

# 2020-2021 Cretin-Derham Hall Student Handbook

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## **Welcome to Cretin-Derham Hall**

The faculty, staff and administration of Cretin-Derham Hall would like to welcome you to the **2020-2021** school year. Cretin-Derham Hall is a Catholic, co-educational high school, co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, committed to Christian values and academic excellence in grades nine through twelve. We will educate young men and women of diverse abilities, cultures, and socio-economic backgrounds for opportunities in post-secondary education.

Through instruction, experience, and example, the school intends to prepare students to know their faith, to create community, and to lead lives of worship and service. Cretin-Derham Hall will provide an environment, which will enable all students to achieve their intellectual potential, prepare them for further education, and empower them to function as effective members of church and society.

Through academic and co-curricular experiences, students can integrate the spiritual, cultural, intellectual, physical, emotional, moral and social dimensions of their lives. Cretin-Derham Hall will create opportunities for leadership and achievement for both young women and young men.

This handbook is designed to help parents/guardians and students become familiar with the Cretin-Derham Hall Mission and Values, its policies and procedures, and general information, which will be useful throughout the school year.

**Cretin-Derham Hall High School**  
**550 South Albert Street**  
**St. Paul, Minnesota 55116**  
**651-690-2443 Fax 651-696-3394 [c-dh.org](http://c-dh.org)**

The **school calendar** can be found on the [CDH website](http://cdh.org). **Athletic schedules** can be found at <http://suburbaneast.org>. Daily athletic schedules and inclement weather postings are on the CDH website.

**All CDH policies are enforced year round and are cumulative throughout the four-year course of study, beginning at the time a student completes all appropriate admissions and registration materials.**

**The Cretin-Derham Hall Administration may introduce new rules and procedures, or modify existing ones, and reserves the right to interpretation. The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, or parent, and Cretin-Derham Hall.**

### **Peace Prayer**

Let us remember that we are in the holy presence of God, and  
let us love God and our dear neighbor without distinction.

Lord, make me an instrument of your peace.  
Where there is hatred...let me sow love;  
Where there is injury...pardon;  
Where there is doubt...faith;  
Where there is despair...hope;  
Where there is darkness...light;  
Where there is sadness...joy.

O Divine Master, grant that I may not so much seek  
To be consoled...as to console;  
To be understood...as to understand;  
To be loved...as to love.

For  
It is in giving...that we receive,  
It is in pardoning...that we are pardoned,  
It is in dying...that we are born to eternal life.  
Amen.

St. Joseph- Pray for us.  
St. John Baptist De La Salle - Pray for us.  
Live Jesus in our hearts - Forever.

## **Cretin-Derham Hall Rouser**

Oh hail CDH, the greatest school in all the land.  
Our Alma Mater we doff our hats to thee and stand.  
The purple and gold spells loyalty we're proud to show.  
Hail Raiders, Rah! Rah! Hoo-Rah! Hail CDH let's go!

Fair school of our youth, our happiest days were spent with thee.  
The friendships we've made, will live fore'er in memory.  
Wherever we go our motto always VICTORY.  
Hail Raiders, Rah! Rah! Hoo-Ray! Hail CDH, let's go!  
R-A-I-D-E-R-S Go Raiders!

## **Cretin-Derham Hall Mission Statement**

Cretin-Derham Hall is a Catholic co-educational high school, co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, committed to Christian values and academic excellence in grades nine through twelve. We will educate young men and women of diverse abilities, cultures, and socio-economic background for opportunities in post-secondary education.

### **Values**

**CATHOLIC** - A conscious focus on Judeo/Christian traditions and Gospel values and Catholic doctrine as understood, celebrated and lived in the Catholic Church. Within a community of faith, we explore our relationship with God through worship, prayer, study and service promoting the dignity of each individual to insure and care for the common good.

**ACADEMICS** - The process of imparting an identified curriculum for the purpose of preparing students for opportunities in post-secondary education.

**LEADERSHIP** - Provide an environment in which students learn about, develop and exercise the skills necessary to positively affect their community.

**COMMUNITY** - A body of diverse and inter-related individuals who support, care, and respect each other and seek to demonstrate these values in society.

**SERVICE** - A commitment to ministry within the church, school, and community at large to develop a sense of stewardship.

**DIVERSITY** - A conscious focus on and a shared responsibility to understand and respect the differences in abilities, religions, cultures, and socio-economic backgrounds of the school community and society.

**EQUITY** - A conscious focus on and a shared responsibility for the development of a gender fair environment.

## **Cretin-Derham Hall Legacy Statement**

*Let us remember we are in the holy presence of God,  
and let us love God and our dear neighbor without distinction.*

As we begin a new school year, we will call ourselves to prayer on the first day of school and many times throughout the year. This call to prayer signifies the tremendous legacy we have received from the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools. In the beginning, *Cretin-Derham Hall* was two separate schools created and sustained by these two communities of women and men. Derham Hall and Cretin provided education for young women and young men among Saint Paul's growing immigrant population. Like their humble beginnings in 17<sup>th</sup> century France, both the Sisters and Brothers went out into the city, observed the lives of the people, and developed a plan to meet the signs of the times.

Today the mission and values of Cretin-Derham Hall reflect the spirit and mission of the Sisters of Saint Joseph of Carondelet and the Brothers of the Christian Schools. We benefit from the selfless service of these communities and the legacy each has given us. From their founder, Saint John Baptist de La Salle and the Brothers, we receive education that is grounded in a conscious awareness of God's presence, and to the learning experience, we are challenged to bring both passion and faith. From the inspiration of Saint Joseph and the Sisters, we are reminded that the love of God must always move toward a profound love of the dear neighbor, i.e., creating a hopeful, loving, and just world.

And so, as we gather to form a school community, we will also gather to pray and ask God's abundant grace and blessing on us. May we believe that our efforts as students, teachers, and staff, are part of life's greatest purpose: to remember and live fully in the holy presence of God, and to love God and our dear neighbor without distinction.

