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2021-2022  
**Student Handbook**

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**179<sup>TH</sup> ACADEMIC YEAR**

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# ST. JOHNSBURY ACADEMY

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OFFICE OF THE HEADMASTER

August 2021

Dear Students,

I want to welcome you personally to St. Johnsbury Academy. This is a special place. For one hundred and seventy-eight years, the Academy has educated young people from St. Johnsbury and its surrounding towns, from other parts of the United States, and from places all over the world. You have now joined that fellowship of students, and by doing so you have agreed to honor them by continuing to uphold the fine traditions that have made St. Johnsbury Academy a life-changing school.

This handbook has been prepared to help you navigate your life at the Academy. It is a source of important information you will need in daily experience, and of those rules and cautions that will help you become a healthy, positive, and successful member of the Academy community. Please read this handbook, become familiar with it, and then follow it. You will find it contains answers to many of your questions, and solutions to most problems you might encounter.

Know that we care a great deal about you and your success at the Academy and beyond; we urge you to make the best use you can of your time here. If you take advantage of the many educational opportunities you are offered at St. Johnsbury Academy, respect the daily work you and others do here, and understand your responsibility to yourself and the community, I have little doubt that you will succeed.

Yours Sincerely

Dr. Sharon L. Howell  
Headmaster

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*The Student Handbook is divided into three sections: Mission, Philosophy, and Goals; Campus Life; and Academic Life. Each section contains important guidelines for positive involvement and overall success at the Academy.*

*The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. From time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of St. Johnsbury Academy to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the Academy, its faculty, employees, students, or overall community.*

## **MISSION, PHILOSOPHY, AND GOALS**

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### **ACCREDITATION**

St. Johnsbury Academy is a member of the New England Association of Schools and Colleges, the National Association of Independent Schools, the Independent Schools Association of Northern New England, and the Vermont Independent Schools Association.

The Academy is fully accredited by the New England Association of Schools and Colleges and has been approved by the Vermont State Board of Education. In addition, the Academy is a member of the College Entrance Examination Board and has been designated by that body as an Examination Center.

St. Johnsbury Academy admits students of any sex, race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, religion, handicap, sexual orientation, national or ethnic origin in the administration of its education policies, admission policies, scholarship programs, and athletic and other school administered programs.

St. Johnsbury Academy is approved as an independent school under Vermont law.

## MISSION STATEMENT

This is the mission of St. Johnsbury Academy, a diverse, comprehensive, and independent educational community grounded by our traditions, our deep optimism regarding young people, and our commitment to academic excellence:

- Character: To teach good character by modeling and fostering compassion, respect, responsibility, and integrity.
- Inquiry: To foster a love for learning by challenging individuals to pursue knowledge, creativity, and intellectual self-reliance.
- Community: To encourage each individual to understand his or her relationships, rights, and responsibilities within a community that is itself part of the larger world.

## PHILOSOPHY

St. Johnsbury Academy is an endowed, four-year secondary school with a resident student program “with all the rights, privileges, and powers belonging to similar corporations for the purpose of instructing pupils in the English, ancient and modern languages, and in the various sciences, and for the improvement of such pupils in general culture and in morals...”<sup>1</sup>

Employing authentic and traditional methodologies, the school is committed to personally relevant instruction. St. Johnsbury Academy provides opportunities for its students to gain a basic understanding in those studies calculated to provide a life foundation for the free citizen, enabling them to be intellectually self-reliant and to function as constructive, moral members of society. Likewise, the school undertakes to make the acquisition of knowledge a valued social goal and to make students acquainted with themselves through an appreciation of their culture and its traditions. The school also provides opportunities for its students to build those skills useful for personal self-sufficiency.

St. Johnsbury Academy is committed to the idea that learning is most natural and teaching is most effective in a community atmosphere where collaboration and respect for others is part of the common daily business. Small classes, the advisor program, and a diverse offering of extracurricular activities all exist to support this notion of community.

The school reserves for itself the right to define its own goals. St. Johnsbury Academy is an independent school rooted in a larger community of the Northeast Kingdom and extending world-wide as represented by the boarding students and Academy alumni enabling students and their parents or guardians to select a comprehensive school suited to individual goals and personalities.

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<sup>1</sup> Charter of the Trustees of St. Johnsbury Academy, 1878.

## CORE VALUES

- Optimism Regarding the Potential of Each Person
- High Aspirations for All
- Comprehensive Curriculum
- Diverse and Dynamic Community
- Tradition of Respect
- Independence

## STRATEGIC GOALS

- The Academy will provide each of its students with the opportunities and support needed to be successful communicators, problem-solvers, citizens, and scholars.
- Academy students will be served by a talented, collaborative, and supportive faculty and staff, all of whom are expertly trained and committed to help each student pursue a personally relevant education.
- The Academy will create an exemplary and sustainable financial structure that enables us to be good stewards of our resources year-over-year and generation-over-generation.

## SCHOOL-WIDE STANDARDS

### Communication

**Academy graduates possess a set of skills which enable them to communicate fully in a variety of situations. They are able to**

- Understand and respond thoughtfully to what they read.
- Understand and respond thoughtfully to what they hear.
- Interpret verbal and non-verbal cues.
- Convey meaning through non-verbal means.
- Write clearly and for a variety of purposes.
- Speak clearly and confidently in formal and informal settings.

## **Problem Solving**

**Academy graduates are able to define and approach problems in ways that demonstrate an understanding of the complexity of different situations.** As part of a process of problem-solving, following the statement of the problem they are able to

- Accurately state the problem.
- Select an approach to work with the problem.
- Gather information from a variety of sources (including drawing on their past experiences).
- Present the results of the process to others.
- Evaluate the value of the information gathered and the process used in working through the problem.

## **Citizenship**

**Academy graduates are engaged and active members of the school community.** They

- Participate in events and activities outside the classroom.
- Participate in discussions of civic needs that connect with the wider community, helping set community goals and solve common problems.
- Contribute to helping those in need.
- Demonstrate respect for themselves and for those unlike themselves.
- Demonstrate dependability and productivity.

## **PURPOSE AND OBJECTIVES**

The school teaches good character, fosters a love of learning, and encourages positive and constructive attitudes toward society through the following:

- Conducting a school-wide Chapel program.
- Encouraging participation in traditions that can be a source of pride to the school community, such as school songs, special school events, school customs, and the preservation of an architecturally unique campus.
- Upholding an Honor Code which outlines the moral commitments each member of the student body makes to the community as a whole.
- Maintaining a school dress code which seeks to underline a common sense of identity and seriousness of purpose by emphasizing the distinction between the hours devoted to formal education and the hours devoted to recreation and other activities.
- Reserving the right to insist that those who cannot cooperate with the members or tolerate the goals of the school community leave.
- Maintaining an advisor system which serves to bring teachers and students together.
- Promoting lifestyles conducive to good health by providing a safe and healthy environment for all members of the school community through policies and programs which support personal well-being.

- Maintaining a diverse and qualified student body wherein each member is respectful of the rights and interests of the others.
- Conducting a Capstone program for all seniors that requires them to produce professional work in an area of personal interest that is of value to the community.
- Encouraging community service in the school, in the community, and around the world.
- Providing opportunities for cross-cultural experiences and the development of tolerance through international exchanges and a boarding program which is both national and international in scope.

The school fosters good teaching and models lifelong learning through the following:

- A professional development program.
- A sabbatical program.
- A teaching internship program.
- In-service training.
- Support for innovation and creativity in the classroom.
- Through differentiated instruction.
- Authentic Assessment.
- Standards Based Assessment.
- Commitment to up-to-date instructional technology.

The school fosters healthy relationships with its community through the following:

- Making its facilities available to area residents for community education, athletics, and the performing arts.
- Encouraging the active involvement of alumni, parents or guardians, and area residents.
- Partnering with area organizations to provide opportunities for area residents.

## **CAMPUS LIFE**

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### **CHAPEL**

All students should be in their assigned Chapel seats or advisory locations by 8:00 a.m. If you are tardy, you must report to the Campus Life Office. If you arrive at school after Chapel, you must report to the Main Office. If you are late or miss Chapel, you will be assigned community service.

## TRADITIONS AND SCHOOL SPIRIT

Traditions and school spirit share both a common source and a common end. They flow from the Academy's clear sense of its identity as an excellent independent school, a shared sense of pride and mutual respect, and a sincere desire to promote the honor of the school and each of its members. They both result in a healthy, supportive, and stable school community and a common commitment by each of us to seek the highest good for that community.

However, traditions differ from school spirit in important ways. Traditions are those beliefs and practices that have been handed down from generation to generation as important symbols of school values. These traditions are the building blocks of our school culture. Homecoming Weekend, Winter Carnival, the dress code, Chapel, decorum, recognizing academic excellence and good sportsmanship—all of these help reinforce who we are and what we stand for. They tie your graduating class to all of those that came before and all of those that will come after. Traditions foster healthy and energetic school spirit.

School spirit, on the other hand, binds the members of your class together and connects your class to other classes. School spirit is the common energy that motivates and invigorates the student body. It is also the spirit that you share with the members of the administration, faculty, and staff. It can change from year to year in its intensity and focus. Each year the Academy community is moved by a unique version of school spirit that inspires others to hold us in high esteem.

It is important to realize that, at the Academy, school spirit is one of those valued traditions that we diligently foster and jealously guard. To that end, we promote courtesy, compassion, honesty, and generosity. We foster faith in each other, faith in our school, and affection for all who share our enthusiasm for St. Johnsbury Academy.

**SCHOOL COLORS**  
Dark Green and White

**NICKNAME**  
Hilltoppers

### ALMA MATER

- |    |  |   |
|----|--|---|
| 1. | Our strong band can ne'er be broken<br>Formed at St. J. A.<br>Far surpassing dreams unspoken<br>Of a long past day. Forever. . . | Chorus: Lift the chorus, speed it onward<br>Let it float away;<br>Hail to thee our Alma Mater<br>Hail to St. J. A.        |
| 2. | High above the busy humming<br>of the bustling town;<br>Stands our noble Alma Mater<br>Looking proudly down.                     | 3. Face the world and make it better<br>We have just begun.<br>Carry forth the shield of courage,<br>Face the rising sun. |

## ADVISOR PROGRAM

The Academy has an advisor program that is a natural outgrowth of the school's mission statement. The purpose of the program is to foster character, inquiry, and community. By providing you with a faculty mentor, and by including you in a group of peers with whom you may develop close, positive, personal relationships, we expect you to expand your capacity for change and growth.

The advisor is the primary connection to the school for both you and your family. You will be in an advisor group of 8 to 12 peers through your graduation. Because the Academy values the advisor-advisee-family relationship, you may request a change of advisor. Advisor/advisee meetings are held daily.

Individual meetings with you and/or your parents or guardians are scheduled for a variety of reasons which may include personal contact, course scheduling, extracurricular activities, and discussion of disciplinary, academic, or other issues. Any questions or concerns regarding the advisory program should be directed to the Assistant Headmaster for Campus Life.

## STUDENT EXPECTATIONS

The Student Government of 2005-06 recognized the need to state explicitly the values and beliefs that underlie the conduct of the student body. After much student input and revision, the following Honor Code was adopted and established as the foundation of basic student expectations.

### **St. Johnsbury Academy Honor Code**

The students of St. Johnsbury Academy are part of a learning community dedicated to molding superior character and excellent academics. They have high expectations of themselves and of their peers, and they depend upon their own honesty and integrity to uphold these expectations.

Therefore,

1. They believe that cheating, plagiarism, and any other action performed with mal-intent takes away from the fulfillment of their own true potential.
2. They respect their property, as well as the property of others.
3. They share the objective of building a trusting community that provides a safe, secure, and productive learning environment.

***By signing the Honor Code, students indicate that they understand the expectations and goals of the St. Johnsbury Academy community, and agree to uphold them in their entirety in order to maintain personal and academic integrity.***

### **Student Expectations**

At St. Johnsbury Academy, the relationships among all members of the community are vital to the Academy's success. Each member of the community must behave with integrity and respect

for one another. Expectations about the behavior of St. Johnsbury Academy students include both on and off campus behavior. For students, this means respect for what is right and good, respect for all people (particularly faculty and staff, fellow students, visitors, and oneself), and respect for the work we do here.

As an Academy student, you are expected to know the difference between right and wrong and how to conduct yourself maturely in the school society. We take seriously our task of fostering individual responsibility, and therefore, we expect you to take on more responsibilities as you progress through your career here. You are expected to take responsibility for upholding our school traditions, fostering school spirit, building school community, and understanding essential knowledge, as well as developing your unique set of skills and talents.

As an Academy student, you are expected to show respect toward yourself and others. You are expected to make sure that the way you dress reflects the respect you have toward yourself and others. Therefore, you are expected to dress modestly and in line with the dictates of good taste, making sure your clothes are clean, neat, and appropriate for a particular occasion.

You are expected to show special respect toward those who visit us or those who welcome you as their guest. You are expected to be courteous at all events, never singling out groups or individuals for abusive remarks. You are to refrain from booing or jeering of any kind, whether directed at performers, speakers, umpires, referees, opponents, or fans. You are expected to recognize and applaud good performances, not only by our own students, but also our opponents or other performers. You are to strive to maintain friendly relationships with all those who visit our campus.

You are expected to show special respect for the faculty and staff. They are responsible for your education, health, and safety. They are committed to making sure the Academy is clean, productive, and in good order. If a member of the faculty or staff reminds you about your obligation to be considerate of others, or your obligation to uphold the honor of the Academy, you are expected to cooperate immediately. If you feel you need to discuss the justice of the situation, you are expected to do so in a respectful, honest, and reasonable manner.

As members of the Academy community, we are all committed to leaving this place better than we found it. As a student, your primary duty is to learn, not only academics, but ethics, service, and responsibility. The work each of us does here is very important indeed, and it deserves our respect. As a sign of this respect, we do not litter, mark, or deface Academy property; we dress properly; and we behave courteously toward one another.

We want you to succeed. That is why we are here. All of us—faculty and staff alike—try to provide every opportunity and accommodation we can to help you succeed. However, you have a right to reject those opportunities, accommodations, and offers of help. In short, you have a right to fail. If, despite our efforts to help you succeed, you choose to fail, we will honor your choice. We will not take that right away from you. Whether you succeed or fail, finally, is your choice, and we expect that in making this choice you have considered the consequences and have freely accepted them.

