

SAIN'T THOMAS ACADEMY

2016-17 STUDENT HANDBOOK



NAME _____

PRAYER OF ST. THOMAS AQUINAS

Grant, O merciful God,
that I may ardently desire,
prudently examine,
truthfully acknowledge,
and perfectly accomplish
what is pleasing to Thee
for the praise
and glory of Thy name.
Amen

THIS PLANNER
BELONGS TO:

Name _____

Phone _____

E-Mail _____

Saint Thomas Academy Statement of Mission

“The excellence of an institution is found in the class of students it sends forth each year to fight the battles of life” (Archbishop John Ireland, Founder of Saint Thomas Academy). It is our mission to help each student discover and develop his potential talents and abilities by providing an excellent college preparatory education that instills qualities of everlasting value: leadership, a sense of brotherhood, a strong moral compass, self-confidence, a faith guided by the Catholic tradition, and an awareness of the importance of service to others.

Our Foundational Pillars:

- College Preparatory
- Catholic
- Military/Leadership Training
- All-Male

Our Work:

As a college preparatory, Catholic, military, all-male school for grades 7-12, we nurture each student in ways that strengthen:

His intellectual potential through a curriculum that fosters a respect for knowledge and an abiding spirit of inquiry, analytical thinking, creative expression, effective communication skills, and independent study;

His spiritual potential through the daily teaching and practice of Catholic traditions and values, with the Gospel message of Jesus Christ as the basis for encouraging a positive and growing faith;

His moral potential through instruction and example that incorporate the moral values which foster and reinforce ethical behavior, and build respectful relationships with all people;

His physical potential through a program of athletics, activities, and instruction that fosters health, safety, fitness, and good sportsmanship;

His leadership potential through our independent military leadership program, the Corps of Cadets structure, and a variety of curricular and co-curricular experiences.

Saint Thomas Academy achieves this work by offering a balanced educational program that fosters self-esteem and self-discipline, encouraging respect for others, and recognizing the unique and creative abilities of each student. In response to its Catholic mission and the message of Jesus Christ, Saint Thomas Academy offers this educational experience to a diverse student body of young men who have the integrity, capability and motivation to benefit from and contribute to the Academy's mission.

ACADEMICS

GRADUATION REQUIREMENTS

Students must successfully complete a minimum of the following academic courses, in ninth through twelfth grade, for graduation:

| | |
|-----------------------|--|
| English | 4 years |
| Fine Arts | 1/2 years |
| Health | 1/2 years |
| Leadership | 4 years (or each year at Saint Thomas Academy) |
| Mathematics* | 3 years |
| Physical Education | 2 years |
| Science (Laboratory)* | 3 years (Biology and Chemistry required) |
| Social Studies | 3 years |
| Theology | 4 years (or each year at Saint Thomas Academy) |
| World Language* | Completion of 3rd level in high school |

*Most selective colleges expect four years of math, science and world language if available in high school.

Other Academic Requirements include:

- Write and deliver a senior speech to the student body and school community at Formation.
- One hundred hours of community service moderated by the STA service-learning program.
- As a college preparatory school, Saint Thomas Academy values post-secondary education. As such, all seniors are required to complete at least one application to a four-year college. While STA recognizes that some students may choose to take a gap year for service, work, travel or athletic opportunities, it is important for each student to plan, prepare and set goals for his short and long-term future. College counseling is part of each cadets' experience and the college counseling staff will assist cadets in planning their individual post-secondary needs.

All required courses listed are organized on a semester basis for grading purposes. Grades received at the end of the first and second semester are FINAL grades for each semester.

Please note: AP, CIS and PAAC courses have an additional fee associated with the exam. CIS and PAAC courses allow students to earn college credit and receive a transcript directly from the University of Minnesota or St. Mary's University.

COURSE COMPLETION REQUIREMENTS

Students who receive a grade of D+ or below in Algebra I, Spanish I, French I, Latin I, Chinese I or Rhetorical Skills are strongly encouraged to improve weak skills over the summer in order to be ready for the next level the following fall. Students may take summer school courses at an accredited and approved school to improve these skills. A grade earned at an accredited and approved summer school may replace a previously earned grade on the transcript and will be used in calculating the GPA. Enrolling in sessions on time management and organization skills may also be helpful. The Director of Academic Life will approve requests.

ADDING OR DROPPING A COURSE

A course may be added at any time during the first week of the semester. Requests to add courses after the first full week of the semester are subject to the approval of the instructor. Requests to drop courses must be made within one week of the start of the semester. After the first week, requests to drop are decided by the Director of Academic Life in consultation with the instructor. Drops that occur after the first week may result in a W (withdrawal) on the student's transcript.

MAKING UP A CREDIT

A student who fails a course required for graduation must make up the credit. It is the parents' or student's responsibility to arrange for making up a failed course. **Prior approval from the Director of Academic Life is required for courses taken outside Saint Thomas Academy.**

Failed courses are made up in either of the following ways:

- Retaking the course during the next school year at Saint Thomas Academy. The grade earned will replace the previous grade on the transcript and in calculating the GPA.
- Taking the course at an accredited and approved summer school. Upon receipt of an official transcript, the grade earned may replace a previously earned grade on the Saint Thomas Academy transcript and will be used in calculating the GPA.

COURSES AT VISITATION

Students from Saint Thomas Academy may enroll in a class at Visitation under the following conditions:

- The class is not offered at Saint Thomas Academy, **or**
- A scheduling conflict involving a class required for graduation prevents the student from taking the class at Saint Thomas Academy, **and**
- There is space available in the class at Visitation.

Students who are interested in information about classes available at Visitation should contact the Director of Academic Life at Saint Thomas Academy.

ACADEMIC AWARDS

The academic awards program at Saint Thomas Academy has long represented a standard of excellence that recognizes those students who have performed at a very high level in our rigorous, college preparatory environment. These awards are based on the student's **annual** G.P.A. and there are three levels of recognition:

1. **Eagle** - 3.90+ (matches our graduation requirement for *Summa Cum Laude*)
2. **Saber** - 3.67-3.899 (matches our graduation requirement for *Magna Cum Laude*)
3. **Torch** - 3.33-3.66 (matches our graduation requirement for *Cum Laude*)

HONOR ROLL

The High Honor Roll will be determined by achieving a G.P.A. of 3.67 or above for a given semester, and the Honor Roll by achieving a G.P.A. of 3.33-3.66 in a given semester.

ACCOMMODATIONS

Academic accommodations are intended to ensure access to educational opportunities for students with learning, cognitive, and sensory disabilities. Saint Thomas Academy is committed to helping students realize their full potential and achieve independence by providing the appropriate services needed to accommodate individuals with disabilities. Based on the recommendations included in the documentation of disability provided by the student's parent, the Learning Specialist determines and arranges all academic accommodations, including alternative testing arrangements (e.g. extended time and oral clarification), assistance from peer note takers, and preferential seating.

504 PLAN ACCOMMODATION POLICY

Saint Thomas Academy has a strong desire to meet the needs of all students we allow entrance into our school. In some circumstances, students come to us with specific learning needs identified through a professional licensed in that area. While it is our goal to be able to provide any student who wants a Saint Thomas Academy education the opportunity to obtain one, there are some applicants whose needs are beyond our ability to provide the needed resources.

The following information is needed to create an effective Accommodation Plan that meets the needs of the student and provides teachers and parents with clear directions on what we are capable of providing or required to provide by federal law. Items needed to develop this plan include:

1. Documentation of medical, mental health and/or a diagnosed learning disability.
2. Testing evaluation by a licensed psychologist (optional but will be needed for ACT/SAT accommodation application process).
 - a. Academic
 - b. Social/Emotional
3. Substantially limits academic performance as determined by the screening committee. This includes input from parents and teachers.
4. Documentation of a previous 504 plan that has been in effect within the past three years, and is based on Saint Thomas Academy's ability to provide appropriate resources.
5. If discovered after entrance, teachers will be solicited for input into the development of the plan.
6. Review of previous academic performance.
7. Review of current academic performance.
8. Students with singularly identified mental health disorders will be case managed by the counselor but may involve the Learning Specialist if a learning disability is also identified. These will be addressed on a case-by-case basis.

While it is impossible to predict every scenario that would warrant the development of an accommodation plan, Saint Thomas Academy is committed to service each individual accepted into the institution. As a result there may be some exceptions to these guidelines.

Process for Review and Development of a 504 Accommodation Plan

1. Completion of the Saint Thomas Academy referral form.
2. Provide required documentation of the issue.
 - a. It is recommended parents provide a full medical or psycho-educational assessment (e.g. intellectual, academic, and social-emotional if applicable).
 - b. Parents and students should be mindful that ACT/SAT/PSAT require documentation to include testing results from timed and untimed conditions.
3. Acquire teacher input and assessment of academic or behavioral performance during class.
4. Acquire parent input and assessment of academic or behavioral performance during class.
5. Counseling staff gathers the information based on the condition.
6. Information is then provided to the Accommodation Committee for determination of needs. If need is determined, a plan is then developed by the case manager with a final review by the committee.
7. A 504 implementation meeting is then scheduled with counseling, teachers, parents, the student, and the administration. (*continues on next page...*)

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Students entering with an accommodation plan already in place are not subject to review by the committee for eligibility purposes. However, in collaboration with the parents, the counseling staff will determine which accommodations will transfer to Saint Thomas Academy.

CONCUSSION POLICY

Saint Thomas Academy's Concussion Policy is intended to help facilitate an educational plan that allows students with a diagnosed concussion to heal from their injury.

Procedures for students with diagnosed concussions:

1. A medical Release of Information signed by parents, along with any physician recommended accommodations, will be given to the Saint Thomas Academy case manager.
2. Before the student resumes classes, he will meet with his case manager who will review accommodations provided by the student's physician.
3. The Director of Academic Life or case manager will communicate the accommodations to parents and to the student's teachers.
 - a. Should academic accommodations keep students from taking semester exams, the Director of Academic Life, in consultation with the case manager, will determine if those exams will be waived or rescheduled for a later date.
4. The case manager continues to meet with the student weekly until the student is symptom free.
5. The school nurse is available as needed during the school day should concussion symptoms appear.
6. The administration will consider academic modifications such as pass/fail grading or schedule changing if the student has had academic accommodations for three weeks.
7. Academic modifications to curriculum and/or pass/fail grading may make the student ineligible for academic awards.
8. In order to participate in Physical Education, Saint Thomas Academy co-curricular activities, practices, or competitions, the student and case manager must have an academic plan in place to complete make up work after the student's physician has lifted academic accommodations.
9. A student may not begin the Saint Thomas Academy Athletic Concussion Protocol until all academic accommodations have been lifted.

The Administration reserves the right to modify the concussion procedures for just cause.

CONFLICT GRIEVANCE PROCEDURE FOR STUDENTS

In order to allow for an expression of differences that occur in academics, a procedure has been developed for establishing a line of communication between school, parent, students and teachers. Issues are best resolved at the level at which they occur. If students have a concern about a class or a teacher, they must follow the steps listed below, in sequence:

1. The student will meet privately with the instructor to attempt to resolve the conflict.
2. Parents will gather full information from their son.
3. If the issue is not resolved, the parents will contact the teacher, either to discuss the situation or, if necessary, to arrange a meeting.
4. If the issue is still not satisfactorily resolved, a meeting, including the department chair, will be called.
5. If the issue is still not resolved, the Director of Academic Life will be contacted.

ACADEMIC PROBATION & RECOVERY

A student will be placed on academic probation and begin the recovery process if his grades fall into either of the following categories:

1. Grade point average below 2.0 at the end of grading period (Q1, Q3, S1, S2).
2. An "F" in one or more courses at the end of grading period (Q1, Q3, S1, S2).

Academic recovery is designed to support and assist students who may be struggling to maintain an acceptable level of academic performance. A student in academic recovery is required to meet with the Learning Specialist, Counselor, Director of Academic Life and Dean of Students to develop a support plan for the courses in which he has been deficient. Co-curricular eligibility may be affected. The student will be given one quarter to raise his academic performance to the minimum requirements. If academic performance does not improve, one or more of the following action steps will be taken:

1. Mandatory continuation of support plan.
2. Ineligibility in co-curricular activities.
3. Referral to external licensed psychologist for academic screening.
4. Mandatory enrollment in pre-approved summer school course.
5. Referral to Academic Review Board.
6. Consideration of a change in schools.

ACADEMIC REVIEW BOARD

The Academic Review Board is a five-member voting board comprised of the Upper School Director, Director of Academic Life, a Learning Specialist, and two faculty members chosen at random. An Academic Review Board is convened for a student who has been in probationary status for two consecutive semesters or whose academic performance puts him at risk for not meeting graduation requirements. The primary function of the Board is to recommend an appropriate level of academic intervention, up to and including dismissal from Saint Thomas Academy, and commensurate with the student's present level of performance. The school counselor serves as the student advocate/advisor and is not a voting member. The student and his parent(s) will also be in attendance.

When an Academic Review Board is convened, an overview of the student's academic performance will be provided to the members of the Board prior to the meeting. Each member of the Board will have an opportunity to ask the student questions related to his academic performance. Following the questions of the Board, the student may offer his own perspective on his struggles and a plan for. Previous academic performance may influence the Board's decision. A vote on dismissal requires a simple majority (three votes) of the Board.

After arriving at a decision, the Director of Upper School informs the Headmaster of the results. The parent(s) are contacted, followed by the student. All information discussed at the Academic Review Board meeting is confidential. A written confirmation of the decision will be sent to the family and kept on file by the Director of Upper School. Students wishing to appeal a decision of dismissal by the Academic Review Board may contact the Headmaster.

A student who is retained must make adequate progress toward the identified conditions and results of the corrective plan. If those conditions are not met, the student (with parents) will be required to meet with the Director of Upper School to determine an appropriate course of action.

ACADEMICS & CO-CURRICULAR ELIGIBILITY

Saint Thomas Academy provides support and resources to all students to allow for a successful learning experience. The following conditions allow students to remain in good standing:

1. New students and transfers who are in good standing with the Minnesota State High School League are eligible for co-curricular activities immediately. At the end of S1 (semester one), GPA and grades are then reviewed.
2. A returning student is in good standing and eligible for co-curricular activities if, at the end of a grading period (Q1, Q3, S1, S2), the student has a current term GPA above 2.0 and no "F" grade for any individual class. This applies to the previous or current semester GPA only, not the cumulative GPA.

