



Dear Students, Parents and Villa Community,

Welcome to school year 2019-2020! Our Faculty, Staff and Administration are looking forward to new beginnings, opportunities and relationships. We recommit ourselves to our school's Mission and Mother Maria's wise counsel to actively witness "Always more, always better, always with love."

This handbook represents a contract between Villa Joseph Marie High School and the student and her parents/guardians. Please review and examine this book carefully. Please note: We are constantly reviewing the Villa Joseph Marie student handbook to ensure the policies therein are reasonable, address changes that impact our ability to provide a nurturing educational environment (technology and social) and reflect the values Villa Joseph Marie strives to impart on our student body. As such, in the event an addition or modification needs to be made to any specific policy within the student handbook or the entire handbook itself, such addition or modification will be communicated to the students and parents as soon as possible following the Villa Joseph Marie administration approval of such addition or modification. Any student handbook addition or modification shall be made by the administration of Villa Joseph Marie in their sole and absolute discretion.

You will acknowledge having read the Student Handbook on your FamilyID registration and will assume responsibility for knowledge of the policies and information contained within it. Any student without this signed acknowledgment may not be permitted to attend class.

We welcome each of you to the Villa Joseph Marie community and look forward to many shared blessings!

Sincerely,

Lauren E. Carr, '00  
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 enrolled in Grades 9-12. 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, moral and spiritual 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 Administration 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

This rotating schedule will be followed as a tool to improve learning and enhance the quality of classroom instruction for each student.

Day of Week	Period Rotation							
Day 1	1	2	3	4	5	6	7	8
Day 2	2	3	7	4	5	6	8	1
Day 3	3	7	8	4	5	6	1	2
Day 4	7	8	1	4	5	6	2	3
Day 5	8	1	2	4	5	6	3	7
Day 6	W	I	L	D	C	A	R	D

### 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)

### Freshmen and Sophomores:

Freshmen and Sophomores must carry a minimum of 6 credits with a maximum of 7 credits per semester.

### Juniors and Seniors:

Juniors and Seniors must carry a minimum of 5.6 credits with a maximum of 7 credits per semester. Students who complete a summer course at any point during their tenure at Villa now have the opportunity to choose a "Study" as one of their electives during Junior and/or Senior year. There is a maximum limit of one "study elective" per year and students must carry a minimum of 5.6 credits. Please note that even though summer session courses appear on the following year's transcript, the credits earned during the summer do not factor into the 5.6 credit per year minimum. Students will be directed through the course selection process by our Guidance department, as well as their current teachers. Guidance and administration will also approve all course selection requests before any schedules will be created.

All students must attend their class retreat each year to be considered for a diploma. In addition, 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 may not be permitted to participate in graduation practices or ceremony and not receive their 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. Documentation will be completed by the Director of Mission & Ministry and forms can be found on the website in the Campus Ministry section. 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. Additional hours of service that exceed those ten may be included on college applications and are encouraged. Service opportunities are posted on the bulletin board in the school cafeteria and under the Service Learning Tab on the website; any questions, comments, or concerns about service may be brought to the Director of Mission & Ministry.

Freshmen	5 hours per year ( <b>covered during Freshmen Seminar</b> )
Sophomore	10 hours per year ( <b>5 hours by the end of the first semester and 5 hours by the end of the school year</b> )
Junior	10 hours per year ( <b>5 hours by the end of the first semester and 5 hours by the end of the school year</b> )
Senior	10 hours per year ( <b>5 hours by the end of the first semester and 5 hours by the end of the school year</b> )

### 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 admissions testing, previous performance and overall academic effort. The department chairperson and the teachers make these decisions in concert with the Administration.

### GPA Computation (Amended 8/2019)

Grade	Numerical Value	Quality Points Awarded		
		Academic	Honors	AP
A	94-100	4.0	4.50	5.0
A-	91-93	3.7	4.2	4.7
B+	89-90	3.5	4.0	4.5
B	86-88	3.2	3.7	4.2
B-	83-85	2.9	3.4	3.9
C+	80-82	2.6	3.1	3.6
C	77-79	2.3	2.8	3.3
C-	75-76	2.0	2.5	3.0
D+	72-74	1.7	2.2	2.7
D	70-71	1.4	1.9	2.4
F	69 OR BELOW	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

Honors and High Honors are calculated on the Semester Period-to-Date GPA.

HH High Honors: 4.1 & Above  
Excluded if one grade equals B- or less

H Honors: 3.85 – 4.09  
Excluded if one grade equals B- or less

To find a grade point average (GPA), multiply the grade point value by the number of credits for the course, add up all those figures to yield a grade point total, and divide that total by the total number of credits the student is attempting to earn. The GPA is rounded to the second decimal place.

#### EXAMPLE:

Class	Grade	Course Credit	GPA Value x Credit
Religion 2	A-	1.00	$3.7 \times 1.00 = 3.70$
Spanish 2	B+	1.00	$3.5 \times 1.00 = 3.50$
Health	B	0.60	$3.2 \times 0.60 = 1.92$
Honors Chemistry	B+	1.00	$4.0 \times 1.00 = 4.00$
Phys. Ed	A	0.40	$4.0 \times 0.40 = 1.60$
English 2	B+	1.00	$3.5 \times 1.00 = 3.50$
Honors Geometry	B	1.00	$3.7 \times 1.00 = 3.70$
Chorus	A	0.60	$4.0 \times 0.60 = 2.40$
Total Credits		6.60	Total 24.32
<b>GPA: <math>24.32/6.60 = 3.684 = 3.68</math></b>			

### **Report Cards**

Report cards are mailed to the parents quarterly (at approximately nine-week intervals). An "I" (Incomplete) may appear as a grade 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. Students will only be matriculated into the next grade upon completion of all work.

### **On-line Grades, Canvas, Attendance and Deficiency Notices**

An online program (Canvas) 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 (A) 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/or 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. A student who has more than two credits (including physical education) to make up at any time may NOT receive an invitation to return to Villa Joseph Marie the following year.
3. 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 not be permitted to participate in any year end senior activities (baccalaureate, class photo, commencement exercises, Disney, etc.) and will not receive her diploma until all credits are made up.

### **Schedule Changes**

Schedule changes will only be made by the Principal for courses that were originally requested after consultation with the teacher and guidance counselor has taken place. If you are requesting a change into a different course, or different section of the course, requests may not be honored due to that course being "closed". Requests for a change in *lunch* will not be honored. Changes 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 must be met before an official transcript of credits is forwarded to another school.