## **Minimum Requirements for Enrollment**

While we believe that we provide an excellent education, we recognize that the Academy is not for everyone. The following are the minimum requirements for enrollment:

1. You do not present an imminent risk of physical or psychological harm to yourself, to other persons, to property, or to the orderly processes of the Academy.
2. You agree to conform to all the regulations and the Honor Code of the Academy.
3. You are capable of participating in a full-time academic program (4 academic classes per day).
4. You agree not to engage in any illegal behavior on the Academy campus.
5. You do not have a criminal conviction or juvenile adjudication for any of the following:
  - a. arson;
  - b. sexual assault and/or rape;
  - c. any crime against the person; or
  - d. more than one criminal conviction or juvenile adjudication for larceny or other property crime.
6. You will have been satisfactorily promoted by:
  - a. the public Local Education Agency (LEA – school district or supervisory union) or equivalent under state regulations;
  - b. an approved home school plan; or
  - c. a recognized or approved independent school or equivalent under state regulations.
  - d. For other non-approved private schools, we will require additional information regarding the curriculum addressed and student performance.
7. You will be between the ages of 13 and 18 years at the time of enrollment or between the ages of 13 and 21 for students who are eligible for special education.

## **DRESS CODE**

### **Philosophy**

An essential part of the Academy's mission is to teach and foster mutual respect. Mutual respect, as a central value embedded in the school's culture, is one that we as a community strive to model and that we view as the foundation of civilized society.

Respect is woven into the fabric of our community at the Academy. It colors our lives in many ways. Respect for tradition, respect for ourselves, and respect for others all influence the language we use, the ways in which we behave with and toward each other, and the way we look and dress.

Since society requires of all who appear in public, dress of some kind, there is no such thing as no dress code, merely varying standards of dress. The Trustees, the administration, the faculty, and the majority of our students, parents, and alumni agree that we should require our students to dress in ways that reflect the seriousness of our shared purpose here at the school.

All dress codes are to some degree arbitrary. We have the standards for preferred attire that we do because we believe that it helps us to visibly express that which we value – self-respect, respect for others, and respect for learning as a serious pursuit. We expect of our students nothing less than dress and personal hygiene which reflect these values.

We believe that the way a person acts is related to the way a person dresses. We impose a stricter standard of dress upon our students than they might upon themselves – from 7:55 in the morning until 3:30 in the afternoon – to underline our seriousness of shared purpose here and to foster the feeling of belonging to a larger community.

The standard or model for preferred attire at the Academy shall be that which is worn, or would be worn, by the Academy faculty. Teachers' and administrators' clothing will be appropriate for the workplace and professional in appearance.

If there is doubt about attire, you should err on the conservative side. If doubt persists, the Assistant Head for Campus Life, the Dean of Students, the Class Dean, or their designees, will make a judgment. That judgment will be final. In those cases where there is clear or continued violation of our dress standards, penalties may range from being sent home to change, to community service or suspension.

## **DRESS CODE FOR FEMALE STUDENTS**

**Tops:** Collared shirts are required at all times for females. A collared shirt must be worn under all sweaters, sweatshirts, or blazers. Blouses should be buttoned up to the second button, and show a modest neckline. Shirts must be of appropriate fit, covering the lower back and entire shoulders. Shirts should be made to be tucked in.

**Bottoms:** Skirts must be worn at the waist and be of appropriate fit and length (knee length). Full-length dress pants are also permitted. Solid color, ankle length leggings are appropriate if worn under a dress or a skirt. Dresses or jumpers, which are of appropriate length (knee length), are acceptable.

**Footwear:** Dress sandals, sneakers, casual dress shoes, semi-formal footwear, and footwear designed for harsh weather are acceptable.

**Outerwear:** Sweaters, vests, and jackets of appropriate fit and length are permitted, as are sweatshirts without hoods. **No logos other than the SJA logo are permitted.**

**Hair:** Should be a natural color and should be worn in a neat and appropriate fashion.

**Jewelry:** Earrings – no spacers, nose rings must be a clear stud with no exceptions

## **DRESS CODE FOR MALE STUDENTS**

**Tops:** Oxford shirts with collars and sleeves are acceptable and must be worn tucked in. Ties are required and must be dress ties, (includes bow ties). They must be properly tied, pulled up, and visible. Ties may not have distracting colors or designs.

**Bottoms:** Dress slacks and pants which are worn at the waist with a belt (other than jeans or jeans-style) are permitted.

**Footwear:** Dress sandals, sneakers, casual dress shoes, semi-formal footwear, and footwear designed for harsh weather are acceptable.

**Outerwear:** Sweaters, vests, and jackets of appropriate fit and length are permitted, as are sweatshirts without hoods. No logos other than the SJA logo are permitted.

**Hair:** Should be neat, clean, and appropriate, a natural color and trimmed so as to be above the collar, ears, and eyes. Men should be clean shaven with sideburns no longer than the bottom of the ear.

## **MASKS**

At any time during the year, the Academy may require that masks be worn inside the school buildings. In order to establish and maintain a safe and healthy school community it is imperative that, along with frequent hand washing and proper social distancing, everyone wear an effective and properly fitting face mask. The following pertains to faculty/staff and students in campus buildings or outside when proper social distancing is not possible. Other guidelines may be in effect for sports or other extracurricular activities.

### **Mask requirements:**

A well secured solid color or print pattern cloth mask that fits snugly against the face and covers an individual's nose and mouth. It must be made of a material that prevents the discharge of respiratory droplets from a person's nose or mouth.

### **Acceptable masks:**

KN-95, N95 masks  
Medical/Procedural (3-ply disposable) masks  
Commercial or Home-made 2-ply cotton cloth masks.

### **Not allowed:**

Face coverings with exhaust valves  
Bandanas, gaiters, buffs.  
Face coverings with materials such as mesh or lace fabrics  
Face coverings that do not cover the face and mouth.  
Face coverings that cover the entirety of the face and forehead.  
Face coverings with logos, slogans, flags, or any other type of messaging.

## **GEAR DAYS**

Certain Fridays will be announced as Gear Days. On these days, students are permitted to wear an SJA polo or designated t-shirt to participate in the whole school spirit days. Items that are appropriate for these days are sold in the school store. Students need to wear dress code appropriate bottoms on Gear Days.

## **VARIETY CLOTHES DAY**

It is expected that Variety Clothes Days will occur frequently and that nominal fees will be associated with the privilege of wearing casual attire. The fees will be collected for various charities. On casual days, jeans worn above the hips are permitted, as are tee-shirts which conform to our standards of modesty and decency. No spandex/yoga pants permitted. No short shorts or clothing with holes in them is permitted. Casual footwear will be permitted on casual days. Variety Clothes Days are NOT costume days. Piercing rules are still in effect for Variety Clothing Days – clear studs only and no spacers. Shaving rules are still in effect.

## **COMMENCEMENT ATTIRE**

It is expected that students will wear formal dress appropriate for the weekend of Commencement. This attire includes dress code for students. Students must wear a dress shoe or dress sandal. Female students must wear a dress or dress pants under their gown and dress shoes for Commencement activities.

## DAILY TIME SCHEDULES

### MONDAY THROUGH THURSDAY

8:00	-	8:20	CHAPEL	<u>Lunch Periods</u>
8:30	-	9:35	BLOCK A	11:00-11:25
9:45	-	10:50	BLOCK B	11:25-11:45
11:00	-	12:40	BLOCK C	11:40-12:05
				12:00-12:25
				12:15-12:40
12:50	-	1:55	BLOCK D	
2:05	-	3:10	BLOCK E	
3:10	-	3:30	BLOCK H (CONFERENCE PERIOD)	

### FRIDAY

8:00	-	8:20	CHAPEL
8:30	-	9:00	BLOCK A
9:05	-	9:35	BLOCK B
9:40	-	10:10	ADVISORY
10:15	-	10:45	BLOCK C
10:50	-	11:20	BLOCK D
11:25	-	11:55	BLOCK E
11:55	-	12:15	BLOCK H (CONFERENCE PERIOD)

### eNOTIFY ALERTS

To communicate time sensitive information, St. Johnsbury Academy uses an alert notification service called eNotify that will keep parents or guardians, students, and staff members informed about school closings, early dismissals, and other school-related matters. eNotify alerts can be sent via email, text, or phone calls depending on the situation. All students will be signed up to receive eNotify alerts using their Academy email account (studentname@stjlab.com). Additionally, parents or guardians will be enrolled using the information (email, mobile phone, home phone) in the student's registration or re-enrollment forms. We do not share any information with any outside organization and this data is used only to support Academy communications to our families. For more information concerning alerts, please contact the Assistant Headmaster for Campus Life.

### LATE OPENING (9:30 A.M.) SCHEDULE

Report to your Block A location. A shortened class schedule will be implemented for that day.

### SNOW DAYS

St. Johnsbury Academy calls off in-person school only in very unusual conditions. Occasionally,

on mornings when the weather is bad, the Academy may open late. We will notify parents or guardians by our eNOTIFY alerts system immediately upon the decision being made if the Academy will close for in-person learning, have a delayed opening, or an early closing due to inclement weather. Closing for in-person learning and late openings will also be broadcast on or before 7:00 a.m. on radio stations WSTJ (1340AM) St. Johnsbury, WGMT (97.7FM) Lyndonville, on television Channel 3, WCAX, and on the internet at [www.sver.net/schoolclosings](http://www.sver.net/schoolclosings) and on the Academy website home page [www.stjacademy.org](http://www.stjacademy.org). If school is closed for in-person learning, students and faculty will move to a remote only day, following the Friday daily class schedule.

On days when many area schools have closed and driving may be unusually hazardous in rural areas, you and your family are left with the decision of whether or not to attend in-person, or whether or not to arrive late. On such days, we expect that you will work remotely for that day. In general, if it is unsafe to attempt to get to school from your home, you should wait until road conditions improve.

### EARLY DISMISSAL

You may not leave class or school when it is in session without obtaining permission from the Main Office. If you require to be dismissed early from school you must present a note to the Main Office explaining the reason for the dismissal. This should be done before 8:00 a.m. on the day of the dismissal. **When actually leaving school, you must report to the Main Office to be dismissed. Failure to sign out will result in disciplinary action.**

### STUDENT DISCIPLINE - A GENERAL POLICY

As stated in its philosophy, “St. Johnsbury Academy is an endowed, independent, four-year secondary school...The school reserves for itself the right to define its own goals.” Among the standards the Academy sets for its students are standards of moral conduct. The Academy insists on basic standards of decency in every activity the school sponsors. In addition, various rules and regulations relating to school traditions, attendance, dress, extracurricular activities, field trips, fire drills, library rules, and the like are published in this *Student Handbook*, which you will receive each year you are a student here. During the year, changes in the rules are announced in Chapel or in classes. **By choosing to attend St. Johnsbury Academy, you and your parent or guardian must sign an enrollment agreement in which they agree, as a condition of your acceptance, that you will conform to all regulations of St. Johnsbury Academy.** Clearly, the school has an obligation, in an extreme case in which no disciplinary efforts or counseling has produced results, to encourage you to withdrawal, or to drop you from the Academy’s rolls, or to expel you from the Academy, depending upon which measure is appropriate in the judgment of the school administration. If you, by your flagrant violation of the rules, set a poor example for other students, you may be asked to leave. If you are gaining nothing from the Academy, you are encouraged to find a school more appropriate to your needs. In all cases the school attempts to emphasize that you, as a maturing citizen, must become responsible for your own actions.

## DISCIPLINE

Discipline at the Academy is used to remind students of the fact that they must meet their obligations if they choose to continue as students here. It is not regarded as an end in itself. The reasons for enforcing discipline are given clearly in each instance. The school is not a court of law. It is an educational institution which must maintain its own integrity by insisting on obedience to its rules. Violations of rules are treated as opportunities for counseling rather than as invitations to legalistic debate.

The classroom teacher is the primary person to maintain order. If a student is disruptive in a class, it is the responsibility of the teacher to properly discipline that student to ensure the learning environment is not compromised. If the student's disruptive behavior becomes repetitive, that student will be referred to the Campus Life Office, who will work with the student and possibly the student's family to develop positive strategies for behavior change. The Campus Life Office will work with the student and involve other individuals such as the student's advisor to help bring about a change in behavior. If change does not occur, the Campus Life Office will employ discipline measures ranging from community service to in-house suspension to out-of-house suspension to a recommendation for expulsion. The response of the student determines the exact nature of such discipline.

As an educational institution, the Academy believes it has a responsibility to educate its students in proper behavior. This education begins with the advisor program and is supported by the students' relationship with the Class Dean. Beyond this, various individuals are in place to assist students understand their behavior and develop plans for improvement. These include the Assistant Head for Campus Life, the Dean of Students, the advisor, the Director of Health Services, and the Special Services Administrator.

Families are integral to providing support in the discipline process. Early in the process, parents and/or guardians will receive communication from the Academy. If the student does not respond to early intervention, parents or guardians are involved directly in the discipline process. The student and his or her family may be assisted throughout the process by the student's advisor who serves as an advocate.

During the investigation phase of the disciplinary process, the Academy reserves the right to gather its evidence without parental participation or presence. In light of its experience of having young people behave differently in the presence of their parents or guardians during these investigations, the Academy does not allow parents or guardians to be present during investigative interviews. Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of the investigation for whatever reason, the school reserves the right to take disciplinary action.

Before imposing major discipline (i.e., long-term suspension or expulsion), on special education-eligible students, the Academy will give advance written notice to the public school district of the student's residence and will assist that district in complying with all procedural requirements of Vermont Department of Education Regulation 4312.

## REPARATIVE DISCIPLINE

When a person makes a poor choice resulting in harm to the community, the harm needs to be addressed. The traditional discipline system separates responsible parties from the community that they have harmed. In many cases, however, a conversation about the harm done and how it has affected other students and the school community is appropriate. Reparative Discipline engages students in these conversations. The reparative process seeks to repair the damage done to the affected party and to the community through the restorative process. Students hear how their actions have affected the community from the person harmed, their peers, and adults at the school. The affected party is at the center of the resolution process. Students learn valuable lessons from recognizing how they have not only harmed others and the community, but also themselves. The trained student and faculty panel members, the harmed, and appropriate community members decide how the harm done by a student's actions will be repaired, rather than utilizing the traditional discipline process. The reparative process also allows the responsible party to face the situation, deal with it, and then start fresh.

If you have been harmed by or have caused harm to a member of our school community, your case may be referred to the Assistant Head for Campus Life, Dean of Students, or a Class Dean in consultation with you and your parents/guardian and the other student and his or her parents/guardian.