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3. Students CANNOT become ineligible at the mid-quarter, but CAN become eligible at mid-quarter.
4. Ineligible status carries over from semester to semester (fall to spring).

At the end of the mid-quarter, quarter, or semester ineligible students may become eligible by raising the current GPA to a 2.0 with no “Fs” by the mid-term, quarter, or semester. Students who become ineligible by failing to maintain a 2.0 or receiving an “F” may request a Co-Curricular Eligibility Plan form to submit to their counselor within three days after notification of the eligibility status.

These students are **ineligible** for Leadership promotion and participation in co-curricular activities. It is the student’s responsibility to initiate the eligibility plan and work with a case manager to identify the steps he will take to regain eligibility. Teacher requirements for improvement must be included in the plan. The student’s case manager and the Director of Academic Life must approve the student’s plan. Struggling students may be asked to complete an academic screening with a licensed psychologist, at the family’s expense, to identify actions that can be taken to improve performance.

INCOMPLETE GRADES

Students receiving a grade of I (incomplete) will have a grace period (typically one to two weeks) to complete the makeup work/assessments from when grades are posted. After the grace period expires the incomplete work is added into the final term grade. In collaboration with the student’s teacher, counselor, and parents, the Director of Academic Life will determine if an extension beyond the grace period is needed. If the final grade results in an “F” or drops the GPA below a 2.0, the student becomes ineligible.

ACADEMIC INTEGRITY

A diploma from Saint Thomas Academy represents the successful completion of a rigorous academic program inspired by our mission to cultivate the intellectual, spiritual, moral, physical, and leadership potential of every graduate. The foundations of our college preparatory curriculum are trust and honesty. We expect our students to complete all of their schoolwork using their own intellect, gifts, and talents.

In order to be students of integrity, it is important to work with teachers to recognize the difference between receiving help with schoolwork and claiming someone else’s work as one’s own. We also encourage our students to take action when dishonest and untrustworthy behavior occurs. Dishonest and untrustworthy academic behavior is the result of students gaining academic advantage through any of the following acts:

- Providing or accepting answers or information on assessments before, during, or after the task.
- Acquiring, disseminating or receiving test questions without the knowledge or consent of the teacher.
- Copying another student’s work.
- Turning in writing found or purchased on the Internet as if it were one’s own.
- Using cheat sheets without teacher permission.
- Writing answers to be used during an assessment in any location.
- Using electronic devices and the resources available via these devices in a manner not authorized for the task by the teacher.
- Reusing or recycling a paper or project previously completed.
- Acting in any other manner deemed academically inappropriate by the faculty or administration.

PLAGIARISM

What is plagiarism? According to the website Plagiarism.org*,

“Many people think of plagiarism as copying another’s work or borrowing someone else’s original ideas. But terms like ‘copying’ and ‘borrowing’ can disguise the seriousness of the offense.” According to the Merriam-Webster dictionary, to “plagiarize” means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. The following are some common examples of plagiarism:

- Turning in someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules).

*What Is plagiarism? *Plagiarism.org*. iParadigms, 2014. Web. 20 Nov. 2012

Consequences for academic dishonesty are outlined in the rules and regulations portion of this handbook.

RULES AND REGULATIONS

It is the goal of Saint Thomas Academy to establish and maintain an atmosphere that is conducive to the intellectual, spiritual, moral, physical, and leadership growth of its students.

All students must live with a parent or legal guardian. In the case where a student is not residing with a parent or legal guardian, they must live with a family approved by the school. Parents must notify the school whenever they will be out of town in order to clarify who will act as guardian for the student.

All school personnel and students should have a complete understanding of expected behavior as listed in this Handbook.

DISCIPLINARY COMPONENTS

There are several essential aspects to the disciplinary framework at Saint Thomas Academy. Teachers are primarily responsible for addressing the behavior of students in their classrooms. Teachers may impose consequences for poor student behavior, including but not limited to: verbal warnings, a parent conference, demerits, after-school detention, Saturday detention, and referring a student to the Dean of Students for further action.

In certain cases, the Director of Upper School becomes involved in behavioral incidents and is authorized to use their discretion in assigning consequences for student behavior. In addition, the Director of Upper School may suspend a student, call for a parental conference, or in some cases, he will convene a Board of Discipline.

BOARD OF DISCIPLINE

The Board of Discipline is a five-member voting board comprised of the Director of Upper School, the Commandant of Cadets and three faculty members chosen at random. The Board of Discipline deals with disciplinary issues in only the most serious of situations when expulsion is a distinct possibility. The Board of Discipline can impose whatever penalties or requirements it deems appropriate in a given situation, including expulsion. The Dean of Students attends all board meetings as a non-voting member. The school counselor serves as the student advocate and advisor.

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When a Board is convened, an explanation of the incident will be provided to the members of the Board prior to the hearing. The time and date of the hearing is scheduled with the student's parents for a time that is mutually convenient for the parent(s), the student, and the members of the Board of Discipline. The Dean of Students provides the facts related to the student infraction to the Board participants during the hearing. Each member of the Board has the opportunity to ask the student questions deemed pertinent to the case. Following the questions of the Board, the student may make a statement regarding the incident. Previous disciplinary issues may influence the Board's decision. A vote taken on expulsion requires a simple majority (three votes) of the Board.

After arriving at a decision, the Director of Upper School informs the Headmaster of the results and the parent(s) are contacted, followed by the student. The decisions of the Board may be appealed by contacting the Headmaster directly to request a meeting. All information discussed at the Board of Discipline hearing is confidential. The Director of Upper School keeps a record of the hearing in his file.

ATTENDANCE POLICY

The faculty and administration believe strongly that being on time for class with all the necessary materials is essential for academic progress.

Students are required to attend all classes and mandatory school functions and activities (liturgies, assemblies, Formation, study halls, etc.). Skipping school, cutting class, being tardy or failing to be properly excused, is treated as irresponsible behavior on the part of the student and warrants disciplinary action. It is the student's responsibility to be on time and prepared for the school day.

Students are required to be in their first period class at 8:00 a.m. A student who is late **MUST** report to the office to receive a pass before going to class. All students arriving at or returning to school after 8:00 a.m. must report to the office to receive a pass before being admitted into class. No student is allowed to leave campus during the school day without a parent first contacting the school. When a student must miss a day of school for any reason, a parent must call the school at 651-683-1511 before 7:55 a.m. All questions and concerns related the bus service should be directed to the Director of VISTA Transportation at 651-683-1770.

A meeting with the student, parents, teachers, and those concerned may be required if a student misses four or more school days within a quarter, to examine the situation and to develop a plan to address the problem. Students who have an inordinate number of absences for unrelated to medical issues, may be unable to satisfy course requirements and may need to be removed from classes.

School Sanctioned absences/tardies are school-related activities that do not count against a student's cumulative attendance totals and include, but are not limited to:

- STA sporting events and co-curriculars
- Field trips
- Retreats
- Campus Ministry activities
- Military events
- School testing
- Crack Drill Squad performances
- Honor Guard/Color Guard duties
- Officer of the Day (OD)/Sergeant of the Guard (SG) duty

Non-School Sanctioned absences/tardies are excused absences that count against a student's total allowable absences and may effect daily eligibility. They include, but are not limited to:

- Medical appointments
- Family vacations
- Illness
- Driver exams

- Weather/traffic delays
- Matters of school discipline such as suspension
- Family emergencies

TARDY POLICY

If a student is tardy to any class, it is the responsibility of the student to communicate with his teacher the reason and to ensure he has all the necessary information to complete any work he may have missed.

Students who are unexcused tardy will meet with the Dean of Students at the conclusion of the school day to determine appropriate consequences. A meeting with the student, parents, teachers, and those concerned may be required if a student accumulates excessive tardies.

1. **Excused Tardies (with notification)** – include those due to illness, family emergency, medical appointments, and school-related activities.
2. **Unexcused Tardies (without notification)** – include, but are not limited to, construction and/or traffic issues, oversleeping, or being late to a class during the school day. Unexcused tardies will affect daily eligibility status.

EXTENDED ABSENCE REQUESTS

Saint Thomas Academy strongly discourages families from extending already existing holiday breaks or from taking vacations during the school year that are not compatible with the established school calendar. Should a student need to be absent from school for three or more days for non-medical reasons, the following procedure is in place:

1. A parent must request the absence by contacting the Dean of Students at least two weeks prior to the planned absence.
2. The student must pick up an Extended Absence form from the Director of Academic Life two weeks prior to the planned absence.
3. The form must be completed and submitted to the Director of Academic Life no later than one week before the planned absence.
4. All work must be completed according to the due dates specified by the teachers on the Extended Absence form.

EXTENDED ABSENCE DUE TO ILLNESS

If a student is ill for a period of three consecutive days or more, he must submit a doctor's note specifying his reason for being absent. In cases of prolonged illness, the Dean of Students will work with a school counselor and the Director of Academic Life to determine how to best work with the student and his family to complete required course work.

MEDICAL APPOINTMENTS

Saint Thomas Academy recognizes that it may not always be possible to avoid medical appointments during the school day. However, it is the responsibility of the student and his family to avoid conflicts with the school day whenever possible, and to stagger on-going medical appointments in an effort to avoid repeatedly impacting the same academic periods. Students are required to return to school with a note from every appointment in order to be excused by the office.

COLLEGE VISITS

Students are strongly encouraged to utilize days when school is not in session to make appointments to visit colleges. Students who miss school for a college visit should see the College Counselor to receive a College Visit form. The completed form should be returned to the College Counselor one week prior to the visit.

In addition, a note from the college being visited is required for the absence to be excused and should be submitted to the College Counselor upon return to STA. Seniors are allowed two days for college visits that are exempted from the Attendance Policy provided the procedures for doing so are followed. Junior students will be allowed one day under the same conditions.

ATTENDANCE & CO-CURRICULAR ELIGIBILITY

Participating in co-curricular activities at Saint Thomas Academy is a privilege.

Eligibility to participate in co-curricular activities is evaluated on a daily basis and communicated by the Dean of Students to the Director of Athletics and Activities, coaches, and moderators. A student who misses any part of the school day will not be allowed to participate in after-school activities, including practices and competitions. Exceptions to this rule include pre-approved medical appointments, family emergencies, or an absence approved by the Dean of Students. Students will not be excused from arriving late for school due to a previous night's event.

For eligibility requirements related to academics, please see Academics and Co-Curricular Eligibility.

ATTENDANCE AT STATE TOURNAMENTS

Saint Thomas Academy recognizes the importance of fan attendance at state tournament competitions as a display of school pride and a means of supporting the participants. School administration may approve the dismissal of the entire student body for the purposes of attending such events, in which case all students are eligible to attend.

For individual class requests or personal requests to attend state tournament contests that are not otherwise approved for the entire student body, the following criteria will be applied to each request:

- A student may not have any "Ds" or "Fs" as reported on PowerSchool.
- A student must have less than 15 demerits during the marking period in which the event occurs.
- A student cannot have missed more than 6% of school days during the marking period in which the event occurs (UA, EA, ILL) or more than 15% of any single class for any reason.

Personal requests and appeals should be submitted in writing to the Dean of Students.

ACADEMIC MISCONDUCT

Saint Thomas Academy is committed to the highest standards of personal and academic integrity. Students' work will, at all times and in its many forms, reflect an ethical code based on moral and religious values. Trust, honesty, respect, and fairness are important aspects of our learning environment. Incidents of academic misconduct are cumulative only for the high school years.

First offense –

1. A letter grade of "F" will be given and a reworking of the assignment is required.
2. The teacher will notify the student's parents.
3. An academic misconduct report will be filed with the Director of Upper School, the Director of Academic Life, the Dean of Students, the Commandant, and the department chair.
4. The Director of Academic Life and Dean of Students, in consultation with the teacher, may decide upon further disciplinary action.
5. In accordance with STA Military regulations, the offending student automatically receives 15 demerits and is reduced to the grade of Cadet Private for a time period of not less than 30 days.
6. Potential ineligibility for academic awards for the year in which the incident occurred. The Director of Academic Life will review the circumstances surrounding the academic misconduct to determine if disqualification from academic awards is warranted. The student and parents will be notified in writing of the determination.

Second offense -

1. A letter grade of "F" will be given and a reworking of the assignment is required.
2. The teacher will notify the student's parents.
3. An academic misconduct report will be filed with the Director of Upper School, the Director of Academic Life, the Dean of Students, the Commandant and, the department chair.

4. The Director of Upper School, in consultation with the Director of Academic Life and Dean of Students, may decide upon further disciplinary action which may include:
 - a. A behavioral contract
 - b. An educational component that involves a reflective composition
 - c. For extraordinary circumstances, a Board of Discipline may be called
5. In accordance with STA Military regulations, the offending student automatically receives 15 demerits and is reduced to the grade of Cadet Private for a time period of not less than 30 days.
6. Potential ineligibility for academic awards for the year in which the incident occurred. The Director of Academic Life will review the circumstances surrounding the academic misconduct to determine if disqualification from academic awards is warranted. The student and parents will be notified in writing of the determination.

All subsequent offenses will automatically result in the convening of a Board of Discipline.

CHEMICAL VIOLATIONS (DRUGS & ALCOHOL)

Saint Thomas Academy recognizes the importance of promoting the health, welfare, and safety of its students. Consequently, the Academy strives to provide and encourage an environment that is free of alcohol and other mood-altering drugs through education, consistent discipline, rules and consequences, and individualized help and support.

Saint Thomas Academy will intervene when there is reason to believe that a student is possessing, using, selling, or distributing alcohol or mood-altering drugs (including prescribed medication) at any time. When a student refers himself for counseling, he is expected to follow the professional recommendations. Chemical violations involving drugs or alcohol are cumulative during a student's career at Saint Thomas Academy High School.

When there is reason to believe that a Saint Thomas Academy student is possessing, using, selling, or distributing alcohol or mood-altering drugs, the Dean of Students follows these specific guidelines:

1. A conference is scheduled to include the student, his parents, and a counselor.
2. The student and parent are reminded of the policy, notified of the nature of the violation and the resulting consequences for this and any future violations.
3. Arrangements are made with a Saint Thomas Academy counselor to provide assessment and other appropriate support services for the student and/or his family. Corrective measures are implemented according to the assessment.
4. The student may be subject to complete a chemical test at school or an approved facility.

Confidential counsel is available for all students concerning alcohol, drug, or tobacco related issues. Students should see their school counselor if they have any questions or concerns.

