2026-2027

STUDENT/PARENT HANDBOOK

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ST. JOSEPH'S ACADEMY
STUDENT/PARENT HANDBOOK AGREEMENT

School Year 2026-2027 (term to include Summer School)

I have read the 2026-2027 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. This also acknowledges that I have read and understood all of my and my daughter's/daughters' course syllabi which can be found on Canvas.

Student Name: _____

(please print)

Student Name: _____

(please print)

Student Name: _____

(please print)

Parent/Guardian Signature(s)*:

_____ _____

Student)(s) Signature(s)*:

_____

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 2026-2027 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 in writing in a timely manner, including a statement of 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

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St. Joseph's Academy admits students of any race, color, nationality 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 continued adherence to a high standard of conduct.

Updates and/or Changes to Student Information

Parents or guardians should notify the Main Office immediately of any changes to home address, phone number, and email address; business address and phone number; persons to be contacted in case of emergency; and any changes to parents' or guardians' names, marital status, or custody. 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 the contact information for those caring for their daughter(s) during their absence in case any questions about student illness, absence, or emergency arise. Information should be provided in a note sent to the school with their daughter, or in 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 her parents or a legal guardian while attending St. Joseph's Academy.

Media Authorization

As part of the initial enrollment process, parents or guardians complete the Media Authorization form, which grants permission for St. Joseph's Academy to use a student's name or image in school publications and/or on the website, unless otherwise indicated on the form.

If a parent or guardian wishes to change their media authorization status after enrollment, they should contact Kara Kelpe in the Admissions Office.

Social Media

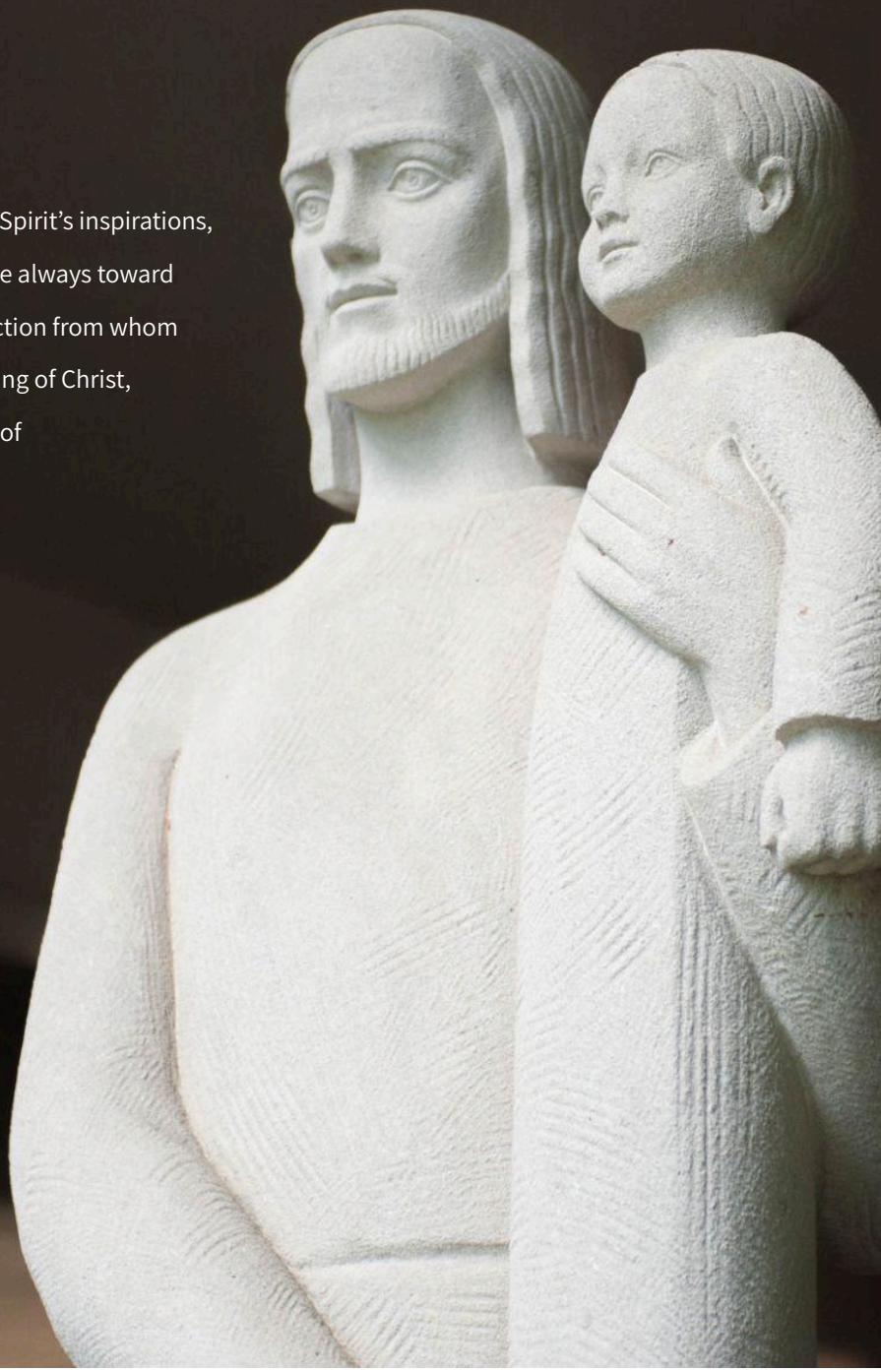
Neither students nor parents or guardians may post/submit to social media sites on behalf of St. Joseph's Academy or its clubs/activities unless explicit authorization has been granted by the Administration. Naming or picturing individuals associated with St. Joseph's Academy on a social media site is prohibited without their knowledge and/or permission.

Confidentiality

Faculty and staff will keep confidential any information entrusted to them, unless someone'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 mem'ries of the hours we've shared we'll always cherish with fidelity.

The carefree hours and youth's bright laugh,

Salute! St. Joseph's Academy.

With sturdy hearts we hold aloft the colors we'll always defend,

So, raise the banner of GREEN and WHITE and let our voices blend.

Salute! St. Joseph's Academy!

School Prayer

St. Joseph, awaken in us the spirit you had on your journey in life.

Help us as members of the St. Joseph's Academy community,

To mirror your integrity, balance, and harmony.

Walk with us as we model to one another a God of love and compassion,

As we strive to be values-driven leaders.

Examen

As St. Joseph's Academy has a foundation in Ignatian and Salesian spirituality, founded by the Sisters of St. Joseph of Carondelet, and sponsored by St. Joseph Educational Ministries, a daily Examen is prayed over the PA.

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 94 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 at Wydown and Big Bend Boulevard, where it remained 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 185 years, the St. Joe community has been developing values-driven women leaders through a 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 in which each student can develop as a whole person and be guided toward service to God and neighbor.

- Every aspect of the SJA experience affirms God's love for each individual and awakens an ardent response to that love in her. This community encourages young women to examine their hearts, understand their emotions as powerful gifts, and discern how to use these gifts for good.
- SJA acknowledges the uniqueness of each individual and strives to nurture its students' integrity and autonomy. 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 and respect for others, and second, to provide opportunities that 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 in which 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.

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."

SJA CULTURAL NORMS

The following SJA Cultural Norms were developed through intentional work in Diversity, Equity, and Inclusion, and as a result of our 2017 Cultural Audit. 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 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 everyone to fully form their thoughts and opinions before speaking.
- 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 is 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 achieving 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 unlike ourselves, ultimately recognizing a deep connectedness within 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 standing 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 the 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. SJEM has been granted the status of a ministerial public juridic person by the Vatican, enabling 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, are retained in perpetuity. SJEM is the bridge between the school and the church, with its lay members taking on the role of sponsorship 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 to develop the Catholic community within the school. Managerial leadership is required for the organization and operation of the institution, as well as for its future planning.

St. Joseph's Academy and SJEM, continuing to value shared responsibility and recognizing these leadership demands, have established an administrative structure for the Academy consisting of a President, a Principal of Academic Affairs, and a 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 students, and their parents for consultation, cooperation, and involvement. Through this effort, co-responsibility is disseminated throughout the Academy community.