## **Academic Code of Conduct/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 being 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
5. All items included in each teacher's syllabus

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

1. Copies homework or class work
2. Behaves dishonestly during tests and quizzes
3. Plagiarizes
4. Behaves dishonestly in preparation of lab reports and other School assignments
5. Does not adhere to policies provided in teacher's syllabus
6. Does not adhere to the policies provided in the student handbook
7. Violates the School's Code of Computer Ethics or the Acceptable Use Policy (including on line media outlets)
8. Violates the intent (at the sole determination of the Administration) of the School's philosophy and/or Mission

When a student is guilty of violating the Academic Code, or to comply with the regulations set forth in this handbook, disciplinary measures may result including a grade of zero on an assessment, detention, suspension or 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.

## **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 also 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. It is important to note that absences and tardies are part of the official transcript and permanent record. An excess number of absences/tardies may reflect negatively to potential colleges and employers.

Students who frequently miss class or who are tardy more than 5 times in a quarter will be brought to the attention of the Dean of Students and a parent conference may be scheduled.

Parents/Guardians are asked to call the attendance office (ext. 198) before 8:30 to report a student absence, tardy or early dismissal. 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. A note is also required for the students file and should be sent through an email to mbrown@vjmhs.org or a handwritten note.

### **Anticipated Absence**

The School does recognize that there are family emergencies as well as educational vacations/trips where it may be necessary for a student to be absent from school for a short period of time (3 or more days). The following procedure will facilitate such pre-arranged absence from school:

1. At least one week prior to the requested date of absence, a signed note by a parent/guardian must be turned into the Dean of Students explaining the reason for the absence and list the date(s) that will be missed.
2. Upon receipt of note, the Dean of Student Affairs who will acknowledge the request and give the student a Request for Absence Form.
3. The Request for Absence form must be signed by the student and then presented to all teachers, Guidance Counselor, Dean of Students 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 from the Dean of Students 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 above 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 absence is NOT an approval, but only an indication that the Administration is aware of the impending absence.

### **Chronic Absence**

A maximum of 15 days of cumulative absences verified by parental notification is permitted during the academic year. All absences beyond 15 cumulative days will require an excuse from a physician. Students who accumulate more than 15 days of absence (not due to prolonged illness) during the school year may 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. Persistent absences may also result in the student being subject to appropriate disciplinary action including but not limited revocation of student privileges to the participate in school activities including athletic events, social events, etc. Senior absences will be reviewed on an individual basis.



### **Long Term Absence (w/ medical excuse)**

If a student will be absent for an extended amount of time due to illness/injury, the following protocol will be put in place:

Parents will need to submit documentation from a physician detailing the medical necessity for the absence.

- Guidance will inform student's teachers of any prolonged absence. If necessary, teachers will make an educational plan for essential work to be completed by the student.
- If given clearance, Guidance will work with outside agencies/therapists to support students when necessary/if applicable.
- If appropriate, student may email teachers and check Canvas for missed work.
- A return to school medical note must be submitted upon return with any restrictions/accommodations.
- Guidance will develop an Accommodation Plan for student upon her return, if deemed necessary. The plan will implement suggestions from the medical note. While we try to honor the recommendations, the school may not be able to provide every accommodation.
- Upon return, a meeting may be scheduled with the Director of Guidance, Principal, student and parents to discuss transition back to school.

If a student needs additional time to submit owed work, an "I" (incomplete) may be given for a quarter/semester grade. Once the work is completed, the teacher will update the grade. Student will receive an updated report card at the completion of all owed work. A student receiving academic accommodations due to long term absence may not be eligible to participate in activities or extracurricular events until she receives clearance from the Athletic Director and/or Dean of Student Affairs through consultation with the Director of Guidance and Principal.

### **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/emails 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, please refer Canvas for assignments. Contacting teachers via email is another option.
3. Do not contact the Main Office for this request.
4. Only contact the Guidance Department for an extended absence.

### **Lateness**

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 or email documenting a student's tardiness or the student must provide a parent/guardian/doctor note upon signing in.

All students are encouraged and expected to be in school and in class on time. All lateness to school is unexcused except for the following reasons: medical illness, death in the immediate family, religious events.

Five unexcused tardies in a quarter will result in disciplinary action. 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, tardiness in excess of ten times during the year may result in probation for the following year. Seniors who are tardy more than ten times may face disciplinary penalties, including suspension and/or loss of privileges (e.g. on-campus parking).

### **Early Dismissal**

Early dismissals are strongly discouraged. However, in an urgent or unavoidable situation, an early dismissal (one or two periods) may be requested. The Dean of Students should be made aware of the early dismissal by 8:30 so that the teachers are made aware and can plan their class accordingly. The School strongly urges that professional appointments (e.g. doctor, dentist) be made after school hours or on off days (visit [VJMHS.org](http://VJMHS.org) for school calendar).

**Early dismissals are not permitted on days with special schedules.** A school calendar is provided online ([vjmhs.org](http://vjmhs.org)) and includes 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.

### **Eligibility to participate in school activities**

A student must attend at least 5 classes to be considered present for the day and to be eligible to participate in any school activity including but not limited to practices, rehearsals, games, clubs, dances etc. 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.

### **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 two 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 Villa Joseph Marie.

### **Medical Excuses from Physical Education**

Only a doctor's note can give a student medical reason to be excused from physical education classes. The note written by the doctor must be presented to the gym teacher for signature and then brought to the Dean of Students. To be reinstated in the gym class, the student must bring in written permission from the doctor.

### **Inclement Weather**

Inclement weather may necessitate delaying or closing school. In case of severe weather conditions, listen to radio station KYW (1060 AM) or local television news stations. You will also receive a personalized telephone message or text (if enrolled annually) 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.

### **College Visitations**

#### **Seniors**

Seniors will be allowed 3 school excused (not counted against attendance record) college visitation days. For a day to be considered school excused, an appointment must be made with the University/College. Confirmation of this appointment should be forwarded to the Dean of Students, usually via email.

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 excused absence and will count towards a student's attendance record.

