

# MADONNA HIGH SCHOOL



PARENT AND STUDENT HANDBOOK

2020-21 SCHOOL YEAR

Welcome to Madonna High School! You are part of a community of people dedicated to preparing our students to be college and career ready Catholic adults.

The success of our school and each student who is part of this community depends on the commitment to excellence and constant improvement in all aspects of our program. Each of you is a vital part of our mission.

Therefore, we not only welcome you to Madonna, but invite you into a community of faith, of Christian concern for serving others, and of lifelong learners ever striving to grow spiritually, intellectually, physically, and socially.

Mr. Jamie Lesho,  
Principal

Fr. Dennis R. Schuelkens, Jr.,  
Designated Pastor

*Parents share the responsibility for their child's understanding of the philosophy of the school and the rules that flow from that philosophy. We ask that Parents or Guardians please discuss the Handbook with their children. In this way, the family is able to participate as a unit in the life of the school. Also, refer to the Madonna re-entry plan for information and if remote learning is needed.*

### **Right to Amend**

***Madonna High School reserves the right at any time, in consultation with the CSAC, to amend this handbook and any policies and procedures to further the mission of the school. If you would like to recommend any changes, please submit your recommendations in writing (or email attachment) to the administration.***

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## MADONNA ALMA MATER

*Thy beauty hides thy spirit bold  
But both belong to you.*

*We'll sing this song till we grow old  
So shine thy beauty through*

*Hail Madonna shine so bright  
So we may see thy radiant light.*

*Hail Madonna show the way  
And may your spirit always stay.*

*Till time runs out you will grow  
And pass your wisdom on.*

*So let your spirit flow and flow  
Through every girl and Don.*

*Keep thy portals always open  
To all thy children dear;*

*And show the light of happiness  
To all undimmed and clear.*

*Hail Madonna shine so bright  
So we may see thy radiant light.*

*Hail Madonna show the way  
And make your spirit always stay.*

# MISSION STATEMENT

As a Catholic School, Madonna seeks to prepare its students for successful futures spiritually, intellectually, physically and socially in the environment of a caring community in the service of the Gospel of Jesus Christ.

## Introduction

This handbook is provided to familiarize both the student and parents with Madonna High School's philosophies, policies, regulations, academic programs and activities. All policies stated are in accordance with the North Central Association Commission on Accreditation, West Virginia School Law and the West Virginia Department of Education.

Madonna is a Catholic high school for grades 9 through 12. While financially supported by the Catholic faith community, the school welcomes students of all faiths. All Madonna students take a religion course each year, and respectful attendance at religious services is required.

Students are admitted on the basis of grades, test scores and a recommendation from the last school attended. Students may be placed on probationary enrollment based on difficulties in the areas of grades, behavior or attendance.

Madonna High School does not discriminate on the basis of race, color or national origin in the administration of educational policies, admission policies or extracurricular school administrative programs.

By the act of registering at Madonna High School, a student and his/her parents or guardians understand and agree to follow the educational objectives and practices as stated in this handbook and to observe the discipline code of the school.

Madonna High School is a member of the National Catholic Education Association (NCEA) and is accredited by the AdvancED/North Central Commission (NCA).

**While Madonna High School neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities.** An all-inclusive listing of various expectations is impossible to outline on these pages. However, activity such as harassing or bullying another student either in person or via the internet, cell phone, or other electronic devices is unacceptable and deserves special mention. **The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff or administrators, violates the behavior expected of a Madonna High School student.**

# CATHOLIC IDENTITY

## **Religious Development**

Students in the Madonna community must keep in mind that developing and nurturing a Christian atmosphere and faith is our top priority. Obedient to Christ and the Magisterium of the Catholic Church, and called forth in ministry to our youth, the primary purpose of Madonna High School is to proclaim Jesus Christ as Lord and Savior.

Catholic liturgies are offered for the entire student body and faculty on a regular basis throughout the school year. In addition, class liturgies are periodically offered. Under the guidance and supervision of the religion department faculty, students assume an integral role in the planning of school liturgies.

The Sacrament of Reconciliation, school-wide prayer services and class retreats also bolster the students' faith.

Four years of service are required to graduate and receive a diploma. A minimum of 20 hours of service each year are required of all seniors and juniors, and 10 hours of service each year are required of all sophomores and freshmen. Logs will be kept of service hours and returned to the faculty member or designee of the administration. Students should plan to complete annual requirements by the end of the third quarter of each academic year. A written evaluation of the student's service is required from those who were served by the student, listing the experience and time spent performing each individual service.

The religion requirements may not be waived for non-Catholic students. The primary focus of a Catholic school is to transmit Christian Doctrine. All students at Madonna will take the required religion courses for graduation.



# **ADDENDUM 2020 - 2021 PROTOCOLS DUE TO COVID-19**

## **Mask Rules Related to COVID-19**

- The face masks/gaiters are to be worn covering nose and mouth at all times when in the building
- Masks are required to be plain white, navy blue, black, gray, the professional issue medical grade disposable mask, or officially issued by Madonna High School (logo)
- No inappropriate sayings or propaganda are to be worn on masks at any time.

## **School Arrival**

- Signage will be posted requiring those who have been symptomatic with fever and cough to not enter the building.
- All students must enter the building through back doors with face covering on, no exceptions.
- All students will be required to take temperature upon arrival. Any temperature 100.4 degrees or higher will be immediately isolated and parents notified to pick them up.
- All students will be required to fill out COVID-19 form on RenWeb upon arrival everyday.
- Non-symptomatic students will go to their lockers following the designated arrow direction and then immediately report to their first period class. At all times students must follow directional markings on the floor and are not permitted to congregate in the hallways.
- Non-essential visitors and activities in the building are not permitted.

## **Return to School Following Illness**

- In order to return to school a person must answer **YES** to all the following:
  - 1. Has been at least 10 days since the student first had symptoms***
  - 2. Has been at least 3 days since student had fever (without using fever reducing medicine)***
  - 3. Has been at least 3 days since the student's symptoms have improved, including cough and shortness of breath?***

**\*\*\*\* Additional General Covid Related Rules Madonna High School has implemented: Please refer to West Virginia Schools Re-Entry Toolkit: [wvde.us/COVID19](http://wvde.us/COVID19). Due to the fluid nature of this, requirements and protocols are subject to change.**

## **PUBLIC RELATIONS**

Madonna High School recognizes that the school exists as an integral part of the community and cannot be separated from it. The school further believes that the success of the school's programs will depend largely upon the effectiveness of the administration, students, and staff working toward common goals. A continuous program of two-way communication is essential. We therefore affirm as the policy and goals of Madonna High School our commitment to:

- Develop, implement, and maintain an organized and continuing program of improved communication both internally, with the staff, and externally with students, parents, members of the community, state and nation.
- Keep the staff and members of our community accurately informed, through appropriate means of communication, on the planning, policies, programs and challenges of the school.
- Solicit the advice and counsel of staff, students, parents and citizens on basic issues through appropriate channels of feedback and advisory councils.
- Charge the administrative, instructional, and operational staff of the school with the duty to carry out public relations as an integral part of regular activities and responsibilities.
- Cooperate in every reasonable way with the news media, as the primary purveyors of public information, recognizing their right to all the facts and their responsibility to publish these facts in full. (NOTE: Information of a strictly personal nature shall not be released without the consent of the individual or the parent in the case of a student who is a minor.)

# TUITION AND FINANCIAL AID PROCEDURES

## Tuition and Fees for 2020-2021 School Year

### Catholic

Single Student: \$5,900.00

Second Student: \$3,800.00

All Additional Students: \$3,800.00

Active members of a Parish will get \$750 off Tuition

### Non-Catholic

Single Student: \$6,300.00

Second Student: \$3,800.00

All Additional Students: \$3,800.00

### Fees Schedule

Activity Fee: \$50.00

Technology Fee: \$25.00

Book Fee: \$25.00

### Financial Policy

Any student with a financial balance on his/her account as we approach the end of a grading period may be prohibited from completing the grading period and have all grades reported as "I" for incomplete. Students may not be allowed to take exams until financial obligations are met, resulting in incomplete grades for which semester credit cannot be given. Financial balance may include: retribution for lost, damaged, or stolen school materials, and tuition and fees balances. Students may also face disenrollment from Madonna High School, suspension from all school-related activities, ineligibility for athletic participation and/or withholding high school diploma.

