

VILLA JOSEPH MARIE HIGH SCHOOL



Student/Parent/Guardian Handbook

Academic Year: 2024-2025

Founded by the Venerable Mother Maria Kaupas and operated in the charism of the Sisters of St. Casimir

Empowering young women since 1932

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Dear Students,

Welcome to another exciting and inspiring school year! We are thrilled to have you join our community, where each of you is valued and encouraged to thrive. As you embark on this academic journey, we hope you find our school to be a place where you can develop and grow in your faith, competence, and compassion.

This handbook is designed to provide you with clear expectations and guidelines that will help create an environment where all individuals can flourish. We believe a nurturing community is essential for personal and academic growth. Our goal is to challenge you academically while supporting you in discerning who you are and who God calls you to be.

Inspired by the words of Mother Maria Kaupas, we strive to work in the spirit of "Always more, always better, always with love." This guiding principle encourages us to give our best in everything we do and to treat each other with kindness and respect. By embracing these values, we can build a strong, supportive community where everyone feels welcome and valued.

Please take the time to familiarize yourself with the information in this handbook. The expectations and guidelines outlined here are in place to ensure that our school remains a safe, respectful, and inspiring place for all. If you have any questions or need further clarification, do not hesitate to reach out to your teachers, counselors, or administrators.

We are confident that this school year will be filled with opportunities for learning, growth, and meaningful connections. Together, let us strive to make this year our best yet, always working with love and dedication.

With warm regards,
Mrs. Paula Soley
Dean of Students

Always More, Always Better, Always with Love

School Mascot

The JEM Bear

School Colors

Blue and Gold

Accreditation

Middle States Education Association
Pennsylvania Association of Independent Schools

School Song

(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!*

MISSION, PHILOSOPHY AND VISION STATEMENTS

Philosophy

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.

Mission Statement

Villa Joseph Marie, a Catholic college-preparatory high school, empowers young women through faith, education, and service, in the tradition of the Sisters of St. Casimir.

Vision Statement

Villa creates an academically challenging environment within a nurturing community, helping young women discern who they are and who God calls them to be. Inspired by the words of Mother Maria Kaupas, we work in the spirit of "Always more, always better, always with love."

Objectives

A Villa student is a young woman who takes pride in her work, who tenaciously seeks to discover the world around her and who asks the questions others are afraid to ask. She possesses a bold confidence that zealously seeks to bring out the best in others. A Villa graduate seeks new educational experiences and creates career opportunities, walks with the marginalized and responds with love, and relentlessly pursues solutions to difficult problems and then begins the process again. Who is she? A Villa graduate's determination to live by faith, educate herself more deeply, and serve others fiercely lives out Mother Maria's vision: To give Always more, Always better, and Always with love.

Pillar 1: Always Faithful

A Villa Joseph Marie graduate...

- Embodies the Catholic charism of the Sisters of Saint Casimir as exemplified by their pillars of Spirituality, Community, Mission, and Stewardship.
- Demonstrates a life reflective of Gospel values: Faith, Service, Courage, Justice, Hope, Love, Reconciliation, and Community
- Recognizes the dignity of each human being and God's creation and engages with love.
- Is receptive to being transformed by the experience of serving others, informed by Catholic Social Teaching.
- Dedicates herself to a life-long process of discernment of who God calls her to be in the context of the global community.

Pillar 2: Always Innovating

A Villa Joseph Marie graduate...

- Evaluates the reliability and validity of information in order to apply it to the creation of original artifacts or the solution to authentic problems.
- Follows her curiosity to research problems or questions and develops, tests, and refines solutions.
- Demonstrates originality and inventiveness to express her knowledge through multiple media while adjusting to new technologies and digital tools.
- Exhibits a tolerance for ambiguity and perseverance with the capacity to work with open-ended problems towards a tangible solution.

Pillar 3: Always Exploring

A Villa Joseph Marie graduate...

- Seeks out information from credible sources to expand knowledge, challenge perspectives, and understand new topics.
- Appraises different viewpoints to develop a convincing argument in all forms.
- Critically evaluates challenging problems through independent thought.
- Demonstrates a depth of knowledge through project-based and experiential learning.
- Embraces feedback including the errors and failures that are inherent to the journey of acquiring new information and skills.

Pillar 4: Always Compassionate

A Villa Joseph Marie graduate...

- Demonstrates cultural competence through an awareness of the impact of historical and current individual and group experience in the development of all cultures.
- Embraces and values the talents and efforts of diverse partners and groups in accomplishing measured projects and goals in unison.
- Serves the world in a way that reveals her dedication to faith and her pursuit of discipleship.
- Expresses a love of self, a love of others, and the recognition that every person is her neighbor.

Pillar 5: Always Collaborating

A Villa Joseph Marie graduate...

- Champions and respects the diversity of peers in a variety of school settings.
- Fosters an environment of open dialogue, compromise, and cooperation in pursuit of a common goal.
- Actively participates in experiences to meaningfully engage with and learn from others of all backgrounds.
- Utilizes her skills and talents to connect with the Villa Community and alumnae during and beyond her high school years.