Columbus Day	10/14/19
Thanksgiving	11/27/19-12/2/20
Christmas	12/19/19-1/1/20
M.L.K, Jr. Day	1/20/20
President's Day	2/17/19
Easter/Spring Break	4/6/20-4/13/20
Memorial Day	5/22/20-5/25/20

## **Juniors**

Juniors will be given two school excused days (not counted towards attendance record) to visit colleges/universities in the Spring Semester of their Junior year. Please provide the Dean of Students an appointment confirmation.

## **Retreats**

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

Freshman Retreat	8/29	12:30 dismissal
Sophomore Retreat	10/11	2:45 dismissal
Junior Retreat	2/14	2:45 dismissal
Senior Retreat	10/23-25 or 1/22-24	

**RETREAT ATTENDANCE IS MANDATORY** and retreat hours are a graduation requirement; students should not arrive late or leave early on these days. If you miss a mandatory retreat you must complete additional service hours. See the Director of Mission & Ministry for details. Please plan accordingly.

## **DISCIPLINE AND ISSUE RESOLUTION**

### **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 may 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.

### **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. 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

## **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 five (5) demerits will necessitate a detention. Demerits accumulate on a yearly basis. Behaviors warranting a minimum of one demerit include, but are not limited to: dress code/nametag violation, consistent lateness to class, classroom/hallway disturbance, failure to follow locker procedure, failure to follow cafeteria/classroom/hallway/locker procedure, etc.

### **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.

A student receives one (1) detention for the accumulation of five demerits, or for a more serious offense including but not limited to inappropriate use of electronic equipment, foul language, insubordination, violation of school rules. Detention records are kept on a yearly basis, and the accumulation of three detentions within the course of one year may result in a Faculty Advisory Board hearing.

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. 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.

### **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.

### **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.

**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.

**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. 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 or Villa Joseph Marie employee. 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, social media, instant messaging, text messaging, etc.

Within two calendar weeks of receiving a harassment complaint, the Dean of Students, Principal and President shall confer with the aggrieved party and others whom the Dean of Students, Principal and President deem necessary for resolution of the complaint in an effort to adjust the matter to the satisfaction of all concerned. Within thirty (30) school days after receipt of the complaint, the President shall provide a written response and recommendation to the student or employee. 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.

**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 may be subject to serious disciplinary action (i.e. expulsion). Villa Joseph Marie High School will fully cooperate with police and other government authorities.

**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.

## **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.

## **Cell Phones/Electronic Devices**

It is the strong recommendation of Villa Joseph Marie that students and parents carefully weigh the choice of whether or not to bring to school personal cell phones, smart watches, music players, cameras and other electronic devices not deemed necessary for daily instructional purposes (see BYOD PROGRAM, page 20). They can be disruptive to the learning environment, often create discipline problems, and many times become lost or damaged. Parents are reminded that in the case of an emergency, the Dean of Students (ext. 198) is the appropriate point of contact to ensure that your daughter is reached quickly and assisted in an appropriate way.

The following policy guidelines, which shall include all electronic devices, will be followed:

1. Must be turned off or kept out of sight during class time or in hallways.
2. Must not disrupt classroom lessons with ringtones, beeping or vibrating.
3. Must not be used in a manner that disrupts classroom lessons or other educational activities, such as assemblies.
4. Should not be used to photograph or film others without their consent.

Students will be permitted to check phones while at lockers and the first 10 minutes of their lunch period. Teacher's reserve the right to have stricter guidelines in their classroom. These guidelines will be explained on the first day of class as well as included on the course syllabus. Teachers are also permitted to collect such devices during tests or assessments.

These rules shall apply from 8:00-2:45

## **Process for violation of this policy:**

A student who violates the rules set forth above for the use of electronic devices that are deemed not necessary for daily instructional purposes, may face discipline action as described below:

- First violation – warning by teacher, teacher may confiscate for the remainder of the class period.
- Second violation – device confiscated by teacher and turned into the Dean of Students to be picked up at the end of the day. The second violation may result in disciplinary action (i.e., detention).

## **School Telephone**

A telephone is available in the Main Office for students use. Should a parent need to reach a student, they may call the Dean of Students (ext. 198), who will then relay the message to the student.

## **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. Picture taking to commemorate a special occasion is permitted with Administration approval.

## **ISSUE RESOLUTION**

There are times when a parent must contact 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/or 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. A student-Athlete should speak to coach first. (A phone directory of school employees is located in the back of this handbook and on the VJM website). Please refer to the Athletics Handbook for resolution of Athletic issues.

### **Advisory Board**

The Faculty Advisory Board is a disciplinary panel comprised of Administration, faculty 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 President, who will make a final decision. The student and parents involved will be informed of the President's decision in writing.

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 President 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.

## **DRESS CODE**

By choosing to attend Villa Joseph Marie High School, you 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.

**A new uniform has been introduced for the Class of 2023 for the 2019-2020 school year:**

**Daily uniform includes:**

Blue toned plaid kilt with VJM logo  
White, long and/or short sleeve banded bottom polo shirt with VJM Logo  
Burgundy Brush "Penny" Loafers  
Solid, un-patterned, opaque navy blue knee socks or tights

**For special occasions designated by Administration:**

Navy blue blazer with embroidered VJM logo to be worn on days designated by Administration

**Optional items for all students:**

Navy V-Neck pullover sweater monogrammed with VJM Logo  
Navy w/ 3 stripes blue cardigan sweater with VJM Logo  
Navy ¾ zip sweatshirt with VJM Logo  
Charcoal flat front slack

**Sophomores, Juniors and Seniors** are permitted to wear interchangeable forms of the old and new uniform styles for the 2019-2020 school year.

**Juniors and Seniors** are also permitted but not mandated to purchase:

Ash (grey) long and/or short sleeve banded bottom polo shirt with VJM Logo

*Any student needing to replace old uniform pieces should contact the Dean of Students as they are no longer being sold by Flynn O'Hara.*

1. The only acceptable uniform shoe is a soft-soled penny loafer that **may** be purchased at Flynn O'Hara. If purchasing the penny loafer at another store, please confirm with Administration that it is an acceptable shoe.
2. If a student must wear alternative shoes for a medical condition, a doctor's note must be received by the Dean of Students and an alternative shoe will be discussed.
3. Shoes must be worn completely on the foot, and worn-out or damaged shoes must be replaced. If a student wears her shoes with the heel flattened, she will be required to correct the action immediately.
4. Uniform skirt length must not be altered or rolled 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 must be observable.
5. Only solid white t-shirts may be worn under the uniform. Likewise, undergarments (bras, shorts) may not be visible.
6. Body piercings (other than ears), tattoos, body modifications 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. Administration reserves the right to make religious exceptions to this rule.