Students who are returning the following year with an unpaid balance, may not be permitted to participate in athletic programs or any extracurricular activities until the outstanding balance is paid.

No student may participate in summer or fall sport sessions without being registered for the following school year.

## **Financial Assistance Procedures**

Financial assistance is available to all eligible students attending Madonna High School. All students, Catholic or non-Catholic, must apply for aid from the Wheeling-Charleston Diocese before they will be considered for financial aid through funds available at Madonna. Appropriate financial aid forms are available in the office as well as on the school's web page. A committee composed of the school principal and designated pastor will review applications for Madonna's assistance funds.

Financial assistance will be awarded based on the following:

*\* Proper completion of all required materials, including letters of recommendation, completed application on file with the Diocese, and a 1040 tax form*

*\* The financial needs of the individual applicant. This need will be based on family size, 1040 tax form, and the number of children in school as well as the student's grade point average and standardized test scores.*

The administration will notify scholarship recipients.

Students receiving financial assistance are expected to sign a tuition assistance agreement to maintain certain academic and conduct standards in order to remain eligible for assistance. Any failure to comply with these standards will result in a loss of any financial assistance.

# ACADEMICS: GRADING AND COURSES

## Graduation Requirements

Computer Science	1 credit
Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Religion	4 credits
Physical Education	1 credit
Health	1 credit
Fine Arts	1 credit
Electives	5 credits
Total Credits for Graduation	29 Credits

All courses taken beyond the requirements in each subject area will be counted as electives. In addition, four years of service are required to graduate and receive a diploma (see “Catholic Identity”).

## Curriculum Guide

A year-by-year credit requirement outline is listed in the Curriculum Guide which can be found on the Madonna website. Students are required to earn credit for the above basic academic subjects as a requirement for graduation from Madonna High School.

Students of Madonna High School are offered subjects which cover the traditional course offerings of college preparatory, general curriculum, fine arts, and selected business and vocational areas. These courses are geared to accommodate individual differences and ability levels and to give a truly balanced education in terms of theology, sciences, mathematics, languages, and the humanities. All students will be registered for the equivalent of eight credits per year. Seniors are allowed to have one unscheduled period, though they are permitted and encouraged to have a full schedule.

## Grading

In order to obtain credits necessary for graduation, students must successfully complete 29 credits.

A passing grade must be received in both semesters of a yearlong course. Students who see they are in danger of failing the first semester should contact their teacher no later than one month before the end of the semester. Letter grades will be used for all subjects taken as requirements to meet graduation

needs. Any incomplete work not made up within 3 weeks after an extended absence results in a failing grade.

Courses may be dropped or added within the first ten days of school, but changes cannot be guaranteed and are subject to available alternatives in the Madonna schedule.

## Grading Scale

Madonna High School uses a 5-point grading system.

Each teacher is required to calculate grades accordingly based on a point system which converts grades to percentages. This is to ensure the student receives consistent and accurate results on grades.

The grading scale effective for 2020-21 is:

Percentage	Grade	GPA	Honors G.P.	*AP / College Level G.P.
93-100	A	4.0	4.5	5.0
85-92	B	3.0	3.5	4.0
77-84	C	2.0	2.5	3.0
69-76	D	1.0	1.5	2.0
0-68	F	0	0	0

\*AP and College classes are on a 10-point grading scale (90-100 = A).

## Top Ten

The Top Ten of the graduating class will be determined using the weighted grading system. The school reserves the right to close out the grading period early for purposes of determining the Top Ten for publication purposes, but the final grades will determine such ranking for commencement and final transcripts. Students must be graduating “with honors” to be considered for Top Ten, Valedictorian or Salutatorian. **Beginning with the class of 2021 any ties in the top ten including Valedictorian/Salutatorian will be determined by both the 1st and 2nd semester percentages.**

## Progress Reports

The purposes of progress reports are:

- To provide parents and students with a warning regarding inadequate academic performance, behavior concerns and/or attendance performance.
- To permit the students and parents to be aware of this performance and the fact that failure in this subject is possible.
- To encourage students to take suggested means toward improvement.
- To keep parents and students informed of the progress of a student in a particular subject area.

Progress reports will be sent home at the halfway point of the quarter. Each teacher is asked to evaluate each student in his/her class. Any student who meets the following criteria is to be given a report:

- If the student is failing a subject.
- If the student has a grade of “D” and is not working to ability level.
- If a substantial difference exists between demonstrated performance and actual achievement.
- If the student has dropped more than two letter grades since the last marking period.
- If the student engages in inappropriate classroom behaviors, compromising the learning environment.

All progress reports will be emailed to the parents or guardian at the address listed in the school’s database. Teachers may ask for progress reports to be signed and returned.

Progress reports may be issued after the official halfway point for students who were doing well at the time progress reports were originally sent, but whose academic status or behavior later meets one or more of the above criteria.

### **Semester Exam & Exam Exemption**

All Madonna students are required to take end of semester exams in each course. All of the following criteria must be met for a senior to qualify for an exam exemption:

- Senior students who have an “A” average in the class during the semester may be exempt from the semester exam.
  - College level courses may not be exempted as part of this policy.
  - College and AP students must take their respective exams. See cost under fee schedule.
- In order to receive exemption, seniors must also have no more than the equivalent of three (3) unexcused class absences for the semester.
  - Three (3) unexcused class tardies are the equivalent of one (1) unexcused class absence.

College and AP students must take their respective exams. See cost under fee schedule.

## Honors Program

Based upon grades and faculty recommendation the students of Madonna High School may take honors courses to further enhance their education. These courses are designed by the faculty to provide an in-depth analysis and study of additional topics within the curriculum. Students that successfully complete 10 honors courses may be eligible to graduate with honors. Students that successfully complete 12 honors courses may be eligible to graduate with distinguished honors. The student's diploma and transcript will note that the student did complete the requirements of the honors program. In addition, at Commencement, the student will wear a gold honor hood with the Madonna cap and gown.

- **Beginning with the class of 2022 you will need to complete 14 honor courses to graduate with Honors and 19 honors courses to graduate with Distinguished Honors.**

### Criteria to Obtain an Honors Credit

- Students must have a grade of "A" or "B" in the regular coursework to be eligible for an honors class
- Students must complete all honors assignments in a timely fashion and according to the criteria established by the faculty.
- Students must maintain a grade of "A" or "B" in the honors portion of the course.
- If the student does not meet the above criteria, the course will be listed as "honors" on their transcript, but will not count toward the total number needed to graduate "With Honors".

### Criteria to Graduate with Honors

- Students must have an overall GPA of 3.0 or higher in all courses.
- Students must have earned 10 honors credits. If the student earns a grade of "C" or lower in an honors course, that course will not count toward the total needed to graduate "With Honors".
- Transfer students may transfer a maximum of 3 honors courses to Madonna, at the discretion of the administration.
- All college-level courses at Madonna High School will be counted as an honors-level class towards graduation with honors.



## **Criteria to Graduate with Distinguished Honors**

- Students must have an overall GPA of 4.0 or higher in all courses.
- Students must have earned a minimum of 12 honors credits with no grade below a “B” to be considered for “Distinguished Honors”.
- “Distinguished Honors” students will be recognized at graduation by wearing a gold hood with 2 stars.

## **Early Entrance/Dual Credit Courses**

All students taking College Early Entrance/Dual Credit classes taught at Madonna will receive a grade at Madonna High School as well as a grade at the partner college (WVNCC). All college-level courses transferred to Madonna will become part of the student's overall grade point average for calculation in the class standings.

## **National Honor Society**

The Monsignor Murphy Chapter of the National Honor Society is an organization that recognizes and encourages academic achievement and strives to develop the characteristics of character, service and leadership. Through chapter activities, members maintain and extend the qualities that won them selection. Thus, membership is an honor and a commitment.

Membership in the National Honor Society is reserved for juniors and seniors with a cumulative unweighted GPA of **3.5** or higher who have demonstrated exemplary character, service, and leadership. Membership is determined by faculty survey and faculty selection committee majority vote. Specific selection procedures are outlined in the chapter by-laws. Students who hope to be selected for membership should not only focus on maintaining the required GPA but should also maintain a record of their various service and leadership activities, both in the school and in the community.

Appeals on National Honor Society admission may be submitted in writing to the sponsor of the organization who will turn the appeal over to the administration for review.

