



2024-2025
STUDENT/PARENT HANDBOOK

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ST. JOSEPH'S ACADEMY

STUDENT/PARENT HANDBOOK AGREEMENT

School Year 2024-2025 (term to include Summer School)

I have read the 2024-2025 St. Joseph's Academy Student/Parent Handbook online at the SJA website, and agree to abide by all the rules, guidelines, and procedures. Parents/Guardians and students 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 2024-2025 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 • Website: www.sja1840.org

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

COVID-19 protocols will be ever changing, and we will communicate the requirements as needed. If a student tests positive for COVID-19, we require that she complete our SJA Student Positive COVID-19 Reporting Form which can be found in the Student Quick-links.

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

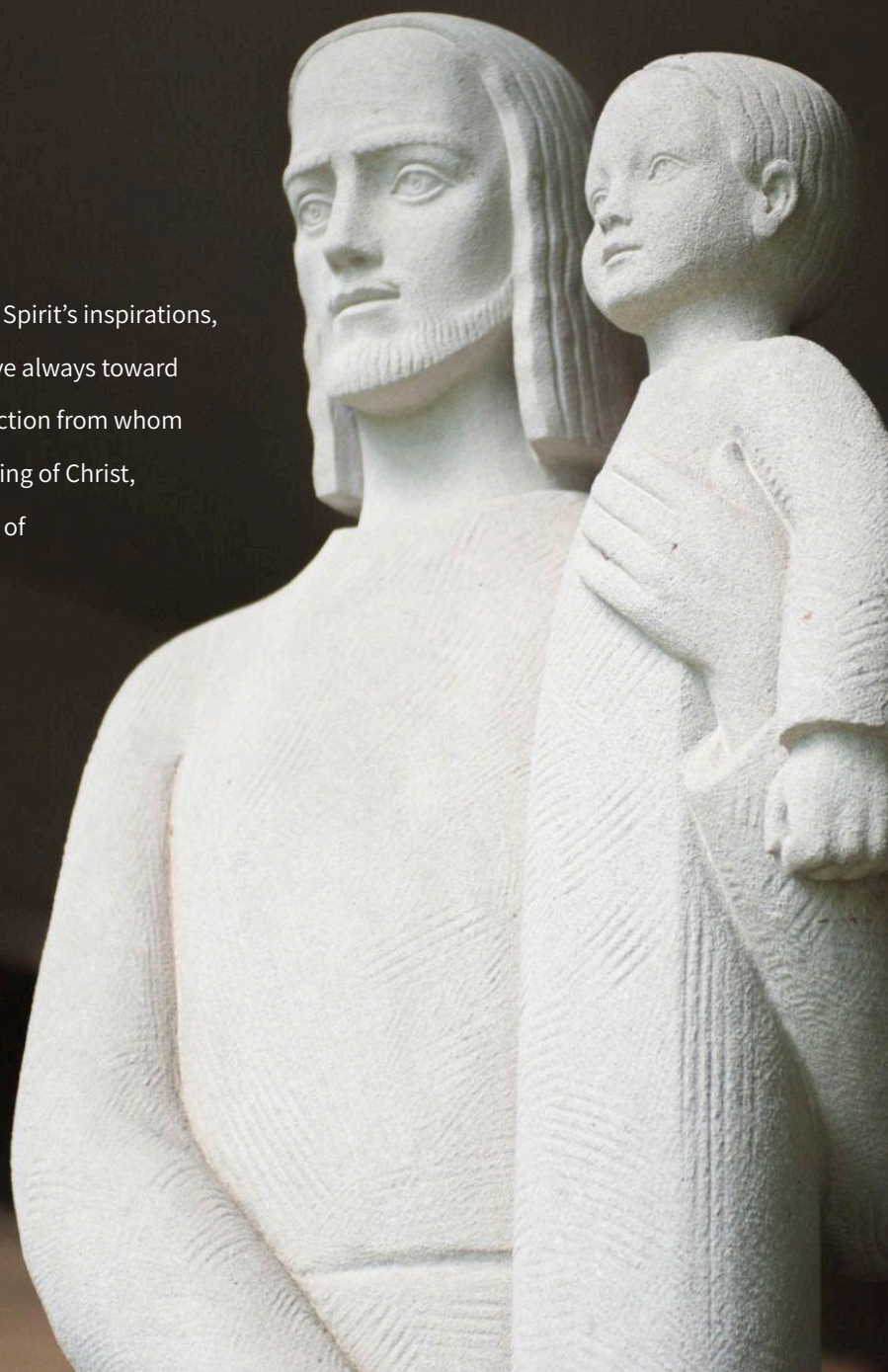
Both students and parents or guardians may not post/submit to social media sites on behalf of St. Joseph's Academy or its clubs/activities unless explicit authorization has been granted by Administration. Naming or picturing individuals associated with St. Joseph's Academy on a social media site is prohibited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

Confidentiality

Faculty and staff will keep confidential any information that is entrusted to them so long as no one's life, health or safety is at stake or they are otherwise required by applicable law.

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 the sponsored institution and in humility – the spirit of the Incarnate Word in sincere charity – the manner of Saint Joseph, in an Ignation-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 memories 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

Six Sisters of St. Joseph arrived in St. Louis in 1836 and established residence in the village of Carondelet. In 1840 the Sisters opened St. Joseph's Academy, located at the Carondelet MotherHouse, as a Catholic secondary school for young women with an enrollment of ninety-four students.

The Academy was chartered as an approved educational institution in 1843 and was fully accredited with the North Central Association of College and Secondary Schools in 1922. In 1925 the Academy moved to the newly constructed Fontbonne College campus located at Wydown and Big Bend Boulevard and remained there for thirty years.

The Academy relocated to its present 35-acre site on Lindbergh Boulevard in Frontenac in 1954. These facilities were enlarged in 1985 with the construction of a four-story addition to the original building. In 1993 St. Joseph's Academy was recognized by the U.S. Department of Education as a Blue-Ribbon School of Excellence. In 2004 a new addition was completed which included a state-of-the-art gym and physical training center, a 675-seat fine arts theater, four additional classrooms, and a student commons. In 2021, after the success of the Expect More capital campaign, the Academy completed a complete renovation of its STEM facilities, opening the Weidert Center for Integrated Science, as well as all-new fine arts studios and English classrooms as part of the new Sisters of St. Joseph Humanities Hall, and additional updates on the first floor. Most recently, the school opened the new Matecki Library (2022) and the Gloriod Greenhouse (2023).

For 183 years, the St. Joe community has been developing values-driven women leaders through the combination of a strong college preparatory curriculum and co-curricular activities. Its outstanding reputation is rooted in our commitment to academic excellence, to moral and ethical values, to strong parental involvement, and a desire to serve wherever there is a need. These qualities are reflected in the school philosophy, and in the school motto, "Not I, But We."

St. Joseph's Academy 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.

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]

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 multicultural 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.

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 corrupts the souls of those who harbor racist or prejudicial thoughts.”

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, and additional institutions as may be added from time to time. 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, 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.

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

The St. Joseph's Academy schedule is a 5-day cycle comprising 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.

Objectives

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

DAILY STUDENT SCHEDULE 2024-2025

GREEN (CT)	WHITE (ET)	YELLOW	GREEN (LATE)	WHITE (LACE)
7:00-8:10 Zero Hour	7:00-8:10 Zero Hour	7:00-8:10 Zero Hour	7:00-8:10 Zero Hour	7:00-8:10 Zero Hour
7:30-8:10 CLUBS	7:30-8:10 CLUBS		7:30-9:00 Faculty and Staff Collaboration Time	7:30-8:10 CLUBS
8:15-9:25 Period 1 Course 3A	8:15-9:25 Period 1 Course 1A	8:15-8:55 Period 1 Course 1A		8:15-9:25 Period 1 Course 1A
		9:00-9:40 Period 2 Course 2A		
9:35-10:15 COMMUNITY TIME All School in Theater	9:35-10:15 EVENT TIME	9:45-10:25 Period 3 Course 3A	9:05-10:15 Period 1 Course 3A	9:35-10:15 LACE
		10:30-11:10 Period 4 Course 4A		
10:20-11:30 Period 2 Course 4A	10:20-11:30 Period 2 Course 2A	11:10-11:30 Lunch 1	10:20-11:30 Period 2 Course 4A	10:20-11:30 Period 2 Course 2A
		11:30-11:50 Lunch 2		
11:30-11:55 Lunch 1	11:30-11:55 Lunch 1	11:55-12:35 Period 5 Course 5A	11:30-11:55 Lunch 1	11:30-11:55 Lunch 1
11:55-12:20 Lunch 2	11:55-12:20 Lunch 2	12:40-1:20 Period 6 Course 6A	11:55-12:20 Lunch 2	11:55-12:20 Lunch 2
12:25-1:35 Period 3 Course 7A	12:25-1:35 Period 3 Course 5A	1:25-2:05 Period 7 Course 7A	12:25-1:35 Period 3 Course 7A	12:25-1:35 Period 3 Course 5A
		2:10-2:50 Period 8 Course 8A		
1:40-2:50 Period 4 Course 8A	1:40-2:50 Period 4 Course 6A		1:40-2:50 Period 4 Course 8A	1:40-2:50 Period 4 Course 6A
2:55-3:30 CLUBS	2:55-3:30 CLUBS	2:55-3:30 CLUBS	2:55-3:30 CLUBS	

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.