A student possessing, using, selling, or distributing alcohol or mood-altering drugs at any time of the year is subject to the following sanctions:

First Offense

- a. Suspension of one to three days from school (in or out) and all activities until a meeting can occur.
- b. Community Service, to be determined by the Dean of Students.
- c. Co-curricular ineligibility for one-third of the season based on the regular season schedule. This carries over to the next season in which the student participates. If the ineligibility carries over to another sport/activity in another season, the participant must complete the full season in that activity. In the event that the number of competitions cannot be evenly divided, the penalty is rounded up to the next whole number (e.g. 8 game regular season = 3 games or 27 game regular season = 9 games). Should a student be involved in multiple co-curricular activities concurrently, ineligibility standards would apply to each activity separately and equally.
- d. Chemical Evaluation/Assessment at an approved facility at the discretion of the Dean of Students.
- e. Participation and completion of six sessions in the school chemical health group or individual sessions with a school counselor. *(continues on next page...)*

(Continued from previous page...)

- f. The student is ineligible to be a sport/activity captain for one full calendar year. Captaincy will be removed in-season when an incident occurs.
- g. Reduction of military rank to Cadet Private for a period of 30 days and 15 demerits.
- h. Possible additional sanctions depending upon the severity of the offense.

Second Offense

- a. Suspension of one to three days from school (in or out) and all activities until a meeting can occur.
- b. Automatic Board of Discipline hearing (possible expulsion)
- c. Co-curricular ineligibility for one-third of the season based on the regular season schedule. This carries over to the next season in which the student participates. If the ineligibility carries over to another sport/activity in another season, the participant must complete the full season in that activity. In the event that the number of competitions cannot be evenly divided, the penalty is rounded up to the next whole number (e.g. 8 game regular season = 3 games or 27 game regular season = 14 games). Should a student be involved in multiple co-curricular activities concurrently, ineligibility standards would apply to each activity separately and equally.
- d. Chemical Evaluation/Assessment at an approved facility and strict adherence to prescribed treatment.
- e. Participation and completion of six sessions of the school chemical health group or individual sessions with a school counselor.
- f. The student will be ineligible to be a captain for the remainder of their time at Saint Thomas Academy. Captaincy will be removed in-season when an incident occurs.
- g. Reduction of military rank to Cadet Private for a period of 30 days and 15 demerits.
- h. Possible additional sanctions depending on the severity of the offense.

Third Offense

- a. Board of Discipline will be convened (possible expulsion).
- b. Exclusion from co-curricular activities for one calendar year.

*At no time should the eligibility consequences administered by the school fall below the stipulated Minnesota State High School League standards.

PROVIDING ALCOHOL OR OTHER MOOD-ALTERING DRUGS ON CAMPUS

- a. Suspension of one to three days from school (in or out) and all activities until a meeting can occur.
- b. Community Service, to be determined by the Dean of Students.
- c. Automatic Board of Discipline hearing (possible expulsion).
- d. Exclusion from co-curricular activity for a full calendar year.
- e. Chemical Evaluation/Assessment at an approved facility and strict adherence to prescribed treatment including a release of information to the school.
- f. Participation and completion of six sessions in the school chemical health group or individual sessions with a school counselor.
- g. The student will be ineligible to be a captain for the remainder of their time at Saint Thomas Academy.
- h. Reduction of military rank to Cadet Private for a period of 30 days and 15 demerits.
- i. When necessary, referral to law enforcement.
- j. Possible additional sanctions at the discretion of school official(s).

*The term "On Campus" refers to any activity or event that is organized, endorsed, or sponsored by Saint Thomas Academy.

TOBACCO, SMOKELESS TOBACCO, E-CIGARETTE USE

The possession and use of tobacco, smokeless tobacco, or e-cigarettes is strictly prohibited on or off campus, at school-sponsored events, and whenever a student is wearing STA apparel in public even if the student is of legal age, and will result in the

following sanctions:

- a. Parents will be notified
- b. The protocols for Chemical Violations (Drugs & Alcohol)
- c. These consequences apply to all STA students, even those of legal age.

HARASSMENT, BULLYING & HAZING

Saint Thomas Academy does not tolerate harassment, bullying or hazing (read below for definitions of each). Each student, parent, faculty or staff member, or other person subjected to or becoming aware of any such conduct is asked to report such conduct promptly to officials of the school, in which case an investigation will occur and appropriate disciplinary or other action will be taken. Anonymous communications received at school are not investigated unless such communication specifies a specific threat or involves the safety of students, faculty or staff.

Students who violate this policy are referred to the Dean of Students for appropriate disciplinary action. Violations of this nature are considered a serious breach of conduct and may be referred by the Dean of Students to the Board of Discipline.

Harassment is severe, pervasive, or persistent behavior that creates a hostile environment at school and is discriminatory based on a person's gender, race or ethnicity, religion or religious practice, disability, gender identity, or sexual orientation.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying may involve but is not limited to:

- Unwanted teasing
- Threats, insults, intimidation
- Stalking
- Cyberbullying*
- Physical and relational aggression
- Theft
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Spreading rumors

*Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Saint Thomas Academy cannot monitor the activities of students at all times and eliminate all incidents of bullying among students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the Academy and the rights and welfare of its students and is within the control of the school in its normal operations, it is Saint Thomas Academy's intent to prevent bullying and to take action to investigate, respond, and remediate those acts of bullying that occur.

SOCIAL MEDIA POLICY

Saint Thomas Academy expects all of its students to maintain a positive digital footprint and adhere to high ethical and moral standards in postings related to themselves, the school, and the broader Saint Thomas Academy community. Students are responsible for their own behavior as it relates to social media use and Saint Thomas Academy reserves the right to act when the content of postings conflicts with the conduct expectations of the school.

All social media platforms (Facebook, Twitter, Instagram, LinkedIn, Snapchat, etc.) directly referring to Saint Thomas Academy, and/or using the Saint Thomas Academy name, logo and/or crest will be exclusively used and/or supervised by the STA Communications Office. Activating and/or using social media platforms that directly relate to any Saint Thomas Academy material without the consent of the STA Communications Office is strictly forbidden.

OTHER DISCIPLINARY ISSUES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Stealing - whether from another student, school employee or the school itself.
2. Fighting or any other physical altercation.
3. Willful destruction of property.
4. Driving violations (officially reported to the Dean of Students). The parking spots in the main lot marked 'reserved' are for employees and guests only. Students who park illegally on campus will have one of two options: 1) the car keys will be confiscated and a parent must come to school to retrieve the keys from the Dean of Students; or 2) the student must pay a \$25 fine. Additional violations will result in increased fines. Irresponsible driving, on or off campus at school-sponsored events, is included in driving violations and may carry with it additional sanctions.
 - a. ALL STUDENT VEHICLES MUST BE REGISTERED WITH THE MAIN OFFICE
5. Use of guns, explosive devices, or any other weapons on campus or at school-sponsored activities off campus (unless where authorized).
6. Electronic devices not approved by a teacher for academic use (including, but not limited to, iPods and cell phones) are not to be used in common areas such as classrooms, the Learning Commons, or during lunchtime.

See the Internet and Network Acceptable Use Policy for more details. Violations will result in: First Offense the device being confiscated and a parent must come to school to retrieve from the Dean of Students; Second and Subsequent Offenses the student must pay a \$25 fine. Use of cell phones and other handheld devices with cameras in the locker room is not permitted at any time.
7. Distribution of unauthorized publications (posters, flyers, newspapers, etc.) on campus or at a school-sponsored event. The Dean of Students must approve all posters, flyers, and student announcements.
8. Wagering and/or gambling on campus or online are strictly prohibited.

Appropriate disciplinary action will be taken when these or any other rules and regulations are violated. Any criminal offense will be turned over to the proper authorities.

HIGH SCHOOL UNIFORM AND APPEARANCE

Saint Thomas Academy is a military institution where discipline is enforced and students are required to meet the military standard for wearing the uniform. A neat and well-groomed appearance is fundamental to building pride and esprit while simultaneously honoring the many distinguished alumni of this institution. The faculty, staff, and senior cadet leaders are responsible to ensure that cadets present a neat and orderly appearance.

Students are advised to reference their Cadet Handbook for specific regulations on grooming and uniform.

MERITS AND DEMERITS

The merit/demerit system is a means by which a cadet's behavior and appearance is recorded. The intent is to promote adherence to school standards and self-discipline. Senior cadet leaders, faculty and staff members may assess merits and demerits.

Merits and demerits are normally assessed by a leader, faculty or staff member while in direct supervision of the cadet. Merits are awarded for work, positive behavior, and assistance rendered to Saint Thomas Academy. Merits are tallied at the end of each quarter and deserving cadets are presented service awards for work conducted.

Demerits are given for poor behavior, poor attitude, and deficiencies in personal hygiene and/or uniform discrepancies. Demerits play a significant part in the cadet's overall grade in military leadership. Cadets receive a weekly grade based on appearance and conduct, and 50% of the overall, final grade in military leadership is based on this assessment (demerits). An abbreviated Board of Discipline, consisting of the Dean of Students and Commandant, may be convened for any cadet who amasses more than 40 demerits during a quarter.

UNMANNED AERIAL VEHICLE (DRONE) POLICY

The use of unmanned aerial vehicles (UAV), also known as drones, is prohibited for any purpose by any person at any Saint Thomas Academy venues without prior written authorization from the Director of Business Affairs.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. This prohibition applies to all fields of play, courts, arena, mats, gym floor or pool, and includes a ban on the entire Saint Thomas Academy facility including, the spectator areas and parking areas.

School officials shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, shall remove anyone, without prior written authorization, attempting to use a UAV and/or confiscate the UAV.

HEALTH SERVICES

Services to students, faculty and staff include, but are not limited to: first aid, administration of medications, counseling, communicable disease control, and maintenance of school health records. There is a school nurse on duty most of the hours that school is in session. It is important that current and accurate emergency information is on file with the school so that the nurse can reach a parent by phone if the student becomes ill or injured.

Please note: In order for a student to receive Tylenol or Ibuprofen in school, we must have on file in the Health Office a copy of the medication authorization form with both a parent signature and the physician's signature. Authorization from the physician and the parent is also required for prescription medications.

If a student becomes ill or is injured, a parent will be contacted by phone. Students who drive will not be allowed to leave school unless a parent has given permission to the nurse or Dean of Students and the student is excused to go home. All new students and ninth grade students must provide the school with the results of a physical exam performed within the last year. A physical exam report is required every three years if the student is planning to participate in a Minnesota State High School League sport. Health forms may be accessed at the Saint Thomas Academy Web site at CADETS.COM/HEALTHFORMS (under the For Students heading).

OVERALL SAINT THOMAS ACADEMY STATEMENT OF MISSION

“The excellence of an institution is found in the class of students it sends forth each year to fight the battles of life” (Archbishop John Ireland, Founder of Saint Thomas Academy). It is our mission to help each student discover and develop his potential talents and abilities by providing an excellent college preparatory education that instills qualities of everlasting value: leadership, a sense of brotherhood, a strong moral compass, self-confidence, a faith guided by the Catholic tradition, and an awareness of the importance of service to others.

Our Foundational Pillars:

- College Preparatory
- Catholic
- Leadership Training
- All-Male

Our Work:

As a college preparatory, Catholic, military, all-male school for grades 7-12, we nurture each student in ways that strengthen:

His intellectual potential through a curriculum that fosters a respect for knowledge and an abiding spirit of inquiry, analytical thinking, creative expression, effective communication skills, and independent study;

His spiritual potential through the daily teaching and practice of Catholic traditions and values, with the Gospel message of Jesus Christ as the basis for encouraging a positive and growing faith;

His moral potential through instruction and example that incorporate the moral values which foster and reinforce ethical behavior, and build respectful relationships with all people;

His physical potential through a program of athletics, activities, and instruction that fosters health, safety, fitness, and good sportsmanship;

His leadership potential through the practice of leadership and citizenship in a variety of curricular and co-curricular experiences.

Saint Thomas Academy achieves this work by offering a balanced educational program that fosters self-esteem and self-discipline, encouraging respect for others, and recognizing the unique and creative abilities of each student. In response to its Catholic mission and the message of Jesus Christ, Saint Thomas Academy offers this educational experience to a diverse student body of young men who have the integrity, capability and motivation to benefit from and contribute to the Academy’s mission.

MIDDLE SCHOOL SPECIFIC

Furthermore, the Middle School’s connected affiliation to our High School gives the young students a sense of belonging to the larger successful community while still giving them a separate area to grow into their role. The Middle School boys’ social-emotional potential is developed by creating a caring and socially responsible community, actively teaching emotional literacy at retreats and in the classroom, and taking advantage of teachable moments.

| A DAY | | B DAY | | C DAY | |
|-------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 8:00 | 1 | 8:00 | 4 | 8:00 | 2 |
| | | | | | |
| 9:00 | | 9:00 | | 9:00 | |
| | | | | | |
| 9:05 | 2 | 9:05 | Open / Check Above | 9:05 | 3 |
| | | | | | |
| 10:05 | | 10:05 | | 10:05 | |
| | | | | | |
| 10:10 | Formation | 10:10 | Formation | 10:10 | Formation |
| 10:30 | | 10:30 | | 10:30 | |
| | | | | | |
| 10:35 | 3 | 10:35 | 1 | 10:35 | 4 |
| | | | | | |
| 11:35 | | 11:35 | | 11:35 | |
| | | | | | |
| | 8 11:40-12:25 | Lunch 11:35-12:00 | 8 11:40-12:25 | Lunch 11:35-12:00 | 8 11:40-12:25 |
| | | | | | |
| | | 9 12:05 12:50 | | 9 12:05-12:50 | 9 12:05-12:50 |
| | Lunch 12:25-12:50 | | Lunch 12:25-12:50 | Lunch 12:25-12:50 | |
| | | | | | |
| 12:55 | 5 | 12:55 | 7 | 12:55 | 6 |
| | | | | | |
| 1:55 | | 1:55 | | 1:55 | |
| | | | | | |
| 2:00 | 6 | 2:00 | 5 | 2:00 | 7 |
| | | | | | |
| 3:00 | | 3:00 | | 3:00 | |
| | | | | | |
| 3:00 | Teacher Office Hours | 3:00 | Teacher Office Hours | 3:00 | Teacher Office Hours |
| | | | | | |
| 3:15 | | 3:15 | | 3:15 | |

Late Start Days: classes begin at 9:30 a.m.