**Saint Joseph, pray for us.  
Saint John Baptist de La Salle, pray for us.  
Live Jesus in our hearts, forever!**

**Seven Principles of Catholic Social Teaching:  
Reflections from the Catholic Bishops of the United States<sup>1</sup>  
And Their Implementation at Cretin-Derham Hall**

**Principle #1. The Dignity of the Human Person**

*Behold, we are God's children now; what we shall be has not yet been revealed. We do know that when it is revealed we shall be like God, for we shall see Him as He is (1 John 3.2).*

*All people are created in the image and likeness of God. Our belief in the sanctity of human life and the inherent dignity of the human person is the foundation for the principles of our social teaching. People do not lose their dignity because of disability, poverty, age, gender, lack of success or race. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.*

The dignity of every person created in God's image and likeness is the fundamental building block in the ongoing development of Cretin-Derham Hall as a community of learners. From ninth-grade orientation through graduation day, students are invited to recognize and respect one another and to value life in all its stages. One of the most pervasive examples of respect offered and modeled to students is the daily challenge to reach the fullness of their potential academically, socially, and personally. At Cretin-Derham Hall, every student will be respected and will be asked to respect each person mindful of the ways they are each different yet united in being made in the image and likeness of God. For it is that common thread of being made and loved by God, that can hold a diverse community together. Therefore fostering respect for oneself and others, as well as for all of creation, is a fundamental way to honor the dignity of life.

**Principle #2. The Call to Family, Community, and Participation**

*This I command you, love one another (John 15.17).*

*Our Catholic tradition proclaims that the person is not only sacred but also social. How we organize our society -- in economics and politics, in law and policy -- directly affects human dignity and the capacity of individuals to grow in community. The family is the central institution that must be supported and strengthened. The Catholic tradition teaches that human beings grow and achieve fulfillment in community.*

Cretin-Derham Hall recognizes that Catholic education is not only an academic preparation for continued education, but also a spiritual undertaking of the sacred task of creating a just society. While empowering each individual student to reach the fullness of his or her potential academically and spiritually, Cretin-Derham Hall's seven values -- Catholic, academic, leadership, community, service, diversity, and equity -- can only be developed and achieved through participation in the community. In essence, the development of each individual student is fundamentally personal and familial, social and systemic. Therefore sincere consideration is given to the communal aspects of school climate, family, parish, neighborhoods, and beyond, in the process of educating for life.

### **Principle #3. The Rights and Responsibilities of Every Person**

*You have been told what is good, and what God requires of you: Only to do the right and to love goodness, and to walk humbly with your God (Micah 6.8).*

*The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities to one another, to our families, and to the larger society.*

One of the most fascinating points about Catholic Social Teaching is its consistent emphasis on the interconnectedness between the rights and responsibilities of persons. While even the U.S. Constitution states every citizen has inalienable rights, Catholic Social Teaching goes one big step further by understanding that each person's *right* to life, food, shelter, healthcare, education, and employment is every other person's *duty*. For example, each student's right to education is every other student's and faculty's responsibility to maintain a classroom that is free of behavior that is detrimental to any student's capacity to learn. Applying this essential principle of rights and responsibilities, Cretin-Derham Hall seeks to create an atmosphere where every student can receive the opportunity to learn. With its policies and procedures, the student handbook provides a framework for identifying every person's rights and responsibilities in the school.

### **Principle #4. The Preferential Protection of the Poor and Vulnerable.**

*And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least of mine, you did for me' (Matthew 25.40).*

*A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the last judgment (cf. Matthew 25.31-46) and instructs us to put the needs of the poor and vulnerable first.*

No matter how technologically advanced or emotionally intelligent human beings have become, human history reveals a general pattern among developing civilizations: those who have not become those who have, and those who have now, forget the time when they had not. Consequently, the care for the widows, the orphans, and the aliens in the community would be forgotten and those who have become "owners" continue to store and save for their own. The fourth principle of Catholic Social Teaching challenges this basic pattern in society. Throughout time, women who are widowed, children who have lost their parents, and immigrants who have moved to a new land have been the most vulnerable in society. Catholic Social Teaching emphasizes that those who live in states of sustained deprivation receive protection and support because, as principle #3 states, to the extent that their basic rights are not met, the community is responsible for their care and protection. Cretin-Derham Hall is an educational institution which is also a Catholic school by, first of all, humbly and gratefully acknowledging the many gifts it has received, and, secondly, seeking to use the time, talent, and treasures given for the protection of the most vulnerable both within the school and in the metropolitan area. Great effort is made so that each student's high school experience can include times of direct and reflective service-learning in neighborhoods unlike their own. Similarly, care and support is given to the process of realizing the various privileges available to the students and how those privileges can best be utilized on behalf of others and not simply applied for personal gain. Believing in educating each student for life, Cretin-Derham Hall strives to develop a conscious commitment to the most vulnerable.

## **Principle #5. The Dignity of Work and the Rights of Workers**

***Stay in the same house and eat and drink what is offered to you, for the laborer deserves his payment (Luke 10.7).***

*The economy must serve people, not the other way around. Work is more than a way of making a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected: the right to productive work, to decent and fair wages, to organize and join unions, to private property, and to economic initiative. Respecting these rights promotes an economy that protects human life, defends human rights and advances the well-being of all.*

Cretin-Derham Hall strives to help students recognize the dignity of work both by seeing the school learning environment as their “workplace,” and by understanding their studies as part of their vocation. During their high school education, students participate in God’s creation through positive involvement in academic study, co-curricular programs, and daily presence at school. Following the principle of the students’ right to work and their responsibilities, Cretin-Derham Hall also recognizes and values the dignified work of its teachers and staff. Through their ongoing dedication to students, their vocation as educators is manifested not only in the explicit curriculum that is taught, but also through the implicit curriculum that is caught (i.e., the modeling of faith, character, and integrity in the classroom).

## **Principle #6. Solidarity**

***Love bears all things, believes all things, hopes all things, endures all things (1 Corinthians 13.7).***

*Catholic Social Teaching proclaims that we are our brothers’ and sisters’ keepers, wherever they live. We are one human family, whatever our national, racial, ethnic, economic, and ideological differences. Learning to practice the virtue of solidarity means learning that “loving our neighbor” has global dimensions in an interdependent world.*

Cretin-Derham Hall strives toward the significant and challenging task of inviting its students, faculty, and staff to recognize the power of belonging to one human family. Sometimes this invitation is as simple as encouraging one another to believe that even the smallest kindness (e.g., a book or coat drive, collections for earthquake victims, victims of sex trade and slavery, etc.) can have a significant rippling effect in the hallway, in a classroom, on a team, or in another neighborhood or country. And sometimes this invitation is uncomfortable for it can ask how one’s pattern of consumption can impact the economic system of one’s brothers and sisters in other parts of the world. Significantly, what might well be lacking in communication of cultures can be eclipsed by the fervent exchange of goods. Always present is the challenge to identify how economy impacts solidarity. Continually students and faculty are asked to consider how the power to purchase not only creates a relationship between the buyer and seller, but also to the manufacturer and laborer who may or may not have received a just wage for their work. Finally, great efforts are made to provide lively, authentic, and spiritual liturgies that remind all members of the community that prayer can be a profound and radical act of solidarity with brothers and sisters throughout the world.

