are encouraged to plan as many events as possible to contribute to a positive environment. All functions must first be approved by their faculty advisor(s) and then by Administration.

XIV. Health & Medications

The School Nurse is present in the building as often as scheduling will allow and will administer examinations as needed or required by state law. If a student has a health problem he/she is encouraged to discuss it with the School Nurse, and parents are encouraged to do so as well. If a student has a health problem when the nurse is not in the building he/she should proceed to the Main Office where the School Secretary will notify the appropriate parties.

All medications, over the counter and/or prescription, are to be dispensed from the Main Office or the School Nurse only. **Students may not have medication with them during school hours either prescription or over the counter.**

In order for medication to be dispensed, a **Medication/ Treatment Authorization Form** must be submitted by the parents. These are available in the Main Office and must be signed for either prescription or non-prescription medications. All medications must be brought to the Main Office, in a properly labeled current prescription bottle with the student's name, doctor, name of medicine, dosage and time it is to be given. Non-prescription medicine must be brought in the original bottle.

A change in medication during the year requires a new authorization form and forms must be renewed annually. Students will be responsible to report to the Main Office to receive their medication at the proper time. In cases where a student must carry a medication on him/her for emergencies the physician must indicate so on the authorization form.

Additional health concerns, like food allergies, diabetes, injuries (including concussions), and pregnancy, are handled on a case by case basis considering the physical, mental, spiritual, and emotional health of the student as well as ensuring the educational progress. Accommodations can be made by consulting with Administration and/or the Main Office.

XV. Emergency Drills

Emergency drills will be conducted periodically to properly prepare for emergency situations. Procedures will be explained to staff and students in advance and all are to consider each drill as an emergency situation.

XVI. Student Bussing

Bussing to and from school is set up by Prep-Villa in conjunction with a student's home school district or local bussing authorities (The E/EMTA). Students must abide by the same conduct code as when in the building and will use good manners and judgment at all times. Infractions will incur appropriate disciplinary action and may include revocation of transportation privileges.

XVII. Visitors

Cathedral Preparatory School and Villa Maria Academy are secure facilities. All visitors must be admitted at the 9th Street Main Entrance at Prep and the Front Entrance facing 8th Street at Villa, sign in at the Main Office for a visitor's pass, and sign out when exiting. The only exception is for specific Athletic Office business at Prep for which entry can be gained at the 10th St. Athletic Office entrance.

XVIII. Non-Discrimination Policy

Although Cathedral Preparatory School and Villa Maria Academy form a distinctly Catholic School it welcomes students of all backgrounds and does not discriminate against any qualified student on the basis of race, color, religious creed, ancestry, national origin, disability or age, as required by law, in the Administration of its educational policies, admissions procedures, financial aid, and any other school administered programs.

Enrollment on each campus is determined by the biological/birth sex of a student. Males on the Cathedral Preparatory School campus and females on the Villa Maria Academy campus. Administration reserves the right to verify birth sex by an outside physician.

ATHLETICS

I. Philosophy

Athletics is considered an integral part of Prep-Villa’s education program and one of the key pillars in developing men and women of vision in spirit, mind, and body. Students grow physically, mentally, socially and emotionally through athletic activities. The element of competition and winning does not determine the nature of the program but rather good values and a good work ethic. Students are encouraged to excel, but the principles of good sportsmanship must prevail at all times to enhance the educational value of the program.

II. Goals of the Athletic Program

- A. To provide a Christian learning environment for all athletes to achieve to the highest level they are capable of individually and as a team.
- B. To enhance the academic program of the school.
- C. To teach lessons that will carry-over to life, including:
 - 1. Honor and Integrity.
 - 2. Discipline.
 - 3. Respect for authority, rules, officials, and coaches.
- D. To make the effort to win. Athletes will learn from success and failure and understand the reasons for success and the causes of failure.
- E. To foster participation in the sports program by as many students as possible.
- F. To develop a commitment toward excellence regarding the team’s/individual’s mental preparation and physical conditioning.

III. Athletic Teams

Cathedral Preparatory School and Villa Maria Academy is represented by 27 varsity athletic programs and holds membership in the Pennsylvania Interscholastic Athletic Association.

Fall Season	
Prep	Villa
Cross Country	Cheerleading
Football	Cross Country
Golf	Golf
Soccer	Soccer
Water Polo	Tennis
	Volleyball
	Water Polo

Winter Season	
Prep	Villa
Basketball	Basketball
Hockey (PIHL – Club Team)	Bowling
Swimming	Swimming
Wrestling	

Spring Season	
Prep	Villa
Baseball	Lacrosse
Lacrosse	Softball
Tennis	Track & Field
Track & Field	
Volleyball	

IV. Eligibility Requirements

Participation in athletics at Prep and Villa is a privilege and secondary to a student’s academic progress. As such, all student athletes must abide by the academic requirements and protocol for participation provide by the school.

- A. Every student athlete will be monitored for academic progress every two weeks during the season. Eligibility checks will usually take place on Wednesdays.
- B. Students will be rated for each class as passing or failing. If no grade is yet available, the last available grade will be taken for eligibility.
- C. If a student is failing two or more classes, he/she will have until Monday (five days) to raise their marks.
- D. If a student is still failing two or more classes at the end of the school day on Monday, they will be ineligible for all of that week’s contests until their marks are raised to passing. If a student is failing two courses, either the ones already flagged or different ones, they will remain ineligible. Any ineligible student may not dress nor have any role in all of that week’s contests. The student will be allowed to practice that week only at the head coach’s discretion. The student may also attend games as long as it does not affect them leaving school early to do so.
- F. To regain eligibility, the student must raise his/her marks by the following Monday. Academic progress will be pulled from MySchoolApp by a member of the Athletic Department or Administration/Guidance.
- G. Quarter grades, following PIAA guidelines, shall determine eligibility after their posting. If no grades are given during an eligibility period, eligibility reverts back to the quarter grades.

Participation in athletics is a privilege and a student may be suspended from any activity for discipline issues or other reasons for any length of time. All suspensions of student athletes will be made by the Administration in conjunction with the Athletic Director. Violations of Prep-Villa's Drug and Alcohol Policy or a positive result on a Random Drug Test incur mandatory suspension from all athletic involvement for the following periods:

1. **First offense** - two-week suspension
2. **Second offense** - dismissal from activity due to expulsion

Head coaches also hold the right to administer more stringent team penalties should they elect to do so. If a student violates the Drug and Alcohol Policy while on a school sponsored athletic trip at an athletic contest they will be suspended from that sport for the remainder of the season.

V. Athletic Fees

To help defray the cost of hosting athletic programs, students are required to pay a participation fee for all sports as follows:

1. Participation in one sport..... \$150.00
2. Participation in two sports..... \$200.00
3. Participation in three or more \$225.00

These fees are due within one week after selection of a team. Students will not be able to participate in any athletic activities until the participation fee is paid in full or other arrangements are made with the Athletic Office. All uniforms and equipment must be returned immediately after the season.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a process designed to identify and assist students that are having difficulties at school, home, or elsewhere. The Student Assistance Team consists of teachers, administrators, guidance counselors, and outside behavioral health and drug and alcohol counselors who have all been trained and certified by the state to help identify students who are experiencing behavioral, social, or academic difficulties which pose a barrier to learning and success in school. The process is outlined as follows:

1. Referral

Anyone can refer a student to SAP when they personally observe any behaviors of concern. The referral consists of contacting any of the SAP team members, any guidance counselor, or the Assistant Vice President will then assist with the completion of the referral form.

2. Team Planning

The student's parents are notified to provide or refuse their consent for SAP involvement. When consent is given the SAP team gathers objective information about the student's performance from parents, teachers, coaches, and the student him/her self.

3. Intervention and Recommendation

A plan is developed by the SAP team and put into action. If warranted, the student may meet with behavioral health and/or drug and alcohol counselors.

4. Support and Follow-Up

The SAP team continues to work with and support the student and family throughout the entire process and beyond.

CODE OF CONDUCT & DISCIPLINE-RELATED POLICIES

Cathedral Preparatory School and Villa Maria Academy places a priority on the total growth of the person in spirit, mind, and body. Being a Catholic School requires our diligent attention to the moral instruction of our students and our persistent guidance in this growth. This happens in an atmosphere where genuine concern for others is a primary value, manifested in the qualities of courtesy, cooperation, charity, self-discipline, and respect for self, others, and community. These values are good for all involved and if not accepted, will result in the enforcement of certain consequences that will protect the rights of Prep and Villa to maintain the standards it considers acceptable. Students are responsible for their choices and for their actions. Students are expected to cooperate with any reasonable request from an adult. **School Administration will be the sole arbiters of interpretation, violation, and enforcement of every aspect of the Code of Conduct.**

It is the responsibility of the student to:

1. Be aware of all rules and regulations for student behaviors outlined in this handbook and conduct themselves accordingly at all times- both inside of school and outside of school.
2. Represent Prep and Villa and its values at all times.
3. Challenge oneself to membership in the Prep-Villa community as a lifelong learner.
4. Commit to success by following the 5 Ps: Polite, Prompt, Prepared, Productive, and Positive
5. Respect self and all others in a Christian spirit of inclusion, tolerance, and love.
6. Assist the school staff in operating a safe school for all students, including willingness to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
7. Not bully, assist anyone being bullies, reporting bullying, and include students who are left out.
8. Dress and groom oneself in accordance with school standards.
9. Assume that until a rule is waived, altered, or repealed, it is in full effect.
10. Be aware of and comply with state and local laws.
11. Respect the rights of students, teachers, staff, administrators, and all others who are involved in the educational process.