OFFICE HOURS

Main, Middle School, Admissions, Business - 7:30 a.m.-4:00 p.m. (Mon-Thu); 7:30 a.m.-3:30 p.m. (Fri)
 High School Attendance - 651-683-1511, Middle School Attendance - 651-683-1520
 Nurse - 7:45 a.m.-3:15 p.m. (Mon-Thu); 7:45 a.m.-2:45 p.m. (Fri)
 Cadet Maker - 2:00-4:00 p.m. (Mon, Tue, Thu); 12:00-4:00 p.m. (Wed, Fri)

*During breaks and summer, the school offices may operate under adjusted hours on prior notice.

MESSAGES

Parents may leave a message for their son by calling the main office, 651-454-4570, provided the call is made **before** 2:30 p.m.

*Please note that when the word "parent" is used in the handbook, we are referring to parents/legal guardians.

ACADEMICS

MIDDLE SCHOOL REQUIREMENTS

Saint Thomas Academy bases student GPAs on a 4.000 scale. Successful completion of a minimum of the following academic courses, 7th – 8th grade, is required for graduation. Among the courses, each student must include the following:

| | |
|--------------------|---|
| English | 2 years |
| Mathematics | 2 years |
| Music | At least one elective |
| Physical Education | 2 years (every other day) |
| Science | 2 years |
| Social Studies | 2 years |
| Theology | 2 years |
| Visual Arts | At least one elective |
| World Language | Optional (though historically 90% of the boys study a World Language in MS) |

All required courses listed are organized on a semester basis for grading purposes. Grades received at the end of the first and second semester are used to calculate GPA.

The Middle School Director and the Director of Academic Life may make allowances for transfer students.

COURSE COMPLETION REQUIREMENTS

Students are strongly encouraged to improve weak skills over the summer in order to be ready for the next level the following fall. Students may take summer school courses at an accredited and approved school to improve these skills. A grade earned at an accredited and approved summer school may replace a previously earned grade on the STA transcript and will be used in calculating the GPA. Enrolling in sessions on time management and organization skills may also be helpful. Optional but recommended summer courses at STA include “Bridge to STA: Study Skills & More” and “Summer Writing Skills.” Also, the required reading over the summer is a great way to further develop intellectual and academic skills. Students discuss and write about these books in English and Social Studies classes in the fall. Summer reading lists are available on the school website - CADETS.COM - under the Academics heading, then English, then Summer Reading.

ACADEMIC AWARDS

The academic awards program at Saint Thomas Academy has long represented a standard of excellence that recognizes those students who have performed at a very high level in our rigorous, college preparatory environment. These awards are based on the student’s **annual** G.P.A. and there are three levels of recognition:

1. **Eagle** - 3.90+ (matches our graduation requirement for *Summa Cum Laude*)
2. **Saber** - 3.67-3.899 (matches our graduation requirement for *Magna Cum Laude*)
3. **Torch** - 3.33-3.66 (matches our graduation requirement for *Cum Laude*)

MAKING UP A CREDIT

A student who fails a course required for graduation must make up the credit. It is the parents' or student's responsibility to arrange for making up a failed course. **Prior approval from the Director of Academic Life is required for courses taken outside Saint Thomas Academy.**

Failed courses are made up in either of the following ways:

- Retaking the course during the next school year at Saint Thomas Academy. The grade earned will replace the previous grade on the transcript and in calculating the GPA.
- Taking the course at an accredited and approved summer school. Upon receipt of an official transcript, the grade earned may replace a previously earned grade on the Saint Thomas Academy transcript and will be used in calculating the GPA.

USING TECHNOLOGY TO ENHANCE LEARNING

Saint Thomas Academy Middle School students are part of a 1:1 iPad program. College-preparatory academics have been, and always will be, the focus of an STA education. With its intuitive interface, ease of use, and ability to consolidate so many resources and functions for students including textbooks, notebooks, atlases, calendars, cameras, calculators and more, the iPad has proven to be the ideal tool for enhancing communication, collaboration, and creativity in our 21st century learning environment for middle school boys. While other devices possess similar functionality, our research and experience have demonstrated that the iPad has the greatest positive impact on teaching and learning in our classrooms. For more information on the integration of technology into learning at STA, please visit our Web site: CADETS.COM/MSiPAD.

Learning Management System and Online Gradebook

Student coursework and homework is posted on our Learning Management System (LMS), Schoology.com. Parents and students receive login and password information from the school at the beginning of each school year. Student grades are posted on Powerschool.com and similarly receive login and password information at the beginning of each school year. Questions regarding either system may be directed to the Middle School Office (651) 683-1520 or to our Director of Technology (651) 683-1573.

ACCOMMODATIONS

Academic accommodations are intended to ensure access to educational opportunities for students with learning, cognitive, and sensory disabilities. Saint Thomas Academy is committed to helping students realize their full potential and achieve independence by providing the appropriate services needed to accommodate individuals with disabilities. Based on the recommendations included in the documentation of disability provided by the student's parent, the Learning Specialist determines and arranges all academic accommodations, including alternative testing arrangements (e.g. extended time and oral clarification), assistance from peer note takers, and preferential seating.

504 PLAN ACCOMMODATION POLICY

Saint Thomas Academy has a strong desire to meet the needs of all students we allow entrance into our school. In some circumstances, students come to us with specific learning needs identified through a professional licensed in that area. While it is our goal to be able to provide any student who wants a Saint Thomas Academy education the opportunity to obtain one, there are some applicants whose needs are beyond our ability to provide the needed resources.

The following information is needed to create an effective Accommodation Plan that meets the needs of the student and provides teachers and parents with clear directions on what we are capable of providing or required to provide by federal law. Items needed to develop this plan include:

1. Documentation of medical, mental health and/or a diagnosed learning disability.

2. Testing evaluation by a licensed psychologist (optional but will be needed for ACT/SAT accommodation application process).
 - a. Academic
 - b. Social/Emotional
3. Substantially limits academic performance as determined by the screening committee. This includes input from parents and teachers.
4. Documentation of a previous 504 plan that has been in effect within the past three years, and is based on Saint Thomas Academy's ability to provide appropriate resources.
5. If discovered after entrance, teachers will be solicited for input into the development of the plan.
6. Review of previous academic performance.
7. Review of current academic performance.
8. Students with singularly identified mental health disorders will be case managed by the counselor but may involve the Learning Specialist if a learning disability is also identified. These will be addressed on a case-by-case basis.

While it is impossible to predict every scenario that would warrant the development of an accommodation plan, Saint Thomas Academy is committed to service each individual accepted into the institution. As a result there may be some exceptions to these guidelines.

Process for Review and Development of a 504 Accommodation Plan

1. Completion of the Saint Thomas Academy referral form.
2. Provide required documentation of the issue.
 - a. It is recommended parents provide a full medical or psycho-educational assessment (e.g. intellectual, academic, and social-emotional if applicable).
 - b. Parents and students should be mindful that ACT/SAT/PSAT require documentation to include testing results from timed and untimed conditions.
3. Acquire teacher input and assessment of academic or behavioral performance during class.
4. Acquire parent input and assessment of academic or behavioral performance during class.
5. Counseling staff gathers the information based on the condition.
6. Information is then provided to the Accommodation Committee for determination of needs. If need is determined, a plan is then developed by the case manager with a final review by the committee.
7. A 504 implementation meeting is then scheduled with counseling, teachers, parents, the student, and the administration.

Students entering with an accommodation plan already in place are not subject to review by the committee for eligibility purposes. However, in collaboration with the parents, the counseling staff will determine which accommodations will transfer to Saint Thomas Academy.

CONCUSSION POLICY

Saint Thomas Academy's Concussion Policy is intended to help facilitate an educational plan that allows students with a diagnosed concussion to heal from their injury.

Procedures for students with diagnosed concussions:

1. A medical Release of Information signed by parents, along with any physician recommended accommodations, will be given to the Saint Thomas Academy case manager.
2. Before the student resumes classes, he will meet with his case manager who will review accommodations provided by the student's physician.
3. The Director of Academic Life or case manager will communicate the accommodations to parents and to the student's teachers.
 - a. Should academic accommodations keep students from taking semester exams, the Director of Academic Life, in consultation with the case manager, will determine if those exams will be waived or rescheduled for a later date. *(continues on next page...)*

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4. The case manager continues to meet with the student weekly until the student is symptom free.
5. The school nurse is available as needed during the school day should concussion symptoms appear.
6. The administration will consider academic modifications such as pass/fail grading or schedule changing if the student has had academic accommodations for three weeks.
7. Academic modifications to curriculum and/or pass/fail grading may make the student ineligible for academic awards.
8. In order to participate in Physical Education, Saint Thomas Academy co-curricular activities, practices, or competitions, the student and case manager must have an academic plan in place to complete make up work after the student's physician has lifted academic accommodations.
9. A student may not begin the Saint Thomas Academy Athletic Concussion Protocol until all academic accommodations have been lifted.

The Administration reserves the right to modify the concussion procedures for just cause.

CONFLICT GRIEVANCE PROCEDURE FOR STUDENTS

In order to allow for an expression of differences that occur in academics, a procedure has been developed for establishing a line of communication between school, parent, students and teachers. Issues are best resolved at the level at which they occur. If students have a concern about a class or a teacher, they must follow the steps listed below, in sequence:

1. The student will meet privately with the instructor to attempt to resolve the conflict.
2. Parents will gather full information from their son.
3. If the issue is not resolved, the parents will contact the teacher, either to discuss the situation or, if necessary, to arrange a meeting.
4. If the issue is still not satisfactorily resolved, a meeting, including the department chair, will be called.
5. If the issue is still not resolved, the Director of Academic Life will be contacted.

ACADEMIC RECOVERY

Academic Recovery is designed to support and assist students who have been accepted on "supervision" status and those who may be struggling to maintain an acceptable level of academic performance. *Students in 8th grade who fall below a 2.0 GPA for a semester will move to Recovery status. Students in 7th grade who fall below a 1.7 GPA move to Recovery status.* The student's counselor will then meet with the student and monitor the student's progress over the next semester.

How does Academic Recovery (AR) differ from ineligibility?

While students who become ineligible for co-curricular activities may regain eligibility at the mid-quarter, quarter, or semester, they will remain on Academic Recovery for the remainder of the semester or for the next full semester if it is an end of semester grade (i.e., it is possible for a student to become eligible for co-curricular activities, but remain on AR for support). Academic Recovery is a tool for STA to monitor student progress allowing for regular check-ins.

ACADEMICS & CO-CURRICULAR ELIGIBILITY

Saint Thomas Academy provides support and resources to all students to allow for a successful learning experience. The following conditions allow students to remain in good standing:

1. New students & transfers are in good standing and eligible for co-curricular activities immediately. At the end of S1 (semester one), GPA and grades are then reviewed.
2. A returning student is in good standing and eligible for co-curricular activities if, at the end of a grading period (Q1, Q3, S1, S2), the student has a current term GPA above 2.0 and no F grade for any individual class. This applies to the previous or current semester GPA only, not the cumulative GPA.
3. Students CANNOT become ineligible at the mid-quarter, but CAN become eligible at mid-quarter.
4. Ineligible status carries over from semester to semester (fall to spring).

At the end of the mid-quarter, quarter, or semester ineligible 8th graders may become eligible by raising the current GPA to a 2.0 with no Fs by the mid-term, quarter, or semester and 1.7 (and no Fs) for 7th graders. Students who become ineligible by failing to maintain a 2.0 (8th grade), 1.7 (7th grade), or receiving an F may request a Co-Curricular Eligibility Plan form to submit to their counselor within three days after notification of the eligibility status.

These students are **ineligible** for participation in co-curricular activities. It is the student's responsibility to initiate the eligibility plan and work with a case manager to identify the steps he will take to regain eligibility. Teacher requirements for improvement must be included in the plan. The student's case manager and the Director of Academic Life must approve the student's plan. Struggling students may be asked to complete an academic screening with a licensed psychologist, at the family's expense, to identify actions that can be taken to improve performance.

INCOMPLETE GRADES

Students receiving a grade of I (incomplete) will have a grace period (typically one to two weeks) to complete the makeup work/assessments from when grades are posted. After the grace period expires the incomplete work is added into the final term grade. In collaboration with the student's teacher, counselor, and parents, the Director of Academic Life will determine if an extension beyond the grace period is needed. If the final grade results in an F or drops the GPA below a 2.0 (8th grade) or 1.7 (7th grade), the student becomes ineligible.

ACADEMIC INTEGRITY

"Graduating" from Saint Thomas Academy's Middle School represents the successful completion of a rigorous academic program inspired by our mission to cultivate the intellectual, spiritual, moral, physical, and leadership potential of every Middle Schooler. The foundations of our college-preparatory curriculum are trust and honesty. We expect our students to complete all of their schoolwork using their own intellect, gifts, and talents.

In order to be students of integrity, it is important to work with teachers to recognize the difference between receiving help with schoolwork and using another student's work as one's own. We also encourage our students to take action when dishonesty and untrustworthy behavior occurs. Dishonest and untrustworthy academic behavior is the result of students gaining academic advantage through, but not limited to, the following acts: providing answers or information to assessments before, during, or after the task, copying another student's work, using cheat sheets, writing answers in an undisclosed location to be used during an assessment, using programmed calculators and electronic devices and the resources available via these items not authorized for the task by the teacher, and reusing or recycling a paper or project previously completed.

PLAGIARISM

What is plagiarism? According to the website Plagiarism.org*:

"Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like 'copying' and 'borrowing' can disguise the seriousness of the offense." According to the Merriam-Webster dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. The following are some common examples of plagiarism:

- Turning in someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules). (continues on next page...)

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*What Is plagiarism? *Plagiarism.org*. iParadigms, 2014. Web. 20 Nov. 2012

Our Middle School works to educate our boys on developing the moral compass to take responsibility for ones' own work and giving credit where credit is due, and the academic skills to properly cite and recognize sources. Eighth grade students are introduced to Turnitin.com, a cloud-based service for originality checking, online grading, and peer review, and provides rich feedback to students.

Consequences for academic dishonesty are outlined below in the rules and regulations portion of this handbook:

ACADEMIC MISCONDUCT

Saint Thomas Academy is committed to the highest standards of personal and academic integrity. Students' work will, at all times and in its many forms, reflect an ethical code based on moral and religious values. Trust, honesty, respect, and fairness are important aspects of our learning environment. Incidents of academic misconduct are cumulative only for the Middle School years.

