

## REGISTRATION PROCEDURE for 2009-2010

For accurate registration, it is important to follow this procedure:

- Parents and students should review the graduation requirements on page 4 and other information in this book. Take time to discuss next year's plans.
- Review course selections with your *current* instructors. Class time will be provided to make sure students receive advice about the most appropriate selections for next year.
- Unless otherwise designated, have *current* instructors sign the approval spaces on the Course Selection Form.
- Parents must sign the completed Course Selection Form.
- Students bring the completed Course Selection Form to school February 2-3.
- The Course Selection Form for current 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders must be signed by the Dean of Academics or College Counselor during a lunch period on February 2-3. Current Middle School students return the Course Selection Form to the Middle School Director by February 3.

**NOTE: A late fee of \$50 will be assessed on schedule changes made after August 10, 2009.**

### COURSE AVAILABILITY

- Any course may be canceled if enrollment is insufficient.
- Due to scheduling constraints, there is no guarantee that students will be able to fit all desired courses into their schedules.

**Note: Students must register for enough classes to partially (M-W-F / T-Th) or completely (M-T-W-T-F) fill six of our seven instructional periods, regardless of the number of credits a student has earned towards graduation. In other words, all students at Saint Thomas Academy must be enrolled in six class periods both semesters in order to remain at Saint Thomas Academy.**

### COURSES AT VISITATION

Students from Saint Thomas Academy may enroll in a class at Visitation if:

- 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
- Space is available in the class.

Students who are interested in information about classes available at Visitation should contact the Dean of Academics at Saint Thomas Academy.

The following Visitation courses are open to Saint Thomas Academy students:

AP French  
AP Spanish  
Astronomy  
Chinese  
Drawing

Mixed Media Art  
Painting  
Printmaking / Graphic Design  
Pottery  
Sculpture

Sociology  
STA Choir  
Theatre  
VISTA String Orchestra

## WEIGHTING COURSES

The following grading system is in use at Saint Thomas Academy:

A	Superior accomplishment	4 points
B	Above average accomplishment.	3 points
C	Satisfactory work	2 points
D	Passing, but not satisfactory work	1 point
F	Failure; minimum requirements not met	0 points
I	Incomplete; work to be made up	0 points
W	Withdrawal	0 points

"Incomplete" marks must be changed to letter grades within two (2) weeks from the end of each quarter/semester, or the "Incomplete" will become an "F." Exceptions must be approved by the Dean of Academics.

Each course has a numerical value based on the frequency of meeting and course difficulty. In this handbook, the course weights and lengths of classes are indicated by the following designations:

0.4	Two days per week
0.5	Every other day
0.6	Three days per week
1.0	Daily
1.1	Honors Courses
1.2	Advanced Placement (AP) Course

## CALCULATING GRADEPOINT AVERAGE (GPA)

The following chart illustrates how letter grades, depending on the course weight, are converted to grade points. A student's grade point average (GPA) is calculated by dividing the total grade points earned by the number of courses (units) taken each semester. All courses that meet every day count as one (1) unit. Courses that do not meet every day are assigned unit values that correspond with their course weight (0.4, 0.5, or 0.6).

Grade	0.4	0.5	0.6	1.0	1.1	1.2
A	1.60	2.00	2.40	4.00	4.40	4.80
A-	1.47	1.84	2.20	3.67	4.04	4.40
B+	1.34	1.67	2.00	3.33	3.67	4.00
B	1.20	1.50	1.80	3.00	3.30	3.60
B-	1.07	1.34	1.60	2.67	2.94	3.20
C+	0.94	1.17	1.40	2.33	2.57	2.80
C	0.80	1.00	1.20	2.00	2.20	2.40
C-	0.67	0.84	1.00	1.67	1.84	2.00
D+	0.54	0.67	0.80	1.33	1.47	1.60
D	0.40	0.50	0.60	1.00	1.10	1.20
D-	0.27	0.34	0.40	0.67	0.74	0.80
F, I or W	0	0	0	0	0	0

## **ACADEMIC HONORS**

### **Honor Roll**

At the end of each semester, semester grades are used to compute the Honor Roll and the High Honor Roll. Students with a GPA of 3.67 or better are on the High Honor Roll and students with a GPA of 3.33 – 3.66 are on the Honor Roll.