Additionally, students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus. This may include conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behaviors include, but are not limited to, the following: electronic/internet or cell phone threats or harassment, threats of violence, alcohol or tobacco use, fighting, hazing, drug possession or sales, reckless driving, sexual assaults, etc. Inappropriate use of social media sites such as, but not limited to: Facebook, Twitter, Instagram and all other social media sites can result in disciplinary penalties. Parents and students should report off-campus social media threats to the police agency that has jurisdiction over the area where they live.

Interventions may include, but are not limited to, required private assessment and counseling, detentions, suspensions, or expulsion, removal from participation in school activities including school trips, student council/class officer positions, and other leadership positions, and graduation ceremonies.

I. Discipline Infractions

At Prep-Villa, the school has the authority to make reasonable and necessary rules governing the conduct of students in school. The purpose of these rules is to guide students in that utmost important endeavor of moral development and to develop in them the Christ-like qualities of honor, charity, and discipline. These regulations have stood the test of fairness and reasonableness and will apply to all students at all times.

Failure to maintain Prep-Villa's standards and expectations of behavior will result in disciplinary actions that may include:

- Verbal Reprimand
- Parental Notification
- Discipline points, that can accumulate to further disciplinary action
- Detention (Teacher, Lunch, or Saturday)
- Loss of Privileges (Hall, Technology, Extra-Curricular)
- Suspension
- Expulsion
- Involvement of Legal Authorities

II. Discipline Points

Discipline Points will be assigned to a student when an infraction has been committed. Discipline points will be proportionate to the level of the offense and the circumstances surrounding it. The assignment of these points will be communicated to the Main Office through faculty discipline referrals and follow up from the Assistant Vice President and/or Dean of Students. Listed below are some types of misconduct and the discipline points typically assigned:

1 Discipline Point Offenses

- Dress/Grooming Violation
 - Food and drink outside designated areas
 - Littering
 - Unlocked lockers
 - No pass in the hallway
 - Failure to sign in/out in the main office
 - Step 2s (see "Classroom Discipline Escalation Policy" on page 39)
 - Major classroom distractions/disruptions
- After three 1 point offenses the student will receive a 1-hour afterschool detention and \$10 fine.

3 Discipline Point Offenses

- Obscenities
 - Blasphemy
 - Forgery
 - Skipping class (1st offense may garner additional penalties)
 - Abuse of property
 - Lying/dishonesty
 - Violation of the technology agreement
 - Being in unauthorized areas
 - Unauthorized parking (in the “Teacher lot”)
 - Disrespect
 - Failure to serve an afterschool detention
 - Step 3s (see “Classroom Discipline Escalation Policy” on page 39)
 - Possession of over the counter medications
- 3 point offenses result in an automatic 1-hour afterschool detention and \$10 fine.

5 Discipline Point Offenses

- Bullying
 - Fighting
 - Cell phone possession
 - Leaving campus
 - Skipping school (absence without providing an excuse)
 - Skipping mass or religious ceremonies/events
 - Dangerous/reckless driving on school property (including passengers)
 - Stealing
 - Cheating/plagiarism (1st offense may garner additional penalties)
 - Gambling
 - Tobacco/electronic cigarettes possession/use (violators will be subject to additional fines and also be automatically referred to SAP)
 - Illegal drug/alcohol possession/use (violators will be subject to additional discipline/fines and also be automatically referred to SAP)
 - Bus misconduct
 - Harassment (1st offense may garner additional penalties)
 - Prescription medication possession (without office notification accompanied by a doctor’s note)
- 5 point offenses result in the following escalation path
 - 1st offense: 3-hour Saturday detention and \$15 fine
 - 2nd offense: 3-hour Saturday detention and \$25 fine
 - 3rd offense: 6-hour Saturday detention and \$50 fine

Consequences will be levied according to the degree of the offense and infraction level (points) listed above (all Point based offenses are compounding as in any 5 point violation [i.e. stealing] added to any another 5 point violation [i.e. cell phone violation] leads to a second offense). Those listed are not all inclusive, but rather cover the general categories of offenses resulting in disciplinary action. As much as possible, parents will be made aware of discipline problems regarding their child, especially for serious infractions or repeated offenses. Parents are responsible to support and uphold this discipline code and its consequences. Additionally, many of these violations include fines, reports to parents/guardians, and assigned detentions, which will be detailed below.

Discipline points will be expunged at the end of each school year and each student will start the year with no discipline points. However, based on past discipline circumstances and situations, a student may be issued a discipline contract at the start of a new school year limiting the number of discipline points they can accrue before further disciplinary action is taken.

III. Classroom Discipline Escalation Policy

In an instance where a student is misbehaving in the hallway or classroom, faculty/Administration will utilize the following intervention pathway:

- **Step 1:** Initiated by a teacher or administrator when a student first behaves in a way that violates any school/classroom rule (verbal reprimand/redirection).
 - One-to-one questioning of the student regarding the student's behavior. The student has the opportunity to stop the inappropriate behavior immediately and is reminded that a choice to continue the inappropriate behavior is a choice for Step 2.
 - If the student chooses to continue the inappropriate behavior, the student is informed that they have chosen Step 2.

- **Step 2:** Implemented if a student chooses to continue any inappropriate behavior after Step 1.
 - The student is assigned a teacher detention to be served either that day or the day immediately following. During that detention, the student must complete a Discipline Referral Plan Form outlining their proposed change of behavior to be submitted to the teacher by the end of the detention.
 - Work schedules, sports practices and club meetings are not valid reasons for requesting a rescheduling of a detention. Failure to attend afterschool detention will result in a 3 Point offense (see above).
 - If a student has chosen Step 2 and another student in the same class also chooses inappropriate behavior, then the second student has chosen to go immediately to Step 3.
 - The teacher then reports the incident to the Main Office via a Discipline Referral Form for possible receipt of discipline points.

- **Step 3:** Utilized when a student chooses to continue/escalate their inappropriate behavior after escalation to Step 2.
 - The student reports to the main office. They then work with the Assistant Vice President or Dean of Students to complete a behavior packet to help them evaluate their poor behavior choice and develop an acceptable plan for behavior change. The student must stay in the Main Office for the remainder of the class period.
 - If the student completes the plan before the end of the class period, he or she may only work on assignments for the class affected by the behavior choice.
 - The student returns to the Main Office the next time they are scheduled for the missed class, either to complete their plan (if not completed previously) or pick up the plan for review by the classroom teacher.
 - Once the classroom teacher approves the plan, the student returns to class as usual.

- **Immediate Step 3:** Offenses are applied in those instances where a student’s behavior is serious enough to warrant immediate removal from a classroom or any inappropriate behavior in the hallways, auditorium or cafeteria (common areas) is automatically a Step 3. Listed below are some but not all of the possible behaviors which may result in an immediate Step 3. In all such cases, it is the SEVERITY of the behavior that determines its excess and thus, the need for an immediate Step 3.
 - Intentional deception
 - Disruptive vulgarity
 - Extreme and/or destructive emotional outbursts
 - Violation of any safety rules
 - Food fights in the cafeteria
 - Vandalism
 - Any behavior that destroys the principles of courtesy, cooperation, and respect

Students forfeit the right to make up any missed work, including tests, quizzes, and labs, during the time they are in the Main Office and are responsible for getting all the information they missed in class.

Students who reach Step 3 but who either a) refuse to leave the classroom or b) do not report to the Main Office immediately will be subject to potential accumulation of additional discipline points, detention (weekday or Saturday), suspension, or expulsion, depending on the nature of the escalation.

IV. Discipline Review Panel

The accumulation of 10 discipline points may result in the convening of a Discipline Review Panel (DRP) made up of three faculty members at the request of the Assistant Vice President and/or Dean of Students. The panel will examine the root causes of a student’s infractions and guide the student towards a responsible solution and a positive change. Parents will be notified in advance when this meeting will take place and what discipline infractions have been accumulated thus far. The DRP will generate a Confidential Summary Report which will be mailed to parents and kept on file in the Assistant Vice President’s Office. In addition, the student will be assigned to meet regularly with the Dean of Students to develop a plan for success moving forward. The Dean of Students then monitors the student’s progress on the plan assessing behavior, academics, social relationships, etc.