First offense –

1. Zero credit will be awarded and a reworking of the assignment is required.
2. The teacher will notify the student's parents.
3. An academic misconduct report will be filed with the Middle School Director, the Director of Academic Life, the Dean of Students, and the department chair.
4. The parties above, in consultation with the teacher, may decide on further disciplinary action.
5. Potential ineligibility for academic awards for the year in which the incident occurred. The Director of Academic Life will review the circumstances surrounding the academic misconduct to determine if disqualification from academic awards is warranted. The student and parents will be notified in writing of the determination.

Second offense -

1. Zero credit will be awarded and a reworking of the assignment is required.
2. The teacher will notify the student's parents.
3. An academic misconduct report will be filed with the Middle School Director, the Director of Academic Life, the Dean of Students, and the department chair.
4. The parties above may decide on further disciplinary action which may include:
 - a. Counseling
 - b. A behavior contract
 - c. An educational component that involves a reflective composition
 - d. For extraordinary circumstances, a Board of Discipline may be called
 - e. Potential ineligibility for academic awards for the year in which the incident occurred. The Director of Academic Life will review the circumstances surrounding the academic misconduct to determine if disqualification from academic awards is warranted. The student and parents will be notified in writing of the determination.

All subsequent offenses will automatically result in the convening of a Board of Discipline.

RULES AND REGULATIONS

It is the goal of Saint Thomas Academy to establish and maintain an atmosphere that is conducive to the intellectual, spiritual, moral, physical, and leadership growth of its students.

All students must live with a parent or legal guardian. In the case where a student is not residing with a parent or legal guardian, they must live with a family approved by the school. Parents must notify the school whenever they will be out of town in order to clarify who will act as guardian for the student.

All school personnel and students should have a complete understanding of expected behavior as listed in this Handbook.

DISCIPLINARY COMPONENTS

There are several different aspects to the disciplinary framework at Saint Thomas Academy. Teachers are primarily responsible for the behavior of students in their classrooms. Penalties imposed by teachers may include, but are not limited to: verbal warnings, informing parents, requiring before-, after-, or weekend- school detention, and referring a student to the Director Middle School or the Dean of Students for further action.

STAFFING

An intermediary disciplinary intervention is to call a staffing. This may be held for academic or behavioral reasons. A staffing is typically held for about 30 minutes before or after the school day. The student and his parents and all the student's teachers gather to discuss the academic and social/emotional status of the student. The Director of the Middle School and the Middle School counselor are also present. The goal is to gain a shared understanding of the student's current situation and for the student and support group to make a plan for improved performance and behavior.

In more serious cases, the Upper School Director becomes involved in behavioral incidents. He is authorized to use his discretion in assigning consequences for student behavior. In addition he may suspend a student, call for a parental conference, or in some cases, convene a Board of Discipline.

BOARD OF DISCIPLINE

The Board of Discipline is a five-member voting board comprised of the Upper School Director and three faculty members chosen at random. The Board of Discipline deals with disciplinary issues in only the most serious of situations when expulsion is a distinct possibility. The Board of Discipline can impose whatever penalties or requirements it deems appropriate in a given situation, including expulsion. The Dean of Students attends all board meetings as a non-voting member. The school counselor serves as the student advocate and advisor.

When a Board is convened, an explanation of the incident will be provided to the members of the Board prior to the hearing. The time and date of the hearing is scheduled with the student's parents for a time that is mutually convenient for the parent(s), the student, and the members of the Board of Discipline. The Dean of Students provides the facts related to the student infraction to the Board participants during the hearing. Each member of the Board has the opportunity to ask the student questions deemed pertinent to the case. Following the questions of the Board, the student may make a statement regarding the incident. Previous disciplinary issues may influence the Board's decision. A vote taken on expulsion requires a simple majority (three votes) of the Board.

After arriving at a decision, the Upper School Director informs the Headmaster of the results and the parent(s) are contacted, followed by the student. The decisions of the Board may be appealed by contacting the Headmaster directly to request a meeting. All information discussed at the Board of Discipline hearing is confidential. The Upper School Director keeps a record of the hearing in his file.

ATTENDANCE POLICY

The faculty and administration believe strongly that being on time for class with all the necessary materials is essential for academic progress.

Students are required to attend all classes and required school functions and activities (liturgies, assemblies, Formation, study halls, etc.). Skipping school, cutting class, being tardy or failing to be properly excused, is treated as irresponsible behavior on the part of the student and warrants disciplinary action. It is the student's responsibility to be on time and prepared for the school day.

Students are required to be in their first period class at **8:00 a.m.** A student who is late **MUST** report to the Middle School Office to receive a pass before going to class. All students arriving at or returning to school after 8:00 a.m. must report to the Middle School office to receive a pass before being admitted into class. No student is allowed to leave campus during the school day without a parent first contacting the school. When a student must miss a day of school for any reason, a parent must call the school at 651-683-1520 before 7:55 a.m. All questions and concerns related the bus service should be directed to the Director of VISTA Transportation at 651-683-1770.

Should a student miss four or more school days or class meeting times within a given academic quarter, a meeting with the student and their parents may be required. Students demonstrating excessive absenteeism or tardiness, as determined by the Dean of Students, will be placed on an attendance contract. In extreme cases, a student may need to be removed from a class because they are unable to satisfy course requirements. Repeated instances of absenteeism will result in the convening of a Board of Discipline.

School-sanctioned absences/tardies are school-related activities that do not count against a student's cumulative attendance totals and include, but are not limited to:

- STA sporting events and co-curriculars
- Field trips
- Retreats
- School testing

Non-school-sanctioned absences/tardies are excused absences that count against a student's total allowable absences and may affect daily eligibility. They include, but are not limited to:

- Medical appointments
- Family vacations
- Illness
- Weather/traffic delays
- Matters of school discipline such as suspension
- Family emergencies

CO-CURRICULAR ELIGIBILITY

Participating in co-curricular activities at Saint Thomas Academy is a privilege. Eligibility to participate in co-curricular activities is evaluated on a daily basis and communicated by the Dean of Students to the Director of Athletics and Activities, coaches, and moderators. **A student who misses any part of the school day will not be allowed to participate in after-school activities;** this includes practices and competitions. Exceptions to this rule include pre-approved medical appointments, family emergencies, or an absence approved by the Dean of Students. Students will not be excused from arriving late for school due to a previous night's event.

For eligibility requirements related to academics, please see Academics & Co-Curricular Eligibility.

EXTENDED ABSENCE REQUESTS

Saint Thomas Academy strongly discourages families from extending already existing holiday breaks or from taking vacations during the school year that are not compatible with the established school calendar. Should a student need to be absent from school for three or more days for non-medical reasons, the following procedure is in place:

1. A parent must request the absence by contacting the Middle School Director at least two weeks prior to the planned absence.
2. The student must pick up an extended absence form from the Middle School Office two weeks prior to the planned absence. He is to have ALL of his teachers sign the form.
3. The form must be completed and submitted to the Middle School Director no later than one week before the planned absence. Two copies will be made - one for the MS Office and one for the student.
4. All work must be completed according to the due dates specified by the teachers on the extended absence form.

EXTENDED ABSENCE DUE TO ILLNESS

If a student is ill for a period of three consecutive days or more, he must submit a doctor's note specifying his reason for being absent. In cases of prolonged illness, the Middle School Director will work with a school counselor and the Director of Academic Life to determine how to best work with the student and his family to complete required course work.

TARDY POLICY

Students that arrive tardy to school or any class are expected to meet after school with those teachers whose class they missed unless an exception is made by the Middle School Director. Students who are unexcused tardy will have lunch room duty and will meet with the Middle School Director at the conclusion of the school day to determine other appropriate consequences. Chronic tardiness is considered truancy under Minnesota State Law.

1. **Excused Tardies (with notification)** – include those due to illness, family emergency, medical appointments, and school-related activities
2. **Unexcused Tardies (without notification)** – include but are not limited to construction, traffic issues, oversleeping, or being late to a class during the school day.

CHEMICAL VIOLATIONS (DRUGS & ALCOHOL)

Saint Thomas Academy recognizes the importance of promoting the health, welfare, and safety of its students. Consequently, the Academy strives to provide and encourage an environment that is free of alcohol and other mood-altering drugs through education, consistent discipline, rules and consequences, and individualized help and support.

Saint Thomas Academy will intervene when there is reason to believe that a student is possessing, using, selling, or distributing alcohol or mood-altering drugs (including prescribed medication) at any time. When a student refers himself for counseling, he is expected to follow the professional recommendations. Chemical violations involving drugs or alcohol are cumulative during a student's career at Saint Thomas Academy High School.

When there is reason to believe that a Saint Thomas Academy student is possessing, using, selling, or distributing alcohol or mood-altering drugs, the Dean of Students follows these specific guidelines:

- a. A conference is scheduled to include the student, his parents, and a counselor.
- b. The student and parent are reminded of the policy, notified of the nature of the violation and the resulting consequences for this and any future violations.
- c. Arrangements are made with a Saint Thomas Academy counselor to provide assessment and other appropriate support services for the student and/or his family. Corrective measures are implemented according to the assessment.
- d. The student may be subject to complete a chemical test at school or an approved facility.

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Confidential counsel is available for all students concerning alcohol, drug, or tobacco related issues. Students should see their school counselor if they have any questions or concerns.

A student possessing, using, selling, or distributing alcohol or mood-altering drugs at any time of the year is subject to the following sanctions:

First Offense

- a. Suspension of one to three days from school (in or out) and all activities until a meeting can occur.
- b. Community Service, to be determined by the Dean of Students and Middle School Director.
- c. Co-curricular ineligibility for one-third of the season based on the regular season schedule. This carries over to the next season of participation based on the next activity participated in. If the ineligibility carries over to another sport/activity the participant must complete the full season in that activity. Examples: 8 game regular season = 3 games. 27 game regular season = 9 games.
- d. Chemical Evaluation/Assessment at an approved facility at the discretion of the Dean of Students.
- e. Participation and completion of six (6) sessions of the school chemical health group or individual sessions with a school counselor.
- f. The student is Ineligible to be a sport/activity captain for one full calendar year.
- g. Possible additional sanctions at the discretion of school official(s).

Second Offense

- a. Suspension of one to three days from school (in or out) and all activities until a meeting can occur.
- b. Automatic Board of Discipline hearing (possible expulsion).
- c. Co-curricular ineligibility for one-half of the season based on the regular season schedule. This carries over to the next season of participation based on the next activity participated in. If the ineligibility carries over to another sport/activity the participant must complete the season. Examples: 8 game regular season = 4 games. 27 game regular season = 14 games.
- d. Chemical Evaluation/Assessment at an approved facility and strict adherence to prescribed treatment.
- e. Participation and completion of six (6) sessions of the school chemical health group or individual sessions with a school counselor.
- f. The student will be ineligible to be a captain for the remainder of their time at Saint Thomas Academy.
- g. Possible additional sanctions at the discretion of school official(s).

Third Offense

- a. Board of Discipline will be convened (possible expulsion).
- b. Exclusion from co-curricular activities for one calendar year.

PROVIDING ALCOHOL OR OTHER MOOD-ALTERING DRUGS ON CAMPUS

- a. Suspension of one to three days from school (in or out) and all activities until a meeting can occur.
- b. Community Service, to be determined by the Dean of Students and Middle School Director.
- c. Automatic Board of Discipline hearing (possible expulsion).
- d. Exclusion from co-curricular activity for a full calendar year.
- e. Chemical Evaluation/Assessment at an approved facility and strict adherence to prescribed treatment.
- f. Participation and completion of six (6) sessions of the school chemical health group or individual sessions with a school counselor.
- g. The student will be ineligible to be a captain for the remainder of their time at Saint Thomas Academy.
- h. Possible additional sanctions at the discretion of school official(s).

*The term "On Campus" refers to any activity or event that is organized, endorsed, or sponsored by Saint Thomas Academy.

TOBACCO, SMOKELESS TOBACCO, E-CIGARETTE USE

The possession and use of tobacco, smokeless tobacco, or e-cigarettes is strictly prohibited on or off campus, at school-sponsored events, and whenever a student is wearing STA apparel in public even if the student is of legal age, and will result in the following sanctions:

- a. Parents will be notified
- b. The protocols for Chemical Violations (Drugs & Alcohol)
- c. These consequences apply to all STA students, even those of legal age.

BULLYING

Saint Thomas Academy works to build a caring, respectful, and familial community that serves as a positive buffer to thoughtless interactions, sometimes classified as bullying. Through intentional discussions in classes, including theology classes, gatherings at formations, guidance counseling discussions, and consistent references to expected codes of conduct, cadets know they are held to a high standard in the school community.

At the beginning of the school year students in each house are tasked with developing a "Bill of Rights." This document is then fine-tuned by the House Captains with the direction of the House Heads. The goal of this exercise is to have each student feel ownership with the rules of conduct, while becoming more familiar with them.

HARASSMENT, BULLYING & HAZING

Saint Thomas Academy does not tolerate harassment, bullying or hazing (read below for definitions of each). Each student, parent, faculty or staff member, or other person subjected to or becoming aware of any such conduct is asked to report such conduct promptly to officials of the school, in which case an investigation will occur and appropriate disciplinary or other action will be taken. Anonymous communications received at school are not investigated unless such communication specifies a specific threat or involves the safety of students, faculty or staff.

Students who violate this policy are referred to the Dean of Students for appropriate disciplinary action. Violations of this nature are considered a serious breach of conduct and may be referred by the Dean of Students to the Board of Discipline.

Harassment is severe, pervasive, or persistent behavior that creates a hostile environment at school and is discriminatory based on a person's gender, race or ethnicity, religion or religious practice, disability, gender identity, or sexual orientation.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying may involve but is not limited to:

- Unwanted teasing
- Threats, insults, intimidation
- Stalking
- Cyberbullying*
- Physical and relational aggression
- Theft
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Spreading rumors

When bullying does happen, our school community strives to respond quickly and thoroughly. Depending on the reported incident, educational staff acts to support the affected student(s), gather information, and put in action a thoughtful and caring response in relation to the incident. *(continues on next page...)*

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Matters of bullying are taken seriously and dealt with appropriately; however, we also realize the term does not apply to most student issues that involve conflict. Here we employ an educational and guiding approach to help classmates better understand how their actions might affect another. This might be done informally between a teacher and student after a class, or more formally through a structured mediation session with the school counselor.

*Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.

Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Saint Thomas Academy cannot monitor the activities of students at all times and eliminate all incidents of bullying among students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the Academy and the rights and welfare of its students and is within the control of the school in its normal operations, it is Saint Thomas Academy's intent to prevent bullying and to take action to investigate, respond, and remediate those acts of bullying that occur.