## COMMUNITY SERVICE

If you commit a minor and/or major infraction, you may be assigned community service. Community service is held every day from 3:30 to 4:30 p.m. **If you accumulate a substantial number of community service hours, you may be required to serve them on a Saturday.**

If you are assigned community service, it is your responsibility to attend. It is an effective reminder of the consequences related to your actions. Once dates to serve have been established, you must adhere to them. Upon each failure to attend an assigned and scheduled community service, you will be assigned one additional hour. **Upon the second failure, you may be suspended from classes until community service is served.**

It is your responsibility to reschedule assigned community service that was missed due to an absence. Arrangements should be made in the Campus Life office on the day you return to class.

## SUSPENSION

Suspensions are handed down by the Headmaster, the Assistant Head for Campus Life, the Academic Dean, the Dean of Students, Class Deans, or their designees for serious or sustained violations of Academy rules. Suspensions may vary in length depending on the severity of the offense and the attitude of the student. If you are suspended, you may independently make up work you miss while under suspension. It is your responsibility to request these assignments from your teachers and to request any makeup tests on the day you return to school. All are to be completed at the convenience of the teacher. In general, parents or guardians are requested to accompany students on their return from a suspension. In the case of a suspension of 10 days or

less, you will be informed orally of the offense and the nature of the evidence relied upon, and you will be given the opportunity to explain your version of what happened. There is no appeal of a suspension of 10 or fewer days. In the case of a suspension which will continue for more than 10 days, the procedures used for expulsions will be followed.

## **EXPULSION**

The decision to expel is made by the Headmaster based upon the recommendation of the Assistant Head for Campus Life, the Dean of Academics, the Dean of Resident Students, or the Dean of Students. If you are recommended for expulsion, you and your parent(s) may appeal a recommendation to expel to the Headmaster. This appeal to the Headmaster must be made within 5 business days. The decision to expel is made by the Headmaster after opportunity has been granted for a hearing. Your parent(s), teachers, counselors, and any other adult your parent(s) feel is appropriate are invited to attend such hearings. The point of the hearing is to determine whether expulsion is an appropriate action for the school to take. No relevant information is barred from such a hearing, and you and your parent(s) will be afforded full opportunity to present your position.

## **INFRACTIONS**

Infractions of the Academy's rules and obligations by its students are considered either minor or major in nature. Depending on the severity and the frequency, minor infractions are disciplined through a range of conference to community service. Major infractions, depending on the severity and the frequency, are disciplined through a range of community service to expulsion.

### **Minor Infractions:**

- Tardiness to Chapel or class
- Failure to sign out upon early departure
- 1<sup>st</sup> time failure to attend community service
- 1<sup>st</sup> time smoking
- Cut conference period
- Unprepared for class
- Insubordinate to faculty/staff
- Unacceptable language
- Disruptive/uncooperative
- Dress code
- Gum chewing
- Excessive talking
- Rude/discourteous
- Overdue library materials
- And similar instance

### **Major Infractions:**

- Multiple minor referrals
- Multiple failure to attend community service
- Truancy
- Cheating
- Possession/distribution of drugs
- Vandalism
- Theft
- Violence
- Possession of weapon
- Alcohol/drug violation
- Violating Policy on Acceptable Use of Technology Resources

- Threatening behavior
- Disrespect to a member of the faculty, staff, or administration
- Plagiarism
- Leaving grounds without permission
- Bullying, Harassment, Hazing
- Any other illegal activities or actions that are damaging to the Academy community

### **TARDINESS**

Habitual tardiness, to either Chapel or class, is unacceptable. If you are tardy, you will be required to meet with the Class Dean or the Dean of Students to review your commitment to the Academy community. Tardy students must present a note, signed by a parent or guardian, stating the reason for tardiness to the Main Office upon return to campus.

### **TRUANCY**

Any time you are absent without approval, you are considered truant. This applies whether the absence is for a single class, multiple classes, a full day, or a scheduled class trip.

**Truancy** will result in the following:

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | 5 hours community service, a “0” for the missed class work, no make-up allowed, parent/guardian/advisor notified   |
| 2 <sup>nd</sup> offense | 5 hours community service, a “0” for the missed class work, no make-up allowed, student and parent/guardian are required to participate with an administrative team to develop and implement a plan to correct behavior. Continuation at the Academy will be dependent on successful completion of this action plan. |

### **POLICIES ON PREVENTION OF HARASSMENT, BULLYING, AND HAZING** (Complete copies of each of these policies may be obtained from the Assistant Head for Campus Life and the Dean of Students)

#### **I. Statement of Policy**

The St. Johnsbury Academy<sup>2</sup> (hereinafter “Academy”) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of the Academy to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity

or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of the Academy to prohibit the unlawful hazing and bullying of students. Conduct which constitutes hazing may be subject to civil penalties.

The Academy shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy, except for matters related to Title IX sexual harassment, which shall also be reviewed under the Title IX Sexual Harassment Policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

The Model Procedures are expressly incorporated by reference as though fully included within this Model Policy. The Model Procedures are separated from the policy for ease of use as may be required. Complete policy and procedures may be obtained from the Assistant Head for Campus Life and the Dean of Students, or found on the St. Johnsbury Academy website.

## **II. Implementation**

The Headmaster or his/her designee shall:

1. Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy. (See Model Procedures on the Prevention of Harassment, Hazing and Bullying of Students)
2. Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of the Academy that sets forth the comprehensive rules, procedures, and standards of conduct for the school.
3. Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.
4. Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.
5. Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, the Academy shall take prompt and appropriate remedial

action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within the Academy's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

### **III. Constitutionally Protected Speech**

It is the intent of the Academy to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment; (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

**IV. Definitions.** For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
  - a. Is repeated over time;
  - b. Is intended to ridicule, humiliate, or intimidate the student; and
  - c. (i) occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or  
(ii) does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.
- B. **"Complaint"** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **"Complainant"** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.

- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the Academy, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex-based discrimination) and Title VI (regarding race-based discrimination) for the Academy and for coordinating the Academy’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the Academy’s *Preventing and Responding to Harassment of Students and Harassment of Employees* policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- H. “Title IX Sexual Harassment,” which means conduct on the basis of sex that includes:
- (1) **Title IX quid pro quo harassment** defined as when an employee who conditions the receipt of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
  - (2) **Title IX hostile environment sexual harassment**, defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectionably offensive that it effectively denies a person equal access to the school's education program or activity (emphasis added).
  - (3) Sexual assault as defined in Vermont state law;
  - (4) Domestic violence, as defined in Vermont state law;
  - (5) Dating violence, as defined in Vermont state law; and,
  - (6) Stalking, as defined in Vermont state law.
- I. Sexual harassment, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:

- (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
- (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

- J. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
- K. Harassment of members of other protected categories, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.
- L. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and
  - (1) Which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- (1) The goals are approved by the educational institution; and
- (2) The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

With respect to Hazing, **"Student"** means any person who:

- (A) is registered in or in attendance at an educational institution;
- (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
- (C) intends to attend an educational institution during any of its regular sessions after an official academic break.

- M. **“Notice”** under this policy means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the Academy, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying. For matters related to Title IX Sexual Harassment, an employee of the Academy must have actual notice of sexual harassment or allegations to constitute notice (see Title IX Sexual Harassment policy for additional information).
- N. **“Organization”** means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.
- O. **“Pledging”** means any action or activity related to becoming a member of an organization.
- P. **“Retaliation”** is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.
- Q. **“School administrator”** means a Headmaster, principal or his/her designee assistant principal//technical center director or his/her designee, the Academy’s Title IX Coordinator, and/or the Academy’s Equity Coordinator.
- R. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

## **APPENDIX A**

### Designated Employees:

The following employees of the St. Johnsbury Academy have been designated by the Academy to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti-discrimination laws;

- Assistant Headmaster for Campus Life and Title IX Coordinator– Ms. Choiniere
- Dean of Students – Mr. Driscoll
- Director of Health Services and Deputy Title IX Coordinator – Ms. Garey
- Director of Special Services – Dr. Forest
- Director of Human Resources and Deputy Title IX Coordinator – Crystal Rutledge

## **TITLE IX SEXUAL HARASSMENT POLICY AND PROCEDURES**

### **I. OVERVIEW OF POLICY**

#### **Title IX**

Title IX is a federal law that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX prohibits sex discrimination, including sexual harassment. This policy sets forth the school’s process for addressing claims of sexual harassment under Title IX.

The contact information for the school’s Title IX Coordinator is:

Beth Choiniere  
Title IX Coordinator  
1000 Main Street,  
St. Johnsbury, VT 05819,  
[titleixcoordinator@stjademy.org](mailto:titleixcoordinator@stjademy.org)

Sarah Garey  
Deputy Coordinator (Students)  
1000 Main Street  
St. Johnsbury, VT 05819  
[sgarey@stjademy.org](mailto:sgarey@stjademy.org)

Crystal Rutledge  
Deputy Coordinator (Employees)  
1000 Main Street  
St. Johnsbury, VT 05819  
[crutledge@stjademy.org](mailto:crutledge@stjademy.org)

#### **Jurisdiction**

The complaint procedures described in this policy shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student or employee, while in an education program or activity in which a school exercises substantial control over the

context and respondent, was subjected to one or more of the following forms of sexual harassment:

1. A school employee conditioning the provision of a school aid, benefit, or service on the student's or employee's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school's education program or activity or an employee equal access to employment
3. Sexual assault, dating violence, domestic violence, or stalking.

All other sexual harassment complaints or allegations brought by or on behalf of students and employees shall be investigated and resolved in accordance with St. Johnsbury Academy Student Handbook and/or St. Johnsbury Academy Employee Handbook. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the school's Title IX Coordinator.

### **Duty of All Employees to Report**

All employees of the school have a duty to report allegations of sexual harassment to the Title IX Coordinator that they witness and/or that are reported to them.

### **Applicability of this Policy**

In accordance with federal law, this policy applies to matters filed that address behavior that took place on or after August 14, 2020.

## **II. SCHOOL'S RESPONSE TO REPORT OF TITLE IX SEXUAL HARASSMENT**

### **Response to Report of Allegations of Sexual Harassment**

A Complainant is defined as an employee or student who is the alleged victim of sexual harassment and who may file a complaint alleging sexual harassment in violation of the Title IX policy. The parent/guardian of a minor student may also file a complaint of sexual harassment. The party who is alleged to have engaged in the sexual harassment is referred to as the Respondent.

The report of alleged harassment should be filed with and/or directed to the school's Title IX Coordinator for management. Any employee who receives a report of sexual harassment shall forward the report to the Title IX Coordinator and/or Deputy Coordinators within one day of receipt.

### **Filing a Formal Complaint of Sexual Harassment**

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. A complaint may be filed by phone, by mail, by email, and/or in person. The formal complaint form can be found here [SJA Title IX Complaint Form](#).

### **Discretion of Title IX Coordinator**

If the complainant chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists or in situations when it is necessary for the school to do so to avoid the appearance of being deliberately indifferent to known allegations of sexual harassment and to meet the school's Title IX obligation to provide all students with an educational environment that does not discriminate based on sex.

In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

### **Title IX Administrators involved in Investigation of a Formal Complaint**

The Title IX Coordinator, investigator, decision-maker, and/or a facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Such persons shall receive training in accordance with the federal Title IX regulations.

The Title IX Coordinator may act as investigator. The Title IX Coordinator or designee shall designate a decision-maker for the determination of policy violation and, if appropriate, discipline and a separate individual to act as appeals officer. In no instance, shall the Title IX Coordinator act as decision-maker and/or appeals officer.

### **Supportive Measures**

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate to both parties, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

In regard to students, supportive measures are nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening either party – complainant and respondent, including measures designed to protect the safety of all parties or the school's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, course-related adjustments, modifications of class schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of the campus.

In regard to employees, supportive measures may include administrative leave at the discretion of the Headmaster and/or designee.

The school shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school's ability to provide the supportive measures.

### **Emergency Removal from School**

A student shall not be disciplined for alleged sexual harassment under Title IX until the

investigation has been completed. However, on an emergency basis, the school may remove a student from the school's education program or activity, provided the following occurs before the removal:

- the school conducts an individualized safety and risk analysis,
- the school determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and
- the school provides the student with notice and an opportunity to challenge the decision immediately following the removal.

The authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

If a school employee is the respondent, the employee may be placed on administrative leave with or without pay at the discretion of the Headmaster during the pendency of the formal complaint process. (34 CFR 106.44)

### **Mandatory and Permissive Dismissal of Formal Complaint**

The Title IX Coordinator must dismiss a formal complaint under the following circumstances:

- if the alleged conduct would not constitute sexual harassment as defined in this policy and under Title IX, even if proved;
- the conduct did not occur in the school's education program or activity; or
- the conduct did not occur against a person in the United States.

The Title IX Coordinator may dismiss a formal complaint under the following circumstances:

- if the complainant notifies the school in writing that the complainant would like to withdraw the complaint or any allegations in the complaint;
- the respondent is no longer enrolled or employed by the school; or
- circumstances prevent the school from gathering evidence sufficient to reach a determination about the complaint.

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties and shall inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures described in the section IV. Appeals below. If a complaint is dismissed under this policy, the conduct may still be addressed under other school policies.

### **III. INFORMAL RESOLUTION PROCESS**

The school may offer an informal resolution process after a formal complaint has been filed at any time prior to concluding the investigation and decision-making process. The school shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. The informal resolution process will never be used in instances where complainant is a student and respondent is an employee.

The informal resolution process requires that the school provide the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process. The school must

obtain the parties' voluntary, written consent before initiating the informal resolution process. The school should also share with the parties the record-keeping practice of the informal process.

#### **IV. FORMAL INVESTIGATION PROCESS**

##### **Notice of Allegations**

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following:

1. The school's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview. If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
4. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
5. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator and/or Deputy Coordinators.

##### **Investigation Procedures**

During the investigation process, the school's designated investigator shall:

1. Provide an equal opportunity for the parties to present witnesses who can provide inculpatory and exculpatory evidence

2. Impose no restrictions on the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have an advisor of choice, who may be an attorney, present during the grievance proceeding,
4. Not limit the choice or presence of an advisor for either the complainant or respondent. Any restrictions related to advisor participation must apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Objectively evaluate all relevant evidence without bias and/or use of stereotypes.

### **Parent Access to Investigation**

The parent or guardian of a student under the age of 18 must be permitted to accompany the student to meetings, interviews, and hearings during a grievance process to exercise rights on behalf of the student, while the student's advisor of choice may be a different person from the parent or guardian.

### **Rape Shield Protection**

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

### **Standard of Evidence**

In making this determination, the decision-maker shall use the preponderance of the evidence standard for all formal complaints of Title IX sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees.