V. Discipline Review Board

The accumulation of 20 discipline points will result in immediate Out of School Suspension while a decision is made by school Administration to expel the student or have him/her appear before a Discipline Review Board (DRB) for a hearing. The DRB will view all of the student’s information that is presented to them (academic and discipline record over the course of their time at Prep-Villa). The DRB consists of the Assistant Vice President (non-voting member) and a minimum of seven faculty members.

When a student accumulates twenty (20) discipline points or commits an offense as to qualify for expulsion, the student will immediately be placed in Out of School Suspension for a minimum of three days. During this time a decision will be made by the President, Vice President, Assistant Vice President, and Discipline Review Board to determine if the student will be expelled or reinstated. Any other necessary details will be given at that time by the Assistant Vice President and/or Dean of Students.

After each member has had one school day to review the student’s information, the DRB will complete a brief report and vote for either expulsion or reinstatement on a discipline contract. Votes will be gathered by the Assistant Vice President and delivered to the Vice President by the beginning of the next school day. School Administration will then make the final decision to expel or reinstate and no further appeal will be granted. The Discipline Review Board may also be asked to evaluate applications or reapplications from questionable students.

VI. Dress and Grooming Code

All students must abide by the following Dress and Grooming Code each school day from the start of school through the end of school. Exceptions will only be granted for medical necessity and the student must see the Vice President or Assistant Vice President before school begins for an excusal pass. All uniform articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. Students in violation will be subject to disciplinary action of 1 discipline point. Students will be responsible for procuring the required article as soon as possible during the school day.

Men of Prep

A. Uniform Requirements

- Solid color light blue or white oxford, long or short sleeve, with traditional button-down front. Shirt must be tucked in with all buttons fastened. Shirt sleeves may not be rolled and must be buttoned (if long sleeved).
- Traditional necktie of typical size tied in a Pratt or Windsor knot. Bow ties are also acceptable. May not be gaudy, offensive, or clashing and tie knots must be snug against the collar. JROTC cadets will be permitted the option of not wearing a tie when the full JROTC uniform is worn during the months of September and May with only the top shirt buttoned opened. On occasion during warmer months, the Administration may allow students to remove their ties during the school day. In these cases, only the top shirt button may be undone.
- Gray tri-blend, gray or navy poly/wool, or khaki poly/cotton pleated or flat front pants. Pants must be of appropriate size and worn properly at the waist. No accessories are permitted, and cuffs may not be rolled. All buttons and zippers must be fastened.
- Traditional belt of traditional size with traditional buckle, worn properly at the waist. Belts must be leather or leather in appearance and may not be gaudy or clashing. No accessories are permitted (e.g. studs, rings, images, etc.).
- Traditional dress socks, crew or calf length, in black, navy, gray, or khaki. White or other colored socks (i.e. orange, royal blue, etc.) socks are not permitted.
- Traditional dress shoes in Oxford, Derby, or Loafer style of neutral color. Shoes must be a solid color in shades of black, brown, or burgundy, fully laced and worn properly. Shoes may not extend above the ankle (boots) and no accessories are permitted.
- Official school sweater with Prep Crest or CP logo on the front. Sleeves may not be rolled and the required school uniform must be worn under sweater. Accessories appropriate to the uniform, such as NHS or Student Council pins may be worn. Other buttons and pins are not permitted. School sweaters may be purchased from the School Store.

B. Uniform Requirements for All Prep Students

- Undershirts may not be visible in any way through the dress shirt or outside of the dress shirt (e.g. sleeves visible or any writing or pictures visible through the shirt).
- Boots may be worn to school during the winter months. Students are required to change into proper dress shoes by the start of school (8:03 AM). Boots must be put in lockers away from school materials.
- Hair must be neatly cut, generally short, and generally tapered (short on sides and back and longer on top). Hair may not extend beyond the collar in the back, may not fall naturally in front of the eyebrows or over the ears, and sideburns may not extend below the middle of the ear. Hair, including eyebrows, may not be unkempt, dyed an unnatural color, gaudy in appearance, totally shaven, or contain design cuts of any kind. The minimum length of hair is one-quarter (1/4) inch, students may not have shaved heads.

- Hair must be a natural color (not pink, purple, etc.). This is up to the interpretation of Administration. Students will be enforced to change the unnatural hair color within 2 days of the violation/citation. If you have questions, please ask BEFORE you get your hair dyed to avoid any issues.
- Students must be clean shaven upon their entrance to the building as no facial hair is permitted. Students in violation of this policy will be required to shave immediately and will receive one (1) point for each offense. Disposable razors may be purchased from the Main Office.
- All headwear must be removed upon entrance to the building and is not permitted to be worn at any time inside the building (including dress down days). Jackets and sweatshirts are not permitted to be worn or carried during school hours and must be stored in students' lockers. Bringing coats to class will be treated as a uniform fine.
- Students may not carry backpacks during the school day, they are to remain stored in the student's locker until the end of the school day.
- Students are not permitted to wear or have visible any gaudy jewelry or accessories at any time in the building (e.g. necklaces, key chains, watch chains, wristbands, etc.). Students are not permitted to have any "wearable technology" including smart watches, smart glasses, or the like. Nothing is permitted to be worn in or on the ears at any time, including piercings covered with a bandage. Tattoos must be fully covered (non-visible) by regular school uniform at all times.

Women of Villa

A. Uniform Requirements

- Uniform parts may be ordered from Flynn & O'Hara throughout the school year. Order forms are available in the main office. Past Villa logos are not permitted to be worn on any part of the uniform.
 - Daily Uniform: Uniform skort. White short or long sleeve pullover shirt. Socks (white, grey or navy socks). Please note: uniform sweaters are optional for daily wear.
 - Dress Uniform: Uniform skort. White shirt or long sleeve pullover shirt. Stockings or tights (white, navy or grey) without holes. Uniform sweater (vest, v-neck or cardigan).

B. Uniform Requirements for All Villa Students

- Ear piercing is the only acceptable body piercing. Students must remove jewelry from any non-ear piercing.
- Hair must be a natural color (not pink, purple, etc.). This is up to the interpretation of Administration. Students will be enforced to change the unnatural hair color within 2 days of the violation/citation. If you have questions, please ask BEFORE you get your hair dyed to avoid any issues.
- Tattoos must not be visible when wearing the Villa Maria Academy uniform. This may mean that students must wear tights and/or long sleeves all year to cover existing tattoos.
- Students must wear dress shoes with hard soles, such as Sperry's, loafers or flats. They must be tan, brown, navy, black or gray.
- Socks must be white, grey or navy and must be calf or knee-high style. Socks and stockings may not have logos or designs. Stockings must be hole free.
- Socks may be worn over stockings in the colder months; however, the socks must be the same color as the stockings.
- If a t-shirt is worn underneath the uniform shirt, it must be white and free of messages and/or graphics. Students will be asked to remove under t-shirts that violate this rule.
- T-shirts worn underneath a pullover uniform shirt may not extend below the uniform shirt.

- Villa sweater vests or sweaters are the only outer garments permitted. Coats, jackets, hoodies or other non-Villa outer garments must be placed in lockers and may not be taken to class. Bringing coats to class will be treated as a uniform fine.
- Accessories appropriate to the uniform, such as NHS, NAHS, or Student Council pins may be worn. Other buttons and pins are not permitted.
- All headwear must be removed upon entrance to the building and is not permitted to be worn at any time inside the building (including dress down days).
- Skorts may not be more than four inches above the knee.
- Students may not carry backpacks during the school day, they are to remain stored in the student's locker until the end of the school day. Students may carry with them a purse that does not exceed 8 in. x 8 in. in size.
- No sweatshirts of any kind are permitted.

C. Non-Uniform Apparel

- Dress-up Days: Any type of gender-appropriate clothing that is becoming and appropriate in an academic setting may be worn on dress-up days. Midriff area may not show. Hats, headscarves and bandanas are not permitted. No excessively ripped or torn clothing is permitted. Strapless or spaghetti strap dresses are also not permitted. Administration reserves the right to determine the appropriateness of the outfit and clothing worn.

VII. Dress Downs

On special occasions students will be permitted to dress in casual clothes. All articles must be in excellent condition with no damage or marring, in good taste, and must complement one's overall appearance. Dress-down Days: Dress-down days include the above plus jeans, sweatpants, shorts (weather appropriate), or warm ups. Yoga pants, yoga-like pants and leggings are allowed as long as the top worn is at least fingertip in length with arms straight at the student's sides. Unacceptable attire includes flannel leisure/pajama style pants, overalls, short-shorts, cut-offs, bike pants, extremely short skirts, halters, cut-off shirts, midriff tops, tube tops, net or mesh shirts, and muscle shirts. Shorts must be at least fingertip length or longer. Sweatshirts and t-shirts must have school appropriate graphics. Hats, headscarves and bandanas are not permitted. No excessively ripped or torn clothing is permitted.