SOCIAL MEDIA POLICY

Saint Thomas Academy expects all of its students to maintain a positive digital footprint and adhere to high ethical and moral standards in postings related to themselves, the school, and the broader Saint Thomas Academy community. Students are responsible for their own behavior as it relates to social media use and Saint Thomas Academy reserves the right to act when the content of postings conflicts with the conduct expectations of the school.

All social media platforms (Facebook, Twitter, Instagram, LinkedIn, Snapchat, etc.) directly referring to Saint Thomas Academy, and/or using the Saint Thomas Academy name, logo and/or crest will be exclusively used and/or supervised by the STA Communications Office. Activating and/or using social media platforms that directly relate to any Saint Thomas Academy material without the consent of the STA Communications Office is strictly forbidden.

OTHER DISCIPLINARY ISSUES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Stealing - whether from another student, school employee, or the school itself.
2. Fighting or any other physical altercation.
3. Willful destruction of property.
4. Use of guns, explosive devices, or any other weapons on campus or at school-sponsored activities off campus (unless where authorized).
5. Electronic devices not approved by a teacher for academic use (including, but not limited to, iPods and cell phones) are not to be used by middle schoolers during the school day, from 8:00 a.m. - 3:00 p.m., anywhere in the building. If students need to make a phone call, they may use the MS Office phone. If parents need to leave a message for their son, they may call the MS Office. See the "Internet and Network Acceptable Use Policy" for more details. Violations will result in: First Offense - the device will be confiscated and a parent must come to school to retrieve from the Middle School Director; second and subsequent offenses - the student must pay a \$25 fine. **Use of cell phones and other handheld devices with cameras in the locker room are not permitted at any time.**
6. Distribution of unauthorized publications (posters, flyers, newspapers, etc.) on campus or at a school-sponsored event. The Middle School Director and Dean of Students or activity supervisor must approve all posters, flyers, and student announcements.
7. Wagering and/or gambling on campus are strictly prohibited.

Consequences range from detention, fines, suspension, parental conference, Board of Discipline, and possible expulsion. Any criminal offense will be turned over to the proper authorities.

MIDDLE SCHOOL UNIFORM AND APPEARANCE

Saint Thomas Academy is an educational institution where discipline is enforced and students are required to meet the standard for wearing a uniform. A neat and well-groomed appearance is fundamental to building pride and esprit while simultaneously honoring the many distinguished alumni of this institution. The faculty, staff, administration, and senior cadet leaders are responsible to ensure that cadets present a neat and orderly appearance.

Hair will be neatly groomed. Length will not be ragged, unkempt, bulky or extreme. Hair will not touch the ears, collar or eyebrows. Sideburns will be neatly trimmed and not extend below the lowest part of the exterior ear opening. Hair will not be colored or highlighted. Lines cut into the scalp are not permitted.

The Middle School pants, shirt, belt, shoes and socks are not sold at STA. There is a limited collection of gently used shirts and pants are available for free. Please inquire with the Middle School Office.

The uniform consists of:

- navy blue (not black) trousers (no blue jeans, faded or baggy pants)
- black belt
- long-sleeved (required) or short-sleeved (optional) perma-press light blue shirt with a pocket on front (may be button-down collar)
- plain black tie (no clip-on), worn with long-sleeved shirt from October to April, may be purchased in the bookstore
- open collar with short-sleeved blue shirt or long-sleeved blue shirt with cuffs rolled to elbow in August-October and May-June
- nametag sewn on the top of the uniform shirt pocket of both long- and short-sleeved shirts. The school provides one nametag for all new students; additional nametags may be purchased through the MS office or online.
- plain black dress shoes (loafer or tie oxford that can be polished)
- plain black socks (must be mid-calf; no ankle socks)
- plain white crew neck t-shirt to be worn under uniform shirt (no writing on the t-shirt)
- plain (not patterned) navy blue sweater (may be pullover or cardigan) is optional
- no jewelry, except one watch, is allowed

A student not in uniform must bring a permission slip, signed by a parent, to the Middle School office before 7:55 a.m. Unlike the high school, if a Middle School student cannot be in complete uniform, he may wear part of the uniform (e.g., if shoes are being repaired, he can still wear the rest of the proper uniform - shirt, tie, and trousers). A middle school student not in uniform will be put on lunch room duty. Repeated offenses may result in further consequences including but not limited to after school detention.

INTEGRITY OF BELONGINGS:

Students are expected to keep track of their personal and school belongings. Please put your name clearly on all articles of clothing, books, textbooks, binders, notebooks, and register your calculator. Use a Sharpie marker to label your uniform and all your personal items! The Middle School, High School, and Locker Rooms each keep lost and found areas.

MIDDLE SCHOOL HOUSES

Saint Thomas Academy is committed to keeping Middle School classes small, allowing for personal instruction and developing a sense of camaraderie among our students. One of the ways to promote friendships and leadership skills is our House program. Students are divided into one of six houses, combining 7th and 8th graders. Each house has two faculty advisors and each has an elected 8th grade captain, which serves on the Middle School student council that meets with the Middle School Director. Houses meet every other week – activities include organizing events, sponsoring guest speakers, forming teams for competitions, and service projects.

FORMATIONS/HOUSE MEETINGS

Middle Schoolers attend High School formation about three times per week. Eighth graders stand along the rail of the upper level on the south side of Founders' Hall. Seventh graders stand along the rail of the upper level on the north side of Founders' Hall.

About twice a week, the Middle School hosts its own formation in the MS Commons or have House meetings. For MS Formation, students sit in the MS Commons next to their House classmates and the House Captains and the MS Director lead Middle School Formation. House meetings are held in the classrooms of the House Faculty Advisors and are led by the House Captain and the House Faculty Advisors.

UNMANNED AERIAL VEHICLE (DRONE) POLICY

The use of unmanned aerial vehicles (UAV), also known as drones, is prohibited for any purpose by any person at any Saint Thomas Academy venues without prior written authorization from the Director of Business Affairs.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device. This prohibition applies to all fields of play, courts, arena, mats, gym floor or pool, and includes a ban on the entire Saint Thomas Academy facility including, the spectator areas and parking areas.

School officials shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, shall remove anyone, without prior written authorization, attempting to use a UAV and/or confiscate the UAV.

HEALTH SERVICES

Services to students, faculty and staff include, but are not limited to: first aid, administration of medications, counseling, communicable disease control, and maintenance of school health records. There is a school nurse on duty most of the hours that school is in session. It is important that current and accurate emergency information is on file with the school so that the nurse can reach a parent by phone if the student becomes ill or injured.

Please note: In order for a student to receive Tylenol or Ibuprofen in school, we must have on file in the Health Office a copy of the medication authorization form with both a parent signature and the physician's signature. Authorization from the physician and the parent is also required for prescription medications.

If a student becomes ill or is injured, a parent will be contacted by phone. All new students and ninth grade students must provide the school with the results of a physical exam performed within the last year. A physical exam report is required every three years if the student is planning to participate in a Minnesota State High School League sport. Health forms may be accessed at the Saint Thomas Academy Web site at CADETS.COM/HEALTHFORMS (under the For Students heading).

Saint Thomas Academy Acceptable Use Policy

1. OVERVIEW

Saint Thomas Academy (STA) provides a wide range of electronic resources to support the educational mission of the school. Users must abide by the policies stated in this Acceptable Use Policy (AUP). Failure to do so will result in loss of network privileges. Students will also be subject to the school's discipline process with possible consequences as severe as expulsion.

Network users include all students, teachers, administrators, support staff and community members who have access to the Saint Thomas Academy-wide and local area network (WAN/LAN). Students may access the network while working on class work in a supervised setting. Students must follow all rules contained within this policy at all times when using the WAN/LAN. Students must also follow the direction of faculty and staff members supervising any area where networked resources can be accessed. Students who access or bring personal computers, laptop computers or personal digital assistants to school are subject to the guidelines of the Saint Thomas Academy Acceptable Use Policy. Failure to comply may result in confiscation of the personal equipment.

1.1 The Power of Technology

Users are reminded that technology can be a powerful tool. While it can open a window to the world and act as a catalyst for human creativity, communication and 21st century skills, it can also be a distraction if not used mindfully. Parents and students should discuss guidelines for computer and Internet use at home and students should strive to use the technology at their disposal responsibly. Users are encouraged to exercise self-control, practice effective time management, discern the advantages and disadvantages of multi-tasking, use caution when social networking and intentionally monitor their own temptation to use technology as a distraction.

2. PURPOSE

The purpose of this policy is to detail the acceptable use of computer equipment and Technology at Saint Thomas Academy (STA). These rules are in place to protect the students, employees, STA and its property. Not following this policy can, at a minimum, cause students to not be properly equipped for class or worse, possibly expose STA to risks including virus attacks, compromise of network systems and services, and legal issues.

3. SCOPE AND POLICY CHANGE

3.1 Scope

This policy applies to the use of information, electronic and computing devices, audio-visual, portable devices and network and server resources to conduct STA business or interact with internal networks and business systems, whether owned or leased by STA, the employee, or a third party. All users at STA and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network and server resources in accordance with STA policies, standards, and local laws and regulation. This policy applies to all technology users at STA.

3.2 Implementation, Policy Review

Because of the rapid rate of change in technology, the STA administration shall conduct an annual review of the policy and recommend changes as necessary.

4. POLICY

4.1 General Use and Ownership

- Users are responsible for exercising good judgment regarding the reasonableness of personal use and if there is any uncertainty, users should consult STA faculty or STA Media Technology Department.
- The primary purpose of providing users of STA with access to the school's technology system, including Internet access, is for education and business. The system may be used for classroom and professional activities. Users of the STA technology system including the Internet are expected to further educational and professional goals consistent with the mission of the school and school policies. Uses, which might be acceptable on a user's private personal account on another system, may not be cyber acceptable on this limited-purpose network.
- For security and network maintenance purposes, authorized individuals within STA may monitor equipment, systems and network traffic at any time, per STA Media Technology requirements.
- STA reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- Compliance with teacher directions and instructions is an expectation in every classroom, in the hallways, gathering areas, Learning Commons, and computer lab areas.

4.2 Student Device

- STA Middle School users do not own the equipment they are issued or have any right to use it except as permitted in this policy, the Media Technology AUP.
- All STA students should understand that their teacher is the manager of their computer/device use in the classroom.
- Students will only use their computers/iPads when their teacher instructs them to do so.
- Each student will have their computer/iPad battery fully charged for each day of school in order to properly participate in the curriculum.
- Students should not have screens on or open without their teacher's permission and will be used in the classroom at the teacher's discretion.
- When computers/iPads are in use during the school day, students are expected to be working on class-work and assignments.
- Students will lock their computers, iPads or other devices in their athletic lockers during practice or home games. Bringing a computer or iPad to an away game or event is not recommended.
- Users will take care of STA technology equipment.
 - a. Food and drink are not allowed in the Learning Commons or computer labs.
 - b. Users will keep assigned computers away from food and liquids, or any other potential hazards (high, uneven or dangerous surfaces, weather, etc.) at all times.
 - c. Always carry or move computers with the screen fully closed and/or in its case, bag, or backpack.
 - d. Never carry a computer by its screen or fully flattened (open) as screen damage can occur.
- STA hardware asset tags, labels and original manufacturer model and serial number tags will remain on all equipment and not be removed.

4.2.1 Excessive or Repeated Major Damage

The school-issued iPad issued to Middle School students needs to be kept in good working order and condition. While normal wear and tear is expected, any excessive or repeated major damage will be charged to the family. Negligence is not excused. Damage should be reported to the Media Technology Department immediately. Major damage includes but is not limited to: drops which result in a shattered screen, broken body, or other cracked components, spills which can damage motherboard, keyboard or screen. Families may be held responsible for damage and replacement cost of the Middle School iPad issued to their student.

4.3 Camera/Video Guidelines

- Cameras should not be on or used during the school day.
- Using cameras and video filming in the classroom is allowed only with teacher's permission.
- Cameras/video cameras are not allowed in locker rooms and any room where privacy is an expectation. Cameras on computers are not allowed to be turned on in locker rooms.
- Students are not allowed to secretly take pictures or video of students or staff on campus or at school-sponsored events.

4.4 Cellular phones

- Students are allowed to be in possession of their cellular phone.
- School administrators will confiscate and search text-messages, call logs, e-mail messages, and voice-mail messages if they have reason to believe a student has used a cell phone for a prohibited purpose or that such a search would produce evidence of misconduct.
- Any cell phones used during exams will be confiscated and the use will automatically be regarded as cheating.

4.5 Reporting Procedure

- It is the expectation that a student has a working computer in his or her possession every day.
- If an STA owned computer or iPad is lost or stolen, the following four steps must be completed before the student will be supplied with a replacement computer.
 1. Notify the Media Technology Department immediately.
 2. A police report must be filed.
 3. A replacement fee must be paid to the Technology Office. Once the replacement fee is paid, the student will be issued a replacement computer like for like in functionality, appearance, warranty, and software.

4.6 E-mail and Communication Activities

All STA students and staff are issued a unique school e-mail account. The purpose of the account is to better connect students and their teachers and to give users the necessary tools to conduct school business. The expectation is that users will use this account for academic and business purposes. E-mail may also be used for communication for educational purposes. STA will exercise its right to archive, inspect, and monitor e-mail as it deems fit.

When using school resources, such as e-mail, to access the Internet, users must realize they represent STA. Users should treat any electronic communications as formal communications, since they may be permanently stored at the server side, even if deleted from the user's account/inbox or computer, and because these communications are not protected from discovery in litigation.

The following are prohibited:

- Sending unsolicited e-mail messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (e-mail spam).
- Distributing any unwanted material or sending messages to unwilling recipients.
- Any form of harassment via e-mail, telephone, SMS, Instant Messaging, or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of e-mail header information.
- Solicitation of e-mail for any other e-mail address, other than that of the poster's account, with the intent to harass or to collect replies.
- Creating or forwarding "chain letters," "Ponzi" or other "pyramid" schemes of any type.
- Use of unsolicited e-mail originating from within STA's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by STA or connected via STA's network.
- Posting the same or similar non-school-related messages to large numbers of Internet forums, newsgroups, or social media sites.
- Posting, e-mailing, texting, or transmitting content that violates any current school policies regarding student behavior or Internet use.
- Bullying or harassing using the e-mail system, STA Technology, or the Internet.
- Sending obscene, inflammatory, or degrading images or language.
- Sharing another user's e-mail address without permission.
- Distributing private communications without permission of all parties.
- E-mailing content containing inappropriate language or subject matter.
- Communication to faculty, staff, and coaches that is not in a formal, respectful and constructive tone.