Late Start Days

Each Thursday morning, students will begin school at 9:00 a.m. in their first period class so that faculty and staff may meet and collaborate with one another between 7:30 and 8:45 a.m. There will be no early dismissal days for monthly faculty/staff meetings. The Testing Center will be open for students to take make-up tests during its regularly scheduled time.

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's Academy uses an automated system called School Messenger to communicate with families in situations such as emergencies, school closings, unscheduled early dismissals, special announcements, unknown student absences. Please contact the Main Office by 8:00 a.m. if your daughter is absent or running late. If we do not hear from you, you will receive our automated call reporting your daughter's absence.

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.

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.

- Announcements will also be made via KSDK (Channel 5) and/or KMOV (Channel 4).
- School will either be canceled for the day, or 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 that 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 to discern 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 OUTSTANDING ANGEL

One of our Core Values at St. Joseph's Academy is that we expect excellence.

The Academic Qualities of an Outstanding Angel were developed as a guide for our students of what is expected of them academically. Our goal for this guide is to provide students with a glimpse of what excellence looks like as a goal for their academic work at the academy.

Each teacher posts this guide on their Canvas course sites and discusses the qualities with their students throughout the year. In addition, they are discussed during LACE advisories.

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 providing 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-seven percent (87%) of the St. Joseph's Academy faculty hold advanced degrees. More information about the SJA Academic Program can be found in the Curriculum Guide.

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. The student is responsible for demonstrating their thoughts and values in their work.

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 use of artificial intelligence is prohibited unless the student is given explicit permission from the teacher of that assignment. (*Please see the SJA Technology Agreement for more information about AI.*)

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.

Turnitin.com: In certain courses, students' required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detection of plagiarism of such papers. Use of the Turnitin.com reference database is subject to the Technology Agreement.

Student Advocacy

At St. Joseph's Academy, clear communication between all of its constituents (parents or guardians, students, teachers, coaches, counselors, Administration) is essential. St. Joseph's Academy students are self-sufficient young women who speak up for themselves. If a conflict exists between a student and an adult, the parents or guardians should first discuss the issue with their daughter before bringing it to the adult.

Protocol for self-advocacy:

1. Students schedule a conference with their teacher, coach, or other adult outside of the regularly scheduled class, practice, or activity.
2. Direct discussion using the SJA Cultural Norms as a guideline takes place in an effort to resolve the issue.
3. If either party is not satisfied with the result of the conference, the next step is to reach out via email to schedule a conversation or meeting that includes the parent or guardian.
4. In the rare instance that a solution is not reached, the student, parent or guardian may reach out to an administrator.

Please keep in mind that the relationship between the parents/guardians and the school is a respectful, professional partnership. We endeavor to live out and embody the CSJ Charism of "right relationship" in all interactions and expect that all community members will do the same.

Grading Scale

The St. Joseph's academy grading scale sets high expectations for students at the Academy. Honors, AP, ACC and ACP classes are weighted, and all courses are rigorous by design and college preparatory.

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 are strongly encouraged to review grades with their daughter on a regular basis through Canvas.

Report cards progress reports 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.

Honor Roll

Honor Roll is based on the semester's GPA. Students are notified of Honor Roll status via their report card.

First Honors	4.0 and up
Second Honors	3.75–3.99

Global Scholars

The highly selective global scholars program allows SJA students to experience the world outside of the traditional classroom, preparing them to develop and grow in each aspect of the global competencies. Global scholars are expected to reach academic milestones, language and cultural immersion experiences, service learning, and community engagement milestones to maintain membership and graduate as a Global Education Scholar. Every student has the opportunity to apply during her freshman or sophomore year of study. These students will graduate with a Global Scholars distinction designated on their transcript.

STEM Scholars

The designation of STEM Scholar signifies that a student has completed a rigorous course of studies in Science, Technology, Engineering, and Mathematics at St. Joseph's Academy, has participated in a wide range of extracurricular activities, and performed service in all areas of STEM during her time at St. Joseph's Academy. STEM Scholars is a designation on the student's official transcript.

Mission Integration and Celestine Reflection

Our dedicated faculty and staff work 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/Magna 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 is 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 Magna 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 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.).

All students who are ill on an exam day and must reschedule are required to provide a doctor's note to the Main Office.

Testing Center and Makeup 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.
- For convenience, and to ensure that make-up tests are timely completed, the Testing Center opens at 7:00 am. If taking a test after school, the student must be in the Testing Center by 3:00 p.m. and it closes at 4:30 p.m.

Students are responsible for making up all tests in a timely fashion.

- If a student misses a test, she must have a conversation with her teacher when she returns.
- The student is responsible for taking the test by the date determined by the teacher.
- After a conversation with the student, the teacher will determine how many days the student has to make up the missed test.
- 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; this may result in the student receiving a "0" in the grade book for missing the testing center deadline.
- If a student misses a test but arrives or returns to school the same day, she may be required to take the test that day (during lunch, a free period, or after school).
- Patterns of repeated absences in a particular course during the original testing time will forfeit the right to use the Testing Center. For example, if a student has missed two tests in one semester and is absent for a third test in a particular course, she will be required to make up the test in the Counseling Office.
- Four missed test days will require a meeting with the Administration.

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.

Extended time testing:

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

- 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 at 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.

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.

- All seated semester exams are designed to be one hour in length with the exception of some AP/ACP/ACC courses. Each student at SJA qualifies to have one and a half hours to take their one-hour seated exam.

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 Learning Consultants. Peer tutors may be recommended by a student's teacher or a Learning Consultant. Peer tutors are coordinated through a Learning Consultant.

Academic Standing

During the school year, parents or guardians can access current semester grades through Canvas via the school website.

Parents or guardians are strongly encouraged to review grades with their daughter on a regular basis through Canvas. 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 for cause.

Academic Intervention

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 any time, she will be placed on an Academic Intervention plan. This plan 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.
- Students are required to beat SJA from 8:00-9:00 a.m. on "Late Start" Thursdays and must check in at the Counseling Office when they arrive.

Academic Failure

Students failing either (i) two classes in one semester, (ii) two classes cumulatively over two semesters of a school year, or (iii) an accumulated total of 3 semester classes (1.5 credits) prior to August of her senior year, will be asked to withdraw for cause from 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 the next school year after consultation with the Academic 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.

Senior Students: 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.

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 a highly selective organization and 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. First semester juniors and seniors with the minimum required cumulative grade point average of 4.0 may apply for admission into NHS.

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 maintaining the standards under which she was admitted as a member, including meeting school and NHS attendance requirements, all academic standards expectations, and exhibiting adherence to school rules, *both in school and out in the community*. Student's whose conduct record reveals a pattern of concern will not be eligible to be a member of NHS. Membership is an earned privilege and may be revoked at the discretion of the Administration. Information regarding NHS guidelines can be found on Canvas in the NHS course.

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 provides the following services in order to support students throughout their four years:

- Course and Registration Planning
- Annual Student Questionnaire
- Standardized Testing
- Freshman Group Meetings
- Crisis Intervention
- Wellness Flyers
- Resource Referrals
- Individual Student Meetings, as needed
- Grade level presentations

SJA School Counselors

Donna Videmschek

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

Director of Counseling

School Counselor

Academic focus

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314-394-4312

Sarah Wild

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

Students A-K

School Counselor

Social Emotional focus

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Kristen Versen

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Students L-Z

School Counselor

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The Counseling department is typically available from 7:50 a.m. to 3:15 p.m. only on school business days.

- In any 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. Counselors will contact a parent/guardian in cases of harm or potential harm to the student. 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 Laura Baxendale, Student Support Coordinator **at least 48 hours in advance of the appointment**. 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 telehealth appointment, the parent must be present.