Certain dress downs may revolve around a theme that would permit variations on the following code (e.g. participation in spirit dress down days requires students to wear orange and black at Prep/white and blue at Villa). These events and their regulations will be announced in advance. In addition, members of athletics, clubs, and activities will be permitted at certain times to wear jerseys or other clothing representing their organization, this will be communicated to students by Administration and/or the Athletic Department. These events and their regulations will likewise be announced in advance. Students in violation will be subject to disciplinary action and responsible for procuring the required article as soon as possible during the school day.

VIII. Plagiarism and Cheating

PLAGIARISM/CHEATING ON TESTS POLICY

Students at Prep-Villa are expected to maintain responsible and ethical conduct in regard to all academic work. In respect to the pursuit of new knowledge, students at Prep-Villa are expected to live by moral principles of education. Therefore, students should not engage in any form of falsification of thoughts, words, and/or ideas.

Plagiarism Includes the Following Violations:

- Copying directly from a copyrighted source without attributing/identifying the source.
- Presenting any material from another source, including Internet sources, as one's own.
- Copying major idea(s) from a copyrighted source without attributing/identifying the source.

Cheating Includes the Following Violations:

- Unauthorized possession of a test (original, copy, or otherwise)
- Using a "cheat sheet" of any kind.
- Seeking assistance, in any form, from another student under test conditions to obtain an answer.

If a student is caught plagiarizing/cheating, the following procedures will be administered:

- First Offense: Teacher will report the incident to the Assistant Vice President or Dean of Students. Student will receive a zero for the assignment. A conference will be held with student, Dean of Students/Assistant Vice President/Vice President, teacher, and parent(s) /guardian(s) if requested.
- Second Offense: Teacher will report the incident to the Assistant Vice President. Student will receive a zero for the assignment. A conference will be held with student, Dean of Students/Vice President/Assistant Vice President, teacher, and parent(s)/guardian.
- Third Offense: Teacher will report the incident to the Assistant Vice President. Student will receive a zero for the assignment. A conference will be held with the Vice President, teacher, parent(s)/guardian, and the student to determine the student's future success at Prep-Villa. Expulsion for the third offense is an option.

The Assistant Vice President will arrange the conference. All parties involved in the incident will receive a zero for the assignment or test and be subject to receipt of discipline points for cheating.

COPYING HOMEWORK

Copying on homework includes the following violations:

- Copying another student's work and/or giving work to another student to copy on a subjective homework assignment. Homework is usually done individually. To avoid confusion, the teacher will notify the students if the work is "group work" so that students may know when they may consult other students for advice on completing assignments.
- A teacher witnesses a student copying work from another student.

For both offenses above, a zero will be given for the assignment and the teacher must notify the Assistant Vice President within two days of grading the paper. Teachers will notify parents of the incident. All parties involved in the incident will receive a zero for the assignment.

All cheating and copying violations carry over from year to year with a student through his/her time at Prep-Villa.

IX. Skipping

Skipping school is an illegal and unexcused absence. Skipping school includes missing the whole day or part of a day illegally, including leaving the school grounds during the school day. Consequences of Illegal School Absence are:

- All of the student's work, missed as a result of skipping school, will not be permitted to be made up and will be recorded as a grade of zero.
- 5 discipline points along with accompanying detention and fine.
- A Disciplinary Contract will be assigned.

X. Electronic Devices/Cell Phones

Cell phones may only be used before 8:03 AM or after 2:57 PM. Cell phones must be turned off and put in lockers during the school day. Students who violate this policy will be subject to 5 discipline points along with accompanying detention and fine.

During study hall students may use their school issued iPads with headphones to listen to music with the teacher's permission. Electronic devices such as laser pointers and hand-held games as well as outside electronic devices (i.e. laptops or tablets) are not permitted in school at any time. If they are used, they will be confiscated, and the student will receive a Saturday detention.

Unlawful use of electronic devices is prohibited. Use of any electronic device to record audio or video data is prohibited in locker rooms, bathrooms, health suites and other changing areas at all times. Students should not record audio or video of anyone without their consent/permission.

Headphone use in common areas (hallways between classes) is permissible.

Smart watches and other "smart" wearable devices are prohibited. Should a student be found in possession of such an item, without Administrative approval, they will be treated as a cell phone possession violation.

NOTE: School officials maintain the right to ask students to empty bags/lunch boxes/purses and pockets in search of electronic devices. Cell phones are disruptive and distracting to the learning process.

XI. Weapons, Forbidden Items

It is forbidden for anyone to possess a weapon of any sort, as defined by the laws of Pennsylvania and the Department of Homeland Security, on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school. Exceptions will only be made by prior written approval from the Administration. In addition, any object deemed by the Administration to threaten, harass, do bodily harm to, or disrupt the educational process will be forbidden on school property, on property being used by the school, at any school sponsored event, or while the student is on the way to or from school.

Only in instances where there is a supervised and approved school activity and/or course of study will permission to have a weapon of any kind be given. In such cases, the instructor and/or teacher must request and receive approval from an administrator.

A student is in possession of a weapon/forbidden item when it is found on the person of the student, in the student's backpack, locker, car, or other personal forum, or under the student's control to any degree. Appropriate disciplinary action will be taken up to and including expulsion and involvement of legal authorities. Examples of weapons/forbidden items are as follows (non-inclusive):

- Guns, firearms, projectiles/missiles, (including paintball, BB, or pellet)
- Cutting implements of any kind
- Noxious, irritating, or poisonous gases, liquids, or solids
- Explosive or incendiary devices (including matches and lighters)
- Any object designed for personal protection (including stun guns or tasers)
- Any object intended by the student to threaten, harass, or do bodily injury to another
- Any facsimile replica or look-alike object of the above

XII. Social Media Policy

The following are prohibited on any personal websites, blogs, or social networking sites. Consequences for violations will be issued in accordance with the school Code of Conduct. Depending on severity this could result in discipline contract, discipline points, detention, suspension, expulsion, and/or involvement of legal authorities.

- Pictures, photos, or drawings of Prep's or Villa's name or logo, including clothing.
- Pictures, photos, drawings of, or references to school employees or students.
- Threats toward or disparaging remarks about the school, its employees, or its students.
- Bullying, harassment, or any other behavior that is ill-mannered or disrespectful.

XIII. Restricted Areas

Areas of the school restricted to students without permission are:

- Administrative Offices
- Faculty Dining Room/Faculty Lounge/Faculty Workroom
- Kitchen
- Main Office Behind the Counter
- Telephones in any Office
- Teachers' Desks, Bookshelves, Cupboards, and Computers/iPads
- Boiler Rooms and Maintenance Areas
- Faculty Bathrooms
- Copiers/printers not designated as student copiers
- Any Science Lab when a teacher is not present
- Fitness Center/Wrestling Room when a teacher is not present

Failure to comply with this policy will result in a discipline referral, discipline points, and assigned detention depending on the severity and specifics of the violation. Minimum punishment for this is 3 discipline points.

XIV. Searches

Any school official (i.e. administrator, teacher, staff member), with another adult witness, is permitted to search a student's person and belongings at any time if the official has a reasonable suspicion that a crime has been or is in the process of being committed, or that the search is necessary to maintain school discipline, ensure safety, and/or enforce school policies. Lockers are the property of the school and are made available to students. Therefore, student lockers and desks may be searched at any time. Students have no expectation of privacy in the use of lockers and desks.

XV. Tobacco/Electronic Cigarettes

To protect the health of all students and staff from the harmful effects of tobacco, a tobacco-free environment will be maintained in our schools, in transportation and on school grounds. No student is permitted the possession or use of tobacco on/at school grounds, facilities, properties, or events at any time as per state law and city ordinances. Nicotine, nicotine delivery products or implements intended to deliver vapors are prohibited including, but not limited to, electronic cigarettes and associated paraphernalia of any variety. Administration will assess fines of its own accord rather than systematically send each offender to the District Justice for citation and fining. Students will also receive 5 discipline points and 6 hours of detention (Saturday). Fines are levied as follows and must be paid by the date specified at the time of the infraction.

First violation =	\$100.00
Subsequent violation(s) =	\$200.00

A student in violation of this policy may also be referred to Student Assistance Program (SAP) through this process.

XVI. Drug and Alcohol Policy

The chart at the end of this section (page 60 & 61) illustrates the school's Drug and Alcohol Policy. Our students' wellbeing is of utmost priority, and this protocol is designed to assist students in making the right choices.

Student property may be searched for any degree of suspicion and school property may be searched at any time for any reason. A student may be required to take a drug test or breath analysis at any time for any degree of suspicion. If warranted, the student will be taken off-campus to a professional at a local agency and parents will be notified. Results are communicated directly to Administration and will be made known to parents.

As stated in the policy, any student found in violation is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional. Parents may choose to use the D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor. Prep-Villa will require the student to successfully comply with all mandates, directives, and provisions of the D&A counselor until such time as the student is successfully released from the program.

