ST JOHNSBURY ACADEMY

Student Handbook

2026 - 2027

185th Academic Year

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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

The mission and proud tradition of St. Johnsbury Academy is to challenge our rising generation to become deep thinkers, bold creators, and responsible, compassionate members of society—always learning, and believing in their readiness and personal capacity to face the world and make it better.

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 to 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 the community that inspires us to feel responsibility and love for it. Besides the daily check-in with the student’s advisor, Chapel offers a chance for all students to learn appropriate behaviors from one another and from adults, and the school takes seriously each student’s attendance and active attention there.

All students should be in their assigned Chapel seats or advisory locations by 7:55 a.m. If a student arrives after Chapel begins or later, they must report to the Main Office. If a student is late or misses Chapel, they will speak with their advisor or class dean; if a pattern of lateness or absence develops, the student 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 each student with a faculty mentor, and by including them in a group of peers with whom they may develop close, positive, personal relationships, we expect students to expand capacity for change and growth.

The advisor is the primary connection to the school for both the student and their family. They will be in an advisor group of 8 to 12 peers throughout their entire Academy experience. Individual meetings with the student and their families happen to accomplish multiple goals: building personal relationships, extracurricular activities, and discussion of disciplinary, academic, or other issues. Any questions or concerns regarding the advisory program should be directed to the student’s Class Dean or the Student Life Office.

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 students at all times to conduct themself maturely in school—in the classroom and everywhere else, including online, as well as in the greater community. We take seriously our task of fostering individual responsibility, and therefore, we expect students to take responsibility for their actions, and for the obligations they have to others in the community to help and protect them from harm whenever possible. We expect students to take on more responsibilities as they progress through their career here and become a role model for younger students. We expect students to take responsibility for developing their character and unique set of skills and talents; understanding essential knowledge; building school community; fostering school spirit; and upholding important traditions.

We expect students to show special respect for the faculty and staff. They are responsible for the students 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 a student about their obligation to be considerate of others, or their obligation to uphold the standards of the Academy, they are expected to cooperate immediately. If a student feels they need to discuss the justice of the situation, they are expected to do so in a respectful, honest, and reasonable manner.

In the context of competitions, we expect students to show respect toward those who visit us, or those who welcome the student as their guest. We expect them 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. Each student's primary duty is to engage in learning and school activities, develop a sense of integrity and ethical center, serve their and other communities, and recognize their mutual responsibility for others. The work each of us does here is very important indeed, and it deserves respect. As a sign of this respect, students should 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. The student does not present an imminent risk of physical or psychological harm to themself, to other persons, to property, or to the orderly processes of the Academy.

2. The student agrees to conform to all the regulations and the standards of conduct of the Academy.

3. The student is capable of participating in a full-time academic program (4 academic classes per day).

4. The student agrees not to engage in any illegal behavior on the Academy campus.

5. The student does 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. The student has 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. The student 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

Students should dress up for the academic day at SJA.

Tops Guidelines:
All tops must have a neckline that rests at or is buttoned to the collar bone.
All tops must have sleeves (short or long) and cover the midriff at all times.
Tops should be a solid color or a dominant color with a repeating pattern.
Top styles:
Polo Shirt
Button-up shirt with collar
Blouse (non-sheer; no t-shirts)
Turtlenecks
Sweaters (knit material)
Outer layers (worn with a top):
Cardigans
Blazers
Vests

Bottoms:
Chino pants (any solid color--no patterns)
Dress pants (any solid color--no patterns)
Skirts (any solid color; must have coverage to within 2 inches above the knee)

Dresses:
Short or long sleeve dress; must have coverage to within 2 inches above the knee and the neckline should rest
at the collar bone
Like tops, dresses should be a solid color or a dominant color with a repeating pattern.

Hair:
Naturally occurring color and pattern

Facial Jewelry:
Ear piercings
Single-side nose piercing

Footwear:
Dress shoes
Sneakers
Boots
Dress sandals

Outerwear:
All outerwear (jackets, coats, etc.) should be removed during class.
Hats of any kind need to be removed inside campus buildings.

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 dress shoes or dress sandals. 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.

STUDENT ID/ACCESS CONTROL POLICY

The safety of our school community is a top priority. As such students need to have their student identification card (access control card) visible during the school day, from 7:45am to 3:20pm. All essential doors on campus are accessible with student identification cards, and students will use them to get lunch in the dining hall and to make purchases in the café. Students will also be expected to have student identification cards for sporting events and for school sponsored dances.

Advisors will check that students have their student identification card each morning. If the student does not have their student identification card, they will be-directed to the Student Life Office to obtain a temporary pass, which will also function as a one-time pass for lunch. The Student Life Office will report lost student identification cards to IT and students may get a replacement student identification card at the IT Helpdesk in Streeter Hall room 217.

If a student does not have their student identification card more than twice in a three-week period, the student will serve an hour in the required behavioral study hall after school. Each student is allowed two replacement cards per year, and after that, the replacement cost is $5 for each card. The student's school account will be charged $5.

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 each 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 each class together and connects their 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 is shared 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:
(65 Minute Classes)

8:00 – 8:15 – Chapel/Advisory on Wednesdays
8:25 – 9:30 – A Block
9:35– 10:40 – B Block
10:45 – 12:20 – C Block
12:25 – 1:30 – D Block
1:35 – 2:40 – E Block
2:45 – 3:05 – Conf. Period (*Class Council/Student Gov. meetings)*

3:10 – 3:55 – All Employee/Deans/Department/Focus Groups (Monday Only)
3:00 – 3:30 – Department/Interdisciplinary Collaboration Time (Tuesday, Wednesday, Thursday)
(Interdisciplinary Groups will meet one Wednesday per month per Chair schedule)
3:30 – Start of All Extracurriculars, including sports practices
3:30 – 4:15 – X Block (Tuesdays & Thursdays)

Friday:
(60 Minute Classes)

8:00 – 8:10 – Chapel
8:20 – 9:20 – A Block
9:25 – 10:25 – B Block
10:30 – 11:00 – Advisory
11:05 – 12:40 – C Block
12:45 – 1:45 – D Block
1:50 – 2:50 – E block
2:55 – 3:15 – Conference Period
3:15 – 3:30 – Department/Interdisciplinary Collaboration Time
3:30 – Start of Extracurriculars (no earlier)

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 (student.name@student.stjacademy.org). Additionally, families or guardians will be enrolled using the information (email, mobile phone, home phone) in the student's registration or re-enrollment forms. If a student would like to be added to the alert texts, they should see the Headmaster's Office or the Academics/Student Life Office. 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 Executive Assistant to the Headmaster and Associate Headmaster.