## **Prefect System**

Beginning with the class of 2021, prefect selection is based on grade point average, attendance, service, participation in clubs, activities and athletics. The student will be driven, inspired, determined, dedicated, energetic, dynamic, and reliable.

### Class of 2021

- Service Hours > 75
- Lettered in athletics twice
- GPA > 3.75
- Actively participate in 1 club with letter of recommendation from sponsor on significant contribution toward the club
- Essay on topic selected by Administration (i.e.; Benefits of a Catholic education)
- Take 1 AP Class

### Class of 2022 (same as class of 2021 except)

- Service Hours > 100
- 1 service/leadership camp/event from approved Madonna list
- Take at least 1 AP Class with an “A” in the class or a score of 3 or higher on AP exam

### Class of 2023 (same as class of 2022 except)

- Service Hours > 125
- Take 2 AP Classes with an “A” in both classes or a score of 3 or higher on one AP exam

### Class of 2024 (same as class of 2023 except)

- Service Hours > 150

***\*\*Service Hours must be approved by Madonna High School Administration to be considered toward valid count of necessary Prefect hours. Determination of candidates for Prefect recognition, based upon above requirements, will be made by Madonna High School Administration.***

### **Online Management System**

Madonna partners with an online management system called FACTS/RenWeb.com. It provides Madonna students and parents with the following:

- Online grade book.
- Online conduct report.
- Calendar of homework, assignments and tests.

Each family will be provided an account for this service at the beginning of the school year. Teachers will input grades for student work weekly. Students and parents are encouraged to log in regularly to monitor student progress.

# **ACADEMICS: MISCELLANEOUS INFORMATION**

## **Hours of Instruction**

School begins each day at 7:45 am. The warning bell for students will ring at 7:40 am. The school day ends at 2:35 pm. On days when a special schedule is required (such as two hour early dismissals or two hour delays), this schedule will be adjusted.

## **Guidance Services**

The guidance program provides various services to enhance and support the philosophy of the Christian community of Madonna High School. Information and skills-training are made available to assist students, as well as their parents, the faculty and staff in developing self-understanding for religious, academic, emotional, and social growth. This establishes a foundation for the student to make realistic educational, career and personal decisions.

This is accomplished through:

- Educational and career planning.
- Brief individual and group sessions with students, their families and/or faculty.
- Prevention and intervention strategies and referrals.
- Conferences with administrators, teachers, parents, community resource personnel, and college personnel.
- Planned assessments and result interpretation to aid in determining academic strengths and weaknesses along with student interests and needs.

Students, as well as parents, faculty, and staff, are encouraged to utilize the guidance department. If a student wishes to visit the guidance office, he/she must obtain written permission from his/her teacher for that time. Parents are asked to call and schedule an appointment.

## **Student Records**

Madonna High School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. The provisions of this amendment respect the rights of noncustodial parents. In the absence of a court order to the contrary, Madonna will provide the noncustodial parent with access to the academic records and to other school related information (report cards, discipline records, newsletter) regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Standardized Testing**

Freshman and Sophomores will take the NWEA test throughout the school year.

Students will take the PSAT in October of their freshman, sophomore, and junior years. There will be a modest fee for the PSAT. The scores from the junior year will be used as the National Merit Scholarship Qualifying Test scores that can lead to scholarship opportunities.

The ACRE test is taken by juniors early in the fourth quarter. The ACRE test is a measurement of our students' understanding of Catholic doctrine. It is a valuable tool for reviewing and improving our religious education curriculum.

## **Academic Probation**

A student may be placed on academic probation, which may also include disciplinary probation when appropriate, if the student's academic performance might endanger progress toward promotion to the next grade or graduation. A contract will be developed by the guidance counselor or principal and will be signed by the parents, student, and the principal. Failure to meet the expectations of the contract could lead to additional consequences up to and including expulsion.

## **Student Driving Regulations**

All students who drive to school are expected to fulfill the following conditions:

- Students must obtain a parking pass and register their vehicle in the office
- Follow safe driving practices and exercise courtesy at all times
- Drive no faster than ten (10) miles per hour on campus
- Park in school-authorized parking areas only. Any student who is found parking his/her car in an unauthorized area of the school grounds will be asked to move their vehicle and given a warning. Students continuing to park in unauthorized areas may lose driving privileges for the remainder of the semester.
- Parking area for students is behind the school from the end of the building to the wrestling room.

## **Field Trips**

Permission slips are required for all field trips. Only the school-designed slip which specifies trip details and educational purpose will be accepted. Chaperones and volunteers must be 100% compliant with "Protecting God's Children"/Virtus. Virtus is an online class that anyone who is going to be around children must take.

## **CO-CURRICULAR ACTIVITIES**

We encourage all students to participate in the wide variety of co-curricular activities. These activities, which include numerous clubs, athletic activities, and special events, promote responsibility, teamwork, leadership, and intellectual development in ways that might not be part of regular classroom activities.

### **Academic Eligibility**

Because of the obvious emphasis on academics, students involved in co-curricular activities are required to maintain good grades in order to participate. Madonna High School's academic policy mirrors the policies of the West Virginia Secondary Schools Athletic Commission (WVSSAC) bylaws.

Students must have at least a 2.0 semester GPA to participate in co-curricular activities. If a student's GPA is below 2.0 for a particular semester, that student will be ineligible for the following semester. All courses are counted in the GPA. A student who is ineligible may regain eligibility if he/she attains a 2.0 GPA for the mid-semester (quarter) grading period.

### **Eligibility and Daily Attendance**

Students must be present at least four (4) full periods in order to participate in co-curricular activities that day. Exceptions can be made by the administration for special circumstances such as documented doctor's appointments or family circumstances that are communicated to the administration at least one day prior to event or game day. Early dismissals on event or game day also require administrative approval.

### **Appointments**

Any scheduled appointments should be scheduled for after school hours. Coaches and moderators, supporting the importance of instructional time during the school day, will not penalize members of teams or groups who schedule appointments after school to avoid missing class time. Please make an effort to schedule appointments so that they do not interfere with co-curricular activities by scheduling such appointments on days the team or group is not meeting, practicing, or competing.

If you have any questions about these requirements or their interpretations, please contact the athletic director or principal.

## **Athletic Programs**

Madonna currently competes in the following varsity sports. When the number of participants in a sport is sufficient, we try to field sub-varsity teams.

### **FALL**

Football  
Girls Volleyball  
Girls Soccer  
Golf (Co-ed)  
Cheering  
Cross Country

### **WINTER**

Boys Basketball  
Girls Basketball  
Wrestling  
Cheering

### **SPRING**

Baseball  
Softball  
Track  
Tennis

Students may participate in more than one sport in a given season according to the following guidelines:

- The student-athlete must have the consent of both coaches.
- The student-athlete must choose a primary sport at least one week before the first competition.
- Once a primary sport is chosen the decision cannot be changed.
- If three or more contests conflict between the two sports, the student may not compete in both sports.

## **Clubs and Organizations**

Madonna High School offers a number of clubs and organizations to enhance students' educational experience. Some activities will be inactive in a given year, while other new activities or organizations might be formed. At this time, these organizations include:

Art Club  
Geek Club  
Interact Club  
National Honor Society  
Pep Club  
Pro-Life Alliance of Youth (PLAY)/ Prayer Club  
Science Club  
Student Council  
Students Against Destructive Decisions (SADD)  
Drama Club

# DISCIPLINE

## Introduction

What if we start to look at *discipline* as *discipling*? It changes the focus. It becomes less on punishment and anger and more on correction and guidance. What a blessing for our children when we discipline in love, according to God's perfect wisdom!

Every action has a consequence. Consequences are not necessarily bad. For example, if you overeat or park in a no-parking zone, there is a consequence for that action. Study hard, save money or show kindness and there is a consequence for that action. By a student choosing an action that violates this **Code of Conduct Policy**, they have chosen to accept the consequence of that action.

**“Blessed is the one you discipline, LORD, the one you teach from your law”  
Psalm 94:12**

To discipline is to teach. Properly understood, discipline is not crowd control but character education, with self-discipline as its ultimate aim. No aspect of character education is more basic to creating a school of character.

In our school, as in our community, we work together. The code of conduct for our students is based on our philosophy of providing a quality education in the framework of our Catholic tradition. Each component of our school community, in conjunction with our families, is committed to the welfare of the children, their growth in our faith and their academic achievement.

Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume his/her responsibilities and be in more control of his/her conduct, helping him/her to grow progressively in self-competency and maturity. Discipline promotes genuine character building.

## Conduct of Students

Madonna High School believes that each student is unique and that each has special talents to develop in himself and to use for others. The school strives to assist in the development of these talents in young men and women who will be capable of exercising responsible freedom and a person who will learn to fulfill his obligations to God, his neighbor, and her/himself.

Madonna seeks to develop the potential of a student through the spiritual, academic, cultural, social, and physical opportunities available to him or her. To achieve this end, the school must be able to rely upon the student to foster its spirit and advance its purpose and goals.

The following regulations are set down as guides to the student as they develop their potential, learn to order his/her life, and acquire a sense of cooperation with, and respect for, those with whom he/she must live and work. The disciplinary procedures noted herein are not exclusively a system of punishments for guilt incurred; rather, they are learning experiences that create healthy attitudes.

Disciplinary sanctions are used not only to maintain proper order, but also to educate developing adolescents who are striving for the goal of self-discipline. The student's careful study of these regulations and his earnest efforts to fulfill them will help to create the spirit which Madonna desires.

### **Attendance**

Regular attendance at school and diligent application to study are essential to a student's success at Madonna. Parents are requested to cooperate with the school in both areas.

### **Absence from School or Class**

A student has a serious obligation to report to all of his/her classes. Any unforeseen absence is to be reported by the student's parent or guardian by calling the attendance phone line at (304) 723-0545 **before 8:00 a.m.** on the day of the absence. The person reporting the absence should leave his or her full name and relationship, the student's full name and grade level, the reason for his absence, and a phone number where you can be reached.

A student who has been absent must, on the day of his return to school, first report to the office to present a note written and signed only by a parent or guardian giving the reason for the absence. Should the reason for the absence be a medical appointment, a doctor's note in lieu of a parent's note will be accepted.

Students must be present at least four (4) full periods in order to participate in co-curricular activities that day. Exceptions can be made by the administration for special circumstances such as documented doctor's appointments or family circumstances that are communicated to the administration at least one day prior to event or game day. Early dismissals on event or game day also require administrative approval.



Exceptions to this policy, considered excused absences, are:

- Absences caused by participation in school-sponsored activities or athletic event in which the school and student is participating
- Extended illnesses—illnesses of three (3) or more consecutive days—must be verified in writing by a physician. A doctor’s excuse is not needed for one (1) or two (2) day illness.
- Seniors are permitted three (3) college/university visits during their senior year. Verification of the visit in writing on letterhead stationery from a college/university official must be provided to the discipline office.
- Death in the family
- Legal obligation with verification

### **Make Up Work Policy**

Students will have the opportunity to make up any work missed due to an excused absence. The following provisions shall be made:

- It is the responsibility of the student upon returning, or prior to leaving if the absence is known in advance, to contact the teacher for any make-up work and complete such work in the time period allotted as noted below.
- It is the responsibility of the teacher to provide make-up work and to inform students of the procedures to be followed in obtaining and completing work.
- A student shall be given the number of days missed to complete all make-up work. For example, if a student missed three (3) days of school, he/she will receive three (3) days to complete any make-up work. A maximum of five (5) days will be given to complete make-up work, unless an extension is granted by the individual teacher.
- If a student arrives late for school, he/she is responsible for contacting the teacher on that day to turn in any scheduled work due on that day. (Late Arrival Form)

**Any student absent on the day of a test will be required to take the test upon return with no additional days allotted.** Exceptions to this policy will be determined by the administration in consultation with appropriate faculty.

**Failure by the student to contact the teacher or make-up work within the time allotted in this policy may result in a zero (0) for the work not completed or points deducted from your grade.**

A student who is absent from school or any class period without an excused reason may receive a “zero” for all work in the classes he missed. Students are responsible for material covered during their absence. **Family vacations or trips are ordinarily not considered excused absences.** If a student’s absence is excused,

the teacher is not obligated to teach the student privately, but the student cannot be denied the opportunity to complete assignments and tests for credit. The student is encouraged to do the work he/she will miss prior to the absence.

Should school personnel become aware that false information has been presented with regard to absences/tardiness, disciplinary action will be taken. In addition, the absence/tardy may be considered as unexcused and the student may receive a grade of zero for all work in classes he missed.

Absences, excused or unexcused, exceeding ten (10) days in any semester will be considered excessive. When a student accumulates ten (10) absences in a specific class, in any semester, he/she may drop one letter grade for the semester for that course. **This 10-day policy includes all common excused absences due to illness, doctor's visits, family outings, emergencies and other absences deemed appropriate by the administration.**

### **Late for School or Class**

Tardiness must be reported by calling (304) 723-0545. The person reporting the tardiness should leave his or her full name and relationship, the student's full name and grade level, the reason for tardiness, and a phone number at which to be reached. A student who is late for school must report to the office immediately — before attending homeroom/class. A student who is late for class during the day must report to that class as soon as possible.

A student who has an excused reason for being late is expected to be in school at least by the end of fourth period; otherwise, he will not be allowed to attend classes for the rest of that day. This will also include no extracurricular activities, including dances. Exceptions may be granted in cases of medical appointments, etc., which sometimes run longer than expected. If this is the case, a doctor's note is required.

Tardiness is ordinarily not excused, and an after school detention will be assessed for fifteen (15) minutes the day of the tardy. When a student is tardy to school or class three times during a semester, he or she will be required to serve a Penance Hall for tardiness at 7:00 a.m. on the following day. Additionally three (3) tardies to school or class are considered one (1) day of unexcused absence from school.

## **Leaving Campus/Exit Visas**

Students are not to leave campus at any time during the school day without the express permission of the **Madonna High School Administration**. Permission will not be given without a prior written request from a parent or guardian. A student who becomes ill during the school day will not be released without (1) permission from his parent or guardian and (2) a properly completed and signed Exit Visa from the discipline office.

Appointments should be scheduled **outside of school hours**. If this is not possible, a note from a parent or guardian and a properly executed Exit Visa must be submitted before school the morning of the appointment. Upon returning to school, the student must check in with the discipline office before returning to class.

- Driver's licenses must be obtained outside of school hours.
- Appointments for seniors pictures must be scheduled outside of school hours.

# STUDENT CONDUCT

## Dress Code

The following dress code will be applicable to every Madonna student at all school events. These activities include, but are not limited to, summer camps, service projects, etc. In the interest of good grooming, a student is to have neat, clean, properly combed hair of moderate length and style. Extreme hairstyles/hair colors or exotic faddish haircuts, as determined by the administration, will not be permitted. No body piercings permitted, except for females (the rule outlined specifically under Ladies Section). Wigs are not permitted. Medical alert and religious bracelets and appropriate watches are the only items allowed to be worn on the wrist while in uniform.

The dress code outlined below is an important part of Madonna High School and the discipline we strive to attain. Those who choose not to follow the dress protocol will be subject to serving a Penance Hall the following morning.

## Dress Code for Gentlemen

All polo shirts, fleece half-zip pullovers, gray crew neck sweatshirts, and sweaters must be Madonna issued. Madonna approved dress pants, belt, dress shoes, and socks must be worn. **Shirts must be tucked in at all times.**

- Dress pants must be Dockers-style “Classic Fit” in navy blue **without stitch designs or rivets.** Sports slacks are not permitted.
- Madonna polo is required to be worn at all times under fleece/sweatshirt/sweaters.
- A solid white t-shirt is to be worn underneath your polo shirt with **no lettering or pictures.**
- A dark brown or black belt must be worn with pants at all times and pants must fit snug around the waist.
- Socks are required to be white, blue, or black and must be worn at all times with brown or black oxfords or loafers, as well as navy blue and charcoal gray dress shoes are permitted. **Tennis shoes, hiking shoes, work boots, white soled shoes and sandals are not permitted.**
- Shoelaces must be black, brown, or dark blue.
- Hair, when fully extended, may not touch the shirt collar, eyebrows, or ears.
- The face is to be clean-shaven.
- Jewelry, such as large neck chains, earrings, etc., are not acceptable at school or at any school functions.