## **Principle #7. Care for God's Creation.**

***God blessed them, saying: "Be fertile and multiply; fill the earth and subdue it. Have dominion over the fish of the sea, the birds of the air, and all the living things that move on the earth (Genesis 1.28).***

*Our Catholic tradition insists that we show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan, it is a requirement of our faith. We are called to protect people and the planet, living out our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.*

At Cretin-Derham Hall, we strive to live as stewards of the riches of the world around us. Specifically, we express care for God's creation by maintaining the environment in and around the school. Examples of ways we respect the environment include: recycling materials and re-using paper and supplies, being respectful of one another's property, assisting in the cleanup of the lunchroom as assigned, and by being considerate of people and private property in the neighborhood surrounding the school. All members of the Cretin-Derham Hall community are involved with maintaining the school through these particular practices, and through the particular, we can discover the universal. Such aspects of environmental respect can lead to greater awareness of and concern for the earth and its resources now, and in the years to come.

<sup>1</sup> *Sharing Catholic Social Teaching: Challenges and Directions.* Washington, D.C.,: United States Catholic Conference, 1998. Excerpts in Italics.

## School Schedules

Purple Day					Community Day				
Period	Start	End	Notes	Period Length	Period	Start	End	Notes	Period Length
1	8:15	9:15	Prayer	60	4	8:15	9:15	Prayer	60
				5 Min passing					5 Min passing
2	9:20	10:20		60	<b>Community Time</b>	9:20	10:20		60
				10 Min passing					10 Min passing
3	10:30	11:30		60	3	10:30	11:30		60
Flex/Lunch	11:30	12:40		75	Flex/Lunch	11:30	12:40		75
6	12:40	1:40		60	7	12:40	1:40		60
				5 Min passing					5 Min passing
7	1:45	2:45		60	5	1:45	2:45		60
			<b>Gold Day</b>						
			Period	Start	End	Notes	Period Length		
			2	8:15	9:15	Prayer	60		
							5 Min passing		
			1	9:20	10:20		60		
							10 Min passing		
			4	10:30	11:30		60		
			Flex/Lunch	11:30	12:40		75		
			5	12:40	1:40		60		
							5 Min passing		
			6	1:45	2:45		60		

## Faculty and Staff by Department

### Academic Development

Lori Linn  
Garry Loufek  
Joe Miley  
Patricia Norusis

### Administrative Staff

Frank Miley-President  
Mona Passman-Principal  
Amy Bellus-Assistant Principal  
Aaron Benner-Dean of Students, Director of  
Diversity, Activities Director  
Jerry Kline Jr.-Dean of Students

### Admissions

Tony Leseman-Admissions Director  
Sandy Cullen  
Laura Weiss

### Advancement

Rob Bollinger  
Annie Broos  
Lisa Ford  
Peggy Gilligan  
Connor Magee  
Chuck Miesbauer  
Peggy Schafer

### Activities Director

Aaron Benner

### Athletics

Phil Archer-Athletics Director  
Bob Kinne  
Jim O'Neill

### Athletic Trainer

Sports & Orthopedic Specialists (Angela Koich)

### Attendance

Peggy Mansur

### Business Office

Lisa Prescott-Williams-Business Director  
Colleen Buckingham

### Business

Tony Yazbeck

### Campus Ministry

Melissa Bauer  
Peter Gleich  
Fr. Pat Kennedy  
Lou Anne Tighe

### Counseling

Michael Brewer  
Katie Carroll  
Leslie Connelly  
Gayle Knopik  
Emily Kurmis  
Joan O'Connell  
Connie Reding  
Katie Shead  
Jane Young

### Deans' Office

Amy Bellus-Dean of Students (gr. 10)  
Aaron Benner-Dean of Students (gr. 11)  
Jerry Kline Jr.-Dean of Students (gr. 9, 12)  
Ruth Johnson-Assistant to the Deans  
Crystal Flint-Full Time Sub

### English

Jesse Cusick  
Hugh Hawkins  
Kevin Lally  
Sheila Malone-Povolny  
Jenny Markert  
Rob Peick  
Michael Powers  
Terence Sinclair –Wood  
Steven Tacheny  
Susan Vaughan-Fier  
Laura Weiss

### Fine Arts

Tyler Berg  
Suzanne Cranston  
Nick Giles  
Chris Hill

Kathleen Kreitzer  
Martha Thornton  
Nick Zahler

**Food Service**

Provided by Taher Food Service  
Mary Winker-Director of Food Service

**JROTC**

LTC Greg Hungiville  
SGM Dave Berrisford  
MSG Ken Peloski

**Library and Learning Center (LLC)**

Rebecca Strauss-Director

**Maintenance**

Paul Solmon-Director of Facilities  
Getachew Abayi  
Joe Gentle  
Miguel Limon  
Bruce Mohs  
Jim O'Neill  
Ryan Zadow

**Math**

Brock Beithon  
Cindy Craighead  
Br. Douglas Hawkins  
Bernadette Hellickson  
Mark McGuire  
Maureen Modl  
Jeff Rudi  
Tyler Schoenbauer  
Marcy Sticha  
Dan Willaert

**Phy Ed/Health**

Jerry Macken  
Jodi Muetzel  
Randy Muetzel

**Public Relations**

Annie Broos  
Lauren Campbell

**Religion**

Melissa Bauer  
Jackie Bohrer, CSJc

Peter Gleich  
Doug Meeker  
Joe Moss  
Nicolle Spears  
Timothy Teuber  
Lou Anne Tighe  
Peter Watkins  
Janet Watson

**Science**

Chad Anderson  
Stephanie Aumann  
Jessie Botello  
Ann Marie Froehle  
Sylvia Hoffstrom  
Sarah Jamieson  
Chris Kaus  
Joyce Nordby  
Julie Quinn Kiernan  
Mike Steineman

**Social Studies**

Jennifer Androsky  
David Boisclair  
Christina DeVos  
Kathryn Fetterly  
Kevin Flynn  
Angie Keske  
Daniel Kotasek  
Thomas Luhman  
Morgan Lieske

**Staff**

Ruth Johnson  
Mary King  
Lauri Malm  
Peggy Mansur  
Patricia Mollner

**Technology**

Carole Loufek- Director of Technology  
Brian O'Keefe-System Administrator  
David Sobolewski

**World Language**

Chris Babcock  
Montserrat LaVelle  
Rebecca Medellin  
Patricia Murray

Tommy Murray  
Lourdes Wadell  
Suzanne Zobitz  
Nan Wang

## **Academic Policies**

### **Academic Services**

Based on the academic information provided and a realistic appraisal of school resources, CDH may develop a Learning Plan to meet the needs of the student. This plan is then shared with the student's teachers and our best effort will be made to address the student's individual needs. Parents/guardians, administration and staff may receive the plan and adjust it if needed.