LATE OPENING (10:00 A.M.) SCHEDULE

Students should report directly to their A block locations. A shortened class schedule will be implemented for that day.

SNOW DAYS

St. Johnsbury Academy calls off school only in very unusual conditions. Occasionally, on mornings when the weather is bad, the Academy may open late. We use the eNotify Alert system to inform all parents and students of closings and late openings via text and email. Closings and late openings will be broadcast on or before 6:00 a.m. on local television news stations and on local radio stations, as well as on the Academy website and social media pages.

On days when many area schools have closed and driving may be unusually hazardous in rural areas, each student and their 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 a student's home, they should wait until road conditions improve. .

EARLY DISMISSAL

Students may not leave class or school when it is in session without obtaining permission from the Main Office. If a student requires early dismissal from school, they must present a note from their 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, the student must report to the Main Office to be dismissed before they depart. 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 will be on the St. Johnsbury Academy website and updated as necessary. During the year, changes in the rules are announced in Chapel or in classes. **By choosing to attend St. Johnsbury Academy, each student and their family must sign an enrollment agreement in which they agree, as a condition of their acceptance, that they 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 a student to withdraw, or to drop the student from the Academy's rolls, or to expel them from the Academy, depending upon which measure is appropriate in the judgment of the school administration. If a student, by violation of the rules, sets a poor example for other students, they may be asked to leave. If a student is gaining nothing from the Academy, they are encouraged to find a school more appropriate to fit their needs. In all cases the school attempts to emphasize that the student, as a maturing citizen, must become responsible for their own actions.

DISCIPLINE

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, major, and mission infractions. The response of St. Johnsbury Academy is commensurate with the seriousness of the infraction and, as often as possible, incorporates 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 all infractions 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, a recommendation of expulsion. Further explanation is available under the section titled "Infractions".

In the event of repeated minor infractions and all major and mission 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.

INFRACTIONS

Infractions of the Academy's rules and obligations by its students are considered either minor or major in nature. In addition to a disciplinary response, St. Johnsbury Academy will sometimes include a family meeting to ensure the clearest communication between the school and home. Generally, minor infractions are disciplined through a range of consequences from assigned conference periods to community service. Major infractions, depending on the severity and the frequency, are disciplined through a range of consequences, including community service,

suspension, and possibly a recommendation of expulsion. Given their seriousness, mission infractions are disciplined through suspension and possibly a recommendation of expulsion.

Some major and mission infractions can result in removal from the school-sponsored opportunities, including driver's education class, work-based learning, and international trips.

Examples of Infractions

Minor
Late to chapel
Failure to sign out
Failure to attend after school
Late to class
Dress code
Unacceptable language
Disruptive/uncooperative behavior
Cell phone use/headphones

Major
Multiple minors
Nicotine use/possession
Leaving school grounds
Violating Acceptable Use of Technology Policy
Disrespect towards another student
Disrespect towards faculty/staff
Plagiarism/cheating
Dishonesty

Mission
Multiple major infractions
Vandalism/destruction of school property
Theft
Physical Altercation
Possession of a prohibited item
Drug use/possession
Bullying/harassment/hazing
Endangering school and community safety

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 3:15 – 4:15 p.m. and will provide a student with the opportunity to spend an hour supervised.

PROBATION

In some cases of academic dishonesty, certain 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 Associate Headmaster, 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 a student is suspended, they are responsible for making up their 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 Dean of Academics, the Dean of Students, or the Dean of Resident Students. If a student is recommended for expulsion, they and/or their parent(s)/legal guardians may appeal that recommendation to the Headmaster. This appeal to the Headmaster's Office must be made within 5 business days of receiving notification that the student has been recommended for expulsion. The decision to expel is made by the Headmaster after opportunity has been granted for a hearing. The student's parent(s)/legal guardians, teachers, counselors, and any other adult their parent(s)/legal guardians feel is appropriate are invited to attend such hearings, once the Headmaster's Office has been notified of their names. 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 the student and their parent(s)/legal guardians will be afforded full opportunity to present their 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

3. Unenrollment from St. Johnsbury Academy

A. If St. Johnsbury Academy is considering unenrolling a student with a disability, the Director of Special Services must be notified.
B. The Director of Special Services must determine whether the reasons for unenrolling the student could be a manifestation of the student's disability. Unenrolling a student for actions or behavior that are a manifestation of the student's disability could constitute discrimination under Section 504.
C. Unenrolling a student from St. Johnsbury Academy constitutes a significant change of placement. Section 504 requires that schools conduct a preplacement evaluation prior to any significant change of placement.

Therefore, prior to unenrolling a student with a disability from St. Johnsbury Academy, the Director of Special Services should consult with the student's LEA to discuss whether St. Johnsbury Academy can meet the student's needs, and to support a preplacement evaluation if a change of placement is necessary

LATENESS

Habitual lateness (3 or more) to either school or individual classes is unacceptable. If you are late to school, you will be required to meet with the Class Dean or Dean of Students; if you are late to an individual class, students will be required to meet with the Department Chair or the Academic Dean. If the lateness continues there will be a meeting with the family to review the commitment to the Academy community. Students that are late to school must sign in at the Main Office and present a note signed by a parent/legal guardian stating the reason for lateness upon arrival to campus. Habitual unexcused lateness to school (3 or more) is a disciplinary situation and the discipline will range from serving an hour after school up to in-school suspension or even a recommendation for expulsion. Habitual lateness to the same class (3 or more) may result in a full absence from that class and discipline could range from an hour of After School Study Hall to in-school suspension, to being recommended to be removed from the class.

