



2024-2025

**Day Student
Forms Packet**

**IMPORTANT:
PLEASE DOWNLOAD THIS DOCUMENT
BEFORE FILLING OUT ANY OF THE FORMS.**



Brendan Hughes

ASSOCIATE DIRECTOR OF ADMISSION
802-751-2129 | brendan.hughes@stjacademy.org

David Baker

ASSOCIATE DIRECTOR OF ADMISSION
802-751-7673 | david.baker@stjacademy.org

Phoebe Cobb

DIRECTOR OF PUBLIC RELATIONS AND
ADMISSIONS LIAISON
802-751-7673 | phoebe.cobb@stjacademy.org

Ann Bissonnette

ADMINISTRATIVE ASSISTANT
IMMIGRATION COORDINATOR
802-751-2411 | ann.bissonnette@stjacademy.org

Robin Legendre

ADMINISTRATIVE ASSISTANT
802-751-2364 | robin.legendre@stjacademy.org

ACADEMICS & STUDENT LIFE**Binaca Hanson**

ASSISTANT HEAD FOR ACADEMICS & STUDENT LIFE
802-751-2024 | binaca.hanson@stjacademy.org

Dale Urie

DEAN OF STUDENTS
802-751-2472 | dale.urie@stjacademy.org

Buffie Hegarty

EXECUTIVE ASSISTANT, ACADEMICS OFFICE
802-748-7737 | buffie.hegarty@stjacademy.org

Laurie Lang

CAMPUS LIFE EXECUTIVE ASSISTANT
802-751-2307 | laurie.lang@stjacademy.org

Ashlea Greenlaw

STUDENT LIFE PROGRAM COORDINATOR
802-751-2307 | ashlea.greenlaw@stjacademy.org

Class Deans:**Class of 2025**

Chris Dussault
802-751-2012 | chris.dussault@stjacademy.org

Class of 2026

Matthew O'Brien
802-751-2404 | matthew.obrien@stjacademy.org

Class of 2027

Katy Smith
802-751-2337 | katy.smith@stjacademy.org

Class of 2028

Annie Angell
802-751-2467 | annie.angell@stjacademy.org

ATHLETICS OFFICE**Troy Engle**

ATHLETIC DIRECTOR
802-751-2121
troy.enge@stjacademy.org

Patrick Rainville

ASSOCIATE ATHLETIC DIRECTOR
802-274-0126
patrick.rainville@stjacademy.org

BUSINESS SERVICES OFFICE

Fax 802-751-2127

Carol Lyon

ASSISTANT HEAD FOR BUSINESS SERVICES
802-748-7703 | carol.lyon@stjacademy.org

Jennifer Greenwood

CONTROLLER
802-748-7707 | jennifer.greenwood@stjacademy.org

HEALTH SERVICES

Fax 802-748-7798

Sarah Garey, RN, NCSN, CADC

DIRECTOR OF HEALTH SERVICES
802-748-7718 | sarah.garey@stjacademy.org

Aimee Lacroix

SCHOOL COUNSELOR
802-751-2471 | aimee.lacroix@stjacademy.org

Nathan Railla, MA

SCHOOL COUNSELOR
802-751-2025 | nathan.railla@stjacademy.org

Simone Cote, MA

SCHOOL COUNSELOR
802-751-2450 | simone.cote@stjacademy.org

Katie Weikel, MS

SCHOOL COUNSELOR
802-751-2025 | katie.weikel@stjacademy.org

Jill Cahoon

ADMINISTRATIVE ASSISTANT
802-748-7717 | jill.cahoon@stjacademy.org

GUIDANCE OFFICE**Sean Murphy**

DIRECTOR OF GUIDANCE & COLLEGE COUNSELING
802-751-2042 | sean.murphy@stjacademy.org

Emma Carr

ADMINISTRATIVE ASSISTANT
802-751-2400 | emma.carr@stjacademy.org

MAILING ADDRESSES**For General Correspondence:**

St. Johnsbury Academy
P.O. Box 906
St. Johnsbury, Vermont 05819

For Parcel Post:

St. Johnsbury Academy
1000 Main Street
St. Johnsbury, Vermont 05819

MAIN OFFICE

802-748-8171

HEADMASTER'S OFFICE**Dr. Sharon Howell**

HEADMASTER
802-751-2033 | sharon.howell@stjacademy.org

John Lenzini

ASSOCIATE HEADMASTER
802-751-2370 | john.lenzini@stjacademy.org

ADMISSIONS OFFICE

Main 802-751-2130
Fax 802-748-5463

Tammi Cady

ASSISTANT HEAD FOR ADVANCEMENT
802-751-2010 | tammi.cady@stjacademy.org

Nicole Biggie

DIRECTOR OF ADMISSION
802-751-2440 | nicole.biggie@stjacademy.org

Melissa Murphy

ASSISTANT DIRECTOR OF ADMISSION
802-751-2327 | melissa.murphy@stjacademy.org

2024-2025 ENROLLMENT AGREEMENT

PLEASE TYPE OR PRINT ALL INFORMATION

Student's Legal Name _____ Grade Entering _____ Gender _____

DOB ____ / ____ / ____

Race: (select one – optional) Caucasian African American Hispanic Asian American Indian

Other _____

Ethnicity: (select one – optional) Non-Hispanic Hispanic

SECTION I.

I agree to the following conditions:

1. St. Johnsbury Academy is an independent school, one which has not accepted designation by any public entity as its public school. Upon signing this contract, the parent/guardian of the student named above acknowledges and accepts responsibility for payment of tuition to St. Johnsbury Academy. As a convenience to parents, some communities elect to forward tuition funds directly to the school. If such direct payment is not provided, or if the public entity's payment of tuition is less than the amount of tuition charged by St. Johnsbury Academy, the parent/guardian guarantees payment of the full tuition or the unpaid portion of tuition, whichever may be the case.
2. Tuition charges will be payable one-half at the opening of each semester.
3. Students attending St. Johnsbury Academy are required to reside with a parent/guardian or under the direct supervision of one of the following programs: Court emancipation, State placement, or a local agency recognized by St. Johnsbury Academy.
4. Students enrolling at St. Johnsbury Academy are required to show successful completion of the current and previous school years.
5. If this agreement is accepted and the student enrolled, he/she will conform to all regulations and the Honor Code of St. Johnsbury Academy.

ST. JOHNSBURY ACADEMY HONOR CODE

We, the students of St. Johnsbury Academy, are part of a learning community dedicated to molding superior character and excellent academics. We have high expectations of ourselves and of our peers, and we depend upon our own honesty and integrity to uphold these expectations.

Therefore,

- a) We believe that cheating, plagiarism, and any other action performed with malintent takes away from the fulfillment of our own true potential.
- b) We respect our property, as well as the property of others.
- c) We share the objective of building a trusting community that provides a safe, secure, and productive learning environment.

By signing below, I indicate that I understand the expectations and goals of the St. Johnsbury Academy community, and hereby agree to uphold them in their entirety in order to maintain personal and academic integrity, including all COVID related policy changes and health and safety requirements.

I further certify that the mailing, residence, and billing information is correct.

Invalid information may result in loss of enrollment at St. Johnsbury Academy and/or tuition payment by your town.

SECTION II. The town that should receive my tuition bill is: _____ **OR**

Please check here if you **DO NOT** expect the town to pay your child's tuition.

Parent/Guardian Signature

Date

Student Signature

Date

2024-2025 ENROLLMENT AGREEMENT (CONTINUED)

St. Johnsbury Academy is an approved independent school.

S166. APPROVED AND RECOGNIZED INDEPENDENT SCHOOLS

On application, the state board shall approve an independent school which offers elementary or secondary education if it finds, after opportunity for hearing, that the school provides a minimum course of study and that it substantially complies with the board's rules for approved independent schools. The board's rules must at minimum require that the school has the resources required to meet its stated objectives, including financial capacity, faculty who are qualified by training and experience in the areas in which they are assigned, and physical facilities and special services that are in accordance with any state or federal law or regulation. Approval may be granted without state board evaluation in the case of any school accredited by a private, state, or regional agency recognized by the state board for accrediting purposes.

An approved independent school shall provide to the parent or guardian responsible for each of its pupils, prior to accepting any money for that pupil, an accurate statement in writing of its status under this section, and a copy of this section. Failure to comply with this provision may create a permissible inference of false advertising in violation of 13 V.S.A. S2005.



Household Contact Information

If you have more than one student enrolled at STJA, AND they live in the same household, list them all on this sheet. If your student(s) live in different households, please fill out a separate form for each household.

