

# MADONNA HIGH SCHOOL



PARENT AND STUDENT HANDBOOK

**2017-18 SCHOOL YEAR**

This Student Handbook Belongs To:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

HOMEROOM: \_\_\_\_\_

Dear Parents and Students,

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.

Have a great year!

Mr. Jamie Lesho,

Principal

Fr. Dennis

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. Students are asked to sign the enclosed Handbook Signature Page to confirm that you have received, read and discussed the school handbook.*

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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 OF MADONNA HIGH SCHOOL

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 students 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 10 hours of service each year are required of all seniors and juniors, and 5 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.

### **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 staffs 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 2017-18**

#### **Catholic**

Single Student: \$5,350.00

Second Student: \$3,300.00

All Additional Students: \$3,300.00

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

#### **Non-Catholic**

Single Student: \$5,650.00

Second Student: \$3,300.00

All Additional Students: \$3,300.00

#### **Fees Schedule**

Registration Fee: \$50.00

Textbook Fee: \$75.00

Technology Fee: \$100.00

Activities Fee: \$75.00

## **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 of 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 webpage. A committee comprised 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 need 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.

## 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.

## GRADING SCALE

### 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 2017-18 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.

## 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 specific 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 mailed together to the parents or guardian at the address listed in the school’s database. Teachers may ask for the 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 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. 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 to one (1) unexcused absence .

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/Graduating with Honors**

The students of Madonna High School may elect to take honors courses to further enhance their education. These courses are designed by the faculty to provide an in-depth analysis and/or 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 completed the requirements of the honors program. In addition, at commencement, the student will wear a gold honors hood in addition to the regular cap and gown.

## **Criteria to Obtain an Honors Credit**

The student must have a grade of “A” or “B” in the regular course work. The student must complete all honors assignments in a timely fashion and according to the criteria established by the faculty. If the student does not meet the above criteria, the course will be listed as “honors” on his/her transcript, but will not count toward the total number needed to graduate “With Honors.”

## **Criteria to Graduate with Honors**

The students must have an overall unweighted GPA of 3.0 or higher in all courses. 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 three (3) honors courses per year 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. Please refer to the Madonna Curriculum Guide on the school’s website for a list of courses considered part of the honors curriculum.

## **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 which 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.

### **Online Management System**

Madonna partners with an online management system called 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 7:27 am. The warning bell for students will ring at 7:25 am. The school day ends at 2:28 pm. On days when a special schedule is required (such as two hour early dismissals or two hour delays), this schedule will be adjusted. Please refer to the “Schedules” section at the end of this handbook.

### **Attendance**

Not only is daily attendance required by West Virginia State Law, but it is also essential for successful completion of each course of study. The most common cause of academic failure is absence. Due to the expectations we have for our students to succeed, we require students to attend school regularly and to be prompt in arriving for classes.

Madonna recognizes that at times students are legitimately absent from school or class. In order to monitor such absences effectively and to prevent and manage unexcused absences, the Madonna Attendance Policy below will be followed.

### **Tardy Policy**

All tardies will be recorded in the official attendance. Each student will be allowed one tardy per semester without consequence other than the recording of the tardy in the attendance program. Three (3) tardies a semester equal one (1) day absent.

Tardy is defined as being less than 10 minutes late to school. Students who are more than 10 minutes late without an acceptable documented excuse will be considered absent for the period(s) in question.

## **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. They may have policies that have consequences for excessive absences.

## **Attendance Policy**

When a student is absent from school, the following procedure needs to be followed:

1. A parent calls the school between the hours of 7:00-9:00 a.m. on the day of the absence (304) 723-0545.
2. When a student returns to school, a written note must be presented to the main office explaining the reason(s) for the absence. This written note is necessary even though the parent made the proper telephone call on the previous day.

Please note that absences, excused or unexcused, affect a student's eligibility to participate in any and all co-curricular activities on any day of absence.

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.

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 2 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 main office.
- Death in the family
- Legal obligation with verification

A student who accumulates excessive absences will be required to meet with the administration and the parents/guardian of the student. Failure to improve on attendance at school could result in dismissal from the school.

