



Strong Values
STRONG WOMEN



STUDENT/PARENT HANDBOOK

2022-2023



ST. JOSEPH'S ACADEMY STUDENT/PARENT HANDBOOK AGREEMENT

School Year 2022-2023 (term to include Summer School)

I have read the 2022-2023 St. Joseph's Academy Student/Parent Handbook online at the SJA website, and agree to abide by all the rules, guidelines, and procedures. Parent(s) and student are required to sign this agreement.

Student Name: _____
(please print)

Parent/Guardian Signature(s)*:

Student Signature*:

Date: _____

This form must be submitted through School Admin before the first day of school.

STUDENT/PARENT HANDBOOK DISCLAIMER

This Student/Parent Handbook contains established policies and procedures for the 2022-2023 school year. Since it is not possible for a Handbook to anticipate every situation that may arise during a school year, the school Administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents or guardians and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

ST. JOSEPH'S ACADEMY

2307 S. Lindbergh Blvd., St. Louis, Missouri 63131-3596

Phone: (314) 394-4300 • Main Fax: (314) 965-9114

Main Office Hours (during the school year): 7:00 a.m. — 3:30 p.m.

School Website: www.sja1840.org

Sports Hotline: (314) 394-4350/Athletic Dept. Fax: 314-394-4855

College Board School Code: CEEB 263-055

St. Joseph's Academy admits students of any race, color, national and ethnic origin and religion to all rights, privileges, programs and activities generally accorded or made available to students.



St. Joseph's Academy does not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships/work grant programs and other school sponsored programs.



Acceptance as a student at St. Joseph's Academy is a privilege. Continuation as a student is dependent upon satisfactory academic performance, and compliance with SJA's philosophy, goals and regulations.



By enrolling at St. Joseph's Academy, the student and her parents or guardians agree to observe the school's guidelines and procedures as outlined in this handbook.



St. Joseph's Academy reserves the right to review a student's individual performance and withdraw an offer of admission under various conditions including if an admitted student engages in behavior that brings into question her honesty, maturity, or moral character.



St. Joseph's Academy is committed to the highest standard of conduct, both on and off the campus. Once admitted, a student's enrollment remains contingent on a continuation of a high standard of conduct.

COVID-19 Information and Vaccination Records

COVID-19 protocols will be ever changing, and we will communicate the requirements as needed. New families should upload their student's vaccination card through School Admin. If returning families have updates to their COVID vaccination cards that they would like to add to our records, please email a copy to health@sja184.org.

Updates and/or Changes to Student Information

Parents or guardians should notify the Main Office immediately regarding any change of home address, phone number and email address; business address and phone number; persons to be contacted in case of emergency; and any changes in parents' or guardians' names or marital status or custody changes. In order for St. Joseph's Academy to update changes to legal guardianship or custody arrangements, court documentation must be provided.

When parents or guardians plan to be out of town, they should contact the Main Office before they leave and provide contact information of those caring for their daughter(s) during their absence in case any question of student illness, absence or emergency arises. Information should be provided in a note sent to school with their daughter or an email from the parents or guardians to mainoffice@sja1840.org.

Each year, an up-to-date emergency form should be on file in the Main Office. Parents or guardians are asked to update all information through School Admin before the first day of school.

Student Residency Requirements

A student is expected to live with parents or a legal guardian while she attends St. Joseph's Academy.

Media Authorization

Parents or guardians are asked to sign the Media Authorization form annually and submit it through School Admin prior to the beginning of each school year. A student's picture or name could be used in our publications and/or on our website, unless indicated to the contrary on the Media Authorization form.

Social Media

Both students and parents or guardians may not post/submit to social media sites on behalf of St. Joseph's Academy or its clubs/activities unless explicit authorization has been granted by Administration. Naming or picturing individuals associated with St. Joseph's Academy on a social media site is prohibited without their knowledge and/or permission.

Confidentiality

Faculty and staff will keep confidential any information that is entrusted to them so as no one's life, health or safety is at stake. Parents or guardians will promptly be notified of concerns.

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CSJ INSTITUTION CONSENSUS STATEMENT

Stimulated by the Holy Spirit of Love and receptive to the Spirit's inspirations,
the Community Members of Saint Joseph's Academy move always toward profound love of God
and love of neighbor without distinction from whom we do not separate ourselves
and for whom, in the following of Christ, we work in order to achieve unity and reconciliation
both of neighbor with neighbor, and neighbor with God,
directly in this sponsored institution and in humility – the spirit of the Incarnate Word
in sincere charity – the manner of Saint Joseph, in an Ignatian-Salesian climate:
that is, with an orientation toward excellence tempered by gentleness, peace and joy.

SJA Alma Mater: Salute, St. Joseph's Academy

From Earth to sky, let our song resound in praise of St. Joseph's Academy.
Where our hopes are nurtured, and dreams come true, and friendships are fostered in loyalty.
The mem'ries of the hours we've shared we'll always cherish with fidelity.
The carefree hours and youth's bright laugh,
Salute! St. Joseph's Academy.
With sturdy hearts we hold aloft the colors we'll always defend,
So, raise the banner of GREEN and WHITE and let our voices blend.
Salute! St. Joseph's Academy!

School Prayer

St. Joseph, awaken in us the spirit you had on your journey in life.
Help us as members of the St. Joseph's Academy community,
To mirror your integrity, balance, and harmony.
Walk with us as we model to one another a God of love and compassion,
As we strive to be values-driven leaders.

Examen

As St. Joseph's Academy has a foundation in Ignatian spirituality, as a sponsored institution of the Sisters of St. Joseph, a daily examen is prayed every day.

ST. JOSEPH'S ACADEMY SCHOOL PROFILE

History

St. Joseph's Academy really "began" when the bishop of St. Louis, the Most Reverend Joseph Rosati, C.M., looked for help to the Sisters of St. Joseph in Le Puy. In response to his invitation, Mother St. John Fontbonne sent six sisters from France to open a school in the village of Carondelet in the spring of 1836. This school opened in a log cabin where the children used wooden stumps for chairs.

The meager cabin could not hold the programs that soon developed. Success forced the Sisters to build. In 1840, the first wing of St. Joseph's Academy was constructed at 6400 Minnesota Avenue and the Sisters opened a combined boarding and day school with an enrollment of 94 students.

The Academy was chartered as an approved educational institution in 1843 and in 1913 was affiliated with the University of Missouri. In 1922, it was fully accredited with the Advanced Education Association. In 1925, the Academy moved to the Fontbonne College Campus and remained there for thirty years.

By 1954 the number of students attending the Academy had grown and the school moved to its current site on Lindbergh Boulevard in Frontenac. These facilities were enlarged in 1985 with the construction of a four-story addition to the existing building. The U.S. Department of Education recognized St. Joseph's Academy as a Blue-Ribbon School of Excellence. In 2000, it became apparent that the school needed to be updated, with a need to provide common spaces for the student body that had increased significantly with the addition of the Carondelet wing in 1985. A feasibility study was conducted, and plans were made to move forward. In 2004 a new state of the art gym was completed; the former gym was converted into a 700-seat performance theater. A new counseling department was designed and built, two additional classrooms were added to the first floor, and a Commons area for students became a reality. Again, St. Joseph's Academy had met a challenge and moved into the 21st century with the same energy that had characterized its past.

Through its years of continuous growth, the SJA community has deepened its traditions, which are rooted in commitment to academic excellence, to moral and ethical values, to strong parental involvement, and to "serve the Dear Neighbor without distinction". These commitments are reflected in the school philosophy and in the motto, "Not I, But We."

Philosophy

Jesus said, "You must love the Lord your God with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second resembles it: "You must love your neighbor as yourself. On these two commandments hang the whole Law and the Prophets also."

-- [Mt 22:37-40]



SJA MISSION STATEMENT

St. Joseph's Academy, sponsored by St. Joseph Educational Ministries, is a Catholic, private college preparatory high school founded and inspired by the charism of the Sisters of St. Joseph of Carondelet. Our mission is to provide quality Catholic education for young women in an environment that challenges them to grow in faith, knowledge, and respect for self and others. Our community expects these young women to make a profound impact in the world.

St. Joseph's Academy bases its philosophy on the teaching of Jesus Christ. Wishing to follow the commandments given to us by Jesus, we strive to provide an environment where each student can develop as a whole person and where she can be guided toward service to God and neighbor.

- › Every aspect of the SJA experience affirms the love of God for each individual and awakens an ardent response to that love from her. This community encourages young women to examine their hearts, to understand their emotions as powerful gifts, and to discern the way to use these gifts for good.
- › SJA acknowledges the uniqueness of each individual and strives to nurture the integrity and autonomy of its students. Administration, faculty, and staff understand that by their actions they demonstrate responsible behavior and commitment to Catholic values. Interactions with adults and with other students foster growth in self-awareness, understanding of others, and decision-making.
- › As a reflection of the mind of God, the human mind deserves our deepest respect and most careful nurturing. Together, we create a community of learning where students can develop their abilities and find encouragement and appreciation for their diverse gifts. Our curriculum prepares students to function successfully in a complex society, to act ethically, and to confront injustice in the contemporary world.
- › The second great commandment of Jesus echoes in the charism of the Sisters of St. Joseph of Carondelet, the exhortation to “reach out to the Dear Neighbor.” Jesus would have us love our neighbor as ourselves; to do this, our students develop a love for self. Our responsibility as a community is twofold: first, to help our students grow in self-respect as well as respect for others, and second, to provide opportunities to challenge our students to serve others at school and in the larger world.

Developing “Strong Values, Strong Women”

These few words, developing “Strong Values, Strong Women,” represent the implicit way that St. Joseph's Academy has long cultivated its young Angels. Now our community conversations have made this focus explicit.



Our core values place this differentiator in the context of daily living and decision-making, wrapped in the spirit of **“Not I, But We.”** These Core Values are the enduring elements of what we stand for and what we hold sacred at St. Joseph's Academy.

SJA CULTURAL NORMS

The following SJA Cultural Norms were developed through intentional work in Diversity, Equity, and Inclusion and as a result of our Cultural Audit in 2017. These SJA Cultural Norms encourage genuine and respectful communication, grounded in our motto, “Not I, But We.” These norms are shared in every classroom to help to grow as a community and become more courageous within our conversations as our students, faculty and staff work to live in right relationship with one another.

Assume Positive Intent:

- › Choose to see the good and value in the other person’s thoughts, ideas, feelings, etc.
- › Approach situations with the spirit that people want what is best.
- › Be vulnerable instead of being defensive or judgmental.
- › Remain open to information, seeking for the truth and to understand someone else’s thoughts, ideas and feelings.

Speak from the “I” perspective:

- › Speak in the first person, taking ownership of your own viewpoint, experience, feelings, thoughts, etc.
- › Use “I” statements when sharing in a group because we only truly know how we feel and think.

Be crisp, say what is core:

- › Get to the point with tact, understanding, diplomacy, and thoughtfulness.
- › Say what you mean; mean what you say.
- › Say what is needed and do not beat around the bush, ramble, or shift ideas.

Value multiple perspectives:

- › Take in, listen to, value, and respect others’ thoughts, insights, feelings, experiences, etc.
- › Recognize what is in another’s perspective that can inform your own.
- › Engage in the opportunity to walk in another person’s shoes.
- › Be open minded.
- › Be willing to take a risk and change.
- › When necessary, agree to disagree.

Be fully present, listen, then respond:

- › Give all your attention to the person in front of you, focusing on the moment and the conversation.
- › Make eye contact and listen intentionally and actively.
- › Pay attention, process, and reflect on what the other person is saying, and wait to form your response and to speak.
- › Ask for clarity and/or repeat ideas back for clarification.
- › Allow silence to provide space for all to fully form thoughts and opinions before talking.
- › Be with your thoughts/process information before speaking and responding.

Lean into discomfort:

- › Embrace vulnerability and go outside your comfort zone.
- › Engage with purpose in experiences/conversations that make you uncomfortable.
- › Be comfortable with the process of forming a new idea/opinion.
- › Understand that you might offend but assume positive intent.
- › Revel in the unknown and the confusion that can lead to new/different experiences, conversations, outlooks, etc.
- › Recognize discomfort as an opportunity to grow and accept new opinions/viewpoints.
- › Take risks and be willing to make mistakes.
- › Be willing: to experiment without fear of failure, to start something without knowing the outcome, and to try something new so as to become better.
- › Participate in being a lifelong learner, having a growth mindset.

Accept conflict as a catalyst for change:

- › Be open to opposing/different perspectives.
- › Take the opposing idea, position, interest, desire, etc. or disagreement and turn it into a new way forward.
- › Allow the disagreement to provide the possibility/opportunity for growth even if not initially agreed upon.

Honor confidentiality:

- › Be entrusted with private information.
- › Hold another person's information as sacred, allowing only that person to tell her own story.

DIVERSITY, CULTURE, & CLIMATE

ST. JOSEPH'S ACADEMY IS CALLED FORTH BY OUR FOUNDERS, THE SISTERS OF ST. JOSEPH OF CARONDELET, TO "SERVE THE DEAR NEIGHBOR WITHOUT DISTINCTION."

A Commitment to Diversity

At St. Joseph's Academy, the Sisters of St. Joseph of Carondelet's (CSJ) charism of unifying love and living in right relationship are the bedrock for diversity, equity, and inclusion.

As a CSJ institution, we are called to move always "toward love of God and love of neighbor without distinction." Throughout our history, the CSJs have "served the dear neighbor," who may be of another culture, ethnicity, race, age, socioeconomic circumstance, faith, gender, or sexual identity. The spirit and action of inclusivity continues to be expressed today, as we live out our school motto, "Not I, But We." Christ calls us to love others as he would love us as well as to be merciful as God is merciful; therefore, we are called as an SJA community to do the same.

St. Joseph's Academy's commitment to diversity, equity and inclusion invites our community to recognize and acknowledge all people being created with dignity and in the image of God; a recognition that each person brings many gifts to the community; and with a humility that engenders empathy, understanding and curiosity to develop a deeper awareness of a fuller sense of equity and inclusion as it relates to gender, race, faith, socioeconomic circumstances, sexual identity, as well as individual talents and learning styles in a college preparatory environment.

We recognize that the attainment of an environment that is fully diverse, equitable and inclusive is a journey, not a moment of achievement. As we "move towards the more" within the hallmarks of our welcoming and affirming community, together we will:

- › Foster open, respectful conversations about our unique differences.
- › Commit to providing a safe environment for authentic dialogue by using the [SJA Cultural Norms](#).
- › Practice "respect for self and others" by appreciating interests, opinions, and perspectives outside of our individual world views.
- › Work to deepen our cultural understanding of one another by knowing and walking with others who are not like ourselves, ultimately recognizing a deep connectedness in our human family.
- › Perpetuate an informed network of young women equipped to "make a profound impact" in a multi-cultural world and global society.

Emanating from the CSJ charism to accomplish our goals of inclusivity, we invite each member of our school community to:

- › Understand and develop a personal authenticity that fosters unification through contemplation and loving collaboration.
- › Listen attentively so we can speak, work, teach and learn freely with each other.
- › Critically analyze the power structures that elevate and suppress particular differences.
- › Grow in our relationship with God and others, so that we become more aware of our own human limitations by challenging biases and historical limitations.
- › Stand with the voiceless.
- › Fully embrace our community spirit of "Not I, But We," recognizing that we can accomplish more together than we can apart.

"MAY THEY ALL BE ONE AS YOU FATHER ARE IN ME AND I AM IN YOU. MAY THEY BE ONE IN US; SO THAT THE WORLD MAY BELIEVE THAT YOU HAVE SENT ME."
[JOHN 17:21]

ANTI-RACISM STATEMENT

“... RACISM STILL PROFOUNDLY AFFECTS OUR CULTURE, AND IT HAS NO PLACE IN THE CHRISTIAN HEART. THIS EVIL CAUSES GREAT HARM TO ITS VICTIMS, AND IT CORRUPTS THE SOULS OF THOSE WHO HARBOR RACIST OR PREJUDICIAL THOUGHTS.”¹

As a Catholic institution founded by the Sisters of St. Joseph of Carondelet (CSJ), St. Joseph’s Academy stands against racism in all of its forms. In response to the reality of racism in the world today, and our call by the United States Conference of Catholic Bishops’ 2018 pastoral letter [Open Wide Our Hearts](#), we resolve to actively work to combat the sin of racism and more fully embrace our core values as a CSJ institution in both our words and deeds by “loving God and the Dear Neighbor without distinction.” Each human being is our neighbor and is deserving of love without distinction.

As the bishops declared in this pastoral letter, “Racism arises when—either consciously or unconsciously—a person holds that his or her own race or ethnicity is superior, and therefore judges persons of other races or ethnicities as inferior and unworthy of equal regard. When this conviction or attitude leads individuals or groups to exclude, ridicule, mistreat, or unjustly discriminate against persons on the basis of their race or ethnicity, it is sinful. Racist acts are sinful because they violate justice. They reveal a failure to acknowledge the human dignity of the persons offended, to recognize them as the neighbors Christ calls us to love (Mt 22:39).”

