



2022-2023
Student Handbook

180TH ACADEMIC YEAR

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The Student Handbook is divided into four sections: Mission and Philosophy, Character, Inquiry and Community. Each section contains important guidelines for positive involvement and overall success at the Academy.

The rules, policies, and procedures in this handbook are intended to apply under normal circumstances. However, no set of rules or guidelines can cover every 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 depart from the normal rules and procedures in this handbook to deal appropriately with individual circumstances, taking into consideration the best interests of the Academy, its faculty, employees, students, or overall community.

MISSION, PHILOSOPHY, AND GOALS

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, accredited by the New England Association of Schools and Colleges and an approved independent school in the state of Vermont.

St. Johnsbury Academy provides opportunities for its students to gain a basic understanding in those studies that are understood to provide a life foundation in the contemporary world for the free citizen, enabling them to be intellectually self-reliant and to contribute to 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 and other cultures and traditions. The school also provides opportunities for its students to be healthy, aware, and engaged in order to build 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.

INSTITUTIONAL DIRECTIVES

- 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 after year, and generation after generation.

GOALS AND EXPECTATIONS

We hope and expect that Academy graduates will acquire and foster in themselves certain skills and qualities of character that allow them to be the best people, best learners, and best community members they can be.

Communication

Students should strive, and we will help students, to:

- Understand and respond thoughtfully to what they read, hear, and witness.
- Feel and show empathy for others by attending to both verbal and non-verbal cues.
- Attend to the implications of their own non-verbal communication
- Write clearly and for a variety of purposes.
- Speak clearly and confidently in formal and informal settings.

Problem Solving

Students should strive, and we will help students, to:

- Accurately state a relevant problem.
- Select an approach to work with the problem.
- Gather information from a variety of sources (including drawing on their past experiences).
- Accurately assess the validity and credibility of those sources
- 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 should strive, and we will help them to:

- 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 others.
- Demonstrate dependability and productivity.

STUDENT LIFE

CHAPEL

The practice of daily Chapel is one of the Academy traditions that helps build “that strong band.” Gathering each morning and beginning each school day with a common experience creates a connection to our community that inspires us to feel responsibility and love for it. Besides the daily check-in with your advisor, Chapel offers a chance for all students to learn appropriate behaviors from one another and from adults, and we take seriously your attendance and active attention there.

All students should be in their assigned Chapel seats or advisory locations by 8:00 a.m. If you are late, you must report to the Student 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 speak with your advisor or class dean; if a pattern of lateness or absence develops, you will speak with the Dean of students about further consequences.

ADVISOR PROGRAM

The Academy has an advisor program that springs from 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 your families happen to accomplish multiple goals: building personal relationships, 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 Academics and Student Life.

STUDENT EXPECTATIONS

Strong relationships among all members of the community are vital to the Academy's success. We expect each member of the community to behave with integrity and respect for each other. Expectations about the behavior of St. Johnsbury Academy students include both on and off campus behavior. For students, this means showing consistent 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, we expect you at all times to conduct yourself maturely in school society—in the classroom and everywhere else, including online. We take seriously our task of fostering individual responsibility, and therefore, we expect you to take responsibility for your actions, and for the obligations you have to others in the community to help and protect them from harm whenever possible. We expect you to take on more responsibilities as you progress through your career here and become a role model for younger students. We expect you to take responsibility for developing your character and unique set of skills and talents; understanding essential knowledge; building school community; fostering school spirit; and upholding important traditions.

We expect you 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 standards 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.

In the context of competitions, we expect you to show respect toward those who visit us, or those who welcome you as their guest. We expect you to be, and encourage others to be, respectful and show good sportsmanship at all events.

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 engage in learning and school activities, develop a sense of integrity and ethical center, serve our and other communities, and recognize your mutual responsibility for others. 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 follow a dress code; and we behave respectfully toward one another.

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 standards of conduct 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 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

PURPOSE

At St. Johnsbury Academy our dress code reflects a shared commitment to the full breadth and depth of our missions and values.