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 II 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. For the full policy, please see Appendix II.

CAMPUS

Campus is defined as the Main Street sidewalk from Severance Hall to Newell Hall, Fairbanks Drive and Belvidere Streets, and the Hilltopper Restaurant (only for those currently enrolled in culinary courses located at the Hilltopper.) The Academy is a closed campus during the school day.

During the school day, students are permitted in the following outdoor spaces: Amphitheater, South Park, Stowe Green, Mayo Center Green, and the lower portion of the Brantview lawn.

Students may not leave campus during the school day unless permission has been given by the administration. 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 response and create a culture of situational awareness.

We strive to create the safest spaces possible for our most vulnerable students. Most important, 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.

To promote a safe and healthy environment for all students, St. Johnsbury Academy utilizes vape detection sensors in various restrooms throughout campus.

These sensors detect changes in air quality consistent with vaping. The devices do not record audio or video and do not capture images. When a sensor detects a triggering event, an alert is sent to school administration in real time, along with the location of the sensor. Upon receiving an alert, staff will respond to investigate the area. Students present in the vicinity at the time of an alert may be asked about what they observed and may be subject to further investigation consistent with the St. Johnsbury Academy's disciplinary policies.

St. Johnsbury Academy recognizes that nicotine and substance use among students can be a health concern rather than solely a disciplinary matter. Students in need of support are encouraged to speak confidentially with personnel in Tinker and/or the Student Life Office about cessation resources and other support services.

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. All SJA administrators, faculty, and staff, have been trained in ALICE response. The ALICE acronym stands for Alert, Lockdown, Inform, Counter and Evacuate.

ALICE is a program designed to teach proactive tactics that could be utilized in the event of an active threat on campus or nearby. ALICE principles encourage SJA faculty and staff to assess the situation, communicate efficiently, lockdown in a strategic yet alert manner, and be prepared to counter an attack, or, ultimately, evacuate the scene when it is safe to do so.
The Academy follows the Agency of Education guidance regarding egress evacuation and Options-based response drills produced annually. The AOE requires monthly drills including two separate drills in September and January that need to include an options-based response drill. The other monthly drills are egress evacuation drills, which include relocation drills from one building to another.

PARKING

Parking spaces are assigned to students at the start of each school year. Please see supplemental materials for information about applying for a parking permit. Each household may apply for one parking permit per family, regardless of the number of drivers.

Student parking is located behind the Gymnasium/Field House complex. Entrances to student parking areas are from Barker Avenue and lower Main Street only. Illegal parking on Academy grounds is subject to consequences. Please see "Parking Violations" for further explanation.

Parking is a privilege and not a right. Assigned parking passes may not be traded or sold to other students. Violations of Academy parking policies or reckless driving, including excessive speed, will result in the suspension of parking privileges. The Academy expects all student drivers to be courteous, e.g. make sure their vehicle does not overlap into someone else's space, obey all signs, and leave their space free of litter.

PARKING VIOLATIONS: In the event that a vehicle is parked in St. Johnsbury Academy's parking lots without an SJA parking tag or parked illegally in an undesignated space including: fire lane, visitor parking, handicapped parking, or faculty/staff parking, the following steps are taken:

First Violation:
- The student is called to the Academic & Student Life Office and the violation is discussed.

- The student will be required to move their vehicle at that time.
- Parent notification

Second Violation:
- The student is called to the Academic & Student Life Office and issued a parking violation in the amount of $25.00 payable to SJA. The violation must be paid within 14 school days.
- The student will be required to move their vehicle at that time.
- Parent notification
- The student may lose parking privileges and/or senior privileges

Subsequent Violations:
- Repeated violations will result in the car being booted and loss of parking privileges for the duration of the semester and/or academic year.

VISITORS

A student's visitor is a guest, and the student is responsible for their guest at all times. A visitor must register in the Student Life Office or Admissions 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 or the Director of Marketing. Guests of Academy students are not allowed when area schools are closed. **A student's visitor is expected to meet the dress code requirements while on campus and respect the Academy's policies at all times.** Visitors under the age of 13 are not allowed.

HEALTH AND WELLNESS SERVICES

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

We provide short-term counseling as a team approach. When a student seeks out one of our trained specialists, they will receive immediate support. The information, including their 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 the student needs long-term support, we will be the liaison between the student and their 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:

Director of Health Services	Dean of Academics
Director Special Services	Assistant Headmaster for Advancement
Dean of Students	Director of Guidance & College Counseling
Director of Resident Life	Community Dean

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 Associate Headmaster or the Dean of Students (or their designees) may ask the Team to help a student whom they identify as needing supports. The Student Support Team supports 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 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 Associate Headmaster, the Dean of Academics, 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, 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.

Students will not be allowed to sign up for a trip if they 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 a student has 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 Associate Headmaster, 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 Associate Headmaster, the Dean of Students, and the affected Department Chair. This hearing will be scheduled through the Student Life Office, but only after a written request for a hearing—stating the mitigating circumstances that justify an appeal—has been submitted to the Student Life Office.

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, a student must be a sophomore, junior, or senior student who has been at the Academy for at least one semester; they must have achieved a cumulative average above 88; and they must have achieved a superior rating from a jury of faculty members in the areas of leadership, service, and character.