If a student will miss a class for a telehealth appointment, parents must also 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, prohibits 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 CONSULTANTS

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

Student Support

Learning Consultant support for students may include the following:

- providing strategies in areas of executive functioning such as time management, organization, planning, and study skills.
- building self-advocacy and communication skills
- providing recommendations for professional and peer tutors
- helping students with a diagnosed learning disability understand and navigate the accommodations process.

Parents and students may schedule appointments with the Learning Consultants directly via email or through the Counseling Department Administrative Assistant.

Parent Support

Learning Consultants are available for parents or guardians as a resource in how to best support students in an academic setting. Parents or guardians should plan to partner with their student's assigned Learning Consultant for information regarding outside service providers, educational evaluation, or the accommodations process. Parents or guardians should inform the Learning Consultant when scheduling educational evaluations or reevaluations. All requests for school input on educational evaluations should be facilitated through the Learning Consultant. Communication regarding accommodations on College Board or ACT exams is encouraged prior to registering 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.

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. A Student Learning Profile may be implemented after a review of the educational evaluation results and receipt of additional required documentation. Student, parent/guardian, and Learning Consultant 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 also [Additional Documentation Required](#).)

Specific accommodations may include the following:

- 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:

All rating scales or informational forms relating to evaluations must be sent to the Learning Consultant via the Counseling Office.

Documentation Policy

- Documentation must provide a clear diagnosis that substantially limits one or more major life activities.
- 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, Medical, and Psychological Evaluation/Reevaluation documentation must be current. 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 should be included. Parents/guardians should forward all rating scales or other informational forms needed to complete an evaluation to a Learning Consultant via the Counseling Office.

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 student in the area 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.

Student Learning Profiles

Student Learning Profiles 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 Student Learning Profile will include information regarding the student, diagnosis, individual strengths, challenges, specific accommodations, recommendations, and standardized test accommodations. The Student Learning Profile will be shared with parents or guardians and the student for approval. Once approved by parents or guardians, the Student Learning Profile is posted to the student's record in the school reporting system. The Student Learning Profile 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 Consultant.

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 the following:

- 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 the following:

- Fifty percent (50%) extended time on assessments
- 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
- Leaving 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 the following:

- 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 the Learning Consultants. 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.

Please note: Not all recommended accommodations or recommendations may be implemented. 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 Consultant, a request for accommodations on all College Board assessments (SAT, PSAT, AP, Subject Tests) will be submitted. The most current evaluation, medical documentation, and Student Learning Profile 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 Student Learning Profile. 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 Consultant 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 Student Learning Profile. A Letter of Decision will be shared by the Learning Consultant 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 may be standardized testing on the SJA campus during the summer months (June, July, and August) based on the Learning Consultants availability. **Students must inform the Learning Consultants of their desire to test during the summer months by Stop Day of the spring semester.** Students with approved accommodations may need to work directly with ACT National or Special Testing to find an approved test location willing to proctor the test with accommodations.

SJA Learning Consultants

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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 brings the St. Joseph's Academy community together around opportunities for spiritual growth, religious practice, and community outreach. Students, faculty, staff, and parents are invited to participate and exercise leadership in a variety of faith experiences throughout the year, including sacramental celebrations, retreats, and service. All programs have their foundation in the gospel of love rooted in the person of Jesus.

The Campus Ministry Team, composed of student representatives from all grade levels, helps to plan, promote, and implement all Campus Ministry-sponsored programming and events. The team works with the Director of Campus Ministry and Campus Ministry staff, who are responsible for the overall program. While representative and officer positions are selected through an application process, 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 2024-2025 school year must be completed and logged by seniors no later than Friday, April 4, 2025, and completed and logged by freshmen, sophomores, and juniors no later than Friday, May 9, 2025.

Minimum service hour requirements:

Freshman year	12 hours
Sophomore year	15 hours
Junior year	20 hours
Senior year	20 hours*

*(*this is in addition to the Senior Service Project)*

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 30 deadline: any hours from *May 11, 2024 – August 30, 2024*, are possible for validation. This includes all summer service hours.

Friday, December 13 deadline: any hours from *August 31, 2024 – December 13, 2024*, are possible for validation. This includes all fall service hours including Angel Fest and Open House activities.

FINAL SENIOR DEADLINE: Friday, April 4, 2025 - any hours from *December 14, 2024 – April 14, 2025*, 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 FRESHMAN, SOPHOMORE, and JUNIOR DEADLINE: Friday, May 9, 2024 - any hours from *December 14, 2024 – May 9, 2025*, 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 2025-2026 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, 2025 (seniors) and May 9, 2025 (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, 2025
 - Freshmen, Sophomores, and Juniors: the week of May 12, 2025
- 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

A parent/guardian 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. except for days deemed “Late Start Days” when attendance is expected from 9:00 a.m. to 2:50 p.m. Students may be required to attend class meetings prior to the 9:00 a.m. late start time. These meetings will be scheduled and communicated in advance. 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.

Academic success is closely connected with regular attendance. Students are expected to be on time and attend every class daily. In-class learning and experiences such as interactions between students and teacher, discussions, lectures, presentations, etc. cannot be duplicated outside of the classroom and constitute a valid and crucial part of coursework. Furthermore, each student is expected to contribute to the daily academic activities in their classes. When a student is absent, the educational experience of all students is diminished. Consistent school attendance fosters deep learning and personal development, helping students grow in responsibility, self-discipline, and the skills necessary to be their best selves.

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 that warrant a change in schedule. A student always misses important knowledge in her absence.

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 also [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

Up-to-date attendance records can be accessed through each student’s PowerSchool account and on report cards.

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 also [Testing Center and Makeup 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@sj1840.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 fever or vomiting. 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 mainoffice@sja1840.org.

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/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. (See also [School-Sponsored Multi-Day Off-Campus Programming](#).)

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

Absences on exam days are only permitted in extreme circumstances when an absence cannot be avoided (i.e. illness or funeral) and must be approved in advance and in writing by the Principal of Academic Affairs who will schedule a make-up exam time. In fairness to all students, any student absent on an exam day should expect *a different test* than her classmates.

*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 ineligible 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/guardians and students should be aware that the average number of days absent per student during a typical year is fewer than FOUR days for the entire year.

- Students should be aware that days absent and times tardy will appear on their report card.

- 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 to 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.
- St. Joseph's Academy defines excessive absences as eight (8) periods missed in any single course. Once it is deemed that a student has excessive absences, both the student and parents/guardians will be required to sign an attendance agreement to remain enrolled at SJA. A student who does not meet the criteria from the attendance agreement will be required to withdraw for cause.
- Students should be aware that days absent and times tardy are sent to universities when requested.

(See also [Field Trips](#).)

Tardiness

(See [Testing Center and Makeup Test Policy](#) regarding students who miss tests on days they are tardy.)

The day begins with first period at 8:15 a.m. (or 9:00 a.m. on Late Start Days). 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. A communication (phone call, written note, or email to MainOffice@sj1840.org) is required from a parent or guardian explaining the late arrival. The communication must be received before the student can attend class or participate in extracurricular activities.

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 in a semester will be a student "not in good standing" and will forfeit extracurricular privileges, including dance privileges for that semester.
- Seniors who are tardy more than ten (10) times will forfeit all senior privileges for that semester.
- In "zero-hour" classes, students must follow the teacher's syllabus regarding tardies and absences.

Remember that the number tardies 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/Tuancy

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 withdrawal for cause.

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.

Anti-Bullying Policy

Culture of Belonging

Guided by our Catholic, CSJ mission, St. Joseph's Academy is dedicated to fostering a safe and inclusive environment for all students, faculty, and staff. SJA firmly believes that every community member deserves a welcoming environment to become who God calls them to be. St. Joseph's Academy is committed to cultivating and upholding a positive school culture by teaching and exemplifying core Gospel virtues and adhering to our [SJA Cultural Norms](#).

Bullying

St. Joseph's Academy takes bullying seriously and insists that all members of our community, students, faculty, staff, and families, recognize that it has no place in the SJA community.

What is bullying? Conduct is considered bullying if it exploits an imbalance of power between the perpetrator and the victim through written, verbal expression, or physical conduct; and interferes with the school's educational process or substantially disrupts the operation of school. Such disruptions can occur as a result of bullying that might take place off campus as well.