Administrative Responsibilities

The school's administrative leadership shares responsibility for the 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 responsibility for establishing and maintaining policies that give focus and direction to the Academy's mission and 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 school's representative 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, she acts as a mediator between the faculty and other employees when necessary. As the financial steward of St. Joseph's Academy, she is responsible for maintaining the school's financial integrity. 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 and the day-to-day running of the school. Generally, the Principal of Academic Affairs is responsible for the implementation of the total academic program, faculty hiring, and special academic programs; the

Principal of Student Affairs is responsible for student relations, student attendance, student activities, special academic events, and oversees the Campus Ministry 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 designing, implementing, and leading SJA's admissions program to achieve the school's strategic enrollment goals.

Vice President of Advancement

The Vice President of 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

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. The school day begins at 8:15 a.m. Zero hour classes begin at 7:00 a.m.

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 2026-2027

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 **9:00-9:40** Period 2 | Course 2A		**8:15-9:25** Period 1 Course 1A
9:35-10:15 COMMUNITY TIME All School in Theater	**9:35-10:15** EVENT TIME	**9:45-10:25** Period 3 | Course 3A **10:30-11:10** Period 4 | Course 4A	**9:05-10:15** Period 1 Course 3A	**9:35-10:15** LACE
10:20-11:30 Period 2 Course 4A	**10:20-11:30** Period 2 Course 2A	**11:10-11:30** | Lunch 1 **11:30-11:50** | Lunch 2	**10:20-11:30** Period 2 Course 4A	**10:20-11:30** Period 2 Course 2A
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 **2:10-2:50** Period 8 | Course 8A	**12:25-1:35** Period 3 Course 7A	**12:25-1:35** Period 3 Course 5A
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	

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 the resources of the library and the testing center
- meeting with Student Support Services 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 seniors 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 9:05 a.m. in their first-period class so that faculty and staff may meet and collaborate between 7:30 and 8:45 a.m. The Testing Center will be open for students to take make-up tests during its regularly scheduled time. Students on an Academic Intervention Plan may be required to be at SJA from 8:00-9:00 a.m. on "Late Start" Thursdays and must check in at the Student Support Services office upon arrival.

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 at least once 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 about emergencies, school closings, unscheduled early dismissals, special announcements, and 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 the SJA Administration has decided to place a call via School Messenger, your phone will ring, and our school number and name will appear on 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 provide 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 at the phone number supplied to the school, and the change will 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 participating members in at least one ongoing school activity (i.e., clubs, sports, campus ministry, student government, etc.).

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 on what is expected of them academically. Our goal for this guide is to provide students with a glimpse of what excellence looks like in 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 participates in class discussions. She elevates classroom conversations by 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 her friends. She completes her sections of a team project and contributes to the team's success.

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 courses that challenge students in all subject areas while also fostering a balanced approach to educating the whole woman. While our courses are rigorous by design, students have the opportunity to enroll in Advanced Placement, Advanced College Credit, and honors-level courses. College credit courses are offered in the areas of Business, English, Fine Arts, Math, Science, Social Studies, Theology, Theater, and World Language through the 1-8-1-8 program at St. Louis University, the ACP program at the University of Missouri St. Louis, the CC program at the University of Iowa, and Advanced Placement (AP). Eighty-seven percent (89%) 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

The mission of SJA 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. In order to accomplish this mission, SJA strictly enforces the highest standards of academic integrity.

The academic integrity policy at SJA is rooted in two foundational truths:

1. Each student at SJA is a unique and wholly loved image of God; it is only through being themselves, using their own voices, and growing their own unique and desperately needed gifts and skills that they will maximize their own potential and impact on our world.
2. Any form of cheating (see below) undercuts this mission by negating the students' own voice and gifts, and short-circuiting their otherwise endless potential for growth.

In light of these two truths, SJA seeks to help students find and develop their own voices, discover their own talents and skills, and explore lots of different opportunities to expand their worlds by prohibiting any of the following:

1. *Plagiarism:* Defined by using another's ideas, print, online, video, podcast, etc. without proper citation.
2. *Cheating:* Defined by copying from another student, using unapproved aids, materials, or resources on any academic activity.
3. *Grammarly:* Using Grammarly when completing any form of written work without the explicit permission from your teacher.
4. *AI:* Using AI without explicit and written authorization by the course teacher in any capacity, including but not limited to: brainstorming ideas, generating outlines, obtaining examples, writing theses, and/or producing claims, evidence, or reasoning.

The responsibility for enforcing the code of academic integrity falls on both students and teachers. Students should not lend their work (homework, papers, or projects) out to others.

1. Teachers are tasked to understand the authenticity of a student's voice through the variety of assignments in the course.
2. Teachers may use an artificial intelligence detection and/or plagiarism detection program to screen a student's work to determine authenticity.

When a student's work shows evidence of cheating in any form, she will receive a grade deduction based upon the following:

Level	Violation	Consequence	Action Steps
Level 3	**Direct plagiarism** from a published work **or** repeated and/or **egregious AI use**	Grade of **0** on the assignment	The student must meet with the teacher and the Academic Counselor and complete a reflection on academic integrity. The student may be **removed from elected positions** and/or **National Honor Society and/or other Honor societies**.
Level 3 (Math)	Assignment flagged for **AI use due to speed of completion and/or use of mathematical AI, website, or other electronic tools to complete all or part of an assignment without permission.**	Grade of **0** on the assignment	The student must meet with the teacher and the Academic Counselor to review appropriate practices for completing mathematical work.
Level 2	Assignment flagged for **AI** (minimal use evident)	May **rewrite by hand** for **up to 50% credit**	The student must meet with the teacher and the Academic Counselor.
Level 1	**AI use was permitted**, but the student **did not cite or document it.**	**Point deduction** from that portion of the assignment.	The student must meet with the teacher to review the appropriate documentation of AI usage, research, and writing practices.

The grade impact of dishonesty may result in an F in the class. In any case, the Principal of Academic Affairs, the Academic Counselor, and her parents or guardians will be notified. Offenses may result in the student's right to hold any elected or appointed position or possible admittance and membership in the National Honor Society or elected positions. **Repeated acts of dishonesty may result in withdrawal for cause from St. Joseph's Academy.**

Student Advocacy

At St. Joseph's Academy, clear communication among all its constituents (parents or guardians, students, teachers, coaches, counselors, and administrators) 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, guided by the SJA Cultural Norms, takes place to resolve the issue.
3. If either party is not satisfied with the conference outcome, the next step is to 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 contact 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 we expect all community members to do the same.

Grading Scale

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

GRADE SCALE		UNWEIGHTED	WEIGHTED*	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.		

**Weighted Courses include Honors, AP, ACC, ACP, & CC*

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 their daughter's grades regularly through Canvas.**

Report cards and 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 1 year from the date of 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 beyond the traditional classroom, preparing them to develop and grow in all aspects of global competencies. Global scholars are expected to achieve academic milestones, language and cultural immersion experiences, service-learning, and community-engagement milestones to maintain membership and graduate as a Global Scholar. Every student has the opportunity to apply during her freshman or sophomore year and will graduate with a Global Scholars distinction designated on their transcript.

Magis Scholars

The Magis Scholars Program seeks to create opportunities for "first-generation" and/or high financial need students that allow for personal and academic growth through travel, financial planning, course selection, and college visits, regardless of financial means. Students who qualify as "first generation" and/or meet financial need criteria must apply in the spring of their 8th-grade year. Accepted students must commit to fully participating in the program at each grade level.

More Scholars

The More Scholars program empowers incoming freshmen to reach their full potential at St. Joseph's Academy through intentional skill development and a supported transition. Rooted in the tradition of "Moving Always Toward the More" and "serving the Dear Neighbor without distinction," identified students are provided a structured foundation to equip them with the essential tools for success in high school, transforming potential into achievement, and assuring every student has the opportunity to thrive in our academic community. Students are identified during the admissions process through multiple indicators: standardized test scores, targeted interview responses that assess readiness and motivation, and a holistic review of their academic background. Students will be notified of acceptance during the admissions process and will be required to complete three weeks of additional coursework in June, prior to starting their freshman year, to create space for academic support.

Sr. Josepha Scholars

The Sr. Josepha Scholars Program is designed to provide exceptional students with holistic, rigorous, and advanced educational opportunities to strengthen and deepen their academic experience at St. Joseph's Academy. This program aims to foster a comprehensive learning experience for uniquely gifted students, maximizing their potential for intellectual growth. Sr. Josepha Scholars are wildly curious students who stretch themselves to think differently and more expansively than the curriculum alone requires. Students will complete additional coursework in the summers before and after their freshman year to accelerate their learning and create further learning opportunities to fulfill the program's requirements. Students will be invited to apply to St. Joseph's Academy during the admissions process. Scholars who complete the program will graduate with a Sr. Josepha Scholars distinction 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. The STEM Scholar designation is awarded each year. 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 St. Joseph's Academy are 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 in which each senior, having reflected and prepared, presents on 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, or who is on behavioral probation, is automatically disqualified from valedictorian/salutatorian status. Students achieving these highest honors must have attended St. Joseph's Academy for six (6) consecutive semesters.