Any student wishing to not abide by these rules will receive disciplinary action. If a student is consistently out of uniform, a conference will be set up with the student and parents to discuss the student's future at Villa Joseph Marie High School.

**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 disciplinary action. If the nametag is lost or defaced, the student must immediately order another in the School Main Office for \$5.00. We understand there are times when a nametag is forgotten and in this instance, a rental must be obtained from the Dean of Students for \$.50/day. However, consistently forgetting a nametag is unacceptable. A student may receive a detention if she forgets her nametag 5 times in a quarter.



### **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 dress down 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. Students who do not wish to follow the established guidelines for dress down days or other school events, may wear the school uniform instead. Any student found in violation of guidelines will be subject to disciplinary action.

## **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.

### **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, club meetings, or other school related activities, etc.

The Principal will monitor grades throughout each quarter. If at any time a student is receiving a failing grade in two (2) or more classes (69 or below), she will become ineligible for one week (7 days, including weekends and holidays). If after one week her grades do not show improvement she will remain ineligible until the Principal is notified of improvement. Student's will be notified by either Dean of Students (clubs) or Athletic Director (sports) of their ineligibility status.

### **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.
2. A satisfactory attendance record including attendance in at least 5 class periods the day of an event. If the event falls on a weekend, the student must attend at least five (5) class periods the Friday prior. (unless approval has been obtained from Administration).
3. A satisfactory conduct record
4. If playing a sport, the student athlete must pass a mandatory PIAA physical prior to trying out and pay an activity fee determined by sport played. No student will be permitted to tryout without the appropriate forms on file with the Athletic Director.
5. 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.

### **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 may disqualify 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.

### **Cafeteria/Patio/Student Lounge**

Villa Joseph Marie High School offers a variety of foods available for purchase in the cafeteria daily. Food should remain in the cafeteria/patio areas at all times. The student lounge is available for all students however, food is not permitted in this area at any time. Please help keep these areas as clean as possible by picking up after yourself. Failure to abide by these regulations may result in a demerit.

### **Vending Machines**

Vending machines are to be used only before and after school hours and during lunch periods.

### **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. 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 responsible for delivering these items to the cafeteria or to a student in the building.

### **Accidents and Illness**

Students are expected to report all in-school injuries and illnesses to the Nurse or Administration at the time of the incident. A student who becomes ill during the school day must go to the nurse for treatment. In accordance to our cell phone policy, no student should contact their parent directly due to illness.

### **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.

### **Change of Address/Telephone Number**

Student personal information should be kept up to date (i.e., address, telephone number, email address, emergency contact info, medical, etc.). All changes should be made directly through the student's FAMILYID account. The main office will update school records once this information has been edited in FamilyID.

### **Closed Premises (Off Limits)**

The Villa Joseph Marie High School campus includes the main academic building and 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. Students found in unauthorized areas throughout the campus may 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 may receive disciplinary action.

## **Classrooms**

Classroom atmosphere must always be conducive to good learning. Students are expected to keep classrooms orderly. 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 heating units are never permitted. A student must have a pass in order to leave class for any purpose.

## **Corridors**

So as not to disrupt the atmosphere of learning, conduct in the hallways must always be orderly and respectful. Shouting, running, and inappropriate behavior is not permitted at any time. Students are not permitted to be in the hallways or bathrooms during homeroom until all announcements are complete.

## **Collections**

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

## **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, pods, 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 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.

For purposes of Villa Joseph Marie, tobacco products are defined as e-cigarettes, e-cigs, electronic nicotine delivery systems, vaporizer cigarettes, and vape pens, or any product reasonably resembling tobacco or tobacco products.

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, Administration and Guidance Counselor to discuss the student's future at Villa Joseph Marie High School.

### **Local Area Network, Internet, Wireless (Wi-Fi) Network, Bring Your Own Device, Smart Watches, IoT Devices, and Responsible Use Policy**

***This is an abbreviated version of the full policy – please refer to VJM website for the full policy.***

#### **Local Area Network/Internet**

Villa Joseph Marie High School (VJMHS) owned computers/laptops are available throughout the school for student use. Access to these computers/laptops is a privilege, not a right. VJMHS provides network and Internet access for enrolled students. They are both 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.

#### **VJMHS Wireless (Wi-Fi) Network**

The free guest wireless (Wi-Fi) network is for the educational purpose of accessing the Internet for its students, faculty, employees, contractors/consultants, and guests/patrons. Enrolled students can use their personal laptop computers or other Wi-Fi enabled portable computing devices to connect to the Internet. By choosing to use the School's Wi-Fi service, the user agrees to abide by the School's Responsible Use Policy.

#### **BYOD (Bring Your Own Device) Program**

VJMHS students are allowed to bring in their own devices. For BYOD, a "device" is a privately owned laptop, tablet, netbook, notebook, e-Reader, and iPod touch (or similar). For the purposes of this documentation, the term "device" also includes any similar product owned by VJMHS and provided for student use.

#### **Smart Watches**

Teachers reserve the right to have stricter guidelines in their classroom for smart watches. These guidelines will be explained on the first day of class as well as included on the course syllabus. Teachers are also permitted to collect such devices during tests or assessments.

## **Internet of Things (IoT) Devices**

The term "Internet of Things" (IoT) refers to "scenarios where network connectivity and computing capability extends to objects, sensors and everyday items not normally considered computers, allowing these devices to generate, exchange, and consume data with minimal human intervention." (<https://www.internetsociety.org/doc/iot-overview>)

Examples of such devices and services are but not limited to Amazon Echo, Amazon Alexa, Sonos, Google Home, Siri, and Cortana. Due to the lack of security protocols not programmed into these IoT devices and services, they are not allowed on the VJMHS campus.

## **Responsible Use Policy (RUP)**

This document constitutes the Responsible Use Policy (RUP) for Local Area Network, Internet, Bring Your Own Device Program, IoT devices, Smart Watches, and Wireless (Wi-Fi) Network Use for Villa Joseph Marie High School (VJMHS). The RUP is intended to:

- ♦ Provide students with a resource that will help identify behaviors that are inconsistent with the school's core values as expressed through its Mission Statement, Philosophy, Objectives, and Standards of Conduct, and

All students and their respective parents/guardians are responsible for knowing and following the rules; all students and their respective parents/guardians have to sign the RUP at the beginning of each school year.