Because Title IX Sexual Harassment matters often involve allegations of lack of consent, the following definition shall be used when determining whether a party had consent from the other party to engage in the behavior at issue in an investigation.

“Consent” means words or actions by a person indicating a voluntary agreement to engage in a sex act. Additionally, a person will be deemed to have acted without consent of another when the person:

- knows that the other person is mentally incapable of understanding the nature of the sexual act;
- knows that the other person is incapable of resisting, or declining consent to, the sexual act;
- knows that the other person is unaware that a sexual act is taking place; or
- knows that the other person is mentally incapable of resisting, or declining consent to, the sexual act, due to a mental condition or a psychiatric or developmental disability.

### **Investigation Report**

At the conclusion of the investigation, the investigator will prepare an investigation report and provide this report along with an electronic or hard copy of the evidence obtained as part of the investigation to both parties and their advisors, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report and forwarding of such report to the decision-maker.

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws. If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

### **Final Written Decision**

The Headmaster or designee shall identify an individual or individuals as the decision-maker to determine whether a policy violation occurred and appropriate discipline. The decision-maker(s) may not be Title IX Coordinator or investigator of the matter.

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker(s) shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decision-maker(s) shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct.

The written decision shall be issued within 10 calendar days of the receipt of the complaint. The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action.

The written decision shall include the following:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the school includes hearings as part of the grievance process;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the school's policies to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the school imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school's

educational program or activity will be provided by the school to the complainant; and

6. The school's process for appeal.

## V. APPEAL

Either party may appeal the school's dismissal of a formal complaint or decision in regard to any allegation in the complaint, for the following reasons:

- a procedural irregularity affected the outcome,
- new evidence that was previously not available is available that could affect the outcome, or
- a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome.

If an appeal is filed, the school shall:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decision-maker(s) for the appeal is trained and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

United States Department of Education  
John W. McCormack Building  
5 Post Office Square  
Boston, MA 02109

An action may also be filed with the Vermont Agency on Education:

Vermont Agency of Education  
1 National Life Drive  
Montpelier, VT 05602  
802-479-1030

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

## **VI. REMEDIES AND DISCIPLINARY ACTION (IF APPROPRIATE)**

### **Remedies**

When a determination of responsibility for sexual harassment has been made against the respondent, the school shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section Supportive Measures.

### **Corrective/Disciplinary Actions**

The school shall not impose any disciplinary sanctions or other actions against a respondent until the investigation/grievance procedure has been completed and a determination of responsibility has been made.

Disciplinary actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Expulsion
2. Suspension
3. Transfer from a class or school as permitted by law
4. Parent/guardian conference
5. Education of the student regarding the impact of the conduct on others
6. Positive behavior support
7. Referral of the student to a student success team
8. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
9. Community service
10. Reparative Process

When an employee is found to have committed sexual harassment or retaliation, the school shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

## **VII. PROHIBITION AGAINST RETALIATION**

The school prohibits any individual from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. If any individual experiences retaliation, they may file their own complaint of retaliation under this policy.

## **VIII. RECORD-KEEPING PROCEDURES**

The Title IX Coordinator or designee shall maintain, for a period of seven years:

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the school's basis for its conclusion that its response was not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances
3. All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any person who facilitates an informal resolution process. The school shall make such training materials publicly available on its web site, or if the school does not maintain a web site, available upon request by members of the public.

## **CAMPUS**

Campus is defined as Main Street from the south side of Eastern Avenue (including the Court House Park) on sides south to the junction of South Main and Railroad Street, Fairbanks Drive and Belvidere Streets (including South Park), Day Court, Western Avenue to the St. Johnsbury School, the Elks Club Parking Lot, and the Hilltopper Restaurant and Black Bear Restaurant. The Academy is a closed campus. Students may not leave campus during the school day unless permission has been given by the administration. During the school day, students should remain within the confines of the Stowe Green, Mayo Center Green, and the lower portion of the

Brantview lawn. Court House Park, South Park, and the Academy parking lot are off limits during the school day. Students who need to return to their vehicles during the day should secure a pass from the Dean of Student's Office.

## HEALTH & SAFETY

At any point in time, we may find it necessary to implement safety measures to stop the spread of illness, which could include mask wearing, hand washing and sanitizing, as well as implementing socially distance requirements. Students will be required to adhere to all safety measures the Academy deems necessary to keep the students, faculty, and staff safe.

## EMERGENCY DRILLS

Occasional drills are held to teach students how to act and where to go in case of a real emergency. Listen to directions **without talking** during drills. Fire exit instructions are posted in all classrooms and offices.

## PARKING

**Student parking is located behind the Gymnasium/Field House complex.** Parking spaces are available on a first-come, first-served basis. Entrance to this parking lot is from Barker Avenue and from lower Main Street only.

Illegal parking on Academy grounds is subject to towing (at owner's expense). Violations of Academy parking policies or reckless driving (including excessive speed) will result in the suspension of parking privileges. Parking is a privilege and not a right, and as such students should be courteous, e.g. make sure their vehicle does not overlap into someone else's space, obey all signs, and leave their space trash free.

## VISITORS

Your visitor is a guest and you are responsible for your guest at all times. A visitor must register in the Campus Life Office to receive a visitor's pass. If the reason for the visit is other than interest in the Academy and its programs, approval must be given by the administration prior to the day of the visit. Guests of Academy students are not allowed when area schools are closed. **Your visitor is expected to meet the dress code requirements while on campus and respect the Academy's policies at all times.** You may not have visitors under the age of 13.

## **POLICY ON SUBSTANCE ABUSE**

### **Summary**

- St. Johnsbury Academy recognizes and upholds the laws and statutes pertaining to the use of alcohol and other drugs within the State of Vermont.
- Recreational drug use by students may result in disciplinary proceedings, including suspension or expulsion.
- St. Johnsbury Academy through the Assistant Head for Campus Life, the Dean of Students, the Director of Health Services, and/or the Student Support Team will attempt to remediate persons involved with recreational drug use according to the Student Support Program.
- Once probable cause has been established, all costs incurred are the responsibility of the parent. These costs may include drug testing and counseling.

### **Purpose**

The Academy believes that the best possible environment for learning is one in which faculty, staff, and students feel emotionally and physically safe and one in which the climate is open and supportive. The purpose of this policy is to discourage students' use and abuse of drugs and alcohol and to establish procedures and consequences for students so involved. The goal of the policy is to foster healthy life habits for all students and their families and to provide a drug free environment.

### **Definitions**

For the purpose of this policy, the term "drugs" includes alcohol and chemical substances, both illegal and controlled, including any medication or substance, such as cough syrup, cold medicine, and pain relievers, inhaled or ingested above the product's recommended dosage. In cases where no such dosage information exists (e.g. certain inhalants), we will consult manufacturer's health and safety guidelines for appropriate usage. The term "drug use" is defined as the possession or ingestion of any drug, including drugs prescribed for the student's own use. The term "drug paraphernalia" means all equipment, products, devices, and materials of any kind which are used to process, prepare, store, contain, or conceal drugs, or that are used to inject, ingest, inhale, or otherwise introduce a drug into the human body.

### **Tobacco Use and Possession (including vapes)**

The penalties for the possession and use of tobacco products and paraphernalia, including electronic cigarettes or similar devices (e.g. vapes, juuls), are described in a separate policy.

### **Responsibility**

The Academy believes that the use and abuse of drugs by teenagers is wrong. The Academy believes that the primary responsibility for each student's total development, including health, character, citizenship, and personality development rests with the parents or guardians, with the

Academy assuming secondary responsibility. Realizing this secondary responsibility, the Academy will provide education, prevention, intervention (including discipline), guidance, and referral to enable the students to make appropriate decisions regarding the use of drugs.

### **Confidentiality**

St. Johnsbury Academy respects confidentiality. However, once a student is found to be in violation of this policy, the administration will disseminate this information to those who have a need to know.

### **Erratic Behavior Probable Cause**

Erratic behavior is defined as irregular or uncertain behavior that might be the result of drug involvement. Any member of the Academy community who observes erratic behavior on the part of a student shall report the situation immediately to the Dean of Students or his designee. Probable cause for drug testing and/or disciplinary procedures is present when Academy officials have reasonable cause to suspect that a search or a drug test of a student will turn up evidence that the student is violating either the law or the rules of the school.

### **Documentation**

When probable cause has been established, the Headmaster, the Assistant Head for Campus Life, the Dean of Students, or their designees may authorize any or all of the following.

1. A Breathalyzer test, a urine test, a blood test, a hair sample, or any other appropriate medical test.
2. A search of a student's locker, vehicle, clothing, or other personal belongings.
3. A professional assessment of the student's involvement with drugs.

Once this documentation has been gathered, it will be used for disciplinary action as warranted. Any costs for the testing used in developing this student profile will be the responsibility of the parents or guardians.

### **Disciplinary Procedures**

Disciplinary referrals will occur under one of the following circumstances:

1. An Academy staff member observes erratic behavior that is pronounced enough to suggest a student is under the direct influence of drugs in a school building, on school property, or at a school sponsored activity.
2. An Academy staff member gains direct knowledge that a student is in possession of drugs or has sold or given drugs to others while in a school building, on school property, or at a school sponsored activity.
3. An Academy staff member gains direct knowledge that a student is in possession of drug paraphernalia.

In any of these circumstances, the staff member shall report the incident directly to the Dean of Students who will take responsibility for ensuring necessary actions and report these back to the referring staff member.

For the first offense, the disciplinary action is as follows:

1. The Assistant Head for Campus Life and/or the Dean of Students and/or their designees will verify the incident.
2. The School Nurse will make a judgment about any medical intervention necessary.
3. The Assistant Head for Campus Life and/or her designee will conduct whatever search of the student he deems necessary. Whenever a drug or alcohol test is deemed necessary, the Academy will make every effort to contact the parent prior to the test. In the interest of a student's personal safety, we may require that the test be taken immediately.
4. The Assistant Head for Campus Life and/or her designee may request a screening or full assessment before the student is allowed to return to school.
5. Should the student refuse to undergo the required test, the student will be suspended until such time as the student and/or the parent agree to the requirement. For matters concerning alcohol, the release must be signed within 2 hours, and for matters concerning drugs and paraphernalia, the release must be signed within 24 hours or the student will be recommended for immediate expulsion.
6. Should the results of the test or of the investigation of the incident conclude that the student has used a prohibited substance, the Assistant Head for Campus Life will prescribe appropriate punitive and/or remedial measures ranging from suspension to probation to dismissal. In every case, as a condition of continuance at the Academy, the student and/or the student's parents or guardians must agree to random drug testing for the student for the rest of the student's tenure at the Academy. Refusal to accept this condition will constitute grounds for the immediate termination of the student's enrollment at the Academy. A second violation or a positive drug test following the original incident may result in immediate expulsion.
7. The Assistant Head for Campus Life will inform the Director of Health Services, as well as any other adults on a need-to-know basis, of the suspension and of the details involved in the situation.
8. The Assistant Headmaster for Campus Life or the Dean of Students will require a conference to be held before the student is officially re-admitted to classes. Those present at the conference may include the student, the student's parents or guardians, the Assistant Head for Campus Life, the Dean of Students, the student's advisor, and either the Director of Health Services or a member(s) of the Student Support Team.

Part of the conference will be a discussion of the recommendations of the Student Support Team. These recommendations might include the following:

- The student enters the drug education program recommended by the Academy.

- The student receives a professional assessment.
- The student enters private counseling.
- The student enters private treatment.
- The family becomes involved in a recommended drug education program.
- The family becomes involved in private family counseling.
- The student joins a school or community sponsored support group.

At this conference, the student shall also be informed of the policy, procedures, and consequences should he or she be involved in a second offense.

On the first offense, the Assistant Head for Campus Life or the Dean of Students may follow the Academy's standard procedure for immediate expulsion and may involve the police. For a second offense, the Assistant Head for Campus Life or the Dean of Students may seek the recommendation from the Team that may result in expulsion and may involve the police.

## **HEALTH AND WELLNESS SERVICES**

St. Johnsbury Academy recognizes that at times you may find yourself in a state of anxiety, depression, or other crisis situation. We have a team of trained specialists who can help you in these times of need.

We provide short-term counseling as a team approach. When you seek out one of our trained specialists, you will receive immediate support. The information, including your name, will be shared with the team in order to determine the best plan of action to support the student.

St. Johnsbury Academy will maintain confidentiality in all matters relating to personal information. All school employees are by law Mandated Reporters and will follow all laws and guidelines. We require parents or guardians to sign a release of information before we will provide or receive information to or from an outside counselor or agency not covered by mandated reporting laws.

St. Johnsbury Academy will not provide long term counseling. Our role is to help in the short term and help connect students and their families with outside services for long term support and counseling. If you need long-term support, we will be the liaison between you and your counselors.

## **STUDENT SUPPORT PROGRAM**

### **Student Support Team**

The Student Support Team (Team) is a group of professional individuals within the Academy community that receives health and safety referrals about students in need of help. The Team gathers information, and determines the best course of action for the students. The main goal of the Team is to systematically and professionally respond to the students' problems. The Team is composed of from 5 to 10 members of the Academy community. Among the members are:

Headmaster  
Director of Health Services  
Director Special Services  
Director of Resident Life  
Dean of Students

Associate Headmaster  
Dean of Academics  
Assistant Headmaster for Campus Life  
Assistant Headmaster for Advancement

All or several of these Team members may be called together by the Director of Health Services to consider each individual referral.

It is the responsibility of the Team to work within the Academy community to identify, evaluate, and help to resolve health and safety issues which may include alcohol and/or drug related problems. Wherever possible, appropriate, and within federal and state law the Team will involve the parents or guardians in this process. The Student Support Team is not involved with the discipline of the school as outlined under the Policy on Substance Abuse. The Assistant Head for Campus Life or the Dean of Students (or their designees) may ask the Team to help a student whom he or she identifies as needing supports. The Student Support Team does support all Academy guidelines around the use of alcohol and other drugs.

### **Director of Health and Wellness**

The primary person for helping the Academy to meet its responsibilities under the Student Support Program is the Director of Health Services. This Director is a member of the Academy community who has been trained in drug intervention and counseling. The Team conducts all of its proceedings in confidence.

The duties and responsibilities of the Director of Health Services include the following:

- To be a member of the Student Support Team.
- To receive referrals from faculty, students, and other concerned members of the Academy community and to bring these referrals before the Team when warranted.
- To make referrals to appropriate administrators, school personnel, or public agencies.
- To oversee an educational program that will serve both students and parents and/or guardians.
- To conduct and organize in-service training for faculty and staff.
- To ensure the coordination of this comprehensive prevention program for students.
- To furnish or provide on-going education and training for the faculty and staff.