If a student is selected and accepts the honor of being inducted into the Honor Society, they also accept the duty to uphold not only their honor but also that of the society and the Academy. Should a student fail to uphold that honor – through a failure to lead, to serve, to achieve honor roll, or to demonstrate good character – they 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

Student Government is an elected body of representatives from each of the four classes at St. Johnsbury Academy. This organization is responsible for discussing pertinent issues within the school and greater community, gauge the well-being of peers, plan major school spirit activities, serve as role models within the school, approve fundraisers, and make recommendations for initiatives and changes to the Administration.

Class representatives are selected via a vote by members of each class for those who have successfully completed the petition process. The whole school will vote for a Student Body President who has served at least one full year in Student Government and has completed the petition process. Other Student Government Officers are the Vice President, Secretary, and Treasurer/Ombudsman and these positions will be elected by the Student Government itself. This group meets weekly and has meetings that are done in committees as well as a full group of representatives.

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 Associate Headmaster for final approval. Dance dates are available in the Headmaster's Office.

The doors for all dances close one hour after the start of the event. Students may not leave the dance, then return, unless they 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, a student 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 the student's 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 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 academics. 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 and the Dean of Academics. 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 and the Dean of Academics.

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. This includes, in part or whole, works produced by artificial intelligence.

- 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 a grade no higher than a 75), and a record that is delivered to and kept with the Academic Office.

- 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.

GENERATIVE AI

St. Johnsbury Academy Artificial Intelligence (AI) Policy

St. Johnsbury Academy is committed to preparing students for the world beyond graduation. As artificial intelligence becomes an integral part of higher education and the workforce, the Academy aims to equip every student to use AI as a tool for deeper thinking, bold creativity, and responsible, compassionate engagement across disciplines.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI) TOOLS

The Academy emphasizes the importance of original thought, critical thinking, and academic integrity as central to its educational mission. At the same time, it recognizes that generative artificial intelligence (AI) tools may support student learning when used responsibly and transparently. Any use of AI tools must comply with the Academy's *Acceptable Use of Technology Policy,* which outlines expectations for ethical and appropriate use of digital resources.

Instructor Guidance and Course-Specific Expectations
The instructor has the authority to determine acceptable and unacceptable uses of AI tools within a given course or for particular assignments. Guidelines regarding the use of AI tools will be communicated through course syllabi, Canvas pages, rubrics, or individual assignments. When expectations are unclear, it is the student's responsibility to seek clarification from the instructor before using AI tools.

Responsibility and Transparency
Students are responsible for ensuring that all submitted work is accurate, original, and appropriate. This includes any material generated with the help of AI tools. AI-generated content may contain errors, so students must verify all information obtained through such tools and accept full responsibility for the accuracy of the content in their work.

Documentation and Citation of AI Use
Any use of AI tools must be properly cited according to the standards specified by the course

instructor. This includes naming the AI tool used, the date of use, and the prompts entered. Failure to document AI use when required is considered a breach of academic honesty.

Acceptable Uses (with Transparency and Citation)
Depending on instructor guidance and assignment requirements, the following uses of AI tools may be permitted (this list is illustrative, not exhaustive):

- **Idea Generation and Brainstorming**: to explore different approaches to a topic.
- **Refining Research Questions**: to improve or clarify original lines of inquiry.
- **Preliminary Information Gathering**: to gain general understanding or identify areas for deeper research. Students must verify all information and cite sources appropriately.
- **Outlining and Organization**: to assist in structuring written work.
- **Grammar and Spelling Feedback**: to review student-written drafts for clarity and correctness.
- **Writing Feedback**: to obtain suggestions on improving writing already completed by the student; AI may not make revisions on the student's behalf.

Non-Acceptable Uses
Use of AI tools that violates this policy is considered a breach of either the Academy's Academic Honesty Policy or its Acceptable Use of Technology Policy. Ignorance of the policy is not an excuse. Prohibited uses include (this list is illustrative, not exhaustive):

- **Misrepresentation of AI-Generated Work**: submitting AI-generated sentences, paragraphs, images, or entire assignments without appropriate attribution, even when AI use is permitted, is considered plagiarism.
- **Impersonation**: using AI tools to impersonate others in emails, discussion boards, interviews, or any other Academy context is strictly prohibited.
- **Use During Exams or In-Class Assessments**: unless explicitly permitted by the instructor, AI tools may not be used during any in-class evaluations.

Violations of Technology Policy: any use of AI tools that compromises academic integrity, misuses intellectual property, or involves tampering or unauthorized access is prohibited under the *Academy's Acceptable Use of Technology Policy.*

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 as noted in the AP student expectations agreement. 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.

REQUIREMENT FOR GRADUATION

Students are expected to attend St. Johnsbury Academy in person for a minimum period of time prior to receiving a diploma from St. Johnsbury Academy. Boarding students must complete at least one full academic year on campus, and students transferring as day students must attend in person for at least one semester (or partial year) prior to graduation.

This requirement ensures that all graduates meaningfully participate in St. Johnsbury Academy's academic programming, student life, and co-curricular experiences.

In rare or extraordinary circumstances, the Headmaster or their designee may approve an exception. This policy applies to all students seeking to graduate from St. Johnsbury Academy unless otherwise specified in writing by the school administration.

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.

EARLY COLLEGE

Students wanting to attend an early college program must meet with the Director of College Counseling prior to enrolling in any program for pre-approval. St. Johnsbury Academy will only approve programs that are accredited and fulfill the academic requirements for a St. Johnsbury

Academy diploma. Students are expected to provide updated grades at the end of the first semester to make sure they are making academic progress. St. Johnsbury Academy reserves the right to deny a diploma based on behavior or academic failure/performance.