4.6.1 Social Media and Blogging

- STA's Acceptable Use Policy also applies to social media and blogging. As such, users are prohibited from revealing any STA confidential or proprietary information, trade secrets or any other material covered by this policy when engaged in social media and blogging away from campus.
- Users may also not attribute personal statements, opinions or beliefs to STA when engaged in social media and blogging.
- Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, STA's trademarks, logos and any other STA intellectual property may also not be used in connection with any social media or blogging activity.

4.7 Unacceptable Use

The following activities are prohibited.

Under no circumstances is an STA technology user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing STA-owned resources.

The list below is by no means exhaustive, but attempts to provide a framework for activities which fall into the category of unacceptable use.

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by STA.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which STA or the end user does not have an active license is strictly prohibited.
- Accessing data, a server or an account for any purpose other than conducting STA school business, even if you have authorized access, is prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others.
- Using network, computer, e-mail, or other STA Technology accounts to which the user is not specifically given access.
- Using an STA computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any STA account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes. Port scanning or security scanning is expressly prohibited.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Introducing honeypots, honeynets, or similar technology on the STA network.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
- Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

- Providing information about, or lists of, STA students or employees to parties outside STA unless given specific instruction and permission to do so.
- Commercial use of STA Technology/computer system.
- Using STA's systems to post, transmit or distribute false or defamatory information about a person or organization; to harass another person; or to engage in personal attacks, any form of cyberbullying, including prejudicial or discriminatory attacks.
- Using STA's system to vandalize, damage or disable the property of another person or organization; tamper with, modify or change the school system software, hardware or wiring; take any action to violate the school system's security.
- Using STA's Technology to gain unauthorized access to information resources, or to access another person's materials, information or files without the implied or direct permission of that person.
- Modifying STA's baseline hardware or software configuration without expressed consent from the technology department staff.
 - Being neglectful of STA Media Technology equipment and hardware (including computers, iPads, multimedia, and school infrastructure). Users may be liable for any damage.
 - Use of tunneling, VPN, or proxy software, services, or sites to bypass STA Technology.
 - Using STA technology system to access, review, upload, download, store, print, post, transmit, receive or distribute:
 - pornographic, obscene or sexually-explicit material
 - obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually-explicit language
 - materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process
 - information or materials that could cause damage, danger or disruption to the educational process
 - materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination

5. POLICY COMPLIANCE

5.1 Compliance Measurement

The STA Media Technology Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

5.2 Exceptions

Any exception to the policy must be approved by the STA Media Technology Department and/or STA Administration in advance.

5.3 Non-Compliance

Any user found to have violated this policy may be subject to disciplinary action, up to and including suspension or expulsion. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school Technology systems or the Internet may result in one or more of the following consequences: cancellation of use or access privileges; removal of equipment from the user's possession; payment for damages and repairs; discipline under other appropriate school policies, including suspension or expulsion.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately exit that site and disclose the action to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

The school's supervisory personnel have the right to curtail or terminate usage in any given situation at their discretion.

5.4 Consequences

- Students who access blocked sites through tunneling, VPN, or proxy software or services may lose computer/iPad privileges.
- In order to regain access, a parent or guardian and the student must meet with the Upper School Director to request reinstatement.
- If a staff member discovers a computer or iPad unattended, the device will be taken to the Director of Technology or Dean of Students.
- Students who are observed using computers for non-sanctioned activities will lose computer privileges for that day, and the device will be given to the Director of Technology or Dean of Students.
- Students who repeatedly violate the Media Technology AUP will face suspension.

6. STUDENT TECHNOLOGY RESOURCES

6.1 Tech Support

- If a user has a problem with a school-issued device, he or she should take the device to the Media Technology Department.

7. PRIVACY, LIABILITY, AND PARENT RESPONSIBILITY

7.1 Limited Expectation of Privacy

- The school's computer system, school-owned cellular telephones, personal electronic devices (e.g. tablet computers, iPads, notebooks, smartphones, etc.), and other computers are STA's property. By authorizing use of the school system or above-mentioned devices, STA does not relinquish control of materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files or e-mails created, stored, sent, or received using the school system, or a school-owned cell phones, or electronic device.
- The school reserves the right to monitor any user's e-mail, Internet usage, and computer files for business and/or educational purposes. Such purposes may include, but are not limited to, general management of the system; monitoring performance or productivity; or security (preventing a suspected adverse impact on the school, its students, or its employees; and/or investigating possible violations of this or other school policies). A user of the school's system is considered to have given consent to such monitoring. Maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- Parents/legal guardians have the right at any time to investigate or review the contents of their student's files.
- The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities not in compliance with school policies conducted through the school's computer system.

7.2 Limitation on School Liability

Use of STA's computer system and network are at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer including, but not limited to, loss, damage or unavailability of data stored on school tapes, hard drives, or servers (third party or STA owned), or for delays, changes, or quality of service of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored in school Technology systems. The school will not be responsible for financial obligations arising through unauthorized use of the school Technology systems or the Internet.

7.3 Parent Responsibility

Outside of school, parents bear responsibility for proper guidance of Technology and Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. If the student is accessing the school system from home or another remote location, parents are responsible for monitoring their student's use of the STA devices, computer system and of the Internet.

8. DEFINITIONS AND TERMS

Definition and specific computer security terms can be found in the SANS Glossary located at:
<https://www.sans.org/security-resources/glossary-of-terms/>

SAINT THOMAS ACADEMY ATHLETICS & ACTIVITIES HANDBOOK

PROGRAM PHILOSOPHY AND OBJECTIVES

Saint Thomas Academy believes that interscholastic athletic and co-curricular activity participation is an essential portion of the education of the “whole student.” We believe that athletics and activities should provide a variety of experiences that will prepare our students for adult life, presenting lessons in sportsmanship, competition, responsibility, teamwork, cooperation, leadership, and winning and losing with grace. Participation contributes to an esprit de corps and provides more avenues for individuals to achieve excellence. Athletics or activities participation is a privilege that require responsibility to the school, to the community, to the student body, to the team, and to the student himself.

- The athletic and co-curricular activity program of STA reflects the mission of the school and is an integral part of the curriculum;
- The athletic and co-curricular activity program help students gain self-confidence, develop discipline and responsibility in team play, improve their skills and experience the enjoyment of competition. Playing time per athletic game may vary at the coach’s discretion, depending upon the player’s attendance at practice, attitude, effort, skills, and the skill level of the competition;
- The Varsity program is the highest level of interscholastic competition at Saint Thomas Academy. Varsity athletes and coaches strive for excellence and a winning spirit in this competitive environment. Game participation by all team members is not guaranteed;
- The Junior Varsity, B Squad and Freshmen programs strive for a balance among competitive play, individual participation, and skill development, while fostering a winning spirit;
- While it is recognized that choices regarding starting line-ups and playing time are made by coaches and can sometimes appear subjective to spectators, especially parents, it is expected that any decisions by coaches involving playing time will be respected and honored as being within the purview of the coach;
- Saint Thomas Academy is committed to the safety and physical and emotional health of its athletes;
- The school expects athletes, coaches, parents, and fans representing STA to practice good sportsmanship and behave ethically and honorably before, during, and after athletic competitions and practices;
- The Academy supports coaches in their understanding of and commitment to its student-athletes. The school will ensure that coaches have appropriate training in coaching and first aid procedures;
- The Academy will strive to educate parents about its policies and expectations, and encourage effective, constructive communication among parents and coaches;
- Saint Thomas Academy complies with the rules and policies of the governing bodies of the sports and activities in which it participates;
- While participating in school-sponsored activities, students must observe all rules of the Saint Thomas Academy High School and Middle School Student Handbooks.

INTERSCHOLASTIC ATHLETIC OFFERINGS

Alpine Skiing - Junior Varsity/Varsity *
Baseball - 7th grade, 8th grade, Freshmen, B Squad, and Junior Varsity/Varsity
Basketball - 7th grade A & B, 8th grade A & B, Freshmen A & B, B Squad, and Junior Varsity/Varsity
Cross Country - Junior Varsity/Varsity *
Football - 7th grade, 8th grade, Freshmen (also some Freshmen reserve games), B Squad, and Junior Varsity/Varsity
Golf - Junior Varsity/Varsity *
Hockey - Junior Gold, Junior Varsity/Varsity
Lacrosse - Middle School, 9th and 10th grades, and Junior Varsity/Varsity
Nordic Skiing - Junior Varsity/Varsity *
Soccer - 7th grade, 8th grade, Freshmen, B Squad, and Junior Varsity/Varsity
Swimming and Diving - Junior Varsity/Varsity *
Tennis - Middle School, and Junior Varsity/Varsity
Track and Field - Junior Varsity/Varsity *
Wrestling - Junior Varsity/Varsity *

STUDENT ACTIVITIES

Audio/Visual Club *
Bands *
Bowling Team *
Cadence (literary/fine arts magazine) *
Choir *
CHOOSE Group
Citation (student newspaper)
Crack Drill Squad
Debate *
Environmental Club *
Experimental Vehicle Team
FIRST LEGO League *
FIRST Tech Challenge *
Honor Guard/Color Guard
Intramural Basketball
Kaydet (yearbook)
KEE Club
Language Clubs *
Math Team *
Mock Trial *
Model UN
Orchestra *
Peer Mentoring
Quiz Bowl/Knowledge Bowl *
Ranger Challenge
Rifle Team *
Student Council *
Table Tennis *
Trap & Skeet Team *
Ultimate Frisbee
VISTA Productions (theater) *

* Available for Middle School students

For some activities, students must meet specific criteria, such as high academic standing. For others, students must meet more general criteria. In no case may a student continue in athletics and activities when such athletics or activities impede his studies or prove detrimental to him in other ways. All athletics, activities, and clubs have faculty or other adult moderator.

Students involved in activities are held to the same standards and expectations as students involved in athletics.

SPORTSMANSHIP CODE OF CONDUCT AND EXPECTATIONS

KEYS TO SPORTSMANSHIP

- Know the rules of the game;
- Recognize good play by both teams;
- Respect your opponents and their spectators;
- View the game with your head, not your heart;
- Exhibit respect for officials;
- Show pride through your actions.

CADET FAN CODE OF CONDUCT

All cheering must be positive and focused on Cadet teams, not our opponent.

Never single out a player, coach, or fan from another team or school.

Never use derogatory, profane, demeaning, or suggestive language in any chants or cheers.

BE LOUD, BE PROUD, BE POSITIVE, HAVE FUN

Saint Thomas Academy is proud of its athletics and activities program and holds its student-athletes as well as our spectators to a high standard of conduct and sportsmanship. In order to portray good sportsmanship we have the following expectations:

Sportsmanship Expectations - Spectators

- Support School administration in their efforts to emphasize the educational benefits of interscholastic athletics;
- Respect the judgment and strategy of the coach;
- Be a positive role model through your own actions by censuring those around you whose behavior is unbecoming;
- Remember that you are at a contest to support and cheer for your team, their participation, and effort;
- Learn the rules of the game so that you understand what is going on;
- Respect the integrity and judgment of contest officials even if you disagree with them;
- Praise student-athletes in their attempts to improve themselves. Participation in interscholastic athletics provides learning experiences for students and mistakes are made;
- Recognize and show appreciation for an outstanding play by the other team;
- Show respect for opposing players, fans, and coaches;
- Stay off the playing area at all times and refrain from throwing objects onto the playing surface;
- Show respect for property and equipment;
- Refrain from all forms of harassment or fighting before, during, or after games;
- Artificial noise makers, including whistles, bells, horns, and kazoos, are not allowed;
- Only approved signs are allowed at athletic and activity events.

Sportsmanship Expectations - Participants

All students are expected to adhere to the following expectations of good sportsmanship both on and off the play surface:

- Accept and understand the seriousness of your responsibility and the privilege to represent our school and your community;
- Live up to the standards of good sportsmanship established by your coach, our school, our conference, and the MSHSL; *(continues on next page...)*

(Continued from previous page...)

- Be committed, dedicated, and determined;
- Be chemically free;
- Display a willingness to learn and develop skills necessary for their sport;
- Learn the rules of the game and assist parents and fans by discussing the rules with them;
- Treat your opponents with respect;
- Refrain from taunting, trash-talking, or making personal or derogatory remarks or gestures to your opponents or their fans before, during, and after the contest;
- Refrain from intimidating behavior or drawing attention to yourself;
- Wish opponents “good luck” before a game and congratulate them in a sincere manner following defeat or victory;
- Respect the judgment of officials even if you disagree with their judgment;
- Win with humility; lose with grace. Do both with dignity.

Sportsmanship Expectations - Band

In order to portray good sportsmanship we have the following expectations for our Band:

- Accept and understand the seriousness of your responsibility and the privilege to represent our school and your community;
- Choose appropriate music and time for performing;
- Dress in school-approved uniforms;
- Show respect at all times for officials, opponents, and spectators;
- Show respect at all times for school property and equipment;
- Avoid offensive gestures or language.

THE STA APPROACH TO SUCCESSFUL ATHLETIC PARTICIPATION A Guide for Parent-Athlete-Coach Communication

The contents of this guide are designed to help establish standards of behavior and provide direction for the student-athletes, coaches, and parents during their athletic experience at Saint Thomas Academy. The student-athletes’ learning and development will always be the central focus throughout all aspects of their educational-based athletic experience. We believe that educational-based athletics should provide a variety of experiences that will prepare our students for adult life, presenting lessons in sportsmanship, competition, responsibility, teamwork, cooperation, leadership, and winning and losing with grace. Athletic participation is a privilege that requires responsibility to the school, to the community, to the student body, to the activity, and to the student himself.

The Saint Thomas Academy tradition has been to win with honor. We desire to field excellence and a winning spirit at the Varsity level, but only by maintaining the integrity of our athletes, our school, and our community. At the sub-varsity levels we strive for a balance among competitive play, individual participation, and skill development, while fostering a winning spirit. Our goal is that this, in conjunction with the lessons of sportsmanship, responsibility and teamwork, will provide a meaningful, educational-based athletic experience.

The Coaches’ Role

Saint Thomas Academy coaches are teachers of their sports. The professional behavior of each coach continues from the classroom to the athletic fields and courts.

