

MADONNA HIGH SCHOOL



PARENT AND STUDENT HANDBOOK

2018-19 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 2018-19

Catholic

Single Student: \$5,625.00

Second Student: \$3,500.00

All Additional Students: \$3,500.00

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

Non-Catholic

Single Student: \$5,925.00

Second Student: \$3,500.00

All Additional Students: \$3,500.00

Fees Schedule

Supply Fee: \$50.00

Activity Fee: \$75.00

Technology 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 7:45 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 TerraNova 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.

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.

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
Geek Club
Interact Club
National Honor Society
Pep Club
Pro– Life Alliance of Youth (PLAY)
Science Club
Student Council
Students Against Destructive Decisions (SADD)
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 fundraising, 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 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. 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	7:40 a.m.
1st Period	7:45-8:30
2nd	8:33-9:18
3rd	9:21-10:04
4th	10:07-10:52
5th	10:55- 11:40
5th (Lunch)	10:55- 11:20
6th	11:23-12:08
6th (Lunch)	11:43-12:08
7th	12:11-12:56
8th	12:59-1:44
9th	1:47-2:35



MADONNA HIGH SCHOOL

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Weirton, WV 26062

Phone: 304.723.0545

Fax: 304.723.0564

www.weirtonmadonna.org

All employees of Madonna can be reached via email using the first initial and last name of the staff member @weirtonmadonna.org