Pillar 6: Always Empowered

A Villa Joseph Marie graduate...

- Leads others in developing a cohesive, collaborative, and inclusive community.
- Pursues a deeper knowledge of her authentic self, others, and the world, propelled by curiosity.
- Courageously insists on ethical and equitable practices in all environments based upon universal Gospel values.
- Takes the initiative to break down barriers, even in the face of risk and adversity.

Statement of Non-Discrimination Against Students

Villa Joseph Marie High School admits students of any race, religion, color, sexual orientation, 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

Track of Studies

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.

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
- (Note: one unit is a credit)

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 counseling department, as well as their current teachers. Counseling 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.

Deep Dive Days/Rotating Schedule

This rotating schedule will be followed as a tool to improve learning and enhance the quality of classroom instruction for each student. Deep Dive Days will occur in pairs immediately following a 5 day rotation cycle. These days will be designated as Blue and Gold on our calendar. On Deep Dive Days, students will attend five classes (four academic courses and one Advisory/Lunch period). Each Deep Dive Day Block of time is 75 minutes. During these times, students and staff will be able to Deep Dive into labs, discussions, projects, works of art, hands-on demos, guest speakers, group work, staff support, and more.

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

Blue	Gold
Period 7	Period 5
Period 1	Period 2
Lunch/Advisory	Lunch/Advisory
Period 3	Period 8
Period 4	Period 6

GPA Computation

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 x 1.00 = 3.70
Spanish 2	B+	1.00	3.5 x 1.00 = 3.50
American Civilization	A-	1.00	3.1 x 1.00 = 3.70
Honors Chemistry	B+	1.00	4.0 x 1.00 = 4.00
English 2	B+	1.00	3.5 x 1.00 = 3.50
Honors Geometry	B	1.00	3.7 x 1.00 = 3.70
Chorus	A	0.60	4.0 x 0.60 = 2.40
	Total Credits	6.60	Total 24.5

GPA: 24.5/6.60 = 3.712 = 3.71

Free periods

If a student has a free period during the first or last block of the day, they are permitted to arrive late to or leave early. Students remaining on campus need to sign in with their study moderator.

Freshman Lunch Period and Early Dismissal on Blue/Gold Days

To support new students in their transition to high school, all freshmen are required to remain on campus during their scheduled lunch period on Blue/Gold days. Freshmen are not permitted to leave early on these days.

During this time, we encourage students to:

- Utilize the time for study.
- Socialize with classmates.
- Receive help from available teachers.

If a freshman student must leave early on Blue/Gold days, the school requires notification and permission from a parent or guardian for the student to leave before the regular dismissal time of 2:45 p.m.

This policy is designed to help freshmen acclimate to high school life, build a strong sense of community, and take advantage of available academic resources. We appreciate the cooperation of students, parents, and guardians in supporting this initiative.

Community Service

Every student is required to fulfill community service hours to obtain a diploma from Villa Joseph Marie High School. Sophomore- Seniors must set up their MobileServe accounts using the instructions posted on your class Canvas page by September. All service hours should be logged onto this MobileServe account for tracking and to ensure that your 10 total hours are in each year. 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 Mission and Ministry 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
Sophomore	10 hours per year (5 hours by the end of the first semester and 5 hours by the end of the school year)
Junior	10 hours per year (5 hours by the end of the first semester and 5 hours by the end of the school year)
Senior	10 hours per year (5 hours by the end of the first semester and 5 hours by the end of the school year)

Report Cards

Report cards are made available each quarter and semester. 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

AlwaysVilla allows students and parents to view class attendance and grades. Students and parents are advised to consult with the subject teacher to discuss grade concerns. (See also rules for extra-curricular eligibility).

Gradebook Information

Please note that while Canvas may display raw scores for assignments, quizzes, and exams, the official grades for all courses are recorded and maintained in AlwaysVilla. The grades in AlwaysVilla reflect the final calculations and are considered the official grades for report cards and transcripts. Students and parents should refer to AlwaysVilla for the most accurate and up-to-date information regarding overall course grades.

Senior Final Exam Exemption for Non Duel Enrollment courses.

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.

Senior Final Exam Exemption for Duel Enrollment courses.

To ensure academic rigor and consistency in the evaluation of senior students participating in dual enrollment courses. All senior students enrolled in dual enrollment courses are required to take a final exam for each course. Exemptions from final exams are not permitted for any dual enrollment course, regardless of the student's performance or any other criteria.

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 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 recovered the credit.

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, Florida trip, commencement exercises, etc.). She will need to pursue credit recovery for purposes of receiving a diploma. Credit recovery registration can occur the first Monday following graduation. It is a self-paced, online registration process at the cost of the student/family. Once credit recovery has been completed, a diploma will then be awarded.

