



Villa Joseph Marie

August, 2009

Dear Students and Parents,

The administration and faculty welcome you to the 2009-2010 school year. It pleases us that you have recognized our continuing commitment to the Catholic, college preparatory of young women by selecting Villa Joseph Marie High School. Your recognition also affirms the school's mission to excellence, character and cultural development, and religious, social, and personal growth.

This handbook represents a contract between Villa Joseph Marie and the student and her parents. Please review and examine this book carefully. A form acknowledging agreement to abide by the principles and policies contained within is attached. This signed form is due in the Main Office no later than the Friday, September 11, 2009. Any student without this signed form on file in the Main Office by this date will not be permitted to attend class until the form is brought to the Main Office.

We welcome you to the Villa Joseph Marie community and look forward to providing a rewarding high school experience.

Sincerely,

Mrs. Diana Koopman
Principal

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Philosophy of Villa Joseph Marie

Villa Joseph Marie High School is a Catholic, private, secondary school for young, single women between the ages of thirteen and nineteen years. It is dedicated to the integration of the spiritual, intellectual, cultural, social and physical potentialities of its students into Christian life patterns.

Guided by the Gospel and the School's Catholic heritage, the student functions in an environment of peers and faculty, of church and family. Responsive to the needs of society, she gradually learns that rights carry responsibilities, that liberty has restraints, and that enduring love is nurtured by a friendship with Jesus Christ.

The School provides an atmosphere wherein the student can develop into an integrated Christian woman with a sound Gospel-based value system manifested by social virtues, cultural development, professional competence, and physical fitness.

It is the intention of Villa Joseph Marie High School that each graduate will have been taught Doctrine, quality academics, leadership, cooperation, reasonable competition; will have begun to build community; and is willing to serve in the widening communities of which she will be a part.

Objectives of Villa Joseph Marie

In order to educate the whole person, to build community, and to serve society, Villa Joseph Marie High School specifically aims:

1. To provide an academic, religious, and physical fitness program which meets the needs of the student according to her ability.
2. To teach the student good study habits, to develop a spirit of inquiry, and to foster critical thinking.
3. To help the student recognize the values and underlying principles of her selected subject areas.
4. To involve the student in activities which exemplify Christian living in these changing times.
5. To involve students, parents, faculty, administration, and community in the continuing exchange of concepts and ideas.

A Mission Statement of Villa Joseph Marie High School

Founded and sponsored by the Sisters of St. Casimir, Villa Joseph Marie High School, a private Catholic college-preparatory school for young women, defines itself by the special charism of its foundress, Mother Maria Kaupas, and by the life and teachings of Jesus Christ. Modeling Mother Maria's belief in a life of faith, love, and service, the dedicated faculty encourages and celebrates the dignity, potential, and uniqueness of each student. A Villa graduate is a Christlike woman committed to a life of faith and service, a lifelong learner, and an empowered global citizen.

Statement of Non-Discrimination

Villa Joseph Marie High School admits students of any race, religion, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the School.

This handbook is designed to offer a framework of the intended environment of learning provided by the Administration, faculty and staff of Villa Joseph Marie High School. It is also to inform you of your rights as a student and equally important, your obligations and responsibilities as a student. The Administration is sure that both parents and students desire that Villa Joseph Marie continue efforts to strengthen and improve its programs. In that regard, the Principal shall retain the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

ACADEMIC INFORMATION

Rotating Schedule

For the School year 2009-2010 the following rotating schedule will be implemented as a tool to improve learning and enhance the quality of classroom instruction for each student.

Day of Week	Period Rotation							
Monday	1	2	3	4	5	6	7	8
Tuesday	2	3	7	4	5	6	8	1
Wednesday	3	7	8	4	5	6	1	2
Thursday	7	8	1	4	5	6	2	3
Friday	8	1	2	4	5	6	3	7

Graduation Requirements

A minimum of 24 credits is required for graduation. The following courses must be included:

- 4 units of Language Arts
- 4 units of Theology
- 3 units of Social Studies
- 3 units of Mathematics
- 3 units of Science
- 2 units of Foreign Language
- .5 unit of Fine Arts Appreciation
- 1 unit of Physical Education and Health
(Health = .6 credit; Physical Education = .4 credit)
- (Note: a unit is a credit)

Students must carry a minimum of 6 credits with a maximum of 7 credits per semester. Students must attend their class retreat each year to be considered for a diploma.

To obtain a diploma from Villa Joseph Marie High School, a student must complete her senior year at the School. Any senior who has not met all financial responsibilities will not receive a diploma until these obligations have been met.

Community Service

Every student is required to fulfill community service hours to obtain a diploma from Villa Joseph Marie High School. The details of this program will be discussed in Religion classes. Documentation will be completed by the Campus Minister. These hours cannot be applied as service hours for CSC, NHS, Student Council or any other extra-curricular activity and will not be included on college applications as this is a requirement for graduation.

- Freshmen 5 hours per year
- Sophomore 10 hours per year
- Junior 10 hours per year
- Senior 10 hours per year

Class Assignments

Whenever the program permits, a student is assigned to an appropriate track of studies: Academic, Honors, or Advanced Placement. This is based on the student's previous performance and the seriousness of her endeavor. The department chairperson and the teachers make these decisions in concert with the Administration.

GPA Computation

GPA Computation

Quality Points Awarded x Credit Awarded = GPA

Grade	Numerical Value	Quality Points Awarded		
		Academic	Honors	AP
A	94-100	4.0	4.15	4.3
B+	90-93	3.5	3.75	4.0
B	86-89	3.0	3.25	3.5
C+	81-85	2.5	2.75	3.0
C	77-80	2.0	2.25	2.5
D+	73-76	1.5	1.5	1.5
D	70-72	1.0	1.0	1.0
F	65-69	0	0	0
I	INCOMPLETE			

Credit awarded

(# of times course meets per week, per year)

5 days = 1 credit

3 days = .6 credit

2 days = .4 credit

HH High Honors: 3.75 & Above
Excluded if one grade equals C+ or less

H Honors 3.5 – 3.74
Excluded if one grade equals C+ or less

Teacher Comment Legend

- 1 = Pleasure to have in class
- 2= Outstanding achievement
- 3= Noticeable improvement
- 4= Not working to potential

Semester grades are calculated as follows:

First Quarter Numerical Grade = 40% of the Semester Grade

Second Quarter Numerical Grade = 40 % of the Semester Grade

Semester Examinations = 20 % of the Semester Grade

Report Cards

Report cards are mailed to the parents quarterly (at approximately nine-week intervals). An "I" (Incomplete) may appear as a grade in the first or third quarter if a student was absent due to a prolonged illness or some emergency. The student must have all work made up by the end of each semester.

Honor Roll

The honor roll is based on the student's quarterly average and record of good conduct. A student will earn HIGH HONORS if her grade point average is between 3.75 & Above in all classes, and will be excluded if one grade equals a C+ or less. A student will earn HONORS if her grade point average is between 3.5 – 3.75 in all classes, and will be excluded if one grade equals a C+ or less. A student receiving a comment of "S" ("in violation of School rules" in any subject is not eligible for honors).

On-line Grades, Attendance and Deficiency Notices

A new online program (Grade Connect) has been implemented which allows students and parents to view class attendance and grades. Teachers will no longer be informing parents of a student's unsatisfactory work or impending failure by a deficiency notice either through the mail or by telephone. Students and parents are advised to consult with the subject teacher to discuss grade concerns. (See also rules for extra-curricular eligibility)

Senior Final Exam Exemption

A prerequisite of a 94 numerical average for each quarter and for both semesters must be met first. Once eligibility prerequisites are met, the exemption is at the discretion of the teacher.

Failures

When students from any class level fail a course, they lose credits which MUST be made up during the summer. A grade of 69 or below is a failure. The following procedure is used in case of failure:

1. If the final average in any subject is 69 or below and neither semester average is passing (70 or above), the student loses one full credit, and a full credit must be made up in summer school.
2. If the final average is 69 or below, BUT the student passed one of the semesters in the subject, one-half credit is given, and only one-half credit must be made up in summer school.
3. A student who has more than two credits (including physical education) to make up at anytime will NOT receive an invitation to return to Villa Joseph Marie the following year.
4. No student may return to Villa Joseph Marie unless she has earned summer school credits for her failure(s).

If a senior concludes her year with a failure in any subject(s), she will be not be permitted to participate in the graduation exercises and will not receive her diploma until all credits are made up.

Schedule Changes

A student's schedule will be changed only for serious reasons. The request is normally made to the principal after consultation with the teacher and guidance counselor. Each change will result in a \$25.00 fee. Permission to drop or change a course due to failure will not be granted. A student who is permitted to drop a course may not necessarily be placed in another course. This may necessitate making up a credit during the summer, or otherwise on the student's own time, and at her own expense. Teachers, at their discretion, may initiate change in consultation with the principal.

Transcripts

A transcript contains data pertinent to a student's academic standing and test results. Request for every transcript should be made to the Guidance Office. A notice of one week is required before the transcript can be fully processed. Transcripts are issued directly to the school and/or scholarship agency to which the student is applying, and will be released only after all financial responsibilities have been met. For further information on the college application process, please refer to the "Guidance" section of this Handbook.

Alumnae must provide written request/authorization with original signature and full address and check for \$5.00 (made payable to "Villa Joseph Marie High School") for official transcript to be sent to college/university or other agency.

Transfer

To obtain a transfer, a student must present a request written by her parents indicating the school to which she is transferring and the school to which student is transferring must also send a formal request for information. All financial obligations (including library fines) must be met before a transcript of credits is forwarded to another school.

Academic Integrity

The faculty and administration of Villa Joseph Marie High School seeks to provide an atmosphere conducive to each student's academic performance, moral and spiritual development. Implicit in this process is each student's willingness to accept personal responsibility for her behavior and academic performance. The faculty and administration expect the Villa student to maintain her personal and academic integrity at all times and to abide by the following Code of Conduct.