We understand a person's clothing to be an indicator of self-respect and respect for the larger community. Our dress code seeks to create a culture of belonging and equity and create an environment conducive to learning and reflective of our shared community values. Further, the dress code at St. Johnsbury Academy, much like our other policies, seeks to prepare our students for adulthood.

We ask students to consider their day and select clothing that is appropriate with the learning opportunities at hand. All clothing should be neat, clean, appropriate, free of holes, images, and words, not transparent, and in alignment with the following requirements:

Bottoms:

Dress pants (with or without pattern), khakis, or pants of a single color, or skirts (the length of dresses and skirts should be no shorter than two inches above the knee)

Tops:

Dress shirts (with or without a tie or collar), polos, blouses, turtlenecks, & sweaters

- All tops must have sleeves, cover the midriff and have appropriate necklines.
- Non-hooded sweatshirts are permitted as an additional layer as long as the logo is either SJA or no larger than 2 inches by 2 inches.

We also expect that a student's hair is a naturally occurring color, neat, clean and kept out of their eyes. Facial hair is not permitted.

A single nose piercing is allowed. Septum and other facial piercings and spacers are not allowed.

All outerwear must be removed inside, including hooded sweatshirts and hats.

The following items are not allowed: t-shirts, sweatpants, shorts, yoga pants, blue jeans, flip flops, and slippers.

Leggings are permitted if worn under a dress code appropriate dress or skirt.

VARIETY DAYS

If a day is designated a "Variety Day," either to raise money for a cause or for any other reason, then all students may wear jeans and other casual clothes (still neat, clean and appropriate).

There will be days that we ask students to dress somewhat more formally, such as for their Capstone presentations and other school events, as they might dress for any other formal or special occasion

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. Facial hair is not allowed for Commencement activities.

Note: MASKS

At any time during the year, for reasons of public health the Academy may require that masks be worn inside the school buildings. 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.

TRADITIONS AND SCHOOL SPIRIT

Traditions and school spirit flow from the Academy's evolving sense of its identity as an excellent school; a shared sense of pride and mutual respect; and a sincere desire to celebrate 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 make that community the most joyful, inclusive, and celebratory as we can.

Traditions are those customs and practices that have been handed down and invigorated by generation after generation as important symbols of school values. These traditions are the building blocks of our school culture, and they endure in the common enthusiasm of our current students and community. The pride and warmth of Homecoming Weekend, the midwinter relief of Winter Carnival, the universal dress code, the strong bond of daily Chapel, the recognition of 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, old and new, 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 St. Johnsbury Academy spirit that you share with all 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 animated by a unique version of school spirit that honors

those who came before, and contributes to the esteem in which the school is held by the larger community.

School spirit is one of those valued traditions that we foster and guard with care. To that end, we promote respect, kindness, compassion, honesty, and generosity. We foster these values in each other, in our school, and in our 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
Formed at St. J. A.
Far surpassing dreams unspoken
Of a long past day. Forever. . . | Chorus: Lift the chorus, speed it onward
Let it float away;
Hail to thee our Alma Mater
Hail to St. J. A. |
| 2. | High above the busy humming
of the bustling town;
Stands our noble Alma Mater
Looking proudly down. | 3. Face the world and make it better
We have just begun.
Carry forth the shield of courage,
Face the rising sun. |

DAILY SCHEDULES

Monday/Tuesday/Wednesday/Thursday Schedule:

(65 min classes)

Chapel – 8:00 – 8:15am

A Block – 8:25 – 9:30am

B Block – 9:40 – 10:45am

C Block – 10:55 – 12:35pm

D Block – 12:45 - 1:50pm

E Block – 2:00 – 3:05pm Conf. Period – 3:15 – 3:35pm

Monday Meetings:

3:45 – 4:30pm

(Faculty, Department, Dean, Interdisciplinary meetings)

Friday Schedule:

(60 min classes)

Advisory Meetings – 8:00 – 8:10 am A Block - 8:20 – 9:15 am

B Block – 9:25 – 10:20 am

Advisory – 10:30 – 11:00 am

C Block – 11:10 – 12:45 pm

D Block – 12:55 – 1:50 pm

E Block – 2:00 – 2:55 pm

Conf. Period – 3:15 – 3:35 pm

Pep Chapel/Special Event Schedule:

(60 min classes)

*Advisory Meetings – 8:00 – 8:10am

A Block - 8:25 – 9:25am

B Block – 9:35– 10:35am

C Block – 10:45 – 12:25pm

D Block – 12:35– 1:35pm

E Block – 1:45 – 2:55pm

Pep Chapel/Special Event – 2:55 – 3:10pm

**Please note on Pep Chapel/Special Event days, we will not have Chapel and will only have a 10-minute advisory check-in.*

Delayed Opening Schedule:

(40 min classes)

(No Chapel – Students directly to A Block)

A Block – 10:00 – 10:40am

B Block – 10:50– 11:30am

C Block – 11:40– 1:20pm

D Block – 1:30 – 2:10pm

E Block – 2:20– 3:00pm

Conf. Period – 3:10– 3:30pm

eNOTIFY ALERTS

To communicate time sensitive information, St. Johnsbury Academy uses an alert notification service called eNotify that will keep families 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, families 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 Academics and Student Life.

LATE OPENING (10:00 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 families 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 Academy website home page 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. 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 early dismissal from school you must present a note from your parent or guardian 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.” As an independent school, the Academy is able to govern itself and establish its own policies and standards. Among the standards the Academy sets for its students are standards of conduct. The Academy insists on basic standards of exemplary conduct 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 family must sign an enrollment agreement in which they agree, as a condition of your acceptance, that you will respect and follow the rules and policies of St. Johnsbury Academy.** The school has the option, in an extreme case in which no disciplinary effort or counseling has produced results, to encourage you to withdraw, 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 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

By choosing to attend St. Johnsbury Academy, you and your family must sign an enrollment agreement in which they agree, as a condition of your acceptance, that you will respect and follow the rules and policies of St. Johnsbury Academy.

Helping students understand the expectations and values of our community and, further, how to be in community is a shared responsibility among adults at St. Johnsbury Academy. Personnel who directly witness student behavior that runs counter to our community expectations are asked to address the behavior immediately and, when appropriate, involve other adults, including Department Chairs, Class Deans, Dean of Academics, Dean of Residential Life, Director of Resident Life, Dean of Students, Assistant Head of School for Academic and Student Life, and Associate Head of School.

Our disciplinary progression exists on a continuum and considers a range of student behaviors, identified as minor and major infractions. The response of St. Johnsbury Academy is commensurate with the seriousness of the infraction and uses a reparative approach. This framework helps a student think about the impact of their behavior, how the behavior impacted others and the community, and considers how to best move forward.

Responses to minor and major infractions always begin with a conversation with an adult and, as the significance and impact of the behavior increases, can include additional responses and/or consequences. These measures may include reappropriation of a student’s free time, mandating attendance at after school help sessions, in-school suspension, out of school suspension, and in some cases, expulsion.

In the event of repeated minor infractions and all major infractions, St. Johnsbury Academy will contact a student’s parent/guardian so that we can engage in the shared work of helping a student grow.

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.

MANDATORY AFTER SCHOOL SUPPORT

If you commit a minor and/or major infraction, you may be assigned after school academic hours. These hours can be assigned on Tuesday, Wednesday, or Thursday from 3:30 – 4:30 p.m. and will provide a student with the opportunity to spend

PROBATION

In some cases of academic dishonesty, minor infractions or multiple absences the Headmaster, the Assistant Head for Academic and Student Life, the Academic Dean, the Dean of Students, Class Deans, or their designees may place a student on probation for a designated period. If a student violates the rules of the school while on probation, a more serious disciplinary consequence will likely follow. Periods of probation will be determined by the Administrators involved and be communicated to the student and their advisor and parent or guardian in a timely way.

SUSPENSION

In cases of serious or sustained violations of Academy rules the Headmaster, the Assistant Headmaster for Academics and Student Life, the Academic Dean, the Dean of Students, Class Deans, or their designees may suspend a student. Suspensions vary in length depending on the severity of the offense. If you are suspended, you are responsible for making up your work in a timely manner. There is no appeal for a suspension of 10 or fewer days. In the case of a suspension greater 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 Headmaster for Academics and Student 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 that recommendation 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.