## Dress Code for Ladies

All polo shirts, fleece half-zip pullovers, gray crew neck sweatshirts, and sweaters must be Madonna issued. Madonna approved dress pants, skirt, belt, dress shoes, and socks must be worn. **Shirts must be tucked in at all times.**

- Slacks must be Dockers "Go Khaki" in navy blue **without stitch designs or rivets.** A dark brown or black belt must be worn with pants at all times.
- Madonna polo is required to be worn at all times under fleece/sweatshirt/sweaters.
- A solid white t-shirt or white undergarments are to be worn underneath your polo shirt with **no lettering or pictures.**
- School approved skirts must be plaid, navy blue or grey and purchased from Schoolbelles; the skirt must be no more than **3 inches above the knee.**
- Dark brown or black oxfords or loafers, as well as navy blue or charcoal gray dress shoes: "Madonna knee socks," navy blue or gray knee socks, solid white, navy or gray nylons, as well as white knee socks.
- **Tennis shoes, hiking shoes, work boots, UGGS, sandals, white soled shoes and moccasins are not permitted.**
- Stud earrings (of limited size) may be worn on top portion of the ear, as well as the lobe. Small hanging earrings may be worn from the lobe.

## Dress Code Options for Ladies and Gentlemen

The following options to the basic uniform are permitted:

- School sweaters and vest sweaters must be purchased from Schoolbelles and may be worn at any time as needed.
- **No hoodies may be worn during the school day. School polo must be worn at all times.**
- Outside apparel is not permitted during school hours. This includes but is not limited to jackets, coats, gloves, leg warmers, jean apparel, hoodies, sweatshirts, flannel shirts, or blankets.
- Hats are not to be worn at any time.
- Tattoos and/or body piercing that can be rendered visible by the regular school uniform and/or Basic Street or dress clothes are prohibited. Tattoos may not be covered with band-aids or wristbands.

## Casual Dress Days and Days of Special Dress

Throughout the school year, either the entire student body or specific groups of students may be permitted to dress down or dress for special occasions such as dress up days, St. Patrick's Day, school spirit days, or other designated days. On these days, students are permitted to be out of school dress code, but the following dress code rules will be in effect at all times:

- On casual dress days or special dress days, students are required to dress according to them. Students choosing not to dress to the theme must be in regular dress code (uniform) or will serve a Penance Hall and will lose casual dress privileges for the remainder of the school year.
- **Earrings refer to above mentioned policy under Ladies Dress Code.**
- Clothing that advertises drugs, alcohol, tobacco, offensive or anti-christian messages may not be worn.
- Pants with holes in them or hang below the waist are not permitted.
- Skirts and dresses must be no more than **3 inches above the knee.**
- Shorts must reach to at least a finger length as determined in the standing position.
- Halter tops, tank tops, mid-drift tops or sundresses are not permitted. Shirts showing midriffs or cleavage or see-through clothing are not permitted.
- Tight fitting clothes, such as yoga pants and leggings are not permitted.
- For safety reasons, flip-flops or other open back footwear may not be worn.

## Harassment/Bullying

Everyone deserves to be treated with dignity and respect. If a student is harassed or bullied, or is a witness to the harassment or bullying of a fellow student, he/she should report it to the discipline office. Harassment of any kind may also be reported at (304) 723-0545.

## School Functions

Excellent conduct is expected of Madonna students at all times. The use of vulgar, profane, or abusive language or disrespectful or discourteous behavior will not be tolerated either on or off campus. This includes language and behavior at athletic contests, pep rallies, dances, and other school activities. Students who violate this policy will be subject to disciplinary actions.

Applicable dress code regulations are enforced at all school functions.

During the school year, Madonna sponsors dances for the enjoyment and social growth of the students. Appropriate behavior and dress are always expected of

each student. Specific regulations for particular dances — especially time of arrival and departure — will be announced by the discipline office. Students must arrive by the announced lock-in-time and remain until the dance is over.

### **Alcohol and Drugs**

Madonna acknowledges that alcohol and drug use is common in society and among adolescents. Young people who use these substances are being adversely affected spiritually, intellectually, emotionally, physically, and socially, and are not acquiring the skills needed to cope with life as adults. Therefore it is beneficial to both the school and the community at large that Madonna encourages its students, through education, prevention, and intervention, to remain alcohol and drug free and to learn to solve their problems constructively.

Madonna does not tolerate the possession, consumption, or distribution of alcoholic beverages or drugs by students on campus or at any school-related activity, nor does it allow a student judged to be under the influence of alcohol or drugs to attend school or school-related functions. Drug paraphernalia is prohibited on campus and at all school-related functions.

### **Tobacco Products**

The use or possession of tobacco products or vaping products is not allowed while on campus, at any school functions, or while traveling to or from Madonna High School.

### **Vaping Policy - Possession & Use**

- 1st Offense - Confiscate, Call Parents & OSS
- 2nd Offense - Confiscate, Call Parents, Education & OSS x2
- 3rd Offense - Expulsion from School

### **The Campus**

Courtesy and concern for the school require that the campus be kept clean and free of litter. A student who defaces, marks, or damages school property will be subject to disciplinary action.

Students are allowed in the classrooms, gymnasium, physical education building, and office only in the presence of a supervisor. If a teacher or substitute is not present for a scheduled class, students should remain in the class area while one of them reports the situation to the principal's office. Students should not sit on desktops, tables, windowsills, or bookshelves. During school hours there should be no loitering or studying in the corridors or on the front steps, gym, or outer perimeter of the school.

**No food or drink**, except water in a clear container with a lid, is to be consumed in any area other than the cafeteria. Chewing gum is not allowed at any time.

### **The Cafeteria**

It is the responsibility of the students to keep the cafeteria clean and orderly at all times, which includes cleaning your eating area, disposing of trash, unstacking/stacking chairs.

### **Electronic Devices**

Electronic devices other than Chromebooks are not to be used and are to remain in the lockers during the school day. Such devices include, but are not limited to, cellular phone, MP3 players, iPods/iPads, smart watches, Fit Bits and digital cameras. The use of these devices is prohibited during class time. Though they are permitted at your lockers between classes and at lunch. If a electronic device listed above is visible during class hours:

- 1st Offense - Lost Phone (that period) & Penance Hall
- 2nd Offense - Lost Phone or Device (for remainder of day) & Penance Hall
- 3rd Offense - Lost Phone or Device (for remainder of day) & 2x Penance Hall

### **Telecommunication Acceptable Use Policy**

Per diocesan policy, the purpose of instructional technology is to support the mission of the school and, therefore, benefit the programs, students, and staff. The use of this technology, and any material or content accessed, is a privilege, not a right. All use of technology is subject to monitoring by the school.

The internet, in particular, is a tremendous resource that can have numerous benefits in education. The nature of the “world-wide web” of the internet results in content that is not educationally appropriate and offers opportunities for irresponsible behavior. All organizations that permit technology and internet access have acceptable use guidelines. In a high school setting, these guidelines tend to be more restrictive than they would be anywhere else. Because parents are ultimately responsible for overseeing what their children have access to and for the supervision of their behavior, we respect parents’ decisions as to whether to apply for internet access at Madonna High School.

In order to gain access to the internet, both the student and a parent must sign the related policy statement. While Madonna High School has taken precautions to restrict access to inappropriate content or applications, open access to the vast informational resources of the internet is a valuable educational tool and internet use or abuse may result in student gaining access to inappropriate content or



applications. Specific conditions and services offered by the school will change from time to time as a result of the rapidly changing nature of the internet. Madonna High School makes no warranties with respect to instructional technology and internet resources and specifically assumes no responsibility for:

- The content of any advice or information received by a student from a source outside Madonna High School
- Any costs, liabilities, or damages caused by the way the student chooses to use the network and/or internet
- Any consequences of service interruptions or changes, even if they arise from circumstances under the control of Madonna High School
- The privacy of internet mail, which cannot be guaranteed

**Student responsibilities include, but are not limited to:**

- Limiting the use of instructional technologies to the educational objectives established by the faculty or staff
- Maintaining strong Catholic values while sending and receiving emails and avoiding unethical, illegal, immoral, inappropriate, or unacceptable information of any type
- Following the rules of network etiquette
- Using appropriate language and avoiding profanity, teasing, bullying, or harassing language or behaviors
- Keeping personal information private
- Understanding that the content or applications accessed are the private property of the author and/or publisher
- Avoiding plagiarism of any kind and respecting intellectual property
- Using only the assigned account
- Keeping passwords and other user information private and not sharing them with anyone
- Respecting the security and restrictions built into the system and making no attempt to bypass the system security or restrictions in any manner
- Avoiding interference with or disrupting network users, services, traffic, or equipment including but not limited to distribution of unsolicited advertising, propagation of computer viruses, gaining or attempting to gain unauthorized access or entry into any protected site or machine
- Not using the IT resources for illegal, threatening, obscene, or harassing content or behaviors

Madonna High School will not be held responsible for violation of the student responsibilities listed above. Violation of the telecommunications policy may result in the suspension or revocation of a student's access to the school's IT resources in addition to disciplinary consequences that could include dismissal from Madonna High School.