## **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 practices and/or ceremony. 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, ring, diploma
5. attend prom
6. take part in graduation exercises
7. attend classes
8. apply for or retain on-campus parking privileges

No transcript, recommendation, or report card will be issued 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 satisfied.

## **Backpacks/purses**

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 only a SMALL pencil case. 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.

## **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.

### **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 or FamilyID registration for said activity. 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 may be given to those students who do not attend these trips.

### **Stewardship**

Every family is invited and encouraged to participate in Villa Joseph Marie's many activities. Get involved, volunteer your time, recommend Villa to others, attend an event, and donate generously. Your gifts of time, talent, and treasure provide an example to others and help us secure opportunities for every student, present and future, regardless of socioeconomic circumstances. Financial contributions are tax-deductible to the extent allowable by law. In many cases, your generous donation can be doubled through your employer's matching gift. Please consult your company's Human Resources Department for more information.

### **HEALTH SERVICES/HEALTH RECORDS**

All new students must submit the required health examination and immunization requirements by October 13 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.

### **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. Inappropriate behavior during a liturgical service may result in disciplinary action.

### **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 combination. It is the responsibility of each student to remember her combination. There are times when a combination is forgotten and in this instance the student should obtain the combination from the homeroom teacher or Dean of Students. At no time should lockers be propped open. If at the end of the year a locker has not been maintained in good condition, a maintenance fee, to be determined by Administration, will be assessed. (see also "search and seizure")

### **Rings**

During the student's sophomore year, a representative for Herff Jones 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 Herff Jones will be presented to students on Ring Day.

### **Campus Security**

Security Symmetry 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 school personnel. The school assumes no responsibility of supervision of students outside of 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. 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 Administration 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.

### **Body Cameras**

Northampton Township continues to provide a resource officer for weekly visits to Villa Joseph Marie. This visiting officer may be equipped with a body camera that will record all audio and visual events during the officer's visits. The camera will be prominently displayed on the front of the officer's vest of his uniform and is generally active. Villa Joseph Marie views the use of body cameras as a practical and beneficial tool to protect this Officer and the student body in general.

## 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. Most school districts do not allow students from neighboring districts to ride their buses – please call the school district directly to make extraordinary arrangements.

After school activity buses are only provided by the following school districts: Bensalem, Bristol Twp., Neshaminy and Pennsbury school districts at 5:00 p.m. every day. It is the responsibility of the student to sign up for a bus by 8:00 a.m. with the Dean of Students. If the student decides throughout the day they will not need the activity bus they must inform the Dean of Students 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 apply online in August through FAMILYID. Students who are to be "riders" with student drivers must also fill out the appropriate FAMILYID application.

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 \$150.00 fee for a parking permit.

For your safety and the safety of all students and staff on the Villa Joseph Marie campus, the following rules and regulations set forth will be followed:

**ALWAYS OBEY TRAFFIC RULES AND REGULATIONS, INCLUDING THE 15 M.P.H. SPEED LIMIT, ONE-WAY TRAFFIC PATTERNS AND ALL STOP SIGNS.**

1. Students must wear seatbelts while driving.
2. Cell phone usage while driving on campus is strictly prohibited.
3. You must be parked in YOUR ASSIGNED parking space ONLY. If someone has parked in your spot, please park in a "visitor's" spot in the front lot and notify the main office immediately.
4. You must arrive to school no later than 7:50. Consistently arriving late will be addressed by Administration.
5. Students who are "riders" with student drivers must also have the required forms on file in the Dean of Student's office.
6. You must park within the lines designated for your parking spot.
7. You must receive approval by an Administrator to walk out to your car during school hours.
8. You may not leave school grounds without permission.
9. You will not be permitted to leave early on days with special schedules unless approved by administration.
10. If leaving early due to sickness, student drivers will not be permitted to drive without parent consent.
11. You may not park any unregistered car on school property.
12. You must give school buses and pedestrians the right-of-way at all times.
13. You may not transfer or lend your parking space and/or car to any other student unless approved.
14. On days of inclement weather (i.e., snow), student drivers will not be permitted to transport other students home unless the appropriate forms are previously on file in the Dean of Student's office.
15. Please review the student handbook regarding financial obligations.



Failure to abide by these regulations, even at the first offense, may result in the suspension of your driving privileges on the school premises for 10 calendar days. A second violation of any of the above regulations may 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 10 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 Main Office. No one is permitted to visit any part of the school campus without a visitor's pass. This pass is obtained from the Main Office. Visitors may be asked to provide proof of identification.

### **Work Permits**

Students can obtain work permits from the school district in which they reside.

## **SPECIAL SERVICES**

### **Mission and Ministry**

Mission and Ministry programming is designed to accompany students personally while strengthening the spirit and identity of our community. Students are offered opportunities to grow in relationship with themselves, one another, and God. Recognizing each student is on a personal and spiritual journey, the Director of Mission & Ministry strives to guide students in seeking self-awareness and confidence in faith. An integral part of our school's mission and identity, Mission and Ministry seeks to enrich the Villa experience through the four pillars of liturgy and prayer, community retreats, service learning and leadership opportunities. A Ministry Team of student leaders help plan and facilitate morning prayer, weekly prayer services, coordinate liturgies with the Director of Mission & Ministry, and create reflective experiences for their peers.

### **Liturgy & Prayer**

We celebrate Mass together as a community once a month. Students serve at liturgies in many ways, as altar servers, readers, flag and class banner bearers, hospitality ministers, gift bearers, and members of the liturgical choir. Wednesday morning prayer services are open to everyone in our school community. Consider joining us on Wednesday's at 7:45am in the Chapel to start your day with ten minutes of scripture, music and meditation.

### **Community Retreats**

Retreats are offered each year for all members of the Villa community in order to intentionally focus on our mission and identity. Designed to promote self-awareness and unity among peers, retreats are a graduation requirement. Another retreat experience is also available 3 times throughout the school year for all Juniors: "Junior Immersion". Juniors can apply for an over-night or one-day experience.

### **Service Learning**

Living out our mission of being "empowered global citizens," we are called to follow the gospel message of faith and service. At Villa Joseph Marie we strive for education of the whole person - mind, heart and spirit. Committing ourselves to awareness and involvement within our community shapes us to be women of strong character whose lives reflect the love of God. Service Learning is intended to be a LEARNING experience. Students are encouraged to seek new and unfamiliar populations in environments that stretch their comfort zones. Students should choose an agency or organization, which provides direct contact with people. In doing so, our students will grow in deeper understanding of themselves while serving community needs.