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 to prepare students for college. Assessing the student's accumulated knowledge is important in this process.

To demonstrate knowledge and/or proficiency, students take final exams at the end of each semester. These exams may take various formats, depending 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. The exam will count for a percentage of the total semester grade, determined by each academic department and outlined in the syllabus.

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 teacher's discretion, 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 are 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, which must be approved in advance and in writing by the Principal of Academic Affairs. Students who are

requesting to change an exam time and receive approval for an extenuating circumstance must acquire a form from the Student Support Services office at least two weeks in advance of the end of the semester. 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.

Advanced Placement (AP) Program

Advanced Placement (AP) courses are college-level courses offered at St. Joseph's Academy. Students enrolled in AP courses are expected to complete all required coursework. The requirement to take the AP Exam in May is determined by each individual AP course and teacher. Refer to the Curriculum Guide for additional information.

AP Exam forms, details, policies, and testing locations will be posted in Canvas under Student Support Services.

- AP Exam registration will take place from September 15 through October 15.
- Completed registration forms must be returned to Student Support Services by October 15 at 3:00 p.m.
- Students registering after October 15 will be charged a $40 late fee per exam.
- No additional AP Exams may be ordered after November 15.
- A $40 cancellation fee will be charged for AP Exams canceled on or before March 10. No refunds will be granted after March 10.
- AP Exam fees will be charged to the student's FACTS account in April.
- Seniors participating in service projects during AP testing are responsible for communicating with their service site regarding their exam schedule.
- Late testing is available only for students participating in an SJA-sponsored activity or for students with conflicting AP exam schedules.

Testing Center and Makeup Test Policy

Based on the teacher's syllabus, students generally must make up any test missed in class. While a teacher may have a student make up a test on his or her own time, the Testing Center is available to students who missed a test due to absence or who require extended time. Testing Center hours are Monday-Friday, 7:00 a.m.-4:30 p.m. A proctor is available throughout the day.

- Students using the Testing Center during the school day must arrive within 10 minutes of the start of the period to ensure enough time for testing. No extra time will be allotted to students who arrive late for a test.
- For convenience and to ensure that make-up tests are completed in a timely manner, 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.; it closes at 4:30 p.m.

Students are responsible for making up all tests in a timely fashion; please refer to the course syllabus.

- If a student misses a test, she must speak with her teacher upon her return.
- 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 Student Support Services office.
- Four missed test days will require a meeting with the Administration.

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 least 1 day before taking the test. The teacher will arrange for the test to be taken in the testing center with extended-time instructions.
- arrive at the Testing Center by the start of the period to ensure she has 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 are up – whichever occurs first.

- All seated semester exams are designed to be one hour long, except for some AP/ACP/ACC/CC courses. Each student at SJA is allotted 1.5 hours to take their 1-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 schedule change, the student must come to Student Support Services 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 Student Support Services.
- A core academic class is missing from her schedule
- The student has been incorrectly placed in a class (e.g., honors, AP, ACC/ACP).
- The student would like to replace a free period with a class instead.
- Prerequisites for the 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 that 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 their Canvas portal. **Students should complete all assignments on time.**

Academic Support: Student Success Center ("Shine Shack") and Math Lab

St. Joseph's Academy is committed to supporting students in their learning. Students have opportunities to seek out help from their teachers, peer tutors, and the support for students. Peer tutors may be recommended by a student's teacher or their Learning Consultant. Peer tutors are coordinated through a Learning Consultant. Students may use the "Shine Shack" for quiet study, or visit the Math Lab to get extra help from a supervised math support teacher.

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 their daughter's grades regularly through Canvas.** Parents or guardians of students who are performing satisfactorily at mid-semester and who later show signs of possible failure in a course will be contacted by the teacher as soon as this 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 be at SJA from 8:00-9:00 a.m. on "Late Start" Thursdays and must check in at the Student Support Services office upon arrival.

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 EYC Academy by August 1.

Senior Students: Seniors lacking graduation credits may not be allowed to participate in the Graduation Ceremony. A diploma will not be issued until the 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 graded 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 meet 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, practices, performances, or competitions. 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, including before or after school, in Student Support Services 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 the school and the community, and documented leadership throughout all high school years, are required. First-semester juniors and seniors with a minimum required cumulative grade point average of 4.0 may apply for admission into NHS. If a junior is not accepted, she may not appeal, but may reapply her senior year. Seniors that are not accepted, may appeal the decision.

Note: Students who transfer to St. Joseph's Academy as juniors must complete one full year of enrollment before applying to the St. Joseph's Academy Chapter of the National Honor Society. Eligible students may apply during their senior year.

The Induction Ceremony is held in September and is required for all new and current members. Continued membership in the NHS Chapter is based on the student maintaining the standards under which she was admitted as a member, including meeting school and NHS attendance requirements, meeting all academic standards and expectations, and adhering to school rules, *both in school and in the community***.** Students 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.

Other Honor Societies

St. Joseph's Academy provides opportunities for students to participate in the following additional honor societies:

- Computer Science Honor Society
- Fine Art: National Art Honor Society
- English: The Literati (National English Honors Society)
- Mathematics: Math Honor Society

- World Language:
  French Honor Society, Latin Honor Society, NMCHS - National Mandarin Chinese Honor Society, and Spanish Honor Society
- Science: Beta Chi Pi Honor Society
- Social Studies: Rho Kappa National Social Studies Honor Society

Participation requirements are outlined by department/subject area, and include minimum GPA, course enrollment, and service expectations.

Academic Honor Society Recognition

Students who participate in Academic Honor Societies and Scholar Programs and who meet or exceed the criteria established by each organization may earn recognition to be worn at Baccalaureate and Graduation. Academic honor societies award honor cords, while members of National Honor Society receive a medal. To earn a World Language Honor Society cord, students must complete four years of study in the language in addition to meeting the honor society's requirements. These recognitions are considered a privilege and may be revoked at the discretion of the honor society moderator and administration due to academic or behavioral standing.

Participation in Extracurricular Activities

Participation in extracurricular activities is a privilege, encouraged, and valued, as St. Joseph's Academy strives to provide a balanced approach to educating the whole woman, but it 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 improved. 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, global learning off-campus field trips or immersion trips, and any representative/ leadership positions. (Consequences may include forfeiting any cost associated with the activity.) 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 allow parents or guardians and teachers to discuss the student's academic progress. If a parent-teacher conference is needed at any other time, either parent or teacher may initiate it. 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.

STUDENT SUPPORT SERVICES

The Student Support Services Team partners with students throughout all four years of high school by providing:

- Course registration and academic planningAnnual student questionnaires
- Standardized testing support
- Freshman group meetings
- Individual student meetings, as needed
- Grade-level presentations
- Crisis intervention
- Wellness resources
- Referrals to community resources

Student Support Services Team

Donna Videmschek B.A., M.A.T, M.Ed. Director of Student Support Services School Counselor, All Students *Academic Focus*	Sarah Wild B.A., M.S.W., L.C.S.W. School Counselor, Students A-K *Social-Emotional Focus*	Kristen Versen B.A., M.Ed., LPC School Counselor, Students L-Z *Social-Emotional Focus*

Blakeleigh Mathes B.A., M.Ed. Learning Consultant, A-K	Cathy Zitko B.S., El. Ed. Learning Consultant, L-Z	David Farrar Registrar	Laura Baxendale Student Services Coordinator

Student Support Services Policies

Counselor Availability and Crisis Resources

School counselors are available on school business days from **7:50 a.m–3:15 p.m.**

In an emergency, call 911. For a mental health crisis, contact:

- **BHR Youth Connection Helpline:** 1-844-985-8282
- **Crisis Text Line:** Text **HOME** to **741741**
- **988 Suicide & Crisis Lifeline:** Call or text **988**

Confidentiality

Information students share with the SJA 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, Student Support Services 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 the administration.

Likewise, attendance is expected during all class periods. If a student has been in Student Support Services 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 need for telehealth during the school day, families may request that their child 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 before the appointment**. There is no guarantee a room will be available at the requested time.