In order to develop this plan, we need access to the following:

1. Any academic testing and related recommendations
2. The accommodation provided at the student's last school
3. If applicable, the IEP or 504 Plans that have been in place.

Cretin-Derham Hall does not have active IEP or 504 plans, nor does it follow any plans kept open through your public school district. CDH may not be able to accommodate all students because of our existing resources.

### **Credit for Failures in Continuous Courses; Credit for Repeat Courses**

An opportunity is offered to make up a failure in a trimester other than the last of a continuous course (i.e., a course lasting two or three consecutive trimesters with the identical course name and numerical designation). The failing grade will be recorded as "F" on the student's transcript. However, this "F" grade will be changed to "Pass" if the student earns at least a "C-" grade in a later trimester of the same course. As a result, credit may be earned for one previously failed trimester. This opportunity is also available if students have changed course levels upon teacher recommendation.

School policy regarding course repeats includes the following basic principles:

- a) Students who fail a required course must retake the course or an approved substitute and earn credit, and
- b) No course is to be repeated for credit if credit was earned for the course previously.
- c) No grade will be deleted from the permanent record.

The school also recognizes two situations in which a course repeat may be required by faculty, even though credit was earned previously:

1. The first situation involves courses lasting more than one trimester. In order to be prepared for retaking a later segment in which no credit was earned, the student may be required to retake earlier trimesters even though credit was earned previously for these segments. If the course is retaken at a different performance level (e.g., Advanced rather than College Prep) as required by faculty, the student may receive credit a second time for segments in which credit was earned. When the course is retaken at the same performance level, credit is received only one time for any given trimester.
2. In very rare circumstances, a student may be required by faculty to repeat an entire year course in order to prepare for continuation in the study sequence, even though the student has received credit for the year. If the course is repeated at a different performance level (e.g., Advanced rather than College Prep) as required by faculty, the student may receive credit for each trimester retaken. If the course is retaken at the same performance level, no additional credit will be received. Students retaking a course for no credit must still carry at least six courses for credit each trimester. The no-credit course may be considered a sixth course only if the student's total earned credits exceed the minimum number of required credits.

## **Early Graduation**

We believe that the high school experience is tremendously valuable. Cretin-Derham Hall offers opportunities for personal and community learning experiences, which contribute to the student's intellectual, emotional, social and spiritual growth. These opportunities are designed specifically for young men and young women at every stage of high school education. Early graduation is considered only in exceptional circumstances.

To be considered for early graduation, a student must have earned a cumulative grade point average of at least 2.70. Applications for early graduation must be submitted no later than the fourth week of the first trimester of the junior year. The student must meet with a counselor to present a plan for early graduation. A committee comprised of a counselor, three department chairs and an administrator is established. The student and parent or guardian will discuss the request for early graduation with committee members. A decision will be made by committee members.

If permission for early graduation is granted, the counselor and student finalize a contract for the student to earn credit for all courses required by Cretin-Derham Hall prior to the agreed graduation date. This contract should include an option, which allows the student or the school to return to the original graduation date. It is the parent's responsibility to make appropriate tuition arrangements with the administration. Students who graduate early will not participate in the graduation ceremony or any of the graduation and senior year activities unless granted permission by the Principal.

## **Eligibility Standards: Participation in Athletics, Extracurricular/Co-Curricular Activities**

### **Mid-Trimester Eligibility**

Any student who is failing two or more credits on the Mid-Trimester Report Card becomes ineligible for participation in activities starting the Monday after mid trimester grades are officially posted. The student will remain ineligible for seven calendar days. At the end of seven days, if the student is passing all of the credits in question, eligibility will be restored. If at the end of this first week the student is still not passing all of the credits in question, he/she will remain ineligible for another seven days. This cycle will be repeated weekly until the student is passing all of the credits in question.

Once the student is passing all of these credits, the Athletic Director/Activity Director will be informed by the Guidance Department and eligibility will be restored. The student will then be monitored weekly by the Guidance Department for the remainder of the grading period. If any of the credits in question fall below the passing level (D-), the student will again become ineligible for the remainder of the grading period.

### **End of the Trimester Eligibility**

At the end of a trimester, any student who fails more than one credit will be ineligible to participate in any athletic or co-curricular activity. Ineligibility will start on the first day of the following trimester. The student will remain ineligible for seven calendar days while an academic plan is developed to make up the credit(s) in question. Eligibility may be revoked if the plan is not followed. Developing the plan will involve input from the student, Athletic Director/Activities Director, teacher, guidance counselor and parents. After seven calendar days, and once the plan has been developed and approved, eligibility will be restored. The procedures for yearlong and one-trimester courses are outlined below:

#### Loss of Credit in a Yearlong Class

If the credit lost is in a yearlong class, the student must maintain a grade of D- or better in this class for the entirety of the following trimester. The grade will be checked by the Counseling Office every three weeks (including mid-trimester). If the grade is listed as D- or better at these checks, the student will be eligible. If the grade is below D- at any of these checks, the student will be ineligible for the remainder of the trimester. Should the loss of credit be in the third trimester, the student must make up the credit in summer school, or in the following year's schedule.

#### Loss of Credit in a One-Trimester Class

If the student fails a one-trimester course, the student becomes ineligible until the appropriate replacement credit is added to his or her schedule. The grade will be checked by the Counseling Office every three weeks (including mid-trimester). If the grade is listed as D- or better at these checks, the student will be eligible. If the grade is below D- at any of these checks, the student will be ineligible for the remainder of the trimester.

If the credit lost is an elective credit, a replacement credit in the same department should be added to the schedule. The student remains ineligible until this is done. This class will be monitored in the same manner as described above. If there is no class to add in the same academic area, then the student's entire schedule will be monitored. At the grade checks, if any of the student's grades are below a D-, he/she becomes ineligible for the remainder of the trimester.

### **Academic Expectations**

- The high school academic record for each student begins with course work attempted in ninth grade. Credit is not awarded for courses completed prior to this time unless students have successfully completed, as a part of an accelerated elementary school program, a course at Cretin-Derham Hall.
- Cretin-Derham Hall accepts responsibility to provide an academic program that maintains a high standard of excellence. Students are expected to take advantage of their academic potential and to apply themselves the very best they can in the classroom. Students who underachieve or fail courses may be asked to leave Cretin-Derham Hall. We believe that an education at Cretin-Derham Hall demands that students accept responsibility to achieve their potential; therefore, if a student is not progressing satisfactorily towards graduation, he/she may be asked to leave.
- A grade of incomplete must be made up within three weeks of the last day of the trimester or the "IC" will become an "F". Exceptions may be made through consultation with the teacher and the Principal.
- Summer school course work may be mandated for students who have failed a course during the school year. Required summer school courses must be approved by the Guidance Department and/or the administration prior to enrollment if the student expects credit to be transferred to the Cretin-Derham Hall record. One trimester credit will be awarded for a passing grade in a semester course which has been approved by Cretin-Derham Hall. Continuation in a departmental sequence is subject to approval by the appropriate department.
- Aside from required summer course work, students are encouraged to participate in summer school

courses of their choice. Successful completion of such courses may be listed on the student's transcript as enrichment. Students who wish to transfer a summer school course for credit status must petition the administration for approval prior to the start date of the course.