It is our duty as a Catholic school and as members of the human family to work to better understand the effects of racism and ultimately, stand against racism. St. Joseph’s Academy recognizes that every person within our school and larger community brings a unique history, perspective and experience. Therefore, “love of the Dear Neighbor without distinction” must be more than words that we frequently proclaim. To be true to our mission, St. Joseph’s Academy commits to stand against racism by:

- › fostering and maintaining a welcoming and inclusive environment where all students, faculty, and staff are embraced and celebrated for who they are
- › committing to our [SJA Cultural Norms](#) to encourage genuine and respectful communication, grounded in our motto, “Not I, But We”
- › engaging in diversity and inclusion education for all students, faculty, and staff
- › forming a more culturally competent SJA community by continual examination of the school curriculum through an inclusive lens, whereby we name and challenge racism where it is observed
- › addressing incidents of racism immediately, decisively, and in an ongoing way
- › holding members of our community accountable for acts of racism consistent with our handbooks
- › collaborating with other schools and organizations on seminars, classes, and lectures of interest in this area
- › benchmarking and analyzing progress in an ongoing way and implementing change when needed
- › continuing to foster a culture of inclusivity that intentionally attracts and retains diverse students, faculty, and staff
- › amplifying the voices of marginalized groups within our school and larger community that contributes to a climate that values multiple perspectives

By committing to these actions, every member of the St. Joseph’s Academy community is challenged to live out our mission of growing in faith, knowledge, and respect for self and others.

STRUCTURES OF SPONSORSHIP AND GOVERNANCE

St. Joseph's Academy is sponsored by St. Joseph Educational Ministries ("SJEM"), a Ministerial Public Juridic Person established for the sponsorship of the five educational institutions founded by the Sisters of St. Joseph of Carondelet, St. Louis Province. Status as a ministerial public juridic person has been granted to SJEM by the Vatican to enable lay people to take on the sponsorship role traditionally held only by religious. Although "ministerial public juridic person" sounds like an individual, it is a canonical term for a group of persons who together further the mission of the church. SJEM is responsible for ensuring that the Catholic identity and CSJ spirituality of its sponsored institutions, including St. Joseph's Academy, is retained in perpetuity. SJEM is the bridge between the school and the church with its lay members taking on the sponsorship role alongside the Sisters of St. Joseph.

St. Joseph's Academy, as a quality Catholic educational community, demands a variety of talents and competencies. Academic leadership is necessary to guide and direct the learning and teaching processes. Spiritual leadership is needed for the development of the Catholic community within the school. Managerial leadership is required for the organization and the operation of the institution and for its future planning.

St. Joseph's Academy and SJEM, continuing to value shared responsibility and recognizing these leadership demands, have established an administrative design for the Academy consisting of a President, Principal of Academic Affairs and Principal of Student Affairs. These administrators are supported by the Chief Financial Officer, Assistant Principal of Mission, Director of Institutional Advancement and the Director of Enrollment Management. Collectively, these leaders call upon the faculty, the staff, the student and their parents for consultation, cooperation and involvement. Through this effort, co-responsibility is disseminated throughout the Academy community.

Administrative Responsibilities

The administrative leadership of the school shares responsibility for religious and educational leadership of St. Joseph's Academy. They are responsible for communicating and implementing the educational philosophy of the Sisters of St. Joseph and St. Joseph's Academy. The members of the administrative team provide oversight of mission integration and share the responsibility for establishing and maintaining policies which give focus and direction to the mission of the Academy, and which continue to clarify its purpose as an apostolic ministry of the Church both for the present and for the future. They guide the curriculum, establish admission, employment, and student policies, plan the school budget, and determine the school calendar. This team is led by women in three key roles:

President

As chief administrator of the school, the President is the representative of the school to SJEM, to the Ordinary of the Archdiocese, to the civic community, to the parent organization and to the alumnae association. Within the school community itself, she acts as mediator for the faculty and the other employees when necessary. As the financial steward of St. Joseph's Academy, she is responsible for maintaining the financial integrity of the school. She directs the development programs and guarantees the wise and judicious use of resources.

Principal of Academic Affairs and Principal of Student Affairs

The Principal of Academic Affairs and the Principal of Student Affairs share in the administration of the total instructional program. The Principal of Academic Affairs is responsible for the implementation of the academic

program and the day to day running of the school. The Principal of Student Affairs is responsible for student relations, student activities, special academic events, and oversees the use of physical facilities and athletics.

Senior Leadership Team

As the leaders charged with ultimate responsibility for the fulfillment of the mission of the Academy, the President, Principal of Academic Affairs, and Principal of Student Affairs call on the wisdom, expertise, and guidance of colleagues with specialized experience in key aspects of the work required to achieve the mission of the Academy, including:

Chief Financial Officer

The Chief Financial Officer supports the mission of St. Joseph's Academy by ensuring that all of the financial aspects of the school are running smoothly and accurately.

Assistant Principal of Mission

The Assistant Principal of Mission ensures that the school community remains faithful to our evolving identity as an inclusive, Catholic school founded and inspired by the charism of the Sisters of St. Joseph of Carondelet.

Director of Enrollment Management

The Director of Enrollment Management works closely with the President in the design, implementation, and leadership of SJA's admission program to achieve the school's strategic enrollment goals.

Director of Institutional Advancement

The Director of Institutional Advancement is responsible for planning, organizing, and directing St. Joseph's Academy's fundraising activities pertaining to alumnae giving, annual fund, and special events.

STUDENT SCHEDULE

Objectives

- › To encourage the student to assume personal responsibility for learning.
- › To provide students with the opportunity to assume responsibility for unstructured time.

School Day Schedule

The regular school day extends from 8:15 a.m. to 2:50 p.m. The schedule is a 5-day cycle comprised of four (4) block days and one day where students attend all of their classes. Five minutes are allowed for passing time between classes. Early dismissals and late start times are noted on the school calendar.

Event Time

Event Time (on White and Green ET (Event Time) days) provides time during the school day for students to have access to resources needed for academic success. Scheduled assemblies/meetings will take place during this period and will generally be shown on the school calendar. Opportunities available to students during this time include:

- › making up assignments or tests
- › getting help from teachers
- › studying
- › utilizing resources of the library and the testing center
- › meeting with Counseling Department or College Advising

Since St. Joseph's Academy is an academic institution, the total atmosphere of the school should be conducive to learning. Student behavior in any area of the school should reflect this responsibility to maintain a proper learning environment.

Community Time

During Community Time (every Green CT day), the entire faculty and student body gather in the theater to share announcements and take part in other community activities.

Unstructured Periods

Students who have unstructured period(s) will need to use their time wisely. Typically, if a student's first period is unstructured, she will need to sign in at the Main Office by 8:10 a.m.

- › Students may not leave campus during the period unless they are a senior with privileges. Seniors must sign out in the Main Office before leaving campus once senior privileges are awarded.
- › Students who do not meet these guidelines/expectations risk losing their privileges and may face other disciplinary consequences.

LACE

The LACE Program enhances and furthers the mission of St. Joseph's Academy by creating greater community connections between students, and between students and faculty. The acronym of LACE stands for Learning and Connecting Everyone, and symbolically ties directly to our founding religious order, the Sisters of St. Joseph of Carondelet who taught young women in the 1600's how to make lace.

Student Information:

- › Each SJA student will have a consistent "touchpoint" person over her four years at St. Joseph's Academy.
- › Each student will have a "home base" environment where she can connect to her advisor and fellow advisees twice per week.
- › Students in each group will be of the same grade level.
- › It is not a time for students to take make-up tests, travel to see teachers, go to the Technology Office, etc.

School Messenger System

St. Joseph Academy uses "School Messenger" a phone and email system, to reach parents or guardians. The system is activated when a situation arises such as school closings, unscheduled early dismissals, emergencies, special events, etc.

Once a decision has been made by the SJA Administration to place a call using School Messenger, your phone will ring, and our school number and name will display as the Caller ID. Please say "Hello", as the system is voice activated. You will hear a recorded message from the Administration regarding the current situation. All students will also receive an email via their SJA account.

The numbers you supply to us will automatically be called with the recorded message. Please contact the school if/when any of these numbers change or you need to add a number. Student cell phone numbers are not allowed as additional numbers.

Severe Weather Announcements

When weather conditions make it necessary to change the school schedule, the School Messenger system will call parents or guardians on the phone number supplied to the school and be posted on our website and social media. (see [School Messenger](#).)

- › Announcements will also be made via KSDK (Channel 5) and/or KMOV (Channel 4).
- › School will either be cancelled for the day, begin on a delayed-start snow schedule, virtual learning day.

Early Dismissal for Severe Weather during the School Day

An early dismissal, prior to the regular 2:50 p.m. time, will also be announced over School Messenger and posted online. Students will be permitted to contact parents or guardians to arrange transportation and to remain in the Shanahan Commons until rides are available.

Student Involvement in Extracurricular Activities

Involvement in school activities outside of the classroom contributes to a positive school experience for each student and the SJA community as a whole. All SJA students must be a participating member in at least one on-going school activity (i.e. clubs, sports, campus ministry, student government, etc.).

THE ST. JOSEPH'S ACADEMY GRADUATE

1 Corinthians 12: 4-7

"THERE ARE DIFFERENT KINDS OF SPIRITUAL GIFTS BUT THE SAME SPIRIT; THERE ARE DIFFERENT FORMS OF SERVICE BUT THE SAME LORD; THERE ARE DIFFERENT WORKINGS BUT THE SAME GOD WHO PRODUCES ALL OF THEM FOR SOME BENEFIT. TO EACH INDIVIDUAL THE MANIFESTATION OF THE SPIRIT IS GIVEN FOR SOME BENEFIT."

The St. Joseph's Academy graduate will:

- › manifest a spirit which reaches beyond herself to "serve the Dear Neighbor" and to be mindful of being in right relationship with God, self, and others as a means of living out our motto: "Not I, but We."
- › respect the spirituality of all cultures; she will have an ecumenical spirit.

Wisdom 7: 22-23

"FOR WITHIN HER WISDOM IS A SPIRIT HOLY, UNIQUE, UNSULLIED, LUCID, INVULNERABLE, BENEVOLENT, SHARP, IRRESISTIBLE, BENEFICENT, LOVING TO ALL, STEADFAST, DEPENDABLE AND ALMIGHTY."

The St. Joseph's Academy graduate will:

- › possess intellectual curiosity which will lead her to be a lifelong learner.
- › possess intellectual leadership which motivates her to be tenacious and responsible with her education.
- › develop sensitivity to other cultures and the interpersonal skills needed to work with others.
- › possess the values and critical thinking skills needed in discerning the ethical and moral use of knowledge.

Corinthians 3: 9-11, 16-17

"SISTERS AND BROTHERS, YOU ARE GOD'S BUILDING. ACCORDING TO THE GRACE OF GOD GIVEN TO ME, LIKE A WISE MASTER BUILDER I LAID A FOUNDATION, AND ANOTHER IS BUILDING UPON IT. BUT EACH ONE MUST BE CAREFUL HOW HE BUILDS UPON IT, FOR NO ONE CAN LAY A FOUNDATION OTHER THAN THE ONE THAT IS THERE, NAMELY, JESUS CHRIST. DO YOU NOT KNOW THAT YOU ARE THE TEMPLE OF GOD, AND THAT THE SPIRIT OF GOD DWELLS IN YOU? IF ANYONE DESTROYS GOD'S TEMPLE, GOD WILL DESTROY THAT PERSON; FOR THE TEMPLE OF GOD, WHICH YOU ARE, IS HOLY."

ACADEMIC QUALITIES OF AN ANGEL

Present

The student is present, engaged and attentive in her classes. She rarely misses class unless she is ill. She is always present on test days or when a project is due because she is prepared. She takes the lead in promptly making up work missed while absent.

Participates

The student is actively engaged in all class activities and an active participant in class discussions. She elevates the conversation in the classroom, sharing her unique insights and actively listening to and learning from her peers.

Collaborates

The student works well with all members of the class, not just those who are her friends. She completes her sections of a team project and contributes to the success of the team.

Leads

The student self-advocates when needed and is a role model for other students. She takes responsibility for her own actions and learns from her own failures. She understands that grades are earned, not given.

Goes above and beyond

The student has a growth mindset. She goes above and beyond the minimum work needed in the course, seeking out additional learning opportunities, and taking an active role in her learning. She is willing to try and fail, get help and try again.

Manages her time and responsibilities

The student is able to handle multiple assignments in multiple courses. The student completes the assigned readings and is prepared for class discussions and activities. She fully completes and turns in her assignments on time.

Masters the Content

The student completes all formative practice work and uses the feedback to be successful on the summative assessments in the course. She reads the full text of reading assignments, not online summaries.

Honest

The work that the student submits for a grade is her own. She assists others with their work without doing it for them. She understands that asking or provide information about tests to others goes against the school's Academic Integrity policy.

ACADEMIC PROGRAM

St. Joseph's Academy offers a college-prep curriculum with rigorous core and elective course choices that challenge students in all subject areas while also developing a balanced approach to educating the whole woman. While all our courses are rigorous by design, students have the opportunity to enroll in Advanced Placement, Advanced College Credit, and Honors levels courses. College Credit courses are offered in the areas of English, World Language, Math, Science, Social Studies, Theology, Theater, and Fine Arts through the 1-8-1-8 program at St. Louis University, the ACP program at the University of Missouri of St. Louis, and Advanced Placement (AP). Eighty-six percent (86%) of the St. Joseph's Academy faculty hold advanced degrees.

Academic Integrity Policy

In keeping with the mission of faith development, academic excellence and personal growth, students at SJA are encouraged to research ideas, seek information, analyze data, document facts, and develop their skills and talents to their fullest potential.

SJA holds academic integrity as a core value at all levels. Students must understand that intellectual theft is illegal, unethical, and immoral. Cheating and plagiarism are serious offenses. Cheating is defined as using someone else's work, working with someone else on an individual assignment, looking at someone else's paper during a test, and/or plagiarism in any form.

The term plagiarism, perhaps, requires further explanation. Plagiarism is the use of another's words or ideas as if they were one's own. To avoid plagiarism when using another person's thoughts, the student must acknowledge the origin of the ideas and use quotation marks to indicate borrowed language. Within the context of a specific class, a student may ordinarily incorporate into his paper ideas *discussed* in that specific class without crediting the teacher or fellow students. In that case, there is clearly no intent to disguise the intellectual debt. However, published material including passages and ideas from hand-outs and class texts must always be attributed.

The burden for enforcing this code of honesty falls on both students and teachers. Students should not lend their work (homework, papers, or projects) out to others. If one student seeks another's assistance on an assignment, the assistance should be given in *face-to-face instruction* – not by sharing written work with another student.

Group work/assignments will be directly expressed in directions from the teacher, otherwise work is assumed to be independent.

When a student's work shows evidence of cheating in any form, she will receive a "0" for her work, which may result in an F in the class, and the Principal of Academic Affairs and her parents or guardians will be notified. The student may forfeit her right to hold any elected or appointed position or possible admittance and membership in the National Honor Society. Repeated acts of dishonesty will result in withdrawal for cause from St. Joseph's Academy.

Student Advocacy

At St. Joseph's Academy, clear communication between all of its constituents (parents or guardians, students, teachers, counselors, Administration) is essential. If a conflict exists between a student and a teacher, the parents or guardians should first discuss the issue with their daughters before bringing it to the teacher or counselor. Conflicts should be resolved close to the situation (i.e. classroom) first between the student and teacher. The parents or guardians are expected to deal with conflicts respectfully using SJA Cultural Norms, encouraging their

daughter to self-advocate first. If parents or guardians do not conduct themselves in such a manner, they place at risk their daughter's attendance at St. Joseph's Academy as determined by the school's Administration.

Grading Scale

The St. Joseph's Academy grading scale sets high expectations for students at the Academy. Honors classes are weighted, and all courses are rigorous by design and college preparatory. Below is the scale with descriptions of each level.

GRADE SCALE		UNWEIGHTED	WEIGHTED HONORS/AP/ACC	DESCRIPTION
A+	98-100	4.5	5.0	HIGH DISTINCTION/EXCELLENT: Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter; evidence of extensive knowledge base that well exceeds expectations of the course.
A	93-97	4.0	4.5	
B+	90-92	3.5	4.0	ABOVE AVERAGE/GOOD: Evidence of solid grasp of subject matter; evidence of critical and analytical thinking capacity; reasonable understanding of content; more than meets expectations of the course.
B	85-89	3.0	3.5	
C+	81-84	2.5	3.0	AVERAGE/SATISFACTORY: Evidence of some understanding of the subject matter; shows some ability to develop thinking solutions. Meets expectations; adequate preparation for college.
C	75-80	2.0	2.5	
D	67-74	1.0	1.5	MARGINAL PASS: Evidence of minimally acceptable familiarity with the subject matter; substantially below expected minimum.
F	66 & below	.00	.00	FAILURE to have reasonable command of the course material.
PASS/FAIL		PASS: Evidence of understanding of material, participation, and preparation in the course. FAIL: Failure to have reasonable command of the course material. Assessment criteria is determined by the teacher.		

Accessing Grades and Report Cards

During the school year, parents or guardians can access current semester grades through Canvas via the school website. Parents or guardians may receive login and password information from our technology staff. To change or retrieve login/password, email technology@sja1840.org.

Report cards will be emailed to parents or guardians and students at the end of each semester via a secure link through the School Messenger system. Each link is unique and requires the student's four-digit student ID number to open the report card. Once accessed through the link, report cards can be printed and saved for future use. The link will remain active for one year from receipt. For any issues accessing the report card, please call our Registrar, Denise Chappell at 314-394-4322 or email dchappell@sja1840.org.

Honor Roll

Honor Roll is based on the semester's GPA.

First Honors	3.9 and up
Second Honors	3.5 and up

Students are notified of Honor Roll status via their report card.

Global Scholars

The Global Education Scholars program signifies this student has completed a rigorous course of study that follows the Global Education curriculum path, as well as completed all of the additional requirements to maintain membership and graduate as a Global Education Scholar during her time at St. Joseph's Academy. This is a program every student at St. Joseph's Academy has the opportunity to apply for during her freshman or sophomore year of study. Students that complete the Global Education requirements will graduate as a Global Education Scholar, an honor which will be recognized on their school transcript.