### **Eagle and Torch Awards**

Students who have an annual cumulative grade point average (GPA) of 3.67 or better receive an Eagle Award. The Eagle Award ceremony, in recognition for work done the previous year, takes place in the fall. Seniors receive their final Eagle Award before graduation.

Students who have an annual cumulative GPA of 3.33–3.66 receive the Torch Award. The Torch Award is distributed at Formation. Seniors receive their final Torch Award before graduation. All senior Eagle and Torch recipients are recognized at graduation.

## **ADVANCED PLACEMENT (AP), COLLEGE IN THE SCHOOLS (CIS), HONORS, AND PACC CLASSES**

Saint Thomas Academy offers Advanced Placement (AP) courses in Biology, Calculus AB, Calculus BC, Computer Science, Economics, English, Environmental Science, Government, Statistics, and U.S. History. Other AP courses, such as Spanish and French, are offered at Visitation. Students may earn college credit by taking an AP exam in May.

Students enrolled in Honors Latin IV, V or AP Calculus AB may take the course for college credit through College in the School (CIS). Students must purchase their own books, complete a University of Minnesota form, and pay an additional tuition fee.

In the Program for Advanced College Credit (PACC), Saint Mary's University of Minnesota offers optional credit to students enrolled in AP Biology or Honors Social Justice. Students pay a modest tuition fee to St. Mary's University.

Saint Thomas Academy offers a variety of honors courses. These, as well as the AP, CIS, and PACC courses, demand more study time and effort than standard courses. In addition to meeting the prerequisites, students must be highly motivated and willing to study more independently and at an accelerated rate.

## **ADDING OR DROPPING A COURSE**

A course may be added at any time during the first week of the first semester. Requests to add courses after the first full week of the semester are subject to instructor approval. Requests to drop courses must be made within two weeks of the first semester. After the second week, requests to drop are decided by the Dean of Academics, in consultation with the instructor.

## **TRANSFER CREDITS**

Transfer students must meet with the Dean of Academics to review transfer credits.

- The GPA weight for Honor classes is 1.0
- The GPA weight for IB courses is 1.1
- The GPA weight for AP courses is 1.2
- Physical Education courses receive an "S" or "U"
- Vocational course credits do not transfer
- The Dean of Academics will determine credits for online classes

## GRADUATION REQUIREMENTS

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

English	4 years
Fine Arts	1/2 year
Health	1/2 year
Leadership	4 years (or each year at Saint Thomas Academy)
Mathematics	3 years
Physical Education	2 years
Science (Laboratory)	3 years
Social Studies	3 years to include:
World History	1 year
U.S. History	1 year
Theology	4 years (or each year at Saint Thomas Academy)
World Language	3 years same language (or thru 3 <sup>rd</sup> level)*

**\*The graduation requirement for students graduating in '10 and '11 is 3 years of the same language in the high school.**

In addition to the academic requirements, all graduating seniors must have completed 100 hours of community service and delivered a "Senior Speech" to the student body at Formation. Students demonstrate competency in the computer skills of word processing, database management, and spreadsheet operation throughout academic courses.

## COURSE COMPLETION REQUIREMENTS

Students who receive a grade of D+ or below in Algebra I, Spanish I, French I, Latin 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 tutorials or summer classes at other college-prep schools, or sessions at learning centers to improve these skills. Classes taken for grade changes must have prior approval from the Dean of Academics.

## 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 Dean of Academics is required for courses taken outside Saint Thomas Academy.

Failed courses may be made up in the following ways:

- Retaking the course during the next school year at Saint Thomas Academy. The grade replaces the previous grade on the transcript and in calculating the GPA.
- Credits earned for college-prep level courses in an accredited and approved summer school. Upon receipt of an official transcript, the grade replaces or is averaged with the previous grade on the transcript and in calculating the GPA.

## 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 appropriate services needed to accommodate individuals with disabilities. Based on the recommendations included in the documentation of disability provided by the student's parent/guardian, the Learning Specialist determines and arranges all academic accommodations for students with disabilities. Accommodations may include alternative testing arrangements (e.g., extended-time and oral clarification), assistance from peer note takers, and preferential seating.