Absences for parent or guardian-approved family trips or other activities which cause absence from school are discouraged. Should this be necessary, arrangements must be made in advance. Parents should notify the administration in writing at least two (2) weeks in advance of the planned event. If the absence is approved, the student will be required to meet with his/her teachers outside of class time for all assignments expected to be made up in the time missed. These absences will be excused only for purposes agreed upon by the administration and the parent/guardian. The administration reserves the right to make final determination to which parent or guardian-approved absences are excusable. The decision of the administration is final.

Any absence which is not covered under the Excused Absence Policy will be considered unexcused. In addition, any absence to school or class which fails to include an excusable explanation or documentation within 48 hours of the absence will be considered unexcused. Work missed during an unexcused absence may not be made up.

### **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 administration.
- 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.

**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.**

## **Homeroom**

During the homeroom period, time is given for prayer, daily announcements, the Pledge of Allegiance, attendance checks and lunch orders. Any student wishing to order lunch must do so in homeroom. Students will not be permitted to leave school grounds to purchase lunches. Students are expected to remain in homeroom during homeroom to ensure they hear all announcements. Parents/guardians are not permitted to call the school to give your child permission to leave the school for lunch.

## **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 TeraNova test in the spring.

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.

## Code of Conduct Policy

Madonna's norms of conduct are predicated on two premises:

1. Every student has the right to: respect, the protection of his/her personal property, the physical integrity of the facilities, and an atmosphere conducive to personal growth and development.
2. Every student has the duty to preserve these rights for others.

The underlying concept is not one of legalisms, punishments, or discipline for discipline's sake. *Rather, it is one of personal and corporate privileges bound of necessity to personal and corporate responsibilities. Since no list of norms can cover every situation, the administration presumes that common sense, mature judgment, and Christian charity are the guides by which every Madonna student will be judged.*

Madonna High School puts emphasis on high academic standards, values, morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally. To assure these goals, students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must

realize that they are identified as MHS students whether they are in uniform or not. Any action that reflects negatively on the MHS community may result in disciplinary action.

Madonna High School reserves the right to impose consequences, from after-school detention through expulsion, for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about school personnel, offensive communications, and safety threats.

### **Disciplinary Probation**

A student may be placed on disciplinary probation, which may also include academic probation when appropriate, if the student's behaviors indicate, by their frequency, intensity, or duration, that the student is unwilling to act in a manner consistent with the academic and Catholic mission of Madonna High School. 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.

### **Demerit System**

Madonna High School uses a demerit system as the basis of its disciplinary action and policy **for all but the most serious behavior issues**. By using this system, administration, teachers, guidance counselors, and parents can work together in an attempt to discover the causes of a student's misbehavior and, hopefully, correct them.

### **Assignment of Demerits**

Demerits are assigned by the administration after receiving a demerit slip from the staff member involved. **Students are required to sign** any demerit slip they receive from a faculty or staff member. Signing the slip is not an admission of guilt but rather is acknowledgement that the demerits were given. Refusal to sign a demerit slip is cause for further disciplinary action.

### **Accumulation of Demerits**

When a student has accumulated a certain number of demerits in a grading period he/she is a candidate for after-school detention, suspension, possible expulsion or other disciplinary consequences deemed appropriate by the administration. Recommended penalties for the accumulation of demerits are as follows:

- 10 demerits: One (1) day after-school detention
- 20 demerits: Two (2) days after-school detention and possible loss of participation in extracurricular activities (including sports).
- 30 demerits: Three (3) days in or out of school suspension and possible loss of participation in extracurricular activities (including sports), and the student and parents must meet with the administration.
- 40 demerits: Immediate suspension from school (days to be determined), loss of participation in extracurricular activities (including sports). Parents and student must meet with administration/pastor before returning to school.

Any student who accumulates twenty (20) demerits in one day or in a given week, whether or not he/she has served detention, will be immediately suspended.

### **After-School Detention**

After-school detention will generally be held on Tuesdays and Thursdays. Detention begins at 2:35 and ends at 3:20. Students who arrive late to detention may be denied entrance or be required to make up lost time beyond 3:20.

Students must always show up for detention in uniform unless instructed otherwise.