If the medical or mental health provider requires an adult to be present 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 Meal Supervision

If a student's doctor requires supervised meals during the school day, Student Support Services may provide a private space for her to eat. When supervision is required, a parent must be physically/virtually present. St. Joseph's Academy does not supervise food intake or other aspects of a student's treatment.

To request a room in Student Support Services, families should contact Laura Baxendale, Student Support Coordinator, **at least 48 hours before the first needed date, including the anticipated end date.** There is no guarantee a room will be available.

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 whole woman's health. 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 their 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 the 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 Student Support Services 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 its manifestations, allows her to attend and perform at school.
- Her condition, or its manifestations, no longer poses a risk of harm.
- All credit requirements must be up-to-date.

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

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

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

A student may be granted medical leave **only once** during her high school career. Additional requests for medical leave will not be granted, as the school cannot ensure the long-term provision of therapeutic or intensive support services beyond this limit. Families should consider alternative educational settings if the student's needs require ongoing or repeated medical leave.

Learning Consultants

The St. Joseph's Academy Learning Consultants, located in Student Support Services, partner with students, parents/guardians, and faculty to support individual learning and the Academy's mission. Referrals may be made by students, parents/guardians, or faculty.

Student Support

Learning Consultants may assist students by:

- Developing executive functioning skills, including organization, time management, planning, and study strategies.
- Building self-advocacy and communication skills.
- Recommending professional and peer tutors.
- Guiding students with diagnosed learning disabilities through the accommodations process.

Parent Support

Learning Consultants serve as a resource for parents/guardians in supporting their student's academic success. Families should work with their assigned Learning Consultant regarding outside service providers, educational evaluations, and accommodations.

Parents/guardians should notify the student's Learning Consultant when scheduling educational evaluations or reevaluations. Requests for school input on evaluations should be coordinated through the Learning Consultant. Families are encouraged to discuss College Board and ACT accommodations before registering for exams.

Students requesting accommodations must submit a completed Educational Needs Survey and all required documentation as early as possible. Appointments with a Learning Consultant may be scheduled through the Student Support Services Administrative Assistant.

Outside Evaluation and Academic Accommodation Policies

St. Joseph's Academy uses a college-preparatory curriculum to help students transition successfully to postsecondary education. When a student experiences consistent academic challenges, a comprehensive educational evaluation/reevaluation may be required to determine appropriate accommodations in accordance with this handbook. A Student Learning Profile may be implemented after a review of the educational evaluation results and receipt of additional required documentation. **This learning profile may include accommodations recommended in the evaluation and listed below.** 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
- may request digital quizzes, tests, and examinations in paper format

Requesting Accommodations:

A Release of Information Form must be signed by the parent or guardian before teachers can complete rating scales or informational forms. All rating scales or informational forms relating to evaluations must be sent to the student's Learning Consultant via the Student Support Services office.

Documentation Policy

- Documentation must provide a clear diagnosis indicating that the condition 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 (dated within the last three (3) years). 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 a specific impact on the educational setting, including a rationale.
    - Accommodations and recommendations made by a diagnosing professional will be reviewed and evaluated by the student's Learning Consultant 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 that supports the diagnosis and the need for specific accommodations should be included. Parents/guardians should forward all rating scales and other required information needed to complete an evaluation to the student's Learning Consultant via the Student Support Services 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 alternative diagnoses or other explanations
- List of relevant tests used in making the diagnosis
- Applicable DSM-5 criteria and a description of how the criteria impair 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 (comprehensive educational-psychological

evaluation dated within the last three (3) years) will be required to determine the impact of the diagnosis in the educational setting.

Medical Documentation for Mental Health 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 Mental Health Disorders must be within twelve (12) months.

Documentation may be shared with the Student Support Services Team as needed.

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 the presenting concern
- Developmental and educational history
- Speech and language assessments used in substantiating the diagnosis
- Evidence of current impact in the 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 (comprehensive educational-psychological evaluation dated within the last three (3) years) 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 (comprehensive educational-psychological evaluation dated within the last three (3) years) may be required to determine the impact of the diagnosis in the educational setting.

Student Learning Profiles

Student Learning Profiles are created for students who meet all eligibility requirements, including having an appropriate diagnosis and submitting the necessary documentation (comprehensive educational-psychological evaluation dated within the last three (3) years), that supports the need for reasonable accommodations to access the curriculum at St. Joseph's Academy.

The Student Learning Profile will include information on the student, diagnosis, individual strengths and challenges, specific accommodations, recommendations, and standardized test accommodations. The Student Learning Profile will be shared with the student and parents or guardians for approval. Once approved by parents or guardians, the Student Learning Profile is posted to the student's record in PowerSchool. The Student Learning Profile will be reviewed yearly. All documentation must be current (dated within the last three (3) years) and appropriate for the accommodations to remain in place for the school year. Student Learning Profiles without current documentation will be considered inactive until received by a Learning Consultant.

Temporary Accommodations Due to Medical Diagnosis

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

Temporary medical conditions may include the following:

- Concussions
- Broken bones and torn/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 the Testing Center, when available
- Use of a scribe for a broken or immobilized hand/arm
- Use of a 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 the 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 student's Learning Consultant. 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 their Learning Consultant, a request for accommodations on all College Board assessments (SAT, PSAT, AP, Subject Tests) will be submitted. The most current comprehensive educational-psychological evaluation dated within the last three (3) years,medical documentation, and Student Learning Profile will be submitted to College Board for review. The College Board uses 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 their 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 comprehensive educational-psychological evaluation dated within the last three (3) years and Student Learning Profile. A Letter of Decision will be shared by their 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 Consultant 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.

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 an excellent fit on myriad levels, including academics, finances, and campus culture. College Advisors view each student as an individual, possessing their own talents, interests, and aspirations, and our mission is to provide insight and opportunities to explore colleges that will value and maximize those unique characteristics.

The College Advising Department supports each Angel with:

- College admissions testing (i.e. ACT, SAT)
- College application review
- College essay writing
- College list building
- Financial aid planning
- Interview preparation
- Scholarship applications
- Vocational exploration

We do this by providing each Angel with access to:

- College Admissions rep visits
- College knowledge events (ex: the yearly West County Private Schools College Fair and SmartTrack webinar)
- College Seminar
- Individual meetings
- Junior Family Meetings (a required meeting with each student, their family, and their College Advisor)
- Resources like College KickStart and MAIA Learning
- Weekly updates to resources through the eBlast including for meaningful summer opportunities

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 college research and list-building, application preparation and submission, additional applications for honors colleges and scholarships, paperwork for the transition to college, and every step in between. The Academy is incredibly proud of our students' annual 99-100% college matriculation rate, 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 SJA's mission and positively impact our collective world.

College Advisor Assignments

At the conclusion of sophomore year, each student will be assigned an individual advisor and will receive more specific guidance on postsecondary academic options. Prior to the assignment of a specific College Advisor, students may meet one-on-one with any member of the College Advising Department. The College Advising Department has over 70 years of collective college counseling and college admissions experience. All College Advisors provide students and families with high quality advisement and support; students and families cannot request specific College Advisors and once assignments are made, we cannot make changes.

College Seminar

College Advising Seminar prepares St. Joseph's Academy juniors to navigate the college application process with confidence, reflection, and purpose. The course provides students with the knowledge, tools, and resources to begin planning for life after high school and to approach the college search with curiosity and discernment.

Throughout the spring semester, students explore a range of topics centered on understanding the college landscape, evaluating personal and academic fit, and developing key components of their applications. They learn about the variety of higher education options available, examine admission processes, and reflect on how to authentically share their experiences and goals. By semester's end, students are equipped with a strong foundation for informed decision-making and are prepared to enter senior year ready to engage fully in the college application process.

SJA College Advising Team

Christine Holladay Director, College Advising cholladay@sja1840.org 314-394-4229	Annie Bundren Assistant Director, College Advising abundren@sja1840.org 314-394-4240	Katie Kilcullen College Advisor kkilcullen@sja1840.org 314-394-4239	Erin Ramirez College Advisor/ Test Coordinator eramirez@sja1840.org 314-394-4295

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 copies of any and all written statements 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.

SJA Campus Ministry Team

Mike Finucane Director, Campus Ministry mfinucane@sja1840.org 314-394-4036	Megan Niedringhaus-Hill Campus Minister mnhill@sja1840.org 314-394-4252	Jamie Steinhart Assistant Campus Minister jsteinhart@sja1840.org 314-394-4329

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 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 offered by Campus Ministry. Juniors and seniors have the opportunity to participate in a Kairos Retreat, 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 ensure the student is not penalized for this absence and to allow sufficient time for the student to complete the work covered during her absence.