Types of Bullying

Social/Relational | Verbal | Cyber | Physical

Normal Conflict vs Bullying

Normal Conflict:

- Equal power
- Occurs infrequently — an isolated or occasional incident
- Accidental or misunderstanding
- Both parties contribute
- A disagreement or difference of opinion
- All parties make an effort to resolve the incident
- Remorse — student takes responsibility

Bullying:

- An imbalance of power
- Repeated negative actions
- Deliberate acts of physical or emotional harm
 - intended to harm
 - done on purpose
- True threat
- Does not stop even when asked to stop
- No remorse; denies or blames the target

Reporting

Students are encouraged to report bullying situations to an adult on campus. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Reprisal or retaliation that occurs as a result of good faith reports of bullying will not be tolerated.

A student who violates this policy will be subject to appropriate disciplinary action consistent with the Student/Parent Handbook.

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

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 SchoolAdmin or on the SJA website. (See [Athletics](#) for details and links to all forms.)

MSHSAA has a *two-year window* for the [MSHSAA Preparticipation Physical Form](#); page five must be completed by a physician and uploaded to SchoolAdmin. Per the MSHSHAA handbook, a physical is valid for a two-year period (730 days) from the date of the physical examination. Additionally, the “**MSHSAA Pre-Participation Physical Evaluation - Annual Requirement Form**” must be completed and renewed each year online; the fillable form must be completed on your SchoolAdmin account.

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.](#))

Parent-Parent Conflict

SJA's primary focus is on the well-being and education of our students. While we are here to provide support and guidance, we do not typically become directly involved in parent disputes that take place outside of school grounds. As a school community, we encourage open communication and the resolution of conflicts through dialogue whenever possible while using our SJA Cultural Norms. This approach often leads to more constructive outcomes and fosters a sense of community among our parents.

We kindly request that conflicts between adults be addressed directly with the involved parties to find an amicable resolution. We hope that by doing so, all parties can move forward positively and cooperatively.

If there are concerns regarding a student's safety or well-being while on campus, the school should be notified. In such cases, we will assess the situation and take appropriate steps to ensure the safety of all students.

Parking: Student Drop-Off and Pick-Up Policy

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

Before School

- **Students may arrive at school** anytime after 7:00 a.m.
- **Carpool drop-off:** Those being dropped off by a carpool **MUST** be dropped off at the Athletic Entrance.
- **Students who park on campus** may enter through the Athletic, Main Office, or Shanahan Commons entrances by using their student ID to fob in.

During the School Day

All students must enter and exit through the **Main Office** doors and check in or out with the Main Office staff, Mrs. DeGeare or Ms. Worland.

After School

- **Carpool pick up:** Students may be picked up after 2:50 p.m. at the Athletic Entrance.
- **Students remaining at school** may use the library until 3:50 p.m., take a make-up test in the testing center, schedule a time to meet with a teacher, participate in clubs or extracurricular activities, or go to the Shanahan Commons. The Shanahan Commons is open with adult supervision until 6:00 p.m.

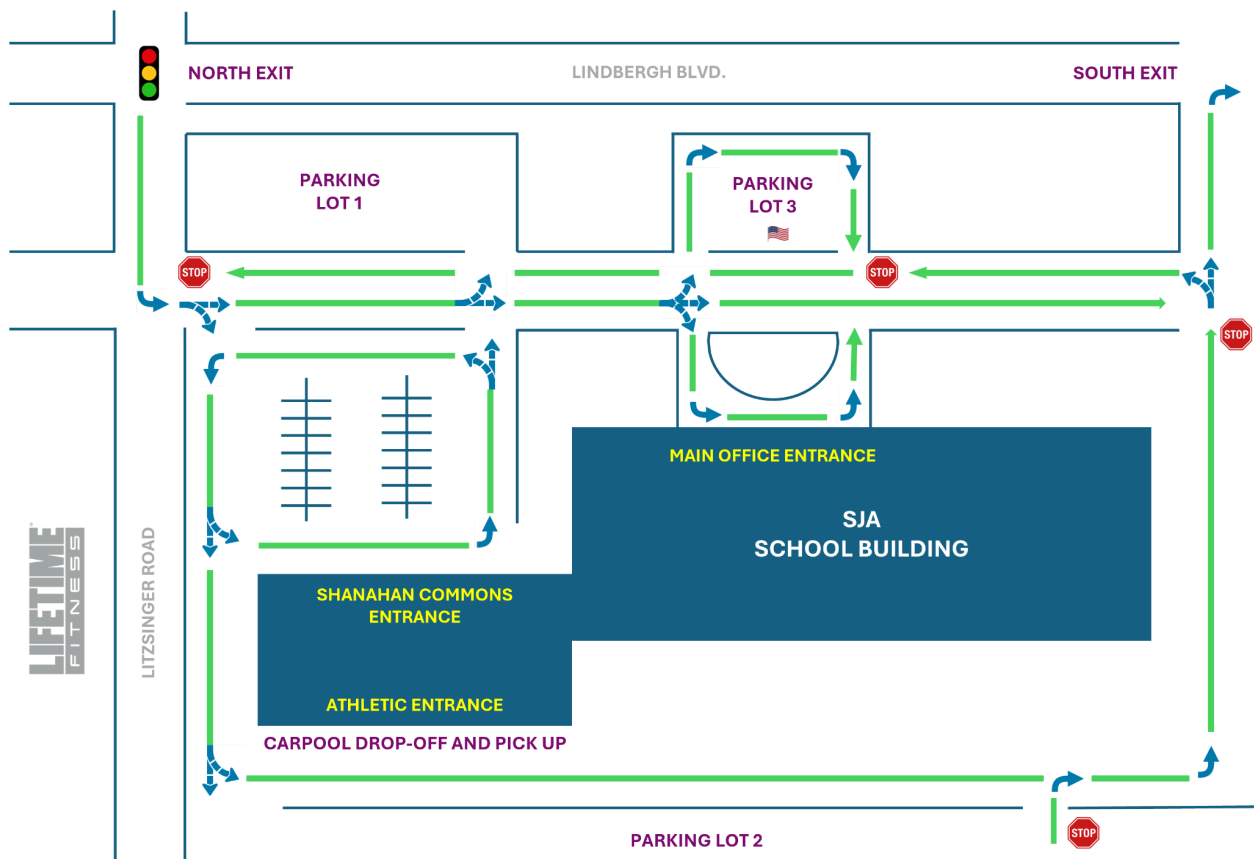
Parking Lot Guidelines

Please follow the parking lot routines outlined in the diagram below.

- Blue parking spaces are reserved for faculty and staff.
- When dropping off or picking up at the Shanahan Commons/Gym doors, pull as far forward as possible to help with the flow of traffic.
- Please pay attention to the traffic directors. They will ensure a smooth traffic flow at drop-off and pick-up.
- **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.

SJA Campus Traffic Flow



BEHAVIORAL EXPECTATIONS

St. Joseph's Academy students are expected to maintain high standards of conduct and respect while living out the mission of the school and Charism of the Sisters of St. Joseph. Behavior of an SJA student should be consistent with an atmosphere that encourages learning, growth, and safety, and focuses on "right relationship" with God and neighbor, academics, and respect for self and others. 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 Disciplinary Records](#).

Student IDs

Each student will be issued a new student ID and demerit card at the beginning of the school year to be worn on a lanyard each day of school.

IDs will be used to do the following:

- Access designated student entries to the school building at certain times of the day
- Make purchases from the cafeteria and vending machines
- Print in the library
- Check out resources from the library
- Sign in and out at the Main Office

If a student forgets their ID, they must stop by the Technology Office before the start of first period to obtain a temporary card. Each student is allowed one temporary ID per semester without consequences. Any subsequent request for a

temporary ID will result in a demerit. If a student loses their ID, they must contact the Technology Office within 24 hours to deactivate the lost ID and obtain a new one. Replacements are \$10.00. Given the importance and functionality of each card, student IDs should be treated with the same care and concern as keys and debit cards. Students should not lend their ID to anyone for any reason and will be accountable for use of their ID by anyone to whom they permit access.

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. Refusing to take the test will be considered an admission of guilt.

First offense for alcohol/drug and vaping 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.
- For non-alcohol related drug violations: Parents or guardians must take the student for a drug test at a certified drug testing facility (i.e. Quest Diagnostics, LabCorp, etc.) and the test must show no involvement with drugs in order for the student to return to school. Failure to comply with these expectations will result in suspension until the results of a negative drug test are submitted to Administration.
- An assessment is required by a trained substance abuse counselor through PreventEd within one week of the violation. Parents are responsible for any costs associated with an assessment.
- Treatment recommendations must be followed in order to maintain enrollment at SJA. Written verification of compliance must be submitted by the professional counselor/therapist to the Administration. If necessary, parents or guardians may be required to sign a Consent Referral form, provided by the Counseling Department.
- Random drug testing will be required throughout the year for non-alcohol related drug offenses.
- A SJA School Counselor will meet with the student to offer support as needed.
- The student will be suspended from extracurricular participation as determined by the Administration.
- National Honor Society members forfeit membership in NHS permanently.