Schedule Changes

Schedule changes will only be made by the Principal for courses that were originally requested after consultation with the teacher and 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". Changes will result in a \$50.00 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. Requests for a change in lunch will not be honored. Teachers, at their discretion, may initiate change in consultation with the Principal.

Add/Drops

For the 2024-25 school year, the deadline for students to add or drop a course is September 17, 2024. When a student drops a course after the add/drop period, her transcript will show withdrawn passing (WP) or withdrawn failing (WF), depending on her academic standing at that time. To add or drop a course, a student must contact the Dean of Academics to obtain the necessary form and approvals. Juniors and Seniors will also need approval from their college counselor. **Adding/dropping courses is dependent upon a student meeting prerequisites as well as course availability; if a course is at maximum capacity for enrollment, students may not add the course.**

Transcripts

A transcript contains data pertinent to a student's academic standing and test results. Request for every transcript should be made to the counseling 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 "counseling" section of this handbook. Alumnae must submit an authorization request either by mail or on-line through our website 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 which school she is transferring to and the school she is transferring to must also send a formal request for information. The student may also be asked to participate in an exit interview to discuss their overall experience. 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 Responsible 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 failing 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 may be noted in the student's permanent disciplinary record, which will be kept on file by the Dean of Student Affairs.

Plagiarism

Plagiarism is the act of using someone else's work, ideas, or expressions without proper acknowledgment, thereby presenting them as one's own. This includes, but is not limited to:

- Copying text from books, articles, websites, or other sources without proper citation.
- Submitting assignments written by someone else.
- Paraphrasing another's ideas or text without proper acknowledgment.
- Using materials from past assignments without permission from the current teacher.

Policy

1. **First Offense:**

- After discussion between the Dean of Academic Affairs and the teacher, the student will receive a written warning and be required to redo the assignment.
- The resubmitted assignment will be eligible for a maximum of 50% of the original possible points.
- A meeting will be held with the student, the teacher, and the Dean of Academic Affairs to discuss the violation and reinforce the importance of academic integrity.
- Parents or guardians will be notified of the incident and the resulting consequence.

2. **Second Offense:**

- The student will receive a failing grade for the assignment.
- The student must redo the assignment for no credit to demonstrate understanding of the material.
- A meeting will be held with the student, the teacher, and the Dean of Academic Affairs to discuss repeated violations and determine additional steps to support the student in maintaining academic integrity.
- Parents or guardians will be notified, and a record of the incident will be placed in the student's file.

Multiple instances of plagiarism may result in failure of the affected course(s). Repeated violations may also result in expulsion.

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.

Parents/Guardians are asked to call the attendance office (ext. 199) 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 administrative assistant 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 emailed to the Main Office: tshuster@vjmh.org. A handwritten note is also acceptable.

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 Main Office explaining the reason for the absence and list the date(s) that will be missed.
2. Upon receipt of note, the Main Office 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, 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 Main Office.

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 administration 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 10 days of cumulative absences verified by parental notification is permitted during the academic year. All absences beyond 10 cumulative days will require an excuse from a physician. Students who accumulate more than 10 days of absence (not due to prolonged illness) during the school year 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 (with 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 to the student's counselor detailing the medical necessity for the absence.

- A counselor 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, a counselor will work with outside agencies/therapists to support students when necessary/if applicable.
- If appropriate, students may email teachers and check Canvas for missed work.
- Before a return to school medical note that includes restrictions/accommodations must be submitted and approved by the administration
- A counselor will develop an Accommodation Plan for the 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.
- Before return, a meeting may be scheduled with the Director of Counseling, Principal, Dean of Academics, 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 Counseling, Principal and Dean of Academics.

Homework Requests during Absence

Students should refer to Canvas for all assignments.

Students may also reach out directly to the teacher after checking Canvas.

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. 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 may result in disciplinary action (including detention and/or ineligibility to participate in after-school activities or athletics). 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 Main Office should be notified 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 for the school calendar).

Early dismissals are not permitted on days with special schedules. A school calendar is provided online (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 blocks on regular days and 3 blocks on deep dive days 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.

Cutting Class

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

1st Cut: The Dean of Students will notify parents. An ISS suspension may be issued.

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

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

Test Avoidance

A pattern of absences on test days for the apparent advantage of performing better on the makeup test. If a student develops a pattern of test avoidance, parents will be notified. Any further absences on test days may result in the forfeiture of makeup opportunities.

Dismissal from Class

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

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.

Thanksgiving Break	11/27/24-11/29/24
Christmas/Winter Break	12/20/24-1/8/25
M.L.K, Jr. Day	1/20/25
President's Day	2/17/25
Easter/Spring Break	3/14/25-3/21/25
Memorial Day	5/23/25-5/26/25

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 an appointment confirmation to the Dean of Students.

Retreats

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

Senior Retreat Options: November 20-22, 2024 or January 22-24, 2025

Senior Vespers: March 27, 2025

Junior Retreat: Feb 14, 2025

Sophomore Retreat: October 24, 2024

Freshmen Retreat: August 28, 2024 8am-12:30 pm

RETREAT ATTENDANCE MANDATORY

Attendance at class retreats is a mandatory 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. Referring to the dates above, please plan accordingly.