- In addition to academic experiences offered by Cretin-Derham Hall, students often choose to participate in formal instruction or experiential learning programs offered by other educational institutions and by the community. While enrichment activities are strongly encouraged, graduation credits will not be awarded for these experiences. However, the student transcript may cite participation in such programs as evidence of personal initiative, commitment to learning, and involvement in community affairs.

### Grading

Grading policies are designed to facilitate maximum academic progress by every student at Cretin-Derham Hall. We encourage communication with parents/guardians, faculty, and students. Teachers send out progress reports at mid-trimester and at the end of each trimester. Parent/Teacher conferences are held three times a year during the 6<sup>th</sup> week of each trimester. Parents/guardians are encouraged to contact the teacher regarding their student's progress. Cretin-Derham Hall does not provide class rank as a part of the college application process. We honor all 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students with cumulative grade point averages of 3.67 and above at a reception in May. The top ten students in each graduating class who attended Cretin-Derham Hall for all four years, including a class valedictorian and class salutatorian will be recognized at commencement ceremonies.

### Weighted System for Grades

In addition to the College Prep level high school courses, some courses are offered at the Advanced and Honors level. Points are assigned for letter grades according to the following system:

**Grade Point Average Equivalent:**

<u>Letter Grade</u>	<u>Honors</u>	<u>Advanced</u>	<u>College Prep</u>
A	4.50	4.25	4.00
A-	4.17	3.92	3.67
B+	3.83	3.58	3.33
B	3.50	3.25	3.00
B-	3.17	2.92	2.67
C+	2.83	2.58	2.33
C	2.50	2.25	2.00
C-	2.17	1.92	1.67
D+	1.83	1.58	1.33
D	1.50	1.25	1.00
D-	1.17	0.92	0.67
F	0.00	0.00	0.00

An explanation of this system is given on the School Profile Sheet which accompanies each transcript. The School Profile Sheet or transcript will also include a guide for interpreting letter grades:

A= Excellent Academic Work  
 B = Above Average Academic Work  
 C = Average Academic Work

D= Below Average Academic Work  
 F = Failing Academic Work

## **Honors Courses**

Students must have a cumulative 3.25 GPA in that subject area to be admitted to or to continue in an honors course. Students earning a B- or less may be asked to move to a different level. Students below a 3.25 cGPA could be admitted to honors courses with a recommendation from their current teacher in that subject area.

## **Honor Roll**

An Honor Roll at the end of each trimester recognizes academic excellence shown by students.

- "The President's Honor Roll" is for students whose trimester GPA is 3.92 or higher.
- "The Gold Honor Roll" is for students whose trimester GPA is between 3.25 and 3.9199.
- "The Purple Honor Roll" is for students whose trimester GPA is between 3.17 and 3.2499.

## **Independent Study**

Independent course work involves study beyond the scope of courses already offered in the school's curriculum. Courses taken on an Independent Study basis require exceptional initiative and responsibility by a student. Course content is to be covered by the student as an independent learner who receives guidance from a faculty member. Three unexcused absences from agreed upon meeting times with the faculty member may result in failure of the course. Prior to beginning an independent study, the student and faculty member must complete and return the Independent Study Request Form available in the Guidance Office. This form must be returned to the Guidance Office at the end of the trimester with the student's grade recorded. *Any Independent Study designed to waive a required course is highly discouraged.*

## **Academic Integrity**

### **Overall Purpose**

As a Catholic high school committed to Christian values and academic excellence, we believe that success is grounded in personal and academic integrity. Being a part of a faith community, we apply our values to make decisions carefully and to discern responsibly what is honest, fair, and respectful.

### **Definitions**

Students are responsible for understanding what constitutes academic dishonesty and plagiarism.

Cheating is defined as misrepresentation of one's own work and/or taking credit for the work of another. Cheating includes, but is not limited to:

- Copying someone else's work or allowing someone to copy your work.
- Representing someone else's work or ideas, in part or in whole, as your own, or creating work for use by another person. A work need not be identical to the original to be considered plagiarism.
- Using any unauthorized aid, including online foreign language translators and "cheat sheets," on a test or other form of assessment.
- Sharing or receiving information about an assessment. This includes verbal, non-verbal, written, and electronic means of communication.
- Handing in work for which you already earned credit in another course.
- Employing others to do your work.
- Downloading, purchasing, or stealing materials or files without authorization.

### Note on Illegal Downloads:

Illegal downloads of any content, inclusive of music, video, text, images for personal or academic use is considered not only a serious ethical offense but is also an illegal action covered by piracy laws. We emphasize this offense in the Academic Integrity Policy because of the seriousness of the issue and it being incongruous with our mission and values. Under no circumstances should illegal downloading be done for school or personal pursuits or interests.

### **Consequences**

Since CDH censures all forms of academic dishonesty, all acts of cheating are treated equally (i.e., there is no differentiation between homework, papers, tests, etc.). These consequences are not limited to cheating in one class; they are cumulative. Consequences are intended to hold students accountable for their actions while educating them about integrity.

#### First Offense

- Zero credit for work.
- Teacher notifies parents/guardians and Dean of Students, who will meet with student and note incident in student's behavior file.
- Student must complete all parts of an online Ethics class developed by the LLC staff within 2 weeks of the violation.

#### Second Offense

- Zero credit for work.
- Teacher notifies parents/guardians and Dean of Students. Dean will set a meeting with the student, a parent/guardian, a Dean of Students, and the teacher, when appropriate.
- Student may lose credit for the class and/or may be put on a contract. Students who lose credit for the class are not eligible to change the F to a Pass with a C- or better in a subsequent trimester.
- Students who violate the policy by plagiarizing must participate in a minimum of three meetings with an assigned CDH mentor (typically LLC staff) to gain a greater understanding of what to cite and how to do it properly.