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 is required to unenroll from St. Johnsbury Academy during this time and 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 (either in-person or virtual), a curriculum, and a calendar for its program. Ultimately, the Dean of Academics 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 Dean of Academics. The application letter must be signed by the student's parent(s)/legal guardian and must indicate what courses are being requested for credit. The Dean of Academics will meet with the student and their parent(s)/legal 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. The Academy prohibits seniors from traveling abroad or enrolling in other academic opportunities for their entire senior year. If a student would like to appeal to be allowed to travel in their first semester, they should contact the Academic Dean with their request to appeal. The Academy does not allow an appeal for the second semester of a student's 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.

Since students unenroll from the Academy when attending alternate study programs, the Academy does not charge tuition for the time that student is gone, even though that time and the courses taken will end up as transfer credits 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.

OUT OF SCHOOL LEARNING OPPORTUNITIES

The Academy recognizes there are temporary educational opportunities outside of the school that can also be a life changing experience for a student. However, there are some conditions that they must fulfill to receive credit for their course of study. A student must unenroll from St. Johnsbury Academy and enroll 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 (either in-person or virtual), 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.

If a student contemplates enrolling in an alternative educational opportunity, they must be in good academic standing and submit a formal letter of request 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. The Academy prohibits seniors from enrolling in other academic opportunities for their entire senior year. If a student would like to appeal to be allowed to participate in this opportunity for their first semester, they should contact the Academic Dean with their request to appeal. The Academy does not allow an appeal for the second semester of a student's senior year.

If a student is approved to enroll at a temporary educational opportunity, 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.

Since the student is required to unenroll from the Academy when attending alternate study programs, the Academy does not charge tuition for the time that student is gone, even though that time and the courses taken will end up as transfer credits 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. A student's parent(s)/legal guardian should pursue the matter with their individual school district. **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 alternative educational opportunity program. Families/legal guardians will need to pursue the financial matter of tuition payment to these programs directly with their school district and/or sending town.

ACCEPTABLE USE OF TECHNOLOGY (AUT) POLICY

Purpose

St. Johnsbury Academy provides data and voice networks, including internet access, to support teaching, learning, communication, and innovation. These technology services are essential tools that help foster intellectual curiosity, encourage creativity, and develop independent thinking. Their use should reflect the Academy's core values: modeling compassion, respect, responsibility, and integrity in all digital interactions; engaging with technology as a means to explore ideas and deepen learning; and understanding the impact of one's digital actions within the school community and beyond. Responsible, ethical, and mission-aligned technology use is expected at all times, both on and off campus.

Rights & Responsibilities

Access to the Academy's technology systems is a privilege—not a right. With that privilege comes the expectation that users will act responsibly, legally, and ethically.

All users must:

- Respect the rights, privacy, and safety of others.
- Follow all relevant laws, licensing agreements, and Academy policies.
- Use the network and related services and devices in a way that protects the integrity and security of Academy systems.
- Report any misuse to the IT Department.

The Academy reserves the right to monitor network activity and access user files when necessary to maintain system safety, ensure the functionality and reliability of network services, investigate misuse, or comply with legal obligations. There should be no expectation of privacy when using Academy technology.

Violations of this policy may result in disciplinary action, suspension of access privileges, and potential legal consequences.

Guidelines for Responsible Use

1. **Keep Accounts and Devices Secure**

   Never share your password or account access with anyone. You are responsible for all activity that occurs under your account and on any device issued or borrowed from the Academy. Take reasonable precautions to keep both your login credentials and your assigned device secure at all times.
2. **Treat Equipment with Care**

   Do not damage, disable, or tamper with computers, monitors, network devices, cables, phones, or any other school-owned hardware or software.

3. **Use of Loaned or Borrowed Technology Equipment**

   Any technology equipment loaned to students, faculty, or staff by the IT Department—such as laptops, hotspots, or accessories—must be handled with care, used responsibly, and returned in good working condition. Borrowers are expected to return equipment within the required timeline specified at the time of checkout. Failure to return equipment on time or in proper condition may result in disciplinary action or financial responsibility for repair or replacement.
4. **Respect Intellectual Property**

   Always credit original sources. Follow copyright laws and school policies on Academic Honesty and Use of Generative Artificial Intelligence Tools.
5. **Communicate Thoughtfully**

   Don't share personal communications publicly without the sender's permission. When posting in public forums, provide proper attribution.
6. **Follow the Law**

   Do not use Academy networks or devices for illegal activities such as hacking, data theft, or distributing pirated or illegal content.
7. **Avoid Malware and Disruptions**

   Do not create, install, or spread viruses, malware, or any software designed to disrupt or harm systems or data.
8. **Use Respectful Language**

   Avoid profanity, hate speech, or inappropriate content. Language must be school-appropriate at all times.
9. **Treat Others with Respect**

   Do not use technology to bully, harass, or attack others. Report any harassment immediately to a teacher, advisor, or HR as appropriate.
10. **Protect Personal Information**

    Be cautious about sharing personal information online. Protect your identity and the privacy of others.
11. **Avoid Inappropriate or Unauthorized Content**

    Do not intentionally access, share, or distribute content that is violent, pornographic, hateful, or otherwise inappropriate for a school setting. Additionally, do not share content that you do not own or have permission to distribute.

Examples of Misuse

The following actions are strictly prohibited. This list is illustrative, not exhaustive:

- Gaining unauthorized access to accounts, systems, or files.
- Interfering with or degrading the performance of the network or other devices.

- Bypassing security protections or attempting to exploit system vulnerabilities.
- Violating software licensing agreements or intellectual property laws.
- Using any form of communication (email, chat, calls) to bully, harass, or threaten others.
- Sharing content that violates laws or school policies on digital conduct.
- Accessing, reading, modifying, or deleting another user's files without their permission.

Enforcement

Violations of this policy will be addressed in accordance with Academy disciplinary procedures. Illegal actions may be referred to law enforcement. The Headmaster, or their designee, has the final authority over what constitutes inappropriate use.

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.**

In accordance with state and federal privacy laws, a student may not use any electronic device or digital camera to take non-consensual photographs or video.