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

Student Participation in Student Service

Community service has its origins in the school's mission statement, "o*ur 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 align 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 2026-2027 school year must be completed and logged by seniors no later than Friday, April 2, 2027, and completed and logged by freshmen, sophomores, and juniors no later than Friday, May 7, 2027.

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 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 verifiable 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 (*see notes above regarding family*)
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 contact's name, email, and phone number, write a note to the coordinator clarifying your service, and 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 and logged after the deadlines listed below will not count toward the service requirement for that year.* These deadline dates are also noted on the school calendar.

Friday, August 28: Any hours from *May 8, 2026 – August 28, 2026,* are eligible for validation. This includes all summer service hours.

Friday, December 1: any hours from *August 29, 2026 – December 11, 2026,* are possible for validation. This includes all fall service hours, including Angel Fest and Open House activities.

FINAL SENIOR DEADLINE: Friday, April 2, 2027 - any hours from *December 12, 2026 – April 2, 2027,* are possible for validation. This includes the SJA Auction, the Sophomore Retreat (for participating seniors only), and any other winter and spring service hours.

FINAL FRESHMAN, SOPHOMORE, and JUNIOR DEADLINE: Friday, May 7, 2027 - any hours from *December 12, 2026 – May 7, 2027,* are possible for validation. This includes the SJA Auction and any other winter and spring service hours.

Please note:

- All hours not logged for service performed during the listed times will be forfeited. All deadlines are at 11:59 p.m. on the dates listed above.
- Additional service hours completed and logged following the final deadline in May will count toward the 2027-2028 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 2, 2027 (seniors) and May 7, 2027 (freshmen, sophomores, and juniors).
- Service can be performed for an organization or an individual.
- The organization or individual must NOT include family members, family friends, or related businesses.
- Service must be verifiable 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 whether an opportunity is approved, 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 must schedule a meeting with the Campus Minister/Service Director to develop a plan to complete their service hours. Students will be responsible for scheduling that meeting during the following times:
    - Seniors: the week of April 5, 2027
    - Freshmen, Sophomores, and Juniors: the week of May 10, 2027
- 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 their 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 on 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 the teacher, discussions, lectures, and presentations, cannot be replicated outside 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 develop responsibility, self-discipline, and the skills needed to be their best selves.

Students are legally required to attend school regularly and are expected to be in school or attend online classes when the Administration determines that, due to weather or other circumstances, a schedule change is warranted. A student always misses important knowledge when she is absent.

Teachers take attendance at the beginning of each class period. The attendance software then counts the number of periods a student is absent and converts that 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.

For any absence, whether planned or unplanned, it is the student's responsibility 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 *each day* a student is absent, a parent or guardian must call St. Joseph's Academy at 314-394-4300 or email mainoffice@sja1840.org to report the 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 may be administered by school personnel with appropriate documentation. 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 (e.g., non-school sports*, funeral, trip, college visit, surgery, etc.) require a parent/guardian to notify 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 a parent/guardian notifies the Main Office. Students who do not follow this protocol will lose the option to make up missing work or tests. (*See also* School-Sponsored Multi-Day Off-Campus Programming.)

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

Absences on exam days are permitted only in extreme circumstances when an absence cannot be avoided (e.g., illness or a 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 lost to compete in, practice for, or travel to the site of a 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 in a typical year is fewer than FOUR days.

- 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 for absences before or after a school-scheduled break or for a student with excessive absenteeism. An absence

on the day before or the day after an SJA break is strongly discouraged. In cases of extended, documented medical absences, academic accommodations will be determined in consultation with the Principals and the Student Support Services Team.

- In cases of extended absences due to illness, accident, or other reasons, 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 of 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@sja1840.org) from a parent or guardian explaining the late arrival is required. 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 considered "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.

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 needs an early dismissal on any school day, they 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 activities include 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 a Yellow day, to be eligible to participate in or attend an extracurricular activity (LACE time, assemblies (event time), and masses are considered class periods). **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 Principal of Student Affairs' permission.**

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.

Skipping Class/Truancy

Teachers will deduct three (3) percentage points from the student's final semester grade average in that class for any class missed. "Skipping" is defined as missing an entire class or most of the class without permission from the parent or guardian and the 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, and 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 immediately to the adult moderator in charge and to both principals' offices.

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 them promptly, confidentially, and thoroughly.

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 have reported or claimed false charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that 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 school's operations. Such disruptions can result from bullying that may occur 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 — the 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 arising from 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. By law, educators 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 safety and medical consultants.

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

Health Records

All students are required to have a physical and current immunization record on file at the Main Office to attend school. For incoming freshmen, the physical must have taken place no earlier than January of the student's 8th-grade year. 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 receive a second dose of the 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, any student who is not in compliance will not be allowed to attend school. St. Joseph's Academy does not accept any exemption for immunizations required by the State of Missouri unless official documentation of exemption is provided. Students claiming an exemption must show proof of exemption in accordance with Missouri state guidelines.

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 MSHSAA 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) that warrants alerting the school, 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, 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, in accordance with court-mandated custodial arrangements. However, parents must accept primary responsibility for such arrangements and should instruct their children which parent has legal and/or physical custody on any given day*. It is the parents' responsibility 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 occur outside school grounds. As a school community, we encourage open communication and the resolution of conflicts through dialogue whenever possible, guided by 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 parties involved to reach 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** at any time after 7:00 a.m.
- **Carpool drop-off:** Those being dropped off by a carpool MUST be dropped off at the **Shanahan Commons** or **Athletic Entrances.** Students may **not** be dropped off at the Main Office entrance unless they have explicit permission from the Principal of Student Affairs.
- **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.

After School

- **Carpool pick up:** Students may be picked up after 2:50 p.m. at the Shanahan Commons or Athletic Entrances.
- **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

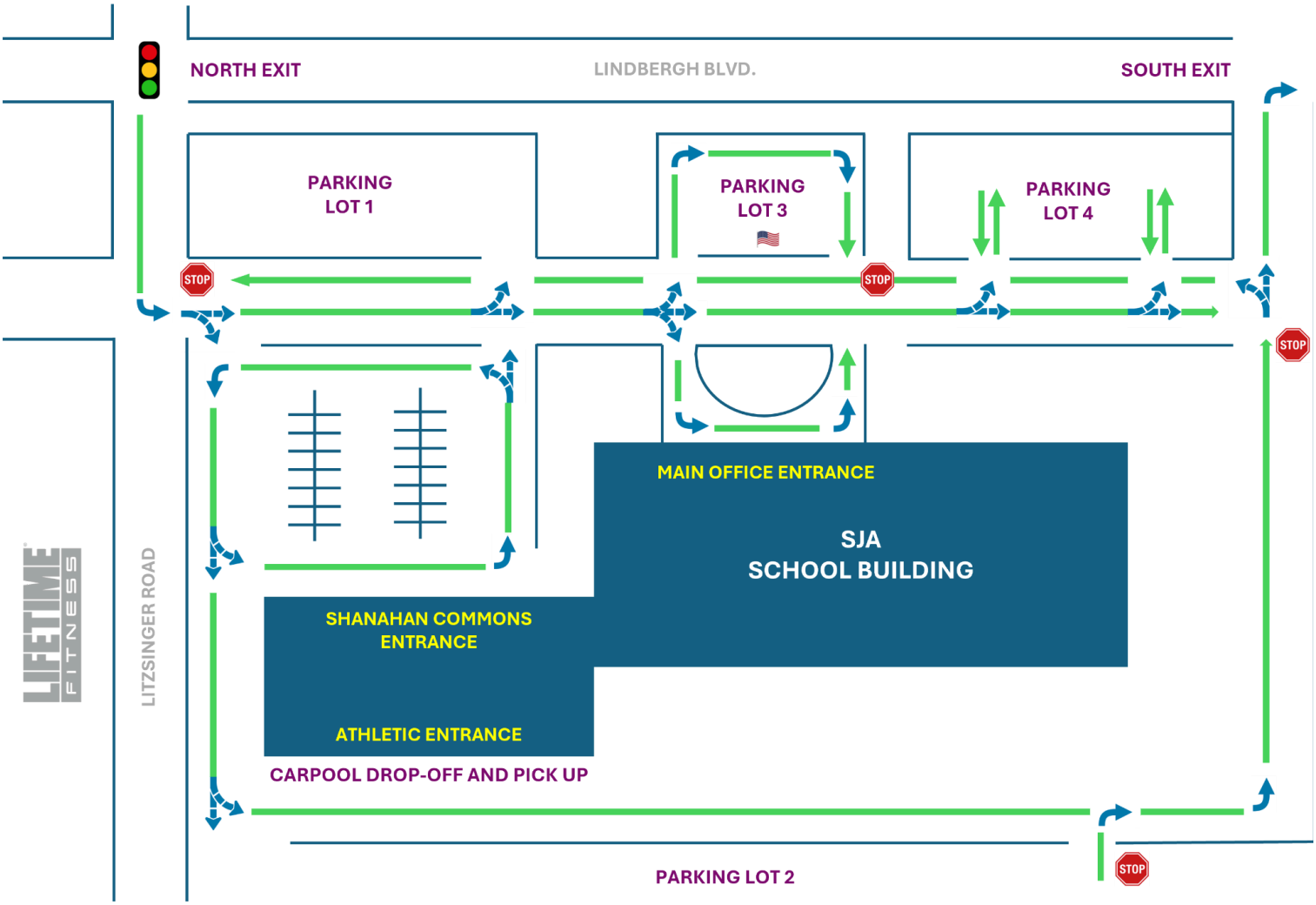
Please follow the parking lot routines outlined in the diagram below.