## **Lockers**

Each student at Madonna High School will be assigned a locker for use. All lockers remain the property of Madonna High School and are subject to search at any time by the administration. Students may not leave lockers open or unlocked.

Students are expected to keep their lockers neat and orderly at all times. Lockers may be inspected throughout the year and may be searched at any time at the discretion of the administration. Students will be held accountable for damage to lockers due to misuse, abuse, or neglect. **Students are not permitted to carry backpacks to classes.**

# **SCHOOL DISCIPLINE AND SANCTIONS**

## **Classroom Discipline**

Teachers are responsible for discipline in their appropriate areas. Students must comply with regulations or disciplinary measures that the teachers impose. Faculty and staff members must always be addressed in a polite and respectful manner.

The teachers will be utilizing a Teacher Internal Discipline (TID) form for individual classes and will keep track of internal regulations and disciplinary measures in classrooms daily. Each student will have three (3) strikes weekly with this system. Once a student has been issued his three strikes for a week that student will be subject to a Teacher Detention that will be issued following the school day (15 minutes). This form will also be sent to the discipline office to be put on file for the student. If a student amasses a fourth strike during the week in question he will then be subject to an additional Teacher Detention, as well as a Penance Hall the following morning at 7:00 am. The student can also be 'Fast Tracked' to Penance Hall for inappropriate behavior non-conducive to classroom instruction. The TID will be a weekly measure of classroom discipline and infractions will not carry over from week to week.

A listing of potential classroom discipline issues that will be utilized for TID:

- Unprepared for class
- Eating or drinking
- Inappropriate language
- Throwing objects
- Disrespect to another person
- Causing a disruption in class
- Insubordination
- Destruction of property

## **Academic Dishonesty**

Cheating is morally wrong and is considered a serious offense at Madonna. Cheating is the improper acquisition or distribution of information pertinent to a homework assignment, quiz, test, exam, or any graded assignment. Testing procedures must be observed as preventive measures. During a quiz, test, or exam, a student may not have in his possession, or in the vicinity of his desk, any books, notebooks, materials, or electronics prescribed by the teacher or proctor. A student may not make any audible sounds, look in any direction that could be

construed as a violation of testing procedures, or communicate in any way with another student without specific permission.

A grade of “zero” for the work in question will be given if the student has committed academic dishonesty. If a student has violated testing procedures, he may receive a grade of “zero” for the work in question. Ordinarily, a first offense will also be punishable by receiving a Penance Hall. Additional offenses may merit more serious penalties, which may include suspension or dismissal. The discipline office will determine the appropriate punishment. A record of cheating offenses and violations of evaluation procedures will be maintained in the student’s file, and his parents or guardians will be notified of the offense.

### **Penance Hall**

Penance Hall (PH) will be the new form of detention at Madonna High School. In many instances, students involved in misconduct will be assigned to serve specified amounts of time in Penance Hall. Penance Hall will be utilized as a quiet time of reflection and thought. A participant in PH will have a daily assignment to be completed during the time allotted. Penance Hall usually will be held at the beginning of the day(s) following the offense. A student who is assigned Penance Hall repeatedly for the same offense or a similar offense may be subject to more serious disciplinary action.

A student who receives Penance Hall more than five times in a quarter may merit an all-day Penance Hall. A second such accumulation may result in suspension.

Co-curricular practices, games, and/or performances are not valid reasons for not reporting to Penance Hall.

The discipline office determines the seriousness of the offense and the appropriate consequence. Ordinarily one 45 minute session in Penance Hall will be given for the following violations:

- Failure to complete paperwork upon arrival to school for absence, exits, tardies, etc.
- Three (3) late arrival to school or late arrival to class.
- Going to your car during the day without permission.
- Unexcused absence from class.
- Violations of dress code.
- In halls without a permission slip signed by a teacher or a signed agenda.
- Visible possession of cell phone during class
- Parking violations
- Failure to report to a teacher when required.

- Eating/drinking in any area other than the cafeteria or chewing gum on campus.
- Failure to report to Penance Hall.
- Failure to bring a note from a teacher, parent, or guardian explaining absence from Penance Hall.

Madonna reserves the right to impose extensive discipline for any foregoing offenses depending on the nature and circumstance of the offense(s) or combination thereof.

Penance Hall will be designed to make it a meaningful time for student reflection. When students go to Penance Hall, they will be given a sheet with the following tasks to be assigned:

1. Write a paragraph on why you are in Penance Hall.
2. Write a paragraph about at least three ways you could have handled this situation differently and not be in Penance Hall.
3. Tell about your best subject in school. Tell about your worst subject. How can you improve?
4. List 5 positive qualities about yourself.
5. List 3 qualities you need to improve on.
6. Write 3 paragraphs about your life. Discuss when you were younger, your life now, and what you plan to be doing with your life ten years from now.
7. Write a paragraph about how you have helped someone else become a better person.
8. Will you be returning to Penance Hall? Write a paragraph explaining your answer.

### **Major Offenses**

The following serious offenses may merit stricter punishment and/or render a student liable to receive multiple Penance Halls, being sent home, suspension, or expulsion from Madonna High School. A student committing a major offense may also forfeit various privileges, including, but not limited to, attendance at dances, class events, co-curricular events, and other school events.

The discipline office determines the seriousness of an offense and whether or not to refer the offense to the principal for ultimate determination of punishment should the possible punishment include expulsion.

- Leaving campus without the permission of school officials.
- Excessive unexcused absence from school.
- Theft of or tampering with another student's locker or belongings.
- Vandalism of property owned by the school, a teacher, or another student.
- Repeated violations of school rules after warnings.
- Repeated instances of academic dishonesty (cheating/violation of testing procedures).
- Instances of dishonesty (lying, forgery, etc.).
- Use or possession of tobacco products while on campus at any time, at any school functions, or while traveling to or from Madonna High School.
- Disrespect, defiance of, or direct confrontation with school authorities.
- Possession, dissemination or use of alcohol, drugs, or drug paraphernalia on campus or at any school-related function.
- Being under the influence of drugs or alcohol on campus or at any school-related function.
- Use or possession of weapons on campus.
- Activities outside of school which involve unlawful and/or immoral behavior.
- Harassment (intimidation, humiliation, any physical or verbal abuse) or any type of damaging statements or behavior made to others.
- General misconduct on or off campus, which jeopardizes the good or safety of Madonna High School and our students. Also activities that are morally offensive according to the teachings of the Catholic Church and, thus, are harmful or offensive to members of the school community.

### **Students Sent Home**

In circumstances when warnings, counseling, and referral to the discipline office have proven ineffective, a student may be sent home. Such a student may not return to school until his parents or guardians have had a conference with the discipline office and with any teacher or school official who may have been involved in a given situation.

## **Student Suspension**

Suspension is a serious sanction imposed upon a student. It is intended to serve as a warning to the student that further violations of school regulations may result in dismissal.

The period of suspension may constitute one, two, or three days. During the period of suspension, the student does not attend classes, nor participates in any school activities, and may receive for the duration of his suspension a grade of “zero” for daily work but not for major tests, periodic quizzes, and projects in each class he missed. During each day of the suspension, the student will work on assignments with the intention of keeping him abreast of class work that he is missing. The student will serve his suspension in a manner determined by the discipline office. A second suspension is regarded as sufficient grounds for expulsion.

## **Student Probation**

A student will be placed on probation following a suspension. Serious misconduct by a student who is on probation, including, by way of example only, those offenses listed herein as “Major Offenses,” constitutes grounds for expulsion.