Second offense:

- In addition to the requirements listed above, 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 will be in effect for the remainder of the year. A student's behavior will be under special scrutiny. There will be a possibility for withdrawal for cause if any serious discipline issue occurs during the probation period.

Third offense:

- A third offense involving alcohol/drugs at any time will result in immediate withdrawal for cause from SJA.

Cell Phones/Smart Watches/Earbuds (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 smartwatch/earbud 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. Seniors may be privileged to arrive late or leave early after senior privileges are granted for the entire class; in this case, all seniors with these privileges must sign in or out of the Main Office.

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

- Students may be picked up after 2:50 p.m. at the Athletic Entrance.
- Students may use the library until 3:50 p.m., take a make-up test in the testing center, schedule a time to meet with a teacher, participate in clubs or extracurricular activities, or go to the Shanahan Commons. We recommend picking up your daughter after 3:15 p.m.
- The Shanahan Commons is open with adult supervision until 6:00 p.m. except as otherwise announced.

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 withdrawal for cause.

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 also [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 the following:

- Student/Parent Handbook Acknowledgement
- Technology Agreement
- 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, and/or threat of use of firearms or any weapon such as, but not limited to, guns, knives, bombs, etc., at school or at school-related functions is prohibited. Students violating weapon rules are subject to withdrawal for cause and police involvement. Situations, where students are identified or associated with social media posts, texts, or other forms of verbal or written communication that involve inappropriate reference, use, or display of firearms or weapons, will be taken seriously as if it were an active threat to the entire school community and may result in disciplinary action or withdrawal for cause.

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 also [Alcohol, Drugs, & Vaping](#).)

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.

MSHSAA Board Policy on Hazing and Harassment

St. Joseph's Academy is a Missouri State High School Activities Association (MSHSAA) member school and therefore aligns with the policy of the MSHSAA Board of Directors that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to the physical and mental welfare of students.

Coaches, directors, sponsors, and administrators must take an active role in the prevention of all forms of hazing and harassment. Students directly or indirectly involved in hazing incidents, on or off school grounds, could be considered ineligible by the school administration under the MSHSAA citizenship standard, By-Law 2.2.

Hazing: Willful conduct directed at a student that is intended to physically or emotionally intimidate, punish, embarrass, humiliate, ridicule, or place any student in a disconcerting position for the purpose of initiation, affiliation, inclusion, or membership in any team or organization.

Harassment: Unwelcome conduct by a person that is sufficiently serious, persistent, or pervasive, so that it affects another person's ability to participate in or benefit from the school program or activity by creating an intimidating, threatening, or abusive environment.

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 through SchoolAdmin. *By signing this agreement, all parents or guardians and the 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 immediately.

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 Information Sharing

Information contained in the Parent/Guardian address book (buzz 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 email 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 a 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

Demerit Card Accountability System

A demerit is a notice to a student that her behavior is inappropriate or fails to be “St. Joe Worthy.” A card assists in reinforcing appropriate student behavior and building good habits by giving each student the opportunity to keep track of her demerits and thereby assess and control her own choices/behavior. This card also provides faculty/staff a means to notify a student that her behavior is inappropriate or unacceptable. Each student must have her demerit card in her possession and readily available throughout the school day, including exam days. A student must give her demerit card to any faculty or staff member upon request. Failure to produce a demerit card upon request will result in an automatic detention.

If a student accumulates five (5) demerits, the faculty or staff member who issues the fifth demerit will take the student’s card. The student must report to the Main Office after dismissal on the same day their card is taken to serve a one-hour detention. The student must serve her detention immediately after school regardless of any school or non-school commitment. Detention may be silent or service-oriented, depending on the infraction(s) and the needs of the school.

Faculty and staff members may issue demerits or detentions at their discretion. Demerits may be given for a variety of infractions, including but not limited to:

- Uniform violations
- Tardiness to class without a slip from the Main Office
- Profanity
- Excessive talking/disruption
- Inappropriate behavior
- Dishonesty
- Being unprepared for class
- Failure to meet with a faculty/staff member at a scheduled time
- Failure to notify Technology about the loss of a student ID within 24 hours
- Failure to sign in or out at the Main Office for a first or last-period study hall
- Signing in or out for another student
- Consumption of food beyond the ground floor without the approval of faculty/staff
- Failure to return trays and/or utensils to the cafeteria by the end of lunch
- Leaving trash behind to be cleaned up by someone else anywhere in the building
- Leaving backpacks in any area other than outside the student’s locker or a classroom during Community Time, Event Time, and lunch
- Leaving athletic equipment anywhere other than the locker room or designated hooks in the athletic hallway

If the student loses her demerit card, it will be treated as if her card was full, resulting in an automatic detention to be served that day. If a student finds her lost card, she should turn it in to the Principal of Student Affairs.

If three (3) detentions are acquired by the student at any point throughout the school year, the student will be placed on Behavioral Probation. (See *also* [Behavioral Probation](#).) The discipline contract for Behavioral Probation is a personal contract for the student to reflect on the excessive number of demerits and put a success plan in place to ensure a more positive year.

Detention/Reflection Time

Detention/Reflection Time is time spent at the school in the form of supervised work activities and/or loss of unstructured time. Detention/Reflection Time 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 the 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.

Behavioral 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 also [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 5" (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

- gray 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 and Blazer

- green sweater vest or blazer 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 hooded sweatshirt with SJA logo (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.
 - Ugg-like shoes with backs may be worn following Thanksgiving break until Spring Break.

Leggings/Tights/Yoga Pants

- Plain, solid black leggings, tights, or yoga pants may be worn under skirts (cut-outs, sheer areas, zippers, etc. MUST be below the knee).
 - Sweatpants 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 tucked into their uniform skirt or sweatshirt with their 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 (more than 2), students and teachers may be expected to participate in online learning to create a continuous learning experience.

Expectations of teachers during potential virtual learning days:

- have a Google Meet link posted to the class Canvas page
- have clear directions and expectations of asynchronous or synchronous learning for the day

Expectations of students during potential virtual learning days:

- check Canvas regularly for instructions from her teacher
- attend Google Meet classes as directed by her teacher
- wear an SJA uniform top
- have her camera on in class and her face fully shown
- backgrounds must be neutral and not include anything political or any reference to drugs or alcohol or any profanity
- contact the technology office with any questions or computer/internet issues (technology@sjal840.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 on the ground floor. 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 also [Cell Phones in the Library and "Spence Shine Shack"](#).)

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 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 (including athletic competitions and theater performances), 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 at 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 also [Alcohol, Drugs, & Vaping](#).)
- The student and/or her guest will not be readmitted to the dance if either one leaves without chaperone approval and accompaniment. Students may not go to their cars unsupervised 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 classes only), Mission Week Dance, Sophomore Dance, Ring Dance (juniors), Prom (seniors), and any other dances or events that may be scheduled.

Student Parking/Driving on Campus

Junior and senior students are allowed to park on St. Joseph's Academy property only. Parking for sophomore students is limited based on availability. Parking passes are issued on a first-come, first-served basis once a student obtains their driver's license and emails the Principal of Student Affairs to request parking registration. Parking is not allowed on Litzsinger Drive or in the lots of our adjacent neighbors. Violators may be ticketed by Frontenac Police. 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 WHITE LINED 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 (or serve five detentions) 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 also [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 road signs posted on the SJA property.

Field Trips

A field trip is an off-campus activity related to a particular course of study or extracurricular and sponsored by one or more faculty/staff members. 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 adult sponsor of 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, the administration, or any of her other classroom teachers may request that the student not be allowed to participate in the field trip if circumstances warrant it. *Students who are at risk of academic failure or who have excessive absences may be prohibited from attending field trips.*

All SJA Student Parent Handbook behavioral expectations 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 adult sponsor.

When a student or parent/guardian, using his/her own vehicle, drives students on a field trip, the adult field trip sponsor 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.

School-Sponsored Multi-Day Off-Campus Programming

Global Education Experiences

St. Joseph's Academy challenges our students to grow in faith, knowledge, and respect for self and others. Through our Transformative Language and Cultural Immersion Global Education trips, our Mission Service Trips, and our Enrichment Travel Programs, St. Joseph's Academy empowers young women to become Global Leaders who make a profound impact in the world. These are competitive programs that require an application, an interview, pre-and post-trip work, and trip reflections.