- Yellow 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 traffic flow.
- 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 our adjacent neighbors' lots. 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.

Please view the campus traffic flow map on the next page.

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 school's mission and the Charism of the Sisters of St. Joseph. The 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 another school) that is disrespectful, detrimental, or destructive will result in the student being disciplined in accordance with 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, or the school's reputation. 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 whether any offense is serious enough to warrant detention, activity suspension, class suspension, disciplinary probation, or withdrawal.

Inappropriate behavior during class or 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 classwork 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 around the neck and visible 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 report to the Main Office no later than before the start of second period to obtain a temporary ID. Each student is permitted one temporary ID per semester without consequence. Any additional requests will result in a demerit. Temporary lanyards must be returned to the Main Office by the end of the school day. Failure to return a temporary ID/lanyard will result in an additional demerit for each day it remains unreturned.

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 held accountable for any use of their ID by anyone to whom they grant 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 the 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 (e.g., Quest Diagnostics, LabCorp), and the test must show no involvement with drugs for the student to return to school. Failure to comply with these expectations will result in suspension until a negative drug test result is submitted to the 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 Student Support Services 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 the 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)

- Phones and smartwatches may not be used from 8:15 a.m. to 2:50 p.m. (or from 9:05 a.m. to 2:50 p.m. on Late Start Days), unless explicitly directed by a teacher for instructional purposes.
- Phones may not be used during passing periods, lunch, or any unsupervised time unless specifically allowed.
- Devices must remain powered off and stored in lockers or backpacks unless being used in class.
- Students who need to make a call or parents who need to reach their daughter should do so through the Main Office.
- Earbuds may only be used when explicitly directed by a teacher for instructional purposes.
- Exceptions will be made for medical needs (e.g., monitoring insulin pumps or other health-related devices). All Faculty/Staff will be made aware of these students.

Students must not put the teacher in the position of having to evaluate the legitimacy of phone or smartwatch use during class time. A student must ask the teacher for permission to use their phone during class time.

Consequences if a student chooses to use her cell phone or smartwatch during the school day:

- The faculty member or staff member will confiscate the student's cell phone or smartwatch and turn it in to the Main Office.

First Offense:

- The cell phone or smartwatch will be held in the Main Office for the remainder of the school day.
- The student will receive a one-hour detention, to be served either *immediately after school on the day of the infraction* or *before school the following morning*. This detention takes precedence over 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. This fine will be donated to the missions. Alternatively, the student may serve five (5) additional consecutive detentions in lieu of the fine.

Second Offense:

- The student will forfeit her ability to have her cell phone or smartwatch at school for the remainder of the semester. Her device must either be left at home or turned into the Main Office each morning and picked up at the end of the school day.
- The student will be required to serve six (6) consecutive detentions, beginning either *immediately after school on the day of the infraction* or *before school the following morning*. No fine option will be available for a second violation.

Repeated disregard of the cell phone and smartwatch usage policy will result in additional disciplinary actions at the discretion of the Administration. Using a cell phone or smartwatch during the school day is a deliberate choice. This policy ensures clear and consistent accountability for that choice.

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, the math lab, 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 granted the privilege to arrive late or leave early after privileges are granted for the entire class; in this case, all seniors with these privileges must sign in or out at 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 expected behavior during this period, she will be assigned a supervised place to spend it.

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 impinges upon the Church or school's values and morals, or that hinders the advancement of the common good, 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 in accordance with 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

Often, we need original written approval from a parent or guardian to leave campus because we are legally responsible for a student's whereabouts during school hours. SJA cannot accept a student's 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 are not limited to, the following:

- Student/Parent Handbook Acknowledgment
- Technology Agreement
- Field trip permission
- Dance permission
- Class officer permission
- Mission Week

A parent or guardian cannot give verbal consent to a forgery of their daughter's signature. 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 they 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 on 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 MSHSAA Board of Directors' policy that hazing and harassment have no place in school-sponsored activity programs and pose a significant risk to students' physical and mental welfare. Coaches, directors, sponsors, and administrators must take an active role in preventing 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 are expected to act with integrity online and may not impersonate, disrespectfully malign, or misrepresent any member of the St. Joe community. Students should immediately report to an administrator any inappropriate electronic contact with another student, faculty member, staff member, or other SJA school member.

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

SJA 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 personal integrity and our shared values. 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 reflect poorly on you and on St. Joseph's Academy. ANYTHING posted on an electronic device may become public, potentially exposing you to unintended 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 secure, and information is accessible to anyone with a computer and internet access.

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 the baccalaureate and graduation ceremonies.

Computers and Internet access 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 are continually monitored. All computers should be carried and stored in a protective case to keep the warranty in effect.

Trespassing

Students found in the school building *or in any other school facility at times other than authorized will be considered trespassers*. 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. Further action (including legal recourse and notification of law enforcement) may be taken. *Students should not be on other schools' campuses on days off unless they have official business there.*

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 further action (including legal action) will be taken.

Pranks, no matter how innocently intended, can degenerate into disrespectful behavior and vandalism. St. Joseph's Academy permits no pranks from seniors 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 the 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 helps reinforce appropriate student behavior and build good habits by giving each student the opportunity to track 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 school's needs.

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 were 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 who do not come to detention or arrive late will be considered absent from 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 the 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 probation starts, the student may not formally represent St. Joseph's Academy in any extracurricular activities, such as athletics, competitions, performances, non-curricular field trips, global learning travel opportunities, etc. (Consequences may include forfeiting any cost associated with the activity.) After the probation period, the extracurricular status will be reviewed, and the student may be allowed to participate again in these areas.

First offense:

- 21 consecutive school days,
- conference with the parent or guardian and the 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 in duration, as determined by administrators,
- conference with the parent or guardian and the 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 the truancy policy,
- violation of the 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's expectations of modesty.

If a student is deemed inappropriately dressed by the administration, she will be expected to modify her attire. A demerit will be issued for wearing a non-uniform shirt, jacket, sweatshirt, or sweater.

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 or repair, or no longer fits properly. The Administration and faculty can make discretionary decisions regarding the appropriateness of certain attire and appearance.

Uniform Shirt options

The 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 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 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 shoe. Socks must be worn. Shoes must have backs.
    - Administration's discretion will be used for the shoe choice.
    - Ugg-like shoes with backs may be worn beginning Mission Week.

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 a 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.

- To ensure 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 to wear 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 whether 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 appropriate out-of-uniform clothing is a t-shirt with 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 posted by 8:45 a.m.

Expectations of students during potential virtual learning days:

- Log in to Canvas at 8:45 a.m. in the morning to check assignments.
- Review and complete assignments or follow the teacher's instructions for online learning by the given deadline
- If attending virtual classes on Google Meet:
    - 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
    - At no time can the student's screen be blacked out; all video cameras must be on during virtual classes.
- Contact the technology office with any questions or computer/internet issues (technology@sja1840.org)

Food and Beverage Policy

Eating Spaces

- Lunch must be eaten on the ground floor—in the Cafeteria, Shanahan Commons, or designated outdoor areas.
- Outside of lunch periods, snacks may be eaten on any floor of the school. Students are expected to clean up after themselves and act as respectful stewards of shared spaces.
- Food is not allowed in classrooms or resource centers unless a teacher gives explicit permission.
- Beverages (e.g., coffee, soda, water) may be brought into classrooms at the teacher's discretion.