The Villa student is responsible for:

1. Reporting to class promptly and intellectually prepared
2. Having papers and projects ready by the due date set by the teacher
3. Honoring appointments with and commitments to the faculty and administration
4. Preparing thoroughly for all assignments and tests, whether oral or written

The Villa student violates this academic code of conduct when she:

1. Copies homework or classwork
2. Behaves dishonestly during tests and quizzes
3. Plagiarizes
4. Behaves dishonestly in preparation of lab reports and other School assignments
5. Violates the School's Code of Computer Ethics or the Acceptable Use Policy
6. Violates the intent (at the sole determination of the principal) of the School's philosophy and/or Mission

When a student is guilty of violating the Academic Code, the following regulations apply:

1. In minor tests /quizzes, projects or homework, the individual teacher or department decides the consequences in consultation with the Administration as deemed necessary.
2. In major tests, papers, or projects, the student receives an automatic zero with no possibility of making up that grade. In addition, the student becomes subject to disciplinary action, up to and including an interview with the Disciplinary Board.
3. Violation in this area may result in disciplinary action, including expulsion.

Plagiarism

Plagiarism in any form, whether intentional or unintentional, is unacceptable at Villa Joseph Marie High School. If a teacher suspects that a student's work is plagiarized, that work will be turned into the Principal who will analyze the material with the use of the Works Cited, as well as the expertise of the Chairperson of the English Department. The penalty for plagiarism is a grade of zero (0) for the assignment in which plagiarism has occurred. Multiple instances of plagiarism may result in failure of the affected course(s). Repeated violations may result in expulsion.

Works Cited and In-Text Citations

A Works Cited section must be included with a research project whether the project produced is a traditional term paper (regardless of length), a Power Point presentation, a videotape, or any other product. The Works Cited list contains sources to which there are direct references in the project and from which quotations, pictures, audio or video clips, etc. have been taken. The purpose of the list is to lead the examiner/reader of the project to the original sources of the information. In addition to the works cited page, students must provide in-text citations that cite every direct quote and paraphrase in the body of the project. Including a Works Cited page without in-text citations will be considered insufficient and will be penalized. All students at Villa Joseph Marie High School are fully instructed regarding the crediting of one's source of information. It is the student's responsibility to understand the correct method of giving credit. If a student has any questions regarding the proper methods, it is her responsibility to discuss the matter with the teacher who has assigned the project or with a teacher in the English Department. Plagiarism will not be tolerated and will be treated with severe penalties. (See Above).

ATTENDANCE

Educators, students and parents would agree that frequent absence from regular classroom learning experiences disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained.

It is important to note that absences and tardies are part of the official student permanent record and all transcripts. An excess number of absences/tardies may reflect negatively to potential colleges and employers. A student must attend at least 5 classes to be considered present for the day. Less than 5 classes will be considered absent for the day.

Students who do not attend at least 95% of class or who are tardy more than 3 times in a quarter will be brought to the attention of the Dean of Students and a parent conference may be scheduled.

Inclement weather may necessitate delaying or closing school. THE SCHOOL NUMBER IS 776. In case of severe weather conditions, listen to radio station KYW (1060 AM) or television stations: ABC, CBS, NBC, FOX, UPN. You will also receive a personalized telephone message which will keep you informed in the event of a weather or emergency situation within minutes of its occurrence – please be sure your contact information is current in the administration office.

Absences – Excused and Unexcused

Definition

Absences are classified as "excused" or "unexcused" according to the reason for the absence. Absences are tabulated in half days (four class periods). An accumulation of three periods per day spent in the Nurse's Office or used for an early dismissal constitutes a half-day absence.

Any student absent from school may not be permitted to participate in after-school events (games, practices, dances, etc.) on the day of her absence. If a student is absent on a Friday, the student may not be permitted to participate in any school activity held during that weekend.

A maximum of 10 days of cumulative lawful absences verified by parental notification is permitted during the academic year. All absences beyond ten cumulative days will require an excuse from a physician. Students who accumulate more than 10 days of absence (not due to prolonged illness) during the school year will be put on probation for the following year, during which a superior attendance record will be expected. A poor attendance record can be just cause for the withholding of an invitation to return the following year. If a student accumulates 10 absences, the Administration has the right to revoke student privileges including but not limited to; participation in school or after school activities including athletic events, social events, etc. Senior absences will be reviewed on an individual basis.

Excused Absences

An excused absence is an absence due to illness, family emergency, death of a family member, or legal concerns. In these situations, the teacher will arrange for testing and make-up work within a reasonable length of time. However, it is the STUDENT'S responsibility to obtain make-up work from her teachers immediately upon returning to school. All make-up work must be completed at a date stated by the teacher.

Unexcused Absences

An unexcused absence occurs when no written notification by a parent/guardian is provided to the school. Other examples of unexcused absences include vacation, or any trip not expressly sponsored by Villa Joseph Marie. In the case of an unexcused absence, School Administrators have NOT approved the circumstances surrounding the absence. Teachers are under no obligation to tutor the student or to give her any make-up work or tests. A student should be willing to take a failure for the work missed in her absence.

All absences will be treated as unexcused and unlawful until the school receives a written excuse explaining the reason(s) for an absence. Parents/Guardians should submit the written explanation within 3 (three) calendar days of the absence. If a written excuse is not received within three days of absence, the absence will be permanently counted as unlawful/unexcused.

Reporting an Absence

A parent or guardian must report a student absence by phoning the Main Office (x.198) during the morning hours from 7:30 to 8:15 a.m. If for any reason a student must call, she will speak only to the Dean of Students to explain her absence and a follow-up call must be made by the parent/guardian at their earliest opportunity.

Anticipated Absence

The School does recognize that there are family emergencies as well as educational vacations and trips where it may be necessary for a student to be absent from school for a short period of time. Family vacations are not recognized as a legitimate reason to be absent but students must follow the protocol to notify teachers and administrators of her impending absence (see below)

The following procedure will facilitate such pre-arranged absence from school:

1. At least one week prior to the requested date of absence, a parent/guardian must write a note explaining the reason for the absence and list the date(s) that will be missed. The parent/guardian must sign the note.
2. The student should take the note to the Dean of Student Affairs who will acknowledge the request and give the student a Request for Absence Form to which the note will be attached.
3. The Request for Absence form must be signed by the student and then presented to all teachers, Guidance Counselor and Principal for their signature and comments related to the absence.
4. When all teachers have signed the Request for Absence Form, it must then go home to the parent/guardian for an additional signature after reviewing the teacher's comments
5. If any teacher has noted a concern about the requested absence, a call will be made to the parents to make them aware of the concern.
6. Once the parent/guardian has signed the Request for Absence Form, it must be returned to the Dean of Student Affairs.

NOTE: Students are responsible for all class work, assignments and tests missed. It is the student's responsibility to contact her teachers regarding the above. The following procedures must be followed or missed work and/or grades could result in a zero (0). An authorized signature from the Main Office on a parent's letter of request for an unexcused absence is NOT an approval, but only an indication that the Administration is aware of the impending absence.

Reinstatement After an Absence

Students are required to turn in a written note to the main office for excusal for any day of absence. A note of excusal must be submitted within 3 calendar days of the absence. A student who falsely signs (forgery) a letter will be subject to disciplinary action.

Homework Requests during Absence

When requesting homework for a student who is absent, please follow this procedure:

1. For short-term absences, a student should set up a “buddy system” by exchanging phone numbers with other students in each of her classes. This is the fastest and most efficient system.
2. In instances where the “buddy system” is not possible, the parent may call individual teachers using the numbers given in the directory listing provided. Please do not contact the Main Office for this request unless one of the teacher’s lines is not available.
3. Contact the Guidance Department for long-term illness (a week or more).

Class Attendance

Class attendance should be punctual. Absence from a class without Office or teacher authorization is considered truancy (see truancy). The teacher is responsible for any disciplinary measure for tardiness to class. However, frequent tardiness of a student will be brought to the attention of the Dean of Students. If a student is absent from class, and her name does not appear on the absentee list, her name is sent to the Main Office immediately. It is the responsibility of the student to notify a teacher if she will not be in class (this includes study hall). During a marking period, any student who is absent more than six class periods in any particular subject could receive a failing mark (65-69) for that quarter. Each case will be reviewed independently. Prolonged illness (three or more days) accompanied by a doctor's note is reason enough to waive this rule.

Tardiness: School

If a student arrives to Villa Joseph Marie High School beyond 8:00 a.m., she must report immediately to the Main Office to sign in. When possible, the parent/guardian should place a telephone call documenting a student's tardiness. A NOTE FROM THE PARENT/GUARDIAN IS DUE UPON SIGNING IN.

All students are encouraged and expected to be in school and class on time. All lateness to school are unexcused except for the following reasons: medical illness, death in the immediate family, religious events. OVERSLEEPING, CAR TROUBLE, CLOCK FAILURE, MISSED BUS, ETC. ARE UNEXCUSED.

Three unexcused tardies in a quarter will result in a detention. If a student continues to be late after the detention is served, participation in student activities or on-campus parking may be revoked. In addition, any student tardy in excess of nine times during the year may be put on probation the following year. Seniors who are tardy more than nine times will face severe disciplinary penalties, including suspension and/or loss of privileges (e.g. Class Day, on-campus parking).

Tardiness: Class

Students must be in their classes, prepared and ready to begin, five minutes after the bell rings for the change of classes. A student who has been detained by a teacher must obtain a

written excuse from that teacher in order to be admitted to class. Failure to procure a note will result in a detention.

Early Dismissal

Early dismissals are strongly discouraged. However, in an urgent or unavoidable situation, an early dismissal (one or two periods) may be requested. An early dismissal note must be brought to the Main Office PRIOR TO THE BEGINNING OF THE SCHOOL DAY. The School strongly urges that professional appointments (e.g. doctor, dentist) be made after School hours.

Early dismissals are not permitted on days with special schedules. The calendar in the back of this Handbook includes most days with special schedules but from time to time ones may be added throughout the year - it is the responsibility of the student to know when these schedules are planned.

Truancy

A student is considered truant when she is absent from school without the knowledge of her parents or under false pretenses. At a minimum, this offense warrants suspension. ALL absences from class (cutting class) are also classified as truant and will be treated accordingly with detention/suspension. Parents will be notified immediately of a student's truancy.

Students on Probation for Attendance

Any student with a poor attendance record as previously defined will be placed on probation for the following year. She must show a vast improvement in her attendance during her probation year and follow these conditions:

1. When the student is absent ten days cumulative, a parent will report with the student to the Principal. This may be waived if a doctor's report is presented demonstrating a lengthy illness.
2. Should the student be absent more than twenty days cumulative without a serious, lengthy illness, she will be asked to continue her education elsewhere at the end of the quarter. A senior absent in the fourth quarter will face free-day detentions.
3. Should a student be absent more than twenty consecutive days with a serious, lengthy illness, and the illness is ongoing, she may be asked to continue her education through a homebound program through her resident school district. Please note: some school districts have scheduling which may impact the students return to Villa Joseph Marie (e.g., block scheduling).