Magis Experiences

At St. Joseph's Academy, we want all Angels to soar in college and their careers. Finding each student great financial, social, and academic fits for college is something St. Joseph's Academy takes seriously; while college advisors travel broadly, research extensively, and build relationships with colleges and universities across the country, having students visit colleges themselves is a crucial part of knowing where each Angel will thrive. The Magis Program seeks to create opportunities throughout an Angel's four years that allow for personal and academic growth, through travel, financial planning, course selection, and college visits regardless of financial means. Students must meet both of the following criteria to participate in the program:

- Qualify for "Heart of an Angel"
- First-generation college student

Global Education/Magis Travel Experience Expectations*

A limited number of students may attend each of the global education or Magis immersion trips. For the success of each experience, an extended period of time is allotted for the trips, potentially extending calendar holidays, as students will be actively participating in the immersion at another school, or college visit. The Global Education Director, Director of Diversity Culture and Climate, College Advising, Campus Ministry, and the administration make every effort to reduce the amount of in-class school days that the students miss. If there are papers or projects that are assigned at least two weeks prior to the departure date with a due date during the trip, the student should arrange to have that assignment turned in prior to leaving. This should be arranged at the pre-meeting with the student.

Other Responsibilities

Student Responsibilities

It is the responsibility of the student to meet with her teacher at least three weeks in advance of the departure to discuss a plan for making up major course work. Written documentation of communication with teachers must be turned in to the appropriate program director two weeks in advance of departure. Major coursework includes tests, multi-page writing assignments, or any large summative assessments. Students may complete homework if they choose for their own learning. Student athletes are responsible for communicating with their SJA coach in a similar manner as they communicate to their teachers.

Teacher Responsibilities

The teacher should excuse or exempt a student from daily activities, homework or formative assessments. The teacher and student should come up with a plan for making up major course work prior to the student leaving on the experience. The student should be allowed at least one week's time upon return to complete the major course work. For questions, please reach out to the Director of Global Education or the Principal of Academic Affairs.

2024-2025 Travel Experiences

Global Education: February — Brazil | Spring break — Ireland, France, Honduras

Magis: February

**Students who attend multi-day conferences sponsored by St. Joseph's Academy such as POCC, SDLC, Ocean Sciences, Mass at the Border, March for Life, YAG, or Unite for Justice, would also follow the above guidelines.*

Kairos

Kairos is a religious retreat program grounded in Christian incarnational theology. It is an experience of Christian community with a series of talks given both by peers and by adults. Prayer and the sacraments are an essential part of the program as well as the participants' involvement in discussions and other exercises. This retreat is three days and two nights at the Pallottine Renewal Center.

Teachers should suspend major assignments and assessments during the Kairos week.

Kairos #66: October 1-3, 2024 (*Class of 2025*)

Kairos #67: February 11-13, 2025 (*Class of 2025 + 8-10 Students from Class of 2026*)

Kairos #68: April 22-24, 2025 (*Class of 2026*)

MISSION WEEK 2024

Sunday, November 17, 2024 – Friday, November 22, 2024

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 17, 2024, and at an assembly on Monday, November 18, 2024. The week’s activities will conclude on Friday, November 22, 2024, with a morning liturgy and an all-school assembly, followed by a STUCO-sponsored all-school dance in the evening.

**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 18, 2024. Mission Week ends Friday, November 22, 2024. Funds raised for the Penny Queen Contest will be turned in by Friday morning at 8:00 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 school day on November 7, 2024, or the student is not eligible.
- All activity plans must be turned into the Class Coordinator no later than November 1, 2024, 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. Anna Hotop](#), Principal of Student Affairs, or the Class Coordinator listed below:

Seniors: [Ms. Leigh LaMonica](#)

Juniors: [Mrs. Caitlyn McIntire](#)

Sophomores: [Mrs. Allison Koob](#)

Freshmen: [Mrs. Sarah Boul](#)

FINANCIAL OBLIGATIONS OF PARENTS OR GUARDIANS

Tuition/Fees

Tuition for the 2024-2025 school year is \$19,990 per student. Additional fees include:

- Comprehensive fee for all students: \$555
- Computer lease fee: \$650 per year
- 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 Sandy Kemp in the Business Office by email at skemp@sja1840.org or by phone (314)394-4885 with any questions regarding tuition payment options. More financial information may be found on the SJA website at <https://www.sja1840.org/admissions/tuition-financial-aid-scholarships>.

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.
- 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:

Please check the SJA website for the most current hours of operation.

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

The SJA Spirit Shop is sponsored by Angel Moms and is staffed by parent/guardian volunteers.

FACULTY & STAFF PHONE EXTENSIONS

Direct Dial numbers: 314-394 + extension listed below.

Administration

Niedringhaus, Marcia – President	4336
Sudekum, Jennifer – Principal of Academic Affairs	4333
Hotop, Anna – Principal of Student Affairs	4332

Faculty and Staff

Alsop, Ryan – World Language, Latin	4293
Anders, Nancy – Database Specialist.....	4341
Angeli, Renee – Annual Giving Assistant	4342
Auberry, Cristina – World Language, Spanish	4218
Baxendale, Laura – Student Services Coordinator	4142
Beekman, Annie – Physical Education, Assistant Athletic Director	4035
Berry, Kelly – English	4099
Bisch, Jen – Science, Department Chair	4009
Bolen, Trey – Information Technology Specialist	4843
Boul, Sarah – Theology / Freshman Class Coordinator	4130
Davidson, Rose – Curriculum Director	4221
Decker, Hannah – World Language, Latin	4078
Decker, Linda – Director of Institutional Advancement	4345
DeGeare, Melody – Administrative Assistant, Main Office	4203
Degenhart, Sarah – Assistant Librarian	4196
Earley, Elise – Mathematics	4244
Edmiston, Colleen – Science	4292
Edwards, Margie – Marketing Coordinator	4349
Everitt, Diane – Theology, Department Chair	4087
Farrar, David – Registrar & Systems Administrator.....	4322
Faulhaber, Ted – Permanent Substitute	4236
Finucane, Mike – Director of Campus Ministry	4036

<u>Galve-Salgado, Arlene</u> – World Language, Spanish	4037
<u>Gundy, John</u> – Science / Computer Science & Engineering.....	4143
<u>Hackmann, Megan</u> – Social Studies	4070
<u>Harrington, Sarah</u> – World Language, Spanish	4251
<u>Hayes, Gina</u> – Auction Manager	4834
<u>Hill, Carrie</u> – Computer Science and Engineering, Department Chair.....	4075
<u>Holladay, Christine</u> – Director of College Advising	4229
<u>Howley, Megan</u> – Mathematics	4095
<u>Hughes, Heather</u> – World Language, Mandarin, Department Chair	4074
<u>Iovaldi, Julie</u> – Science	4954
<u>Isom, Amanda</u> – Social Media Coordinator	4838
<u>Jendraszak, Andrew</u> – Theology	4060
<u>Karagiannis, Allison</u> – Administrative Assistant to the Principal of Academic Affairs	4294
<u>Kelley, Elizabeth</u> – English, Department Chair	4127
<u>Kelpe, Kara</u> – Director of Enrollment Management	4321
<u>Kemp, Sandy</u> – Financial Aid Specialist / Accounts Receivable	4885
<u>Keppel, Matt</u> – Theology	4959
<u>Kilcullen, Katie</u> – College Advisor	4239
<u>Kling, Richard</u> – Testing Center	4991
<u>Koob, Allison</u> – Social Studies / Sophomore Class Coordinator	4038
<u>Kowalczyk, David</u> – Fine Arts, Performing Arts Department Chair.....	4132
<u>Kupper, Rachel</u> – Science	4047
<u>LaMonica, Leigh</u> – World Language, French / Senior Class Coordinator	4046
<u>Landherr, Allyson</u> – Social Studies	4077
<u>Layton, Chelsea</u> – English	4199
<u>Lodes, J. Andrew</u> – Theology	4082
<u>Lodes, Katie</u> – Science	4083
<u>Lorenz, Jessica</u> – English	4969
<u>Luem, Emma</u> – English	4138
<u>Lutz, Susan</u> – College Advising	4230
<u>MacConnell, Clare</u> – Associate Director of Enrollment Management	4319
<u>Madej, Amy</u> – Fine Arts, Visual Arts	4097