DISCIPLINARY AND REMOVAL PROCEDURES FOR STUDENTS WITH DISABILITIES

1. General Provisions

- A. Students with disabilities shall not be removed from their current educational placement for disciplinary reasons for more than 10 consecutive or cumulative school days in a school year unless certain procedures have been followed.
- B. For purposes of these procedures, a “student with a disability” is defined as students on IEPs or 504 Plans, or who may qualify for eligibility under the IDEA or Section 504.
- C. For purposes of this procedure, a removal for disciplinary reasons means any removal where the student is excluded from their regular education environment. To ensure compliance with this procedure, staff should take a broad view of what removals are considered “disciplinary” for purposes of triggering a report to the Director of Special Services, and should include out-of-school suspensions, in-school suspensions, and removals to alternative environments when calculating removals.
- D. Partial days should be included when calculating the number of days that a student has been removed from their educational placement.

2. Discipline: In- School and Out of School Suspensions

- A. If a student with a disability is being recommended for a disciplinary removal that will result in exclusion from their current educational placement for 8+ school days (consecutive or cumulative) in a single school year, the Director of Special Services must be notified. The Director of Special Services must be notified each time that disciplinary removal is being recommended that would result in the student’s removal for 8+ school days (consecutive or cumulative), even if it involves multiple notifications involving the same student during the course of a single school year.
- B. The Director of Special Services, working with the student’s LEA, must determine when it is appropriate to conduct a manifestation determination consistent with Vermont State Board of Education Rule Series 4000. A manifestation determination must be conducted in the following circumstances:
 - Before the student is removed from their current educational placement for disciplinary reasons for more than 10 consecutive school days in a school year
 - Before the student is removed from their current educational placement for disciplinary reasons for more than 10 cumulative days in a school year when the removals constitute a change in placement
 -

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:

- Lateness to Chapel or class
- Failure to sign out upon early departure
- 1st time failure to attend community service
- 1st time smoking or vaping
- Insubordinate to faculty/staff
- Unacceptable language
- Disruptive or uncooperative behavior
- Dress code violation
- Being rude or discourteous
- Similar disrespectful behavior

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

LATENESS

Habitual lateness, to either Chapel or class, is unacceptable. If you are late, you will be required to meet with the Class Dean or the Dean of Students to review your commitment to the Academy community. Late students must present a note, signed by a parent or guardian, stating the reason for lateness 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.

HARASSMENT, BULLYING, AND HAZING

The Academy abides by state and federal laws that assure students and employees an environment free from harassment, bullying and hazing, which can be found in Appendix A of this handbook. As

importantly, the school makes every effort—in word and deed, repeated and consistently affirmed—to build a culture that actively counteracts these destructive behaviors. We are consistent in our message: this is a community built on kindness, respect, and inclusion, and we do not tolerate unkind, disrespectful, hateful, or violent conduct.

We have appointed an Equity Coordinator—our Assistant Headmaster for Academic and Student Life—and that person oversees all aspects of our procedures related to these and other issues related to maintaining an equitable environment for learning. Students are strongly encouraged to report any instances of bullying, harassment, or hazing either experienced, witnessed, or suspected to the Assistant Headmaster, whose office is in Student Life. We will thoroughly investigate all reports we receive and take appropriate action when necessary.

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

If we are not healthy and safe, we cannot teach and learn. As a primary directive, St. Johnsbury Academy is committed to the health, safety and well-being of the whole community. We employ three campus safety officers, have designated faculty and staff “building captains,” and our Health Center has four full time counselors and two registered nurses available to assist with student mental and physical health concerns (See *Health and Wellness Services*). We have a school-wide emergency plan, and not only conduct all emergency drills required of us by law, but strive to keep abreast of current recommendations around emergency respond and create a culture of situational awareness.

We strive to create the safest spaces possible for our most vulnerable students. Most importantly, our Advisor program and other structures for student support create layers of caring adult presence in an effort to ensure that no student's health and well-being is unattended to.