Perfect Attendance

To be considered for perfect attendance annually, a student must be present 100% of the time school is in session. Students who are absent, sign in late or leave early for any reason (no matter time of arrival or dismissal) will not be considered for perfect attendance recognition. There are some rare exceptions that the Administration is willing to consider, on an individual basis. The three college visitations allotted to Seniors and the one for Juniors will not count against a student's attendance record (see college visitations).

Students who are nominated by a Villa Joseph Marie Administrator or a faculty member to participate in Youth Leadership Conferences are encouraged to do so. In order for the conference to not be counted towards attendance, a letter must be received from the organization confirming the student's participation. At the request of the Administration,

participating students may be asked to discuss all aspects of the program, including, but not limited to, the incorporation of its benefits during the students tenure at VJM.

Medical Excuses from Physical Education

Only a doctor can give a student a medical excuse from physical education classes. The note written by the doctor must be presented to the gym teacher for signature and then brought to the Main Office. To be reinstated in the gym class, the student must bring in written permission from the doctor to take physical education.

College Visitations

Seniors

Seniors will be allowed 3 school excused (not counted against attendance record) college visitation days. Each senior has been supplied with 3 passes for this purpose. Documentation of a college visit is available from the college admission's office and must be included with the required absence note. Our calendar allows for several long weekends which are ideal for college visits. Any college visitations beyond the 3 allotted will be recorded as an unexcused absence and will count towards a student's attendance record. Notes for missing school are required in all instances.

Columbus Day–10/12/09, Thanksgiving–11/25/09-11/30/09, Christmas – 12/21/09-1/1/10, M.L.K, Jr. Day–1/18/10, President's Day-2/15/10, Easter/Spring Break – 4/1/10-4/9/10, Memorial Day – 5/28/10-5/31/10

Juniors

Juniors will be given **two** school excused passes (not counted towards attendance record) to visit colleges/universities in the Spring Semester of their Junior year. These passes can be obtained from the Main Office.

Retreats

Retreats have been organized for each class and set to take place on the following dates:

Freshman Retreat 9/3
Sophomore Retreat 12/11
Junior Retreat 1/15
Senior Retreat 9/10-9/11, 12/3-12/4

ATTENDANCE IS MANDATORY, students will not be permitted to arrive late or leave early on these days. Please plan accordingly.

POLICIES AND PROCEDURES

Student Privileges

Students at Villa Joseph Marie High School are extended many privileges that should not be interpreted by students as rights. Examples of these are student parking, participation in class trips, holding class office, attendance at dances, proms and other student activities, including participation on athletic teams. Students who fail to exhibit mature behavior, meet their responsibilities or disregard school rules and regulations may have such privileges revoked.

Issue Resolution

There are times when a parent must contact the school personnel to resolve an issue. Whether it be academic, athletic or student activity related, it is very important that the proper procedure be followed. It is appropriate to first seek resolution with a teacher and

department chairperson. Only after the matter has been discussed with a teacher or department chairperson is it appropriate for the Guidance Counselor to be involved. It is only appropriate for the principal to be contacted if all other procedures have been followed. **Teachers, Administration and Staff respectfully require that parents call to make appointments to discuss these matters.** All athletic concerns must go through the Athletic Director, a coach must never be approached. (A phone directory of school employees is located in the back of this handbook).

Accidents and Illness

Students are expected to report all in-school injuries and illnesses to the Nurse or Principal at the time of the incident.

Assemblies

Assemblies are planned for the enrichment of the students. Students are expected to behave in a quiet, respectful, and attentive manner at all times. Students should always report to their homerooms before an assembly, wait to be dismissed after the assembly, and always return directly to their homeroom. All students must attend the assembly unless granted permission by the Administration. Early dismissal on the day of an assembly is highly discouraged. No student is to leave an assembly at any time without permission.

Financial Obligations

Financial obligations including tuition and activity fees must be met for students to partake in various school privileges/activities, including but not limited to: parking, dances/proms, athletics, trips, graduation. In addition, if financial obligations are not met in full, student class schedules will not be processed for the next academic year and those students will be in danger of being dropped from the rolls of Villa Joseph Marie.

Financial responsibilities include but are not limited to tuition, book rental, activity fees, athletic uniforms, laboratory fees, fees for specialized courses, fines, and other monies due to Villa Joseph Marie. Only those students who have met all financial obligations may:

1. take part in school-sponsored travel programs
2. arrange for transcripts/letters of recommendation to accompany college applications, summer programs, or contests
3. arrange for seventh semester and final grades to be forwarded to colleges
4. receive report cards, diplomas, rings
5. attend proms, take part in graduation exercises
6. attend classes
7. retain on-campus parking privileges

No transcript, recommendation, or report card will be issued after January 1 to any institution of higher learning for any senior until all second-semester bills are paid in full. No student will be permitted to continue at Villa Joseph Marie unless all financial obligations are met. No records, transcripts, or recommendations will be forwarded until all accounts are cleared.

Student Lounge and park

The student lounge is available for all students. Students may use this lounge throughout the day however, they may not eat their lunch in this area. Please help keep this area as clean as possible by picking up after yourself.

Gift, Lunch Deliveries

Occasionally, parents or friends will have gifts delivered to the school to be given to a student. These deliveries must be made to the Main Office. This is in keeping with the school's policy that all visitors first report to the office. Students will not be permitted to order lunch from school for delivery. Lunch being delivered to school must be prepaid and arrangements must be made at least one day in advance for its delivery. Parents dropping off lunches, treats for special occasions, (i.e., birthdays), must make arrangements prior to that day with a student to meet them in the Main Office. The Main Office will not be responsible for delivering these items to the cafeteria or to a student in the building.

Security of Valuables

Students are discouraged from bringing valuable items or large amounts of cash to school. Students who bring such items must realize they are responsible for them. If a student wishes to have cash or a valuable secured for the day, she may seek assistance through the Main Office. Students should never leave items of great value in school lockers. Villa Joseph Marie is not responsible for loss of valuables.

Presence or Possession of beepers and Cell Phones

The possession by students of cellular telephones or any wireless device shall be prohibited during the academic school day anywhere on campus. The term "academic school day" is defined from the time of the first bell to the official dismissal time. Such devices shall be turned off or made inoperable and placed in lockers. Students are not permitted to carry cell phones, even if turned off. **Communication devices found to be used during school hours will be confiscated and will only be returned to the parent.** In addition, students in violation of this policy will receive an automatic detention. Consequences for continued offenses could result in suspension or expulsion.

Telephones

A telephone is available in the Main Office for students use. Permission to make a call at anytime during the school day must be given by the Principal or the Dean of Student Affairs, and may be requested only in the case of an emergency. Should a parent need to reach a student, they may call the Main Office, which will then relay the message to the student.

CD/DVD Players/IPODS

The use of CD, DVD or IPOD players during the academic day (see definition above) shall be prohibited. If a CD, DVD or Ipod player is found during school hours, it will be confiscated and the student will receive a detention.

Cameras/Recording Devices

The use of cameras or any recording device is prohibited during the academic day unless approval has been obtained by administration as well as the subject of the recording. Students without the proper authorization found in the possession of such devices will be subject to confiscation of the device and disciplinary action. There are times when students want to take pictures to commemorate a special occasion (ring day, class day, etc.). Taking pictures during these events is permitted.

Cafeteria

Villa Joseph Marie High School offers a variety of foods available for purchase in the cafeteria daily. Students who wish, may bring their own lunches, but beverages must enter the cafeteria in closed/sealed containers. No previously opened container will be allowed onto school premises.

Each student is responsible for maintaining her personal space including locker and lunch table. Additionally, no student may take food out of the cafeteria for any reason, nor may she leave the lunchroom without the permission of the lunch moderator on duty. Failure to abide by these regulations will result in demerits dependent upon severity of offense.

Vending Machines

The sale of food and beverages via vending machines is prohibited from 8:00-10:40/1:15-2:45. Vending machines are to be used only before and after school hours and during lunch periods.

Change of Address/Telephone Number

If at any time a student changes her residence, mailing address, or telephone number after enrolling at Villa Joseph Marie, she should immediately report the change to the Office. The same procedure holds if a parent/guardian has a change of address or telephone number (including place-of-employment number).

Closed Premises (Off Limits)

The Villa Joseph Marie High School campus includes the main academic building, Regina Hall (South Campus). Other buildings on the property not used for classroom purposes are off limits at all times to students, unless they have prior authorization for employment, group activity, and/or registered visitation. Directions to the classrooms in St. Joseph's Hall are clearly marked in the hallways. Students found in unauthorized areas throughout the campus will face disciplinary action.

Once a student enters the School premises, she may not leave without the permission of the appropriate School personnel. Prior parental consent must be obtained. If permission is granted, the student must sign out in the Main Office and sign in again if she returns to school. If a student leaves school premises without signing out, it will be considered a cut and the student will receive severe disciplinary action.

Classrooms

Classroom atmosphere must always be conducive to good learning. Students are expected to keep classrooms orderly. Cell phones, radios, CD/DVD/IPOD players, recorders, playing cards, and food should never be brought into the classrooms. If a teacher is detained from class, students are expected to study and maintain a quiet atmosphere in due respect for the other classes in session. If a teacher is not in the classroom within five minutes of the bell, a student representative from that class must notify the Main Office.

Sitting on desktops and radiators is never permitted.

A student must have a pass in order to leave class for any purpose. To insure smooth traffic flow between classes, students should enter the room through the back door and leave the room through the front door.

Collections

Collections of any kind and sales of any products must be cleared with the Principal.

Controlled Substances/Drugs/Alcohol

The use, possession, sale or distribution of controlled substances/drugs, as defined by Pennsylvania Consolidated Statutes (PACS) Title 18 Act 64 to include: drugs, look-alike

drugs, mood modifiers, substances having a stimulating or depressing effect, or any prescription drug (other than drugs registered in accordance with the policy described under Health Services), or any alcoholic product or beverage, is prohibited at all times on school premises before, during, or after school hours. Such possession, use, sale, or distribution is also prohibited at school-sponsored functions such as but not limited to dances, athletic events, after school activities, etc. Any student who uses, possesses, sells, or distributes a drug (as defined) or alcohol product/beverage shall be placed on suspension until the matter can be properly investigated and resolved. Disciplinary consequences include suspension and expulsion.