STEM Scholars

The STEM Scholar program is designed for students to achieve when they have completed a rigorous course of studies in all areas of STEM (Science, Technology, Engineering and Math) as well as full participation in STEM extracurricular activities during her time at St. Joseph's Academy. Each year, rising and current seniors are eligible for the STEM Scholar award. Students that complete the STEM Scholars requirements will graduate as STEM Scholar, an honor which will be recognized on their school transcript.

Mission Integration and Celestine Reflection

Our Assistant Principal of Mission leads the effort to ensure that the charism of the Sisters of St. Joseph and the mission of the St. Joseph's Academy is integral to all activities and learning within the school community. The Celestine Reflection is the final graduation requirement that follows the completion of the Senior Service Project in May. Named after the founder of the Academy, Mother Celestine Pommerel, the Celestine Reflection is a cumulative interview where each senior, having reflected and prepared, presents how the mission, core values, and motto have inspired them to "go out and make a profound impact in the world."

Valedictorian and Salutatorian Status/Cum Laude

The valedictorian holds the highest cumulative GPA of her four years at SJA, and the salutatorian holds the second highest cumulative GPA of her four years at SJA. A student who misses more than 8 days in any semester are automatically disqualified from valedictorian/salutatorian status. Students achieving these highest honors must have attended St. Joseph's Academy for six (6) consecutive semesters. Many factors are taken into consideration when determining the valedictorian and salutatorian.

Students earning the ranking of the top 10% of their class at the end of four semesters, will earn Cum Laude status and be recognized at graduation. The top students who have earned GPAs within five thousandths of a point will be named as co-valedictorians and/or co-salutatorians. Given that, for the most part, students do not take the exact same curriculum, any difference out to the thousandth of a point is not statistically significant.

Exam Policy

One of the primary goals of St. Joseph's Academy is preparation of students for college. Assessing the student's accumulated knowledge is important in this process.

In order to demonstrate knowledge and/or proficiency, students take final exams at the end of each semester. These exams may have a variety of formats, based on the nature of the course. This evaluation process will provide a comprehensive overview of semester course content and help students integrate, organize, and synthesize course materials. In some instances, a final exam project will be required for specific courses instead of a written exam. On the report card, there is a separate column for the exam grade, which will count as 1/5 (20%) of the semester average.

Seniors with a grade of 92.5% or above in a second semester course generally **may be exempt** from the final exam unless the teacher requires that all of his/her students take a final exam. *Exemption from exams is at the discretion of the teacher in consultation with the Principal of Academic Affairs.*

All students are allotted extended time for all semester exams. During exam week, teachers give exams designed to be one hour in length. At the end of that hour, students who have finished the exam may silently leave. Students who wish to stay may do so until they complete the exam – or until the extra 30 minutes is up – whichever occurs first.

Absences on exam days are strongly discouraged. In fairness to all students, any student absent on an exam day should expect *a different test* than her classmates. A student may only be absent on an exam day due to an extenuating circumstance, or illness, and **must** be approved in advance and in writing by the Principal of Academic Affairs. All student obligations must be met before sitting for exams (such as café IOUs, library fines, etc.)

Make-up Test Policy

Based on the teacher's syllabus, students generally must make up any test missed in a class. While a teacher may have the student make up a test on his or her own time, the Testing Center is available to students to make up a test missed due to absence or for students requiring extended time.

Testing Center hours are Monday-Friday, 7:00 a.m.-4:30 p.m. A proctor is available throughout the day.

- › If there are no students needing to take a test, the Testing Center will close until the start of the next class period.
- › Students using the Testing Center during the school day must arrive within 10 minutes of the beginning of the period to ensure enough time to allow for testing. No extra time will be allotted for students showing up late for a test.
- › If taking a test before or after school the Testing Center opens at 7:00 a.m..

Making up tests is the responsibility of the student.

- › If a student misses a test, she must have a conversation with her teacher when she returns.
- › After a conversation with the student, the teacher will determine how many days the student has to make up the missed test.
- › The student is responsible for taking the test by the date determined by the teacher.
- › If the student fails to take the test by the teacher's determined date and the test was in the testing center, the test will be returned to the teacher. The teacher will then determine the highest possible grade a student can earn for that test.

Extended time testing:

If a student is allowed extended time for testing, she may utilize the testing center for her testing accommodations. (see [Outside Evaluation and Academic Accommodation Policies](#).) When a student plans to use the testing center for an extended time test, she must:

- › notify her teacher, at a minimum, one day before taking the test. The teacher will arrange to have the test in the testing center with the extended time instructions.
- › arrive to the testing center by the beginning of the period to ensure there is enough time to take the test.

No extra time will be allotted if the student arrives late. The teacher and Academic Counselor will be notified if the student does not take the test.

Change of Schedule Policy

Once a student's schedule is finalized, changes are considered only as a rare exception. It may not be possible for St. Joseph's Academy to honor all the choices of a student. No year-long courses will be changed at the beginning of the second semester. A required course may not be dropped. To request a change in schedule, the student must come to the Counseling Office and meet with the Academic Counselor.

Requests for schedule changes will be considered only if:

- › The student fills out a **Schedule Change Request** form from the Counseling Office.
- › A core academic class is missing from her schedule
- › The student has been placed incorrectly in a class (i.e. honors, AP, ACC/ACP).
- › The student would like to replace a free period with a class instead.
- › Prerequisites for a class were not met.
- › The student needs to fulfill a graduation requirement.
- › The student has already taken the class.
- › The student has a documented injury to switch out of a PE class.

Homework and Study Habits

On the first day of class, each student will receive a syllabus which outlines the academic expectations and homework requirements. Each student is expected to maintain good study habits, develop a study schedule, and put forth her best individual effort on each assignment. In addition to completing all assignments, students should spend a reasonable amount of time each day reviewing the day's lessons, reading assigned portions of texts, reviewing and studying class vocabulary, and preparing for the next day's lesson by checking her Canvas portal.

Academic Support and Student Success Center

St. Joseph's Academy is committed to supporting students in their learning. Students have opportunities to seek out help from their teachers, peer tutors, and the Learning Specialist. Peer tutors may be recommended by a student's teacher, her counselor, or the Learning Specialist. Peer tutors are coordinated in the Student Success Center Coordinator.

Academic Standing

Parents or guardians are encouraged to check the academic progress of their student on their daughter's Canvas account regularly. Parents or guardians of students who are performing satisfactorily at mid-semester and who later give evidence of possible failure in a course will be contacted by the teacher as soon as this situation becomes apparent.

If a student displays a consistent lack of effort and/or resistance to support services, it may be determined that SJA is not the appropriate learning environment, and the student may be asked to withdraw.

Academic Probation

As an academic institution and a college preparatory high school, St. Joseph's Academy monitors student achievement. If a student has a grade of D in two or more courses, or an F in one course, at the end of the semester, she will be placed on Academic Probation. This probation period will include some or all of the following support strategies for academic improvement:

- › Structured free periods
- › Meeting(s) with her counselor in order to formulate a plan for academic improvement
- › Students may be deemed ineligible for extracurricular activities based upon individual circumstances.
- › Consistent attendance will be monitored.
- › Parents or guardians may need to access outside support or tutoring resources.

Academic Failure

Students failing two classes either in one semester, or over the entire year, will be asked to leave St. Joseph's Academy. If a student earns a failing grade in any semester, she is required to make up the credit for that course at an approved summer school before the first day of classes, before the next school year after consultation with her counselor. The grade earned in the credit recovery class will be averaged with the initial failing grade to determine the final grade on the student's transcript.

Seniors lacking graduation credits may not be allowed to participate in the Graduation Ceremony. A diploma will not be issued until completion of credit/s is verified by the Principal of Academic Affairs and the Academic Counselor. Students who have failed an accumulated total of 3 semester classes (1.5 credits) prior to August of her senior year will not be allowed to graduate.

Pass/Fail Policy

If a student participates in a class that is graded as Pass/Fail, she is informed of the responsibilities and expectations at the beginning of the school year.

A student may drop the class by October 1 and the class will not appear on her transcript. If a student chooses to complete the entire year, and the teacher deems that the student did not contribute according to the class expectations, she will receive a "fail" on her transcript.

If a student chooses to complete the entire year and the teacher deems that the student met all class expectations, she will receive a "pass" on her transcript and receive credit.

Missing Assignments Policy

If a student has a missing assignment, the assignment must be completed and turned in **before** the student can attend extracurricular events, such as, but not limited to a practice, performance, or competition. Furthermore, the student will use the practice, performance or competition time to complete the assignment. If a student repeatedly has missing assignments, she may be required to spend her unstructured periods or after school in the Counseling Office or the Student Success Center.

National Honor Society

Membership in the National Honor Society is based on the national organization's criteria of scholarship, leadership, character, and service as well as St. Joseph's Academy's criteria of scholarship. Service **to school** and the community, and documented leadership over all high school years is required. Second semester sophomores and juniors with the minimum required accumulative grade point average of 3.9 may apply for admission into NHS. NHS is a highly selective organization.

Students apply in February and are notified of the selection of new members in the spring of sophomore or junior year; the Induction Ceremony is held in September and is required for all new and current members. Continued membership in the NHS Chapter is based upon the student's maintaining the standards under which she was admitted as a member, including meeting school and Honor Society's attendance requirements, all academic standards expectations, and exhibiting adherence to school rules, *both in school and out in the community*. Students who have shown evidence of cheating in any form will not be allowed to be a member of NHS. Membership is an earned privilege and may be revoked at the discretion of the Administration.

Participation in Extracurricular Activities

Participation in extracurricular activities is a privilege, as well as encouraged and valued, as St. Joseph's Academy strives to provide a balanced approach to educating the whole woman but plays a secondary role to academic success. A student must have a *cumulative* GPA of 2.0 or better (based on the most recent SJA report card) to try out or sign up for an extracurricular activity. If a student has a grade of D in two or more courses, or an F in one course, she may not try out for or participate in extracurricular activities or sports until the grade is brought up. Current grades in each class will be looked at each semester when determining eligibility for all extracurricular activities. Extracurricular activities include, but are not limited to athletic practices and games, dances, clubs, rehearsals, competitions, performances, and any representative/ leadership positions. A student must also be in good standing in all areas of her school and community life in order to be involved in an extracurricular activity.

Parent-Teacher Conferences

Parent-Teacher conferences are held in the fall and spring semesters. These allow parents or guardians and teachers to discuss the academic progress of the student. If the need arises for a parent-teacher conference at any other time, this conference can be initiated by either parent or teacher. If there is a question or concern regarding a class or teacher, parents or guardians should first encourage their daughter to self-advocate, then speak to the individual teacher to resolve the issue. If questions remain, parents or guardians may contact the Principal of Academic Affairs for assistance.

THE COUNSELING DEPARTMENT

The Counseling Team meets with students throughout her four years to provide the following services:

ACADEMICS

Course & Registration Planning	Junior PSAT/NMSQT	Missouri Scholars 100
Freshman practice ACT	Senior ACT	Missouri Leadership Seminar
Sophomore practice ACT	Monitoring grades	Hugh O'Brien Youth Leadership Award
Sophomore practice PSAT	Academic check-in, as needed	
Junior ACT	Missouri Scholars Academy	

WELLNESS

Annual Student Questionnaire	Wellness Flyers	Individual Student Meetings, as needed
Freshman Group Meetings	Resource Referrals	Grade level presentations
Crisis Intervention		

SJA Counselors

Mrs. Donna Videmschek

B.A., M.A.T., M. Ed

**Director of Counseling
& Academic Counselor**

dvidemschek@sja1840.org

314-394-4312

Mrs. Sarah Wild

B.A., M.S.W., L.C.S.W.

**Wellness Counselor
All Students A-K**

swild@sja1840.org

314-394-4317

Mrs. Kristen Versen

B.A., M. Ed, LPC

**Wellness Counselor
All Students L-Z**

kversen@sja1840.org

314-394-4316

The Counseling department is typically available from 7:50 a.m. to 3:15 p.m. only on school business days. Anytime there is an emergency, please call 911. For a mental health crisis, please contact:

- › BHR Youth Connection Helpline: 1-844-985-8282
- › Crisis Text Line: HOME to 741741
- › National Suicide Prevention Lifeline: 1-800-273-8255 or 988

COUNSELING POLICIES

Confidentiality

Information students share with counselors is confidential; however, counselors will contact a parent/guardian in cases of harm or potential harm. All faculty and staff, including counselors, are mandated reporters.

Suicidal Ideation

If a student expresses suicidal ideation, an evaluation statement from a qualified mental health provider indicating the student is safe to return to school must be presented to the student's counselor before the student can return to school or school activities.

Attendance

Because attendance is expected at all events (Community Time, Mass, presentations, etc.) during the school day, the Counseling Office will be closed during those times. Students will report to the Main Office if needed. If there is a pattern of a student missing events, parents and students may be required to meet with Administration.

Likewise, attendance is expected during all class periods. If a student has been in the Counseling Office for more than one class period and feels unable to return to class, the student must be picked up by a parent.

Telehealth from Campus Policy

Due to the possible necessity of telehealth during the school day, families may request for their child to meet virtually with their medical or mental health provider during free time (e.g. study hall, Event Time, etc.). To make such a request, families should contact the student's Wellness Counselor **well in advance of the appointment** to ensure that a private room will be available. There is no guarantee a room will be available at the requested time.

If the medical or mental health provider requires the presence of an adult during the appointment, the parent/guardian must communicate with a Wellness Counselor well in advance. There may be times when counseling staff is not available, and a parent must be present.

If a student will miss a class due to a change in the weekly schedule rotation (for example a typical Green day is changed to a Yellow day), parents should call the Main Office to report that absence.

Student Medical Leave, Withdrawal, and Re-Enrollment Policy

St. Joseph's Academy is dedicated to providing a quality education while recognizing the importance of the health of the whole woman. In some cases a student's needs may exceed the resources St. Joseph's Academy can provide. In those cases, a medical leave of absence for physical and/or psychological reasons may be warranted, as St. Joseph's Academy is not a therapeutic institution.

The school expects that parents or guardians will notify the school of any medications and/or medical, physical, or psychological needs of a student that may affect her attendance or performance in school. A student who becomes seriously ill may apply to the Principal of Student Affairs for a medical leave of absence. A medical leave will be defined as a short term leave (not to exceed three weeks) with intent to return. The terms of an individual's medical leave will be determined on a case-by-case basis.

Documentation from a physician will be required for any medical leave to be considered and must include the following:

- › diagnosis
- › prognosis
- › how diagnosis impacts learning
- › recommended accommodations
- › treatment being provided
- › anticipated return date

The Principal of Student Affairs, the Principal of Academic Affairs, and the St. Joseph's Academy Counseling Team will convene to discuss a course of action once the required documentation is received. Please note that St. Joseph's Academy may not be able to provide all recommended accommodations.

Based on the documentation, the student may be placed on short term leave. All appropriate documentation describing the health care and academic services needed must be provided before returning.

For return to St. Joseph's Academy the following criteria must be met:

- › A student's condition can be accommodated by SJA.
- › Her condition, or the manifestations of her condition, allows her to attend and perform at school.
- › Her condition, or the manifestations of her condition, no longer poses a risk of harm.
- › All credit requirements must be up-to-date.

If the leave exceeds three weeks, the student may be asked to withdraw. Required withdrawal will be determined by the Administrative Team.

A student may be asked to withdraw from St. Joseph's Academy for the following reasons:

- › A student's condition cannot be accommodated by St. Joseph's Academy.
- › Her condition, or the manifestations of her condition, prohibit a student's attendance or performance at school or her ability to learn.
- › Her condition, or the manifestation of her condition, poses a risk of harm.
- › The length of the leave exceeds three weeks.
- › The student is unable to fully engage in learning and work completion, and be in daily attendance, upon returning from the short term leave.
- › The student will not have enough credits to graduate from St. Joseph's Academy.

LEARNING SPECIALIST

The St. Joseph's Academy Learning Specialist serves as a resource for students, parents or guardians, and faculty in supporting individual learning and the mission of the school. The Learning Specialist is located in the Counseling Office. Referrals may be made to the Learning Specialist by students, parents or guardians, or faculty as needed.

Student Support

The Learning Specialist is available for students as a resource to better understand themselves as learners. Individual and small group instruction is available to identify and practice strategies for achieving academic success. Students should reach out to the Learning Specialist for any questions regarding the educational evaluation or accommodations process. Students receiving accommodations should plan to meet with the Learning Specialist to review their Individual Accommodation Plan and understand how the information is communicated with faculty. Appointments are not required but encouraged to ensure availability. Students may meet with the Learning Specialist when not in class.

St. Joseph's Academy does not modify curriculum, graduation requirements, or provide resource room instruction.

Parent Support

The Learning Specialist is available for parents or guardians as a resource in how to best support their daughter in an academic setting. Parents or guardians should plan to partner with the Learning Specialist for information regarding outside service providers, educational evaluation, or the accommodations process. Parents or guardians should inform the Learning Specialist when scheduling educational evaluations or reevaluations. All requests for completing school input should be facilitated through the Learning Specialist. Communication regarding accommodations on College Board or ACT exams is encouraged prior to completing registration for test dates. Each student must have an Educational Needs Survey completed by a parent along with all supporting documentation as soon as possible when requesting accommodations. Appointments may be made through the Counseling Department Administrative Assistant to ensure availability.