Inclement Weather

Inclement weather may necessitate delaying or closing school. In case of severe weather conditions, you will receive a personalized telephone message or text (if enrolled annually) which will keep you informed in the event of a weather or emergency within minutes of its occurrence – please be sure your contact information is current in the administration office. This information can also be found on the local news stations, the VJMHS website and VJMHS social media accounts.

POSITIVE SCHOOL AND LEARNING BEHAVIOR MANAGEMENT

The registration of a student at Villa Joseph Marie High School is deemed a recognition, on the part of the student and her parent/guardian, of compliance with all rules and regulations of the school. It is understandable that individual students might disagree with the value of certain regulations, while recognizing that adhering to Villa regulations and policies is a crucial element of the Villa experience and to fully participating in the school community.

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 may 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, 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: Tobacco products, paraphernalia for drug use, narcotics, controlled substances or alcoholic beverages, (See also Tobacco, Controlled Substances)
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/Discipline Slips

Teachers and other school personnel may issue demerit slips to students. Demerits will be assigned by the Dean of Student Affairs after consultation with the faculty member who has issued the violation slip, and if necessary, with the student involved. An accumulation of three (3) demerits will necessitate a detention. Demerits accumulate on a yearly basis. Demerits are attached to each infraction and increase for repeated offenses.

Demerits are issued for the following violations:

- Inappropriate cell phone use in class
- Late to School
- Late to class/no slip
- Dress Code Violation
- Failure to Follow Class Procedures
- Failure to Follow Assembly/ Mass Procedures
- Disruptive Influence
- Foul Language
- Insubordination

Detention

Detention is a time-owed period when a student is assigned to stay after school hours or at another time. The Dean of Student Life will provide the student with an reflection assignment or task that must be completed during the period.

A student receives one (1) detention for the accumulation of three demerits, or for a more serious offense including but not limited to inappropriate use of electronic equipment, foul language, insubordination, or 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 suspension.

Detentions may be assigned to a student by the Dean of Student Affairs or any member of the Administration. Students and their parents will be notified in writing of the date, time, and duration of the detention.

Detentions will 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.

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 independently in a private room designated by administration. (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 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 (This also 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 Civil Rights Laws, Villa Joseph Marie High School strongly condemns harassment, bullying or discrimination of any sort. Such acts by 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 a 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 including social media. 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 the 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. 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, backpacks, 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 to school authorities any suspicion or discovery of weapons possession or transport. Failure to do so will result in disciplinary action. In addition, the police will be immediately notified of any violation of the above policy. (see also "search & seizure")

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). 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) or Main Office (x. 199) are the appropriate points of contact to ensure that your daughter is reached quickly and assisted in an appropriate manner.

The following policy guidelines, which shall include all electronic devices (e.g. smart watches and cell phones, will be followed:

1. Must be turned off or kept out of sight during class time unless otherwise directed by the teacher.
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 during their lunch period. A teacher reserves 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) or Main Office (ext. 199), 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 a 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 dean of academic affairs and/or 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 or email to make appointments to discuss these matters.** 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.

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.

Daily uniform includes:

- Blue toned plaid kilt with VJM logo
- **SPANDEX or shorts are expected.**
- White, long and/or short sleeve banded bottom polo shirt with VJM Logo
- Burgundy brush "penny" loafers (see special occasions below)
- Solid, un-patterned, opaque navy blue knee socks, tights or leggings to ankle (not crop)
- Plain white sneaker (see special occasions below). "Mule" sneaker is not permitted.

Required apparel for special occasions designated by administration:

Navy blue blazer with embroidered VJM logo to be worn at events designated by administration
burgundy brush "penny" loafers must be worn for these events (no sneakers permitted unless medical excuse on file)

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 ¼ zip sweatshirt with VJM Logo
Charcoal flat front slack

Juniors and Seniors are permitted but not mandated to purchase: Ash (grey) long and/or short sleeve banded bottom polo shirt with VJM Logo

1. 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.
2. Uniform skirt length must not be altered or rolled to more than 3" above the knee. The administration reserves the right to request a skirt be replaced or unrolled if it does not meet the 3" requirement. The VJM monogram must be observable.
3. Only solid white t-shirts may be worn under the uniform top. Likewise, undergarments (bras, shorts) may not be visible.
4. Body piercings other than ears and nose studs are not permitted.

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.

Athletic - Game Day Dress code

Athletes are required to wear their school uniform every day. On game day athletes may change into their approved athletic attire during their lunch period. When there is a need to change clothes for athletic game day, students must use designated areas, such as locker rooms or bathrooms.