#### Third Offense

- Zero credit for work.
- Teacher notifies parents/guardians and Dean of Students.
- At the sole discretion of the Cretin-Derham Hall administration, the student may present his/her case in front of the Academic Review Committee composed of teachers and administrators as determined by the administration. The committee recommends consequences to the Administration, which may include loss of credit for the class, suspension, and/or dismissal from school.

### **Academic Lettering**

- Students in grade 10 with a cGPA of 3.67 and above receive a certificate.
- Students in grade 11 with a cGPA of 3.67 and above receive a pin and a certificate to receive a letter.
- Students in grade 12 with a cGPA of 3.67 and above receive a medal.

## **Pass/Fail Course Option**

Students must take at least six courses each trimester for a letter-grade; beyond the minimum six courses, the Pass/Fail option can apply. Juniors and seniors may choose to take a seventh elective course on a pass/fail basis. This does not apply to elective courses that fulfill the graduation requirements.

The student's Pass/Fail option must be declared officially by the tenth day of trimester classes, and the option may not be changed after this deadline. Written approval of teacher, parents, counselor and the principal is required.

A letter grade of " D- " or higher for a Pass/Fail course will be graded "Pass" and will earn one credit. A letter grade of "F" for a Pass/Fail course will be recorded as "F," with no credit awarded. An "F" for a Pass/Fail course does affect the student's GPA, while a grade of "Pass" does not.

## **Post-Secondary Enrollment Options Policy (PSEO)**

At Cretin-Derham Hall, the Post-Secondary Enrollment Options Program (PSEO) allows high school seniors to take college courses for both high school and college credit. The program provides curricular opportunities to students once they have exhausted the CDH course offerings in a particular subject area. Students may apply to the University of Minnesota and all of its branches, all of the Minnesota State Universities, Community Colleges, Technical Colleges, or any Minnesota private liberal arts college. College tuition, fees and textbooks are paid for by the State of Minnesota. Students in PSEO courses agree to share their academic, attendance and behavior records from the PSEO program with CDH. All CDH academic, attendance and behavior policies apply.

Students participating in this program are expected to be responsible, self-starting, and independent. Interested CDH students are required to contact Mrs. O'Connell in the CDH Guidance Office (651-696-3322) for more information and a complete orientation to the program.

## **Attendance**

Students are expected to attend school every day; they are expected to arrive on time in the morning and remain until dismissal time. Studies indicate a significant correlation between student absences and achievement. **Students must arrive at school by 11:00 a.m. to participate in co-curricular and athletic events, fitness center, and practices.** Students involved in athletics and activities must arrive on time to first period on the days of competitions and days following competition. In addition, students who are not in school on Friday may not participate in weekend competitions.

Assemblies are part of the school day. Attendance is required and appropriate behavior is expected. Inappropriate behavior during an assembly is as serious as inappropriate behavior during a class and will be dealt with by a Dean of Students.

Parent/Guardians may receive an automated voice message, email, or letter from the Deans' Office when there is an attendance issue. **If a parent/guardian is aware of a tardy or absence, they should contact the school to explain the absence. School personnel will determine whether the tardy or absence is excused or unexcused.**

## **Excessive Absence**

At five or more absences the school will determine appropriate interventions, which may include: detention, parent meeting and/or referral to the Truancy Intervention Program in the county in which

they live. In addition, **a student who misses five or more days per trimester for any reason may lose academic credit for that trimester.** A student who is absent fifteen or more days during the school year may lose credit or may not be allowed to return to Cretin-Derham Hall in the fall of the next academic year, or may not be allowed to graduate from Cretin-Derham Hall (if the student is a senior). The administration reserves the right to make exceptions to this policy. **When a student reaches five consecutive or non-consecutive absences for any reason, parents must contact the student's counselor or dean.**

### **Illness and Appointments**

If students are absent for the day because of illness, parents should call the Attendance Office at 651-696-3311 or email at [attendance@c-dh.org](mailto:attendance@c-dh.org) that morning between 7:00 a.m. and 9:00 a.m. Students who become ill after arriving at school must report to the Nurse's Office. Parents are contacted for permission to allow the student to go home.

Early dismissal and appointments during the school day for any reason are discouraged. If an appointment must be made during school time, students must present a note or email to the Attendance Office signed by a parent requesting early dismissal. Notes are due by 8:30 a.m.. The signed note is to include the phone number where the parent may be reached for verification. Telephone requests for early dismissal will be approved for emergency appointments only.

### **Planned Absence of More than One Day**

Cretin-Derham Hall recognizes that there are times when students must be absent from school. In such cases, students, in conjunction with their parents, must make arrangements with the school at least two weeks in advance of the planned extended absence. Inability to make up missed work, including lectures, discussions, and labs, may affect the student's final grade. These days of absence will be counted in the trimester and yearly total. To obtain permission for such an absence, a student must:

- Obtain a form from the Attendance Office and complete the required information.
- Inform each teacher of the planned absence. The form is signed by each teacher.
- Have a parent/guardian sign the form. Students and their parents/guardians take responsibility for the effect of an extended absence on the student's grades.
- Have an administrator sign the form and return the form to the Attendance Office.
- Without this procedure, absences may be considered unexcused.

### **State Tournament Attendance**

When Cretin-Derham Hall is a participant in State Tournaments during the school day, the administration will handle arrangements for attendance. Students are strongly discouraged from attending state tournaments and similar events during school time when Cretin-Derham Hall is not a participant. We may alter the daily schedule so that students have the opportunity to attend state competitions when CDH teams participate in the following sports:

- **Fall:** Football, Soccer, Volleyball
- **Winter:** Basketball, Hockey, Wrestling
- **Spring:** Baseball, Softball, Boys and Girls Lacrosse

We will honor the written request of parents/guardians to release individual students when CDH is competing in the following sports:

- **Fall:** Cross Country, Swimming, Tennis
- **Winter:** Alpine Skiing, Swimming, Gymnastics, Wrestling, Dance Team
- **Spring:** Golf, Tennis, Track and Field

## **Tardy to Class**

All students will be in their assigned places when the bell rings to begin the period. When students are punctual, a better learning environment exists. Tardies will be recorded by the teacher except during the beginning period of each day when a student must check in at the attendance office before going to class. If a parent/guardian is aware of a tardy, they should contact the school to explain the tardy. School personnel will determine whether the tardy is excused or unexcused. Students who come to school after 8:15 a.m. must report to the Attendance Office. The tardy will be recorded and an admit slip will be issued to the student. An admit slip does not excuse the tardiness.

A student who arrives after 8:35 am on a regular start day, or misses more than 20 minutes of any class period will be considered absent and a one-hour detention will be issued.