ENHANCED CELL PHONE/ELECTRONIC DEVICE POLICY

Students may not use their cell phones on the Academy campus during the school day (between the hours of 7:45 a.m. and 2:40 p.m.) unless permission has been given by a member of the faculty, staff, or an administrator. At all other times, cell phones must be turned off and stored in a backpack or they may be confiscated.

Students are not allowed to have earbuds/headphones during the school day, unless they are being used in the classroom for an academic purpose and the student has been given permission from their teacher/study hall proctor.

Violations of the Enhanced Cell Phone/Electronic Device Policy will be handled in the following ways:

In a first violation, a student will lose their cell phone for the day.

With a second violation, a student will lose their cell phone for the day and will be expected to turn their phone in to the Academic & Student Life Office before school for 5 consecutive school days. Parents will also be notified, and the student will be required to serve an hour of after school study.

If there is a third violation, the student will lose their phone for the day and be expected to turn their phone in to the Academic & Student Life Office before school for 10 consecutive school days, participate in a family meeting, serve two hours of after school study, and have a referral to Tinker for additional support.

A fourth violation will mean that a student loses their cell phone for the day, they will be required to turn their cell phone in to the Academic & Student Life Office before school for 15 school days, serve a day of in-school suspension, and we will offer an additional phone call home to discuss other appropriate next steps of support with the family.

A fifth violation will mean that a student loses their cell phone for the day, they will be required to turn their cell phone in to the Academic & Student Life Office before school for the remainder of the semester, serve a day of in-school suspension, and we will offer an additional phone call home to discuss other appropriate next steps of support with the family.

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 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.
- 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.

ATTENDANCE

PURPOSE AND PHILOSOPHY

St. Johnsbury Academy is committed to ensuring that every student has the opportunity to succeed through consistent school attendance. Regular attendance is essential to academic achievement, social development, and long-term student well-being. This policy takes a prevention-first, support-centered approach. Rather than focusing on the distinction between excused and unexcused absences, SJA tracks cumulative absences as the primary indicator of student well-being. The goal is to identify students' needs and the ways in which the school can be supportive, bring families into partnership with the school, and connect students with appropriate supports before chronic absenteeism takes hold. Denial of credit and truancy enforcement remain available tools but are used only as a last resort, after all prevention and support measures have been exhausted.

DEFINING ABSENCES

For purposes of this policy, an absence is any full or partial school day that a student is not present in school, regardless of the reason. Parents and guardians are required to notify the school of any absence. SJA recognizes that absences may occur for a wide range of reasons. The reason for an absence may inform the type of support offered and can, at times, help us provide better support for students; it does not, however, change whether the absence is counted toward SJA's attendance thresholds. All absences, with the exception of school function absences or approved administrative absences, accumulate toward attendance thresholds.

ABSENCE THRESHOLDS

St. Johnsbury Academy uses a tiered framework based on the total number of days missed in a semester. Interventions escalate progressively, beginning with proactive outreach at 5 absences and moving toward more structured support if absences increase. More than 6 absences in a given class, for any reason other than school functions, may begin to affect student grades. Students are always encouraged to work proactively with teachers to make a plan to address missed class activities and assignments.

ABSENCES AND CO-CURRICULAR ACTIVITIES

If you are absent during the academic day, except for school function absences, you may not be an active participant in any practice, rehearsal, or game held on that day. Consecutive days of absence will impact co-curricular participation. Please see the Athletic Code of Conduct and speak to the co-curricular advisor or coach for more information.

Requests for absences for co-curricular activities that are not sponsored through St. Johnsbury Academy should be directed to the Academic Office.

PLANNED ABSENCES

The Academic Office should receive prior notification for any absence of three or more days. College visit/accepted student day absences: Seniors and Juniors must complete the College Visit Absence Pre-Approval form and return it to the Academic Office before the planned absences. Students are expected to complete this approval process at least 72 hours before the intended college visit. Students may use up to two days per semester for this purpose without accruing class absence grade penalties.

ATTENDANCE FOR COMMENCEMENT PRACTICES & ACTIVITIES

All senior marching practices, Class Day, and Commencement are mandatory for every graduating senior. Seniors risk not being allowed to march at graduation if they do not attend marching practices and Class Day. If there are extenuating circumstances, students must receive prior approval for their absences from the Headmaster's Office.

SKIPPED CLASSES

The Academy's mission is realized, in part, through consistent effort in classes, including engagement with teachers and collaboration with peers. A student who skips a class or classes misses this learning opportunity. As such, they will receive a 0 for any assignments or in-class activities that were conducted during the skipped class. This applies regardless of the nature or weight of the assignment.

Students who wish to appeal a sanctioned zero on a quiz, test, or major assessment must write to the Dean of Academics within seven days of receiving the zero.

Students who have missed classes for any reason, are expected to meet with their teachers during CP for support/assistance regarding what they have missed so that any learning loss is not further compounded.

TRUANCY

When a student accumulates repeated unexcused absences, they are considered truant. Unexcused absences include instances where the student skips class without a valid reason as defined by the St. Johnsbury Academy Attendance Policy and parental permission. Parents and guardians shall receive written notification of student absences at designated thresholds.

EXAM ATTENDANCE

Students must be on campus when they are scheduled for an exam. Students are expected to be on time and to bring all necessary materials to the exam. Students who arrive late for an exam will not be permitted to enter the exam without the permission of the designated administrator. It is the responsibility of the student/their family to notify the Academic Office of an absence during a scheduled exam time that is within the parameters of the excused absences outlined above. The Academic Office will work with the student to reschedule the exam.
Travel convenience, oversleeping, forgetting, and other unexcused absences are not acceptable reasons for missing a scheduled exam and cannot be made up.

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 (16VSA §166).

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.