If a student skips administrative detention, additional demerits will be assigned thereby resulting in more severe consequences. **Students may be detained after school by the administration despite after school jobs, practices, sporting events or other after-school activities.**

### **In-School and Out-of-School Suspension**

Consistent patterns of misbehavior, serious behavior problems, and gross defiance of school policy may result in in-school or out-of-school suspension. During a suspension, a student is not permitted to participate in or attend any co-curricular activities including practices, sports events, dances, fund-raisers or other school functions. Each suspension will be assigned a specific number of school days (holidays and snow days are not included) according to the perceived destructiveness in the eyes of the administration. An out-of-school suspension will not exceed 10 days per incident. A student who is suspended is ineligible for athletic practice and competition during the time which the suspension is served. A student may be declared ineligible for the remainder of the sports season at the discretion of the administration.

All appeals for in and out-of-school suspensions must be submitted in writing within three (3) days of the suspension and will be heard by the Designated Pastor of Madonna High School.

Common reasons for suspension may include but are not limited to:

- Harassment or bullying
- Possession of weapons
- Possession of drugs and alcohol
- Possession of tobacco or tobacco products
- Assault or threats to another student, staff member or visitor to Madonna
- Theft
- Vandalism
- Fighting
- Truancy
- Misuse of computer hardware, software, peripherals and /or unauthorized use of the internet, including on cell phones

### **Recommended Number of Demerits**

Two demerits will be recommended for the following actions:

- Tardy to school or class
- Unprepared for class
- Minor dress code violation
  - Repeated infractions can result in consequences to be determined by the administration
- Violation of personal hygiene policy

Three demerits will be recommended for the following actions:

- Possession of cell phone
- Public displays of affection
- Inappropriate language

Five demerits will be recommended for the following actions:

- Throwing or propelling objects
- Parking violations
- Disrespect to another person
- Causing a disruption in the classroom, hallways, cafeteria or other school locations or functions
- Refusal to sign demerit slip

Ten demerits will be recommended for the following actions:

- Reckless driving
- Insubordination
- Misuse of technology
- Forgery

- Truancy to school or class
- Leaving school grounds without permission
- Possession or use of tobacco products at school or while participating in activities as a spectator or participant (plus \$25 fine)
- Gambling
- Destruction of property
- \*Compromising the integrity of the learning environment (possible zero for the assignment)

If any student receives 10 demerits or more that student will be required to meet with the Dean of Students.

\*Compromising the integrity of the learning environment includes cheating, plagiarism, copying, and engaging in any behavior (such as having notes, cell phone or other aids visible during a test, even accidentally) that may call into question whether the integrity of the academic environment or activity was compromised. In the case of copied homework, both the copier and the person who knowingly provided the answers will be disciplined.

### **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 end of the building to wrestling room.

### **Use of Cell Phones and other Electronic Devices**

Electronic devices other than Chromebooks are encouraged to remain in the lockers during the school day. Such devices include, but are not limited to, cellular phones, MP3 players, iPods, and digital cameras. The use of these devices is prohibited during class time. Teacher will collect all devices at the beginning of class and return at the end. Though they are permitted at lockers between classes and at lunch.

If such a device is seen or heard by any staff member during class, the device may be confiscated. For the first offense, the student may pick up the device at the end of the school day in the office. For subsequent offenses, the device may have to be picked up by a parent.

### **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 behaviors. 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.

### **“Sexting” Messages**

“Sexting,” or using a cell phone, computer, or any personal communication device to send, email messages or possessing messages containing images, photos, or text which are reasonably interpreted as sexually suggestive, while at school or at a school function is prohibited and is a serious offense that is counter to the mission of the school. It will therefore be subject to serious disciplinary consequences that can include dismissal from Madonna High School.

### **Bullying and Cyberbullying**

Madonna High School strives to provide a safe and positive learning environment for all students as part of our mission of Catholic education. Bullying and cyberbullying in any form are not tolerated and are subject to disciplinary action that can include dismissal from Madonna High School

Bullying includes unwelcome verbal, written, or physical conduct directed at a student or staff member by another student that has the effect of:

- physically, emotionally, or mentally harming a student,
- damaging, extorting, or taking a student's property,
- placing a student in reasonable fear of harm or loss of property, or
- creating a hostile environment that interferes with a student's educational opportunities.