Tiered Levels of Learning Specialist Support

Tier 3: Direct Services

- | | |
|---|--|
| › Individual Student Support: Strategy Focused | › Accommodation Plan Development |
| › 1:1 Executive Function Instructions | › Educational Evaluation Review and Recommendations |
| › Teacher Consultations | › Reevaluation Coordination |
| › Parent Consultation | › Special School District Support |
| › Outside Service Provider Student Support Coordination | › Standardized Test Accommodations, Appeals, and Test Coordination |

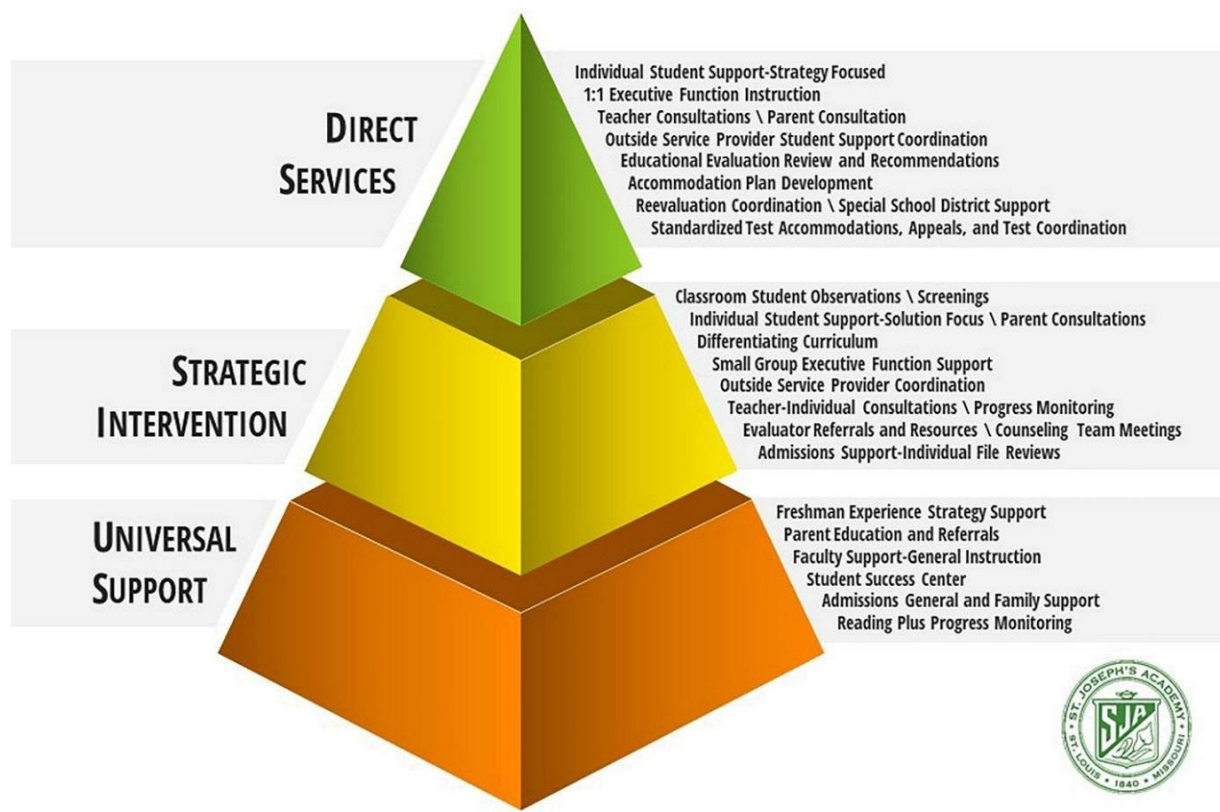
Tier 2: Strategic Intervention

- › Classroom Student Observations
- › Screenings
- › Individual Student Support: Solution Focus
- › Consultations: Differentiating Curriculum
- › Small Group Executive Function Support
- › Progress Monitoring
- › Outside Service Provider Coordination
- › Teacher: Individual Consultations
- › Parent Consultations
- › Evaluator Referrals and Resources
- › Admissions Support: Individual File Reviews
- › Counseling Team Meetings

Tier 1: Universal Support

- › Freshman Experience Strategy Support
- › Parent Education
- › Faculty Support: General Instruction
- › Student Success Center
- › Admissions: General and Family Support
- › Reading Plus Progress Monitoring

St. Joseph's Academy: Tiered Levels of Learning Specialist Support



In living the mission of St. Joseph's Academy, we acknowledge appropriate accommodations are sometimes necessary for the success of students with a diagnosed disability. A Learning Specialist is available for students, parents or guardians, and faculty as a resource in navigating the evaluation and accommodations process. Students with a wide variation of learning strengths and challenges are able to find success with the St. Joseph's Academy college preparatory curriculum.

Outside Evaluation and Academic Accommodation Policies:

St. Joseph's Academy utilizes a college preparatory curriculum to prepare students for successful transition to post-secondary education. When a student experiences consistent academic challenges, a comprehensive educational evaluation/reevaluation may be required in order to determine appropriate accommodations in accordance with what is defined in this handbook. An Individual Accommodation Plan may be implemented after a review of the educational evaluation results and receipt of additional required documentation. Student, parent/guardian, and Learning Specialist will meet to discuss possible options and recommended interventions.

Limited accommodations may be implemented for students with appropriate and current documentation resulting in an educational diagnosis of a qualifying DSM diagnosis of a specific learning disability in the area of reading and/or mathematics and/or written expression, Speech Language Disorder, ADHD, visual or auditory deficit, physical disability, behavioral, anxiety, or other mood disorder. The disability must be properly documented and prohibit the student from accessing the regular curriculum without accommodations.

St. Joseph's Academy does not modify curriculum, graduation requirements, or provide resource room instruction. (see [Additional Documentation Required.](#))

The goals of academic support may include:

- › Assisting students in identifying their individual strengths and challenges
- › Seeking remediation and support for academic challenges
- › Building self-advocacy skills to enhance communication with the school and outside service providers, as needed
- › Continue to identify and build skills in the areas of executive functioning

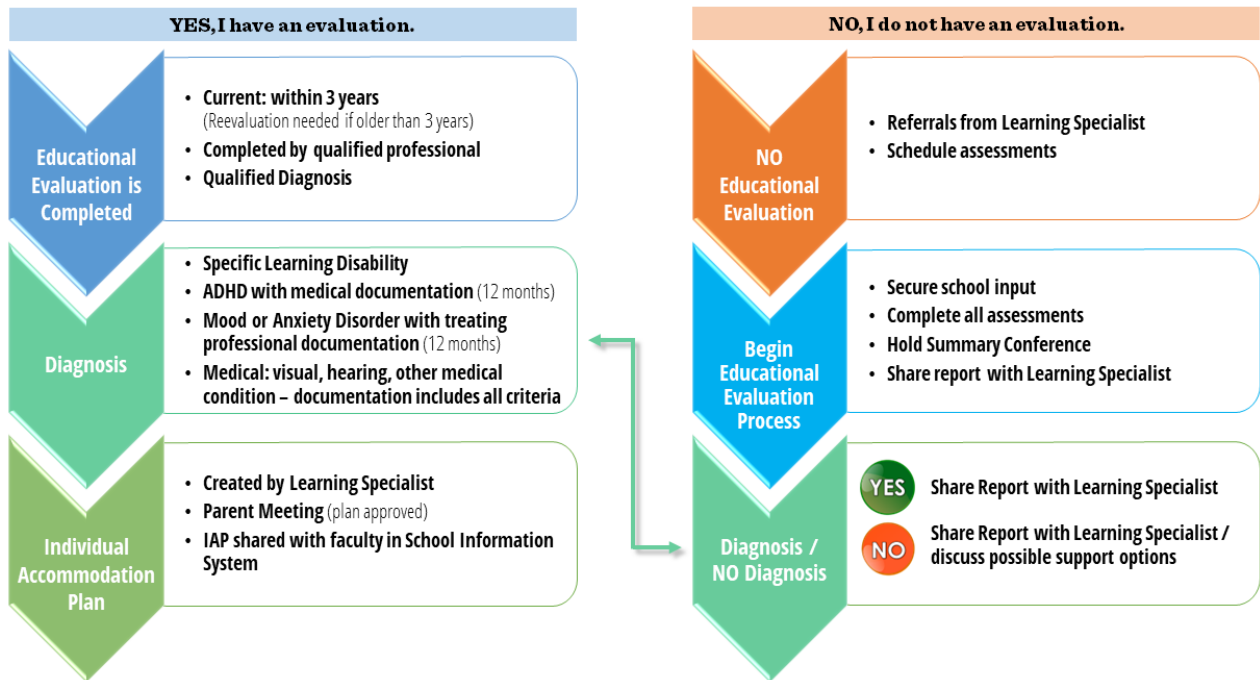
Specific accommodations may include:

- › Fifty percent (50%) extended time on quizzes, tests, and examinations
- › Testing in a distraction-reduced environment, when appropriate
- › Eliminating the use of a Scantron answer sheet, when appropriate
- › Access to a four-function calculator when a graphing calculator is prohibited (for documented specific learning disability in the area of mathematics)
- › Preferential seating

Requesting Accommodations:

A request for accommodations must be submitted to the Learning Specialist as soon as possible along with all supporting documentation. See the chart on the next page for the process for requesting accommodations.

ST. JOSEPH'S ACADEMY REQUEST FOR ACCOMMODATIONS PROCESS



Documentation Policy

- › Documentation must provide a clear diagnosis that substantially limits one or more major life activity.
- › Documentation must include the presenting problem along with a comprehensive history including educational and medical background.
- › Diagnosis must be made by a qualified diagnostician whose credentials are appropriate to the area of disability and licensure. Professional credentials and identifying information must be included with the documentation.
- › Educational Evaluations/Reevaluations must be within three academic years. Medical and Mood Disorder documentation must be within the last twelve (12) months. *Documentation will be shared with the student's counselor.*
- › All requests for accommodations must be appropriate and reasonable for the officially documented disability.
 - | Accommodations must be substantiated by specific impact in the educational setting including rationale.
 - | Accommodations and recommendations made by a diagnosing professional will be reviewed and evaluated by a team at St. Joseph's Academy.

Please note: Not all recommended accommodations or recommendations may be implemented.

- › Documentation must include a comprehensive list of assessments performed to arrive at the specific diagnosis.

- › Input in the form of rating scales or other anecdotal documentation from the educational setting supporting the diagnosis and need for specific accommodations. Parent/guardians should forward all rating scales or other informational forms to the Learning Specialist.

Additional Documentation Required

Medical Documentation for ADHD

Diagnosis must be made by a qualified professional and must address the following areas:

- › Specific diagnosis
- › Evidence of childhood onset
- › Evidence of current impairment
- › Ruling out of alternative diagnoses or other explanations
- › List of relevant testing used in making the diagnosis
- › Applicable DSM-5 criteria and a description of how the criteria impairs the students in the areas of academic achievement, social functioning, daily functioning, or executive functioning.
- › Documentation of ADHD must be within twelve (12) months.

Failure to finish timed tests cannot be used in isolation to demonstrate impairment.

Please note: A letter of diagnosis from a medical professional does not automatically qualify as documentation to support a request for accommodations. Appropriate educational testing will be required to determine the impact of the diagnosis in the educational setting.

Medical Documentation for Mood or Anxiety Disorders

Diagnosis must be made by a qualified professional and must address the following areas:

- › Specific diagnosis
- › Age of onset
- › Psychological tests used to determine the specific diagnosis
- › History of treatment for the disorder
- › Evidence of current impairment
- › Statement detailing how the impairment affects functioning across settings specific to the educational setting
- › Documentation of Psychiatric Disorders, Mood, or Anxiety Disorders must be within twelve (12) months. Documentation will be shared with the student's counselor.

Please note: A letter of diagnosis from a medical professional does not automatically qualify as documentation to support a request for accommodations. Appropriate educational testing will be required to determine the impact of the diagnosis in the educational setting.

Speech and Language Disorders

Documentation must be made by a qualified professional and address the following areas:

- › Specific diagnosis and description of presenting concern
- › Developmental and educational history
- › Speech and language assessments used in substantiating the diagnosis
- › Evidence of current impact in educational setting
- › Functional limitations supported by assessment results and rationale for accommodations

Please note: A letter of diagnosis from a medical professional does not automatically qualify as documentation to support a request for accommodations. Appropriate educational testing will be required to determine the impact of the diagnosis in the educational setting.

Medical Conditions

Documentation must be made by a qualified professional and address the following areas:

- › Specific diagnosis and age of onset
- › Current course of medical treatment
- › Current impact on academic functioning and the ability to function in the educational setting

Please note: A letter of diagnosis from a medical professional does not automatically qualify as documentation to support a request for accommodations. Appropriate educational testing will be required to determine the impact of the diagnosis in the educational setting.

Individual Accommodation Plans

Individual Accommodation Plans are written for students meeting all of the requirements in the areas of appropriate diagnosis and have submitted all of the required documentation indicating reasonable accommodations are required in order to access the curriculum at St. Joseph's Academy.

The Individual Accommodation Plan will include information regarding the student, diagnosis, individual strengths, challenges, specific accommodations, recommendations, and standardized test accommodations. The Individual Accommodation Plan will be shared with parents or guardians and student for approval. Once approved by parents or guardians, the Individual Accommodation Plan is posted to the student's record in the school reporting system. The Individual Accommodation Plan will be reviewed yearly. All documentation must be current and appropriate, in order for the accommodations to remain implemented for the school year. Individual Accommodations Plans without current documentation will be considered inactive until current documentation is received by the Learning Specialist.

Temporary Accommodations Due to Medical Diagnosis

If a student requires temporary accommodations due to a medical condition, parents or guardians are required to provide St. Joseph's Academy with appropriate documentation.

Temporary medical conditions may include:

- › Concussions
- › Broken bones
- › Torn or damaged ligaments/muscles

- › Mononucleosis (limited attendance due to fatigue)
- › Temporary digestive issues
- › Temporary mental health concerns

Temporary accommodations may include:

- › 50% extended time on assessments
- › Access to Zoom link for classroom instruction
- › Access to Testing Center, when available
- › Use of a scribe for broken or immobilized hand/arm
- › Use of school issued laptop if typing is preferable to handwriting
- › Elevator access
- › Student assistant to carry personal belongings
- › Leave class five minutes early to avoid crowded hallways
- › Quiet place to rest, when available
- › Additional access to bathroom as needed

Request for temporary accommodations must be made by a qualified professional and accompanied by documentation on office letterhead indicating:

- › student name
- › diagnosed medical condition
- › list of specific accommodations to be requested
- › current impact on academic functioning
- › expiration date

All requests will be reviewed by a team made up of Administration, Director of Counseling, Learning Specialist, and Wellness Counselor. After review, a Temporary Accommodation Plan may be offered. Approved Temporary Accommodation Plans will be posted to individual student records in PowerSchool as a resource to classroom teachers. St. Joseph's Academy will make every effort to approve reasonable requests due to a temporary medical condition. *All ongoing requests will be reviewed every fourteen days.*

Standardized Test Accommodations

College Board:

When the signed “**Consent to Request Accommodations**” form has been returned to the Learning Specialist, a request for accommodations on all College Board assessments (SAT, PSAT, AP, Subject Tests) will be submitted. The most current evaluation, medical documentation, and Individual Accommodation Plan will be submitted to College Board for review. College Board utilizes specific calendar year deadlines for all requests and documentation to be reviewed prior to a decision. See the College Board website (www.collegeboard.org) for information on registration deadlines and documentation guidelines. Requests for accommodations will be submitted only for students with a current Individual Accommodation Plan. Approved accommodations will apply to all College Board exams.

[Consent for Accommodations Request](#)

ACT:

A request for accommodations on the ACT can only be made when a student is registered through ACT's online account system. Students requesting accommodations on the ACT should contact the Learning Specialist as soon as registration is completed and confirmed. ACT utilizes specific calendar test dates and deadlines for all requests and documentation to be reviewed prior to a decision. Requests submitted after the deadline will be reviewed for the next ACT test date. See the ACT website (www.actstudent.org) for information on registration deadlines and documentation guidelines.

Requests for accommodations will be completed and submitted only for students with a current Individual Accommodation Plan. A **Letter of Decision** will be shared by the Learning Specialist upon receipt from ACT's Office of Students with Disabilities. Approved accommodations will apply to all ACT exams.

[Consent to Release Information to ACT](#)

Summer Standardized Testing:

There will be no standardized test administrations (ACT or SAT) on the SJA campus during the summer months. (June, July, August) Students with approved accommodations will need to work directly with ACT National or Special Testing to find an approved test location willing to proctor the test with accommodations.



For more information,
please contact:

Kathryn DePung, Learning Specialist

B.S. Regular Education, B. S. Special Education K-12, M. Ed. Counselor 7-12

Areas of Certification: Learning Disabled, Behavioral Disorders, Mentally Handicapped

314-394-4314 or kdepung@stjosephacademy.org

THE COLLEGE ADVISING DEPARTMENT

The primary goals of the College Advising Department are to inform, empower, and support students as they discover colleges, universities, and gap year programs that provide excellent fit on myriad levels including academics, finances, and campus culture. We view each student as an individual, possessing their own talents, interests, and aspirations, and it is our mission to provide insight and opportunities to explore colleges that will value and maximize those unique characteristics.

Upon entry to SJA, each student will be assigned an individual advisor and begin receiving guidance regarding post-secondary academic options. Large, small, and individual meetings will be held with students, as well as regular check-ins with families both in-person and electronically. With each academic year, customization of the college search will increase with access to personality and career assessments, consultations, university rep visits, college tours, and in-depth guidance for the application process. Students have access to a variety of technological resources, including Canvas, SCOIR, and Naviance, where data and interests can be researched, shared, and discussed, allowing for even more personalized attention and assistance.