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 believes that students should be fully engaged in the community, and, therefore, we strongly encourage participation in extracurricular programming. However, the Academy considers a student's academic performance as the highest priority. Thus, the following will guide eligibility for participation in any extracurricular program:

- The student must be enrolled full-time at St. Johnsbury Academy or meet VPA guidelines for extra-curricular activities.
- The student must have a passing grade (65 or higher) in all classes.
- The Academy offers supports to students who are having difficulty meeting this academic eligibility requirement in the form of Conference Periods, student-teacher meetings during study blocks, after school study hours, after school reading/writing lab, and the Learning Center.

If a student is failing one or more courses at any grade reporting time, the student shall be placed on probation, and that student may not represent St. Johnsbury Academy in any extracurricular competitions/performances. However, a student who is failing a course may continue to participate in practices/rehearsals. This probation period will last until the following grade reporting time, which may be a period of four to five weeks. If at that time, the student is still failing one or more courses, then that student will no longer be academically eligible to participate in that extra-curricular activity for the remainder of that season. The student will remain on academic probation until the following grade reporting date.

If a student is on academic probation prior to the beginning of an athletic/performance season, the student may practice with the athlete's chosen team/ensemble but may not represent the Academy in any competitions against another school or in performances for audiences until the next grade reporting time. If, at that time, the student does not have any grades below a 65, then that student becomes academically eligible. Academic Probation will apply through the summer months so that if a student has a failing grade at the end of the second semester, the probation will continue into the first semester of the next academic year.

The 2026-27 academic school year grade reporting dates will be as follows:
September 21, October 13, November 10, December 21, February 1, March 15, April 12, and June 8.

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.

Please see Appendix I for the full policy.

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 and possible removal from the co-curricular activity for the remainder of the season/year.

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 that student athletes/performers/competitors 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 a student elects to drop from participation in an extracurricular activity, they 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

- **Student athletes may not turn 19 prior to August 1**. Students maintain their athletic eligibility until they reach the completion of their fourth year of high school. On that day, they become ineligible to represent the school in any athletic activity.
- To participate in athletics/club sports at the Academy, a student 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.

STUDENTS 18 AND OVER

- Some students enrolled at St. Johnsbury Academy will reach the age of 18 before graduation. In Vermont, 18 is the age of majority, which means that, legally, an 18-year-old student is able to enter into contractual obligations (and is required to abide by those obligations). As a condition of continued enrollment, St. Johnsbury Academy requires all students, upon their 18th birthday, to review the Enrollment Agreement that their parents or legal guardians signed on the students' behalf and execute an Addendum to that Agreement, which provides as follows:

- Permission for St. Johnsbury Academy to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment at St. Johnsbury Academy, including, but not limited to, academic records, academic performance, health matters, conduct and disciplinary issues, and financial matters, or any other issue whatsoever that St. Johnsbury Academy deems necessary; and

- Authorization for St. Johnsbury Academy to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

- The student's parent(s) or guardian(s) will also continue to be responsible under the terms of the student's enrollment agreement, including being solely responsible for the payment of all tuition and fees related to the student's enrollment at St. Johnsbury Academy.

- Once the student turns 18, the student and parent(s) or guardian(s) will receive a reminder about this obligation. If a student refuses to confirm these conditions of enrollment in writing, the student may be asked to withdraw.

BOARD OF TRUSTEES

Noble Allen	East Lyme, CT
Rob Begin	West Danville, VT
Bruce E. Buxton	South Hadley, MA
Martha D. Cavanaugh	Barnet, 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	Littleton, NH
Peter F. Hammer	Miami Shores, FL
Cathy Judd-Stein	Winchester, MA
Joshua Kantrowitz	Peacham, VT
Jesse C. Laflamme	Hanover, NH
Sang Lee	Seoul, Korea
James H. Murphy	St. Johnsbury, VT
Deane Rankin	Harrison, ME
Kathy A. 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
Allan D. Gilmour	Birmingham, MI
Susan O. Grayson	Farmington, CT
Lee P. Hackett	St. Johnsbury, VT
John S. Hall	Danville, VT
Kenneth F. Hammer	St. Johnsbury, VT
James H. Impey	St. Johnsbury, 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. Individual teachers are best reached by leaving a message at the Main Office (**748-8171**) or via email.

ADMINISTRATORS & DIRECTORS:

Sharon Howell
HEADMASTER
751-2033

Binaca Hanson
ASSOCIATE HEADMASTER
751-2024

Nicole Biggie
DIRECTOR OF ADMISSIONS
751-2440

Tammi Cady
ASSISTANT HEADMASTER
FOR ADVANCEMENT
751-2010

Mathew Forest
DIRECTOR OF STUDENT SERVICES
751-2394

Sarah Garey
DIRECTOR OF HEALTH SERVICES
748-7718

Patrick Guckin
DIRECTOR OF CAREER & TECHNICAL EDUCATION
751-2320

Steve Jolliffe
DEAN OF FACULTY
751-2050

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

Kennedy Palmieri
HUMAN RESOURCES DIRECTOR
748-7702

James Ryan
DIRECTOR OF RESIDENT LIFE
751-2007

Tyler Wilkins
DEAN OF STUDENTS
751-2472

Karen Stark
DIRECTOR OF STUDENT SUCCESS
751-2311

DEPARTMENT CHAIRS

Rose Dedam & Mitchell Jones
SCIENCE
751-2245

Angela Drew
CAPSTONE
751-2355

David Eckhardt
SOCIAL STUDIES
751-2081

Stephen Badgley
MATHEMATICS
751-2326

Andra Hibbert
ENGLISH
751-2463

Michael Chatterley
FINE ARTS
751-2036

Catherine Reed
LANGUAGES/ESL
751-2448

Dale Urie
WELLNESS
751-2342

DEANS

Katy Smith
SENIOR CLASS DEAN
751-2337

Annie Angell
JUNIOR CLASS DEAN
751-2337

Christopher Dussault
SOPHOMORE CLASS DEAN
751-2430

Johnna Kendall
9th GRADE CLASS DEAN

Jade Huntington
COMMUNITY DEAN
751-2050

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, medical withdrawal, or expulsion.