### **Confidentiality**

Our health care professionals, counselors, advisors, and administrators strive to respect the privacy of our students; however, there are times when information may need to be shared with parents or guardians, select faculty, and school officials. Therefore, parents/guardians and students consent, as a condition of enrollment, that otherwise confidential health care and counseling information may be disclosed on a need to know basis to the extent necessary to protect the health, safety, and welfare of the student and community.

## **Consent to Treat**

As a condition of enrollment, we require parental and student consent to treat all students for routine matters or when parents or guardians cannot be reached to grant their consent. We will make every effort to contact parents or guardians to gain their consent and use professional discretion in sharing information. (There are some exceptions to parental consent as specified under Vermont law.)

## **Referrals**

When a member of the faculty, staff, or larger community knows of or suspects that a student may be using or abusing drugs, that person should direct that information to the Director. Persons making referrals will be asked not to judge or label the student in any way, but to simply state their observations and concerns.

In order to establish an environment in which people feel free to come forward with their concerns, the confidentiality of the referring person will always be protected. Concerned persons and self-referring students should also be able to disclose personal and confidential information with confidence that the Director will seek help for the student and will not subject the student to disciplinary action unless required to do so by other provisions of this policy.

## **Concerned Person Referral**

When a concerned person makes a referral, it is the responsibility of the Director to determine if there is sufficient reason to bring the concern before the school nurse or the Team. If the matter is brought before the Team, this body has several options for deliberation and action. For the first referral these options include the following:

1. The Team may decide to request that the Director gather further information and documentation on the behavior of the referred student.
2. The Team may meet with the referred student (or ask the Director to meet with the referred student) to discuss the concerns about drugs and to inform him or her that confidentiality is important and respected. At that time, the Team may also discuss with the student Academy policies and procedures concerning involvement with drugs and allow the student to express his or her own concerns.
3. The Team may meet with the parents/guardians of the referred student (or ask the Director to meet with them) to discuss the concerns and Academy policies and procedures. The Team may also invite the parents/guardians to attend an education program.
4. The Team may refer the student to professional or community resources for an assessment, counseling, or treatment.
5. After investigation, refer the student to the Assistant Head for Campus Life or the Dean of Students for possible discipline.

All decisions and actions of the Team in matters of concerned person referrals will be made in the form of recommendations to the administration.

### **Self-Referral**

A student who makes a self-referral may be:

- A student whose drug involvement is causing a problem or problems with school work, behavior, home disruption, absenteeism, health, or other personal area.
- A student who, as a result of living in an environment where drug abuse is present, is experiencing poor school performance, absenteeism, emotional problems, anti-social behavior, health problems, or other related problems.

A student may make a self-referral to the Director or to any other concerned member of the Academy community. If a student makes a self-referral to a member of the Academy community, that person shall notify the Director.

Once a student has made a self-referral, it is the responsibility of the Director to determine if the self-referral is of a substantive enough nature to refer it to the Team. Should this further referral be made, the Team may work with and counsel this self-referred student in a confidential and non-disciplinary manner as long as the following conditions are met:

1. There is no known danger to self or others.
2. The student adheres to a contract for educational programs and/or observation that mandates abstinence from all drug use. This behavioral agreement will be developed and monitored by both the student and the Director.

Should the student be deemed a danger to self or others, or should the student not follow the agreed-upon contract, the Director, with the awareness of the student, will refer the matter to the Team and may contact the student's parents/guardians.

### **MEDICAL LEAVE POLICY**

St. Johnsbury Academy is dedicated to providing for our students academically as well as to affording access to appropriate quality health care. In some cases, however, a student's health needs may exceed the limits of what the St. Johnsbury Academy Health Center can provide or arrange as a supplement to the school's services. In those cases, a medical leave of absence for physical and/or psychological reasons may be warranted. A medical leave will be defined as a short term leave, an extended leave, or a required withdrawal for health reasons.

**Short Term Leave of Absence:** An approved absence from St. Johnsbury Academy for medical reasons lasting no longer than 3 weeks.

**Extended Leave of Absence:** An approved absence from St. Johnsbury Academy for medical reasons lasting more than 3 weeks, but less than one semester.

**Required Withdrawal:** To be determined by the Headmaster, in consultation with the Student

Support Team, if:

- a. a student's condition cannot be accommodated at SJA;
- b. his or her condition or the manifestations of the condition pose a risk of serious harm to him or herself; or
- c. the extended leave of absence is going to exceed one semester, then the student may be asked to withdraw.

## **Procedure**

The Headmaster, the Dean of Academics, the Assistant Headmaster for Campus Life, the Director of Health and Wellness, the Special Services Director, the Dean of Resident Students, or other administrators may refer the matter to the Student Support Team (Team) for assessment and decision making about the provision of appropriate services to the student, a leave of absence or withdrawal. The Team will gather necessary information, including information from counselors, health care providers, and/or other support people.

Then the Team will meet with the student, his or her parents/guardians, and any other administrators and residential staff (e.g. the Head Proctor) to discuss the information gathered and the Team's preliminary assessment as to the student's needs vis-à-vis available services and supports. This meeting will help the Team to determine whether a medical leave or withdrawal will be required or granted to the student.

When the Team makes a final determination that a leave of absence or withdrawal is warranted, the Team will contact the suitable parties, including the Dean of Academics, Assistant Headmaster for Campus Life, parents/guardians, and others as deemed appropriate. The Dean of Academics will contact the teachers of the student. When appropriate, the Dean of Academics will formulate a plan for continuing academic work and communication of these academic expectations to the student and parents/guardians. That plan will be sent to the Team.

The Director of Health Services, or designee, will have the appropriate releases signed by the family to foster communication with the health care professionals involved in the case. Copies of treatment records, evaluations, and psychological or medical testing must be provided to the Director of Health Services upon request.

A parental or student request for a student's return to St. Johnsbury Academy from a leave or re-enrollment after withdrawal will be communicated to the Director of Health Services, and all appropriate documentation describing the health care and academic services will need to be provided to the Team. The Team will meet to review the information and determine if the return of the student is appropriate at that time.

Upon the student's return, he or she will be expected to follow all conditions that the Team develops for a successful reinstatement and placement for the student at St. Johnsbury Academy. The Team will continue, as needed, to monitor the student's health and performance academically and in extracurricular and residential settings, and it will develop a plan, as appropriate, to support the student's successful access to the school's services and programs.

## STUDENT COMMITMENTS AND EXTRACURRICULAR TRIPS

What students learn outside of the classroom is often as meaningful as what they learn inside. What students do, what organizations they join, what activities they participate in, what sports they play, determine the overall quality of their Academy experience. The Campus Life Program provides many opportunities for students to engage in activities during the school year. The mission is to create a social and cultural experience on campus which will foster student leadership, community involvement, and personal growth. Each of our programs is intended for active membership and participation; though not required, students are encouraged to be involved in these extracurricular activities as it is an integral part of Academy life.

Part of our mission is to educate students about good character and to help them realize their rights and responsibilities as members of a community. As part of both these efforts, we do all we can to help students learn what it means to make a commitment and how to balance the various commitments they make as members of our community. In prioritizing these commitments, we use the philosophy of family first, academics second, and athletics/performing ensembles third. Every other commitment comes after these three.

One of those “other” commitments is participation on trips. We are fortunate to be able to offer, through the initiative and hard work of many faculty and staff, a number of excellent trips—both international and domestic. Participation in these trips is an honor, a privilege, and not a right, and many trips have a selection process through which candidates must pass in order to be allowed on a given trip.

Given these two realities, you will not be allowed to sign up for a trip if you are not in good academic standing, in arrears in meeting financial obligations to the school, or a member of an athletic team/performing ensemble that has practices, performances, or games during the time of the trip. Put simply, once you have committed to be a member of a team or performing ensemble, that commitment trumps all other extracurricular commitments.

Once a list of students interested in a trip has been generated, it will be reviewed by the Assistant Head for Campus Life, the Dean of Students, the Dean of Academics, the Director of Health Services, the Director of the Colwell Center, the Assistant Head for Business Services, the Director of Special Services, and the Class Deans to determine eligibility.

A student who wishes to appeal his or her exclusion from a trip must schedule a hearing with the Assistant Head for Campus Life, the Dean of Students, and the affected Department Chair. This hearing will be scheduled through the Campus Life Office, but only after a written request for a hearing—stating the mitigating circumstances that justify an appeal—has been submitted to the Campus Life Office.

## ATHLETICS

### Core Covenants – Committed, Competitive, and Classy

The Academy offers a wide variety of sports activities. All of our Athletic Teams are unified under the same core covenants. Should you choose to participate in athletics, the following are non-negotiable requirements of all of our teams. We require you to:

1. Commit to your team, coach, and sport.
2. Compete in each of your practices and contests.
3. Conduct yourself with class at all times both on and off campus.

We urge you to participate. Although the work is hard, the rewards are great.

#### **Fall Sports**

Cross Country  
Field Hockey  
JV Field Hockey  
Football  
JV Football  
Golf  
Soccer  
JV Soccer  
Cheerleading  
Volleyball

#### **Winter Sports**

Alpine Ski Team  
Nordic Ski Team  
Hockey  
Gymnastics  
Basketball  
JV Basketball  
Freshman Basketball  
Wrestling  
JV Wrestling  
Indoor Track

#### **Spring Sports**

Lacrosse  
Tennis  
Track  
Baseball  
JV Baseball  
Softball  
JV Softball  
Ultimate Frisbee

← Swim Club →

## ATHLETIC CODE

### Statement of Philosophy

Our interscholastic athletic program is an extension of our academic program; we view participation in interscholastic athletics as an honor and privilege and we expect commitment and a strong work ethic. Therefore, our student athletes should expect that their involvement in athletics will be an intense educational experience. We recognize that excellence is not easily developed, but we believe that with encouragement, support, hard work, and motivation our student athletes will succeed, not only in competition, but also in life. All student athletes should recognize that involvement in interscholastic athletics, as in life, is a competitive atmosphere, where some excel, and all will benefit by being a member of a team. Student athletes should be able to say they are proud to be a part of St. Johnsbury Academy athletics.

### Mission

- To promote good sportsmanship and ethical conduct by modeling and fostering responsible decision-making, honesty, and respect for self, team, coaches, and opponents. (Character)
- To provide the enthusiasm and energy to engage athletes in the pursuit of specific knowledge and skills of the sport; to set high but reasonable goals and to know and appreciate their individual talents and unique abilities. (Inquiry)
- To encourage each individual athlete to understand his or her relationships, rights, and responsibilities within a team that is itself part of the larger community. (Community)

### Policy on Commitment, Participation, and Conduct

The Academy views participation in interscholastic athletics as an honor and a privilege. Involvement in athletics means that you are not only a participant but a representative of your school, team, coach, and family and will be held to a higher standard. The Academy expects total commitment on your part. Your attendance at all practices and games is required unless you are properly excused. Your maintenance of a positive attitude and healthy body are also absolute requirements. Your conduct, while enrolled at the Academy, is expected to be exemplary. Inappropriate behavior on or off campus is considered to be a violation of this policy and will be dealt with accordingly.

### Policy on Academic Eligibility

The Academy considers an athlete's academic performance to be a higher priority than any extracurricular activity, including sports. Therefore, the Athletic Department has instituted this policy to determine whether a student will be allowed to participate in any athletic program:

- An athlete must be a **full-time student at St. Johnsbury Academy**.
- Eligibility will be determined 5 school days after the close of each grade reporting interval. The Assistant Headmaster for Campus Life or her designee will notify a student of his or her ineligibility.

- Eligibility will be determined at grade reporting intervals by the Assistant Headmaster for Campus Life. A student will be deemed ineligible upon receipt of 1 failing grade in any grade reporting interval. An ineligible student may elect to meet with the Assistant Headmaster for Campus Life to establish an Action Plan addressing the student's academic challenges. Creation of the plan would allow for the student to practice, but not play in games or contact drills until passing, at which time the Assistant Headmaster for Campus Life will review the student's academic progress and determine his or her ability to be fully reinstated. Continued failure may result in an inability to continue with a team, or future teams, until grades meet the eligibility standards.
- A student failing one class in any reporting interval will be placed on probation until the next grade reporting interval. He or she may continue full participation through the probationary period. The Assistant Headmaster for Campus Life will continue to review the student's academic status. Continued failing work will result in the student remaining on probation and require the establishment of an action plan to address the student's academic challenges.
- An incomplete grade in a course will be considered a failing grade unless excused. Only the Headmaster or his designees may excuse an incomplete grade. The Headmaster or his designee may grant additional time in extenuating circumstances.

### **Policy on Alcohol and Drugs**

In conjunction with the Academy's policy on commitment, participation, and conduct, the Academy feels strongly that the use of alcohol and/or drugs is an unhealthy practice. The Academy also views an athlete's use of alcohol and/or drugs as a direct risk of injury to the athlete, teammates, and opposing competitors. The Academy prohibits the use and/or possession of alcohol and/or drugs by any Academy student.

Any violation of this policy will result in an immediate 120-day suspension<sup>3</sup> from participation in any way in the Academy's interscholastic athletic programs. A suspension shall be imposed by the Athletic Department only upon receiving credible information deemed by the Athletic Director to be accurate and truthful. Where practical, the student shall be interviewed by the Athletic Director and given the opportunity to comment on the violation in question.

The student will be notified verbally of the suspension. Upon receiving written notification of suspension, the student may request an appeal of this suspension within 5 business days to the Assistant Head for Campus Life. If the student is not satisfied with the results of that appeal he or she may appeal to the Headmaster. This request must be made within 5 school days of receipt of notification of the Assistant Head's decision. The Headmaster or his designee shall render a decision within 5 business days. The decision of the Headmaster is final.

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<sup>3</sup> 120-Day Suspension includes the summer months if applicable and will carry over to the following year if necessary. The school year is determined by the earliest start date of the fall season practice and ends with graduation or the last date of post-season competition.

## Early Reinstatement Procedures

After a minimum of **two weeks following the date of meeting with the Athletic Director or his designee regarding the violation**, a student may request to be part of the team as a non-playing member after the following conditions have been met:

1. Must request an Action Plan Meeting with the Athletic Director or his designee. The Athletic Director will prescribe appropriate remedial measures which may include participation in the reparative process.
2. May return only with proof of being enrolled in rehabilitative counseling<sup>4</sup>. Missing one class will end the athlete's season.
3. May attend practice following proof of enrollment but may not be involved in any **contact/team** drills that include another athlete. It is expected that the student will demonstrate a positive attitude and acceptable behavior.
4. May not dress in uniform for games and must be in dress code on the bench with the team until the end of suspension.
5. Must complete the counseling class, and provide documentation of completion of the program, or continue its sessions upon return until completion.