## **Student Expulsion**

A student is subject to expulsion as a result of:

- A second suspension.
- Failure to comply with the terms of probation.
- Defiance of or direct confrontation with school authorities
- Possession, dissemination, or use of drugs or alcohol on campus or at any school related function.
- Theft or other serious moral offenses.

Prior to the sanction of expulsion being imposed, a student will have the right to an informal hearing to be conducted by the discipline office, which will include our Pastor and Principal.

# **GENERAL POLICIES AND PROCEDURES**

## **General Admissions**

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin or age (in accordance with the law). Notwithstanding the foregoing, students with disabilities will be considered for admission at the discretion of the principal, considering the extent of the disability and special needs of the student and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor or the Designated Pastor of the school if a financial problem exists. Each local Catholic School Consultative Board is encouraged to have a local tuition assistance program to help families that cannot afford all or part of the tuition.

## **Health and Medication**

Madonna High School does not have the daily services of a resident nurse. Immunization records will be required for new 9th graders and all transfer students. Medical exams are required by the WVSSAC for all students wishing to compete in athletics.

## **Prescription Medication**

Prescription medication may be taken during school hours with written notification to the main office. The medication and written parental permission must be left in the main office. The prescription medication must include dosage information from the physician or pharmacist and must be in its original container and labeled with all appropriate information.

## **Child Abuse Laws**

Madonna High Schools abides by the Adoption and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.



## **Pregnancies and Student Marriages**

In the event of a marriage of a student or the pregnancy of an unmarried girl, the following guidelines are to be followed:

- Neither pregnancy nor marriage are grounds for dismissal. Madonna High School will continue to provide an educational program.
- If a pregnancy occurs, the Christian response is one of acceptance and understanding, not judgment or condemnation.
- If the student is 18, he or she is legally an adult.
- If the student is married by a church or state authorized official, he or she is a legally married, responsible adult in the eyes of the state.
- Experience has shown there is no conclusive evidence that married life and school are incompatible.
- Christian educators are in a position to help a young married student adjust to married life.

## **Abortion Policy**

The Catholic Church and Madonna High School remain steadfast in defining abortion as the taking of human life and is therefore immoral. Any student in a Catholic school in the Diocese of Wheeling-Charleston who, with full knowledge and consent, undergoes an abortion or actively assists in the procurement of an abortion shall be expelled from school immediately.

This policy is subject to the appeal process in School Policies and Administrative Regulations for Catholic Schools. During this appeal, the expelled student(s) may show cause why the expulsion should be revoked. It is through this appeal process the expelled student(s) may produce evidence of mitigating circumstances that might allow reversal of the expulsion and reinstatement to Madonna High School.

## **Emergency Procedures for Fire and Tornado**

The specific procedures to follow for fire and tornado emergencies or drills will be given to students at school, but procedures will include the following expectations:

**Fire:** The highest priority is placed on safely exiting the building. The next priority is to account for everyone who was in the building.

- Exit the building immediately. If separated from your class, find your teacher in the gathering area (usually the church parking lot).
- From class, leave silently in single file.

- The first two students to exit at any door should hold the doors for those that follow.
- Gather with your class for a roster check.
- Please remain silent to allow your teacher to call names or give instructions.

**Tornado:** As with fire emergencies, rapid response is essential. Should a tornado emergency be declared, students should follow these steps:

- When possible, go to the first floor hallway.
- Avoid the gym, cafeteria, and front and back lobbies.
- Protect your head and neck as much as possible
- Remain silent to receive further instructions.

### **Student Functions and Dances**

Throughout the year, Madonna and/or its various organizations will hold events for students, such as dances. Most of the following policies refer to dances, but apply to other functions as well.

- Students who have guests are responsible for the behavior of their guests.
- Approved dresses must be the same dress worn at the dance, any alterations to the dress during the dance may be subject to disciplinary actions.
- Inappropriate dancing of any style, especially suggesting or imitating sexual conduct, may result in the offending participants being removed from the event and could result in the interruption of the event and possibly the early termination of the event.
- Students must arrive within the first hour. Exceptions may be made with prior approval of the administration.
- Once admitted, students who leave a dance will not be readmitted and must leave the venue.
- With the exception of the Homecoming Dance and Jr/Sr Prom, classes and organizations are required to arrange for adequate adult supervision which must include Madonna faculty or staff.
- Students and guests attending the Jr/Sr Prom must be currently a Junior or Senior; if graduated, under the age of 21.
- Students must remain in public areas appropriate to the venue as directed.
- The possession or use of tobacco, alcohol, or drugs of any kind will result in offenders being removed from the event, parents being notified, and will result in other consequences consistent with Madonna's Code of Conduct.
- All attire must be appropriate for a Catholic school function. Students may not wear attire promoting policies or lifestyles involving alcohol, tobacco, or drug products, or promote ideas or actions contrary to a Catholic environment.

- Dresses, whether for Madonna students or guests, must be approved by designated Madonna staff members. Girls who arrive at the event improperly dressed will not be admitted.
- Guests must be under 21 years of age.
- Please review Dancing Guidelines before any dance. See below.

### **Dancing Guidelines**

For all school dances, students will be expected to be mindful of the principles that guide the MHS **handbook**. Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste.

All **dance styles** must comply with standards of Christian morality, including modesty and safety. School personnel will be the final judge of the appropriateness of the dance style. School personnel will confront any student behavior or dancing deemed inappropriate which includes, but not limited to, the following: front to back dancing, suggestive or dangerous dancing.

Any student participating in inappropriate dance styles will first be given a verbal warning. A second violation will result in being asked to sit for five minutes. A third violation will require dismissal from the dance. The chaperones will notify parents/guardians of the violation and subsequent dismissal. No refund will be issued. If the student does not have proper transportation home until the end of the dance, they will be required to stay, but will not be allowed to dance.

Any student or guest who is dismissed from this dance may not be permitted to attend any other dance held during this school year.

Students who are in violation of these or any school policies may also be subject to school disciplinary procedures.

### **Transportation**

In many cases, bus transportation is provided through the public school district, and students must conform to the rules and regulations of the transportation authority. Violations may result in riding privileges being suspended or revoked.

Transportation for athletic teams is provided by Hancock County Schools. Team members are required to ride to and from contests with the team on the bus.

If transportation by private car is necessary, drivers must have adequate insurance and complete a screening process to help ensure the safety of our students.

## **Fundraising**

ALL school related fundraising, including any clubs or athletics, must have the approval of the administration **BEFORE** any plans are finalized to begin the fund raiser. ANY collection, sales, or solicitation, or similar activity on Madonna school grounds or at Madonna events off campus must have administrative approval.

ALL fundraising that includes, involves, or refers to Madonna or uses the name or logos of Madonna must have administrative approval. All funds must be deposited with the bookkeeper in the appropriate account, and all expenses must be paid through the bookkeeper from the appropriate Madonna account.

## **Lockers**

Each student at Madonna High School will be assigned a locker for use. All lockers remain the property of Madonna High School and are subject to search at any time by the administration. Students may not leave lockers open or unlocked.

Students are expected to keep their lockers neat and orderly at all times. Lockers may be inspected throughout the year and may be searched at any time at the discretion of the administration. Students will be held accountable for damage to lockers due to misuse, abuse, or neglect. Students are not permitted to carry backpacks to classes. If they do not fit in the locker they may leave them with their homeroom teacher.

## **School Property**

All faculty, staff, students, volunteers, and parents are expected to assist in maintaining the function and appearance of the Madonna High School facilities. Vandalism of any type is serious misbehavior subject to consequences that can include suspension or expulsion in addition to financial responsibility for repair or loss. Vandalism includes but is not limited to writing on interior or exterior walls, lockers, desks or other furniture, school grounds, books, etc.

Prior permission is required for any type of display on the Madonna premises, anywhere on the building or grounds.

## **School Closings or Delays**

School closings or delays due to inclement weather, and in some cases due to other causes, will be announced through the following formats:

- WTOV and WTRF television stations
- On the school's website at [www.weirtonmadonna.org](http://www.weirtonmadonna.org) and linked to Facebook and Twitter
- Through our group email system

- School Reach notification through call or text message

Madonna High School will usually follow Hancock County Schools schedule for cancellations and delays related to weather related road conditions, but probably not for conditions such as wind chill that do not affect safe transportation.