"Use" shall mean the ingestion, injection, or inhalation of any drug (as defined) or alcoholic product or beverage, and shall also mean a condition or state of being of a student indicating to school authorities that such student is under the influence of a drug (as defined), when either in ingestion, injection, or inhalation of condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.

"Possession" as defined exclusively from "use" shall mean the presence of any drug (as defined) on the person of a student, in any amount, in or on any item or belonging under the control of the student or owned by the student, when such presence of the drug is observed or discovered or has occurred in any setting in which students are responsible to school authority and/or supervision.

"Distribution" as defined exclusively from both "use" or "possession" shall mean the sale, transfer, trade, or exchange in any manner of any drug (as defined), alcohol, or non-controlled substance that is represented as a controlled dangerous substance by a student to any person (whether or not a student), when such distribution takes place in a setting in which students are responsible to school authority and/or supervision.

Villa Joseph Marie treats any incident involving possible drug use as a medical emergency, and will report the incident immediately to the appropriate authorities, to include police and/or medical personnel. Clothing or other paraphernalia (such as but not limited to pipes, rolling papers, stickers, magazines, keyrings, etc.) which advertises or promotes the use of drugs, alcohol, or tobacco products is strictly forbidden and will result in detention or other disciplinary action.

No person may possess, use, manufacture, sell or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use, at any time, on school property, building and grounds, in school-sponsored vehicles or at school-sponsored events at other sites. The terms "alcohol, drugs, and other substances" shall be considered to refer to all substances in all forms, including, but not limited to: alcohol, and alcohol-containing beverages, all forms of tobacco, inhalable substances (including gases, solvents, butane, propane, adhesives, and similar products), marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids, herbal stimulants, herbal euphorants, look-a-likes and any substances commonly referred to as "designer drugs". The inappropriate and/or illegal use of prescription and over-the-counter preparations is prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only as per district medication policy, under the supervision of School medical personnel, with written orders from a physician. Federal, Pennsylvania, and local laws shall apply to students and employees alike.

Tobacco

Villa Joseph Marie is a SMOKE-FREE CAMPUS, and the school fully complies with Pennsylvania State Law regarding the use and possession of tobacco products on school grounds or at school-related activities. The law states:

Any person who possesses or uses tobacco in a school building, a school bus, or on school property owned by, leases by, or under the control of a School district commits a summary offense. A person who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district in which such offending pupil resides and to pay court costs.

In addition to being fined, any student found using or possessing tobacco products will be severely disciplined and a meeting will ensue between the parent/guardian, student, Principal, Dean of Student Affairs and Guidance Director/Counselor to discuss the student's future at Villa Joseph Marie High School.

Corridors

So as not to disrupt the atmosphere of learning, conduct in the halls must always be orderly and respectful. Shouting, running, and inappropriate behavior is not permitted at any time. Students in the hallway during class time must always carry a pass. Students are not permitted to be in the hallways or bathrooms during homeroom until all announcements are complete. If a student does not have a pass, she may be issued a demerit.

Computer Usage and Ethics

Computers are available throughout the school for student use. Access to these computers is a privilege, not a right. Appropriate use takes into account, but is not limited to, the following: politeness and use of proper language, a respect and a responsibility for the security and integrity of the system, and a respect for the system data and the data of others.

Network and Internet Responsible Use Policy

- ♦ Villa Joseph Marie High School provides network and Internet access for authorized students. This is permitted and encouraged where such use is suitable for educational purposes and supports the educational, administrative goals, and objectives of the School. The network and Internet are to be used in a manner that is consistent with the School's Standards of Conduct and as part of the normal execution of a student's education.
- ♦ Reference the Network and Internet Responsible Use Policy (RUP) for detailed information regarding acceptable and unacceptable practices. Those who violate the established policies as outlined in the RUP may be denied access to workstations and/or the network, and may be subject to legal action and/or other disciplinary measures as described in the Computer Usage Policy. All users are responsible for knowing and following the rules.

Students may never harass or disparage another individual when using the internet. This form of negative expression may result in serious consequences such as suspension from school or police charges being brought against the offending party. Any attempt to break into supervisory functions or another person's files is considered a major breach of computer ethics. Using other people's files, interfering with passwords, accessing a modem without

permission, downloading unauthorized files, and breaking into any unauthorized area of computer information are also considered violations.

The School requires students and parents to sign the Villa Joseph Marie Internet Acceptable Use Policy (AUP) form. In so doing, students agree to abide by AUP policy and are made fully cognizant of the consequences of any violation. Any student found interfering with the operation of the computer network or in violation of the above stated policies will be subject to serious disciplinary action.

Dress Code

By choosing to attend Villa Joseph Marie High School, you are have agreed to wear a distinctive uniform which is purchased by Flynn & O'Hara Uniform Company. At all times, the uniform must be clean, neat, modest, in good condition, and in no way altered from its original style. If any student's uniform or personal appearance is deemed unacceptable, she will be sent to the Dean of Students. The student will not be allowed to return to class until her uniform is presentable.

Winter Uniform:

Plaid kilt **with VJM monogram (beginning 2009-2010)**

White, long sleeve shirt monogrammed with Villa Joseph Marie or white turtleneck (no mock turtlenecks)

Long-sleeved, cranberry, V-neck pullover sweater monogrammed with Villa Joseph Marie
Solid, unpatterned, opaque knee socks or tights to match uniform sweater

Warm Weather Uniform:

Plaid kilt

White sport shirt monogrammed with Villa Joseph Marie

Solid, unpatterned, opaque knee socks or tights to match uniform sweater

1. The only acceptable uniform shoe is a soft-soled penny loafer that may be purchased at the Family Shoe Store in Trevoise or **Flynn & O'Hara**. If a student must wear alternative shoes for a long-term medical condition (e.g., orthotics), a doctor's note must be received by the Dean of Students and an Oxford shoe may be purchased at the Family Shoe Store. Sneakers will only be permitted for a short-term medical condition and in which case a doctor's note must be turned into the Main Office. (If a doctor's note is not on file, the student will receive a demerit. A parent/guardian note will not suffice).
2. Shoes must be worn completely on the foot, and worn-out or damaged shoes must be replaced. If a student wears her shoes in a flip-flop manner she will be required to correct the action immediately. Oxford shoes must be tied at all times.
3. Uniform skirt length must not be altered to more than 2" above the knee. The Administration reserves the right to request a skirt be replaced if it does not meet the 2" requirement. **The VJM monogram (beginning 2009-2010, for new students and reissued skirts) must be observable.**
4. Only solid white t-shirts may be worn under the uniform. Likewise, undergarments (bras, shorts) may not be visible.
5. Shirrtails must be hidden at all times.
6. Students must arrive to school in uniform, they are not permitted to arrive in "street clothes" and then change at school.
7. In the event of severe weather, students are permitted to wear long navy blue pants (e.g., sweatpants) and navy blue sweatshirts or coats when moving from one building to another building on campus. However, these items of clothing must be removed upon arrival at the intended destination.

8. Body piercings, tattoos or any current fads or trends are not permitted. Unnatural hair colors should be modest. The use of jewelry should be limited and appropriate for school wear.

Any student wishing to not abide by these rules will receive a demerit. If a student receives three demerits for uniform issues, a conference will be set up with the student and parents to discuss the student's future at Villa Joseph Marie High School.

Out of Uniform

A standard of dress consistent with the values of a Catholic environment is expected to be maintained at any time a student does not wear the Villa Joseph Marie uniform. At all times, students are expected to present themselves in a tasteful and modest fashion. Clothing must always be clean, neat, and presentable for tag days, sporting events, dances, and the like. In the event that a student's attire is not deemed appropriate (at the discretion of the Administration), the student will not be allowed to attend class or any school-related activity until the situation is corrected. Except on special occasions, jeans and flip flops are never permitted.

Students should refer to detailed guidelines posted in homerooms before a non-uniform day is called. The Student Council has developed guidelines for "Dress-Up Days" and "Dress-Down Days" that have been approved by the Administration. All non-uniform days will fall into one of these categories. Students who do not wish to follow the established guidelines may wear the School uniform instead. Any student found in violation of guidelines will be subject to disciplinary action.

Name Tags

For better social relations and identification purposes, students wear nametags on the upper left section of the sweater. The full name on the tag must not be obscured in any way. No student, under any condition, is ever to wear another student's nametag. This offense will call for severe disciplinary action. If the nametag is lost or defaced, the student must immediately order another in the School Main Office for \$2.50. We understand there are times when a nametag is forgotten and in this instance one can be rented for .25/day. However, consistently forgetting a nametag is unacceptable. A student may receive a detention if she forgets her nametag 5 times in a quarter.

Purses/Bookbags/Pencil Cases

In order to ensure safe evacuation procedures in the event of an emergency (fire, etc.), **no student is permitted to carry a purse or bookbag during the academic day.** Students are permitted to carry a SMALL pencil case only. Only items needed for educational purposes are to be kept in the pencil case. All personal items should be kept in the student's locker. **The Administration reserves the right to decide what is a permissible case.**

Eligibility for Extra-curricular Activities (Athletics, Dances, etc.)

In order to participate in any extra-curricular activity, a student must meet the following conditions:

1. A satisfactory academic record: no failure at the quarter of tryouts, during tryouts, and during the season of activity (see academic eligibility below)
2. A satisfactory attendance record including attendance in at least 5 class periods the day of an event (unless approval has been obtained from Administration). If the event falls on a weekend, the student must attend at least five (5) class periods the Friday prior.
3. A satisfactory conduct record
4. (1), (2), and (3) must be approved by the Main Office

5. If playing a sport, the student athlete must pass a mandatory PIAA physical prior to trying out and pay an activity fee of \$100. No student will be permitted to tryout without the appropriate forms on file with the Athletic Director.
6. The student must be covered by the accident insurance for a 24-hour period day; that is, she is protected while in school, participating in any organized school activity outside of school hours, traveling directly to and from school, and traveling to and from games and other school-related events.

Academic Eligibility for all Extra-Curricular Activities

Participation in extracurricular activities encourages well-rounded students. It does happen that students can become academically ineligible to participate in extra-curricular activities. The purpose of academic ineligibility is not to punish the student but is rather an attempt to give the student the time needed to resolve time management issues that may be causing her to have a failing grade. If a student becomes ineligible, she will not be permitted to participate in any activity, including but not limited to games, practices, dress rehearsals, meetings, etc.