The school will work with the family and student through this process to achieve a positive outcome. However, if the student fails to respond appropriately to any part of this process or has a second offense at any time while enrolled as a Cathedral Prep or Villa Maria Academy student he or she will be subject to expulsion with no possibility for re-admission.

XVII. Random Drug Testing Policy

Recognizing that use of alcohol and illicit drugs by students is a national problem, Prep and Villa has put a program of deterrence into effect as a pro-active approach to a truly safe and drug free school. Students using alcohol or drugs pose a threat to their own health and safety, as well as to that of other students.

The purpose of this program is fourfold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse use of alcohol or drugs; (3) to assist students who use alcohol or drugs to participate in treatment programs; and (4) to prevent the impact alcohol and drug use has on the learning centers of the brain allowing students to achieve their full academic potential and retain their moral direction while a student at Prep and Villa. The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed.

The procedure is outlined as follows:

1. A professional, contracted agency will generate a random list from the entire student population.
2. The agency will report to the school unannounced to test the pre-selected students during school.
3. The students will give a urine sample following a private, confidential, and professional protocol.
4. Samples will be analyzed by a licensed physician who is trained and certified in analysis and interpretation of drug testing results.
5. If a student's test is negative no further action will occur.
6. If a student refuses to give a sample or submits an adulterated sample, it will be considered as a positive test result.
7. If a student's test is positive or adulterated the physician will contact the parent/guardian directly to notify them and see if there is a plausible explanation, i.e. student is on a prescribed medication, etc.
8. If the physician rules the explanation sufficient, no further action will occur.
9. If the physician rules the explanation insufficient or there is none, the physician will notify the Dean of Students or Assistant Vice President.
10. The Dean of Students or Assistant Vice President will notify the parents and student of his obligation to participate in a drug/alcohol assistance program which will begin with an assessment by a Drug and Alcohol Professional. The Assistant Vice President will also notify the student and parent of the two-week suspension from all extra-curricular activities.
11. The student is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional. Parents may choose to use the D&A counselor provided through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside the school. If an outside professional is chosen a Release of Information form must be signed by the student and parents for the school to communicate with the counselor.
12. In addition to successful completion of an approved Drug and Alcohol program, the student will be required to be tested in every subsequent drug test for the remainder of that school year.

Throughout this process student information will be kept in strictest confidence. No information will be disclosed to civil authorities (excepting a subpoena), made part of a student's permanent record, or disseminated to any party other than the President, Vice President, Assistant Vice President, Dean of Students, Athletic Director, the student's guidance counselor, and the moderator/coach of the student's extra-curricular activities.

A two-week suspension from all extra-curricular activities is the only punitive consequence for a first positive result. Should a student test positive, they will be required to be tested in every subsequent test for the remainder of that school year. A second positive result in the same school year, two consecutive calendar years, or while a student is enrolled in a drug or alcohol assistance program demonstrates an extreme unwillingness to comply with the goal of the school to provide a safe and positive environment for all its students. Therefore, a student with a second positive result under those provisions will likely be expelled with no possibility for re-admittance.

This protocol applies only to the Random Drug Testing Program. Breaches of the Drug and Alcohol Policy will be dealt with according to the Drug and Alcohol Policy (Section XVI of this handbook as well as the accompanying Drug and Alcohol Procedures Chart), i.e. punitive consequences including detention, discipline points, and possible expulsion, are assigned.

XVIII. Harassment/Bullying/Cyberbullying Policy

Harassment or bullying of any kind – written, verbal, sexual, physical or electronic – is not permitted at Cathedral Preparatory School and Villa Maria Academy.

Harassment includes, but is not limited to, strikes, kicks or physical contact, threats of physical contact, repeated, unwelcome and offensive slurs, jokes or other verbal, graphic, or physical conduct related to an individual’s race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability which create an intimidating, hostile, or offensive educational environment.

Bullying is any act that substantially interferes with a student’s education, creates a threatening environment in the school setting for any student or groups of students, and substantially disrupts the orderly operation of the school. Each Prep and Villa student has the responsibility to respect the individual differences and feelings of others and to treat people with dignity and reverence. As a student of a Catholic high school, words and actions should model healthy and positive relationships as Jesus Christ taught. It is everyone’s responsibility to create a positive school climate where students can achieve and succeed. The Bullying Guidelines at the end of this section (page 59) of the handbook will be followed in conjunction with assignment of discipline points and fines/detention.

XIX. Sexual Harassment Policy

Sexual harassment of, by or towards any student or any adult at Cathedral Preparatory School and Villa Maria Academy is a violation of both school policy and federal laws. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal and physical conduct of a sexual nature.

Sexual harassment may include, but is not limited to the following:

- Conveying a sexual message through technology, such as cell phones, websites, etc.
- Sexual comments, jokes, gestures or looks
- Showing, giving, or leaving someone sexual pictures, photographs, illustrations, messages or notes
- Writing sexual messages/graffiti about a person on the bathroom walls, locker rooms
- Spreading sexual rumors about a person
- Spying on someone as they dress or shower at school
- Flashing or “mooning” someone
- Touching, grabbing, or pinching someone in a sexual way
- Pulling at someone’s clothes in a sexual way
- Intentionally brushing against a person in a sexual way
- Forcing someone to do something sexual, including kissing

Any student who feels they are being harassed or bullied should tell a trusted adult as soon as possible. Any teacher, guidance counselor, nurse, or Administrator will help the student deal with the problem and get help. Students who are unsure whether they are being subjected to sexual harassment should seek guidance from a teacher, counselor, administrator or other trusted adult.

Vulgar language or profanity is disrespectful to others and can cause embarrassment and harm. Students who use improper language within the school or at school sponsored events will be subject to discipline points and detention, parent contact, and/or evaluation of continued enrollment at the discretion of an administrator. The consequence will be determined based on context (e.g., a “slip up” versus a tirade of expletives directed at a person in anger) and recurrence.

XX. Off-Campus Behavior

The Cathedral Preparatory School and Villa Maria Academy Code of Conduct applies to all students while enrolled at the school at all times. Any student engaging in any behavior at any time that would discredit the name of Cathedral Preparatory School or Villa Maria Academy will be subject to appropriate disciplinary action up to and including expulsion.

XXI. Suspension

Suspension will be issued when a student's disciplinary situation warrants removal from the regular daily routine of Prep and Villa. Suspension may be In School (ISS) or Out of School (OSS) depending on the circumstances. It may be issued for any length of time and may be accompanied by other consequences including expulsion and/ or involvement of legal authorities.

In cases of major infractions, Out of School Suspension is assigned to allow for a thorough investigation/review by School Administration. The following infractions are examples where OSS may be applied. These are not all inclusive, but rather cover the general categories of offenses resulting in OSS:

- Accumulation of twenty (20) discipline points
- Violation or suspicion of violation of drug and alcohol policy
- Possession or suspicion of possession of a weapon/forbidden item
- Flagrant threats, harassment, bullying
- Willful infliction of injury/violence toward another
- Any other action considered threatening, potentially harmful or disruptive, or gravely offensive to any person or property

XXII. Expulsion/Dismissal

Cathedral Preparatory School and Villa Maria Academy reserves the right to dismiss any student at any time for any actions it considers unbecoming of a Man of Prep or a Woman of Villa. Expulsions and dismissals may be permanent or for the remainder of the school year, includes all school sponsored events, and may be accompanied by any variety of other consequences up to and including involvement of legal authorities.

Expulsion or dismissal may automatically be assigned for the following. These examples are not all inclusive, but rather cover the general categories of offenses resulting in expulsion.

- Accumulation of twenty (20) discipline points
- Violation of drug and alcohol policy
- Possession of a weapon/forbidden item
- Flagrant threats, harassment, bullying
- Willful infliction of injury/violence toward another
- Any other action considered threatening, potentially harmful or disruptive, or gravely offensive
- Evidence of character disorders which demand special care and attention beyond the scope of the school's established goals/purposes and beyond the professional training of the staff.
- Failing three or more core subjects for the year
- Failing a course in mandated summer school

All school materials must be promptly returned to the Main Office and all fines and obligations cleared at the Finance Office. If so determined by the Administration, expelled/dismissed students may be given the option to reapply next school year.

XXIII. Re-Admission Policy

If so determined by Administration, an expelled student may be given the option to reapply for the next school year. If a student is eligible for re-admission, they will be notified by the Assistant Vice President, or Vice President at the same time they are notified of their expulsion/dismissal. No guarantee is made for a student's re-admission. Anyone applying for re-admission will have the application reviewed by Administration and possibly a Discipline Review Board of faculty members.

TECHNOLOGY AGREEMENT AND USE POLICY

Cathedral Preparatory School/Villa Maria Academy iPad Technology Agreement and Use Policy 2020-2021

To enhance learning, enrich the educational experience, and provide for the acquisition of twenty-first century skills, every student is issued an iPad upon their enrollment to Cathedral Prep/Villa Maria. This incredibly powerful tool aids the student in many aspects of academic life and distinguishes Cathedral Prep/Villa Maria as a model of academic excellence.