### **Catholic School Advisory Council (CSAC)**

The Madonna High School CSAC is a consultative council, participating in the decision-making process. It does not have the final authority of a governing board, but the advice and assistance of the CSAC is essential to developing and implementing short and long term policies, procedures, and goals necessary for Madonna High School to accomplish its mission.

# 2020-2021 SCHEDULES

Regular Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:30
2 <sup>nd</sup> Period	8:33 - 9:18
3 <sup>rd</sup> Period	9:21 - 10:06
4 <sup>th</sup> Period	10:12 - 10:57
5 <sup>th</sup> Period	11:00 - 11:45
5 <sup>th</sup> <u>Lunch</u>	11:00 - 11:24 (24)
6 <sup>th</sup> Period	11:27 - 12:12
6 <sup>th</sup> <u>Lunch</u>	11:48 - 12:12
7 <sup>th</sup> Period	12:15 - 1:00
8 <sup>th</sup> Period	1:03 - 1:48
9 <sup>th</sup> Period	1:51 - 2:36

(45-minute classes)

Mass/Club Day Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:24
2 <sup>nd</sup> Period	8:27 - 9:06
3 <sup>rd</sup> Period	9:09 - 9:48
Liturgy/Club	9:55 - 10:40
4 <sup>th</sup> Period	10:43 - 11:22
5 <sup>th</sup> Period	11:25 - 12:04
5 <sup>th</sup> <u>Lunch</u>	11:25 - 11:48 (23)
6 <sup>th</sup> Period	11:51 - 12:30
6 <sup>th</sup> <u>Lunch</u>	12:07 - 12:30
7 <sup>th</sup> Period	12:33 - 1:12
8 <sup>th</sup> Period	1:15 - 1:54
9 <sup>th</sup> Period	1:57 - 2:36

(39-minute classes)

Homeroom-Friday Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:28
2 <sup>nd</sup> Period	8:31 - 9:14
3 <sup>rd</sup> Period	9:17 - 10:00
Homeroom	10:03 - 10:20 (17)
4 <sup>th</sup> Period	10:23 - 11:06
5 <sup>th</sup> Period	11:09 - 11:52
5 <sup>th</sup> <u>Lunch</u>	11:09 - 11:32 (23)
6 <sup>th</sup> Period	11:35 - 12:18
6 <sup>th</sup> <u>Lunch</u>	11:55 - 12:18
7 <sup>th</sup> Period	12:21 - 1:04
8 <sup>th</sup> Period	1:07 - 1:50
9 <sup>th</sup> Period	1:53 - 2:36

(43-minute classes)

Two Hour Delay Schedule

Warning Bell	9:40 am
1 <sup>st</sup> Period	9:45 - 10:15
2 <sup>nd</sup> Period	10:18 - 10:48
3 <sup>rd</sup> Period	10:51 - 11:21
4 <sup>th</sup> Period	11:27 - 11:57
5 <sup>th</sup> Period	12:00 - 12:30
5 <sup>th</sup> <u>Lunch</u>	12:00 - 12:24 (24)
6 <sup>th</sup> Period	12:27 - 12:57
6 <sup>th</sup> <u>Lunch</u>	12:33 - 12:57
7 <sup>th</sup> Period	1:00 - 1:30
8 <sup>th</sup> Period	1:33 - 2:03
9 <sup>th</sup> Period	2:06 - 2:36

(30-minute classes)

Pep Rally Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:24
2 <sup>nd</sup> Period	8:27 - 9:06
3 <sup>rd</sup> Period	9:09 - 9:48
4 <sup>th</sup> Period	9:54 - 10:33
5 <sup>th</sup> Period	10:36 - 11:15
5 <sup>th</sup> <u>Lunch</u>	10:36 - 10:58 (22)
6 <sup>th</sup> Period	11:01 - 11:40
6 <sup>th</sup> <u>Lunch</u>	11:18 - 11:40
7 <sup>th</sup> Period	11:43 - 12:22
8 <sup>th</sup> Period	12:25 - 1:04
9 <sup>th</sup> Period	1:07 - 1:46
PEP RALLY	1:49 - 2:36 (47)

(39-minute classes)

9am Mass Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:22
2 <sup>nd</sup> Period	8:25 - 8:57
HR/Mass	9:00 - 10:00
2 <sup>nd</sup> Period cont.	10:04 - 10:11
3 <sup>rd</sup> Period	10:14 - 10:51
4 <sup>th</sup> Period	10:54 - 11:31
5 <sup>th</sup> Period	11:34 - 12:11
5 <sup>th</sup> <u>Lunch</u>	11:34 - 11:56 (22)
6 <sup>th</sup> Period	11:59 - 12:36
6 <sup>th</sup> <u>Lunch</u>	12:14 - 12:36
7 <sup>th</sup> Period	12:39 - 1:16
8 <sup>th</sup> Period	1:19 - 1:56
9 <sup>th</sup> Period	1:59 - 2:36

(37-minute classes)

11am Mass Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:22
2 <sup>nd</sup> Period	8:25 - 9:02
3 <sup>rd</sup> Period	9:05 - 9:42
4 <sup>th</sup> Period	9:45 - 10:22
9 <sup>th</sup> Period	10:25 - 11:02
Liturgy	11:10 - 12:10
5 <sup>th</sup> Period	12:14 - 12:51
5 <sup>th</sup> <u>Lunch</u>	12:14 - 12:36 (22)
6 <sup>th</sup> Period	12:39 - 1:16
6 <sup>th</sup> <u>Lunch</u>	12:54 - 1:16
7 <sup>th</sup> Period	1:19 - 1:56
8 <sup>th</sup> Period	1:59 - 2:36

(37-minute classes)

Noon Mass Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:22
2 <sup>nd</sup> Period	8:25 - 9:02
3 <sup>rd</sup> Period	9:05 - 9:42
4 <sup>th</sup> Period	9:45 - 10:22
5 <sup>th</sup> Period	10:25 - 11:02
5 <sup>th</sup> <u>Lunch</u>	10:25 - 10:45 (20)
6 <sup>th</sup> Period	10:48 - 11:25
6 <sup>th</sup> <u>Lunch</u>	11:05 - 11:25
7 <sup>th</sup> Period	11:28 - 12:00
Liturgy	12:10 - 1:15
8 <sup>th</sup> Period	1:19 - 1:56
9 <sup>th</sup> Period	1:59 - 2:36

(37-minute classes)

Two Hour Delay w/Mass

Warning Bell	9:40 am
1 <sup>st</sup> Period	9:45 - 10:11
Liturgy	10:16 - 10:44 (28)
2 <sup>nd</sup> Period	10:49 - 11:15
3 <sup>rd</sup> Period	11:18 - 11:44
4 <sup>th</sup> Period	11:47 - 12:13
5 <sup>th</sup> Period	12:16 - 12:42
5 <sup>th</sup> <u>Lunch</u>	12:16 - 12:40 (24)
6 <sup>th</sup> Period	12:43 - 1:09
6 <sup>th</sup> <u>Lunch</u>	12:45 - 1:09
7 <sup>th</sup> Period	1:12 - 1:38
8 <sup>th</sup> Period	1:41 - 2:07
9 <sup>th</sup> Period	2:10 - 2:36

(26-minute classes)

Early Dismissal Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:16
2 <sup>nd</sup> Period	8:19 - 8:50
3 <sup>rd</sup> Period	8:53 - 9:24
4 <sup>th</sup> Period	9:30 - 10:01
5 <sup>th</sup> Period	10:04 - 10:35
5 <sup>th</sup> Lunch	10:04 - 10:28 (24)
6 <sup>th</sup> Period	10:31 - 11:02
6 <sup>th</sup> Lunch	10:38 - 11:02
7 <sup>th</sup> Period	11:05 - 11:36
8 <sup>th</sup> Period	11:39 - 12:10
9 <sup>th</sup> Period	12:13 - 12:44

(31-minute classes)

Early Dismissal/Mass Schedule

Warning Bell	7:40 am
1 <sup>st</sup> Period	7:45 - 8:15
2 <sup>nd</sup> Period	8:18 - 8:48
3 <sup>rd</sup> Period	8:51 - 9:21
4 <sup>th</sup> Period	9:27 - 9:57
5 <sup>th</sup> /6 <sup>th</sup> Period	10:00 - 10:30
7 <sup>th</sup> Period	10:33 - 11:03
8 <sup>th</sup> Period	11:06 - 11:36
Liturgy	11:40 - 12:15

(30-minute classes)



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