Upon completion of **30 calendar days of suspension**, (to include the summer months if applicable) the student may appeal in writing to the Athletic Department for reinstatement of eligibility. Reinstatement will be considered only if the student can present documented and significant evidence of successful rehabilitative counseling<sup>5</sup> (at the student's expense). Where drug use or possession has been involved, the student must agree to be tested prior to reinstatement (at the student's expense). This documentation will be presented to a panel consisting of the Athletic Director and a minimum of two coaches for review and determination of reinstatement. Should a student be granted reinstatement of eligibility, whether after 30 days or 120 days, he or she must agree to random drug testing at the Academy's discretion and at the student's expense. If the student is not granted reinstatement of eligibility after his or her appeal process or does not apply for reinstatement, the full 120-day suspension must be served (without the inclusion of summer months counting toward the suspension) before reinstatement. In any case that the full 120-day suspension has been served, if the student wants to compete in athletics in the future, he or she must schedule an appointment with the Athletic Director or his designee to discuss his or her commitment to the core covenants and the athletic code before eligibility can be granted.

## Policy on Smoking/Tobacco Products

The Academy views smoking and the use of any tobacco product as an unhealthy practice. Smoking, the use of any tobacco product, or possession of tobacco is considered to be in direct conflict with the healthy physical condition required to participate in any athletic program, and is therefore not permitted. A suspension shall be imposed by the Athletic Director only upon

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4 Certified Drug and Alcohol Counselor

5 Certified Drug and Alcohol Counselor

receiving credible information deemed by the Athletic Director to be accurate and truthful. Where practical, the student shall be interviewed by the Athletic Director and given the opportunity to comment on the violation in question. Any violation of this policy will result in the following:

1. An automatic 2-week suspension.
2. Must schedule an Action Plan Meeting with the Athletic Director or his designee. The Athletic Director will prescribe appropriate remedial measures which may include participation in the reparative process.
3. Upon proof of enrollment in the Smoking Cessation Class, the student may return to practice. Missing one Smoking Cessation Class constitutes a second strike and will end the athlete's season.
4. Practice following proof of enrollment, but not dressed in uniform for games, but must be in dress code on the bench with the team until the end of suspension. An athlete must complete cessation classes, or continue its sessions upon return.

An athlete found guilty of a second offense during the school year will be suspended for 120 days. Because a reinstatement process was already offered after the first violation, there will be **no early reinstatement** option with the second offense, nor is there any appeal. A second offense also constitutes the second strike of the three-violation termination policy.

### **Termination of Athletic Eligibility**

A third violation of the Athletic Code will result in a meeting with the Athletic Director to determine the student's athletic eligibility while attending the Academy. This meeting may result in the termination of the student's athletic eligibility while attending the Academy.

### **Insurance**

All candidates for an athletic team are required to furnish proof of accident/health insurance before participating in tryouts, practices, or competitions.

### **Physical Exam**

All Academy athletes are required to have a physical examination by a licensed physician every 12 months. The physical must be obtained before the start of the season in order to be eligible to participate, even in a practice.

Physical exams are at the expense of the individual, and a record of the physical must be on file in the Nurses' Office before a student is eligible to practice or compete.

### **Transportation**

Whenever a school vehicle, chartered vehicle, or rented vehicle is used for the transportation of students to an athletic contest, all students are required to travel to and from the contest with the

team. Exceptions must be requested in writing by a parent, and must be approved by the Athletic Director or coach/advisor. Only a student's parent(s) or guardian(s) may provide transportation, and under no circumstances will a student be permitted to ride with another adult, another student, or drive him/herself to any athletic event. (This provision applies even if the student driver is 18 years of age or older). While on the bus students are expected to adhere to the rules of the driver and/or bus company, and to pick up all trash before exiting the bus.

### **General Athletic Policies**

- **You may not turn 19 prior to August 1.** You maintain your athletic eligibility until you reach the completion of your fourth year of high school. On that day you become ineligible to represent the school in any athletic activity.
- To participate in athletics at the Academy, you must have:
  - an adequate physical examination
  - evidence of adequate insurance coverage
  - signed parental release form and signed athletic code form
- Injuries need to be reported to the coach and the athletic trainer as soon as possible.
- If you elect to drop from participation in an athletic activity, you must notify the coach of that decision. Failure to comply with this rule may cause you to be ineligible for other athletic activities during the school year. A letter will be sent to your parents/guardians advising them of your decision to drop from an activity.
- You are expected to be in school all day in order to participate in a contest. Any exceptions must be granted by the Assistant Headmaster for Campus Life, the Athletic Director, or his designee. **You must be in attendance and on time for Chapel on Friday for a Saturday competition.**
- On the night preceding a contest, you are expected to be at home by 11:00 p.m.
- **You should practice the habits and attitudes of personal hygiene.** This includes regular showers after strenuous exercise and adequate changes of clothing and towels.
- Representatives of athletic teams are expected to be neat, clean, and well-groomed in appearance, with dress appropriate to their activity. **You, while representing the Academy as an individual participant or on a team, must be attired in either team uniform or Academy dress code.**
- Each sport may have additional team covenants as set down and enforced by the head coach. Such specific rules will be compatible with this Athletic Code.
- Any violation of General Athletic Policies brought to the attention of the Athletic Department may result in disciplinary action.
- **This policy is in effect for all athletes for the entire school year, including those who are out of season. The Academy defines school year as beginning with the earliest start date of the fall season and ending with the graduation or the last date of post-season competition.**
- **The Academy defines “athlete” as any student having begun a sanctioned interscholastic sport.**

## CLUBS AND ACTIVITIES

### Code of Conduct for Clubs and Activities

At St. Johnsbury Academy, the relationships among all members of the community are vital to the Academy's success. Each member of the community must behave with integrity and respect for one another. Expectations about the behavior of St. Johnsbury Academy students and their parents/guardians include both on and off-campus behavior. You must:

1. Understand and agree that upon entering the Academy and becoming a member of its community, you are obliged to represent the Academy positively to the general public.
2. Understand and accept the following guidelines regarding membership in any club or other organization of the Academy:
  - Each club or organization will meet at the beginning of each year (or cycle of its operation) to establish, publish, and distribute to members its own guidelines and expectations regarding attendance, performance, and commitment.
  - Such guidelines and expectations will be consistent with the ideals and principles expressed in the Athletic Code, the Honor Code, and the *Student Handbook*.
  - School-wide regulations regarding drugs, alcohol, and tobacco apply to members/participants in any and all clubs or organizations of the Academy.
  - You will only join those organizations to which you are able to commit. If it is discovered that there are conflicts with commitments to organizations that hinder attendance or performance, you will withdraw from one or more organizations to make time for the others.
  - Otherwise, you will uphold agreed-upon commitments to any and all organizations within the Academy with which you are involved.
  - If a commitment to an organization is broken, you agree to be subject to any disciplinary measures designated by that organization.

### General Rules for Clubs and Activities

- Any eligible student may join any of the clubs.
- Each club or activity shall have one or more faculty advisors.
- Yearly renewal of a club's or activity's charter shall be subject to the approval of the Assistant Headmaster for Campus Life, faculty advisor, and the Student Government.

### Eligibility

- You are carrying at least 3 full courses per semester.
- You must be passing all courses from the preceding marking period. Your grades from the preceding marking period may determine your eligibility for the first marking period of the fall term.

## Attendance

- **In order to participate in any activity, you must be in school for the ENTIRE day preceding the activity involved and the ENTIRE day of the activity.** If your absence is unexcused, you are not allowed to participate in a practice or rehearsal that day or to compete in any contest.
- If you are consistently absent from school on the day following an activity, you will, after proper warning, be refused the privilege of participating in further extracurricular activities.

## Clubs and Activities

Around the World  
Academy Theatre  
Audio Visual Interns  
Band  
Bowling Club  
Breathing Room Club  
Car Club  
Chess Club  
Clay Club  
Community Service Resource Center  
CRAFT Club  
Dance Club  
Dorm Council  
Dynamic Youth Mentors  
Environmental Club  
Fashion Club  
FIRST Robotics Team  
Future Business Leaders of America  
Gay Straight Union  
Hilltones  
Intaglio Society  
International Basketball

Intramural Program  
Japan Club  
Knitting/Quilting Club  
Making A Difference Club  
Math League  
Model United Nations  
National Honor Society  
Outing Club  
OVX  
Photo Lab  
Scholars Bowl Team  
Science Olympiad  
Skills USA  
Smoking Cessation & Education  
Spanish Club  
STEM (Science Technology  
Engineering Mathematics) Club  
Student Art League  
Student Government  
Unified Sports  
Writers Block  
Yoga Club

## NATIONAL HONOR SOCIETY

The Academy has a chapter of the National Honor Society. Selection for membership is a most significant public recognition for the superior student. To be selected, you must be a sophomore, junior, or senior student who has been at the Academy for at least one semester; you must have achieved a cumulative average above 85; and you must have achieved a superior rating from a jury of faculty members in the areas of leadership, service, and character.

If you are selected and accept the honor of being inducted into the Honor Society, you also accept the duty to uphold not only your honor but also that of the society and the Academy. Should you fail to uphold that honor – through a failure to lead, to serve, to achieve honor roll, or to demonstrate good character – you will be brought before a faculty committee and may be removed from NHS. Students removed from NHS can seek readmission during the next selection cycle.

## STUDENT GOVERNMENT

The Student Government is an organization which promotes student activity, provides a means of student participation within the school, and promotes the general welfare of the school. Membership is open to those students who properly file a petition having the appropriate number of signatures. In addition, two members-at-large are elected from each of the classes. Information regarding membership procedures will be announced to the student body.

The officers of the Student Government are: President, Vice President, Secretary, Treasurer, and Assistant Treasurer. The President is a senior elected from the incoming senior class by the entire student body. The Vice President and Secretary are incoming juniors and are elected by the Government.

Meetings of the Student Government are held at least once a week on a day designated at the beginning of the school year. Special meetings are called at any time by the President. All students of St. Johnsbury Academy have the following rights:

- To attend meetings of the Student Government.
- To make suggestions or present views to the Government on problems concerning the welfare of the Academy.

The Student Government may make such rules, regulations, and institutions as are necessary for the safety, wellbeing, and reputation of the students and St. Johnsbury Academy. These are subject to approval by the Headmaster.

## SCHOOL DANCES/EVENTS

The Student Government will operate as the clearing agency for all dances and school parties. **Student organizations shall make application for a dance at least two weeks prior to the date of the dance.** The approved application will go to the Assistant Headmaster for Campus Life for final approval. Dance dates are available in the Headmaster's Office.

The doors for all dances will close one hour after the start of the event. You may not leave the dance, then return, unless you have specific permission from a chaperone.

## STUDENT LOCKERS AND LOCKS

All students who desire a locker may make that request in the Main Office and a locker and lock (for which a \$5.00 deposit is required) will be assigned. At the end of the year, when you return your lock, you will receive your deposit. You may not use a personal lock because laws require that in an emergency, we be able to open all lockers in a very short period of time. When students use their own locks, we do not know the combinations and have to cut the locks off.

**The Academy is not responsible for items lost or stolen.**

## ENVIRONMENTAL STEWARDSHIP PROGRAM

### Mission

As part of its mission to promote character, community, and inquiry, St. Johnsbury Academy is committed to being a steward of the environment, both locally and globally. Environmental stewardship means that within all aspects of our institution, community members strive to make choices that reflect our commitment to the conservation of Earth's resources and our optimism regarding young people as leaders of a sustainable future.

Character: To model and foster respect and responsibility for the environment.

- To distinguish between personal wants and needs
- To hold one another accountable as stewards of the environment

Inquiry: To challenge individuals and groups to make informed choices based on awareness of their environmental impacts.

- To understand and reduce the impacts of the products we consume and the waste we produce
- To identify and implement ways to repair, reuse, and recycle

Community: To encourage individuals to understand their relationships and responsibilities between our campus community and the larger world.

- To design and implement a plan to monitor and control campus resource usage of fossil fuels, electricity, water, and solid waste
- To agree that effective environmental stewardship requires both institutional and individual contributions
- To acknowledge that each individual plays an essential role in stewardship of the environment and the community

## ACADEMIC LIFE

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### STUDENT STANDING

#### Good Standing

To be a student in good standing, you must meet the behavioral, attendance, and/or scholastic expectations of St. Johnsbury Academy.

#### Probation

If a student does not meet the behavioral, attendance, and scholastic expectations of St. Johnsbury Academy, they may be placed on probation. If a student is placed on probation, they must meet with the Dean of Academics, the Assistance Head for Campus Life, and/or the Dean of Students (or their designees) along with their parent(s) or guardian. At that time, the student's family will be informed of the specific actions that resulted in the probation, and a support plan will be developed to ensure your success.

Students are allowed to be on this level of probation for one semester only. A student's probationary status will be reviewed at mid-semester and at the end of the semester by the Dean of Academics, the Assistant Head for Campus Life, and the Dean of Students. If it is determined that a student has met the terms of probation, they will be removed from probation and returned to good standing. Removal from probation is contingent on significant improvement in areas of behavior, attendance, and scholastics. If improvement has not been made and a student continues to display behavior, attendance, and scholastic problems, they will be placed on warning.

#### Warning

A student will be allowed to be on the warning level for only one semester. A student's status will be reviewed at mid-semester and at the end of the semester by the Dean of Students, the Dean of Academics, and the Assistant Head for Campus Life. If it is determined that the student has made significant improvement, they will be removed from warning and returned to good standing. If improvement has not been made and the student continues to exhibit behavior, attendance, or scholastic problems, the appropriateness of the student's placement at the Academy will be reviewed by the Dean of Students, the Dean of Academics, and the Assistant Head for Campus Life.

### CONFERENCE PERIOD

Conference period is part of the academic school day and begins each day at the end of E-Block and lasts for 20 minutes. Conference period is a time for students to seek extra help from teachers or to catch up on missed work. **If a teacher asks a student to return at the end of the day to attend the conference period, that appointment takes precedence over any**

**other activity or appointment a student may have.** Missing a required conference period is considered the same as missing a required class.

### **HONOR ROLL/HIGH HONOR ROLL**

The Academy publishes an honor roll and a high honor roll at the mid-point and end of each semester. To qualify for the honor roll or high honor roll, a student must have earned at least 3 credits. To qualify for the honor roll, a student must achieve an average of between 88 and 92 with no grades below 80. To qualify for the high honor roll, a student must achieve an average of 92 or above with no grades below 85. Physical education, driver education, and courses in which grades are recorded as pass/fail are not considered in the computation.