Approved Athletic School Day Attire:

- Official uniform tops, including team sweatshirts or t shirts that follow VJM brand and color palette (white, royal or navy blue, gray, black). Senior day t shirts may vary in color.
- If the uniform top is sleeveless, a shirt with sleeves must be worn underneath or on top.
- Team uniform bottoms that are spandex shorts are not allowed.
- Team unofficial bottoms (sweatpants non spandex shorts) that are a solid color of blue, gray, black or white (Pajama pants or flannel bottoms of any kind are not permitted).
- Footwear White Sneakers (athletic slides are NOT permitted).

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. If a student fails to exhibit mature behavior, meet their responsibilities or disregard school rules and regulations, privileges may be 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 Dean of Academic Affairs 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 Dean of Academic Affairs is notified of improvement. Students will be notified by either the Dean of Students or Dean of Academics of their ineligibility status.

Eligibility for Extra-curricular Activities

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 blocks on regular days and 3 blocks on deep dive days class periods the day of an event. If the event falls on a weekend, the student must attend at least five or three blocks 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.

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 conduct record

Any serious disciplinary punishment (i.e. suspension or greater) at any time of the year may disqualify the officer and relieve 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 and lounge areas at all times. 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 free and/or lunch periods.

All Deliveries (food, gift, forgotten items)

Occasionally, parents will deliver items to school to be given to a student. These deliveries must be left on the table in the main vestibule and prior arrangements must be made with the student for pick up. The main office will not be responsible for delivering these items or contacting the student for retrieval.

Food/Drink from Delivery Companies

In our ongoing effort to maintain a safe and secure facility for our faculty and student body as well as limit disruptions to the academic day, food and or drink that is ordered through outside delivery companies (i.e., Doordash, UberEats, Grubhub, etc.) must be left at the designated location, outside the front entrance of the school. For Villa Joseph Marie High School to allow this type of service to continue, students should be aware of the following and conduct themselves accordingly:

1. Outside food deliveries will be confiscated if delivered to an alternate door.
2. Opening school doors for outside deliveries will result in disciplinary action.
3. Students will only be allowed to retrieve their food order from the designated location on the table at the front entrance of the school **during their assigned lunch period**. Students will not be able to leave their class early to retrieve their food order.
4. Students are subject to the cell phone policy on page 18 as it relates to cell phone usage during school hours. This cell phone policy, in this circumstance, applies to a student's cell phone use for delivery ordering and the associated delivery confirmation process.

Additional rules may be put in place at the sole and absolute discretion of Villa Joseph Marie High School's administration in order to address any circumstances related to this policy not otherwise covered within this handbook. Please note, this food delivery policy is a privilege and not a right. **In the event Villa Joseph Marie High School determines school safety and security is compromised due to students not following this food delivery policy, the administration, in their sole and absolute discretion, may terminate this policy and food from outside delivery services will be prohibited.**

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 advisory before an assembly, wait to be dismissed after the assembly, and always return directly to their advisory unless directed otherwise. All students must attend the assembly unless granted permission by the administration. Early dismissal on the day of an assembly is highly discouraged.

Closed Premises (Off Limits)

The Villa Joseph Marie High School campus includes the main academic building, the performing arts center, Maria and Regina Halls. Students should not be in any of these areas at any time without supervision by school personnel. 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, hallways, or spaces 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.

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 advisory until all announcements are complete.

Collections

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

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 school information system, AlwaysVilla.

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 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

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, notebook, e-Reader, and any smartphone. 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 classrooms for smartwatches. 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 are 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.

Canvas and Microsoft 365 Email and Applications

Canvas is a course management system that supports online and classroom learning and teaching. It is being used by schools, universities, and colleges all over the world. Canvas can range from structured learning pathways to dynamic, interactive virtual classrooms.

Every student is provided a Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, OneNote, and OneDrive) account. Firstname.Lastname@vjmh.com is the official VJMHS student email account and will be the only email used for official VJMHS communications, announcements, and Canvas communications.

This email account is already integrated into every student's Canvas account. Canvas supports integration with Microsoft Office 365 in Assignments, Collaborations, Modules, Course Navigation, and the Rich Content Editor.

This integration allows students to use, create, share, and collaborate on Office 365 files within Canvas. Users can also integrate and sync their OneDrive files directly in Canvas.

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 guidelines and regulations; all students and their respective parents/guardians have to sign the RUP at the beginning of each school year.

Use of Artificial Intelligence (AI) at Villa

Artificial intelligence (AI) is a field of computer science that focuses on the development of intelligent machines that can learn and perform tasks that typically require human intelligence. In today's digital age, AI is increasingly being used in various industries, including education. As a high school teacher/student, it is important to understand how AI can be used in academics to enhance the learning experience.