The Dean of Student Affairs will monitor grades throughout each quarter. If at 3 weeks into each quarter a student is receiving a failing grade (69 or below), she will become ineligible for one week (7 days, including weekends and holidays). If after one week her grade does not show improvement she will remain ineligible until the Dean of Students is notified of a passing grade. Activity moderators and the Athletic Director will be notified in writing the student has become ineligible and the time period of the ineligibility.

If a student receives a failing grade on her report card she will be ineligible for a two week period (14 days, including weekends and holidays), as soon as the failing grade has been recorded by the Principal.

Officers of Class/Organizations

Students who run for an office and/or are elected to an Office must maintain:

1. A satisfactory academic record: passing all subjects
2. A satisfactory attendance record
3. A satisfactory discipline record

Any serious disciplinary punishment (i.e. suspension or greater) at any time of the year automatically disqualifies the officer and relieves her of her position. This may include any documented outside disciplinary punishment that directly relates the student to Villa Joseph Marie.

Should a student be elected to an office in two different organizations, the moderators will meet with the student to decide whether it would be feasible for the student to hold both offices.

Tours/Field Trips/Off-Campus Activities

Students who avail themselves of the opportunity to go on a school-sponsored tour/trip must abide by all the School rules and regulations while on the trip. This includes the dress code and any other regulations set down by the sponsor of the tour. In order to be eligible, a student must have a good attendance and disciplinary record, and must have passing grades in all her subjects. A student must also have met all financial obligations to the Villa Joseph Marie High School before being permitted to go on any class trip or tour.

No student will be allowed to participate in off-campus activities without a signed official school permission slip. Telephone calls and handwritten notes will not be accepted in lieu of permission slips.

Class trips arranged by the Academic Departments are mandatory. A graded assignment will be given to those students who do not attend these trips.

Stewardship

As a private, non-profit tuition dependent school, Villa Joseph Marie's main source of funding for supplemental additions to the school's educational and physical enhancements is met through the Annual Fund. Each year the school administration, in concert with the Office of Institutional Advancement identifies a school priority such as the renovation of the Chapel (2006) and security system (2007). The annual Fund is the primary fundraiser of the School and each member of the school community, alumnae, parents, current students, Board, faculty and Administration are asked to support the School's continued growth by contributing meaningfully to the Annual Fund. All contributions are tax deductible and in many cases, are eligible for matching funds from employers. The Annual Fund is the definitive means to becoming an active steward of Villa Joseph Marie High School's next 75 years!

Health Services/Health Records

All new students must submit the required health examination and immunization requirements by October 10 of the school year or present a schedule of appointments. If not, the student will be excluded from school until the health record or a statement from the physician for an appointment is presented.

Medications

Students are not allowed personal possession of a medicine while at school. Any medication, whether prescriptive or non-prescriptive, is considered a controlled substance (i.e. drug), and must be registered and stored in the Nurse's Office in an appropriately identified container. Additionally, a note is required from a parent/guardian indicating the dosage and the time the medication is to be administered. Any medication that is not registered or stored in the Nurse's Office will be treated as a controlled substance, and appropriate safety and disciplinary measures will be taken by the Administration. At times, when the school nurse is not available, it is necessary for the Main Office to dispense medicine for minor medical conditions (e.g., headaches). There must be a "Permission to Administer Medication" form on file. The Office is not permitted to dispense any medication without this form. Forms will be distributed on the first day of school or they can be obtained from the Main Office. Phone calls will not be made to obtain parent/guardian permission to dispense such medications, so it is important that this form be on file.

Pregnancy

Villa Joseph Marie is deeply committed to the teachings of the Catholic Church and the Pro-Life philosophy. A student who is pregnant is required to make the guidance counselor and nurse aware of her condition. Villa Joseph Marie is concerned for the well being of the mother and the child. The School reserves the right to review the student's standing in view of the special medical, social, and academic needs of the student.

Hostile Environment (Harassment/Bullying/Discrimination)

The daily interaction of people necessitates good manners, mature judgment, and the use of reasonable guidelines. Always show respect and courtesy toward others. Students may find

themselves in situations where they may not be in agreement with others, but are expected to conduct themselves in a positive and mature manner.

As with other forms of discrimination prohibited by the Civil Rights Laws, Villa Joseph Marie High School strongly condemns harassment, bullying or discrimination of any sort. Such acts by other students, faculty members, or school employees will not be tolerated and may be sufficient grounds for **immediate expulsion or discharge**. If the student believes that she is or has been a victim of such an act, she is asked to report the incident immediately, and in no event later than one calendar week, by filing a complaint with the Principal.

Bullying/Harassment shall mean any intentional electronic, written, verbal or physical act, or series of acts that are directed at another student or students. The act is considered severe, persistent or pervasive if it interferes with a student's education, creates a threatening environment, or has the effect of substantially disrupting the orderly operation of the school. "School" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or any activity sponsored, supervised or sanctioned by the school. This policy also includes any negative act towards another student carried out electronically, i.e., E-mails, My-Space, Facebook, instant messaging, text messaging, etc.

Within two calendar weeks of receiving a harassment complaint, the Principal shall confer with the aggrieved party and others whom the Principal deems necessary for resolution of the complaint in an effort to adjust the matter to the satisfaction of all concerned. Within ten (10) days after receipt of the complaint, the Principal shall provide a written response and recommendation to the student. The time limits provided may be extended by mutual written consent.

Retaliation by anyone against an individual who has reported improper conduct, including harassment, is strictly forbidden, and likewise may be sufficient grounds for expulsion or discharge.

Insurance

Student insurance is available at a nominal cost at the beginning of each school year. A student having insurance files an accident report with the Main Office whenever the student sustains an injury. The Main Office gives the student a claim form to be completed by the injured student and submitted to the insurance company. All students engaged in extracurricular activities must be insured for the entire 24 hours of the day during the school year.

Liturgy Services

As students of a private, Catholic high school, each student, will respect the religious philosophy of the School and attend all liturgical services scheduled. It is strongly encouraged that each student actively participate in the Service. Any student acting inappropriately during a liturgical service will receive a detention and a meeting with the student and parent/guardian will be scheduled.

Lockers

Lockers are a privilege that the school extends to each student. At the beginning of each school year, students will be assigned a locker and given a corresponding key. It is the responsibility of each student to be sure they have a key each and every day. We understand there are times when a key is forgotten and in this instance one can be rented for .25/day **but must be returned at the end of the day. If a key is not returned by 3:00 on the day rented the**

student will be charged .50 for each subsequent day the key is not returned. However, consistently forgetting a key is unacceptable. If a student forgets her key 5 times in an academic quarter, she will receive a detention.

Some students are issued lockers with combinations. It is the responsibility of each student that is issued one of these lockers to remember their combination. There are times when a combination is forgotten and in this instance the student should obtain the combination from the Dean of Students or Principal.

Lockers are school property, and, as such, must always be clean and presentable. They are subject to inspection by the Administration at any time, without warning. The following rules must also be observed:

1. Keys should never be left in lockers, and lockers must always be completely closed.
2. Keys may be worn on lanyards around the neck. These chains may never be swung.
3. Open containers may not be kept in the locker for any reason.
4. If a locker malfunctions, report to the Main Office to file a maintenance report. Lockers should never be slammed or kicked.

If at the end of the year a locker has not been maintained in good condition, a maintenance fee will be assessed to be determined by Administration. Failure to comply with the above regulations will result in a demerit and/or other disciplinary action.

Rings

During the student's sophomore year, Student Services will take ring orders for those students interested in purchasing a Villa Joseph Marie High School ring. These rings will be distributed during a ring ceremony the following school year. Only official Villa Joseph Marie High School rings purchased through Student Services will be presented to students on Ring Day.

Campus Security

The Security Command System™ has been installed to provide safety and peace of mind. The system consists of a Closed Circuit Television System, Proximity Card Reader and Intrusion Notification Alarm System. Students should not be on campus before 7:00 a.m. or after 5:00 p.m. unless they are under the supervision of coaches or moderators. The school assumes no responsibility of supervision of students outside these hours.

Security Cameras

Villa Joseph Marie High School has installed security cameras in the building, outside the building and at other locations on campus. The security camera system will record images of persons but will not record the speech of any person whose image is captured by the security system. The purpose of the camera system is to improve security on the school campus.

Proximity Card Readers

Each student and faculty member is issued a proximity photo identification card at the beginning of the school year at no cost to them that will allow access through the front doors, the "bus porch" doors, doors located by room 126 as well as the Regina Hall front door. Student access to these buildings will be limited to Monday through Friday, 7:00 a.m.-5:00 p.m. To ensure that the school is secure at all times, it is imperative that students notify the Principal or Dean of Students immediately if a proximity card is lost or damaged. There will be a \$25 replacement fee for lost or damaged proximity cards.

Intrusion Notification Alarm System

All doors that do not have a proximity card reader are installed with an Intrusion Notification Alarm System. If a door is left open an interior sound siren will immediately sound. Students are not permitted to open these doors unless there is an emergency. Disciplinary action will result for a door opened intentionally.

Search and Seizure

The School retains the right to and will solely at its discretion search for and seize all controlled substances/drugs as defined by PACS Title 18 Act 64 to include: alcohol, drugs, tobacco products, look-alike drugs, weapons, and other contraband when there is any belief that such contraband is in the possession of a student. This includes the search of lockers, cars, or any possession on school property, as well as on the student's person. The search will be conducted by an Administrator, and there will always be one school witness present at all times. If a student is found in possession of such contraband, she will be subject to serious disciplinary action (i.e. expulsion). Villa Joseph Marie High School will fully cooperate with police and other government authorities.

Student Conduct

Violation of the following school rules may result in detention, probation and/or suspension from school and all school related activities. The following violations may also result in the involvement of the local police department and administrative recommendation for expulsion from School.

1. Disrespectful or insubordinate behavior
2. Possession, use, or distribution of: drugs, paraphernalia for drug use, narcotics, controlled substances or alcoholic beverages,
3. Assaulting a staff member or the threat of assault directed to a staff member
4. Involvement or implication in any act that threatens the safety or physical well being of students or staff
5. Involvement in any act that vandalizes or defaces School property
6. Repeated involvement in incidents that show disregard for school rules and regulations or the use of poor judgment
7. Any intentional act directed at a staff member or student in a negative manner
8. Involvement in a theft
9. Physical/verbal intimidation or harassment

Violence

Villa Joseph Marie High School maintains zero tolerance for violence and threats of violence. Fighting, foul language, causing physical harm to another, threatened violence, threatening to cause physical harm to another, emotional or verbal abuse, other intangible injuries and any violent behavior between students is in flagrant violation of the philosophy of Villa Joseph Marie. Any student involved in such behavior will be subject to disciplinary action, including suspension and expulsion. The school retains the right to involve the police at its discretion.