As a graduation requirement, sophomore, junior, and senior students must complete 10 hours of Service Learning each year and record the hours with the Service Learning Record Form which can be found on our school website under the Service Learning tab. Service Learning Records must be turned in by the end of the month the service was performed. The hours must also be entered on MobileServe App during the month the hours were complete. If hours are not entered on time, they will not be counted. Freshman students complete their 5 required hours during Freshman Seminar.

### **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 such as CollegeBoard (SAT), ACT, Fastweb, CSS Profile and FAFSA (Federal Application for Student Aid).

### **College Counseling**

College Guidance provides information pertaining to the college application process, career planning, scholarships, financial aid, and standardized testing. Students have access to a wide range of college, career, and scholarship information via Naviance. The College Counselor is available all four years to assist students and parents in their research. Villa Joseph Marie High School hosts representatives from numerous colleges and universities during the fall to meet potential applicants. This department encourages each student to find the direction that will assist her in attaining her future goals.

### **Transcend Program**

Transcend Program

The Transcend Program serves students who face academic challenges because of documented mild learning differences or attention difficulties. These students receive individualized academic support daily in a 1:1 or 2:1 setting with a learning specialist, in areas of need as well study and organizational skills. Students in the program have an accommodation plan, Listing items like extended time for tests or the ability to take tests in a quiet setting. The program does not modify the Villa Joseph Marie High School curriculum, nor does it create a distinctly separate

class of learners. The young women enrolled in the Transcend Program must meet the entrance criteria of a Villa student, and must complete the prescribed general course of “study” in order to graduate.

The Goal: A Transcend Program student will graduate with a greater sense of self-worth, confidence, independence, and self-awareness. She will have a greater understanding of her own learning needs, and feel empowered to advocate for herself in and out of the classroom, in college and beyond.

### **Catapult**

One of the guidance services provided for our students is individualized meetings with our Catapult School Counselor. This service is provided through the Bucks County Intermediate Unit under Pennsylvania Act 89 with the support of the Director of Guidance. Your daughter will meet to be introduced to the Naviance program, exploring careers and colleges.

### **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.

### **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 Scholarship Corporation. In addition, the PSATs of Junior year help 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 once again in the fall (Oct-Nov) of the twelfth grade year. A number of selective colleges and universities require the SAT II's (subject tests) for either acceptance or placement purposes. Many colleges/universities will waive the SAT II admissions requirement if the applicant submits the “ACT with Writing” component. 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.- 3:30 p.m. (Mon. – Thurs.), 7:30 – 3:00 (Fri.)
- Length of circulation:
  - Books- three weeks
  - Periodicals- 2 nights
  - Reserve books— Circulation time will be determined by the teacher
  - Access PA Books – Circulation time will be determined by the lending library
- VJM books may be renewed and reserved.
- Access PA Books may not be renewed.
- No book or periodical 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.

- Students are not permitted to check out additional materials if she has outstanding library obligations.

Daily fines vary according to the type of material:

Books	10 cents
Periodicals	25 cents
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**

### **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. For more info contact: [vjmparentsguild@vjmh.org](mailto:vjmparentsguild@vjmh.org)

## **STUDENT CLUBS**

All students are urged to participate in extracurricular activities throughout the school year. These activities are established in accord with sound educational principles and the school's mission 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. Students are also encouraged to create new clubs. and should present their ideas to the Dean of Students for discussion and possible implementation.

### **American Sign Language**

American Sign Language or ASL Club is dedicated to teaching students about the culture surrounding the language and also the language itself. The club will connect students to a whole new culture that they are separate from but is apart of the world around them.

### **Art**

The following projects are under consideration for this years Art Club: Oct – Halloween Project; Nov – Thanksgiving Center Pieces; December: Christmas Project; Jan – Guest Artist and project; Feb –Auction Project; Mar – Easter Project; April – Michener Art Museum and assist with Coffee House and Fine Arts Week. All are invited to join

### **Art of Photography**

A bi-monthly meeting to discuss the Art of Photography. Topics discussed are photo techniques, lighting and composition. Students are expected to take and discuss their own photographs during the time we meet. Meetings last approximately 1/2 hour. All are invited to join!

### **Athletes Helping Athletes**

The mission of Athletes Helping Athletes, Inc. is to connect local special needs athletes with mainstream student-athletes in a spirit of friendship for their mutual benefit and inspiration. AHA, Inc. believes that a world of greater acceptance for all can begin with our children, sharing athletic experiences and a love for sport while developing compassion and mutual respect. All are invited to join

### **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.

### **Chorale**

Open to ALL STUDENTS, not just choir students. Students in the Chorale prepare music to sing in all concerts throughout the year. Chorale also participates in the competition trip to Dorney Park in the Spring. All are invited to join

### **Community Service Corps (CSC)**

The Community Service Corps offers students the opportunity to perform acts of service for the local community within our school building. Meetings are activity-based and are typically held on the third Friday of the month from 7:15-7:45am. Past initiatives include: assembling breakfast bags for the homebound, painting pumpkins for residents of Twining Village Retirement Community, letter writing to soldiers, collecting Christmas gifts for Operation Santa Claus, and assembling Easter baskets for inner city children. All students are welcome!

### **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.

### **Dance**

Dance club is a gathering of artists in which, as a group, the girls are able to express themselves through movement. This is a student run club that includes conditioning, student-choreography, professional choreography, performance opportunities, and a collective love of dance. Dance promotes a good work ethic, a positive attitude, a sense of creativity, teamwork, and a healthy lifestyle. The Villa Dance Club exemplifies the best of all these qualities and gives the students a place to express themselves.

### **Diamond Key**

The Diamond Key Club is an organization for students who are eager to share their enthusiasm and love for Villa. Diamond Key Club members act as student ambassadors, tour guides, and spokeswomen at Villa's special events such as Open House, Entrance Test, Sciathlon, and Rise and Shine visits. These students are specially trained to represent Villa and to speak to the community about its history, mission, culture, academic programs, and extra-curriculars.

### **The VJM Dramatic Society**

### **Environmental**

The Environmental Club is responsible for the collection of recycling throughout the school. We will also address environmental issues chosen by the members of the club such as rainforest preservation and adopting an endangered species.

