

Keeping in Touch: Communications at Villa

Welcome to Villa! We're so happy you've joined our Villa Family. As in any family, good communication is essential to harmonious relationships, so we encourage you to stay connected in as many ways as you can. Here's how we'll keep you in the loop on all of the great news, important information, key dates, and other happenings at Villa. If you ever have a question, concern, or suggestion, please feel free to contact me at the phone or email above. *Thank you!*

Email

Email communication is the most common method used to communicate events, information, and reminders regarding Villa Joseph Marie and the Parents' Guild. The email address(es) linked to your family in the Villa Student Directory is the primary account(s) where email will be sent. In order to ensure that you receive email from Villa, please add the following addresses to your safe senders list:

donotreply@vjmhs.org | noreply@villajoseph.myenotice.com | vjmparentsguild@vjmhs.org

To add other email addresses to the school mailing list, or to make changes to your personal contact information, please complete the Update Contact Information form at www.vjmhs.org/parents/update.

To email any member of the Villa staff, please see our online Staff Directory at www.vjmhs.org/directory.

This Week at Villa

Every Thursday during the school year, Villa publishes an email newsletter full of good news from Villa students, staff, Alumnae, and parents; upcoming activities and events; important reminders and deadlines; outside learning opportunities for students; and other useful tidbits. All parents are automatically added to the mailing list to receive *This Week at Villa* beginning in September.

If you find you are *not* receiving this email once the school year begins, please complete the form at www.vjmhs.org/campuslife/thisweek to ensure you are on the mailing list. Students are *not* automatically added to the *This Week at Villa* mailing list, but they may sign up to receive it at the same link.

Blackboard Connect

Blackboard Connect is Villa's emergency phone broadcast system, which is used to relay important, time-sensitive information, including weather-related school closings or delays. Parent contact numbers provided by the family will automatically be entered into this system. If your phone number(s) should change, please notify the school via the Villa website at www.vjmhs.org/parents/update.

If you wish to receive **text messages** via the Blackboard Connect system, please complete and return the slip below to the Administration Office at the start of the school year.

Blackboard Connect Text Message Request Form

Name(s) (*printed*): _____

Student's Name: _____


Signature(s): _____ Date: _____

Text 1: - -

Text 2: - -

Website

The Villa website (www.vjmhs.org) features several key communications tools:

- **Pop-up Events:** Upcoming events pop up on the home page at right, with a link to the full School Calendar.
- **News and Announcements:** Graphical links to good news and the most recent social media posts are located on the home page, along with informational school announcements. This is helpful in allowing people who do not have Instagram or Twitter accounts themselves to see Villa's posts.
- **Quick Links:** On the top bar, Quick Links are menus of highly relevant information for all Villa constituencies—Students, Faculty/Staff, Parents, and Alumnae. The top bar also includes a search option.
- **Alerts:** Users may sign up to receive email notifications whenever a School News alert or School Calendar event is posted. To register for alerts, website users should click the Alerts button at the top of the School Calendar page at www.vjmhs.org/academics/schoolcalendar. 

Social Media

Villa maintains various social media sites to share photos, videos, news, and information with our students, parents, Alumnae, and families. We encourage you to “friend” or “follow” us on these sites:



www.facebook.com/villa.j.marie (parents/grandparents)



@VJMHS



www.youtube.com/channel/UCvSazItUIcAEVwJSy1hf2Jw



@villajosephmarie

vimeo vimeo.com/user58090042

SmugMug  vjmhs.smugmug.com

App for iPhone, iPad & iPod

A free mobile app is available for students and parents to access Villa news, schedules, announcements, and more on Apple-based mobile devices. To download the app, please follow these instructions:

- Go to the App Store.
- Search for Villa Joseph Marie.
- Click Install.
- Follow the prompts on the screen.

Canvas

Canvas is a learning management system that allows teachers to provide instructional support, class calendars, assignments, and resources for students in a safe online environment. Villa piloted Canvas in certain classrooms during the 2017-2018 school year; use will expand school-wide in 2018-2019. To learn more about how parents may use Canvas as an observer, please visit these links:

- **Canvas for Parents** (*an introduction*): www.vjmhs.org/academics/technology
- **Canvas Parent Access** (*instructions for use*): www.vjmhs.org/parents/canvas