Transportation

Buses

Riding a school bus is a privilege. Since buses transporting students to and from School and other events are considered an extension of the school premises, all School rules and regulations apply. Failure to comply with these rules will result in disciplinary action. Students are additionally required to follow all rules and regulations posted by the bus

company. Students are not permitted to ride home on any other bus that is not assigned to them by the resident school district transportation department. Most school districts do not allow students from neighboring districts to ride their buses – please call the school district directly to make extraordinary arrangements.

Activity buses are provided by a number of area school districts at 5:00 p.m. everyday. It is the responsibility of the student to sign up for a bus by 8:00 a.m. If the student decides throughout the day they will not need the activity bus they must inform the Main Office immediately.

Cars

Driving a car is a privilege, not a right, extended by the state. All students, guests, and visitors are expected to obey parking and driving regulations in accordance with School policy and State law.

Seniors who wish to drive to school must request forms from the Main Office to be filled out and signed by parents/guardians and returned. Students who are to be "riders" with student drivers must also have the required forms on file in the Main Office. Because of limited facilities, parking is made available only to seniors. ~~and those without busing available to them~~

Only students who are registered to drive may park on school property during school hours. Each student must park in her assigned space. The student must inform the Main Office immediately if someone has parked in her assigned space. There is a \$100.00 fee for a parking permit. This tag must be prominently displayed on the rear view mirror while parked on the property.

1. Always obey the **15 M.P.H.** speed limit on school property.
2. Always obey traffic rules and regulations, including **ONE-WAY** traffic patterns and **STOP** signs.
3. Display driving permit on rear-view mirror at all times while parked on the school premises.
4. Park in **ASSIGNED** parking space **ONLY**. If your assigned space is occupied, park in one of the available "visitor's" spaces and notify the Main Office immediately. If one of those spaces is not available, park in an available spot and notify the Main Office immediately.
5. Arrive to school no later than 7:50.
6. Passengers of a student driver must have the required forms on file in the Main Office. Arriving late will result in a tardy – the accumulation of three tardies will result in a detention.
7. **ON DAYS OF INCLEMENT WEATHER (I.E., SNOW), STUDENTS WILL NOT BE PERMITTED TO TRANSPORT OTHER STUDENTS HOME UNLESS ALL APPROPRIATE FORMS ARE PREVIOUSLY ON FILE IN THE MAIN OFFICE.**
8. You may not be absent more than ten times in the School year. (Absences for which you present a doctor's note on doctor's stationary may be exempt)
9. Park within the lines designated for student parking.
10. Do not leave school grounds without permission.
11. Do not go to a car during the school day without Administrative permission.
12. Early dismissals are not permitted on days with special schedules.
13. If leaving early due to sickness, permission to drive by a parent/guardian is necessary.
14. Do not park any unregistered car on school property, or park in staff parking.
15. School buses and students have the right-of-way at all times.
16. Do not transfer or lend your parking permit and/or car to any other student.

17. Return the parking permit at the end of the year to avoid a fine. If a permit is lost, another one may be purchased for \$10.00.

A violation of any of the above regulations will initially result in the suspension of the student's driving privileges for 31 calendar days. A second violation of any of the above regulations will cause a student to lose her driving/parking privileges for the remainder of the school year, with possible, additional disciplinary action.

Student riders (underclassmen) who are tardy nine or more times may be refused a parking space for the following school year. In addition, those students who drive without permission may not be considered for a parking spot the next year.

Visitors

All visitors, including parents, are expected to report first to the Administration Office. No one is permitted to visit any part of the school campus without a visitor's pass. This pass is obtained from the Administration Office. Visitors may be asked to provide proof of identification.

Student Guests

A student who wishes to invite a friend to attend classes with her for a day must:

1. Present her written request to the Principal at least one day prior to the visit. The letter must state the visitor's name and school.
2. The guest must bring a letter from her school or parent confirming her valid absence from school and giving her permission to visit Villa Joseph Marie. She will be expected to appear in appropriate attire and be aware of proper conduct at Villa Joseph Marie.

Weapons

Weapons on school property are a violation of PACS Title 18. A weapon is defined as, but not limited to, any knife, cutting instrument, firearm, or any other tool, instrument or implement capable of inflicting serious bodily injury or as otherwise defined by said statute.

A student commits a violation of this policy if she possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from a school. Any violation will be considered grounds for immediate expulsion.

All students and personnel are to report any suspicion or discovery of weapons possession or transport to school authorities. Failure to do so will result in disciplinary action. In addition, the police will be immediately notified of any violation of the above policy.

Work Permits

Students needing a work permit may obtain it from the public high or junior high school in the district in which they reside.

DISCIPLINE

Discipline is the training that develops integrity and maturity, which is the foundation of the Villa Joseph Marie educational structure. Each student is responsible for conducting herself in a manner that reflects and upholds the philosophy and values of Villa Joseph Marie. This applies to all school-related situations, both on and off campus.

Failure to meet this responsibility, or to comply with the regulations set forth in this handbook, may result in disciplinary procedures, including dismissal. Disciplinary measures will be imposed separately or progressively as the situation indicates. Any infractions will be

noted in the student's permanent disciplinary record, which will be kept on file by the Dean of Student Affairs.

Students who are persistently troublesome or uncooperative, or students who refuse to improve after repeated counseling, make themselves unwelcome at Villa Joseph Marie. The school retains the right to discipline such students and will not allow such students to re-enroll during a subsequent term.

Moreover, school authorities may discipline a student for conduct in or out of school that jeopardizes the reputation of the school when the student's identity with Villa Joseph Marie is evident. This may include moral and civil offenses.

The school administration may assess disciplinary action to a student as they deem necessary in their sole and absolute discretion, for any action or communication by the student which does not conform to the standard of conduct required by the school.

DISCIPLINARY PROCEDURES

Demerits

Teachers and other school personnel may issue demerits to students. These are filed in the Dean of Student Affairs Office. An accumulation of three (3) demerits will necessitate a detention. Demerits accumulate on a yearly basis; i.e., a student receiving two demerits first semester and one demerit second semester will serve a detention upon receipt of the third demerit. Behaviors warranting a minimum of one demerit include, but are not limited to: dress code violation, nametag violation, late to class, food/drink out of cafeteria, disturbance, failure to follow cafeteria procedure, failure to follow locker procedure, failure to follow classroom procedure, other (specified).

Detention

Detention period is a time when a student is assigned to stay after school hours or at another time. The detention proctor will provide the student with an assignment or chore that must be completed during the determined detention period. A student may not use scheduled detention time to do homework, receive tutoring, or make up missed class work, including tests.

A student receives one (1) detention for the accumulation of three demerits, or for a more serious offense (see below). Detention records are kept on a yearly basis, and the accumulation of three detentions within the course of one year will result in a Faculty Advisory Board hearing.

The offenses resulting in an automatic detention will include, but are not limited to, accumulation of 3 demerits, gum chewing, cell phone/Ipod/CD or DVD player usage during school hours, foul language, insubordination, violation of school rules, excessive nametag/key rental..

Detentions may be assigned to a student by any member of the faculty of staff. Students and their parents will be notified in writing of the date, time, and duration of the detention, and they will be required to return the signed letter to the Dean of Student Affairs. Failure to return a detention notice will result in one (1) demerit for each day the notice is late.

Detentions may take priority over ALL school activities (including games, rehearsals and after-School employment). Any student who fails to report to detention may receive a

suspension for defying a teacher. In the event of illness on the day of detention, the student is required to serve the detention on her first day back in School.

Advisory Board

The Faculty Advisory Board is a disciplinary panel comprised of the Administration and headed by the Dean of Student Affairs. It is not intended to be an adversarial or quasi-judicial proceeding. A student may be asked to appear before the Board for the accumulation of three (3) detentions within the span of a year or for any major offense. A written letter will be sent home and must be signed by the parent/guardian and the student, indicating that the student will agree to come before the Board. After the Board hears the evidence, it will deliberate and recommend a decision to the Principal, who will make a final decision. The student and parents involved will be informed of the Principal's decision in writing. The decisions of the Principal include disciplinary probation, suspension, and expulsion.

If a student chooses to waive her right to appear before the Board (thus waiving her right to Due Process), the following procedure will occur:

1. During a meeting with the student and her parents, there will be a full presentation of the student's rights under Villa Joseph Marie code and of the charges brought against her.
2. The student and her parents will then be asked to sign a waiver of her right to due process.

Regardless of the decision to make or declare the previously stated disciplinary process, the parents and students will agree to accept the decision of the Principal as final.

When an appearance before the Faculty Advisory Board is required, the student is entitled to Due Process. She will receive:

1. A notice of the charges, the nature of the evidence supporting the charges, and the consequences if the charges are proven true.
2. A notice of a right to a hearing at which time she may respond to the charges.
3. A fair hearing, including the right to present witnesses and evidence.
4. A fair and impartial decision.
5. A student advocate, Guidance Counselor.

If a student's disciplinary record is such that, within her four years at Villa, it warrants a second appearance before the Faculty Advisory Board, a conference will be arranged between the Administration and the student and her parents, at which time she will be asked to withdraw immediately.

Probation

Probation is defined as a conditional enrollment during a trial period under specific conditions. A student placed on probation has shown that her attitudes toward self-discipline and/or attendance are deficient; therefore, she will be subjected to a trial period of one quarter in the School or a particular class. If the student shows a lack of willingness to improve, she will be asked to pursue her education elsewhere.

Suspension

Suspension is a Villa Joseph Marie High School-enforced absence used to correct disobedience of school rules. Parents are informed when a student is suspended. The length of suspension will be determined by the school administration and the penalties will be fulfilled in school. That is, the student is suspended from classes and all activities and is to work in isolation. (The only exception to this is Immediate Suspension [see below]). The

student will be readmitted to classes only after a satisfactory solution for her misconduct has been approved by the Administration. Two (2) suspensions will require an interview with the Faculty Advisory Board, and will result in consequences ranging from probation to expulsion.

Immediate Suspension

Immediate Suspension may be invoked when the charges are serious and the Administration believes that the student's presence on school grounds jeopardizes or endangers either the charged student or others. The suspension will last until a Faculty Board may be convened, no later than one week after the initial charges. The school will make every attempt to notify parents upon the enforcement of Immediate Suspension.