In response to public health directives, 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

St Johnsbury Academy strives to maintain a safe, orderly, civil, and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Academy believes that staff and students should be ready to respond quickly and appropriately to emergency situations. The Headmaster is directed to create a Crisis Management Plan that identifies how the students and staff shall respond to emergency situations, and the role that local emergency service providers shall play in crisis preparedness and incident management. Generally, the Headmaster, or their designee, will organize and oversee the planning and operation of the School Crisis Team and will serve as the incident commander, according to the Crisis Management Plan. The plan shall be reviewed annually and routinely practiced during regular drills.

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 Student 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. Members of the press must be approved to be on campus by the Headmaster. 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.

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 families 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	Associate Headmaster
Director of Health Services	Dean of Academics
Director Special Services	Assistant Headmaster for Academics and
Dean of Students	Student Life
Director of Resident 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 families 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 Headmaster for Academics and Student Life or the Dean of Students (or their designees) may ask the Team to help a student whom they 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 families 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 families or guardians, select faculty, and school officials. Therefore, families/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 families or guardians cannot be reached to grant their consent. We will make every effort to contact families 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 families/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 families/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 Headmaster for Academics and Student 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 will in most circumstances contact the student's families/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 with the option of reapplying when and if conditions change.

Procedure

The Headmaster, the Dean of Academics, the Assistant Headmaster for Academics and Student 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 families/guardians, and any other administrators and residential staff (e.g. Advisor, 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 Academics and Student Life, families/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 families/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, they 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 Student 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 this involvement 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 of 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 school

commitments, we use the philosophy of academics first, and co-curricular teams and ensembles second. Every other commitment comes after these two.

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 to travel.

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, rehearsals, 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 Headmaster for Academics and Student 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 Headmaster for Academics and Student 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

The Academy is proud to offer a wide variety of sports activities. Should you choose to participate in athletics, we expect you to commit to your team and coach; participate in each of your practices and contests, and at all times adhere to our standards of conduct, whether on or off campus. We see our athletics program, as any extracurricular activity, as a space in which the Academy education extends.

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)

Please see our policies regarding participation in the Athletics program in Appendix ##.

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 →

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 families/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 *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 Academics and Student 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

Academy Theatre
Asian Culture Club
Audio Visual Interns
Badminton Club
Bowling Club
Brain Bee Club
Breathing Room Club
Chess Club
Codecraft Club
Cornhole Club
Dance Club
Dorm Council
Dungeons & Dragons Club
Farm and Garden Club
Fashion Club
FIRST Robotics Team
Future Business Leaders of America
Gaming Club
Gay Straight Union
Hilltones
Intaglio Society
International Basketball
Intramural Program
Japan Club
Knitting Club

Math Club
Model United Nations
National Honor Society
Outing Club
OVX
Photo Lab
Pom Dance Club
Scholars Bowl Team
Science Fair Club
Science Olympiad
SCOPE
Skills USA
Smoking Cessation & Education
Spanish Club
STEM (Science Technology
Engineering Mathematics)
Student Art League
Student Government
Swim Club
Time to Relax Club
Unified Sports
Virtual Reality Club
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 any rules and regulations that 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 forum for approval 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 Academics and Student 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.

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

STUDENT STANDING

Good Standing

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

Probation

If a student does not meet the behavioral, attendance, and academic 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 Headmaster for Academics and Student 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 have behavior, attendance, and academic 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 Headmaster for Academics and Student 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 Headmaster for Academics and Student 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.

Is there a place for the Academic Character Rubric here?

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 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.

INTERNATIONAL STUDY

We recognize and appreciate the benefits of studying abroad during a student's high school career; it 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 internationally to round out their high school education.

When a student studies abroad, however, there are some conditions that they must fulfill 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. International 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 another 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. Families/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 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, email, voice mail, and written communications on our various platforms 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 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, and in the 10 minute passing times between classes. 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

To assure a respectful and orderly environment 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 should 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 Academics and Student 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 daily 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 have their family email a note or bring a note signed by a parent or guardian upon their return to campus. **These notes are 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 ten 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 family(s)/guardian(s) may appeal the loss of credit by arranging a meeting with the Assistant Headmaster for Student and Academic Life.