McIntire, Caitlyn – Theology / Junior Class Coordinator	4231
McKenzie, Annie – Assistant Director of College Advising	4240
McVey, Maureen – Athletic Director	4134
Medcalf, Marvin – Fine Arts, Instrumental Ensemble	4905
Meersman, Hailey – Mathematics	4084
Metzger, Meredith – Advancement Specialist	4327
Millikan, Jennifer – Director of Library Services	4306
Mills, Megan – English	4258
Minton, Nora – Special Events Coordinator	4344
Mitchell, Maggie – English	4247
Moore, Scott – Social Studies	4245
Morrow, Katie – Mathematics	4086
Moshi, Daniella – English	4128
Nasser, Mary – Fine Arts, Visual Arts	4223
Neidringhaus-Hill, Megan – Campus Minister	3100
Norris, Vicky – Financial Assistant	4135
O'Brien, Maggie – Science	4246
Paluczak, Ryan – Fine Arts, Visual Arts / Computer Science & Engineering	4848
Pierce, Eugene – Technical Theater Director	4226
Richardson, Katie – Director of Global Education / English.....	4089
Riordan, Tom – Mathematics	4090
Rogers, Travis – Directory of Technology	4841
Rueter, Emma – World Language, Spanish.....	4091
Sallaberry, Cori – Business	4124
Shadden, Taylor – Mathematics, Department Chair	4129
Shah, Lisa – Mathematics	4934
Smith, Megan – Social Studies	4236
Smith-Yelton, Colleen – Physical Education, Department Chair	4140
Staten, Mary – Learning Consultant	4314
Steinhart, Jamie – Assistant Campus Minister	4329
Tierney, Kelly – Human Resources	4886
Tipton, Nicki – Fine Arts / Physical Education, Dance	4098

<u>Trost, Angie</u> – Academic & Personal Development, Freshman Experience	4291
<u>Versen, Kristen</u> – Counselor, Social Emotional	4316
<u>Videmschek, Donna</u> – Director of Counseling, Academic Counselor	4312
<u>Ward, Mikey</u> – Theology	4072
<u>Washington, Veronica</u> – Business, Department Chair	4131
<u>Westlake, Brandon</u> – Social Studies, Department Chair	4927
<u>Weiser, Christina</u> – Testing Center	4991
<u>Wenberg, Carrie</u> – Alumnae Relations Manager	4343
<u>Wild, Sarah</u> – Counselor, Social Emotional	4317
<u>Wilkins-Kohrmann, Julia</u> – Director of Diversity, Culture, and Climate	4234
<u>Williams, Pam</u> – Executive Assistant to the President	4330
<u>Worland, Tina</u> – Webmaster / Administrative Assistant, Main Office	4250
<u>Yorg, Jacob</u> – Social Studies	4948
<u>Zitko, Catherine</u> – Learning Consultant	4308
<u>Zobel, Lisa</u> – Chief Financial Officer	4882

FREQUENTLY CALLED NUMBERS

Main School phone number: 314-394-4300

Academic support & accommodation requests	Counseling Office – 394-4142
Admissions or transfers	Kara Kelpé – 394-4321
Alumnae relations	Carrie Wenberg – 394-4343
Annual fund donations	Renee Angeli– 394-4345
Attendance	Main Office – 394-4300
Athletics	Maureen McVey – 394-4134
Billings and payment of accounts	Vicky Norris – 394-4884
Change of name, address, or phone number	Main Office – 394-4300
College Advising	Christine Holladay – 394-4229
Computer issues	Technology – 394-4840
Counseling needs	Counseling Office – 394-4142
Diversity, Culture, and Climate	Dr. Julia Wilkins-Kohrmann – 394-4234
Educational needs and evaluations	Counseling Office – 394-4142
Facilities reservations	Anna Hotop – 394-4332
Financial aid	Sandy Kemp – 394-4882
Good student insurance forms, transcripts, schedules, withdrawals	David Farrar – 394-4322
Human Resources	Kelly Tierney – 394-4886
Special Events	Nora Minton – 394-4344
Major gifts	Renee DeFiore – 394-4883
Marketing	Margie Edwards– 394-4349
Prolonged student absences	Anna Hotop – 394-4332
Public relations	Linda Decker – 394-4345
Student academic issues	Dr. Jennifer Sudekum – 394-4333
Student behavior	Anna Hotop – 394-4332
Tuition and fees	Lisa Zobel – 394-4884

Adendum: St. Joseph's Academy Technology Agreement

ST. JOSEPH'S ACADEMY has a computer network that allows staff and students to communicate with each other and throughout the world. Additionally, this network provides the staff and students with access to a multitude of administrative and instructional resources from both local and remote repositories of electronically stored information.

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site/social media posts/submissions, whether they occur through the school's equipment or connectivity resources or through private communications or personal devices, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) at Administration's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Internet: St. Joseph's Academy provides students with access to the Internet for school-related purposes. St. Joseph's Academy has the capability to review web-site access. Students should not have any expectation of privacy regarding the web-sites accessed through the St. Joseph's Academy computer system.

St. Joseph's Academy faculty, staff and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing community standards and is inappropriate for classroom use, and access of such resources will not be permitted.

St. Joseph's Academy will provide a computer interface to Internet services that students should use in accessing instructional and reference material on the Internet. This interface will be designed so that objectionable materials are not easily available; however, the Internet is designed in such a manner that all materials contained within it are accessible using various search and retrieval tools. Students and parents must realize that inappropriate materials could be encountered during students' research required to achieve valid instructional objectives, and that if such inappropriate material is inadvertently encountered, it shall be disengaged from immediately.

Electronic Communication: St. Joseph's Academy electronic communication systems, including computers and telephones (including all hardware and software) are the exclusive property of St. Joseph's Academy. All contents of St. Joseph's Academy electronic communication systems are the exclusive property of St. Joseph's Academy.

Privacy: St. Joseph's Academy treats all computer files, including electronic mail (e-mail) sent or received, as school information. St. Joseph's Academy has the capability to access, review, copy, and/or delete any computer files, including e-mail sent or received. If students make incidental use of the computer system for personal files or e-mail, students should not expect personal files or e-mail to be protected from review by Administration. E-mail/computer usage is monitored for inappropriate content.

Confidential Information: Students must exercise extreme caution when creating or transmitting confidential information. Confidential information should not be transmitted to any individual not authorized to receive such information.

E-mail: When transmitting messages via e-mail, students should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Because of these concerns, St. Joseph's Academy students are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail. Incidental personal use of e-mail and Internet access is permitted only if it does not violate any of the restrictions or guidelines of this policy. Excessive personal use of e-mail or the Internet, as determined by the school, is not appropriate.

Use of the computer system to engage in any communications that are in violation of this or any St. Joseph's Academy policy is strictly prohibited. St. Joseph's Academy prohibits the display or transmission of sexually explicit images, messages, cartoons, or any transmission or use of communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, national origin, gender, age, disability, religion or other characteristics protected by law.

St. Joseph's Academy computer systems should not be used to solicit or proselytize for commercial ventures, religious or political causes, or outside organizations that are not authorized by St. Joseph's Academy.

Software: St. Joseph's Academy prohibits the unauthorized use of software. St. Joseph's Academy expects its students to conduct themselves responsibly in this regard. Students should refrain from making or using unauthorized copies of software programs. Violators of this policy are subject to disciplinary action, up to and including withdrawal for cause, for any violation reasonably believed to have been committed

Consent for Additional Google Services: By using our systems, parents and guardians acknowledge and consent to the activation of additional Google services necessary for educational purposes. This may include, but is not limited to, services such as Youtube, Google Earth, and other Google tools that support teaching, learning, and communication. Parents and guardians may request further information regarding the use of these services.

Storage capacity: Users are expected to remain within allocated server space and delete e-mail or other material that takes up excessive storage space. The school reserves the right to delete e-mail or other material from a student's folder located on the school's server if it is deemed as being excessive.

Blogging and Social Networking: With the rise of new media and next generation communications tools, the way in which St. Joseph's Academy students can communicate internally and externally continues to evolve. Blogging and social networking is the use of web-based and mobile technologies to turn communication into interactive dialogue. Blogging and social networking is essentially a group of internet-based applications of online media where people are able to talk, share, network with each other over the internet. Some examples of blogging and social networking are Twitter, Facebook, Instagram, Snapchat, Tik Tok, and include any other internet and mobile communication site. While this creates new opportunities for communication and collaboration, it also creates responsibilities for St. Joseph's Academy students. St. Joseph's Academy takes no position on your decision to start or maintain a blog or social media account. However, it is the right and duty of St. Joseph's Academy to protect itself from unauthorized disclosure of information. St. Joseph's Academy's blogging and social networking policy includes rules and guidelines for organization-authorized blogging/posts and personal blogging/posts and applies to all students.