### **THE MARKING SYSTEM**

The Academy uses a numerical marking system to report grades at quarterly intervals during each marking period. Grades of 65 and above are passing grades. Grades below 65 are failing grades. Although there is no official college certifying grade, the more competitive the colleges to which a student wishes to apply, the higher the student's grades must be. Credit for courses taken is given on a semester basis. If a student has questions about credits, they should check with the specific academic department head before, not after, they take a course.

### **ACADEMIC HONESTY**

Academic honesty lies at the core of St. Johnsbury Academy's mission in fostering respect, responsibility, and integrity. Academic assessment provides opportunities for teachers to gauge a student's skills and knowledge, so they can best determine how to guide a student and to provide helpful feedback. Therefore, any attempt by a student to present work that is not their own represents a violation of our mission.

**Cheating** is the unauthorized use of assistance, of any kind, in the completion of any type of assignment. This assistance may include but is not limited to notes, Internet sites, other people, or any other source of information not specifically permitted by the teacher.

**Plagiarism** is the verbatim or partial use of someone else's creations, ideas, phrasing, or structure, in whole or in part, and presenting it as the student's own work. All creations, ideas, phrasing, and/or structure that is not the student's own must be attributed to the original creator.

- A first occurrence of academic dishonesty will result in an academic warning from the teacher whose coursework was compromised, a report of the dishonesty to the Department Chair, a requirement to redo the work in question (for which some partial credit may be earned), and a record that is delivered to and kept with the Dean of Academics. The work in question must be redone by the student.
- A second occurrence of academic dishonesty will result in a zero for the assignment that has been compromised and a conversation with the relevant Department Chair. A formal letter of academic discipline shall be sent to the student's parent(s)/guardian and a copy shall be placed in the student's file.

- A third occurrence of academic dishonesty will result in a failure for the course in which the student violated the policy. This will result in a meeting with the relevant Department Chair and the Academic Dean and a letter sent to the student's parent(s)/guardian indicating that future incidences will result in a recommendation for expulsion from St. Johnsbury Academy. A copy of the letter will be placed in the student's file.

## **ADVANCED PLACEMENT**

St. Johnsbury Academy encourages academic excellence in our student body by offering a wide range of challenging courses. The Advanced Placement (AP) program of the College Board is offered to sophomores, juniors, and seniors by invitation of the department offering the desired AP course. At some colleges and Universities, successful completion of an AP course (with an exam score of 4 or 5) may result in college credit or advanced standing. If a student enrolls in an AP class, they are required to take the AP examination and must pay the exam fee on or before the first day of the second semester. The Academy offers financial aid for exam fees if a student qualifies. However, if a student fails to pay the fee (or to secure a fee waiver) or to make suitable arrangements for its payment, they will be dropped from the AP class.

## **DUAL ENROLLMENT**

For those interested in completing courses that often result in college credits, the Academy offers dual enrollment courses in collaboration with Southern New Hampshire University. The Academy's dual enrollment courses are not part of the Flexible Pathways to Graduation Services Program offered through the Vermont Agency of Education. Therefore, state vouchers cannot be used to pay for Academy dual enrollment courses.

Any students wishing to enroll in Dual Enrollment courses outside of the Academy's program offerings must seek approval from the Academic Dean. Courses offered outside of the Academy's program that have been approved will result in elective credit only. Unapproved courses will not be awarded credit.

## **FOREIGN STUDY**

We recognize and appreciate the benefits of studying abroad. The experience of studying in a foreign country during a student's high school career can be a life changing experience. Here at the Academy, we welcome many students from many different countries into our community to share the experience of living and studying in the Northeast Kingdom of Vermont. Likewise, we are also very supportive of students wishing to study outside of the Academy community in a foreign country to round out their high school education.

When a student studies abroad, however, there are some conditions that they must fulfill if to receive credit for their course of study. A student must be enrolled in an official school that can issue a transcript for those courses the student has taken -- an official school is defined as one

that has classrooms, a curriculum, and a calendar for its program. Ultimately, the Academic Dean must approve of any institution that a student plans to attend if they wish to attain credits toward graduation. Foreign travel is an enriching experience, but if that travel does not include a formal course of study in another school, credit will not be awarded for those courses, which may, in turn, impact a student's graduation requirements.

If a student contemplates studying for a semester or year abroad, they must be in good academic standing and submit a formal letter of request for study abroad to the Academic Dean. The application letter must be signed by the student's parent(s)/guardian and must indicate what courses are being requested for credit. The Academic Dean will meet with the student and their parent(s)/guardian to review the student's transcript at the Academy to make sure that the student will remain on track to graduate with their class. We strongly discourage students from traveling abroad for their entire senior year, or the second semester of their senior year.

If a student is approved to study abroad, upon reentry to the Academy, they are required to present an official transcript of courses taken in order for those courses to be credited toward graduation at the Academy.

When students study abroad, the Academy does not charge tuition for the time that student is gone, even though that time and the courses taken will end up on their Academy transcript. Thus, if a student's tuition is paid to the Academy by a public school district, they may be eligible for that tuition to be applied to the tuition of the school to be attended in the foreign country. A student's parent(s)/guardian should pursue the matter with their individual school boards. **Please note:** The Academy will not act as the conduit for the payment of tuition dollars on behalf of school districts or sending towns to any study abroad program. Parents/Guardians will need to pursue the financial matter of tuition payment to these programs directly with their school district and/or sending town.

## **SCHOOL POLICY ON ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

These policies promote the ethical use of networking at St. Johnsbury Academy and apply to all communications conducted on Academy networks and on Academy owned devices regardless of where they are used.

In support of St. Johnsbury Academy's mission of teaching and research, the school provides both data and voice networks to facilitate access to information resources. Internet access is available to the St. Johnsbury Academy community of students, faculty, and staff because we believe the Internet offers vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

St. Johnsbury Academy's Internet usage is to support research and education by providing access to unique resources and the opportunity for collaborative work.

## **Rights and Responsibilities**

Data and voice network services provide access to resources on and off campus as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

The use of the St. Johnsbury Academy network, which includes phones, e-mail, and Internet access on any Academy owned wired or wireless network, is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The Headmaster will judge what is inappropriate use, and the decision is final.

System and network administrators will monitor network traffic to ensure the safe, legal, and appropriate use of system resources, and will make changes to protect the Academy's infrastructure.

System and network administrators may access user files as required to protect the integrity of computer systems. At the Headmaster's request system and network administrators may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted or damaged. Therefore, there is no inherent expectation of privacy while utilizing Academy voice and data network services.

All existing laws (federal and state) and St. Johnsbury Academy regulations and policies apply, including not only those laws and regulations that are specific to computers and networks but also those that may apply generally to personal conduct. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies or procedures. Complaints alleging misuse of St. Johnsbury Academy resources will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of software protected by U.S. Copyright Intellectual Property Law is subject to civil damages and criminal penalties, including fines and imprisonment.

## **Guidelines for the St. Johnsbury Academy Computer Network**

1. Never share passwords or account information with anyone. Users have full responsibility for the use of their account and will be held responsible for any violations that can be traced to their account.
2. Do not vandalize computers, monitors, software, voice or data network devices, cabling, or any peripheral device.
3. St. Johnsbury Academy encourages a respect for intellectual property. We expect all users to adhere to the school policy on plagiarism and obey all copyright laws.
4. Do not post personal communications in a public forum without the author's prior consent. All messages posted in a public forum such as a news group may be copied in subsequent communications, so long as proper attribution is given.

5. Do not use the data or voice networks for any illegal activities. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
6. Do not deliberately spread computer viruses, or any malicious ware (MALWARE). Deliberate attempts to degrade or disrupt system performance of St. Johnsbury Academy's network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
7. Use appropriate language. Profanity or obscenity will not be tolerated on St. Johnsbury Academy's network. You must use language appropriate for school situations as indicated by school policy.
8. Personal attacks are an unacceptable use of the network. If you are the victim of a personal attack, bring the incident to the attention of a teacher, advisor, or another adult member of the Academy community.
9. Be aware that giving out personal information on the Internet can be dangerous and result in identity theft and other consequences that may cause financial or personal damage.
10. Do not intentionally search for, view, and/or distribute inappropriate materials.

### **Examples of Misuse**

This list is comprehensive, but it should not be considered all-inclusive. If the school deems that a violation in the spirit of "tampering" has occurred, the student cannot use as a defense that there has been no infraction simply because it does not appear on this list. The following are unacceptable uses of technology:

1. Using the campus network to gain unauthorized access to any computer systems. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, and voice or data networks.
2. Knowingly running or installing on any computer system or network or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
3. Attempting to circumvent data protection schemes or uncover security loopholes.
4. Violating terms of applicable software license agreements or copyright or intellectual property laws.
5. Using e-mail or any form of electronic and voice communication to harass others.
6. Posting on electronic bulletin boards materials that violate existing laws or St. Johnsbury Academy's codes of conduct.
7. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

## **ELECTRONIC DEVICES**

At St. Johnsbury Academy, electronic mail, telephone voice mail, faxes, and written communications are efficient and valuable tools. Communication generated at school or on school systems at any time is the property of the school. In short, there is no expectation of privacy when using the Academy's networks or equipment.

A student may not use electronic devices such as cell phones, radios, iPods or CD players, mini-televisions, pagers, etc., on the Academy campus during the school day unless permission has been given by a faculty member or administrator. Students may use cell phones only during Block C lunchtime in the dining hall, amphitheater, and greens. At all other times, cell phones must be turned off or they may be confiscated. In accord with state and federal privacy laws, a student may not use any electronic device or digital camera to take non-consensual photographs or video.

St. Johnsbury Academy reserves the right to access and read any and all information contained in computers, computer files, email messages, voice mail messages, or written communication. Using school-provided equipment or networks to download inappropriate or pornographic pictures, ring tones, wallpaper, music, etc. is considered inappropriate use. Students should have no expectation of privacy about these communications and will be in violation of the school's bullying/harassment policy if they send, receive, or access discriminatory, harassing, or otherwise inappropriate communications.

## **LIBRARY**

The mission of the Grace Stuart Orcutt Library is to foster lifelong curiosity, creativity, and intellectual inquiry. We encourage discovery, knowledge creation, and ideas through a combination of innovative and traditional library services that reflect the character and diversity of our student body. In addition to providing access to information resources and services to support the academic curriculum, the library is committed to providing a balanced collection that supports personal reading endeavors. We are also a social and cultural hub in the Academy community, and we encourage diversity in opinion through respectful dialogue in our space. We also preserve the heritage and memory of the Academy through the Archives by providing access to its holdings.

We are guided by these values:

- Ensuring access to resources and services that reflect the diverse nature of our community
- Selecting balanced materials that support curricular and personal reading endeavors
- Exceptional public service
- Providing information literacy support that directly aligns with course outcomes
- Implementing creative programming

### **Library Cell Phone Policy**

The library fosters lifelong curiosity, creativity, and intellectual inquiry. In serving as an academic, social, and cultural hub in the Academy community, we encourage diversity in opinion through respectful dialogue. We recognize the benefits and risks associated with technology and we encourage an atmosphere of shared accountability. With greater autonomy comes greater responsibility, particularly regarding the ethical use of technology in the library.

Cell phones must be kept off when not in use and used within specified areas of the library only. Students may not speak on their cell phone in the library at any time of the day. Students ensure that their activities carefully align with Academy rules and policies, including the bullying, harassment, and electronic device policies as outlined above. Students who misuse cell phones in any way or otherwise fail to remain consistent with Academy acceptable use policies will forfeit cell phone privileges and be referred to the Campus Life Office.

### **Library Conduct**

No food is allowed in the library. Covered beverages are permitted.

Respect one another, the library staff, and the space.

Please work quietly when in groups.

Couches are limited to six students per section.

Students must be in dress code during school hours. Please remove hats in the library.

In accordance with the general policy on Student Discipline, disruptive students will be first approached by a member of the library staff. If the student's disruptive behavior becomes repetitive, that student will be referred to the Library Director, who will work with the student to develop positive strategies for behavior change. If these strategies fail, the student will be referred to the Dean of Student's Office or to the Assistant Headmaster for Campus Life.

## **ATTENDANCE**

St. Johnsbury Academy believes regular daily attendance by students and faculty is important. Daily class attendance is the foundation for the academic success of both the individual student and the student's class. The Academy's mission includes a powerful sense of community among its members, and regular attendance is a valued means of building community.

### **ABSENCES**

Teachers and/or advisors take attendance for every class period, whether the class happens on-campus or remotely. However, absences from school may happen occasionally for a variety of reasons and the Academy believes that it is best to minimize those absences to maximize the learning experience.

- Students who are absent from their classes for a day, or a portion of a day, whether on-campus or on-line, must bring a note signed by a parent or guardian upon their return to campus. This physical note is required by the state to ensure that absences are legitimate.

There are two classifications of absence:

- **Excused absences/tardies** are absences due to illness, death in the family, weather, or other serious and unavoidable causes. Excused absences carry with them the understanding that a teacher will assist the student in making up missing work. The student must arrange with their teacher a plan to make-up work the same day they return to school.
- **Unexcused absences/tardies** are absences which are not due to the above excused reasons. An unexcused absence relieves the teacher of the obligation to assist in the make-up of missed work. Additionally, students with unexcused absences may not receive credit for any missed work resulting from the absence.

If a student plans to be absent for three or more days, they must receive prior approval from the Campus Life Office.

- **Planned absences:** Absences of three or more days must receive prior approval from the Campus Life Office by obtaining the Student Absence Pre-Approval form to determine if the absence is deemed excused or unexcused. The form must be signed by all teachers and returned to the Campus Life Office prior to the absences. Even if a student is off campus, they may be expected to attend the regularly scheduled classes remotely, which will reduce the number of absences.
- **College visit/accepted student day absences:** Seniors and Juniors are required to complete the Student Absence Pre-Approval form and return it to the Campus Life office prior to the planned absences. These are deemed excused absences. Even if the student is off campus, they may be expected to attend the regularly scheduled classes remotely, which will reduce the number of absences.

## ATTENDANCE POLICY

When absences - whether excused or unexcused - accumulate to 10 in a semester, in any course, a student may lose credit for that course. If the loss of credit results in a student having fewer than 3 credits, the student may be withdrawn from the Academy. The student and/or parent(s)/guardian(s) may appeal the loss of credit by arranging a meeting with the Dean of Academics.