If a student and/or family(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 Academic Dean of the accumulated absences. The student and parent/guardian will be required to meet with either the Academic Dean or the Dean of Students and the advisor (whenever possible). The meeting will result in an action plan that will be sent to the student, parent/guardian, advisor, Class Dean, and the student's file.
- Following the **7th absence** in a semester of an academic year, a letter of warning will be sent to the advisor and the parent(s)/guardian(s). It is important to note that if a student is absent for 10 or more days, they will become subject to the Academy attendance policy and may risk losing credit for any courses that are missed in excess of 10 days. Health-related absences that are approved by the Health Services Office will be considered as part of the credit review process.
- Following the **10th absence** in a semester of an academic year, the Dean of Academics and Assistant Head of School for Academic & Student Life will review eligibility to receive credit for the semester. A letter will be sent home to request a meeting and/or a phone call to request a meeting. At this point, a student will become

subject to the Academy attendance policy and may lose credit for any courses that have accumulated absences in excess of 10 days. Health-related absences approved by the Health Services Office will be considered as part of the credit review process.

If the student and their family(s)/guardian wish to appeal the loss of credit and/or the withdrawal from the Academy, they must contact the office of the Assistant Headmaster for Student and Academic Life and schedule an appeal meeting to occur within five school days of receipt of the loss-of-credit letter.

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.

Honor Code

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.

POLICIES ON PREVENTION OF HARASSMENT, BULLYING, AND HAZING

(Complete copies of each of these policies may be obtained from the Assistant Headmaster for Academics and Student Life and the Dean of Students)

I. Statement of Policy

The St. Johnsbury Academy (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, and/or the Age Discrimination Act of 1975.

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. 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 Headmaster for Academics & Student Life, 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 & Access 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 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 & Access Coordinator”** is the person responsible for implementation of Title VI (regarding race-based discrimination) for the Academy and for coordinating the Academy’s compliance with Title VI in all areas covered by the implementing regulations. The Equity & Access 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. 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.

- I. 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.

- J. 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.
- K. **"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.

- L. **"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.

- M. **“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.
- N. **“Pledging”** means any action or activity related to becoming a member of an organization.
- O. **“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.
- P. **“School administrator”** means a Headmaster, principal or his/her designee assistant principal//technical center director or his/her designee, the Academy’s Equity Coordinator or Deputy Coordinators.
- Q. **“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 Academic & Student Life and Equity & Access Coordinator - Ms. Hanson
- Interim Dean of Students – Mr. Urie
- Director of Health Services and Deputy Equity & Access Coordinator – Ms. Garey
- Director of Special Services – Dr. Forest
- Director of Human Resources and Deputy Equity & Access Coordinator – Ms. Crystal Rutledge

EXTRACURRICULAR PROGRAM CODE

Statement of Philosophy

Our extracurricular programming (including athletics, co- and extracurricular performing arts, and any other activity in which a student represents St. Johnsbury Academy) is an extension of our academic programing. We view participation in such activities as an important aspect to whole-student learning at St. Johnsbury Academy. We believe that with encouragement, support, hard work, and motivation, our students’ lives are greatly enriched through extracurricular participation.

Mission

- To promote a student’s ethical conduct, responsible decision-making, honesty, and respect for self and others. (Character)
- To provide the enthusiasm and energy to engage students in the pursuit of specific knowledge and skills of an activity; to elicit a student’s setting of high but reasonable goals and to cultivate a student’s appreciation for their individual talents and unique abilities. (Inquiry)
- To encourage each student’s understanding of their relationships, rights, and responsibilities within a group that is itself a part of the larger community. (Community)

Policy on Commitment, Participation, and Conduct

Involvement in extracurricular programs at St. Johnsbury Academy requires student commitment. Attendance at all activity events (practices, rehearsals, performances, games etc.) is required unless excused by the program lead. While enrolled at the Academy, a student’s conduct is expected to reflect St. Johnsbury Academy’s high expectations.