1. General Provisions

Unless specifically authorized by St. Joseph's Academy to do so as part of a student's work, students are not permitted to blog or use other forms of social networking during class time/events.

Unless specifically instructed, students are not authorized and are restricted from speaking on behalf of St. Joseph's Academy. Students may not publicly discuss other students and families, products, employees or any

school-related matters, whether confidential or not, outside school-authorized communications. Students are expected to protect the privacy of the school and its employees, students and families. Students and families are prohibited from disclosing personal student and non-student information and any other proprietary and nonpublic information to which students have access.

2. Student Monitoring

Students are cautioned that they should have no expectation of privacy while using the Internet, school equipment or facilities for any purpose, including authorized blogging. Your postings can be reviewed by anyone, including St. Joseph's Academy.

St. Joseph's Academy reserves the right to monitor comments or discussions about St. Joseph's Academy, its employees, students and families, posted by anyone, including employees and non-employees, on the Internet. St. Joseph's Academy may use blog-search tools and software to monitor forums such as blogs, social media accounts and other types of personal journals, diaries and personal and business discussion forums.

St. Joseph's Academy reserves the right to use content management tools to monitor, review or block content on school blogs that violate St. Joseph's Academy blogging rules and guidelines.

3. Reporting Violations

St. Joseph's Academy requests and strongly urges students to report any violations or possible or perceived violations to Administration. Violations include discussions of St. Joseph's Academy and its employees, students and families, any discussion of proprietary information and any unlawful activity related to blogging, social media posts, texts, or email communications.

4. Discipline for Violations

St. Joseph's Academy investigates and responds to all reports of violations of the blogging, social networking rules, electronic communications and guidelines and other related policies. Violation of St. Joseph's Academy's blogging and social networking policy will result in disciplinary action up to and including withdrawal for cause. St. Joseph's Academy reserves the right to take legal action where necessary against students who engage in prohibited or unlawful conduct.

The school reserves the right to discipline students for the misuse of technology, whether inside or outside school, including personal devices and personal social media sites, if it is detrimental to the reputation of the school or disrupts the educational environment.

5. Authorized Blogging

The goal of authorized blogging is educational, to become a part of industry or professional conversation and promote web-based sharing of ideas and exchange of information. Authorized blogging is used to convey information about the school's products and services, promote and raise awareness of St. Joseph's Academy's brand and communicate with employees, students and families.

When blogging or using other forms of web-based forums, St. Joseph's Academy must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside of school. If you are authorized to blog on behalf of St. Joseph's Academy you will be issued rules and guidelines.

6. Personal Blogs/Social Media Postings

St. Joseph's Academy respects the right of students to use blogs/social media as a medium of self-expression and public conversation and does not discriminate against students who use these mediums for personal interests and affiliations or other lawful purposes.

- Bloggers are personally responsible for their commentary. Bloggers can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just St. Joseph's Academy.
- Students cannot use school-owned equipment, including computers, school-licensed software or other electronic equipment, nor facilities or school time, to conduct personal blogging.
- Students cannot use blogs/social media to harass, threaten, discriminate or disparage against employees, students, or anyone associated with or doing business with St. Joseph's Academy.
- Students cannot post on personal blogs the name, trademark or logo of the school or any business with a connection to St. Joseph's Academy. Students cannot post privileged information belonging to the school, including copyrighted information or school-issued documents.
- Students cannot post on personal blogs photographs of other students, employees, families, vendors or suppliers, nor can students post photographs of persons engaged in St. Joseph's Academy business, at school or school-related events, without express written permission from Administration.
- Students cannot post/submit on personal blogs any advertisements for school products nor sell products or services related to the school or which bear the school's logo or otherwise identify the school without express written permission from Administration.
- Students cannot link from a personal blog to St. Joseph's Academy's internal or external web site, without express written permission from Administration.
- If contacted by the media or press about any post, event or situation that relates to St. Joseph's Academy, students are required to defer to Administration for comment.

7. Artificial Intelligence (AI)

Students at St. Joseph's Academy have access to AI tools and resources for educational purposes. To ensure the responsible and ethical use of these resources, all students must abide by the following AI Usage Policy:

- Respect for Privacy and Confidentiality: AI tools and resources may access, collect, store, and use student data. All students must respect the privacy and confidentiality of their own data and the data of others, and not access or use data without proper authorization.
- Ethical Use of AI: Students must use AI tools and resources in an ethical and responsible manner, following all relevant laws, regulations, and school policies, and avoiding any actions that may cause harm or offense to others.
- Accurate Representation of Information: When using AI tools and resources to create or share information, students must ensure that the information is for reference purposes only and not as a substitute for their own work and ideas.
- Appropriate Use of AI: AI tools and resources must only be used for educational purposes as outlined in the Student/Parent Handbook, and not for any commercial, illegal, or malicious activities.

- Responsibility for Use of AI: Students are responsible for their own use of AI tools and resources, and for ensuring that their use complies with this AI Usage Policy and the Student/Parent Handbook.
- Course Usage of AI: Instructors have discretion as to when AI tools are used in their courses.
- Plagiarism and Proper Citation: AI generated content must be properly cited and referenced in accordance with the school's guidelines on plagiarism and academic integrity. Students must not present AI generated content as their own original work, or use it to plagiarize the work of others. Please refer to the Student/Parent Handbook for guidelines on plagiarism and academic integrity.
- Students should always verify the information gathered from AI tools for validity and accuracy.
- When using AI technologies, personal information that can identify yourself or others should be avoided. Some examples of information that should not be shared are your full name, phone number, social security number, passwords, address, financial information, and/or medical conditions.
- By using AI tools and resources at this educational institution, students are agreeing to abide by the terms of this AI Usage Policy. Any violations of this policy may result in disciplinary action, up to and including suspension or expulsion from the institution.

In addition to the above mentioned practices, students shall not use St. Joseph's Academy's computer/computer network for:

1. Any use that disrupts the educational and administrative goals/environment of the school.
2. Any use of a school account by anyone but the authorized owner of the account. Students are not to give out or use another student's password to access another student's account or computer.
3. Any reproduction of copyrighted material without explicit permission.
4. Any attempt to jeopardize or damage the software and hardware components of the network.
5. Any usage that violates local, state or federal laws.

Inappropriate materials, impolite language, or harassment/cyber bullying will not be tolerated. Materials which are not in line with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher or the Technology Director immediately.

If a student tries to go around the St. Joseph's Academy firewall to access a blocked site, or if a student illegally downloads music, video, software etc. necessitating her computer to be reimaged the following consequences will take place:

1. When a student is identified as being on a proxy site or skirting the firewall, her laptop will immediately be confiscated. The student will be charged a \$50.00 fine and the computer may be re-imaged. The student will still be responsible for all classroom work that requires the use of a computer. A note will be sent home for the parent to sign so the parent is informed of the violation.
2. If there is a second offense, the computer will be taken away until the end of the semester, a fine will be assessed, and the computer may be reimaged. The student will still be responsible for all classroom work that requires the use of a computer.
3. If there are continuing problems and a student cannot abide by the St. Joseph's Academy policies, she will be asked to withdrawal for cause from St. Joseph's Academy.

The school strongly recommends that computers are carried and stored in a computer bag. Failure to do so may result in damage to the computer in the event of a drop/fall. Any out of warranty damage is the sole responsibility of the end user.

Computers may not be taken to the café during lunch periods.

Technology is an ever changing component to the twenty-first century learner. Therefore, St. Joseph's Academy reserves the right to amend or revoke the policy and/or procedures in this technology agreement at any time as circumstances may require.

A school administrator will be notified of anyone considered to be in violation of the St. Joseph's Academy Technology Agreement for Inappropriate Electronic Conduct and they shall be subject to the full range of disciplinary consequences, including withdrawal for cause.



ST. JOSEPH'S ACADEMY STUDENT TECHNOLOGY AGREEMENT

USER

I have read, understand, and will abide by the St. Joseph's Academy Technology Agreement. I further understand that any violation of these regulations may result in my access privileges being revoked and disciplinary action taken.

Student Name: _____

Student Signature: _____

Date: _____

PARENT

As the parent or guardian of this student, I have read the Technology Agreement for St. Joseph's Academy. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my daughter's use of school's technology resources is not in a school setting. I hereby give permission for my daughter to use the school's technology resources and certify that I have reviewed this information with my student.

Parent/Guardian Name (s): _____

Signature: _____

Date: _____

Signature: _____

Date: _____

A copy of this agreement will be kept on file in the school's records. This agreement is good for the duration of the student's attendance at St. Joseph's Academy.