A student may be suspended for various offenses including, but not limited to: truancy, forgery, smoking, fighting, disrespect, defacement/destruction of School property, theft and serious disregard for School rules/morality, including dress code.

Expulsion

Expulsion is a permanent dismissal from school. A student may be expelled for various offenses, including but not limited to: repeated suspensions, drug and/or alcohol incident, violation of probation, and continued disregard for school rules after continued correction (for example, as indicated by a second appearance before the Faculty Board). This includes any conduct in or out of school that jeopardizes the reputation of the school when the student's identity with the school is evident.

Cutting Class

Cutting class is a serious infraction and is prohibited. Teachers must account for students assigned during any class (this includes study hall). Teachers will notify the Main Office of any student who is not registered as being absent but who is missing from class. Students must make arrangements with teachers or study hall moderators prior to not attending a class whether it be for sickness, making up work for another class or helping another teacher or administrator. The nurse's office will not accept students without a pass from a teacher or administrator. The following are disciplinary measures used to deter cutting class:

1st Cut: The Dean of Students will notify parents by phone. An administrative detention will be assigned.

2nd Cut: A disciplinary meeting will occur between the student, parents and Administration. The student will be placed on an in-school suspension for a minimum of three days and will be put on probation for the remainder of the year.

Any additional serious infraction, regardless of type, may result in the student being asked to pursue her education at another institution.

Dismissal from Class

If a teacher finds it necessary to have a student removed from a particular class or in-school activity because of the student's disruptive behavior, disobedience, disrespect, or defiance, the Dean of Student Affairs should be summoned immediately to escort the student to the Office. Depending on the offense, the parents will be notified and the student will be subject to disciplinary action including probation and suspension.

SPECIAL SERVICES

Chapel

Frequent visits with Our Lord in the Blessed Sacrament before and after school and during lunch and study periods are encouraged. The quiet atmosphere of the Chapel is most conducive to meditation and prayer, and therefore, students should refrain from loud talking in the corridor outside the Chapel door. Confession times will be announced throughout the year.

Guidance

The Guidance Department at Villa Joseph Marie High School is a support team whose purpose is to assist and encourage the development of individual strengths related to planning and decision making; to help students set, clarify, and act upon their educational, social, and career goals; and to encourage personal growth and academic excellence.

The Department recognizes and values the unique qualities of each student; will seek to assist each student with personal concerns; and will guide and counsel and/or refer both students and their parents to appropriate professionals when deemed necessary for a student's well-being.

The Department endeavors to create an open, trusting environment which will encourage students to become more fully aware of self -- one's strengths, goals, needs and responsibilities. Guidance personnel recognize the importance of parents and counseling staff working in concert to ensure a strong, effective partnership while maintaining high ethical and professional confidentiality standards. The Department provides learning and support opportunities for both parents and students via individual and group guidance/counseling and parent workshops.

Naviance

Villa Joseph Marie High School has subscribed to Naviance, the premier guidance program for course, college and career planning for high school students and parents. Students will be able to organize, file and update career and college planning in their own Naviance portfolio. Our incoming freshmen will take the Naviance learning assessment to help each student discover their own unique learning style and discuss strategies with her counselor which will facilitate and optimize her comprehension and retention of academic material. In addition, students and parents can research individual learning styles, colleges and scholarships, match student specified goals and actual data from Villa Joseph Marie High School and use access to electronic links to CollegeBoard (SAT), ACT, Fastweb, CSS Profile and FAFSA (Federal Application for Student Aid).

College Advisement Center

The College Advisement Center contains college and vocational school catalogues, information on college entrance examinations, and sources of scholarship and financial aid. Students have access via computer to a wide range of college and scholarship information and an Advisement Center coordinator is available to assist students in their research. The Center also hosts representatives from numerous colleges and universities who visit Villa Joseph Marie during the fall and spring to meet with potential applicants. The students are strongly encouraged to sign up and take advantage of these sessions. Every effort is made in this department to encourage each student to find the direction that will assist her in attaining her future goals.

Guest Speakers

In conjunction with the School's holistic educational philosophy, Villa Joseph Marie believes that a proactive approach is integral to the promotion of healthy moral and intellectual development. From time to time throughout the year, the School sponsors guest speakers in conjunction with the Guidance Department, the Religion Department, and the Health Classes. These programs are educational and intended to reinforce and supplement the School's wellness curriculum. Some examples of these programs include: Northampton Township Police "Adopt-a-Cop" program, NOVA, CONTACT, Generation Life, Pro-Life, vocation/career presentations, etc.

Testing

All Sophomores and Juniors take the PSATs in October. The Sophomore results are used strictly as diagnostic and prescriptive. The Junior PSAT/NMSQT is used to determine National Merit Scholars by the National Merit Foundation. In addition, the PSATs of Junior year helps identify target areas of improvement in preparation for the SATs & ACTs. Juniors are encouraged to take the SAT and/or the ACT two times during the second semester of the eleventh grade year and in the fall (Oct-Nov) of the twelfth grade year. A number of colleges and universities require the SAT II's (subject tests) for either acceptance or placement purposes. Each student is advised to review the requirement of each college/university to which she intends to make application. Juniors and sophomores may take an SAT II in June upon the successful completion of a science, mathematics, or language course, upon consultation with the course instructor and the Director of Guidance.

LIBRARY MEDIA CENTER (LMC)

The Library Media Center (LMC) contains various resources (books, periodicals, paperbacks, videotapes, computer resources, and audiovisual equipment) intended to supplement and enhance the student's academic curriculum. Following is a list of rules and regulations governing the LMC. Please refer also to the Handbook's section on Computer Usage and Ethics:

Library Media Center Information:

- LMC hours are from 7:30 a.m.- 4:00 p.m. (Mon. – Thurs.)
- Length of circulation:
 - Books- three weeks
 - Periodicals- overnight
 - Reference books and audiovisual materials— overnight
 - Reserve books—three days unless the teacher specifies that they are to be used in the LMC only
- Books may be renewed and reserved.
- No book, periodical, or piece of equipment may be taken from the LMC without signing it out at the desk.
- Writing, underlining and/or folding pages in library books will result with the student making the total payment for the book.
- Fines are charged for materials returned to LMC after the due dates except for weekends and holidays. Students are responsible for returning all materials on or before the due date.

Daily fines vary according to the type of material:

Books.....10 cents
Periodicals..... 25 cents

Reference books and audiovisual materials.....	25 cents
Reserve books and Access PA Books.....	25 cents

- Access PA Books may be borrowed from other Pennsylvania libraries.
- Students visiting the LMC are expected to maintain an atmosphere of quiet study.
- All materials should be returned to their proper places.

A BOOK OUT OF PLACE IS A LOST BOOK !

- All losses and damages to books or material must be paid to the satisfaction of the librarian.
- Eating and drinking are **NEVER** allowed in the library.

SCHOOL ORGANIZATIONS

All students are urged to participate in extracurricular activities throughout the school year. These activities are established in accord with sound educational principles and are necessary for producing well-rounded, competitive students. Some of the clubs are subject related, while others are vocational or service clubs. Some organizations have prerequisites for membership, while others are open to all interested students.

Student Council

Student Council is one of the most important organizations in the school. It is the representative voice of the student body, and a visible link between the administration, faculty and the students. The Student Council is composed of two branches: the Executive Board and the Representative Body. Each homeroom sponsors one representative. The purpose of Student Council is to foster better understanding, closer relationships, and extended cooperation among the student body, faculty, and administration. Student Council also trains students in the duties and responsibilities of good citizenship. Villa Joseph Marie's Student Council is affiliated with both the National Association of Student Councils, and the InterSchool Council (founded 1997), a network of Catholic independent School student government organizations.

National Honor Society

Membership in the National Honor Society is an honor bestowed on a student by a Faculty Committee. It is not something that can be sought or expected by a student. Eligibility for membership and maintenance of membership are determined on a four-part basis, with each part being equally important. Sophomores, juniors, and seniors who for at least two consecutive marking periods at Villa Joseph Marie have met the requirements stated below will be considered. No senior will be considered after the first marking period of her senior year. Only if a student meets the requirements will she be considered for membership.

SCHOLARSHIP

1. Grade average of High Honors.
2. Student must be in at least two Honors or AP level courses. (Honors/AP courses include: Honors English II, Honors English III/IV, Accelerated English II, AP Psychology, AP American History, AP European History, AP Literature, Women in Literature, Honors Algebra II, Honors Geometry, Pre-Calculus, AP Calculus, AP Environmental Science, Honors Biology, Honors Chemistry, Honors Physics, AP Biology, AP Chemistry, some third and fourth-year language, college course in Social Studies).

LEADERSHIP The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles, and making suggestions.
2. Demonstrates leadership in promoting School activities.

3. Exercises influence on peers in upholding School ideals.
4. Contributes ideas that improve the civic life of the School.
5. Is able to delegate responsibilities.
6. Exemplifies positive attitudes.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
10. Demonstrates leadership in the classroom, at work, and in school activities.
11. Is thoroughly dependable in any accepted responsibility.

SERVICE The student who serves:

1. Is willing to uphold scholarship and maintains a loyal school attitude.
2. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
3. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
4. Cheerfully and enthusiastically renders any requested service to the school.
5. Is willing to represent the class or school in inter-class and inter-scholastic competition.
6. Does committee and staff work uncomplainingly.
7. Shows courtesy by assisting visitors, teachers, and students.
8. Actively participates in school organizations.

CHARACTER The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
3. Upholds principles of morality and ethics.
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability.
6. Shows courtesy, concern, and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
8. Has powers of concentration and sustained action as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps to rid the school of bad influences of environment.

Bucks County Reading Olympics

The goal of this activity is to increase students' reading for enjoyment. Students collaborate with their teammates to read forty to fifty books that have been selected by a committee of librarians, reading specialists, and classroom teachers. These professionals read the books and write questions that teams of students answer during competition.

Corona (Yearbook)

The Corona staff devotes its time to the year-round task of creating the annual yearbook. The staff members plan, design, and edit various sections in order to meet deadlines which assure receiving the book early in the fall.

Community Service Corps (CSC)

The Community Service Corps offers opportunities for varied service experiences for both long-year commitments and one-time activities or "special events". In addition, CSC, by its very nature, builds community among students working together and also encourages prayerful integration of service work into true-to-life situations. CSC helps teens reflect on the blessings in their own lives and using that to help and inspire others in the community. Some of the CSC sponsored activities include: Volunteer at the Trenton Area Soup Kitchen, food and School supplies drives, preparation of breakfast bags, volunteer with special needs adults at Wood Services, MLK Day of Service, and the May Procession and Crowning of Mary. Meetings are held once per month. The requirements for membership are participation in four (4) events per school year.