Policy on Academic Eligibility

The Academy considers a student’s academic performance to be of higher priority than any extracurricular activity. The following will guide eligibility for participation in an extracurricular program:

- The student must be enrolled full-time or meet extracurricular / VPA guidelines for **St. Johnsbury Academy**.
- Eligibility will be determined at grade reporting intervals by the Assistant Headmaster for Academics and Student Life and will be communicated to the student and the student's family in writing. The student will meet with the Assistant Headmaster for Academics and Student Life to establish an action plan for learning support. Once the plan is created, a student may attend practices/rehearsals/meetings. A student may resume participation in performance and competition once a passing grade is established.

Policy on Alcohol and Drugs

The use of alcohol and drugs by persons under 21 years of age is against the law, and it threatens the wellbeing and safety of young people. St. Johnsbury Academy prohibits the use of alcohol or drugs by Academy students on or off campus. A first-time violation of this policy will result in a 30-day suspension from participation in extracurricular competition or performance. The student and student's family will be notified in writing of the suspension. Depending on the nature and circumstance of the violation and after meeting with the Dean of Students, a student may or may not be able to practice or rehearse during the 30-day suspension period. During the suspension period, a student will complete the following steps:

1. Meet with the program director (Athletic Director, musical/ensemble director, etc.) to discuss reparative steps.
2. Meet with and follow the guidance of a certified drug and alcohol counselor.

A second drug or alcohol violation may lead to a recommendation for expulsion. Other possible outcomes may include preclusion from rejoining an extracurricular activity in the given academic year or up to a 120-day suspension from participation in extracurricular competition or performance.

Policy on Smoking/Tobacco Products

Students may not use or possess tobacco or other nicotine-containing products or related devices. A student violating this policy will meet with the Dean of Students, and the student and student's family will receive written notice of the violation. A violation of this policy will result in:

1. A student's 14-day suspension from extracurricular performance or competition.
2. A need to meet with the extracurricular program director (Athletic Director, musical/ensemble director, etc.) to discuss reparative steps.
3. A student's participation in a smoking cessation class.

Subsequent violations will result in further extracurricular performance/competition suspensions.

General Extracurricular Program Policies

Transportation

Whenever a school vehicle, chartered vehicle, or rented vehicle is used for the transportation of students, all students are required to travel to and from the event with the group. Exceptions must be requested in writing by a parent, and must be approved by the Athletic Director or program director. 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 a competition or performance. (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.

Attendance

It is expected are in good attendance standing on the day of a contest or /event. Unexcused tardiness or absenteeism will prevent a student from participation in a day's event or contest.

If you elect to drop from participation in an extracurricular activity, you must notify the program head of that decision.

Athletics and Club-sport Policies

Insurance

All students participating on an athletic team or with the Swim Team (club sport) are required to furnish proof of accident/health insurance before participating in any 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, and a record of the physical must be submitted with athletics participation paperwork.

Specific 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.

BOARD OF TRUSTEES

Noble Allen	East Lyme, CT
Bruce E. Buxton	South Hadley, MA
Martha D. Cavanaugh	Barnet, VT
Timothy Clouatre	St. Johnsbury, VT
Peter F. Crosby	St. Johnsbury, VT
Craig Douglas	Newburyport, MA
Jenis Ellingwood-Cedeno	Chicago, IL
Frank Empsall	St. Johnsbury, VT
Robert M. Fairbanks	Montpelier, VT
Nancy U. Goodrich	St. Johnsbury, VT
John S. Hall	Danville, VT
Peter F. Hammer	Miami Shores, FL
Cathy Judd-Stein	Winchester, MA
Jesse C. Laflamme	Hanover, NH
Erin P. Mayo	Fryeburg, ME
James H. Murphy	St. Johnsbury, VT
Kathy Silloway	Vero Beach, FL
Paul C. Simpson	Naples, FL
Edward R. Zuccaro	St. Johnsbury, VT