Student Responsibility and Cleanliness

- Students are expected to keep all eating areas—indoors and outdoors—clean and free of trash or spills.
- If food, drink, or a lunch tray is left behind or causes a mess or damage, a demerit will be issued.
- Repeated or serious violations may result in additional disciplinary action, including loss of the privilege to eat outside of designated areas.

Cafe Accounts and Student ID Numbers

- Students may not share their café/student ID number with any other student.
- Students and their parent(s)/guardian(s) are responsible for monitoring and maintaining their cafe account balance.
- Funds may be added through:
    - The online cafe system

    - Check (payable to Food Service Consultants) or credit card at the Cafe register
- Students with a zero balance will not be able to make purchases from the Cafe.
- If a student's account has an insufficient balance on 12/1/25 or 4/1/26, the deficit plus a $25 negative balance fee will be charged to the family's FACTS account.
- Remaining funds for returning students will roll over to the next school year.
- For account questions, please contact the Cafe Manager at foodservice@sja1840.org.

Deliveries

- Students may not have food delivered to campus at any time without the advance and 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.
- Deliveries of any kind, such as dance invitations, will not be accepted at any time 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 also served. 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.

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 from 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 to maintain a learning atmosphere in school, even when using their lockers. Only painter's tape is 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 one another in the designated areas during 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 to avoid disturbing 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 the Principal of Student Affairs. Persons who post signs or notices are also responsible for seeing 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 the Principal of Student Affairs. This permission is usually reserved for special guests and requires the student requesting it to 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 a student needs to bring a considerable amount of cash or a valuable item to school, she is advised to leave it with the Business Office before school begins and claim it at dismissal.

Students responsible for collecting funds for class activities or projects must turn in the funds daily to the organization's moderator. The student is responsible for any money not deposited with the designated moderator and must ensure full reimbursement 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 the Administration's permission. 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. 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 complete dance permission/information forms for themselves and their guests, to be used in case of an emergency. These forms must be submitted 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 in accordance with the proper procedures.
- Students are to remain at the dance until it ends unless otherwise noted.
- Students and guests must be properly attired; otherwise, they will be required to modify their clothing or 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 due to a late arrival or asked to leave for 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 and subject to 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 our adjacent neighbors' lots. 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 only in the designated WHITE LINED *sections. 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 the 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 the revocation of parking privileges. (*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 activity and sponsored by one or more faculty/staff members. Permission for these activities is approved by the 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 from the parent or guardian; parents or guardians may not give verbal approval to attend 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 participate in the field trip if circumstances warrant. *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 by the adult sponsor through the Administration prior to the trip.

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, 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 Learning 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 Learning 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. The student is required to be in good academic and behavioral standing to participate.

Magis Experiences

At St. Joseph's Academy, we want all Angels to soar in college and their careers. Finding each student a great financial, social, and academic fit 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 Learning/Magis Travel Experience Expectations*

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

Students should be in good standing in academics and behavior with the school in order to attend any travel program. If a student fails to meet these requirements, the student would be at risk of not being allowed to attend at the cost of the student.

Other Responsibilities

Student Responsibilities

It is the student's responsibility to meet with her teacher at least three weeks before departure to discuss a plan to make up major coursework. Written documentation of communication with teachers must be submitted to the appropriate program director two weeks prior to departure. Major coursework includes tests, multi-page writing assignments, and any large summative assessments. Students may complete homework if they choose to do so for their own learning. Student athletes are responsible for communicating with their SJA coach in a manner similar to how they communicate with their teachers. Students should be in good standing in academics and behavior with the school in order to attend any travel program. If a student fails to meet these requirements, the student would be at risk of not being allowed to attend at the cost of the student.

Teacher Responsibilities

The teacher should excuse or exempt a student from daily activities, homework, or formative assessments. The teacher and student should develop a plan to make up major coursework before the student leaves for the experience. The student should be allowed at least one week's time upon return to complete the major coursework. For questions, please reach out to the Director of Global Learning or the Principal of Academic Affairs.

**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 within a Christian community, featuring a series of talks given by both peers and adults. Prayer and the sacraments are essential parts of the program, as are 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 Kairos weeks.

Kairos #72: October 20-22, 2026 *(Class of 2027)*

Kairos #73: February 9-11, 2027 *(Class of 2027 + 8-10 Students from Class of 2028)*

Kairos #74: April 20-22, 2027 *(Class of 2028)*

MISSION WEEK 2026

Sunday, November 15, 2026 – Friday, November 20, 2026

A cherished tradition at St. Joe is our annual Mission Week. This week, the entire school community joins forces to raise funds to support the Peruvian and Ugandan missions of the Sisters of St. Joseph and home agencies that have requested our financial assistance. More than any other week of the school year, this week exemplifies 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 15, 2026, and at an assembly on Monday, November 16, 2026. The week's activities will conclude on Friday, November 20, 2026, 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 16, 2026. Mission Week ends Friday, November 20, 2026. 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 determined by the per capita amount (dollars and service hours) raised per class. All required candidate forms must be completed and submitted to the Class Coordinator by the date determined and communicated by the coordinator; otherwise, the student is not eligible.
- All activity plans must be turned in to the Class Coordinator no later than October 30, 2026, 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 not be a burden on teachers, students, parents, or guardians. Classwork must not 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 the 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 jeopardize the class standing in the Penny Queen contest.

Special Note: The school does not sponsor or allow any activities outside 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: Mrs. Ally Landherr

Juniors: Mrs. Caitlyn McIntire

Sophomores: Mrs. Allison Koob

Freshmen: Mrs. Sarah Boul

FINANCIAL OBLIGATIONS OF PARENTS OR GUARDIANS

Tuition/Fees

Tuition for the 2026-2027 school year is $21,990 per student. Additional fees include:

- Comprehensive fee for all students: $555
- Computer lease fee: $700 per year beginning with the Class of 2029 ($650 for the Classes of 2027 and 2028).
- Graduation fee for seniors: $175
- Incidental charges incurred by the student may include, but are not limited to, online resources, field trips, club fees, sports fees, and dances.

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 at (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 who wish to withdraw their daughter must submit a **Student Withdrawal form**, 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 emergency calls, and staff will be busy with emergency procedures.
- In the event of a tornado, earthquake, or similar emergency, 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 and television, check the internet, and look for School Messenger phone messages and/or emails, as information and instructions will be provided 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 take the seriousness of emergency drills seriously. 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, if possible, over the P.A. system. 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 remove or encapsulate those that pose 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 to establish protocols in the event a response is 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.

FACULTY & STAFF PHONE EXTENSIONS

Direct Dial numbers: 314-394, plus the 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

Belle, Sonja – Human Resources Generalist 4886

Berry, Kelly – English 4099

Bisch, Jen – Science, Department Chair 4009

Boul, Sarah – Theology / Freshman Class Coordinator 4130

Bradley, Bridget – Testing Center..... 4300

Bundren, Annie – Assistant Director of College Advising 4240

Dace, Taylor – Athletic Director 4134

Decker, Hannah – World Language, Latin 4078

Decker, Linda – Vice President of Advancement 4345

DeGeare, Melody – Administrative Assistant, Main Office 4203

Degenhart, Sarah – Assistant Librarian 4196

Earley, Elise – Mathematics, Department Chair..... 4244

Edmiston, Colleen – Science 4292

Edwards, Margie – Marketing Coordinator 4349

Eschmann, Raeann – Curriculum Director 4221

Everitt, Diane – Theology 4087

Farrar, David – Registrar & Systems Administrator..... 4322

Faulhaber, Ted – Permanent Substitute 4236

Finucane, Mike – Director of Campus Ministry 4036

Galve-Salgado, Arlene – World Language, Spanish 4037

Gundy, John – Science / Computer Science & Engineering..... 4143

Hackmann, Megan – Social Studies 4070

Harrington, Sarah – World Language, Spanish 4251

Hill, Carrie – Computer Science and Engineering, Department Chair..... 4075

Holladay, Christine – Director of College Advising 4229

Howley, Megan – Mathematics 4095

Hughes, Heather – World Language, Mandarin, Department Chair 4074

Iovaldi, Julie – Science 4954

Iovaldi, Suzanne – Director of Advancement..... 4883

Isom, Amanda – Social Media Coordinator 4838

Jendraszak, Andrew – Theology 4060

Karagiannis, Allison – Administrative Assistant to the Principal of Academic Affairs 4294