Three tardies to class or to school result in a student being issued detention. A student will receive an additional 30 min. of detention for each incident of tardiness after the third tardy during each trimester. Once a student reaches six tardies to class or school in a trimester, he or she will be issued a Saturday detention for each additional tardy. Three unexcused tardies to any class period will equal an unexcused absence. In addition, three unexcused absences may result in a failure and the student being dropped from the class.

## **Unexcused Absences**

Students are expected to attend all classes, study halls, lunch periods and other scheduled activities. Unexcused absence from school or any part of the school day is truancy. The consequences for truancy are: detention in the amount of time the student was truant, and assignment of an unexcused absence for classes missed. Parents may be contacted. Note: Oversleeping is not an excused absence.

Consequences for repeated truancy may include: additional detention time, an attendance contract that is signed by the student, his or her parents/guardians, and an administrator, loss of academic credit, and/or dismissal from school and a referral to appropriate law enforcement agency (i.e., Ramsey County Attorney's Office Truancy Intervention Program).

Three unexcused absences from any class may constitute failure and the student may be dropped from that class.

## **Senior Skip Day**

Cretin-Derham Hall neither sponsors nor approves of a Senior Skip Day. Days absent from school for such an event will be unexcused and students will not be allowed to make up any work done during classes that day. All consequences for unexcused absences will apply. A parent/guardian call or note does not excuse an absence on senior skip day. The only excused absences will be with a doctor's note or a previously completed travel permit.

## **Student Behavioral Expectations**

By being created in the image and likeness of God, every human being has inherent dignity. This fundamental principle pervades Catholic tradition and is the basis for the policies presented in the student handbook. As human beings created by God, we must respect ourselves, one another, and creation. This genuine respect is based on what is common among human beings—inherent dignity—and what is different among them—ability, age, body type, economic status, ethnicity, gender, race, religion, and

sexual orientation. Respect of one another amidst apparent differences is especially important. Finally, as stewards of God's creation, it is our responsibility to care for and respect all living things, including the earth and its resources. The topics and policies set forth in the student handbook are intended to guide Cretin-Derham Hall students through the daily and practical situations where respect of self, others, and creation is the cornerstone of our Catholic school.

### **Behavior On / Off Campus**

Whether on or off campus and/or during summer months and school vacations, any behavior detrimental to the values and reputation of Cretin-Derham Hall may be subject to disciplinary review and actions.

Although Cretin-Derham Hall is a closed campus, we are an integral part of the local neighborhood. Students are expected to follow the same rules of conduct in the neighborhood as they do on campus. Disrespect, littering, loitering, loud music, smoking, etc. will not be tolerated in the neighborhood.

### **Cellular Phones and Other Electronic Devices**

No cell phones, or other similar devices are allowed during the school day. All devices must be stored in the student's locker during the school day. Devices that are not stored in lockers will be confiscated and turned in to the Deans' office.

Consequences for violating this policy are as follows:

- **First violation:** student must submit his or her electronic device to the Deans' Office for the duration of the school day for five days.
- **Second violation:** student must submit his or her electronic device to the Deans' Office for the duration of the school day for one month (not including school vacation days).
- **Additional violation(s):** may result in forfeiting the privilege of bringing any electronic device to school, parent/guardian conference, the student being placed on contract, detention time, and/or dismissal.

In addition, all electronic recordings created with the device must comply with CDH policies, State and Federal laws, and must reflect CDH mission and values. CDH prohibits secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. CDH policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (See CDH Harassment Policy). CDH policy also prohibits harassment and bullying (Harassment Policy) in all forms.

### **Chemical Policies and Procedures**

#### **a. Alcohol and Other Drug Use**

*Cretin-Derham Hall Policy on Alcohol and Other Drug Use supersedes, where inconsistent with, the MSHSL Bylaws on Chemical Eligibility.*

Due to a high level of concern for the general wellbeing of the students, for their protection from the harmful effects of Alcohol and Other Drugs, and out of concern for the safety and reputation of the entire Cretin-Derham Hall community, the following policy and procedures have been adopted for violations of use on- or off-campus.

Possession and/or use of, or being under the influence of alcohol and/or other drugs by students in any form (except by prescription) is not permitted on campus, in the general vicinity of the school, before, during or after school, or at a school-sponsored activity. **Any student who consumes, possesses, sells, supplies, gives away, distributes or is under the influence of alcohol and/or other drugs during school hours may be subject to immediate dismissal.**

Definitions of Terms: To better understand this Policy, we have provided the following positions and definitions.

- **Alcohol:** includes any alcoholic beverage.
- **Alcohol and Other Drug Use:** includes to use or be under the influence of alcohol and/or controlled substances.
- **Documentation:** the confirmation of a violation of this policy, which includes, but is not limited to, self-report, parent report, police report, media coverage, electronic media picture(s), school official or other public official report.
- **General vicinity of the campus:** includes any part of the Cretin-Derham Hall building, Christian Brothers' residence, athletic fields or any school premises including parking lots, and the Safe and Drug Free Zone, which is a distance of 300 feet or one city block, whichever distance is greater, beyond the school property.
- **MSHSL:** is the Minnesota State High School League, which governs participation in CDH athletic and fine arts activities.
- **On Campus:** includes use that takes place in the **general vicinity of the campus.**
- **Other Drugs:** includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana and synthetic marijuana, designer, club drugs, inhalants, anabolic steroids, Bath Salts, illegal use of prescription drugs, Over-the-Counter drugs and/or products used for the purpose of altering mood, or any other controlled substance as defined in Schedules I–V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and “look alike” or simulated drugs.
- **Possess:** means to have on one's person, in one's effects, vehicle, clothing, locker, backpack or in an area subject to one's control.
- **School-Sponsored Activities Off Campus:** includes any school-owned vehicle or any vehicle used to transport students to and from school activities; property at any school-sponsored or school-approved activity event or function, including, but not limited to, field trips, retreats, service, school-sponsored trips or Co-Curricular / Athletic events.
- **School Year:** All CDH policies are enforced year round and are cumulative throughout the four-year course of study, beginning at the time a student completes all appropriate admissions and registration materials.
- **Steroids and Supplements:** includes any performance-enhancing nutritional supplements. In order to minimize the health and safety risks to students, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply or recommend the use of any drug, medication or food supplement except when the student is under the care of a doctor and only as prescribed. Even natural substances in unnatural amounts may have short-term or long-term negative health effects. Students should not use creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements as defined by the World Anti-Doping Agency (WADA) [www.wada.ama.org](http://www.wada.ama.org) except when the student is under the care of a doctor and only as prescribed by the medical professional and manufacturer's recommendations.
- **Supply:** includes to sell, buy, give away, transfer, or dispense alcohol or any illegal controlled or mood-altering substance, or host a gathering in which alcohol or any

illegal controlled or mood-altering substance is knowingly present.