French Club

Health Services Club

All the members of the Health Services Club are volunteers at local hospitals or health-related services. The members keep a record of their volunteer hours.

Latin Club

The purpose of the Latin Club is to encourage an interest in and appreciation for the civilization, language, literature and art of ancient Greece and Rome and to develop an understanding of our culture's debt to classical antiquity. Membership is open to any student who is taking or has taken Latin.

Mathletes (Varsity and Junior Varsity)

The purpose of the Mathletes is to enhance student interest in the field of mathematics. Membership is open to the entire student body. Students participate in monthly competitions with Schools in the greater Philadelphia area.

Mock Trial

Mock Trial is an organization that provides real, hands-on knowledge regarding court room procedures to those students interested in developing their public speaking skills for law or other careers. Mock Trial is a competition where students compete against other schools as lawyers and witnesses in a fictitious case. The teams compete on both the plaintiff (civil)/prosecution (criminal) and defense sides of the case.

Musical Ensemble

This group of musicians meets before and after school and prepares programs to be shared with the students, faculty, and parents, such as the Christmas Concert and smaller recitals throughout the year. Membership is based on audition, and all students are encouraged to try out.

Peer Counselors

Peer Counselor's Group is comprised of a select group of juniors, and seniors who have successfully completed BCIU peer counselor training and who have been approved by the Guidance Department. Peer counselors are available to assist students with personal concerns, to offer peer education on mental/physical health issues, and to refer counsees to available counseling services when necessary, in consultation with and under the direction of the Guidance Department.

Pro-Life Club

The Pro-Life Club is an organization for students who wish to take a more active role in their commitment to the Catholic faith; in particular, the Pro-Life movement. Members organize the annual Pro-Life Baby Shower.

Quintessence

Quintessence is the literary magazine published annually.. Art and literary contributions from the students, faculty, administration, and staff of VJM will be considered.

SADD (Students Against Destructive Decisions)

SADD is an organization dedicated to education of the student body on the topics of drug and alcohol abuse. The program is student-directed and involves the presentation of speakers, the participation of the student body in "red" day activities, "prom promise" preparation, and leadership by example. It is open to all members of the student body.

Spanish Club

The Spanish Club provides students with the opportunity to discuss and experience Spanish outside of the classroom. Monthly meetings are held in a comfortable, relaxed setting where speaking Spanish is strongly encouraged. All levels are welcome and meetings usually have a theme related to Spanish language and culture. Membership requirement is a strong effort to attend the majority of meetings.

VJM Journal

The VJM Journal is a student-produced newspaper published quarterly in conjunction with the school's Journalism class. The staff helps to plan, research, write, edit, and design the Journal. Membership is open to sophomores, juniors, and seniors, although all are welcome to contribute ideas for stories, artwork, and photography.

Parents' Guild

This group offers an excellent opportunity for all parents to remain informed of current school activities, both academic and extracurricular. The Guild traditionally sponsors the Mother/Daughter Tea, Ring Day, and the Baccalaureate dinner. It also has been responsible for the initiation of the newsletter and student directory. The Guild attempts to make each student and her family's four years at Villa Joseph Marie High School socially enjoyable as well as educational. Since dues are paid along with tuition, every parent/guardian is a member. A great deal is accomplished in only one short meeting the first Thursday of every month. Every parent is strongly encouraged to actively participate in Guild activities.

VILLA JOSEPH MARIE HIGH SCHOOL
Alma Mater

We pledge our love to your Blue and Gold,
O, Villa Joseph Marie!
We cherish our days at VJM
and will eternally.

The Crown, the Sword, the Lily white,
the emblem we revere.
Will be the theme of every song
we sing from hearts sincere.

Our inspiration and our light,
dear VJM you'll be!
Our School we love, her name we hail,
as we pledge our loyalty;

O, Alma Mater, you we hail,
dear Villa Joseph Marie!
Your name emblazoned on our hearts
shall burn eternally!



Villa Joseph Marie

HIGH SCHOOL
2009-2010
Bell Schedules

Schedule A (44 Minute Class)

Warning		8:00	
Period	1	8:03	8:47
Homeroom		8:52	9:02
	2	9:07	9:51
	3	9:56	10:40
	4	10:45	11:29
	5	11:34	12:18
	6	12:23	1:07
	7	1:12	1:56
	8	2:01	2:45
Dismissal			2:45

Schedule B (40 Minute Class)

Warning		8:00	
Period	1	8:03	8:43
Homeroom/ Activity		8:48	9:31
	2	9:36	10:16
	3	10:21	11:01
	4	11:06	11:46
	5	11:51	12:31
	6	12:36	1:16
	7	1:21	2:01
	8	2:06	2:45
Dismissal			2:45

Schedule HR-B (43 Minute Class)

Warning		8:00	
Period	1	8:03	8:46
Homeroom		8:51	9:09
	2	9:14	9:57
	3	10:02	10:45
	4	10:50	11:33
	5	11:38	12:21
	6	12:26	1:09
	7	1:14	1:57
	8	2:02	2:45
Dismissal			2:45

Schedule C (37 Minute Class)

Warning		8:00	
Period	1	8:03	8:40
Homeroom		8:45	8:50
	2	8:55	9:32
	3	9:37	10:14
	4	10:19	10:56
	5	11:01	11:38
	6	11:43	12:20
	7	12:25	1:02
	8	1:07	1:44
Assembly		1:48	2:45
Dismissal			2:45

Schedule D (37 Minute Class)

Warning		8:00	
Period	1	8:03	8:39
	2	8:44	9:20
	3	9:25	10:01
Homeroom		10:06	10:16
Liturgy		10:20	11:22
	4	11:27	12:03
	5	12:08	12:42
	6	12:47	1:23
	7	1:28	2:04
	8	2:09	2:45
Dismissal			2:45

Schedule E (28 Minute Class)

Warning		8:00	
Period	1	8:03	8:31
Homeroom		8:36	8:41
	2	8:46	9:14
	3	9:19	9:47
	4	9:52	10:21
	5	10:25	10:53
	6	10:58	11:26
	7	11:31	11:59
	8	12:04	12:32
Dismissal			12:32

Schedule F (EXAMS)

Warning		8:00	
Homeroom/ Announcements		8:05	
Prep		8:30	
Exam	1	8:45	9:45
Prep		9:45	
Exam	2	10:00	11:00
Dismissal			11:00

Schedule G (40 Minute Class)

Warning		8:00	
Period	1	8:03	8:43
	2	8:48	9:28
	3	9:33	10:13
	4	10:18	10:58
	5	11:03	11:43
	6	11:48	12:28
	7	12:33	1:13
	8	1:18	1:58
Homeroom		2:03	
Dismissal			2:45

Schedule SC (32 Minute Classes)

Warning	8:00		
Homeroom	8:05		
Prayer Service	8:10	8:31	
	1	8:36	9:04
	2	9:09	9:37
	3	9:42	10:10
	4	10:15	10:43
	5	10:48	11:16
	6	11:21	11:49
	7	11:53	12:21
	8	12:26	12:54
S.C.Activity		1:00	2:45
Dismissal		2:45	

2-Hour Delay Schedule

1	10:03	10:33
2	10:38	11:15
3	11:20	11:50
4	11:55	12:25
5	12:30	1:00
6	1:05	1:35
7	1:40	2:10
8	2:15	2:45



Villa Joseph Marie

High School

Telephone Extensions

Department	Ext
Administration Office	199
Athletic Department	125
Attendance	198
Business Office	165
Campus Ministry	126
English Dept. Chairperson	167
Fine Arts Dept. Chairperson	160
Guidance	118
Institutional Advancement	124
Library	107

Department	Ext
Main Office	196
Math Dept. Chairperson	158
Nurse's Office	104
President	122
Principal	199
Religion Dept. Chairperson	151
Science Dept. Chairperson	174
Social Studies Chairperson	150
Student Activities	198
World Lang. Chairperson	156

Name	Ext
Ambrose, Kate	161
Armbruster, Tom	150
Bermingham, Marielle	126
Boedewig, Bernadette	151
Bolognese, Michael	152
Bradbury, Margaret	157
Brooks, Ellen	160
Brown, Marissa	198
Bucci, Damien	180
Cleary, Maureen	124
Coopersmith, Amanda	174
Cummings, Francine	196
Cunningham, Landra	199
Deitch, Sheri	156
Dossick, Terry	127
Estroff, Amy	169
Facenda, Sonny	168
Fitzpatrick, Mark	158
Flynn, Rebecca	164
Gaughan, Lauren	172
Gentile, John	175
Gorman, Bridget	187
Hoffman, Marjene	181/107
Hurlbert, Karla	100
Kellogg-Repash, Dana	115
Kelly, Sherri Jo	183

Name	Ext
Koopman, Diana	199
Labencki, Bernie	165
Levins, Joe	125
McBrinn, Laurie	167
Michel, Terri	122
Molloy, Elizabeth	185
Murway, Cathleen	130
Neft, Kathryn	184
Nelson, Roy	162
Noll, Jennifer	159
O'Connor, Ed	173
Ostoyich, Janet	104
Paul, Jennifer	170
Perez, Anne	118
Politowski, Marie	174
Quinn, Meghan	166
Roche, Lori	182
Schupack, Ellen	186
Scott, Susan	181
Shannon, Maryann	104
Simeone, Linda	123
Smylie, Lauren	176
Stepek, Maureen	153
Tyburski, Lois	178
Underwood, Stephen	179



Villa Joseph Marie High School

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Mary T. Michel
President

MEMO

August, 2009

TO: All Parents, Students, Faculty, and Staff.

Villa Joseph Marie High School has engaged Eagle Industrial Hygiene Assoc., Inc. to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently re-inspect every three years all student and staff accessed areas for the presence of both friable and non-friable asbestos containing materials (ACM) and to develop an Asbestos Management Plan from the information developed from the building inspections. All accessible areas of the facility were inspected for asbestos-containing materials.

The Management Plan provides a description of the amount, type, location and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan is available for review by interested parents, faculty, employee organizations and support staff in the school offices during business hours.

Sincerely,

Mary T. Michel
President

*Recognized as a "Blue Ribbon School of Excellence" by the U.S. Department of Education
Sponsored by the Sisters of Saint Casimir*