### **English National Honor Society**

This society honors Junior and Senior students who showcase outstanding achievement in academics and participation in English related clubs and activities. This chapter of the National English Honor Society has the following primary purposes: to recognize those students who, on the basis of academic grades and performance, merit special note for past and current accomplishments; to nurture members to further develop their abilities in the various fields of English; and to encourage members to use their talents in the service of others.

### **Girls Who Code**

Villa's Coding Club is affiliated with Girls Who Code, an organization that's sole mission is to "close the gender gap in technology". Throughout the year, club members will be able to learn the ins and outs of coding using resources provided by the Girls Who Code organization, and hopefully gain a love of computer technology and programming along the way. No experience needed. Come check out this exciting new club! All are welcome to join!

### **Healthy Lifestyles**

The Healthy Lifestyles club seeks to teach, discuss, and foster healthy habits of mind, body, and soul. By focusing on different exercising techniques, from Zumba to yoga to stretching, students will teach and learn from each other how to make time for exercise...and have fun while doing it! Other techniques will include those that strengthen the mind (such as discussions on healthy decision-making, specifically in relation to drugs, alcohol, eating, and sleep) and soul (such as meditation or prayer). All of invited to join

### **Improv**

The Improv Club celebrates the core tenets of improvisation: acceptance, selflessness, risk-taking and confidence. Through various games and exercises, students learn how to create something that never existed before, all the while laughing and celebrating one another! All are welcome to join!

### **International**

International Club gives students an opportunity to appreciate the culture and civilizations of Spanish, French, Italian, and Latin in a relaxed environment. We will incorporate movies, food, music, art, games, crafts, puzzles, and other interactive activities throughout the year. We will also cover some basic conversational vocabulary for those girls interested in the languages. We will cover one language per quarter. If you have an interest in languages, other cultures, or travel then this is the club for you! This is open to all students and attendance at meetings is mandatory.

### **International Thespian Society**

### **Jem Squad**

The JEM squad is a group of creative and talented students interested in film, television, journalism and media development. Throughout the year, we work with local school and community groups to produce video, livestream events, and create promotional media.

### **Liturgical Choir**

Open to all students, not just choir students. Students in the Liturgical Choir sing in Mass, and also prepare music to sing in all concerts during the year. The Liturgical Choir also participates in a competition at Dorney Park in the Spring.

### **Math Club**

The Math Club competes in a variety of interscholastic mathematics competitions. We hold practice sessions where we work on problem solving skills and then we compete in individual competitions against high school across the nation. These contests are accessible to girls in all grades/math levels so all are invited to join!

### **Mock Trial**

This organization 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.

### **Mu Alpha Theta**

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society. It seeks to recognize students who have excelled in their mathematical studies at Villa. In order to be considered for membership, candidates must be enrolled in Honors Algebra II or a higher math course, earn a GPA of 3.75 within their math

courses, and be an active member of Villa's Math Team. Members meet regularly to discuss mathematical concepts and help foster a deeper interest in the subject. Candidates are inducted annually at a ceremony in January.

### **Music National Honor Society (Tri-M)**

Tri-M is a High School Music Honor Society, and is a program of the National Association for Music Education. It is designed to recognize students for their academic and musical achievements. To be eligible for membership, a student must maintain an "A" average in their music class, a B+ average in all of their academic courses, be presently enrolled in music instrumental or Vocal group, and be recommended for membership by a member of the Music faculty. They meet once a month and will need to be inducted into the Tri-M honor society at an induction held in January.

### **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 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. See NHS moderator for requirements.

### **Page Turners Society**

Villa's official book club - The girls develop a thematic focus for each month; readings that pertain to the theme will then be assigned. On the designated meeting day, the girls will discuss the material. The last meeting of the year will be an Austen-themed tea party during which the girls will discuss their favorite literature and/or read their own original work. All are invited to join!

### **Pro-Life**

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, photos and literary contributions from the students, faculty, administration, and staff of VJM will be considered.

### **Robotics**

Villa's Robotics team is a partnership with Holy Ghost Prep and competes in the Vex High School League. The students design, build, and code a robot that competes with other robots within a specific challenge. The purpose of the club is to teach students the engineering design process and introduce them to working within a team to create something. All are welcome!

### **Rocketry**

The Villa Joseph Marie Rocketry Club studies the physics of flight by applying authentic engineering procedures in hands-on STEM activities. While it competes in both local and national competitions, the team focuses primarily on the Team America Rocketry Challenge, which is the world's largest model rocket contest. Students design, construct, and test fly their own model rockets. The team then analyzes launch data and works to find solutions to design flaws. Villa's Rocketry Club allows students the ability to speak with real-world aerospace professionals, all while learning how to work within the constraints of the engineering field.

### **Science National Honor Society**

The Science National Honor Society is open to Juniors and Seniors with outstanding academic records. The goals of the society are to:

- Encourage and recognize scientific and intellectual thought
- Advance the students' knowledge of classical and modern science

- Communicate with the scientific community
- Aid the civic community with its comprehension of science
- Encourage students to participate in community service and in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all humankind

### **Scotus**

The SCOTUS Club (Supreme Court of Villa Joseph Marie) is a debate based club that discusses the decisions of actual Supreme Court cases from both the past and the present. Before the results are revealed, there will be an in depth conversation of how the students feel the case will end, as well as the reason they feel this way. This club is open to anyone who enjoys debating, discussing political questions or just planning on learning something new! All are invited to join!

### **Sociedad Honoraria Hispánica (SHH) Spanish National Honor Society)**

The SHH is an honor society for high school students enrolled in Spanish, sponsored by the American Association of Teachers of Spanish and Portuguese (AATSP). The mission of the Sociedad Honoraria Hispánica is to recognize high school achievement in Spanish and Portuguese and to promote interest in Hispanic and Luso-Brazilian studies. Any student who has maintained an honor average in the study of Spanish for a minimum of three semesters and is in the 10th grade or higher is eligible to be a member of the SHH. The definition of "honor grade" is left to the discretion of each chapter. It should be remembered that the SHH is an honor society for those students of high academic achievement.

### **Societa Onoraria Italica (Italian National Honor Society)**

Italian National Honor Society has the purpose of fostering the study of Italian language and culture and of recognizing outstanding achievement in the study of the Italian language. Members can be nominated in the 1st semester of their second year of studying Italian or later. Membership can be maintained for one year after discontinuing the study of Italian. The society will hold regular meetings to view Italian films, meet Italian guest speakers, plan excursions, hold special readings. Service activities of the group include tutoring others in Italian, maintaining the Italian bulletin board in St. Joseph, service through the non-profit "Welcoming the Stranger".