If a student and/or parent(s)/guardian(s) can anticipate many absences (e.g., for extended illness - see p. 29 for the Medical Leave Policy) a meeting should be arranged in advance of the 10-absence limit to develop a plan for the student's continued enrollment at St. Johnsbury Academy.

The following is the process for communicating attendance:

- Following the **4th absence**, the student and their advisor will be notified by the Assistant Headmaster for Campus Life of the accumulated absences. The student's advisor will discuss the consequences of exceeding the 10-absence limit with the student and their parent(s)/guardian.
- Following the **7th absence**, a letter of warning will be sent by the Assistant Headmaster for Campus Life to the student, their advisor, and their parent(s)/guardian, informing all recipients of said letter that the student may lose credit in the relevant course(s) if the student reaches the 10-day limit. This letter will also invite the student and their parent(s) guardian(s) to arrange a meeting at the earliest convenience to develop a plan for the student's continued enrollment at St. Johnsbury Academy with the Dean of Academics.

- Following the **10th absence**, a letter will be sent to the student and their parent(s)/guardian by the Dean of Academics informing the student that they may lose credit for the relevant courses. The student will be withdrawn from the course(s) in question and be scheduled for a study hall. If the student has fewer than three credits remaining in their schedule, they may be withdrawn from St. Johnsbury Academy.

If the student and their parent(s)/guardian wish to appeal the loss of credit and/or the withdrawal from the Academy, they must contact the office of the Dean of Academics and schedule an appeal meeting with the Dean to occur within five school days of receipt of the loss-of-credit letter.

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Dear Parents and Guardians:

We publish this directory of our faculty and administration with their telephone numbers for your convenience. Students have a much better chance of success in school when their parents or guardians get involved and remain involved in their school life. That's the reason for the directory. Whenever you feel the need, for whatever reason, to talk to your student's advisor, or teachers, or any administrator, use this directory. Individual teachers are best reached by leaving a message at the Main Office (748-8171) or by calling the appropriate Department Office.

**ADMINISTRATORS & DIRECTORS:**

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751-2033

**Nicole Biggie**  
DIRECTOR OF ADMISSIONS  
751-2440

**Tammi Cady**  
ASSISTANT HEADMASTER  
FOR ADVANCEMENT  
751-2010

**Beth Choiniere**  
ASSISTANT HEADMASTER  
FOR CAMPUS LIFE  
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ASSOCIATE HEADMASTER  
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GUIDANCE & ACADEMICS  
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HUMAN RESOURCES DIRECTOR  
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ESL  
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751-2023

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751-2361

**John Robillard**  
DEAN OF RESIDENT STUDENTS  
751-2357

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Ph.D. University of Wisconsin  
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M.A. Lyndon State College  
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Senior Class Dean



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M.Ed. Johnson State College  
Science Asst. Dept. Chair



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M.A. Johnson State College  
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M.S. Texas A&M University  
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M.A. Citadel  
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M.A. University of Colorado  
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Director of Admissions



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M.A.T. Manhattanville  
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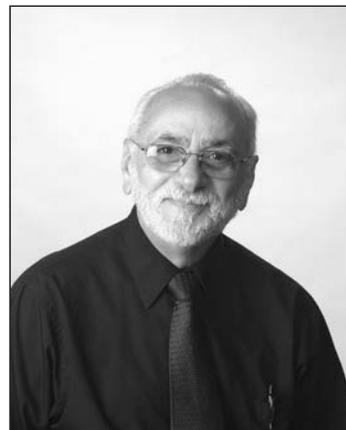
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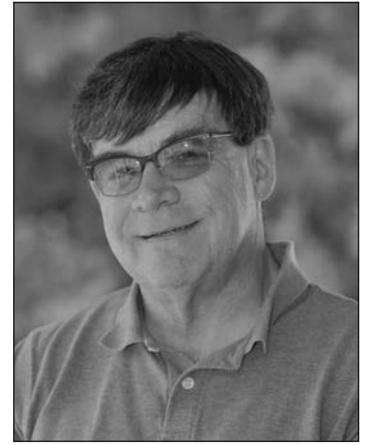
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 M.A. Johnson State College  
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Science  
Junior Class Dean



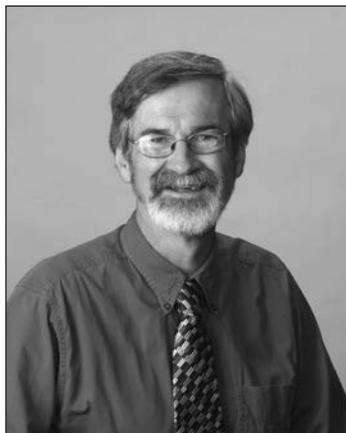
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Art Student League of New York  
Fine Arts



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**John Robillard**  
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**Crystal Rutledge**  
Human Resource Director



**James Ryan**  
B.S. University of Vermont  
M.Ed. Lyndon State College  
Director of Resident Life



**John Sayarath**  
B.A. Harvard University  
M.S. Lyndon State College  
M.D. St. Matthew's University  
Science



**Denise Scavitto**  
B.A. Wellesley College  
M.A.L.S. Dartmouth College  
Social Studies



**Alex Shea**  
B.S. Lyndon State College  
Fine Arts



**Kathryn Smith**  
B.A. Colgate University  
E.S.L.



**Daniel Stapleford**  
B.A. Temple University  
Mathematics



**Karen Stark**  
B.S. Daemen College  
M.A. University of Phoenix  
Special Services



**Matthew Stark**  
Career & Technical Education



**Gary Thornton**  
B.A. University of New Hampshire  
Driver Education



**Dale Urie**  
B.A. Colgate University  
M.Ed. Trinity College of Vermont  
Wellness Dept. Head



**Kelly Urie**  
B.A. Lyndon State College  
M.Ed. Trinity College  
Wellness



**Thomas Viles**  
A.B. Harvard University  
M.S. University of Vermont  
Science



**Sarah Vorhies**  
B.A. Smith College  
M. Phil./Ph.D. Yale University  
Science



**Ray Walker**  
B.S. New York University  
Fine Arts



**Kathryn Weikel**  
B.S. Lyndon State College  
M.S. Springfield College  
School Counselor



**Lucas Weiss**  
B.M. Westminster Choir College  
M.S. Swedish Institute  
M.A. Columbia University  
Social Studies



**Alicia Woods**  
B.A./B.S. University of Florida  
M.A. Middlebury College  
Foreign Language



**Peter Wright**  
B.S. Bryant College  
M.Ed. University of Vermont  
Mathematics

# ST. JOHNSBURY ACADEMY STAFF



**Denise Ailes**  
Human Resources Specialist



**Richard Alercio**  
RecFit Director



**Tara Bailey**  
Field House Front Desk



**Donald Ball**  
Custodian Supervisor



**David Baker**  
Associate Director of Admissions



**Danielle Balch**  
Administrative Assistant  
Facilities



**Benjamin Barnes**  
Access Services  
Coordinator



**Laura Barrett**  
Special Services  
Paraeducator



**Kristopher Benoit**  
Custodian



**Barbara Bimson**  
Textbook Clerk &  
Campus Courier



**Ann Bissonnette**  
Administrative Assistant  
Admissions



**Joan Black**  
Print Media Coordinator



**Jill Cahoon**  
Health Services  
Administrative Assistant



**David Carroll**  
Custodian



**Phoebe Cavanaugh Cobb**  
Admissions Office Manager



**Marc Choiniere**  
Safety Officer



**Uriah Cochran**  
Custodian



**Van Culver**  
Custodian



**Ryan Cushman**  
Structured Study Hall  
Instructor



**Kevin Darrell**  
Custodian



**Ben Davis**  
Asst. Athletic Director



**Sean Dean**  
Custodian



**Rachel Demers**  
Accounting Technician



**Zachary DeWitt**  
Custodian



**Cynthia Ely**  
Multi Department  
Administrative Assistant



**Brynn Evans**  
Director of Community  
Relations & Coordinator  
for Inst. Advancement



**Heath Farnsworth**  
Custodian



**Hannah Fenoff**  
Res Life  
Administrative Assistant



**Lisa Fessenden**  
Custodian



**Taylor Ford**  
Media Specialist



**Joseph Fox**  
Director of Recreational  
Programs



**Kevin Garand**  
Network & System  
Administrator



**Laura Gary**  
Fine Arts & Colwell Center  
Administrative Assistant



**Julie Gist**  
Special Services  
Administrative Assistant



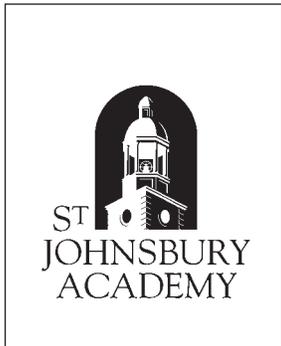
**Jennifer Greenwood**  
Controller



**Peg Hale**  
Registrar



**Doris Hartshorn**  
ESL/Language Dept.  
Administrative Assistant



**Jason Hartwell**  
Custodian



**Buffie Hegarty**  
Executive Assistant for  
Academic Affairs



**Sean Hegarty**  
Custodian



**Kathleen Higgs**  
Field House Front Desk



**Kathleen Hodgdon**  
Accounting Technician



**Brendan Hughes**  
Associate Director of  
Admissions



**Michael Jones**  
Custodian



**Julia Kearney**  
RecFit



**Adam Kennedy**  
Study Hall Proctor



**Robert Kirk**  
Creative Director



**Laurie Lang**  
Executive Assistant for  
Campus Life



**Sandra Lazerick**  
Aquatics Coordinator



**Bryan LeBlanc**  
Bus Driver



**Betsy Legendre**  
Executive Assistant,  
Headmaster



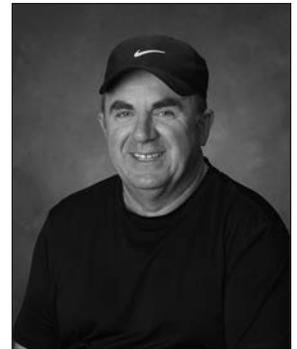
**Robin Legendre**  
Admissions  
Administrative Assistant



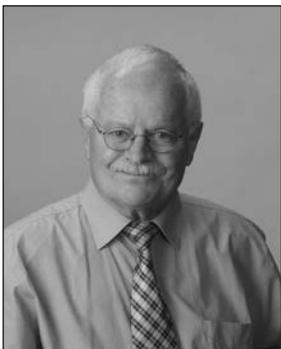
**Richard Leighton**  
Safety Officer



**Steve Legge**  
Media Integration Specialist



**Adnan Macedonci**  
Bus Driver



**Keith MacPherson**  
Special Services  
Paraeducator



**Jeremiah March**  
Custodian



**Jackson Maloney**  
Custodian



**Jessie Masure**  
Custodian



**Kathryn McGill**  
Business Services  
Administrative Assistant



**Marcianne McGinn**  
Student Accounts



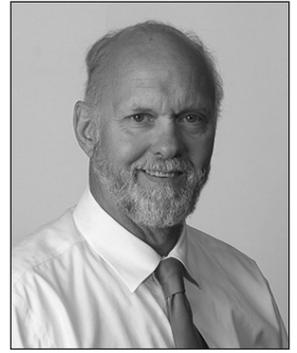
**Heather McGinnis**  
Main Office



**Kevin Moore**  
Reference & Instruction  
Librarian



**Ronnell Moore**  
Maintenance Technician  
Plumbing



**Robert Muir**  
Substitute Coordinator



**Melissa Murphy**  
Associate Director  
of Admissions



**Debby Newland**  
Career & Tech.  
Education Dept.  
Administrative Assistant



**Aaron Newton**  
Custodian



**Bradley Noyes**  
Maintenance Technician  
HVAC



**Shondelle Paynter**  
Resident Proctor



**Matt Peters**  
Network & Systems  
Administrator



**Dan Persons**  
Maintenance  
Technician



**Jonathan Potter**  
Network & Systems  
Administrator



**Christopher Roy**  
Custodian



**Alan Ruggles**  
Associate Director  
Alumni & Development



**Stacie Ruggles**  
Executive Assistant  
Business Services  
Asst. to APSI Director



**William Simons**  
Maintenance Technician -  
Electrical



**Richard Smith**  
Custodian



**Wendy Smith**  
Researcher, Alumni &  
Development



**Alysia Todd**  
Custodian



**Catherine Valdez**  
Crossing Guard  
Lunch Monitor



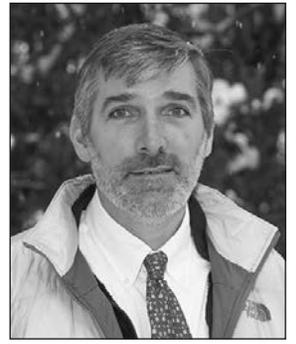
**De-Anne Welch**  
School Nurse



**Leslie Witt**  
Paralibrarian



**Gavin Wood**  
Custodian



**Kurt Zschau**  
Facilities Director

**NOTES:**

**NOTES:**

**NOTES:**

# Campus Directory



1. Newell Hall
2. South Church Hall
3. Ranger Hall
4. Colby Hall  
(Headmaster's Office, Main Office)
5. Fuller Hall
6. Severance Hall  
(Resident Life Office)
7. Headmaster's Residence
8. Faculty Residence
9. Brantview
10. Waterman
11. The Green Dorm
12. The Barn
13. 1107 Main Street
14. Fairbanks Cottage  
(Admissions Office, Business Office)
15. Tinker House
16. Streeter Hall
17. Mayo Center  
(Grace Stuart Orcutt Library, Colwell Center for Global Understanding)
18. Stowe Green
19. Sheepcote
20. Charles Hosmer Morse Center for the Arts (Stuart Black Box Theater)
21. Field House
22. Alumni Memorial Gymnasium
23. Straszko Center at Graham's House  
(Alumni Office)
24. Cramton
25. Christensen Hall
26. 184 Belvidere
27. 168 Belvidere
28. The Corner House
29. Impey House
30. Maple Center  
(Located at 151 Hastings Hill)
31. Hilltopper Restaurant  
(Located at 1216 Main Street)

- A. Tennis Court
- B. Ropes Course
- C. Cary Field (Field Hockey)
- D. Burlingame Field (Baseball)
- E. Soccer and Lacrosse Field
- F. Fairbanks Field and Ray Frey Track  
(Football/Track)
- G. Softball Field



**ST. JOHNSBURY ACADEMY**

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 St. Johnsbury, Vermont 05819  
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[hilltoppers@stjacademy.org](mailto:hilltoppers@stjacademy.org)

LEARN MORE AT [STJACADEMY.ORG](http://STJACADEMY.ORG)

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CHARACTER | INQUIRY | COMMUNITY

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