AI technology can be used to:

- Create personalized learning experiences for students. With AI-powered systems, teachers can easily identify each student's learning style and adapt their teaching methods accordingly. AI can also analyze student data to provide recommendations for areas of improvement and create customized learning paths that meet each student's unique needs.
- Enhance student collaboration. AI-powered systems can facilitate communication and collaboration between students, even when they are working remotely. Students can use AI-powered tools to work together on group projects, share information, and receive real-time feedback from their peers.
- Automate administrative tasks, such as grading assignments and tests, creating schedules, and organizing data. This can save teachers time and allow them to focus on teaching and mentoring students.
- Provide personalized feedback to students, by analyzing student data and provide targeted feedback on areas of strength and weakness. This can help students understand their progress and identify areas where they need to improve.
- Create more engaging learning materials. For example, AI-powered virtual reality (VR) and augmented reality (AR) tools can create immersive and interactive learning experiences that can help students better understand complex concepts.

The following network policy for VJMHS will provide guidelines on how AI can be used in academics.

The purpose of this policy is to ensure that teachers/students are aware of the responsible use of Artificial Intelligence (AI) in academics. This policy outlines the ways in which AI should be used in academic settings to maintain academic integrity and fairness and to encourage teachers/students to use AI in a way that benefits their academic pursuits while maintaining ethical and responsible conduct.

Teachers have the individual discretion to identify in which ways AI helps the learning process, including which assignments may include the use of AI and which assignments may not. In cases that the use of AI tools has been permitted by the teacher, students must clearly acknowledge and document AI sources of such tools. Students will be expected to:

- Provide original analysis, interpretation, or synthesis of the combined work in their assignments. All student work must be conducted with integrity and honesty.
- Properly cite sources, including any AI-generated content used in their work. Using AI to generate or modify work without proper attribution is considered plagiarism.
- Respect intellectual property rights and may not use AI to create or distribute materials that infringe on the rights of others. This includes, but is not limited to, copyrighted material, trademarks, and patents.
- Respect the privacy of others and may not use AI to collect, store, or distribute personal information without permission.

For students, using AI to cheat on exams or other assessments is prohibited. This includes using AI to access exam answers, modify exam results, or to assist in any other form of academic dishonesty. AI cannot be used to harass, bully, or discriminate against any individual or group. Any such behavior is strictly prohibited and will result in disciplinary action, including but not limited to, loss of privileges, reduced grades, and suspension or expulsion from school.

Campus Security

Security Symmetry System™ has been installed to provide safety to the entire VJMHS campus. The system consists of a Closed Circuit Television System, Proximity Card Reader (see below), and Intrusion Notification Alarm System. 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. Students should not be on campus before 7:00 a.m. or after 5:30 p.m. unless they are under the supervision of school personnel. The school assumes no responsibility for the supervision of students outside of these hours.

Each student is issued a proximity photo identification card at the beginning of the school year at no cost that will allow morning access through the school's main entrance and the Bus Porch doors located by the gymnasium Monday through Friday, 7:00 a.m.- 5:30 p.m. Students also have access to enter the building at the entrance of the St. Joseph wing and outdoor patio door Monday through Friday, 7:15 a.m.- 8:00 a.m.

When a student arrives at school after 8:00 a.m., she is permitted to only use the school's main entrance. She must sign in at the main office if arriving after 8:00.

To ensure that the school is secure at all times, students must notify the administration immediately if a proximity card is lost or damaged. There will be a \$25 replacement fee for lost or damaged proximity cards.

All doors that do not have a proximity card reader are installed with an Intrusion Notification Alarm System. If a door is opened, the Main Office is immediately notified. Students are not permitted to open these doors unless there is an emergency. Disciplinary action will result if a door is opened intentionally.

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 trips/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

Students are permitted to carry a backpack. It is encouraged that students only carry items needed for educational purposes. (See also "Search & Seizure")

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 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. The gifts of your time, enthusiasm, and financial resources 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 11 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 a counselor and nurse aware. 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.

Liturgy Services

As students of a 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 Mass or prayer 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 Dean of Students. 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.

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 these 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 the Villa Website. Students who are to be "riders" with student drivers must also fill out the appropriate paperwork. If there is additional parking available after all senior requests have been filled, juniors may apply for a parking spot on a first come, first served basis.

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 \$175.00 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 permissions 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 during advisory 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 helping young women "grow into the disciples God calls them to be," 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 that 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.

Counseling

The Counseling 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. Counseling 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 counseling and parent workshops.

SAFE 2 SAY

The Safe 2 Say Something program provides an anonymous tip line for parents and students to report dangerous activities or threats of violence in schools.

- Mobile App
- 1-844-SAF2SAY
- Safe2SayPA.org

Naviance

Villa Joseph Marie High School subscribes to Naviance, for 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 account. In addition, students and parents can explore individual learning styles, career possibilities, colleges and scholarships, and match student specified goals. Student and parents have access to electronic links such as CollegeBoard (SAT), ACT, Fastweb, CSS Profile and FAFSA (Federal Application for Student Aid) through the program.

College Counseling

College counseling 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

The Transcend Program serves students who face academic challenges because of documented mild learning differences or attention difficulties. A formal accommodation plan is developed and implemented. These students receive individualized academic support daily in a 1:1, 2:1 or 3:1 setting with a learning specialist, in areas of need as well study and organizational skills. 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, stronger academic skills, 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 optional counseling 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 Counseling. Your daughter will meet with the counselor to be introduced to the Naviance program, exploring careers and colleges.