Check all that apply: Parents Separated Parents Divorced Father Deceased Mother Deceased
Other _____

List the legal names of ALL students enrolling at SJA for the school year 2024-2025 who reside in your Household:

Name: _____ DOB: _____ YOG: _____
Name: _____ DOB: _____ YOG: _____
Name: _____ DOB: _____ YOG: _____

Student's Official 911 Address: _____

<p>Primary Household Contact:</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home Phone:(____) _____ Work:(____) _____ Cell:(____) _____</p> <p>Email Address(es): _____</p> <p>Relationship to Student: _____</p> <p style="text-align: right;">Legal Guardian: Yes -or- No</p>

<p>Secondary Contact:</p> <p>Name: _____</p> <p>Mailing Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Home Phone:(____) _____ Work:(____) _____ Cell:(____) _____</p> <p>Email Address(es): _____</p> <p>Relationship to Student: _____</p> <p>Lives in Household with Student?: Yes -or- No Legal Guardian?: Yes -or- No</p>
--

Emergency Contact: _____ **Phone:** _____
Emergency Contact: _____ **Phone:** _____



ST. JOHNSBURY ACADEMY

1000 MAIN STREET
P.O. BOX 906
ST. JOHNSBURY, VT 05819
TELEPHONE (802) 748-8171
FAX (802) 748-7683
www.stjohnsburyacademy.org

Dear **St Johnsbury Academy** Community:

Since 2022, Vermont has successfully implemented Universal School Meals. This program enables schools to offer free breakfast and lunch to all students, regardless of household income.

However, even though meals are now free to all students, our schools still need to gather household income data. This data helps Vermont access the maximum possible federal dollars for school meals, which will reduce the burden on Vermont taxpayers.

But it's about more than meals. Household income data is needed to ensure that millions in federal education dollars continue to flow to Vermont to support *educational* benefits and to make sure that these funds are fairly distributed across our state. Some examples of uses of this funding are:

- Federal funding for schools' reading, math and other educational programs,
- Afterschool and summer program resources,
- Broadband access programs,
- Special education,
- And many more.

This information is also needed for required reporting that accompanies the approximately \$130 million in federal education funding the state receives each year. When you fill out the form, you help us make sure Vermont's information is accurate and complete.

We need your help! Every family in our school community needs to fill out the form to help create a brighter and more equitable future for all of Vermont's students. Even if you didn't fill out these forms in the past, doing so now will help Vermont maintain an affordable Universal School Meals program and continue to receive millions in essential federal education dollars.

Please complete the **SY25 Household Income Form** for your household. This form should only take a few minutes to fill out. Please reach out to Stacie Ruggles [802-748-7708] or Carol Lyon [802-748-7703] if you have any questions. Thank you for taking the time to help St. Johnsbury Academy support access to free meals for our students.

Kind regards,

Carol Lyon

Assistant Headmaster Business Services/CFO

2024-25 Household Income Data Collection

Help us provide the best education possible for your children. Filling out this form only takes a few minutes. It will help your community, your school and your property taxes. The information you give helps your school access federal and state education dollars. This funding supports reading, math, science, arts, PE, afterschool and other vital programming. The privacy of your household financial information is protected by law. Information collected through this form will be handled in accordance with privacy requirements. **Only one form needed per household.**

Please return this form to:

St. Johnsbury Academy

Section 1: Student Information - List all students in the household, Pre-Kindergarten through grade 12.

First Name	MI	Last Name	Date of Birth	Grade Level	School Name

**If more spaces are required for additional names, please add them to the Section 1 table continued on reverse side of this form.*

Section 2: Assistance Programs - If your household receives assistance from any of the following programs, please check the appropriate box below.

3SquaresVT (SNAP) Reach Up (TANF) *If you selected a Program, please skip to Section 4.*

Section 3: Household Income Information - Please select your household size and then the appropriate income range for that household size.

- Household size** is the total number of people, including all children and adults, related and un-related, that live with you and share income and expenses.
- Combined annual income** is the total amount of income of all household members, including children, from the following sources: Work, public assistance, child support, alimony, pensions, retirement, Social Security, SSI, VA benefits, and/or all other income. The amount should be before any deductions for taxes, insurance, medical expenses, child support, etc.