The iPad is the property of the school so students must take the utmost care of their assigned iPad to ensure it is in good working order when it is to be returned to the school. The following policies and procedures governing the iPad and other school computers must be followed. Infractions will result in appropriate disciplinary action, up to and including limitations/ revocation of technology privileges, restitution, expulsion, and involvement of legal authorities.

The Administration, in conjunction with the Technology Department will be the sole arbiters of interpretation, violation and penalization of every aspect of the Technology Policy.

I. Acceptable Use

1. School Computers

- School Computers shall be used expressly for the completion of class requirements or other legitimate educational purposes.
- Students can only use software that is pre-installed on school computers. No other software is to be installed on these computers.
- Misuse of school computers will result in loss of computer privileges and additional disciplinary action if deemed necessary.

2. School iPads

- Music, video, books, etc. henceforth referred to as “media” are allowed to be installed on student iPads as long as the student is the owner of that content. For example; a song purchased by a student on iTunes is allowed on his/her iPad but a copy of the song is not allowed to be placed on another student’s iPad. Each student must pay for his/her own copy of the song.
- Media must not be offensive to others (Faculty, Staff, Administration, other students)
- Misuse of school iPads will result in confiscation and search of the iPad. If violations of the technology agreement are found on the iPad it will be restored to the school default settings resulting in the loss of all installed media and any school assignments that were not backed up. Students will be held accountable by their teachers for assignments that are not complete because their iPad was restored due to misuse. Additional disciplinary action and or loss of privileges/features may be taken by the school depending on the severity of the infraction.

II. General Information

1. Loss of School Property – Students are responsible for the loss of computer devices, including iPads that are assigned to them. An optional insurance policy is available to cover the cost of lost or stolen iPads for \$25 per school year. The policy goes into effect once the payment is made, so parents are encouraged to pay at the time of iPad pickup. The deadline for purchasing the insurance is September 13, 2019. Coverage expires the first day of the following academic year. The student will be responsible for the replacement cost of the device if it is not found and they didn't pay for the optional insurance. Any missing or stolen equipment must immediately be reported to the Technology Center and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.
 - Procedures for Reporting Theft Outside the School
 1. Report immediately to the law enforcement jurisdiction where the loss/ theft occurred and file a report.
 2. Request a copy of the police report to give to the school.
 3. Bring a copy of the police report to the Finance Department and the Technology Department.
 - Procedures for Reporting Theft Inside the School
 1. Report immediately to the Technology Office to make an inquiry.
 2. Retrace all steps taken since the loss of the equipment. Check with teachers friends, etc.
 3. Report immediately to the Assistant Vice President to make a missing device report.
 4. Follow the above procedures for reporting outside the school.
2. Damage of school property
 - Students are responsible for damage to computer devices.
 - Computer equipment, including iPads, must be reported immediately to the Technology Center so that the device can be repaired or replaced.
 - During the repair process a loaner device will be provided so the student can complete their assignments and be prepared for class. **Damages to loaned equipment must be paid for by the student.**
3. Unattended iPad – iPads are not to be left unattended and should be secured in a locker when not in use.

III. iPad Check out Procedure

All of the following criteria must be met or the iPad will not be checked out to you:

1. Both student and parent/guardian must report to the Technology Office during the scheduled check out times.
2. A completed signed copy of this agreement. (Only the last page is needed)
3. A completed signed copy of the ACCEPTABLE USE and INTERNET SAFETY POLICY. (Only the last 2 pages are needed)
4. Photo identification.

Once the equipment has been checked out it is in the full possession and responsibility of the student.

The assigned iPad will include:

1. iPad
2. Charger
3. Dock Cable
4. Protective Case

IV. iPad Return/Buy Out Procedure

All items that were checked out to the student when the iPad was assigned must be returned when the student graduates, transfers out or when the school upgrades students to a newer iPad. Alternatively, the student and parent may be given the option to purchase the iPad for personal non-school use. The price for the purchase of the iPad will be the market value of the iPad at the time the iPad is to be returned.

When the school updates iPads for all students, old iPads may be made available for purchase. If they become available for purchase, a notice will be sent informing you that you can purchase your assigned iPad for personal non-school use. If a student decides that he/she does not want to purchase the iPad, designated times will be set so that the student and/or parent can return the iPad to the school. When the iPad and accessories are returned they will be inspected for damages. Damages outside of normal wear and tear must be paid for by the student or parent at the time of return. There may be late fees if a student cannot return the iPad during the designated times, please contact the Technology Center. If a student does not return the iPad or make arrangements for return it is assumed he/she wants to purchase the iPad and you will be billed the market value of the iPad.

V. Proper Use/Care

1. The iPad and all accessories may not be used at any time by anyone other than the student whom they are issued.
2. No stickers, writing, scratching etc. may be placed on the iPad, case or accessories.
3. Students are responsible for backing up important files.
4. iPads must always be in their school issued protective case. Alternative cases are not allowed.
5. Students are responsible to charge the battery at home the night before school.
6. No food or drink may be consumed near the iPad.
7. Do not leave the iPad in direct sunlight, or in places of extreme temperature like a car in the middle of summer or in the middle of winter.
8. Take the iPad to the Technology Center for repair. Do not attempt to dismantle or repair the iPad, yourself.
9. Do not attempt to hack or jailbreak the iPad.
10. Do not attempt to bypass, disable or uninstall security software installed on the iPad.

VI. Repairs

Any questions or repairs must be taken care of outside of class time. Report to the Technology Center for technical support or repair.

VII. Warranty Information/Assessment of Costs

If a problem is caused by manufacturer defect it will most likely be covered under the iPad warranty.

Accidental damage warranty coverage is subject to the terms set by the warranty provider who will ultimately decide whether or not the damage will be covered. Here is a summary of the accidental warranty coverage:

1. Two incidents are covered under this warranty.
2. Each incident will cost the student a \$49 deductible.
3. Any incidents occurring after the 2nd warranty claim will not be covered and the student will have to pay the full cost of repairs.
4. See <http://images.apple.com/legal/applecare/docs/applecareplusforipadenglish.pdf> for warranty details.

Intentional damage or willful neglect will not be covered by the accidental damage warranty and the student will pay for the damages out of pocket. Examples of damage not covered by warranty:

1. Throwing or punching the iPad
2. Carrying iPad unprotected in the rain
3. Leaving in extreme temperatures
4. Damage caused while not in the case

VIII. User Accounts

1. School Account

The school will provide students with a user name and password for access to school computers, email, network files, and internal web sites. Students are responsible for activities on this user account so he/she must protect his/her account from being used by others. Students should be sure to log out of public computers when finished and do not share your account information with anyone. If a student thinks someone is tampering with his/her account, contact the Technology Center. You can also change your password at any time by going to a school computer, logging in, and pressing Ctrl + Alt + Del and pressing the “Change Password” option.

2. iTunes Account

The school will provide each student with a school-issued Apple ID. This Apple ID will be used to backup the iPad and store files in iCloud. Students will not need to download any apps with this Apple ID, as all of the apps needed for school purposes will be purchased by the school and available in a custom App Store. This account will remain active while students are enrolled at Prep-Villa. Students will need to backup any data, by other means, before iPads are returned.

IX. Email

An e-mail account will be provided to each student. This account will be used by faculty, staff, and Administration and fellow students and will be the main means of student communication.

1. Email is to be used for school related communication only. Advertising, jokes, chain letters, etc. are not permitted.
2. File attachments should only be sent when they are for educational purposes.
3. Email is the property of the school and may be read by any administrator at any time for any reason.

X. Internet Usage

Internet access is a privilege and is monitored at school to ensure that it is not abused. Any attempt to circumvent or bypass the web filter is a major offense. Internet usage on the iPad is not monitored while students are away from the school network and the school takes no responsibility for content accessed by the students. Parents should monitor student activities as they feel necessary while at home.

Posting of school material (photo, video, audio) is subject to the code of conduct under the off-campus behavior provision. Any media involving the school, its students, faculty, staff, Administration, alumni, equipment, etc., or implications thereof, is subject to the jurisdiction of the school. Posting of the following is strictly prohibited:

1. Material that is immoral, offensive, or slanderous.
2. Material that is embarrassing or defamatory.
3. Material that contains copyrighted sound bites, sound tracks, still images, video clips, etc.
4. Material that contains recognizable images of others without their written or oral permission.
5. Pictures, photos or drawings of the school's name or logo, including clothing.
6. Cyber bullying or sexual harassment or any behavior that is ill-mannered or disrespectful.