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 helps identify target areas of improvement in preparation for the SATs & ACTs. Juniors are encouraged to take the SAT and/or the ACT two times during the second semester of the eleventh grade year and once again in the fall (Oct-Nov) of the twelfth grade year. Each student is advised to review the requirement of each college/university to which she intends to make application.

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 with the intention to reinforce and supplement the school's curriculum.

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. 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. Every parent/guardian is a member. In addition, a Father's Club has been created and works closely with administration to assist with various events throughout the school year. Every parent is strongly encouraged to actively participate in guild activities.

For more info contact: vjparentsguild@vjmhs.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.

Art-Ceramics Club

The Ceramic Arts Club at Villa expands on the previous Art Club by including ceramics as the basis. Each month, members will aim to complete one or more projects based on a theme. The club will meet once a week. The Ceramic Arts Club provides a fun & creative opportunity for Villa students to participate in art, whether or not they are currently enrolled in an art class.

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. The AHA club hosts honorary captains at our sporting events, we plan and host our own fun night for individuals with special needs, attend fun nights hosted by other area high schools and work within our own community to increase awareness of all neurodiversity. 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.

Bullet Journal Club

In this independent club, we will focus on improving your skills in bullet journaling, calligraphy, and doodling! Throughout the year, we will be placing an emphasis on developing in bullet journaling with the help of the other members in the club. This extracurricular will allow you to express your creativity, advance in organization skills, as well as relieve stress.

CRS (CATHOLIC RELIEF SERVICES)

The mission of the CRS Ambassadors program is to educate students about Catholic Social Teaching and advocate for solidarity with the global poor. The educational themes change yearly, and some past topics have been: hunger, homelessness, educational inequalities, refugees, migrants, and having access to clean drinking water to name a few. If this mission excites you, then we are thrilled to have you apply! The application is posted in September under Mission and Ministry. The program meets 1-2 times per month. We are very proud of our student leaders and the impact and awareness they create for our school community!

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.

Coding and Engineering

Merged from Villa's previous Coding Club, Villa's new Coding & Engineering Club will split time between activities involving these two STEM fields with projects including Disney imagineering, creating an app, designing a product, building a prototype, and learning different coding languages to apply them to other mini projects. This will allow for students to participate in a broader range of fun STEM activities, whether or not they are considering a career in a STEM field or just enjoy learning and participating in group projects with friends. If any of these projects interest you, Coding & Engineering Club is for you!

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 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

Depending upon the role a student plays (actress, crew, set painting, props, costumes, etc.) commitment may range from a few days to five days per week and some Saturday and Sundays. Drama club members will have the opportunity to join the International Thespian Society by accumulating participation points in the productions either on stage or behind the scenes. All are invited to join!

Environmental

The Environmental Club is responsible for the collection of recycling throughout the school. We also address environmental issues chosen by the members of the club such as rainforest preservation and climate change. This is in the process of creating a pumpkin garden and will be responsible for its upkeep.

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.

French Club

French Club members participate in presentations and activities prepared by French National Honor Society members. These presentations cover topics related to French culture and the cultures of French-speaking countries such as holidays, traditions and school life. French Club members may also explore cultural topics of their own choice and make presentations to the group.

Future Business Leaders

This club seeks to develop future business leaders and to prepare students for a career in business through educational programs and practical experiences. Through its guest speaker program, students are provided the opportunity to meet professionals who share their stories of success in the business world. Students are also encouraged to develop their own business projects and to identify business opportunities designed to benefit the school, local businesses, and charities.

Gaming Club

Gaming club is an opportunity for students to socialize and have fun together based on their hobby of playing video games. Students will have an opportunity to play multi and single player games, and spend time discussing gaming strategies and preferences

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 while laughing and celebrating one another! All are welcome to join!

Math Team

The Math Team 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!

Military Service Club

The Military Service Club is a club that holds fundraisers and events around Villa in order to raise money to send care packages to the troops overseas. We meet every other Wednesday at 7:30 am. Our mission is to help those who serve and sacrifice their lives for our country. The smallest acts of kindness and care can go a long way and this is the least we can do for those who fight for our freedom.

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 ceremony.

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.

No Place for Hate

No Place for Hate is a student-directed program helping all Villa stakeholders take the lead on improving and maintaining a school climate so all students can thrive. Developed by the Anti-Defamation League, this club is committed to celebrating diversity, promoting respect for differences, and challenging bias at all levels. All are invited to join!

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

All Villa community members are welcome and encouraged to come join us in the Pro-Life Club!

The club seeks to empower our women to celebrate the gift and sacredness of human life at all stages.

Throughout the year, our women are encouraged to create various service projects to celebrate life. The students may go Christmas caroling at a nursing home, run a diaper drive, paint pumpkins for a crisis pregnancy center, attend the March for Life in D.C., etc. This club is very much student run so new ideas and opportunities to serve are always welcome! Come join us to celebrate the dignity and potential of all!