Cyber bullying is a form of bullying that includes misuses of technology that include, but are not limited to: harassing, teasing, intimidating, threatening or terrorizing a student or staff member using any communication technology to send or post inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or social media posts including blogs, Facebook, Twitter, Instagram, Snapchat, or any other type of communication.

Students who have been the victims of these behaviors or are aware of others victimized by these behaviors are strongly encouraged to report such incidents to any staff member.

All complaints of bullying or cyber bullying will be investigated and dealt with promptly. Reprisals or retaliations of any kind toward victims or reporting individuals will result in disciplinary action that can include dismissal from Madonna High School.

The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

**Bullying in any manner is unacceptable and a violation of the mission and policies of the school.**

### **Weapons, Violence, Fighting**

Weapons of any kind are not permitted on school grounds or at school activities at any time. Possession of weapons will lead to immediate suspension and the possibility of expulsion.

### **Drug Abuse Policy**

Any student who possesses or is under the influence of any unauthorized controlled substance (as defined by the Uniform Controlled Substances Act, West Virginia Code, Chapter 60A-1-101 through 60A-6-605 as well as any and all Federally controlled substances) during school hours, when in attendance at school events, or on school grounds shall be suspended immediately when knowledge of such possession or influence is obtained by any school official or law enforcement official. The suspended student may be allowed to return with restrictions and under a written behavior agreement, but will be required to undergo a drug and alcohol assessment and follow any treatment recommendations.

Madonna High School reserves the right to require drug and/or alcohol screening of any student whose academic progress or behaviors are cause for concern. The Weirton Police Department Canine Unit will screen the grounds for drugs.

## **STUDENT DRESS CODE**

Students are expected to follow the dress code set forth by Madonna High School. Students not abiding by the dress code will be assigned demerits and the opportunity to correct the problem in the building if possible. Parents may be required to leave work in order to bring a change of clothing or take the student home to change into clothing that is consistent with the dress code. Absences as a result of this will be considered unexcused.

### **Gentlemen:**

All polo shirts, fleece half-zip pull-overs, 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 a 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 dark brown, black, blue, or white belt must be worn with pants at all times and pants must fit snug around the waist.
- Socks are required to be blue, black, white or gray and must be worn at all times with brown or black oxfords or loafers. Tennis shoes, hiking shoes, or cowboy boots, work boots; sandals or shoes made of canvas material are not permitted.
- Boys may not wear earrings at any time, including casual dress days.
- Shoelaces must be black, brown, or dark blue.

### **Ladies:**

All polo shirts, fleece half-zip pull-overs, 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, white, 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.

- School approved skirt must be plaid, navy blue or grey and purchased from Schoolbelles; the skirt must be no more than 3 inches above the knee.
- Shirts must be tucked in at all times including lunch and unscheduled time.
- The following must be worn at all times with dark brown or black oxfords or loafers: "Madonna," navy blue, or gray knee socks, or white, navy blue, or gray nylons.
- Tennis shoes, hiking shoes, work boots, UGGS, sandals or shoes made with canvas material are not permitted.
- Earrings may be worn but may hang only from the ear lobe.

### **Dress Code Options for Ladies and Gentlemen:**

The following options to the basic uniform are permitted:

- Navy blue shorts 3 inches above the knee may be worn during September and May
- School sweaters and vest sweaters must be purchased from Schoolbelles and may be worn at any time as needed.
- Undershirts (short or long sleeve) for boys and girls must be plain white, gray or navy blue, with no writing or designs on them, which can be seen through the shirt.
- Shoelaces must be black, dark brown, or dark blue.
- 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, 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 will be in effect at all times:

- Casual dress days are very flexible, but on days of special dress, students are required to dress according to the theme. Students choosing not to dress according to the theme must be in regular dress code or demerits may be issued.
- Gentlemen may not wear earrings at any time and ladies earrings may only hang from the ear lobe.
- Clothing that advertises drugs, alcohol, tobacco, or offensive or anti-Christian messages may not be worn.