Household Size	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Combined Annual Income Range	<input type="checkbox"/> \$27,861 or less <input type="checkbox"/> More than \$27,861	<input type="checkbox"/> \$37,814 or less <input type="checkbox"/> More than \$37,814	<input type="checkbox"/> \$47,767 or less <input type="checkbox"/> More than \$47,767	<input type="checkbox"/> \$57,720 or less <input type="checkbox"/> More than \$57,720	<input type="checkbox"/> \$67,673 or less <input type="checkbox"/> More than \$67,673	<input type="checkbox"/> \$77,626 or less <input type="checkbox"/> More than \$77,626	<input type="checkbox"/> \$87,579 or less <input type="checkbox"/> More than \$87,579	<input type="checkbox"/> \$97,532 or less <input type="checkbox"/> More than \$97,532

If your household has 9 or more people, please enter your information here: Household Size: Household Income:

Section 4: Contact Information & Signature

"I certify (promise) that all information on this application is true, to the best of my knowledge, and that all income is reported."

Name of adult completing this form: _____

Signature of adult completing this form: _____

Town of Residence: _____

Email (optional): _____

Phone (optional): _____

ST. JOHNSBURY ACADEMY

Return of these forms is optional

NOTICE TO PARENTS/GUARDIANS OF JUNIORS AND SENIORS: RECRUITERS

Recent federal legislation entitles military recruiters to receive the names, addresses, and telephone listings of juniors and seniors in high school.

Parents/Guardians may request that their student's information not be included in the listing provided to recruiters. If you do not wish to have your student's information provided to recruiters, please indicate that by signing this form and returning it when you register.

I do not wish to have my student's _____
information provided to military recruiters. (Student's name)

Parent/Guardian Signature

Date

NOTICE TO PARENTS/GUARDIANS: PHOTOGRAPHS

St. Johnsbury Academy uses photographs of students on their social media pages, and in the yearbook, video productions, press releases and printed marketing material. If you **DO NOT** wish to have your student's photograph used, please indicate that by signing this form and returning it when you register.

I do not wish to have my student's _____
photograph used. (Student's name)

Parent/Guardian Signature

Date

NOTICE TO PARENTS/GUARDIANS: CAR POOL INFORMATION

Each year St. Johnsbury Academy receives many requests from parents/guardians for the names of our students from specific regions so that they may try to organize car pools. If you are interested, please sign the form below giving your permission to release your name and telephone number for the purpose of carpooling. In addition, the State of Vermont has launched a new website, www.connectingcommuters.org. This new website provides links to a couple of online carpool matching systems.

I approve the release of my name and phone number to other Academy parents/guardians for the purpose of creating a car pool.

Student's name _____

Parent/Guardian Name (Please print)

Date

ST. JOHNSBURY ACADEMY

St. Johnsbury Academy Technology Agreement & Responsible Use

Dear Student and Parent(s):

St. Johnsbury Academy is pleased to offer all students a **Chromebook** device to use in support of our curriculum. It is not mandatory to use the Academy device, students can bring & use their own device. The device program is structured so that the student has use of the device for their time at the Academy, and then keep it upon graduation assuming the one-time program fee has been paid. Our Learning Management System & most of the curriculum is web based and requires only a Chrome Browser. Any special device, software or hardware needs will be supported by in-school technology resources.

If you are bringing and using your own device, you are not required to return this form.

Please read and indicate your acceptance of this arrangement by signing and dating below.

This form and One-Time program fee payment (full or partial) is due when picking up the device.

- 1) The Academy fully manages the device during the time students are enrolled – please take care of it and do not deface it by adding stickers or marking up the device or covers. Do not remove the property tag and identification. Students who depart SJA before the successful completion of the school year must see the IT Department before departing. Any costs to replace missing or abused items are the responsibility of the student/family.
- 2) Use the device responsibly and remember that at any time, St. Johnsbury Academy faculty or staff may be able to view the device screen and data contained within. The SJA Acceptable Use Policy (AUP), as available in the Student Handbook, is applicable wherever the device is used.
- 3) St. Johnsbury Academy will provide students with any software/Apps needed for school.
- 4) The Academy will repair or replace, at no charge; damaged power cords, which can be brought to the IT Department for replacement. Lost devices or accessories will be the responsibility of the student/family. We realize that accidents happen, so we have an Academy Accident Forgiveness program: each student will be allowed one accident during their entire time at the Academy, and we will fix the device at no charge to the student/family. Additional accidents after the first incident will be the responsibility of the student/family at prevailing repair costs. Any crack on the device screen or other damage must be repaired to avoid additional repair costs.
- 5) Students only need their STJLABS email account to access this device.