SJA College Advisors are attuned to the needs of our students and families and will advocate for each Angel, as well as facilitate the processes of research, essay writing and organization, financial aid, resume and interview preparation, and every step in between. The Academy is incredibly proud of our students' annual 99-100% college matriculation rate, as well as the phenomenal scholarship accomplishments of our students and their willingness to strategically explore their options. We are confident in their ability to fulfill their promise to live out the mission of SJA and positively impact our collective world.

Student Disciplinary Records:

Colleges and universities make it clear that transparency from applicants is expected when it comes to a student's disciplinary record.

St. Joseph's Academy, in accordance with the National Association for College Admission Counseling's (NACAC) Statement of Principles of Good Practice, discloses disciplinary information, upon request from the college, for all student infractions resulting in suspension, or dismissal for cause. This includes incidents that occur during the senior year after applications have been submitted.

Students are advised to reply fully, thoroughly, and honestly to all questions from colleges regarding disciplinary matters and are encouraged to meet with their College Advisor and provide them with a copy of any and all written statements that they send to colleges disclosing their disciplinary history.

St. Joseph's Academy will report any infraction that results in a student's dismissal, or withdrawal, from school during the senior year to colleges within ten school days of the student's departure from school.

THE CAMPUS MINISTRY PROGRAM

The Campus Ministry Program fosters Christian community among students, faculty, staff, and parents or guardians by cultivating opportunities for spiritual growth. St. Joseph's Academy promotes a variety of faith experiences, including service work, as well as sacramental and retreat ministries. Participation is open to students, and faculty/staff members who are committed to serving in any of the following areas: liturgy, service, or retreats.

The Campus Ministry Team, composed of student representatives, assists in the planning, publication and programming for all Campus Ministry sponsored events. The team works with the Campus Ministry Director and her staff, who are responsible for the overall program. While representative/officer positions are selected by application, all students are invited and encouraged to participate in Campus Ministry Team meetings and programming.

In keeping with Christian educational philosophy, individual participation in Campus Ministry activities is strongly encouraged and supported. The school supports this commitment as follows:

Student Participation in Retreat Programs

All students are expected to attend a day-long retreat experience provided by Campus Ministry. Juniors and seniors have the opportunity to participate in a Kairos Retreat, which is our capstone retreat at the Academy. All students generally participate in a yearly retreat as a graduation requirement, as arranged by Campus Ministry.

It is the responsibility of each student to inform teachers and coaches well in advance of her absence to attend a retreat. It is the responsibility of the teacher or coach to see that the student is not penalized for this absence and to allow sufficient time for the student to complete the work covered during her absence from class.

A student who wants to participate as a retreat team member must complete a provided application.

Student Participation in Student Service



Community service has its origins in the school's mission statement, "*our community expects these young women to make a profound impact in the world*" as well as in the charism of the Sisters of St. Joseph to "*serve the Dear Neighbor without distinction.*"

These statements motivate all our service endeavors. Through the sharing of their time, talents and love, the students of St. Joseph's Academy graduate having served at least 150 community service hours. However, most students exceed this requirement as Service to the Dear Neighbor becomes more of who our students are and less of a graduation obligation.

Service opportunities must be in line with the values of St. Joseph's Academy as a Catholic institution founded by the Sisters of St. Joseph of Carondelet. Opportunities in conflict with these values will not be accepted.

We are reminded that "... *to whom much is given, from her, much will be required; and to whom much has been committed, of her they will ask the more.*" (Luke 12:48) We expect our students to make a profound impact by serving a world in need.

Yearly Service Requirements for Students

All SJA students are required to participate in yearly service either at school and/or in the greater community. All hours for the 2022-2023 school year must be completed and logged by seniors no later than Friday, April 14, 2023, and completed and logged by freshmen, sophomores, and juniors no later than Friday, May 6, 2023.

Minimum service hour requirements:

Freshman year	12 hours	Junior year	20 hours
Sophomore year	15 hours	Senior year	20 hours
<i>(this is in addition to the Senior Service Project)</i>			

(See the chart below for examples of what does and does not constitute as service for these requirements.)

Each year is independent of the others, therefore, if a student performs 80 hours of service her freshman year, she is still required to complete the minimum hours each following year.

With regards to family responsibilities:

Any unpaid work for a family member or a family business is considered a *family responsibility* and DOES NOT qualify as service to the Dear Neighbor and will NOT be included. Service must also be able to be verified by an individual or organization NOT related to the student.

Year	Min Hrs	Can include, but not be limited to:	Cannot include:
FR	12	All on-campus volunteering, babysitting those not related to you, any approved outside agency.	Babysitting family members (<i>see notes above regarding family</i>)
SO	15	Up to 10 hours of on-campus volunteering, any approved agency, babysitting for an organization.	Private babysitting, only on-campus volunteering
JR	20	Up to 10 hours of on-campus volunteering, any approved agency	Private babysitting, only on-campus volunteering
SR	20	Up to 10 hours of on-campus volunteering, any approved agency	Private babysitting, only on-campus volunteering

Logging Hours on the Helper Helper Service Application

There are two ways to log hours on the **Helper Helper** app. The first way is to choose an opportunity, serve and then check in and check out of the service site using your app. The second way to log hours is by *adding a past commitment*. Simply include the organization, the opportunity, the name, email, and phone number of the contact, and write a note to the coordinator to clarify your service, then submit.

Logging Deadlines

All hours must be completed and logged into the Helper Helper service app within three time periods throughout the school year. *Any hours completed that are logged in after the deadlines listed below, will not be counted toward the service requirement for that year.* These deadline dates are also noted on the school calendar.

Friday, August 26 deadline: any hours from *May 7, 2022 – August 26, 2022*, are possible for validation. This includes all summer service hours.

Friday, December 9 deadline: any hours from *August 27, 2022 – December 9, 2022*, are possible for validation. This includes all fall service hours including Angel Fest and Open House activities.

FINAL SENIOR DEADLINE: Friday, April 14, 2023 - any hours from *December 10, 2022 – April 14, 2023*, are possible for validation. This includes the SJA Auction and Sophomore Retreat (for participating seniors only) and any other winter and spring service hours.

FINAL FRESHMEN, SOPHOMORE & JUNIOR DEADLINE: Friday, May 5, 2023 - any hours from *December 10, 2022 – May 5, 2023*, are possible for validation. This includes the SJA Auction and any other winter and spring service hours.

Please note:

- › All hours neglected to be logged for service performed during the listed times will be forfeited. All deadlines are at 11:59 p.m. on each deadline date listed above.
- › Additional service hours completed and logged following the final deadline in May will count toward the 2023-2024 school year.

Validation Guidelines: For service to be validated, it must include the following components:

- › Service must be completed and logged into Helper Helper within the time frames listed above with all hours logged no later than April 14, 2023 (seniors) and May 5, 2023 (freshmen, sophomores, and juniors).
- › Service can be performed for an organization or individual.
- › The organization or individual must NOT include family members or family friends or related businesses.
- › Service must be able to be verified with a valid contact phone number AND email address.

Examples that could be considered Yearly Service: Volunteering for Angel Fest, Open House, or the SJA Auction

- › Serving at the soup kitchen with Angel Outreach
- › Making a casserole or dessert for Sts. Peter and Paul
- › Ushering for a show or musical
- › Tutoring at a school where a family member DOES NOT work
- › Playing games at a Nursing Facility
- › Helping to lead a retreat for other students or children
- › Attending a Christpower or Project Life work camp. (only serving hours count towards the requirement.)
- › Helping at an animal shelter

Examples that are not considered Yearly Service:

- › Any volunteering during Mission Week
- › Managing a team for St. Joseph's Academy
- › Being on the regular Tech crew for plays/musicals
- › Serving at a school/business where a family member works
- › Playing games with your siblings, family, or grandparents (or helping them in any way)
- › Going on a retreat experience for yourself (unless it is a service camp)

If a student is unsure if an opportunity is approved or not, please contact the Campus Minister prior to serving and logging the hours. Some student organizations and honor societies have additional service requirements. Please check with the moderator to determine the best way to log those hours.

Consequences for NOT following the required service guidelines:

- › Students who do not meet these requirements are required to schedule a meeting with the Campus Minister/Service Director to determine a plan for completing their service hours. Students will be responsible for scheduling that meeting during the following times:
 - | Seniors: the week of April 14, 2023
 - | Freshmen, Sophomores & Juniors: the week of May 5, 2023
- › Students with missing hours will *not* be allowed to take exams.
- › Students who do not take final exams in the spring, will not be allowed to progress to the next grade level.
- › Seniors who do not meet the requirements will not be awarded a diploma at graduation until all service requirements are met.

Senior Service Projects

Senior Service projects are the capstone project for the four years of service at St. Joseph's Academy. These projects are scheduled at an approved agency. Detailed information will be given to seniors, and it is the student's responsibility to communicate all information to her chosen agency and those involved in the service experience. The senior service project must be completed to the satisfaction of the Campus Minister, the SJA Administration and the agency supervisor. Inappropriate behavior or failure to complete the project may result in a student not being permitted to participate in graduation and/or withholding the student's diploma until all requirements are completed satisfactorily.

ATTENDANCE

School Attendance

Academic success is closely connected with regular attendance. Students are legally required to attend school on a regular basis and are expected to be in school or attend online classes when the Administration determines that due to weather or other circumstances. A student always misses important knowledge by her absence.

A student is expected to notify the Main Office well in advance of any anticipated absence.

Regular school day attendance is expected from 8:15 a.m. to 2:50 p.m. Attendance is expected on retreat days and on any special assembly days, especially Mass days. On exam days, attendance is required during the scheduled exam periods.

Teachers take attendance at the beginning of each class period. The attendance software then counts the number of periods that a student is absent and calculates it into days. If parents or guardians have not notified the school of their daughter's absence, they will receive a call if their daughter is not present in class. (see [Absence Procedures](#).)

Missing the following number of periods constitutes an absence/tardy (see [Policy on Extracurricular Participation when Absent or Tardy](#) regarding missing school on game or performance days.):

Yellow Days: 5 or more periods missed = whole day absence; 4 = half day absence

Green/White Days: 4 or more classes missed = whole day absence; 2 = half-day absence

With any absence, whether planned or unplanned, it is the responsibility of the student to turn in and make up all assignments and tests in accordance with the teacher's syllabus. Teachers are not obligated to provide extra tutoring for any absences. A student who does not notify her teachers in advance of the absence may not be allowed to access or turn in make-up work. (see [Make-up Test Policy](#).)

Absence Procedures

For *every day* that a student is absent, a parent or guardian must call St. Joseph's Academy at 314-394-4300 or email mainoffice@sja1840.org to report your situation by 8:00 a.m. If a call or email has not been received by that time, an automated message will be sent to parents or guardians at home/work and a return call to the Main Office is required from the parent or guardian.

Students should stay home if they exhibit any symptoms of illness, especially coughing, sneezing, or a runny nose. Students who are ill must be symptom free for 24 hours without medication or have documentation from a medical professional prior to returning to campus. Documentation may be emailed to health@sja1840.org or faxed to 314-965-9114.

Illness During the School Day

When a student is too ill to attend class while she is in the school building, she must report to the Main Office. A parent or guardian will be called by the school authorities before the student is permitted to leave the premises. Students should not contact a parent or guardian before reporting to the Main Office.

Medication cannot be administered by school personnel. It is important for the school to know if a student administers her own medication during school hours. All medications should be noted on the Student Emergency form.

Planned Absences

Absences known in advance (i.e., non-school sport*, funeral, trip, college visit, surgery, etc.) require communication from a parent or guardian be provided to the Main Office before the absence. If not beforehand, the note **must** be turned in at the Main Office on the day the student returns to school. A parent or guardian **must** call the Main Office to notify the school of their daughter's absence on the morning of the absence. It is the STUDENT'S RESPONSIBILITY to notify all her teachers **in advance** via email regarding her planned absence **after** notifying the Main Office. Students not following this protocol will lose the option to make up missing work or tests.

An absence the day before or after an SJA break is strongly discouraged.

*In the case of an absence for participation in a non-school sporting competition (such as a club team), please note the following from the MSHSAA Handbook, by-law 3.14:

An athlete may participate in non-school sponsored completion in a sport in which MSHSAA member schools compete interscholastically during this period provided:

Missing School: *If held during the school year, no school time is missed to compete, practice for, or travel to the site of the non-school competition unless the absence is approved in advance by the school administrator. (St. Joseph's Academy requires prior approval of the absence from our Athletic Director.)*

Penalty: *The penalty for violation of by-law 3.14 shall be ineligibility for a period not to exceed 365 days in the sport in which the violation occurred.*

Excessive and Extended Absences

We realize that there may be times when a student has a legitimate reason for missing school (illness, family circumstances beyond her control, etc.), parents or guardians and students should be aware that the average number of days absent per student during a typical year is fewer than FOUR for the entire year. Students should be aware that days absent and times tardy will appear on their permanent record and are sent to universities and colleges when transcripts are requested.

Teachers are not obligated to provide the student with make-up work, missed tests or extra tutoring, especially due to absences before or after a school scheduled break or a student with excessive absenteeism. An absence the day before or the day after an SJA break is strongly discouraged.

In cases of extended absences due to illness, accident, or other, the parent or guardian should contact the Principal of Student Affairs.

Tardiness

(See [Make-Up Test Policy](#) regarding students who miss tests on day they are tardy.)

The day begins with first period at 8:15 a.m. Students not in their assigned place by this time are tardy. This tardy will be recorded on the student's permanent record. A student who arrives after the first period bell must check in at the Main Office before going to class and is required to provide a written note from a parent or guardian explaining the late arrival. The note must be turned in before the student can attend class or participate in extracurricular activities. A student arriving later than 15 minutes into a class period may be considered absent from that period.

When a student is tardy to school, for any reason, more than eight (8) times during the semester, she will serve a before-school detention. All detentions for tardies will be served at 7:15 a.m. (Zero-hour students will serve detention from 2:50-3:50 p.m. regardless of after-school activities.) An additional detention will be given for each

tardy that semester. Tardiness to class is dealt with by the classroom teacher.

- › Students with ten (10) or more tardies will be a student “not in good standing” and will forfeit extracurricular privileges, including dance privileges.
- › Seniors who are tardy more than ten (10) times will forfeit all senior privileges.
- › In “zero-hour” classes, students must follow the teacher’s syllabus regarding tardies and absences.

Remember that the number of times tardy will appear on the student’s transcript.

Leaving Campus During the School Day/Early Dismissals and Appointments

Students may not leave the premises or building without the permission of both the school Administration and a parent or guardian. If a parent or guardian finds it necessary for an early dismissal on any school day, the parent or guardian should notify the Main Office by 8:00 a.m. The student must get an early dismissal slip from the Main Office before school begins and must always check out in the Main Office before leaving campus for any reason. A parent or guardian picking up a student during the school day **must** come to the security entrance window and identify him/herself before taking the student from school property. If the student returns to school after the appointment, she must check back into the Main Office before returning to class.

A student is expected to notify her teachers well in advance of any absence after notifying the Main Office.

Policy on Extracurricular Participation when Absent or Tardy

A student may not participate in or attend any extracurricular activity on the day she is absent. Extracurricular activity includes practices, competitions, performances, and team meetings/activities. If an athletic event falls on a weekend, the student must be at the school the Friday before.

A student must be present for three or more periods on a Green or White day, or six or more on Yellow days, to be eligible to participate in or attend an extracurricular activity (LACE time, assemblies (event time), and masses are considered a class period). However, if a student leaves school early during the school day, she is not allowed to participate in or attend any extracurricular activity without the permission of the Principal of Student Affairs.

Not following this policy will result in four (4) consecutive after-school detentions and suspension from extracurricular participation until all four detentions are served. The detention will begin the day after the violation occurs or is discovered. Continuous disregard of this policy will result in permanent removal from extracurricular activities.

Skiping Class/Truancy

Teachers will deduct three (3) percentage points from the student’s final semester grade average in that class for any class missed. “Skiping” is defined as missing an entire class or most of the class without permission of the parent or guardian and Administration.

A student is truant when she is absent from school or class without the permission of her parent or guardian, or when she leaves the school premises at any time during the school day without the permission of the Administration. Three (3) percentage points will be deducted from the student’s final semester grade average for any classes missed. Violating this policy will result in **four (4)** consecutive after-school detentions and suspension from extracurricular participation until all four detentions are served. The detention will begin the day after the violation occurs or is discovered. Continuous disregard of this policy will result in permanent removal from extracurricular activities. A second truancy violation will result in suspension and behavioral probation, including forfeiture of senior privileges, loss of National Honor Society status, up to dismissal.

STUDENT WELFARE AND HEALTH

Accidents on Campus

Every accident in the school building, on the school grounds, or at any school-sponsored event must be reported to the adult moderator in charge and to both Principal's offices *immediately*.

Anti-Harassment Policy

Christ calls us to love others as he would love us, as well as to be merciful as God is merciful; therefore, we are called as an SJA community to do the same.

Harassment in any form is not tolerated at St. Joseph's Academy whether it is student to student, student to faculty/Administration, or faculty/Administration to student. Any harassment should be immediately reported. The school treats allegations of harassment seriously and reviews and investigates such allegations in a prompt, confidential, and thorough manner.

A report of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to report/claim false charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment which is intimidating or hostile because of the individual's ethnicity, race, age, creed, color, national origin, socioeconomic circumstance, physical disability, sex, gender, or sexual identity. It includes, but is not limited to:

- › **Visual Harassment:** Derogatory, demeaning, or inflammatory written in any form or posted in *any* electronic/digital manner.
- › **Verbal Harassment:** Derogatory comments and/or jokes; threatening words
- › **Sexual Harassment:** Inappropriate sexual remarks or physical conduct.
- › **Physical Harassment:** Unwanted physical touching or contact, assault or any intimidating interference with normal work or movement.