- This policy covers students while they are on campus or at any Academy sponsored event including school field trips, home, and away sporting events, or any domestic or international trip.

- St. Johnsbury Academy through the Dean of Students and the Director of Health Services, and/or the Student Support Team will attempt to remediate persons involved with recreational drug use according to this policy.

- 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 students, faculty, and staff feel emotionally and physically safe and one in which the climate is open and supportive. 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 the 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.

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 informed, appropriate decisions regarding the use of drugs.

Nicotine/ Tobacco Use and Possession (including vapes)

Possession of nicotine products is illegal for people under the age of 21. (Vermont Law- Title 7, Section 1005) Students who are found to be using or in possession of nicotine or paraphernalia will be suspended in school for one school day. During the in-school suspension, the student will be expected to be engaged in an online learning opportunity about the dangers of using nicotine provided by the Health Services. The student will also be enrolled in a smoking cessation class (six sessions) run by the Health Services. The student and parents will meet with the Dean of Students and the Director of Health Services to discuss the situation and next steps.
On the second offense, the in-school suspension will be for two days, and the student will be reenrolled in the smoking cessation program.

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.

For example:

- 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.
- An Academy staff member gains direct knowledge that a student has sold or given drugs to others while in a school building, on school property, or at a school sponsored activity.
- An Academy staff member gains direct knowledge that a student is in possession of drugs or paraphernalia.
-

In any of these circumstances, the staff member shall report the incident directly to the Dean of Students or their designee who will take responsibility for ensuring necessary action is taken.

Documentation

When probable cause has been established, the Headmaster, the Associate Headmaster, the Dean of Students, or their designees may authorize any or all 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 backpack, 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.

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

1. The Dean of Students and/or their designees will verify the incident.
2. The School Nurse will judge any medical intervention needed.
3. The Dean of Students and/or their designee will conduct whatever search of the student they deem 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 Dean of Students and/or their 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 test must be taken within 2 hours, and for matters concerning drugs and paraphernalia, the test must be taken within 24 hours. If no test is taken, the test will be considered positive, and the student could be recommended for immediate expulsion or required medical withdrawal.
6. Should the results of the test or of the investigation of the incident conclude that the student has used a prohibited substance, the Dean of Students or Dean of Resident Students will prescribe appropriate disciplinary and/or remedial measures ranging from probation, suspension, up to recommended expulsion. In every case, as a condition of enrollment 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 could constitute grounds for the immediate termination of the student's enrollment at the Academy. The cost of testing, $10 a test, will be the responsibility of the student/family. After at least one calendar year, a student in good standing may petition the Dean of Students/Student Support team, to end or reduce the substance testing. The student should set up a meeting with the Dean of Students to explore the possibility. A second violation or a positive drug test following the original incident may result in a recommendation for expulsion or required medical withdrawal.
7. The Dean of Students or Dean of Resident Students 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 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 Dean of Students, the student's advisor, the Director of Health Services, and 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 may include the following:

- The student enters the drug education program provided by the Academy
- The student receives a professional assessment by a Licensed Drug and Alcohol Counselor (LADC) and follows all recommendations. These recommendations need to be shared with Health Services.
- The student enters private counseling.
- 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.

Students found in violation of this policy during the school year must meet with the Dean of Students and the Director of Health Services before the start of the next school year. This meeting will discuss expectations for the coming school year and set goals for the student. After the meeting, the student will be required to take a drug test in the school's nurses office. The expectation is that this test will be negative for illegal substances. At this conference, the student shall also be informed of the policy, procedures, and consequences should they be involved in a second offense.

At any time during the investigation the Dean of Students may recommend immediate expulsion and may involve the police.

STUDENT SUPPORT TEAM

The Student Support Team (Team) is a group of professional individuals within the Academy community that receives health and safety referrals for students needing help. The main goal of the Team is to respond to the students' issues systematically and professionally around Academics, Behavior and Character problems. The team meets weekly to gather information and determine the best course of action for the students. The Team is composed of from 5 to 10 members of the Academy community. Among the members are:

Director of Health Services
Dean of Academics
Director Special Services
Dean of Students
Director of Resident Life
Director of Admissions
Director of Guidance and College Counseling

Community Dean

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 school's discipline outlined under the Policy on Substance Abuse. The Dean of Students (or their designees) may ask the Team to help a student whom they identify as needing supports. The Student Support Team does support all Academy guidelines around the use of alcohol and other drugs.

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 of Health services or the Dean of Students. People making referrals will be asked not to judge or label the student but to state their observations and concerns. 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 of Health services or Dean to determine if there is sufficient reason to bring the concern before 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 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:

1. A student whose drug involvement is causing a problem or problems with schoolwork, behavior, home disruption, absenteeism, health, or other personal area.
2. A student who, because 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 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.

A student may use the self-referral process when they have been drinking or using substances. The student or another student assisting them, can and should contact the Tinker Health Center or faculty member/ dorm staff, to begin this process and ask for help. A student confronted about alcohol or substance use cannot claim that he or she had intended to go or call the Tinker health center.

Once a student has made a self-referral, the Director of Health services is responsible for determining if the self- referral is substantive enough 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 if 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

APPENDIX II:

POLICIES ON PREVENTION OF HARASSMENT, BULLYING, AND HAZING

(Complete copies of each of these policies may be obtained from 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 Student Life Office 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:

"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:

1. Is repeated over time;
2. Is intended to ridicule, humiliate, or intimidate the student; and

3. (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;

- Dean of Students – Mr. Wilkins
- Director of Health Services and Equity & Access Coordinator – Ms. Garey
- Director of Special Services – Dr. Forest
- Director of Human Resources and Deputy Equity & Access Coordinator – Ms. Palmieri