XI. iPad Cameras and Microphone

iPad devices contain cameras and a microphone. These components allow for the iPad user, among other things, to capture photographs, movies and sound recordings. The iPad may not be used to take pictures, record movies or record sounds of other persons without their expressed consent. Students are not permitted to record teachers in the classroom without specific permission from the teacher. Pictures/Video/Audio should be appropriate and related to relevant course work. Unlawful use of electronic devices is prohibited. Use of any electronic device to record audio or video data is prohibited in locker rooms, bathrooms, health suites and other changing areas at all times. Students should not record audio or video of anyone without their consent/permission. Failure to follow this directive will result in suspension of iPad camera privileges and additional disciplinary action up to and including expulsion.

XII. Messaging

Apple Messages will be allowed for use outside of school hours.

XIII. Personal iPad or computer use at school

Personal computers and other computer like devices such as the iPad are prohibited from use at School.

School provided computers are available for computer class assignments that cannot be performed on an iPad.

XIV. Social Media Policy

The following are prohibited on any personal websites, blogs, or social networking sites. Consequences for violations will be issued in accordance with the school Code of Conduct.

1. Pictures, photos, or drawings of Villa or Prep's name or logo, including clothing.
2. Pictures, photos, drawings of, or references to school employees or students.
3. Threats toward or disparaging remarks about the school, its employees, or its students.
4. Bullying, harassment, or any other behavior that is ill-mannered or disrespectful.

None of these policies and guidelines shall interfere with the right of school authorities to act swiftly and decisively in dealing with situations believed to be detrimental to the welfare of the student, the student population, or learning environment.

TUITION AND FINANCIAL OBLIGATIONS

I. Tuition Payment Policy

There are three official payment options for tuition:

1. Payment in full- received by July 15.
2. Monthly FACTS payments- start in July, arrangements must be made by June 15.
3. Payment by semester- first payment due July 15, second payment due prior to start of second semester.

Failure to make one of the above-mentioned tuition payment options by July 15 will result in a \$50.00 penalty, as well as immediate revocation of status as an active student at Prep or Villa. All on-line accounts will be suspended, and the student will be excluded from all extra-curricular activities, including summer conditioning, weight lifting, fall camps, etc.

No student will be permitted to begin school without payment arrangements in place. If a student is sent to school without arrangements in place, he/she will be removed from his first period class and sent to the Main Office until arrangements are made. If payment cannot be arranged the student will be removed from the school.

II. Delinquent Tuition Accounts

Any student with a delinquent tuition balance as of the last day of each semester (and/or the end of the third quarter) will not receive a report card nor have access to on-line accounts until tuition payments are arranged/received. The student will be allowed to take semester exams but exams will not be graded, nor will the student be permitted to participate in extra circular activities until payments are brought current. Student report cards will show an incomplete until tuition has been paid in full. If tuition is delinquent at the time of awarding of financial aid for the next school year, applications may be reviewed until such time that the account is brought current. This could significantly reduce financial aid awards as financial aid is distributed on a first-come, first-served basis.

Any student with a delinquent tuition balance as of the last day of the school year will not receive his/her report card. He/she will not have access to online accounts until tuition is paid in full. The student will not be notified if it is necessary to take summer school, nor will he/she be allowed to attend summer school if accounts are not paid in full. The student may not register for fall classes until tuition is paid in full nor will he/she be able to participate in any summer extracurricular activities including summer conditioning, weight lifting, fall camps, etc.

Seniors with delinquent tuition balances throughout their senior year will not have transcripts sent to colleges. Delinquent balances as of the last day of school for seniors will not be allowed to participate in any senior activities, e.g. Prom, Banquet, Baccalaureate, Graduation. The student will not receive his/her diploma nor will final transcripts be sent to anticipating colleges until tuition has been paid in full. If after 90 days from the last day of school the tuition has not been paid in full the school will pursue restitution in small claims court. All parents sign a legal and binding contract agreeing to tuition terms and as such the school will prevail in small claims court.

Transferring students with delinquent tuition balances as of their last day of school will not have transcripts sent to anticipating schools. If after 90 days from the last day of school the tuition has not been paid in full the school will pursue restitution in small claims court. All parents sign a legal and binding contract agreeing to tuition terms and as such Prep-Villa will prevail in small claims court.

III. Tuition Refund Policy

Tuition is charged annually and pro-rated on a per semester basis. Students transferring out of Prep or Villa after the second week of any semester are not entitled to a refund for that semester and if on the monthly payment plan, may still owe funds to the school.

If a student is on our FACTS monthly payment plan, and have not yet paid a sufficient amount of tuition to cover the above, a bank account will continue to be debited until all debt has been satisfied. Transcripts will not be sent to anticipating schools until all debts have been satisfied. If after 90 days the tuition has not been paid in full the school will pursue restitution in small claims court. All parents sign a legal and binding contract agreeing to tuition terms and as such Prep-Villa will prevail in small claims court. All registrations and deposits are nonrefundable.

IV. Financial Aid

Financial Aid is available at Cathedral Preparatory School and Villa Maria Academy to assist those families for whom a Prep education would otherwise be unattainable. Although financial need is the highest consideration, other factors such as achievement and performance also play a role in the decision and award process.

There are two forms which must be completed in order to be considered for financial aid: The Diocesan Bishop's Tuition Assistance Program Application and the Cathedral Prep/Villa Maria Academy application through FACTS. Both applications are on our website as early as November each year, and are also available in the Finance, Admissions/Enrollment Management, and Main Offices. These applications, along with your previous year Tax Return are due on March 1st. In order to be eligible for financial aid, you must return these documents on time and the application must contain all required documentation.

Prep-Villa has been able to distribute more than \$1 million per year in the past several years. This assistance is available through several financial sources including our Endowment, the Pennsylvania Tax Credit Program, the President's Aid, and Adopt-a-Student monies.

Additionally, Prep-Villa offers annual scholarships for the top test takers on our entrance exam and winners of topic specific essay contests. The school does not give preferential treatment to athletes and there are no athletic scholarships.

If you are able to contribute to or would like more information on our scholarship programs, please contact the Chief Administrative Officer at 453-7737, ext. 2226

BELL SCHEDULES

Cathedral Preparatory School & Villa Maria Academy

	<u>REGULAR</u>				<u>EARLY DISMISSAL-FACULTY MEETING</u>		
Period 1	8:03-8:53	50 min		Period 1	8:03-8:37	34 min	
Period 2	8:56-9:41	45 min		Period 2	8:40-9:09	29 min	
Period 3	9:44-10:29	45 min		Period 3	9:12-9:41	29 min	
Period 4	10:32-11:17	45 min		Period 4	9:44-10:13	29 min	
1st Lunch	11:20-11:45	25 min		Period 5	10:16-10:45	29 min	
Period 5	11:20-12:05	45 min		Period 6	10:48-11:17	29 min	
2nd Lunch	12:08-12:33	25 min		1st Lunch	11:20-11:45	25 min	
Period 5	11:48-12:33	45 min		Period 7	11:20-12:05	45 min	
Period 6	12:36-1:21	45 min		2nd Lunch	12:08-12:33	25 min	
Period 7	1:24-2:09	45 min		Period 7	11:48-12:33	45 min	
Period 8	2:12-2:57	45 min		Period 8	12:36-1:05	29 min	
				Meeting	1:30-3:20	110 min	
	<u>AM ACTIVITY</u>				<u>PM ACTIVITY</u>		
Period 1	8:03-8:47	44 min		Period 1	8:03-8:47	44 min	
Period 2	8:50-9:29	39 min		Period 2	8:50-9:29	39 min	
Period 3	9:32-10:11	39 min		Period 3	9:32-10:11	39 min	
Activity	10:14-10:54	40 min		Period 4	10:14-10:53	39 min	
Period 4	10:57-11:36	39 min		1st Lunch	10:56-11:21	25 min	
1st Lunch	11:39-12:04	25 min		Period 5	10:56-11:38	42 min	
Period 5	11:39-12:21	42 min		2nd Lunch	11:41-12:06	25 min	
2nd Lunch	12:24-12:49	25 min		Period 5	11:24-12:06	42 min	
Period 5	12:07-12:49	42 min		Period 6	12:09-12:48	39 min	
Period 6	12:52-1:31	39 min		Period 7	12:51-1:30	39 min	
Period 7	1:34-2:13	39 min		Period 8	1:33-2:12	39 min	
Period 8	2:16-2:57	41 min		Activity	2:15-2:57	42 min	
	<u>AM LITURGY</u>				<u>PM LITURGY</u>		
Period 1	8:03-8:43	40 min		Period 1	8:03-8:43	40 min	
Period 2	8:46-9:21	35 min		Period 2	8:46-9:21	35 min	
Period 3	9:24-9:59	35 min		Period 3	9:24-9:59	35 min	
Liturgy	10:02-11:08	66 min		Period 4	10:02-10:37	35 min	
1st Lunch	11:11-11:36	25 min		Period 5	10:40-11:15	35 min	
Period 4	11:11-11:56	45 min		1st Lunch	11:18-11:43	25 min	
2nd Lunch	11:59-12:24	25 min		Period 6	11:18-12:03	45 min	
Period 4	11:39-12:24	45 min		2nd Lunch	12:06-12:31	25 min	
Period 5	12:27-1:02	35 min		Period 6	11:46-12:31	45 min	
Period 6	1:05-1:40	35 min		Period 7	12:34-1:09	35 min	
Period 7	1:43-2:18	35 min		Period 8	1:12-1:48	36 min	
Period 8	2:21-2:57	36 min		Liturgy	1:51-2:57	66 min	