### **Société Honoraire De Francais (SHF) (French National Honor Society)**

The SHF is the honor society for high school students enrolled in French, sponsored by the American Association of Teachers French (AATF). The Société Honoraire de Français recognizes outstanding scholarship in the study of the French language through selection for membership, and provides a vehicle for focusing activities around French language, literature, and culture. There are annual writing contests as well as travel grants, and more. Students who have completed at least two years of French are eligible; high academic achievement in both French and overall academic performance is required.

### **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.

### **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. All are welcome to contribute ideas for stories, artwork, and photography.



**VILLA JOSEPH MARIE HIGH SCHOOL**

**Alma Mater**

Lyrics by Patricia Mullin Bono, '71

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!

## Bell Schedule 2019-2020

### Schedule A (44 minute Class)

Block 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

### Schedule E (28 Minute Class)

Block 1	8:03-8:31
Homeroom	8:36-8:41
2	8:46-9:14
3	9:19-9:47
4	9:52-10:20
5	10:25-10:53
6	10:58-11:26
7	11:31-11:59
8	12:04-12:32

### Schedule I (43 Minute Class)

Activity/Hmrm	8:03-8:21
Block 1	8:26-9:09
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

### Schedule B (40 Minute Class)

Block 1	8:03-8:43
Activity/Hmrm	8:48-9:30
2	9:35-10:15
3	10:20-11:00
4	11:05-11:45
5	11:50-12:30
6	12:35-1:15
7	1:20-2:00
8	2:05-2:45

### Schedule F (Exams)

Prep	8:03-8:30
Exam 1	8:30-9:30
Prep	9:30-10:00
Exam 2	10:00-11:00

### Schedule J (35 Minute Class)

Activity/Hmrm	8:03-9:25
Block 1	9:30-10:05
2	10:10-10:45
3	10:50-11:25
4	11:30-12:05
5	12:10-12:45
6	12:50-1:25
7	1:30-2:05
8	2:10-2:45

### Schedule C (37 Minute Class)

Block 1	8:03-8:40
2	8:45-9:22
3	9:27-10:04
4	10:09-10:46
5	10:51-11:28
6	11:33-12:10
7	12:15-12:52
8	12:57-1:34
Activity/Hmrm	1:40-2:45

### Schedule G (40 Minute Class)

Block 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
Activity/Hmrm	2:03-2:45

### Schedule S (32 Minute Class)

Homeroom	8:03-8:10
Prayer Service	8:10-8:31
Block 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
Activity	1:00-2:45

### Schedule D (36 Minute Class)

Block 1	8:03-8:39
2	8:44-9:20
3	9:25-10:01
Homeroom	10:06-10:16
Liturgy	10:20-11:20
4	11:25-12:01
5	12:06-12:42
6	12:47-1:23
7	1:28-2:04
8	2:09-2:45

### Schedule H (43 Minute Class)

Block 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

### 2-Hour Delay (30 Minute Class)

Block 1	10:00-10:30
2	10:35-11:05
Homeroom	11:08-11:15
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

A-Normal

B-Assembly after 1<sup>st</sup>

C-End of the Day Assembly

D-Liturgy

E-Half Day

F-Exams

G-End of the Day Assembly

H- Extended Homeroom

I-Extended Homeroom before 1<sup>st</sup>

J-Assembly before 1<sup>st</sup>

S-Prayer Service & Activity

\*\*\*Please note, at 8:00 each day a WARNING bell will ring. At 8:03 a Bell will ring to signal the beginning of the academic day\*\*\*

Faculty Telephone Extensions

Main Number: 215-357-8810

Department	Ext	Department	Ext
Administration Office	199	Main Office	199
Admissions	193/209	Math Dept. Chairperson	153
Athletic Department	125	Nurse's Office	104
Attendance	198	President	199
Business Office	165	Principal	195
Mission & Ministry	126	Religion Dept. Chairperson	173
English Dept. Chairperson	167	Science Dept. Chairperson	175
Fine Arts Dept. Chairperson	195	Social Studies Chairperson	185
Guidance Counselor	118	Student Affairs	198
College Counselor	123	Transcend Program	148/109
Institutional Advancement	124	World Lang. Dept. Chairperson	225
Library	107		

Name	Ext	Name	Ext
Barr, Amy	222	Mayer, Erik	157
Bedrosian, Kim	123	McBrinn, Laurie	167
Bender, James	227	McCarthy, Stephanie	126
Bennett, Alex	179	McClain, Colleen	104
Bolognese, Michael	152	McDonald, Jennifer	124
Brooks, Ellen	160	McGrath, Evan	166
Brown, Marissa	198	McKeever, Meghan	159
Carr, Lauren	195	McKeown, Megan	221
Childs-Chapman, Amanda	156	Micalizzi, Anthony	161
Chirico, Christa	180	Murway, Cathleen	130
Costanzo, Marysue	109	Mykytiuch, Mark	174
Dennis, William	224	Neeld, Lisa	148
Facenda, Sonny	168	Nelson, Alissa	162/206
Fitzpatrick, Mark	158	Oakley, Rachel	184
Flynn Hensel, Rebecca	125	Pacenski, Michael	176
Franzzo, Erica	115	Page, Amanda	154
Gahagan, Stephanie	193	Perez, Anne	118
Gentile, John	175	Phethean, John	150
Gorman, Bailey	209	Portelli, Isabel	225
Gorman, Bridget	187	Preedy, Megan	186
Grebloski, Victoria	172	Ryan, Terry	127
Hoffman, Marjene	107	Schuster, Tina	199
Holdren, Melissa	223	Sheenan, Joseph	155
Hurlbert, Karla	100	Smeraglio, Terry	121
Johnson, Alyse	217	Szylejko, Stephanie	178
Jokic, Sherri	104	Tewksbury, Tracey	169
Kardish, Tom	199	Walinskas, Mary Beth	208
Kenny, Molly	177	Weaver, Stephanie	173
Labencki, Bernie	165	Webb, Shannon	170
Leaper, Ellen	163	Wisniewski, Briana	220
Martin, Meghan	151	Wisniewski, Peter	153
May, Maggie	185		