Saint Thomas Academy coaches strive to:

- Provide a safe, positive environment for all athletes;
- Communicate team goals, schedules, and expectations to players and parents;
- Possess current knowledge and skill to instruct players competently and to assess their progress;
- Treat all athletes consistently and fairly—especially in administering consequences for failure to follow policy;
- Be positive role models on the sidelines as examples for players, parents, and other coaches to follow;
- Assist and counsel athletes and parents in the college recruiting process.

The Athletes' Role

Young men who elect to participate in athletics at STA are voluntarily making a commitment to be student-athletes. This commitment to a team, coach, school, and community assumes great responsibility, yet provides immense personal rewards.

Saint Thomas Academy student-athletes strive to:

- Commit to academics while fulfilling their commitment to STA athletics;
- Represent their team, family, Saint Thomas Academy, and community in a positive manner at all times;
- Abide by the High School and Student Athlete Handbooks;
- Practice good sportsmanship at all times;
- Communicate with their coaches regarding any issues of team obligations or rules.

The Parents' Role

Saint Thomas Academy parents have an opportunity to observe their sons in an athletic setting and be supportive fans of their children, team, sport, and school.

Saint Thomas Academy parents strive to:

- Guide their sons as these students take on tasks of time management, sport-specific skill development, and responsibility;
- Support the team and coach from the stands;
- Encourage their sons to communicate with the coaching staff;
- Encourage their sons to commit to a team and program.

STEPS TO A SUCCESSFUL EXPERIENCE AS A SAINT THOMAS ACADEMY ATHLETE AND PARENT

Athletics can be an emotional endeavor and occasionally conflict will arise. If you have an athletic issue concerning your student-athlete, please consider the “24 hour rule”—that is, please wait 24 hours before contacting the coach. We have found that if all parties involved with an athletic conflict take time to reflect on the situation, the ensuing conversation will be based less on emotions and more on facts. While the “24 hour rule” may not resolve your concern, it might prevent a misunderstanding from escalating into an adversarial situation.

If, after 24 hours, you still feel that the situation merits attention, please follow the grievance procedures listed below:

1. The student-athlete should communicate concerns or issues first with the coach of that specific team. This meeting should be at some time other than before, during, or after practice or a contest. No other outsiders other than the athlete and coach(es) should be present.
2. If not resolved in the first step, then the parent and athlete together should request a meeting with the coach(es) involved at a time outside of practice or a contest.
3. If not resolved in second step, the parent, athlete, and coach(es) should meet with the Director of Athletics and Activities at a time outside of practice or a contest.

It is important that the above steps be followed in sequence.

GOVERNANCE

Specific rules for students participating in the interscholastic athletic and activities program at Saint Thomas Academy are included in this Athletics & Activities Handbook.

Coaches are responsible for establishing rules and procedures for teams under their jurisdiction. While rules and safety procedures may be reiterated orally on a regular basis, information that is needed by student-athletes on an ongoing basis will be distributed in writing to all athletes.

METRO EAST CONFERENCE

Saint Thomas Academy is a voluntary member of this conference. The conference was established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort.

The conference was established to encourage member schools to improve their co-curricular program in athletics and non-athletic activities. The conference membership facilitates arranging schedules, equalizing competition, conducting league meetings, and determining league championships. The conference provides Saint Thomas Academy the opportunity for competition without excessive travel. Membership implies abiding by conference schedules, rules, and regulations.

Other conference member schools are: Hastings, Henry Sibley, Hill-Murray, Mahtomedi, North St. Paul, Simley, South St. Paul and Tartan.

THE MINNESOTA STATE HIGH SCHOOL LEAGUE

All schools are voluntary members of the Minnesota State High School League (MSHSL). As a school member, Saint Thomas Academy agrees to abide by all rules and regulations endorsed by this league.

The primary role of the MSHSL is to maintain rules and regulations that ensure equity in competition for the student-athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations.

The MSHSL attempts to enforce such rules that assure the greatest good for the greatest number and to ensure the competition is conducted in an appropriate manner.

Some information regarding MSHSL Rules and Regulations is included in this manual. Parents/Students may access the entire MSHSL Handbook on their Web site at www.MSHSL.org.

BASIC REQUIREMENTS FOR PARTICIPATION

PHYSICAL EXAMINATION

Any student who intends to participate in high school interscholastic athletic activities must have on file in the school, a record of a physical examination performed within the previous three years.

PARENT PERMIT AND HEALTH MSHSL FORM

All STA students, regardless of athletic participation, must annually sign the Athletic Eligibility Information Bulletin that is put out by the MSHSL. In addition, a parent or guardian must sign the Parent's Permit and Health Questionnaire. These forms are available from the Assistant Director of Athletics and Activities and online at Cadets.com/Athletics.

GENERAL CONDITIONS

- A student is placed on academic probation and declared ineligible only at the end of each formal grading period (quarter/semester);
- A declaration of ineligibility may be appealed if there were unusual circumstances that contributed to his poor academic performance. Such an appeal (if granted) will not alter the student's status of being on academic probation. Appeals are made to the Director of Academic Life.

ATHLETIC FEES

Athletic fees are charged in certain sports. Also, most of the sports require athletes to purchase certain items. If athletic fees cause a hardship for any athlete, the Director of Athletics and Activities will waive the fees.

Contact the AD for confidential assistance.

ACADEMIC AND ATTENDANCE REQUIREMENTS FOR PARTICIPATION

ATTENDANCE

Please see entire ATTENDANCE POLICY for all requirements related to attendance.

ACADEMICS MATTERS

Please review the ACADEMIC PROGRAM section of the High School Handbook.

CO-CURRICULAR ELIGIBILITY

Please review CO-CURRICULAR ELIGIBILITY in this handbook for requirements related to co-curricular eligibility.

BASIC ATHLETIC DEPARTMENT POLICIES

ATHLETIC AWARDS

In order to receive an award, a student-athlete must finish his season in good standing, including competition in the required number of contests as established by the coach, regular attendance at practice sessions, commitment to training, exhibiting good sportsmanship, and adhering to the provisions of the Athletic Code and the principles of the Student Handbook.

Any player who ceases to be a member of the team by reason of dismissal by the coach or school, or who voluntarily quits the squad of his own accord, forfeits his rights to receive any awards. Any player who has been ill or injured and has failed to meet all of the requirements, may, upon recommendation of the coach or Director of Athletics and Activities, receive a letter.

Coaches, with the approval of the Director of Athletics and Activities, will establish the specific criteria for awards for student-athletes participating in a particular sport, and will distribute the criteria to all student-athletes in writing at the beginning of the season PRIOR to the first scheduled contest.

Any questions regarding lettering requirements should be directed to the head Varsity coach of that sport.

The athlete receives a chenille letter for his first letter and a certificate for each additional letter. Letter jackets may be purchased at Cadet Maker, the Academy Bookstore. The athlete may have a bar for each letter earned put on the sleeve of his letter jacket. In addition to the letter and the bars, the athlete should have his year of graduation and a symbol of his sport on the jacket. Authorized patches commemorating championship seasons may be put on the jacket. Any questions regarding what is acceptable on a letter jacket should be addressed to the Director of Athletics and Activities.

1. All-Conference Awards - selected student receives a plaque
2. All-Conference Honorable Mention - selected student receives a certificate awarded at school
3. All-State - selected student receives a framed certificate at the May all-school awards convocation
4. Conference Championship Medals - each member of a Varsity Conference Championship team receives a medal
5. Academic All-Conference - selected student receives a plaque at the May all-school awards convocation
 - a. The criteria is:
 - i. The student must have been named all-conference during his high school career.
 - ii. The student must have a cumulative GPA of 3.650 or above after the third quarter of his senior year.
 - iii. The student must be a senior.

CELL PHONES

Use of cell phones and other handheld devices with cameras in the locker room is strictly prohibited.

CHEMICAL USE & VIOLATION AS A RESULT:

Please review CHEMICAL VIOLATIONS (DRUGS & ALCOHOL) in this handbook for requirements related to chemical violations.

If a student has a confirmed chemical violation (tobacco, alcohol, and/or controlled substance), he is not eligible to be a sport/activity captain for one full calendar year. Captaincy will be removed in-season when an incident occurs.

CUT POLICY

In some sports it is necessary to make cuts. When it is necessary to make cuts the coach has the sole responsibility of selecting the team. If an athlete is cut from a team, the athlete may join another sport that does not make cuts. There are sports during all three seasons that do not make cuts.

DOUBLE PARTICIPATION

No student may participate on more than one athletic team during any one-sport season. There may be special circumstances in which a coach may request the services of an athlete currently out for another sport during that season. For example, the football coach may request the services of a soccer player to kick at football games. In these circumstances, permission must be granted by the parent as well as by the head coaches of both sports and the Director of Athletics and Activities. If event or practice conflicts arise, the priority rests with the primary sport of the athlete during that season.

DRESS CODE

Garments worn by athletes during practice and grooming standards must ensure that the individual will remain safe during practices and events. If it is determined by coaches or other school officials that the safety, proficiency of performance, or cleanliness of the student could be inhibiting his performance, the athlete will be asked to modify his dress or grooming to ensure maximum performance and safety. Coaches will advise athletes in writing at the beginning of the season regarding appropriate apparel for practices, contests, and travel.

Appropriate attire to be worn to away contests will be determined by the coaches.

EARLY DISMISSAL

In the event that a team needs to be excused early from school, the coach sets a release time that has the least negative effect on academic class time and allows for a safe warm-up period.

EQUIPMENT

The athlete is responsible for equipment he checks out. He is responsible to keep it clean and in good condition. Loss or damage of any equipment is the athlete's financial obligation.

PLAYING TIME POLICIES

One of the primary sources for conflict in athletics is the issue of playing time. Please keep the following distinctions in mind as you consider your son's experience.

High School athletic programs help students gain self-confidence, develop discipline and responsibility in team play, improve their skills, and experience the enjoyment of athletic competition.

High School sub-varsity programs strive for a balance among competitive play, individual participation, and skill development, while fostering a winning spirit. Playing time per game may vary at the coach's discretion, depending upon the player's attendance at practice, attitude, effort, skills, and the skill level of the competition.

The High School Varsity program is the highest level of interscholastic competition at Saint Thomas Academy. Varsity athletes and coaches strive for excellence and a winning spirit in this highly competitive environment. Game participation by all team members is not guaranteed.

LOCKER ROOMS

Only coaches and players are allowed in the locker room. Friends and family members are not allowed in the locker room before, during, or after practices and games. In the case of unusual extenuating circumstances, permission should be secured from the coach or the Director of Athletics and Activities prior to entering the locker room.

Athletes are expected to keep their lockers and the surrounding locker room areas clean. Litter receptacles are provided for this purpose.

Loitering is not prohibited at any time in the locker room.

A student's athletic locker is the property of Saint Thomas Academy. This locker must be used only for the purposes intended—storage of athletic apparel, clothes, and personal belongings during practices and games. School officials reserve the right to search the locker, with or without the student's permission, knowledge, or consent if it is deemed necessary to do so by school administration.

Profanity is not to be used in the locker room or in playing/practice areas by any member of the team representing STA.

PRACTICE

High School athletic teams often practice during school vacation times. The amount of involvement varies with each sport, but is often essential to maintain the team's ability to compete. An athlete must communicate with the coach of his sport to understand expectations and training required. This is the athlete's responsibility!

Saint Thomas Academy supports the need for athletes and their families to take vacations at various times of the year, but practices and contests should be considered when making vacation arrangements. A student who misses practice during an official school vacation will be less prepared than his teammates and could thus lose playing time and a starting position. We expect all students whose teams reach the state tournament level to participate.

As families make Easter/Spring Break plans, please bear in mind that mandatory practices may be held during Break for students interested in playing on Varsity teams during the spring season.

Throughout the year, varying with each sport, there are Saturday practices and Saturday games/meets. Sunday and holiday practices are discouraged but, on rare occasions, will take place.

PROSPECTIVE COLLEGE ATHLETES

Some student-athletes have a goal to participate in athletics at the collegiate level. The Saint Thomas Academy Athletic Department, College Guidance Department, and coaching staffs are very willing to help student-athletes pursue this goal. To this end, we offer the following advice for our student-athletes:

- Communication with the coach is essential. Student-athletes who have a strong desire to compete at the collegiate level should consult with their coach prior to their junior sport season;
- The driving force behind college selection should be the academic fit. Athletes should identify their desire to compete at the next level and work in conjunction with College Guidance to develop their list of potential college choices;
- Athletes should create a résumé and cover letter that represents your overall high school experience and highlights your athletic accomplishments. A coach and/or College Guidance Department should review the résumé;
- Be proactive in marketing yourself to college coaches by creating a highlight video, forwarding game schedules, etc.;
- STA videotapes games for coaching purposes and not all games are documented. Coaches will help secure copies of any game videos when they are available. If a family wants additional games documented they may do so at their own expense;
- If you are considering NCAA Division I or II institutions meet with College Guidance to discuss the process of registering with the NCAA Clearinghouse; (*continues on next page...*)

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- NCAA Division II and III institutions have separate academic requirements;
- Review all NCAA Academic Eligibility Requirements with College Guidance or by visiting the NCAA Web site at www.NCAA.org.

TOURNAMENT ATTENDANCE

When a Saint Thomas Academy team is involved in a state playoff, administrators will determine who may attend (see High School Student Handbook).

UNSPORTSMANSHIP CONDUCT/FLAGRANT FOULS

An athlete disqualified from any contest by an official for a flagrant foul or by a coach or an official for unsportsmanlike conduct will be suspended for at least the next scheduled contest and must meet with the Athletic Leadership Team.

SPORTS MEDICINE

ATHLETIC TRAINER

Athletic Trainers are contracted by the school to serve our student-athletes and are available for consultation each day after school from 3:00 to 5:00 p.m. Athletes who need to see the Trainer should advise their coaches that they may be absent from a portion of practice. Parents desiring specific information regarding a student-athlete's injuries or rehabilitation are encouraged to call the Athletic Trainer at 651-683-1525.

BASIC RETURN TO PLAY

If an athlete is seen by a physician for an injury or illness that keeps him out of practices/games, he **MUST** have a signed doctors' note or Return to Play form before he is allowed to resume participation. The paperwork can be faxed to the athletic office at 651-683-1519 or given directly to the athletic trainer.

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SAINT THOMAS ACADEMY FREQUENTLY CALLED NUMBERS

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SHORT FAMILY BOOKSTORE (CADET MAKER) MARY WALDVOGEL
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QUARTERMASTER STORE SFC DOUGLAS HURD
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AUCTION OFFICE JODIE WHALEY
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VISTA TRANSPORTATION MARY JO O'HALLORAN
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