Child Abuse

If you suspect a student is being abused in any way, or if you are being abused in any way, report this information to a counselor or to the Administration. All reports of abuse are reported to the Division of Family Services. Educators, by law, must report any suspected abuse of a student to DFS.

Communicable Disease Policy

St. Joseph's Academy will follow the recommended policies and procedures on communicable disease established by local, state, and federal agencies as well as those recommended by the SJA safety task force and medical consultants.

The rights and care of the student as well as the welfare of the total school community will be taken into consideration.

Health Records

All students are required to have a physical and current immunization record on file in the Main Office in order to attend school. For incoming freshmen, the physical must have taken place within the past twelve (12) months. These records **must be** signed by their physician and *are required by Missouri state law*. St. Joseph's Academy may be audited by the State Health Commission. St. Joseph's Academy does not accept vaccination exemptions.

All seniors must have a second meningitis vaccine. Parents or guardians **must** provide a copy of the up-to-date record to the Main Office

. To protect the health of our other students and faculty/staff, if a student is not in compliance, she will not be allowed to attend school. St. Joseph's Academy does not accept any exemption for any immunization that is required by the State of Missouri.

Athletic physicals:

The Missouri State High School Activities Association (MSHSAA) physical form can be found on the SJA website or by contacting the Athletic Director. (see [Athletics](#) for details and links to all forms.)

MSHSAA has a *two-year window* for the [Pre-Participation Physical Evaluation Form – Part I](#). Per the MSHSAA handbook, a physical is valid for a two-year period (730 days) from the date of the physical examination. All athletes who submit a physical to St. Joseph's Academy during the 2021-2022 school year do not need to submit another MSHSAA form for the 2022-23 year. Athletes who did not play a sport in 2021-22 will need to submit a new MSHSAA form for tryouts for the current year. *Incoming freshmen are required to get a physical signed by a physician turned in with MSHSAA form.*

The [Pre-Participation Physical Evaluation - History Form](#) must be renewed each year.

Special Health Concerns

If there is a special concern (medical, physical, emotional, or learning) about which the school should be alerted, the parent or guardian should contact the student's counselor. The school should know if a student administers her own medication during school hours. All special health concerns should be included on the **Student Emergency** form.

Pregnancy Policy

In considering the well-being of the student involved, St. Joseph's Academy will follow the directives of the U.S. Catholic Bishops who urge us, as an educational and faith community, to provide an environment where a pregnant teenager can find support and compassion. Therefore, a student who becomes pregnant will be allowed to remain in school. Each case will be handled and evaluated on an individual basis.

Issues of Child Custody

In the case of divorce or separation, a *court-certified copy* of the custody section of the divorce decree, or a *court-certified copy* of the custody decree with the school, must be on file with the school. If no such copy is on file, school officials will operate with the understanding that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to court-mandated custodial arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent has legal and/or physical custody of them on any given day. *It is the responsibility of the parents to inform the school of any changes in marital or custodial status.* (See [Updates and/or Changes to Student Information](#).)

Parking: Student Drop-Off and Pick-Up Policy

For the safety of our school community, please adhere to the following guidelines:

- › Students may not arrive before 7:00 a.m.
- › Students may be dropped off and picked up at the Gym/Commons entrance or the upper parking lot in the back of school.
- › Students should not be dropped off or picked up near the Main Office entrance after 7:30 a.m..
- › Carpool drivers are to follow all posted road signs on the SJA property.
- › Parking is not allowed on Litzsinger Drive or in the lots of our adjacent neighbors. Violators may be ticketed by the Frontenac Police.

These guidelines are for everyone's safety and for effective traffic flow. (To avoid traffic congestion, we recommend picking up your daughter after 3:15 p.m.). Students are informed of this policy and are expected to comply with these guidelines.

BEHAVIORAL EXPECTATIONS

St. Joseph's Academy maintains an atmosphere that encourages learning, growth, and safety. Teachers, students, and administrators work together to ensure that everyone in the school community respects the student's right to learn and the teacher's right to teach. Respect for all members of the SJA community and adherence to school guidelines are valued and expected. Students and parents or guardians should be aware of the policies, regulations, and consequences.

Discipline

Conduct on *any* school campus (ours or any other school) that is disrespectful, detrimental, or destructive, will result in the student being disciplined according to the behavioral policies of St. Joseph's Academy. Disrespectful behavior also includes racial slurs, comments, and epithets. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to another person, the school, and/or reputation of the school. This includes, but is not limited to, social networking, email, and text messages, etc. via *any* computer, network, or phone. Any serious offense by a senior at the end of senior year will jeopardize participation in Baccalaureate and Graduation.

The Administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at its discretion. In the case of *any* disciplinary matter, the Administration may require the student to see a professional for assessment and/or evaluation. Parents or guardians and students agree to adhere to this requirement when signing the Parent/Student Handbook agreement.

Together, the Administration reserves the right in every situation to determine if any offense is serious enough to warrant detention, activity suspension, class suspension, disciplinary probation, or withdrawal.

Inappropriate behavior during class, in the building is generally handled by the classroom teacher. A student asked to leave class for disciplinary reasons must report to the Main Office immediately. She will not be able to make up any class work missed during that period. Repeated behavior problems in class will be referred to the Principal of Student Affairs.

For information on the release of discipline information to colleges, see [Student Discipline Records](#).

Alcohol, Drugs, & Vaping

The use and abuse of alcohol and other drugs pose a threat to the health of young people and create an obstacle to their full development. The consumption and/or possession of alcohol is illegal for all students who attend SJA.

Possession of alcohol, drugs, or paraphernalia, and/or being under the influence of alcohol or any other illegal drug, including JUUL or vape paraphernalia, is prohibited at St. Joe. Students are reminded that the trade or ingestion of medication prescribed to someone else is illegal and dangerous.

Sale/transfer/purchase of prescribed or illegal drugs, alcohol, or vape/JUUL products in any form, on school premises, at school functions or activities off campus, is prohibited and will not be tolerated at SJA. Such involvement will be grounds for suspension/expulsion and/or barring participation in graduation activities. A student in violation of this policy may be subject to possible legal action.

A student or parent/guardian coming forward for assistance for a possible problem with alcohol or drug involvement of the student (before a reported incident) will meet with the administrators to determine the course of action. Consequences may be mitigated if self-reporting was initiated by the student or parent/guardian.

Students attending school functions, sporting events, dances or any other SJA sponsored activities will be subject to a breathalyzer test.

First offense for alcohol/drug consumption or possession in or out of school, including photographs on the SJA server and/or any social media site that are not in line with the values of St. Joseph's Academy:

(Determining consequences for photographs will be at the discretion of the SJA Administration. Parents or guardians of all SJA students in a photograph not reflecting the values of St. Joseph's Academy, will be contacted.)

- › Conference with the Administration and parent or guardian
- › An assessment is required with a trained drug/alcohol counselor within one week of the drug or alcohol violation. The treatment recommendations must be followed in order to maintain enrollment at SJA. If using a non-SJA counselor: written verification of compliance must be submitted by the professional counselor/therapist to the Administration, and parents or guardians are required to sign a Consent Referral form, provided by the Counseling Department.
- › Drug usage other than alcohol, parents or guardians must take the student for a drug test and the test must show no involvement with drugs in order for the student to return to school. The student may be subject to continued random drug testing at the discretion of Administration. Failure to comply with these expectations will result in suspension until such tests are conducted.
- › Random drug testing will be required throughout the year for non-alcohol related drug offenses.
- › Weekly appointment with the SJA Wellness Counselor (for one month); Counselor will determine if further professional assessment and/or treatment is required.
- › National Honor Society members forfeit membership in NHS permanently.

Second offense:

- › All Event Time and unstructured periods will be served in the Main Office, under the supervision of the Principal of Student Affairs for 21 school days.
- › Suspension of all extracurricular activities for 21 school days, including weekend events.
- › Seniors forfeit all senior privileges for 21 school days.
- › All leadership roles are forfeited during suspension. Continuation of leadership role will be determined after the suspension period.
- › Disciplinary probation for the remainder of the year. Students behavior will be under special examination. Possibility for dismissal of cause for any serious discipline issue during the probation period.

Third offense:

- › A third offense involving alcohol/drugs at any time will result in the student being dismissed from SJA.

Cell Phones/Smart Watches (wearable technology devices)

Use of a cell phone at SJA is a privilege, not a right. Misuse of cell phones is disrespectful to the teacher, other students, and the learning environment. Cell phones may not be seen, heard, or read during class time, unless its usage is specifically directed by a teacher for educational purposes. It is the responsibility of the student to turn off her cell phone **before** going into any classroom. Class time also includes the following: Mass/assemblies, event time, LACE, the library, and restroom visits during class time.

Smart watches or any wearable technology device may also not be heard during class time. Notifications should be silenced or put on "airplane mode" if worn during the school day. Students wearing smart watches must also

remove them before taking quizzes, tests, and exams.

Students must not put the teacher in the position of evaluating the legitimacy of phone or smart watch use during class time. A student must ask for teacher permission to use her phone during class time.

Consequences if a student chooses to use her cell phone or smart watch in the classroom:

- › The teacher will confiscate the student's cell phone and turn it into the Main Office. Students are not allowed to take out the battery or sim card prior to handing over the phone.
- › The student will receive an after-school detention on the day of the infraction. The student must serve this detention immediately after school regardless of any school or non-school commitment.
- › The student will pay a \$50.00 fine to the Business Office the same day or the next day. The student has the option of serving five (5) additional consecutive detentions in lieu of the \$50.00 fine.
- › If a student violates this policy a second time, she will forfeit her right to use her phone at school for the rest of the semester. Her phone must be left at home or turned into the Main Office each morning, picking it up at the end of the day.

Repeated disregard of the cell phone and smart watch usage policy will result in other disciplinary actions at the discretion of the Administration. *Remember, it is a conscious choice and deliberate action to use your cell phone and/or smart watch inappropriately.*

Cell Phones in the Library and "Spence Shine Shack" (Success Center)

The St. Joseph's Academy Library recognizes the usefulness of cell phones as a means of supplementing educational instruction, while also recognizing that student use of cell phones during the school day is a privilege.

Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the library. Abuse of this privilege will result in the discontinuance of cell phone use in the library for all.

This policy will permit students to use cell phones in the library on a limited basis. When in use, cell phones must be on silent mode so that no ring tone is heard. Students are not permitted to talk on the phone or use the phone to contact other students who are in class. Camera and video usage are limited to class assignment requirements and with the permission of those being filmed.

Students using cell phones or other electronic devices in any manner that disrupts the educational environment, from within or from outside the library, or violates the rights of others, including, but not limited to, using the device in violation of our academic integrity policy, violating school conduct rules, harassing or bullying faculty, staff or students, or using their device for unlawful purposes will be subject to disciplinary action.

Students must recognize that this policy only applies if the student is in the space(s) on her own time. If the student is in class and visiting one of these spaces (alone, with a small group, or with the entire class), the student must follow the school's overall cell phone policy of no cell phones while in class. *Students who choose to eat lunch in the library must also adhere to these policies.*

Unstructured Periods

The proper use of unstructured periods is integral to the learning process. Students may spend these periods in the library, student success center, resource centers, testing center, the Shanahan Commons, cafeteria, in individual group study or meeting with teachers. If this period is her first period of the day, she must check in at the office before the first bell.

Since St. Joseph's Academy is an academic institution, the total atmosphere of the school should be conducive to learning. Student behavior in any area of the school should reflect this responsibility to maintain a proper learning environment. If a student violates the behavior expected during this period, she will be assigned a supervised place to spend this period.

After School Guidelines

All students remaining on campus after school must be in the Shanahan Commons by 3:15 p.m. unless they are with a teacher or in the library. ALL students must be picked up from school by 6:15 p.m.

Expected Student Behavior Off Campus

Schools are judged in no small measure by the conduct of their students when off-campus. While St. Joseph's Academy does not hold itself responsible for offenses committed outside of its legal jurisdiction, we reserve the right to review any conduct that impedes upon the Church or school's values and morals, or that hinders the advancement of the common good, for which may be sufficient grounds for suspension or dismissal.

Conduct on ANY school campus (ours or any other school) that is disrespectful, detrimental, or destructive, will result in the student being disciplined according to the behavioral policies of St. Joseph's Academy. Seniors involved in any of this behavior may jeopardize walking at baccalaureate and graduation. (see [Discipline](#).)

Falsification of Notes

Many times, we need to have original written approval from a parent or guardian regarding permission to leave campus because we are legally responsible to have this from a parent or guardian. SJA cannot accept a student signature in place of a parent or guardian's signature. Students signing for a parent or guardian will not be accepted *under any circumstances*. Forging a parent or guardian's name on a note or permission form, altering a note in any way, making, or having someone else make a call in which the caller falsely claims to be a parent or guardian are dishonest actions. If another adult is signing for a parent or guardian, such as an emergency contact, the school must know in advance and not after the fact.

Some examples of forms that would be signed by a parent or guardian are, but not limited to:

- > Field trip permission
- > Dance permission
- > Class officer permission
- > Mission Week

A parent or guardian cannot give verbal agreement to a forgery of his/her signature to their daughter. If a student violates this policy, the parent or guardian will be notified, and the student will serve four (4) detentions and the student may not be able to attend the event. Consecutive detentions will not be scheduled around school activities or outside commitments. Repeated infractions may be subject to suspension or withdrawal for cause. Forgery or misrepresentation is the same as lying to an administrator and will be treated seriously.

Firearms and Weapons

The possession and/or use of firearms or any weapon such as, but not limited to, guns, knives, etc., at school or at school-related functions is prohibited. Students violating weapon rules are subject to dismissal and police involvement.

Smoking and Vaping

St. Joseph's Academy is a smoke-free campus. Students may not smoke in the school building, on the school grounds, at a school event at another location, or in vehicles while they are on the school property. This also includes any type of electronic cigarette (i.e. "JUUL"). A student in violation of this policy will be subject to the following:

Cigarette Smoking

- › First offense — automatic one (1) day in-school suspension
- › Second offense — dismissal from school

Vaping

Electronic cigarettes (i.e. JUUL) are not considered smoking. (See [Alcohol/Drug Involvement.](#))

Student Discipline Records

When a student leaves a school and enrolls in a new school, the law pursuant to subsection 9 of Section 160.261, RSMo, requires that the student's discipline records be transferred along with other records.

Student Spectators at Sporting Events

If St. Joseph's Academy students, who are spectators, commit unsportsmanlike behavior, they will be asked to leave the area and may be banned from attending any future St. Joseph's Academy athletic contest.

Technology

All students are required to lease a laptop computer through the school. For a student to use any technological equipment at St. Joseph's Academy, a current signed **Technology Agreement** form must be on file in the Main Office. *By signing this agreement, both parents or guardians and student* agree to the acceptable use policies as they are stated in the agreement. The Administration reserves the right to inspect a student's computer or any electronic device (i.e. personal cell phone), including files, communication, social media sites and history at any time. Students may not impersonate, disrespectfully malign, or misrepresent any member of the St. Joe community. Students should report to an administrator any inappropriate electronic contact with another student, faculty, staff or other SJA school member.

Students using cell phones or other personal electronic devices to photograph or video faculty and/or staff, *on or off campus*, without that person's permission, are in violation of our school's rules of conduct and will be subject to disciplinary action.

SJA Website/Canvas Information Sharing

Information contained in the Parent/Guardian address book (buzz book) and/or Canvas address book is for the sole use of St. Joseph's Academy families. Distribution for the use of any kind of solicitation is strictly prohibited.

Social Media/Electronic Usage

Your electronic presence reflects your integrity, values and moral character. Caution is recommended when posting/submitting/using ALL social media sites such as, but not limited to Snapchat, Instagram, TikTok, Twitter, Facebook, etc. Caution is also recommended when texting and using phone apps (including secret/hidden apps). Inappropriate usage/postings by you reflects poorly on you and on St. Joseph's Academy. ANYTHING posted on an electronic device may become public and could subject you to unintended exposure and consequences.

Personal Responsibility and Liability

Communications made via social media and on electronic devices are not exempt from the expectations and obligations set forth in St. Joseph's Academy policies or from the laws and regulations that govern personal liability across general and traditional forms of communication. You are responsible for what you post/submit and communicate on your own site/devices and on the sites/devices of others and should only post/submit on behalf of St. Joseph's Academy or its clubs/activities in an official capacity where you have been explicitly authorized to do so.

Privacy: Do not post/submit anything that you would not present in **any** public forum. In particular, do not discuss a situation involving named or pictured individuals on a social media site without their knowledge or permission.

Permanence: Remember that whatever you share may be public for an indefinite period of time, even if you attempt to modify or delete it.

Audience: Be careful what personal information you share online. Many social networking websites are not secured, and information is available to anyone with access to a computer and the internet.

Association: Keep in mind that on many social networking websites, your name and photo/icon appear next to the content that you post and will be associated with you and/or St. Joseph's Academy. You must ensure that your use of social media does not harm or otherwise injure St. Joseph's Academy, its faculty/staff, its students, its alumnae, or its employees. Please be aware that any posts where you are wearing the St. Joseph's Academy uniform or any apparel with the school crest, logo, or other reference to the school will be treated as posts where you are representing the Academy and will be subject to particular scrutiny.

Consequences for technology infractions are outlined in the St. Joseph's Academy Technology Agreement, and may include loss of computer privileges, suspension, or withdrawal for cause. Seniors nearing graduation forfeit their right to walk at baccalaureate and graduation.