DRUG AND ALCOHOL POLICY PROCEDURES CHART

Situational Category	Immediate Action	Investigation	Discipline	Notification of Parent or Guardian	Notification of Authorities	Disposition of Substance
A student volunteers information to a staff member about personal drug/alcohol use and seeks help.	The staff member informs the student of available services and of the rights of minors to such help.	None	None	Only with the student's consent, parent/guardian will be informed (unless the student is in life-threatening danger, in which case parent/guardian would be notified). Parental involvement will be strongly encouraged throughout the assistance program.	None	None
A staff member suspects a student of possible drug/alcohol use but there is no violation or physical evidence.	A staff member contacts a Student Assistance Team member or Administration. Teacher observations are collected regarding symptoms of suspected drug/alcohol abuse as soon as possible. If warranted, student is informed of available services.	Teacher observations are reviewed by the Student Assistance Team. If warranted, the student, his/her locker and other possessions will be searched by an administrator and a member of the Student Assistance Team.	None	Parent guardian will be informed of behavioral problems observed.	None	None
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug related paraphernalia; on school property.	Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	The student, his/her locker and other possessions will be searched by an administrator and a member of the Student Assistance Team. Both the immediate action taken and the investigation methods used will be documented and signed by the administrator, the member of the Student Assistance Team and all staff members involved.	The student will be suspended or possible expulsion. An assessment by a drug/alcohol professional will be required within 48 hours in order to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. 2-week suspension from extracurricular activities.	Immediate conference with parent/guardian.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the police.
A student (a) possesses, uses or is under the influence of drugs/alcohol; or (b) possesses drug-related paraphernalia; at any school sponsored or school-related function.	Advisor or chaperone will immediately notify an administrator. Drugs, alcohol and/or paraphernalia are confiscated.	The student and his/her possessions will be searched by the advisor or chaperone with an adult witness present. Both the immediate action taken and the investigation methods used will be documented and signed by the advisor, chaperone and any witnesses involved. A completed report	The student will be suspended. An assessment by a drug/alcohol professional will be required within 48 hours in order to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of	An attempt will be made to notify parent/guardian immediately. When transportation is needed, it becomes the responsibility of the parent/guardian at their expense.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the police.

		must be given to the administrator and coordinator of the Student Assistance Team on the first school day after the incident. The administrator will review and sign the report.	the drug/alcohol professional resulting from the assessment. 2-week suspension from extracurricular activities.			
A student has a drug/alcohol related medical emergency.	Standard health and first aid procedures will be followed. The nurse/medical assistant and administrator will be summoned immediately. The student will be transported to a medical facility at the parent/guardian's expense. The Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	The student, his/her locker and other possessions will be searched by an administrator and a member of the Student Assistance Team. Both the immediate action and the investigation methods used will be documented and signed by all staff members involved. A completed report is given to the coordinator of the Student Assistance Team.	The student will be suspended. An assessment by a drug/alcohol professional will be required within 48 hours in order to determine the existence/extent of the student's chemical abuse problem. The student will be required to follow the recommendation of the drug/alcohol professional resulting from the assessment. 2-week suspension from extracurricular activities.	Parent/guardian is notified immediately.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the medical personnel for analysis.
A student possesses, uses or is under the influence of drugs/alcohol for the second time.	Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	The student, his/her locker and other possessions will be searched by an administrator and a member of the Student Assistance Team. Both the immediate action and the investigation methods used will be documented and signed by all staff members involved. A completed report is given to the coordinator of the Student Assistance Team.	Formal meeting with Administration. Subject to immediate expulsion.	Immediate conference with parent/guardian.	Contact with authorities will be limited to the transfer of confiscated substances.	Confiscated substance will be labeled, sealed and turned over to the police for analysis.
A student distributes any illegal drugs/alcohol.	Administrator and a member of the Student Assistance Team are summoned. Drugs, alcohol and/or paraphernalia are confiscated.	The student, their locker and other possessions will be searched by an administrator and a member of the Student Assistance Team. Both the immediate action and the investigation methods used will be documented and signed all staff members involved. A completed report is given to the coordinator of the Student Assistance Team.	Formal meeting with Administration. Subject to immediate expulsion.	Immediate conference with parent/guardian.	Police are notified.	Confiscated substance will be labeled, sealed and turned over to the police.

BULLYING GUIDELINES

Level 1 Bullying		
Physical Bullying	Emotional Bullying	Social Bullying
Expressing superiority Blaming the victim for starting conflict Grabbing items from others	Insulting remarks/gestures Calling names Dirty looks Sarcasm Teasing Rolling eyes	Gossiping Teasing others publicly Ignoring someone Excluding others from a group
Level 2 Bullying		
Physical Bullying	Emotional Bullying	Social Bullying
Verbal Threats Threatening gestures Instigating behavior Damaging/Defacing property	Insulting based on bias of size, intelligence, clothes, race, religion, gender, disability, etc. Defacing school work, or personal property of others Insulting family	Harassment using notes, text messages, email, phone, social networking, IM Posting slander in public places Playing tricks to cause embarrassment Starting or spreading rumors
Level 3 Bullying		
Physical Bullying	Emotional Bullying	Social Bullying
Hitting, Kicking, Biting, Pinching, Pushing, Pulling Hair, Tripping, Spitting, etc. Destroying property Acting Violent or in a threatening/intimidating manner Fighting	Using harassing speech, writing or other means to discriminate because of race, religion, ethnicity, gender, disability	Enforcing total group exclusion against someone by threatening others if they do not comply or conform Arranging or participating in public humiliation Retaliation for reporting harassment/bullying

Cathedral Preparatory School and Villa Maria Academy

Handbook/ Policy Acceptance Statement and

Informed Consent Agreement for Random Drug Testing

This statement must be signed and returned by the student and his/her parent/ guardian for the student to be eligible to attend Cathedral Prep or Villa Maria during the 2019-2020 School Year.

Student Name _____

Grade _____

(Please Print)

AS A STUDENT:

- I understand and agree that enrollment at Cathedral Preparatory School or Villa Maria Academy is a privilege that may be withdrawn for activities contrary to our Philosophy, Goals, and Code of Conduct.
- I have read the appropriate Handbook, policies referenced thereto and including the Random Urine Drug Testing Policy and recognize my responsibility to ascribe to and support them, even if I may disagree with them.
- I understand that when I enroll at Cathedral Preparatory School or Villa Maria Academy, I may be subjected to urine drug testing, and if I refuse, will be subject to the terms of the policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while a student within Cathedral Preparatory School or Villa Maria Academy.

Date _____

Student Signature

AS A PARENT/GUARDIAN/CUSTODIAN:

- I have read the appropriate Handbook, policies referenced thereto and including the Random Urine Drug Testing Policy, and recognize my child's responsibility to ascribe to and support them, even if he/she may disagree with them.
- I understand that my son/daughter, when enrolled at Cathedral Preparatory School or Villa Maria Academy, may be subjected to random urine drug testing, and if he/she refuses, will be subject to the terms of the policy. I have read the consent on the reverse of this form and agree to its terms.
- I understand this is binding while my son/daughter is a student within Cathedral Preparatory School or Villa Maria Academy.

Date _____

Parent/Guardian/Custodian Signature

Parent/Guardian/Custodian Name (print)

Home Phone

Work Phone

Consent to Perform Urinalysis for Drug Testing

School Year 2019-2020

We hereby consent to allow the student named on the front of this form to undergo urinalysis testing for the presence of illicit drugs or banned substances in accordance with the **Policy and Procedure for Random Urine Drug Testing of Cathedral Preparatory School and Villa Maria Academy Students** as approved by Cathedral Preparatory School and Villa Maria Academy.

We understand that the collection process will be overseen by a qualified vendor.

We understand that any urine samples will be sent only to a certified medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

We hereby give our consent to the medical vendor selected by Cathedral Preparatory School and Villa Maria Academy, their laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform urinalysis testing for the detection of illicit drugs or banned substances.

We further give permission to the medical vendor selected by Cathedral Preparatory School and Villa Maria Academy, its doctors, employees, or agents, to release all results of these tests to the Medical Review Officer (MRO) working for the medical vendor. We understand these results will be forwarded to the Assistant Vice President and will also be made available to us.

We understand that consent pursuant to this **Informed Consent Agreement** will, upon enrollment, be effective for the duration of the student's enrollment at Cathedral Preparatory School or Villa Maria Academy.

We hereby release Cathedral Preparatory School and Villa Maria Academy, the vendor and its employees from any legal responsibility or liability for the release of such information and records.