Kelley, Elizabeth – English, Department Chair 4127

Kelpe, Kara – Director of Enrollment Management 4321

Kemp, Sandy – Financial Aid Specialist / Accounts Receivable 4885

Keppel, Matt – Theology 4959

Kilcullen, Katie – College Advisor 4239

Koob, Allison – Social Studies / Sophomore Class Coordinator 4038

Kowalczyk, David – Fine Arts, Performing Arts Department Chair..... 4132

Kupper, Rachel – Science 4047

LaMonica, Leigh – World Language, French / Senior Class Coordinator 4046

Landherr, Allyson – Social Studies 4077

Layton, Chelsea – English 4199

Lennon, Debbie – Fine Arts 4136

Leritz, Kristie – Alumnae Programs Manager 4343

Lodes, J. Andrew – Theology 4082

Lodes, Katie – Science 4083

Lorenz, Jessica – English 4969

Luem, Emma – English 4138

MacConnell, Clare – Associate Director of Enrollment Management 4319

Madej, Amy – Fine Arts, Visual Arts 4097

Mansfield, Mary – Science 4301

Mathes, Blakeleigh – Learning Consultant 4314

McCoy, Ryan – Science..... 4246

McIntire, Caitlyn – Theology, Department Chair / Junior Class Coordinator 4231

Medcalf, Marvin – Fine Arts, Instrumental Ensemble 4905

Meersman, Hailey – Mathematics 4084

Metzger, Meredith – Advancement Specialist 4327

Miklovic, Frances – English..... 4219

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 – Theology, Testing Center..... 4199

Nasser, Mary – Fine Arts, Visual Arts 4223

Neidringhaus-Hill, Megan – Campus Minister 3100

Neuman, Bella – Social Studies 4325

Norris, Vicky – Financial Assistant 4135

Paluczak, Ryan – Fine Arts, Visual Arts / Computer Science & Engineering 4848

Pierce, Eugene – Technical Theater Director 4226

Ramirez, Erin – College Advisor, Test Coordinator 4295

Richardson, Katie – Director of Global Learning/ English..... 4089

Riordan, Tom – Mathematics 4090

Robert, Ben – Assistant Director of Technology 4842

Rogers, Travis – Directory of Technology 4841

Rueter, Emma – World Language, Spanish..... 4091

Sallaberry, Cori – Business 4124

Scheller, Melissa – Math 4302

Shadden, Taylor – Mathematics 4129

Shah, Lisa – Mathematics 4934

Smith, Megan – Social Studies 4236

Smith-Yelton, Colleen – Physical Education, Department Chair 4140

Steinhart, Jamie – Assistant Campus Minister 4329

Tipton, Nicki – Fine Arts / Physical Education, Dance 4098

Trost, Angie – Academic & Personal Development, Freshman Experience 4291

Versen, Kristen – Counselor, Social Emotional 4316

Videmschek, Donna – Director of Student Support Services, Academic Counselor 4312

Ward, Mikey – Theology 4072

Washington, Veronica – Business, Department Chair 4131

Westlake, Brandon – Social Studies, Department Chair 4927

Wenberg, Carrie – Alumnae Relations Manager 4343

Wild, Sarah – Counselor, Social Emotional 4317

Wilkins-Kohrmann, Julia – Director of Diversity, Culture, and Climate 4234

Williams, Pam – Executive Assistant to the President 4330

Worland, Tina – Webmaster / Administrative Assistant, Main Office 4250

Zitko, Catherine – Learning Consultant 4308

Zobel, Lisa – Chief Financial Officer 4882

FREQUENTLY CALLED NUMBERS

Main School phone number: 314-394-4300

Academic support & accommodation requests
Student Support Services – 394-4142

Admissions or transfers
Kara Kelpe – 394-4321

Alumnae relations
Kristie Leritz – 394-4343

Annual fund donations
Renee Angeli– 394-4345

Attendance
Main Office – 394-4300

Athletics
Taylor Dace – 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

Diversity, Culture, and Climate
Dr. Julia Wilkins-Kohrmann – 394-4234

Educational needs and evaluations
Student Support Services – 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
Sonja Belle – 394-4886

Special Events
Nora Minton – 394-4344

Standardized Testing (ACT/PSAT)
Erin Ramirez – 394-4295

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

Student wellness
Student Support Services – 394-4142

Tuition and fees
Lisa Zobel – 394-4884

Addendum 1:

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 with people around 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 that 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 Internet access for school-related purposes. St. Joseph's Academy can review website 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 to 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 accessible; however, the Internet is designed such that all materials within it are accessible through 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 the 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 their allocated server space and delete e-mail or other material that consumes excessive storage. The school reserves the right to delete e-mail or other material from a student's folder on the school's server if it is deemed 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 are the use of web-based and mobile technologies to turn communication into interactive dialogue. Blogging and social networking are essentially internet-based applications of online media that allow people to talk, share, and network with each other. Some examples of social networking include Twitter, Facebook, Instagram, Snapchat, TikTok, and other internet and mobile communication sites. 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, as well as 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, including blogs, social media accounts, and 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 violates 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 any possible or perceived violations, to the 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 and social networking rules, electronic communications 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 social media, if it is detrimental to the school's reputation or disrupts the educational environment.

5. **Authorized Blogging**

The goal of authorized blogging is educational: to become part of industry or professional conversations and to promote web-based sharing of ideas and the 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 web-based forums, St. Joseph's Academy must ensure that the 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 media 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 use school facilities or school time to conduct personal blogging.
- Students cannot use blogs/social media to harass, threaten, discriminate against, or disparage 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 connected 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 or submit any advertisements for school products on personal blogs, nor sell products or services related to the school, bearing the school's logo, or otherwise identifying the school, without express written permission from the Administration.
- Students cannot link from a personal blog to St. Joseph's Academy's internal or external website without express written permission from the Administration.
- If contacted by the media or press regarding any post, event, or situation related to St. Joseph's Academy, students are required to defer to the administration for comment.

7. Artificial Intelligence (AI)

Artificial Intelligence (AI) is defined as any tool, such as ChatGPT, GrammarlyGO, DALL-E, QuillBot, and Google Gemini, including, but not limited to, machine-based programs that generate text, math solutions, images, etc., that are not authentic to the learner. The use of AI is prohibited unless a teacher provides **explicit permission** in the course syllabus or assignment instructions. When the teacher explicitly permits the use of AI, the student must cite and/or document its use, and the teacher may require the student to explain and reflect on how AI was used in the assignment. 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 others' data, and must 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 policies in the Student/Parent Handbook and course syllabi, complying with laws and regulations, 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. The use of AI tools in the classroom must be explicitly given by the teacher.
- Appropriate Use of AI: AI tools and resources must be used only for educational purposes, as outlined in the Student/Parent Handbook and course syllabi, 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 outlined in the Student/Parent Handbook and course syllabi.

- 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 others' work. 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, avoid using personal information that can identify you or others. 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 agree 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 school's educational and administrative goals and environment.
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/cyberbullying will not be tolerated. Materials that are not in line with school behavior rules 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 using a proxy site or skirting the firewall, her laptop will be confiscated immediately. The student will be charged a $50.00 fine, and the computer may be re-imaged. The student will remain responsible for all classroom work requiring the use of a computer. A note will be sent home for the parent to sign, informing them 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 remain responsible for all classroom work requiring the use of a computer.
3. If there are ongoing problems and a student cannot abide by the St. Joseph's Academy policies, she will be asked to withdraw for cause.

The school strongly recommends that computers be 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 of 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 the revocation of my access privileges and disciplinary action.

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 the course of use. Further, I accept full responsibility for supervision if and when my daughter uses the school's technology resources outside the 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.

Addendum 2:

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (KEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V*

[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Revised 4/17

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

4. **How will a complaint filed with the LEA be investigated?**

   Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. **What happens if a complaint is not resolved at the local level (LEA)?**

   A complaint not resolved at the local level may be appealed to the Department.

6. **How can a complaint be filed with the Department?**

   A complaint filed with the Department must be a written, signed statement that includes:

   1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   2. The facts on which the statement is based and the specific requirement allegedly violated.

7. **How will a complaint filed with the Department be investigated?**

   The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

   The following activities will occur in the investigation:

   1. **Record.** A written record of the investigation will be kept.
   2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
   3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
   4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
   5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
   6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. **How are complaints related to equitable services to nonpublic school children handled differently?**

   In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. **How will appeals to the Department be investigated?**

   The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. **What happens if a complaint is not resolved at the state level (the Department)?**

    The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.