Computers and access to the Internet are provided to students at St. Joseph's Academy as learning tools. Students are to use computers, including e-mail and all social networking sites, in an appropriate, educational manner. E-mail, internet use, and computer communication is continually monitored. All computers should be carried and stored in protective case for the warranty to be in effect.

Trespassing

Students found in the school building or any other schools' facilities at times other than authorized will be considered trespassing. The school building is closed from 6:00 p.m. until 7:00 a.m. Students should not be on the campus during these hours unless they have permission from the Administration or are attending a school-sponsored event. Parents or guardians will be notified if their daughter is caught trespassing. Possible further action (including legal recourse and notification of law enforcement) can be taken. *Students should not be on other schools' campuses on days off unless they have official business at that campus.*

Vandalism

Vandalism or the defacing of school property is disrespectful, illegal, and contrary to our sense of community responsibility. Students who damage or deface any school's property will be required to make restitution by working for the school and/or paying for the damage. Parents or guardians will be notified, and possible further action (including legal) will be taken.

Pranks, no matter how innocently intended, can degenerate into disrespectful behavior and vandalism. St. Joseph's Academy permits no pranks, senior or others. Parents or guardians will be notified and possible further action (including legal action and/or notification of law enforcement) will be taken. Seniors found to have vandalized the school in any way can be excluded from graduation ceremonies at the discretion of Administration.

DEFINITION OF TERMS AND APPLICATION

Detention

Detention is time spent at the school in the form of supervised work activities and/or loss of unstructured time. Detention may be served before school, during unstructured time or after school at the discretion of the Principal of Student Affairs. *Students not coming, or coming late, to a detention will be considered absent for the detention.* If a student misses a detention, the original detention will be rescheduled, and an additional detention will be added.

Suspension

Suspension is the exclusion from the privilege of attending classes with other students. When a student is suspended, a conference with student, parent or guardian and school administrator is held. Students are responsible for determining what work was missed and must make up that work. The student will not be allowed to attend any extracurricular school activities during the suspension period. The duration of the suspension is at the discretion of the Administration. The suspension can be either in-school or out-of-school at the discretion of Administration.

Disciplinary Probation

Disciplinary Probation is a period during which a student's behavior is under special scrutiny. A student placed on disciplinary probation remains in this status according to the guidelines below. Other consequences may also be incurred.

While on probation, a student is not eligible to run for any elected office or hold a leadership position. If the student is an elected or appointed leader, she will forfeit that position for the rest of the school year. In addition, from the date the probation started, the student may not formally represent St. Joseph's Academy in any extracurricular activities such as athletics, competition, performances, etc. After the probation period, the extracurricular status will be reviewed, and the student may be allowed to again participate in these areas.

First offense:

- › 21 consecutive school days,
- › conference with parent or guardian and Administration to outline consequences and expectations,
- › may be required to meet with a counselor and/or seek professional assessment/treatment,
- › other consequences as deemed appropriate.

Second offense:

- › one month to one-year duration, as determined by administrators,
- › conference with parent or guardian and Administration to outline consequences and expectations,
- › may be required to meet with a counselor, and may require professional assessment and/or treatment,
- › other consequences as deemed appropriate,
- › possibility of dismissal for cause.

During this time, the student is expected to be respectful, cooperative, and responsible in all aspects of her school and community life. If a student on probation is involved in another disciplinary action, she will be dismissed from St. Joseph's Academy.

A student can be placed on disciplinary probation or may be asked to “withdraw for cause” for, but not limited to:

- › violation of the school alcohol and drug policy,
- › violation of truancy policy,
- › violation of technology agreement,
- › continuous disregard for classroom and/or school guidelines, including plagiarism,
- › stealing or intentionally damaging or destroying property of the school, or a faculty or staff member, or of another student,
- › other behavioral or attitudinal problems such as disrespect*, bullying, disobedience, lying, stealing, cheating, etc. (*See [Behavioral Expectations, Discipline](#)),
- › involvement in any other disciplinary issue as determined by the Administration.

UNIFORM INFORMATION

Enforcement of Dress Code

It is not possible to list all inappropriate clothing for the school environment; therefore, the Administration reserves the right to determine the appropriateness of attire and appearance. Students should always choose clothing that follows SJA expectations of modesty.

If a student is deemed inappropriately dressed by Administration, she will be expected to modify her clothing or change her clothes before she will be allowed to return to class or exams. An automatic detention will be issued for wearing a non-uniform shirt, jacket, sweatshirt, or sweater. In addition, the student must pay a \$20 fine or serve two (2) additional detentions before the item will be returned.

The ultimate decision regarding appropriate clothing for the school day, exam period, dances, school activities, and athletic events rests with the Administration.

SJA School Uniform

The school uniform is worn daily at St. Joseph's Academy, except for specified "non-uniform days."

The purposes of the school uniform are:

- › to provide a visible image of school unity
- › to give students a sense of equality
- › to identify community members
- › to contribute to the serious educational atmosphere of the school

Respect for oneself and others is also shown through personal appearance and neatness. All students are expected to reflect pride in themselves and in the school by following the uniform regulations.

A student is considered "out of uniform" if she has not followed the uniform regulations, or if her uniform needs laundering, repair, or no longer fits properly. The Administration and faculty can make discretionary decisions regarding the appropriateness of certain attire and appearance.

Uniform Skirt:

- › SJA regulation green plaid skirt*: The skirt must be buttoned and zipped (no extenders or safety pins) and must be no more than 3" (inches) above the back of the knee. (You may use a 3x5 notecard to measure.) The skirt must be neat in appearance. Sweatpants may not be worn under the uniform skirt. Students may wear shorts under their skirts, but they must not be visible.

Uniform Pants:

- › grey pants*

Uniform Shirt options:

Shirt must have a school logo. Shirts allowed:

- › white polo, white oxford, or white turtleneck*
- › gray polo*

- | A plain, short-sleeved t-shirt may be worn under the uniform shirt.
- | All shirts must be tucked into the skirt.

Uniform Sweater Vest:

- > green sweater vest with the school logo* (required for Mass and special occasions)

Uniform Sweatshirt and Sweater options:

- > green crew sweatshirt with the school logo*
- > gray crew sweatshirt with SJA logo (SJA Spirit Shop)
- > green PE hooded sweatshirt (SJA Spirit Shop)
- > green or gray pullover or button-down sweater with the school logo*
 - | A collared uniform shirt must be worn under any sweatshirt or jacket.
 - | Students wearing non-uniform sweatshirts, sweaters, etc. will be required to turn the clothing into the Main Office; the buyback cost will be \$20 or 2 service hours.

Shoes:

- > any closed-toe athletic/gym-style or Sperry-style shoe. Socks must be worn. Shoes must have backs.
 - | Administration's discretion will be used for shoe choice.

Leggings/Tights:

- > Plain, solid black only leggings or tights may be worn under skirts (cut-outs, sheer areas, zippers, etc. MUST be below the knee).
 - | Sweatpants, yoga pants, and joggers **may not** be worn under the uniform skirt.

PE/Dance/Yoga Uniform:

- > ANY St. Joe t-shirt
- > athletic shorts/leggings/yoga pants

Club T-shirt Day:

- > On Wednesdays, students may wear any SJA club t-shirt with her uniform skirt. Administrative discretion will be used.

Other Expectations:

- > Hats may not be worn in school without permission.
- > Facial piercings allowed are one small nose stud and earrings. All other visible body piercings will be at the discretion of the Administration. Tattoos should be covered at all times.
- > In order to assure appropriate safety in PE class, no jewelry of any kind on any part of the body is allowed. A student who refuses to remove jewelry will not participate in class and will lose participation points.

*Available for purchase at *Just Me Apparel*

Out of Uniform Days

Several times during the year students are allowed the privilege of wearing clothes other than their uniforms to school. Specific regulations still apply to these special days.

Students may wear appropriate casual clothes. Nice jeans (no holes) and a modest and appropriately fitting shirt may be worn. No boxers, tennis skirts, one shoulder, strapless, low-cut, tight-fitting, spaghetti straps, tank tops, midriffs, etc. may be worn. A student's cleavage and abdominal area should not be exposed. **Leggings may be worn, and they must be opaque, not see-through.**

Students will be notified if they are allowed to wear appropriate length shorts on out-of-uniform days.

Students participating in sports or other extracurricular activities are occasionally given permission to dress in a way that represents their team or activity. This exception must be approved by the Principal of Student Affairs.

An example of out-of-uniform clothing that is appropriate is: a t-shirt and a pair of sweatpants, jeans or shorts of the appropriate length.

OTHER STUDENT REGULATIONS

Expectations of Students during Virtual Learning

Due to emergencies, such as an abundance of snow days, students may be expected to participate in online learning. During online learning, students are expected to regularly check Canvas, and log into Zoom at the start of each class.

When on Zoom, students are expected to:

- › attend all classes, per the teacher's requirements for the course.
- › wear an SJA uniform top
- › have their camera on in class and their face fully shown
- › backgrounds must be neutral; they may not include anything political, have reference to drugs or alcohol, or show any profanity.
- › contact the technology office with any internet or computer issues at technology@sja1840.org.

At no time can the student's screen be blacked out; all videos must be on during Zoom classes.

Cafeteria

The café strives to offer options for students with special dietary needs, however specific dietary accommodations are not available.

Food is only allowed in the cafeteria, Shanahan Commons, and selected outdoor areas. Food should not be taken to any area outside the cafeteria (classrooms, resource centers, etc.) without permission. When finished eating, each student is expected to clean up the table before leaving. The cleanliness of the cafeteria is each student's responsibility. Beverages, such as coffee, soda or water may be brought into the classroom at the discretion of the teacher.

Snacks may be eaten in the Shanahan Commons/Concession Stand area and café only. A student eating in the hallway or in a classroom, unless given permission by a faculty member, will receive a detention on the same day of the occurrence.

Students should not share their café/student ID# with any other student. It is the responsibility of the student and parents or guardians to maintain and monitor the balance of their café account.

Deliveries

All deliveries intended for a student must be received at the Main Office. The student will be notified of the delivery before the end of the school day. Students may not have food delivered to campus at any time without the explicit permission of the Main Office.

Deliveries of any kind, for or on Valentine's Day, including lunch, will not be accepted the week of Valentine's Day. If deliveries are attempted, they will be refused and returned to their point of origin. Students may not meet guests anywhere on campus to receive any type of gifts/deliveries. Also, deliveries of any kind such as dance invitations will not be accepted anytime throughout the school year.

Library

The library is a part of the learning environment. It is a place for research and study. The library's physical and virtual collections support and enrich the curriculum with materials appropriate to varying abilities and interests. The professional staff is available to assist all students in locating and using information resources. Recreational reading needs are served as well. A quiet atmosphere is maintained in the library.

The library is open from 7:30 a.m. to 3:50 p.m. and closed after school on early dismissal days. Students must return library materials in good condition and on time, pay for any materials that are lost, damaged, or returned late. Students will not receive grades or diplomas, until these obligations are met.

Students are permitted to eat their lunch in the library, when approved, but must follow all guidelines outlined in this handbook regarding expected behavior. (see [Cell Phones in the Library](#))

The library has black and white copiers and printers for student use. Students should not request copies from the front office.

Lockers, Locks, & Book Bags

Each student is assigned a locker in the school. The student must use her assigned locker. Students may only use school issued locks. Locks used that are not school issued will be cut off the locker at the student's expense. *It is the student's responsibility to see that her locker is kept locked. SJA is not responsible for any lost or stolen items.*

Report any needed locker repair to the Main Office. All students are expected to be considerate of others in class and maintain a learning atmosphere in school, even when going to lockers. Only painter's tape is not to be used on the painted surfaces. Use only adhesives or magnets that do not mar the paint. Pictures or text that are inappropriate to SJA are not permitted and will be removed.

Lockers are the property of St. Joseph's Academy and are intended for proper student use. The Administration reserves the right to inspect all student lockers, and contents, including PE lockers, at any time, with or without the student being present.

St. Joseph's Academy also reserves the right to inspect student book bags or backpacks at any time.

Outdoor Privileges

The purpose of the outdoor privilege is to provide the opportunity to enjoy the weather and the outdoor campus while maintaining an educational atmosphere. This privilege allows all students to eat lunch, study, or quietly visit with each other in the designated areas during the lunch periods.

With regard to this privilege, it is the students' RESPONSIBILITY to:

- › stay in the designated area
- › keep the outside area clean (trash cans are provided)
- › maintain a reasonable noise level so as not to disturb classes (no radios, etc.)
- › return to class on time
- › stay in complete uniform at all times

Notices or Signs

Notices or signs of any kind are not to be posted around the school without the signature of the Principal of Academic Affairs or Principal of Student Affairs. Persons who post signs or notices are also responsible to see that they are taken down when the event is over. Locker decorations are permitted for special occasions.

Visitors

All visitors to the campus, including parents or guardians, must register in the front office as soon as they arrive. Students should NOT open doors for visitors. All visitors or unknown persons should be directed to the Main Office for appropriate sign-in. Students are not allowed to have visitors at school unless approved in advance by the Principal of Academic Affairs or Principal of Student Affairs. This permission is usually reserved for special guests and requires that the student requesting the permission bring a note from her parents or guardians. Students should not prop doors.

Money and Valuables

The school is not responsible for any cash or valuables a student may bring to school. If it is necessary for a student to bring a considerable amount of cash or any valuable item to school, she is advised to leave the cash or item with the Business Office before school begins and claim it at dismissal.

Students in charge of collecting money for class activities or projects are to turn in the money daily to the organization's moderator. The student is responsible for any money that is not deposited with the designated moderator and must see that full reimbursement is made should it be lost or stolen. Classes and clubs may not incur debts or sponsor money-making activities without the approval of the Principal of Student Affairs.

Supervision of Special Activities

Meetings or rehearsals held after school, or in the evening, may not be held at school without permission of the Administration. Students must have a faculty/staff sponsor with them for all such activities.

When an activity is sponsored in the school building, the sponsoring group assumes the responsibility for clean-up and maintenance.

Policy for Dances and Other Social Events

- › A student must be in good standing in order to attend a dance.
- › If an event is held on a school day, the student must be at school the entire day of the event to be eligible to attend the event. Please do not make dental/doctor appointments on the day of the event.
- › If an event is on a Saturday, the student must be in school all day on the Friday before.
- › Students are required to have their parents or guardians fill out dance permission/information forms for themselves and their guests to be used in case of emergency. These forms must be turned in to the faculty moderator by the stated deadline before the day of the dance.
- › Students must arrive to the dance on time as stated on the permission slip; there is no admittance after this deadline unless previously arranged with the coordinator according to the proper procedures.
- › Students are to remain at the dance until it ends, unless noted otherwise.

- › Students and guests are to be properly attired or will be required to modify their clothing, or to leave the event. Parents or guardians will be notified and asked to pick up their student if she is asked to leave.
- › Students and guests must display appropriate behavior/dancing. If a student or guest is inappropriate, she/he will be asked to leave, and the parent or guardian will be notified.
- › Drugs and alcohol are not allowed, and the school's policy on drugs and alcohol will be enforced. Smoking/JUULing is not allowed. Students and their guests will be subject to a breathalyzer test at any SJA event. (See [Alcohol, Drugs & Vaping](#))
- › The student and/or her guest will not be re-admitted to the dance if either one leaves without chaperone approval and accompaniment. Students may not go to their cars during an event.
- › Parents or guardians will be notified by phone if their daughter is refused admittance because of late arrival or asked to leave because of noncompliance with school guidelines. If a student becomes ill, parents or guardians will be notified, and the student will be sent home.
- › SJA reserves the right to refuse admittance to any guest, or visitor at a dance.
- › The SJA student is responsible for the behavior of all her guests.

School dances include Fall Ball (junior and senior class only), ChrisMix, Sophomore Dance, Ring Dance (juniors), Prom (seniors), and any other dances or events that may be scheduled.

Student Parking/Driving on Campus

Sophomore, junior and senior students are allowed to park on St. Joseph's Academy property. A student who drives to school must register her car and obtain a St. Joseph's Academy parking permit from the Main Office. Students are to drive responsibly on campus and park in the designated WHITELINED sections only. *If a student cannot find a legal student parking spot, she must notify the Main Office before going to class.* Students will be fined \$50.00 and may lose parking/driving privileges for any of the following:

- › failure to obtain the school parking permit
- › failure to have her permit or have the permit clearly visible
- › illegal campus parking (this includes faculty parking spots)
- › violation of the established one-way campus driving pattern at any time, day or evening
- › violation of the posted speed limit
- › any driving deemed reckless by Administration

Parking areas on campus are indicated by LINED SECTIONS in the parking lots and along the driveway. Student parking is indicated by white lines (designated areas), faculty and staff parking is indicated by blue, red, or yellow lines. Students may not park in the carpool parking lot, outside the Shanahan Commons. *Cars should not be parked in any UNLINED areas of the driveway or parking lots.*

The speed limit on campus is 15 mph. To assist the flow of traffic on campus ALL drivers at ALL TIMES are to follow the traffic pattern. Repeated disregard of this policy will result in parking privileges being revoked. See [Parking: Student Drop-Off and Pick-Up Policy](#) for more information regarding carpool regulations. *For everyone's safety, students are to adhere to all guidelines and posted road signs on the SJA property.*

Field Trips

A field trip is an off-campus activity related to a particular course of study and sponsored by one or more teachers. Permission for these activities is approved by Administration. Parental permission slips are required for all off-campus activities. These forms are given to the student by the teacher(s) sponsoring the field trip. The signature on the field trip permission form must be that of the parent or guardian; parents or guardians may not give verbal approval for attending a field trip. *A student who has missed four (4) or more class periods in any class cannot attend the field trip if the field trip takes place during that particular class period.*

A week before the field trip is scheduled, the student must notify her other teachers that she will be on a field trip. *The student is expected to make up the work she misses in other classes.* A student, for a valid reason, may ask the sponsoring teacher to excuse her from a field trip in order to attend all of her classes. In addition, *the student's academic counselor or other classroom teachers may request that the student not be allowed to participate in the field trip if circumstances warrant it.*

The field trip guidelines should also be followed by students who represent the school in off-campus activities. Dress code for field trips should be the school uniform unless cleared through the Administration prior to the trip by the faculty sponsor.