- Pants with holes in them or that hang below the waist may not be worn.
- Skirts and dresses must be no more than three (3) inches above the knee.
- Shorts must reach to a least finger length as determined in the standing position.
- Halter-tops, tank tops, mid-drift tops or sundresses are not permitted.
- Tight-fitting clothing such as yoga pants are not permitted unless a long shirt covering to mid-thigh is worn.
- Shirts showing midriffs or cleavage or see-through clothing are not permitted.
- For safety reasons, flip-flops or other open back footwear may not be worn.

## **Student Personal Hygiene**

Students at Madonna High School are expected to be clean and well-groomed at all times. Beards are not permitted, and mustaches can not go past the corner of the mouth. Boys growing facial hair must be clean shaven every day, including dress down days and days of special dress. Boys who come to school without shaving will be given the opportunity to shave in the building with a clean disposable razor and shaving cream. Repeated offenses may result in additional consequences.

Hair length for boys may be no longer than the top of the shirt collar in the back and may not fall below the eyebrows in front or cover the ears. Sideburns may be no longer than the ear. Unnatural hair colors are prohibited. Students may be given a deadline to meet the requirements or be sent home for continuous refusal to meet these requirements. Although girls are given more latitude in the length and styling of their hair, excesses are not permitted. When in doubt about the color or style, the student should seek prior approval from the school.

Tattoos and/or body piercings that can 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 wrist bands.

## **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 unweighted 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 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**

Boys Baseball  
Girls Softball  
Track (Boys and Girls)  
Tennis (Boys and Girls)

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  
Campus Ministry  
Interact Club  
Literary Magazine  
National Honor Society  
Outdoor Adventure Club  
Pep Club  
Pro– Life Alliance of Youth (PLAY)  
Science Club  
Student Council  
Students Against Destructive Decisions (SADD)  
Travel and Tourism Club  
Prayer Club  
Drama Club

## 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 disabilities 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. Exception 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 Prom, classes and organizations are required to arrange for adequate adult supervision which must include Madonna faculty or staff.
- 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 a 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 fund raising, including any clubs or athletics, must have the approval of the administration. 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:

- WEIR, WSTV, WRKY, WWVA, and WOMP radio stations
- 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.

Active members are listed on the school’s website at [www.weirtonmadonna.org](http://www.weirtonmadonna.org). Any parent or community member wishing to speak at a CSAC meeting should contact the principal or CSAC president prior to the meeting. The CSAC meets monthly.

### **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.

#### REGULAR SCHEDULE

Warning Bell	7:25 a.m.
1st Period	7:27-8:11
Homeroom	8:14 -8:24
2nd	8:28-9:12
3rd	9:16-10:00
4th	10:04-10:48
5th	10:52- 11:36
5th (Lunch)	10:57- 11:16
6th	11:20-12:04
6th (Lunch)	11:39-12:04
7th	12:08--12:52
8th	12:56-1:40
9th	1:44-2:28

## MASS DAY SCHEDULE

Warning Bell	7:25 a.m.
1st Period	7:27-8:04
Homeroom	8:07-8:17
2nd	8:21-8:58
3rd	9:02-9:39
LITURGY	9:45- 10:30
4th	10:34- 11:15
5th	11:21- 11:56
5th (Lunch)	11:21- 11:43
6th	11:47- 12:25
6th (Lunch)	12:03- 12:25
7th	12:29-1:06
8th	1:10-1:47
9th	1:51-2:28

## TWO HOUR DELAY SCHEDULE

Warning Bell	9:25 a.m.
1st Period	9:27-9:57
Homeroom	10:00-10:08
2nd	10:12-10:42
3rd	10:46- 11:16
4th	11:20- 11:50
5th	11:54- 12:24
5th (Lunch)	11:54- 12:14
6th	12:18- 12:48
6th (Lunch)	12:28- 12:48
7th	12:52-1:22
8th	1:26 -1:56
9th	2:00-2:28

## EARLY DISMISSAL

Warning Bell	7:25 a.m.
1st Period	7:27-7:57
Homeroom	8:00-8:07
2nd	8:11-8:41
3rd	8:45-9:15
4th	9:19-9:49
5th	9:53-10:23
5th (Lunch)	9:53-10:13
6th	10:17-10:47
6th (Lunch)	10:27-10:47
7th	10:51-11:21
8th	11:25-11:55
9th	11:59-12:30



MADONNA HIGH SCHOOL

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