Emeriti

Ernest A. Begin	Barnet, VT
Gregory E. Boardman	Stanford, CA
Karen K. Christensen	Atherton, CA
Marcia D. DeRosia	South Burlington, VT
Gordon V. DeWitt	Lebanon, NH
John M. Farmer	Stowe, VT
Allan D. Gilmour	Birmingham, MI
Susan O. Grayson	Farmington, CT
Lee P. Hackett	St. Johnsbury, VT
Kenneth F. Hammer	St. Johnsbury, VT
James H. Impey	St. Johnsbury, VT
William A. Julian	Orleans, VT
Alex P. M. Ko	Hong Kong
Garth B. Moulton	Charlotte, NC
Jean M. Rogers	Vero Beach, FL
Kimberly A. Silloway	Oakton, VA
Ronald W. Steen	St. Johnsbury, VT
Roderic B. Vitty	Naples, FL
Dale R. Wells	St. Johnsbury, VT

Dear Families:

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 families 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:

Sharon Howell

HEADMASTER
751-2033

John Lenzini

ASSOCIATE HEADMASTER
751-2049

Nicole Biggie

DIRECTOR OF ADMISSIONS
751-2440

Tammi Cady

ASSISTANT HEADMASTER
FOR ADVANCEMENT
751-2010

Henry Eaton

DEAN OF ACADEMICS
751-2050

Mathew Forest

DIRECTOR OF SPECIAL SERVICES
751-2394

Sarah Garey

DIRECTOR OF HEALTH SERVICES
748-7718

Patrick Guckin

DIRECTOR OF CAREER & TECHNICAL
EDUCATION
751-2320

Binaca Hanson

ASSISTANT HEADMASTER FOR ACADEMICS
& STUDENT LIFE
751-2024

Carol Lyon

ASSISTANT HEADMASTER
FOR BUSINESS SERVICES
748-7703

James Mazzonna

CHIEF INFORMATION TECHNOLOGY OFFICER
751-2371

Kevin Moore

LIBRARY DIRECTOR
751-2100

Sean Murphy

DIRECTOR OF COLLEGE COUNSELING,
GUIDANCE & ACADEMICS
751-2402

Crystal Rutledge

HUMAN RESOURCES DIRECTOR
748-7702

James Ryan

DIRECTOR OF RESIDENT LIFE
751-2007

DEPARTMENT CHAIRS

Kendra Brazeau
ESL
748-4674

Elizabeth Cummings
LEARNING CENTER
751-2023

Elia Desjardins
SCIENCE
751-2245

Angela Drew
CAPSTONE
751-2355

David Eckhardt
SOCIAL STUDIES
751-2081

Patrick Kinsella
MATHEMATICS
751-2372

Steven Jolliffe
ENGLISH
751-2070

Rosie Prevost
FINE ARTS
751-2036

Catherine Reed
LANGUAGES
751-2448

Kelly Urie
WELLNESS
751-2342

DEANS

Dale Urie
INTERIM DEAN OF STUDENTS
751-2472

Terrence Reed
SENIOR CLASS DEAN
751-2301

Jade Huntington
JUNIOR CLASS DEAN
751-2466

Christopher Dussault
SOPHOMORE CLASS DEAN
751-2430

Annie Angell
FRESHMEN CLASS DEAN
751-2337

Kendra Brazeau
DEAN OF INTERNATIONAL STUDENTS
751-2361

John Robillard
DEAN OF RESIDENT STUDENTS
751-2357

APPENDIX I:

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 Headmaster for Academics and Student 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 consequences for 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 primary responsibility for each student's total development, including health, character, citizenship, and personality development rests with the families 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 share information about the violation with 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 use. 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 their 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 Headmaster for Academics and Student 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 families 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 Headmaster for Academics and Student 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 Headmaster for Academics and Student 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 Headmaster for Academics and Student 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 Headmaster for Academics and Student 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 families 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 Headmaster for Academics and Student 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 Academics and Student 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 families or guardians, the Assistant Headmaster for Academics and Student 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 they be involved in a second offense.

On the first offense, the Assistant Headmaster for Academics and Student 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 Headmaster for Academics and Student Life or the Dean of Students may seek the recommendation from the Team that may result in expulsion and may involve the police.