When a student or parent/guardian, using his/her own vehicle, drives students on a field trip, a faculty member will not specifically assign students to ride with a particular student or parent or guardian. A car accident involving a student or parent/guardian transporting students in his/her own vehicle falls outside the school's insurance. The specifics about transportation arrangements must be explained clearly and completely by the teacher to the parents or guardians on the parental permission form and may include transportation in the school-owned van.

MISSION WEEK 2021

Sunday, November 13, 2022 – Friday, November 18, 2022

A cherished tradition at St. Joe is our annual Mission Week. During this week, the entire school community joins forces to raise funds to help support the Peruvian and Ugandan missions of the Sisters of St. Joseph, and also home agencies that have requested our financial assistance. More than any other event during the school year, this week exemplifies what we mean by our motto, “Not I, But We,” as we work together to help those who have so little. It is one way to help our students understand what we mean when we say that we “expect them to make a profound impact in the world.”

Mission Week will officially kick-off at a morning Mass* on Sunday, November 13, 2022, and at an assembly on Monday, November 14, 2022. The week’s activities will conclude on Friday, November 18, 2022, with a morning liturgy, followed by an all-school assembly.

**Sunday’s Mass is optional, but encouraged, and will be followed by service to the community (Service Sunday). All students and their families are invited to attend.*

Mission Week Guidelines

- › The Mission Week Assembly will be on Monday, November 14, 2022. Mission Week ends Friday, November 18, 2022. Funds raised for the Penny Queen Contest will be turned in by Friday morning at 8:30 a.m.
- › The Penny Queen Contest is a significant part of the week’s activities. To be eligible to be a Penny Queen Candidate, a student must be in good standing academically and behaviorally. The winner of the Penny Queen Contest is based on the per capita (dollar and service hours) amount raised per class. All required candidate forms must be completed and turned in to the Class Coordinator by the end of the day on November 2, 2022, or the student is not eligible.
- › All activity plans must be turned into the Class Coordinator no later than October 28, 2022, for approval. Special performances and activities involving SJA facilities require calendar clearance by the Administration, and the proper number of chaperones for the event.
- › All activities must be such that they are not a burden for the teachers, students, or parents or guardians. Class work must not be allowed to suffer. All activities are expected to be “St. Joe worthy.”
- › NO items made, sold, raffled, etc., as part of Mission Week may advertise or refer to alcohol, drugs, or have inappropriate “double meanings.” T-shirt designs must be approved by the class coordinator and Principal of Student Affairs prior to printing.
- › Emails and electronic posts/submissions must be approved by the Principal of Student Affairs. All activities will be posted at school and advertised ONLY through the proper school channels. There may NOT be public solicitations of any kind, e.g., other schools, stores, shopping malls, churches, street corners, the internet, social and digital media, etc.

Any real or perceived infractions of the above regulations must be submitted to the faculty and Administration for evaluation. Such an action may result in jeopardizing the class standing in the Penny Queen contest.

Special Note: The school does not sponsor nor allow any activities away from school, such as private parties outside school hours. Students attending *any* Mission Week activity are subject to all SJA rules and consequences as outlined in this handbook.

If you have any questions, please contact [Ms. Karen Davis](#), Principal of Student Affairs, or the Class Moderator listed below:

Seniors: [Ms. Leigh LaMonica](#)

Juniors: [Mrs. Liz Kelley](#)

Sophomores: [Mrs. Allison Koob](#)

Freshmen: [Mrs. Sarah Boul](#)

FINANCIAL OBLIGATIONS OF PARENTS OR GUARDIANS

Tuition/Fees

Tuition for the 2022-2023 school year is \$17,610 per student. Additional fees include:

- › Comprehensive fee for all students: \$555
- › Computer lease fee: \$650 per year
- › Kairos retreat fee: \$320
- › Graduation fee for seniors: \$175

Tuition and fees are paid through FACTS in order for the student to begin classes in the fall. An explanation of payment options is listed on the St. Joseph's Academy website at www.sja1840.org.

Please contact Lisa Cuppy in the Business Office by email at lcuppy@sja1840.org or by phone (314)394-4884 with any questions regarding tuition payment options.

Please note: If financial obligations have not been met for each semester (tuition, computer payment and fees):

- › grades will not be processed
- › accessibility to the online grading system will be suspended
- › the student will not be allowed to begin the next semester

Parents or guardians will be required to meet with the Chief Financial Officer and/or the President to arrange a payment plan.

If the student is a senior, she will not receive a diploma, nor will the final transcript be sent to colleges until all financial obligations have been met.

Policy for Withdrawals

Parents or guardians wishing to withdraw their daughter must submit a **Student Withdrawal** form, which is available from the Registrar. Only in the event of a serious illness, a move from the St. Louis metropolitan area, or if the student is dismissed for academic or disciplinary reasons at the request of St. Joseph's Academy, will tuition for the academic year be prorated through the end of the current semester. No other circumstances will relieve your obligation to pay the balance of tuition and fees for the academic year, should your daughter leave the school. Transcripts will not be released until tuition is paid in full, library books and other school property are returned, and the laptop has been returned or purchased.

When a student leaves a school and enrolls in a new school, the law pursuant to subsection 9 of Section 160.261, RSMo, requires that the student's discipline records be transferred along with other records.

CRISIS MANAGEMENT

St. Joseph's Academy has developed an extensive plan for responding to various crisis situations. The plan was developed with direction from the Frontenac Police and Fire Departments.

Should St. Joseph's Academy need to evacuate the school and move students to another temporary location, the relocation areas are Lifetime Fitness, Litzsinger School, and Frontenac Plaza. If a pick-up by a parent or guardian is necessary in a crisis situation, the parents or guardians will be notified via an email blast and/or a phone call from our School Messenger phone system, when possible. A Frontenac Police Officer or crisis management team member will direct parents or guardians to the pick-up location. Proof of identity may be required. Following these procedures will ensure the most organized and efficient manner of evacuation possible. In a relocation situation, the local and federal authorities will be in control with assistance from St. Joseph's Academy.

Please remember the following:

- › In an emergency, do not call the school, as it is important that our phone lines remain open for us to place emergency calls and staff will be busy with emergency procedures.
- › In the event of a tornado, earthquake, etc., do not drive to school immediately, as roadways may be impassable. We will keep students in a safe place until the emergency situation permits dismissal.
- › Communication will be through School Messenger and/or email.
- › Listen to the radio, the television, internet, and be looking for School Messenger phone messages and/or emails as information and instructions will be given via these media as soon as possible.
(see [Severe Weather Announcements](#))
- › If we are unable to reach parents or guardians, we will call your emergency contact and/or your out-of-town contact, as provided on the Student Emergency Card, as soon as possible.

Emergency Procedures

All students are urged to consider the seriousness of emergency drills. Silence, order and speed are of the utmost importance in an emergency situation. Drills are preparation for the reality of an emergency situation. Total cooperation with directions from faculty, staff or local authorities is expected at all times.

Fire

Evacuation plans are posted in classrooms. The primary signal for a fire emergency is the fire alarm. The elevator must not be used in a fire emergency.

Severe Weather

Evacuation plans are posted in classrooms. The primary signal for severe weather evacuation is a P.A. announcement followed by a bell. The bell will ring 3 times in a 3-ring pattern. SJA will evacuate to a severe weather location in the school at the sound of the local alarm.

Dangerous Intruder/Active Shooter

Directions will be given by the classroom instructor and over the P.A. system, if possible. Otherwise, students should follow the active shooter protocol practiced during the school year.

Asbestos Information

Under the Federal Asbestos Hazard Emergency Response Act (AHERA), schools are required to notify parents or guardians that asbestos containing materials are located in some building materials at St. Joseph's Academy. The school has been surveyed by a licensed asbestos inspector and the information has been evaluated by a licensed Asbestos Management Planner. All known and assumed asbestos containing materials have been categorized and actions have been taken to either remove or encapsulate the materials that might cause a safety risk to students.

The facility is reinspected every three (3) years as required under AHERA. All remaining asbestos containing items are managed under an existing Operations & Maintenance (O&M) program to maintain safety and establish protocols if a response is ever required. A copy of the AHERA inspection and reinspection report(s) resides in the Chief Financial Officer's office.

GENERAL INFORMATION

Important Phone Numbers and Information

Main Office hours (during the school year)	7:00 a.m. – 3:30 p.m.
Main Office phone	314-394-4300
Main Office fax.....	314-965-9114
Athletic Department fax.....	314-394-4855
Sports Hotline	314-394-4350
Registrar	314-394-4322
School website.....	www.sja1840.org
College Board school code	CEEB 263-055

Daily Announcements

Announcements are made daily and posted on the SJA website.

SJA Spirit Shop

Website (shop online!): <https://www.sjaspiritshop.com/>

Email address: spiritshop@sja1840.org

Phone number: 314-394-4844

Regular Hours of operation during the school year:

Monday, Tuesday, Thursday, Friday 11:30 a.m. — 2:30 p.m.

Other special dates will be announced via SJA email blasts throughout the year.

The SJA Spirit Shop is sponsored by the Mothers' Club and is staffed by parent/guardian volunteers.

FACULTY & STAFF PHONE EXTENSIONS

Main number: 314-394-4300 | Direct Dial numbers: 314-394 + extension

Administration

Niedringhaus, Marcia – President	4336
Sudekum, Jennifer – Principal of Academic Affairs	4333
Davis, Karen – Principal of Student Affairs.....	4332
Sullivan, Maggie – Assistant Principal of Mission.....	4334

Faculty

Albes, Janine – Director of Performing Arts	4136
Auberry, Cristina – World Language, Spanish	4218
Berry, Kelly – English	4099
Bisch, Jen – Science, Department Chair	4009
Boul, Sarah – Theology / Freshman Class Coordinator.....	4130
Carpenter, Stephanie – Science	4939
Decker, Hannah – World Language, Latin	4078
Degenhart, Sarah – Assistant Librarian.....	4196
DePung, Kathryn – Learning Specialist.....	4314
Everitt, Diane – Theology, Department Chair	4087
Faulhaber, Ted – Permanent Substitute.....	4236
Galve-Salgado, Arlene – World Language, Spanish.....	4037
Gundy, John – Science	4143
Hackmann, Megan – Social Studies.....	4070
Hammer, Ann – Theology	4072
Hill, Carrie – Computer Science and Engineering.....	4075
Holladay, Christine – Director of College Advising.....	4229
Hotop, Anna – Director of Campus Ministry	3100/4036
Howley, Megan – Mathematics	4095
Hughes, Heather – World Language, Mandarin Chinese.....	4074
Jendraszak, Andrew – Theology	4049
Kelley, Elizabeth – English/ Junior Class Coordinator	4127
Koob, Allison – Social Studies / Sophomore Class Coordinator	4038
Kowalczyk, David – Fine Arts, Music, Department Chair	4132

<u>Kupper, Rachel</u> – Science	4047
<u>LaMonica, Leigh</u> – French, Department Chair / Senior Class Coordinator	4046
<u>Landherr, Allyson</u> – Social Studies, Department Chair	4077
<u>Layton, Chelsea</u> – English	4199
<u>Lodes, J. Andrew</u> – Theology	4082
<u>Lodes, Katie</u> – Science.....	4083
<u>Luem, Emma</u> – English	4138
<u>Madej, Amy</u> – Fine Arts, Visual Arts	4097
<u>McIntire, Caitlyn</u> – Theology	4231
<u>McKenzie, Annie</u> –Assistant Director of College Advising.....	4240
<u>McVey, Maureen</u> – Physical Education, Athletic Director.....	4134
<u>Medcalf, Marvin</u> – Fine Arts, Instrumental Ensemble	4905
<u>Meersman, Hailey</u> – Mathematics	4084
<u>Millikan, Jennifer</u> – Director of Library Services	4306
<u>Morrow, Katie</u> – Mathematics.....	4086
<u>Moshi, Daniella</u> – English	4128
<u>Nasser, Mary</u> – Fine Arts, Visual Arts.....	4223
<u>Paluczak, Ryan</u> – Fine Arts, Visual Arts.....	4848
<u>Reuter, Emma</u> – World Language, Spanish	4091
<u>Richardson, Katie</u> – English/ Global Education	4089
<u>Riordan, Tom</u> – Mathematics	4090
<u>Sallaberry, Cori</u> – Business.....	4124
<u>Shadden, Taylor</u> – Mathematics, Department Chair	4129
<u>Shah, Lisa</u> – Mathematics.....	4934
<u>Siegel, Kathy</u> – Computer Science and Engineering.....	4094
<u>Smith, Megan</u> – Social Studies.....	4236
<u>Smith-Yelton, Colleen</u> – Physical Education, Department Chair.....	4140
<u>Stein, Bud</u> – Mathematics.....	4095
<u>Steward, Rachel</u> – Science.....	4233
<u>Summers, Amy</u> – Computer Science and Engineering, Department Chair / English.....	4079
<u>Tipton, Nicki</u> – Fine Arts, Dance.....	4098
<u>Versen, Kristen</u> – Wellness Counseling.....	4316
<u>Videnschek, Donna</u> – Director of Counseling/ Academic Counselor.....	4312

Vittoe, Robert – Science	4198
Washington, Veronica – Business, Department Chair	4131
Westlake, Brandon – Social Studies	4927
Wild, Sarah – Wellness Counseling	4317
Yorg, Jacob – Social Studies	4948
Zitko, Catherine – Student Success Coordinator	4308

Staff

Anders, Nancy – Database Manager	4341
Angeli, Renee – Institutional Advancement Assistant	4342
Baxendale, Laura – Student Services Coordinator / Counseling Administrative Assistant	4142
Beekman, Annie – Physical Education, Assistant Athletic Director	4035
Chappell, Denise – Registrar	4322
Cuppy, Lisa – Finance Office Assistant	4884
Davidson, Rose – Curriculum Director	4221
Decker, Linda – Director of Institutional Advancement	4345
DeFiore, Rene – Advancement Officer	4883
DeGeare, Melody – Main Office Administrative Assistant	4203
Dunning-Gill, Dianne – Director of Enrollment Management	4321
Edwards, Margie – Marketing Coordinator	4349
Farrar, David – Technology, Assistant Director of Technology	4842
Fitzpatrick, Megan – Human Resources	4886
Hayes, Gina – Auction Manager	4834
Kemp, Sandy – Financial Aid Specialist	4885
Kilcullen, Katie – College Advising	4239
Wilkins-Kohrmann, Julia – Director of Diversity, Culture, and Climate	4234
Lakin, Jerry – Director of Facilities	4004
Mason, Cedric – Technology, IT Helpdesk Technician	4843
MacConnell, Clare – Associate Admissions Director	4319
Metzger, Meredith – Advancement Specialist	4327
Minton, Nora – Special Events Coordinator	4344
Noll, Joshua – Theater Technician	4226
Norris, Vicky – Testing Center	4135
Rogers, Travis – Directory of Technology	4841

<u>Steinhart, Jamie</u> – Assistant to Campus Minister and Principals.....	4329
<u>Wenberg, Carrie</u> – Alumnae Relations Manager	4343
<u>Williams, Pam</u> – Executive Assistant to the President	4330
<u>Worland, Tina</u> – Webmaster / Main Office Administrative Assistant	4250
<u>Zobel, Lisa</u> – Chief Financial Officer.....	4882

FREQUENTLY CALLED DEPARTMENTS

Main School phone number: 314-394-4300

Academic support & accommodation requests.....	Mrs. Kathryn DePung – 394-4314
Admissions or transfers	Mrs. Dianne Dunning-Gill – 394-4321
Alumnae relations.....	Mrs. Carrie Wenberg – 394-4343
Annual fund donations.....	Mrs. Renee Angeli – 394-4345
Attendance	Main Office – 394-4300
Athletics.....	Mrs. Maureen McVey – 394-4134
Billings and payment of accounts	Ms. Lisa Cuppy – 394-4884
Change of name, address, or phone number	Main Office – 394-4300
College Advising.....	Ms. Christine Holladay – 394-4229
Computer issues.....	Technology – 394-4840
Counseling needs	Mrs. Laura Baxendale – 394-4142
Diversity, Culture, and Climate	Dr. Julia Wilkins-Kohrmann – 314-394-4234
Educational needs and evaluations.....	Mrs. Kathryn DePung – 394-4314
Facilities reservations.....	Ms. Karen Davis – 394-4332
Financial aid	Mrs. Sandy Kemp – 394-4882
Good student insurance forms, transcripts, schedules, withdrawals.....	Mrs. Denise Chappell – 394-4322
Human Resources.....	Ms. Megan Fitzpatrick – 394-4886
Events/Sponsorships	Ms. Nora Minton – 394-4344
Major gifts, Campaigns	Ms. Linda Decker – 394-4883
Marketing.....	Ms. Margie Edwards – 394-4349
Prolonged student absences	Ms. Karen Davis – 394-4332
Public relations	Mrs. Linda Decker – 394-4345
Student academic issues	Dr. Jennifer Sudekum – 394-4333
Student behavior	Ms. Karen Davis – 394-4332
Tuition and fees	Ms. Lisa Cuppy – 394-4884

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