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 part of the FIRST Tech Challenge, a robotics competition for students in grades 7–12 to compete head to head, by designing, building, and programming a robot to compete in an alliance format against other teams.

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

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 fosters the study of Italian language and culture and recognizes 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 advisory 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

In conjunction with the School's journalism class, the VJM Journal is a student-produced newspaper published each semester with a special senior edition created at the end of the year. The staff helps to plan, research, write, edit, and design the Journal. All are welcome to contribute ideas for stories, artwork, and photography.

BELL SCHEDULE FOR 2024-2025

Standard 5 Day rotation

Block	Time (43 minute classes, 28 minute advisory,4 minutes in between)
1	8-8:43
ADV	8:47-9:16
2	9:20-10:03
3	10:07-10:50
4	10:54-11:37
5	11:41-12:24
6	12:28-1:11
7	1:15-1:58
8	2:02-2:45

"Deep Dive" Days

Blue	Gold	
1 st Block Day	2 nd Block Day	75/5/40 min shared
7	5	8:00-9:15
1	2	9:20-10:35
Lunch/Advisory	Lunch/Advisory	10:40-11:20
Lunch/Advisory	Lunch/Advisory	11:25-12:05
3	8	12:10-1:25
4	6	1:30-2:45

Schedule 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

FACULTY/STAFF TELEPHONE EXTENSIONS

Main Number: 215-357-8810

Department	Email name@vjmh.org	Ext
Administration Office	tschuster@	199
Admissions	mmathis@	209
Athletic Department	vjmathletics@	125
Attendance	Tshuster@	199
Business Office	lharkrader@	165
Dean of Academics	cdangelo@	103
Dean of Student Affairs	psoley@	198
Mission & Ministry	gscarpello@	126
English Dept. Chairperson	rheuckroth@	184
Fine Arts Dept. Chairperson	mholdren@	223
Director of Counseling	aperez@	118
College Counselor	lsmith@	148

Department	Email name@vjmh.org	Ext
Institutional Advancement	mgrunwell@	124
Main Office	tschuster@	199
Math Dept. Chairperson	gmerlino@	195
Nurse's Office	cmclair@	104
President	jfrawley@	128
Principal	vpruncel@	195
Religion Dept. Chairperson	sweaver@	173
Science Dept. Chairperson	jgentile@	175
Social Studies Chairperson	acrotty@	125
Transcend Program	mcostanzo@	148/109
World Lang. Dept. Chairperson	emcrath@	225

Name	Email name@vjmh.org	Ext
Barr, Amy	abarr@	222
Danielle, Cargas	dcargas@	160
Casas, Amy	acasas@	200
Chirico, Christa	cchirico@	180
Costanzo, Marysue	mcostanzo@	153
Crotty, Anne	acrotty@	192
D'Angelo, Connie	cdangelo@	103
Davis, Kristen	kdavis@	122
Dennis, William	wdennis@	224
DeVito, Isabella	idevito@	176
DiGiuseppe, Katlyn	kdiGiuseppe@	162
Dlugosz, Alan	adlugosz@	156
Facenda, Sonny	Sfacenda@	168
Fowler Annie	afowler@	131
Franzzo, Erica	efranzzo@	115
Frawley, Jeanne	jfrawley@	199
Gentile, John	jgentile@	175
Gorman, Bridget	bgorman@	187
Grunwell, Matthew	mgrunwell@	124
Harkrader, Lynda	lharkrader@	165
Heuckroth, Rachel	rheuckroth@	184
Holdren, Melissa	mholdren@	106
Hurlbert, Karla	khurlbert@	100
Johnson, Alyse	ajohnson@	217
Kenny, Molly	mkenny@	177

Name	Email name@vjmh.org	Ext
Mallee, Stephanie	smallee@	104
Mathis, Maureen	mmathis@	209
Mayer, Erik	emayer@	157
McCarthy, Stephanie	smccarthy@	126
McClain, Colleen	cmclair@	104
McCloskey, Paige	pmccloskey@	109
McFadden, Maura	mmcfadden	179
McGrath, Evan	emcgrath@	166
Merlino, Gabriella	gmerlino@	150
Murway, Cathleen	cmurway@	130
O'Donnell, Jill	jodonnell@	194
Perez, Anne	aperez@	118
Poll, Christine	cpoll@	197
Puccini, Daniella	dpuccini@	166
Rondeau, Nicolette	nrondeau@	167
Schuster, Tina	tschuster@	199
Sheenan, Joseph	jsheenan@	155
Smeraglio, Terry	tsmeraglio@	121
Smith, Linda	lsmith@	148
Soley, Paula	psoley@	198
Stoops, Stacie	sstoops@	205
Weaver, Stephanie	sweaver@	173
Wilson, Joseph	jwilson@	201
Yankilevich, Corina	cyankilevich@	226
Young Kathy	Kyoung@	227
Zones Adrianna	Azones@	169