By our signatures below, we acknowledge this agreement and complete financial responsibility for the care and protection, under all circumstances, of the device and accessories provided; and we agree to return these items in good working order and acceptable condition to St. Johnsbury Academy upon request.

Please sign below and return this form along with the \$200 One-Time program Fee. This is a one-time fee and only needs to be paid once. Please contact the Business Office at (802) 748-7701 to pay by credit card or if this fee presents a financial hardship as funds may be available to assist you. Any general questions on the device program can be directed toward Jim Mazzonna at 802-751-2371 or jim.mazzonna@stjacademy.org

Student Name: _____ **Year of Graduation:** _____

Date: _____ **Student's Advisor (if known):** _____

Student Signature: _____

Parent/Legal Guardian Name: _____

Parent/Legal Guardian Signature: _____

Chrome Book Program Frequently Asked Questions

Q: Do I need to participate in the Academy Chromebook Program?

A: No. The Chromebook program the Academy offers is optional. Students & families may choose to purchase or bring their own device for use at the Academy. The Chromebook is what we consider an "on task" type device where students can quickly access all the necessary software/systems they will use daily without the distractions of additional programs typically available on personal laptops & tablets.

Q: How much does the Academy Chromebook Program cost?

A: There is a one-time program fee of \$200 for the device & support. That one-time fee covers support, one free repair of the device (cracked screen or other serious damage) and replacement of components that are damaged through normal wear & tear such as a damaged charging cable or keyboard issue... at no additional charge. While the student is at the Academy -- the Chromebook is in a managed environment where all the software is maintained & updated. Once the student departs the Academy, the device is removed from our management system and the Chromebook becomes the possession of the student. The \$200 fee is a one-time fee paid when the student enters the Academy. There are no other fees unless there are situations that are outside the coverage stated above.

Q: If I opt out of the Academy Chromebook Program, what type of device do I need?

A: Most of the SJA curriculum is browser-based and can be accessed from any device such as a Windows, Apple, or Android based laptop or tablet. For those courses that require additional technology, the Academy will have those resources available on-campus. For those students & families that choose to purchase their own device please keep in mind that devices with smaller screens, less than about 11 inches, make it more difficult to be effective when doing all the tasks to fulfill educational requirements. Also, please ensure that any device purchased has warranty coverage can be honored in the United States.

Q: What software do I need as a student?

A: The Academy uses the Google Ecosystem, so students will access office automation and other essential applications through their Google Account (stjlab.com). There are also other school-related software applications used that only require a web browser to access. Any programming requiring specialized software and hardware will be available on campus for those courses and students that need them.

Q: Does the Academy filter or block access to the Internet?

A: The Academy has software and hardware components to protect our network and comply with Federal & State laws & regulations. All Internet access that is required for educational purposes is maintained.

Q: Does the school have WiFi?

A: Yes. There are over 225 WiFi Access Points located throughout the campus to provide WiFi connectivity.

Q: Can I print on campus from my Chromebook?

A: Yes - there are printers located throughout the campus that can be selected from your Chromebook. Printers are in: Colby Learning Center, ResLife in Ranger Hall, Newell Hall, Streeter Hall, Mayo Center, Morse Center for the Arts, and South Church Hall.

Q: Can I rent a Mac or Windows based laptop from the Academy?

A: The Academy does not rent out these types of laptops.

Q: Does the Academy support personally owned devices?

A: The Academy Information Technology Team will not be able to provide comprehensive support for personal computers & devices.

Q: Can I pay by credit card or set up a payment plan?

A: Yes. Please contact the Business Office at (802) 748-7701 to pay by credit card or discuss a payment plan. Resident students can opt to have funds drawn from their account.

Q: What if I have a financial hardship?

A: Please contact the Business Office at (802) 748-7701 if the Chromebook fee presents a financial hardship as funds may be available to assist you.

Q: How can I get help from the Information Technology Team?

A: The Information Technology Team is located in the center of Streeter Hall on the second floor nearest Streeter 217. There will be a walk-up service window in for your convenience. You may also Email our team at: ithelpdesk@stjacademy.org or ithelpdesk@stjlab.com. Emailing the team creates an automatic ticket in our Helpdesk System.