#### Policy Procedures:

- **Breathalyzers and saliva based drug tests:** may be used, and/or parent(s)/guardian(s) called, if there is any suspicion of a student being under the influence of alcohol or drugs during school hours or at school events. Refusal by the student to submit to a breathalyzer or saliva based drug test will be considered a violation of the Alcohol or Other Drug Use Policy and subsequently, those consequences will apply.
- **Eligibility:** means a student must be fully enrolled, in good standing and a bona fide student of Cretin - Derham Hall. A student who is under penalty of exclusion, expulsion or suspension, or whose character or conduct violates the MSHSL Student Code of Responsibilities and/or the CDH Code of Conduct, is not a student in good standing, and therefore shall be ineligible for a period of time as determined by the administration. MSHSL eligibility consequences must be served within one school year. Students are ineligible to participate in MSHSL or CDH Co-Curricular activities during a suspension. Athletic/Co-Curricular eligibility consequences begin when the student returns to school and is in good standing as defined in the MSHSL Student Code of Responsibilities.
- **Searches:** Administrators reserve the right to make periodic locker checks and searches; backpacks, purses, electronic devices, and anything else a student brings on campus are also subject to search. In addition, at random times throughout the school year, trained dogs will randomly search areas of the CDH campus, including the Safe and Drug Free School Zone. If chemicals are found in or on a student's personal property including, but not limited to, items found in a school locker, backpacks, purses, jackets, coats, or vehicles, CDH's Alcohol and Other Drug Policy will be enforced and law enforcement may be contacted.
- **Seeking Help:** Parents/students may seek out help and support regarding tobacco, alcohol and other drug use concerns from the school's guidance staff or Chemical Education Counselor. If a student does not have a violation and seeks help for a chemical, drug, and/or alcohol use problem, no disciplinary action will be taken at that time. Disciplinary action will be taken if a student violates the policy or if the school receives notification of use.
- **Urine Analysis (U.A.):** At the discretion of the school administration, a student may be required to submit to an immediate urine analysis at CDH, or a parent/guardian will be called to bring the student to be tested at a facility designated by the administration within 45 minutes of the request. Refusal by the student to provide a U.A., or submission of an altered U.A., will be considered a violation of this policy, and the appropriate Alcohol or Other Drug use consequences will apply.

#### Police and/or Other Verified Reports of Alcohol or Other Drug Use:

This includes any documented off campus reports received from police or other reliable sources regarding parties/gatherings or driving violations. This policy is enforced year-round during a student's tenure at CDH. When documentation (see definition) is received indicating that an alcohol and/or other drug violation has taken place off campus, the following steps will be taken:

#### **First Offense:**

1. A Dean of Students will contact parent(s)/guardian(s) of the student and schedule a meeting involving the student, parent(s)/guardian(s), a Dean of Students, and CDH's chemical health counselor to discuss next plan of action.
2. The student will be expected to participate in the CDH Chemical Health Program, which includes an initial substance use assessment with CDH's chemical health counselor, weekly

or bi-weekly individual sessions with the chemical health counselor for the duration of the school year. Participation in the Insight Workshop may be expected. The Insight Workshop meets for four hours on a designated Saturday. If a student is expected to attend the workshop, they will be informed in advance and a letter will be sent to parents. The Insight Workshop is an early intervention, prevention group for students who may be struggling with alcohol and/or drug issues. Through group discussions, contemporary films, awareness exercises and guest speakers the workshop addresses ways for students to direct their life without alcohol and drug use, find healthier social outlets, learn positive decision making tools, problem solving skills and increase self-awareness.

3. A student may be required to undergo random alcohol and drug screens, and submit results to the chemical health counselor.
4. At any time, a recommendation for further evaluation at an outside agency may be required. Parents are expected to make arrangements for this assessment and the results must be shared with the school. Failure to obtain this evaluation and share the findings and recommendations may result in dismissal from Cretin-Derham Hall.
5. The student must complete a minimum of 30 hours of community service within 90 days of the date of the parent-school conference. The community service hours should be documented and include a contact name and phone number for the school administrator if verification is needed. Forms are available in the Deans' Office.
6. Students who participate in CDH co-curricular and/or athletic activities must meet with the Activities Director and/or Athletic Director to receive additional required consequences as outlined in the handbook. Students not involved in CDH co-curricular and/or athletic activities will discuss any additional consequences with the Deans.
7. If a student has a chemical violation, he/she may be denied participation on a school trip. Advisors/chaperones of the trip have the authority to deny a student's participation on the trip.
8. Failure to attend weekly meetings or to complete all of these steps within 90 days may result in additional consequences, including dismissal from Cretin - Derham Hall.

### **Second Offense:**

1. Follow steps #1-7 outlined above.
2. The student will be required to complete a full chemical assessment by an outside agency. The results of the assessment must be shared with Cretin-Derham Hall and the student must agree to follow any recommendations made in the assessment. Failure to do so may result in dismissal from Cretin-Derham Hall.
2. The student will be required to attend an approved diversion or chemical awareness program and provide documentation of attendance to a Dean of Students within 90 days.
3. Additional consequences for a second offense of this policy, on or off campus, may include, but are not limited to, probation, or dismissal.

**Third Offense:** The consequences of a third offense of this policy, on or off campus, is that the student presents her/his case in front of a committee composed of the Principal, a Dean of Students, a counselor and two teachers selected by the administration. The committee determines consequences, which may include a contract, suspension and/or dismissal from school

### School-Sponsored Activities On or Off Campus Policy

This includes violations that occur on or off campus, in any school-owned vehicle or in any other vehicle used to transport students to and from school activities; off school property at any school-

sponsored or school-approved activity, event or function, including, but not limited to, field trips, retreats, service, school-sponsored trips or Co-Curricular/Athletic events.

When documentation is received indicating that an alcohol and/or other drug use violation has taken place on campus or in the general vicinity of campus, or off campus on a school sponsored activity, the following steps will be taken:

**First Offense:**

1. The student may be suspended for up to three (3) days out of school. Students will be sent home in the care of their parent(s)/guardian(s). Students are ineligible to participate in MSHSL or CDH Co-Curricular activities during a suspension. Athletic/Co-Curricular eligibility consequences begin when the student returns to school and is in good standing as defined in the MSHSL Student Code of Responsibilities.
2. The incident may be reported to law enforcement, as appropriate.
3. The student will be readmitted only after participating in a parent-school conference involving the student, parent(s)/guardian(s), a Dean of Students, and a guidance counselor. The results of the conference could be a recommendation that the student obtain a professional chemical dependency evaluation. The parent(s)/guardian(s) and the student must agree to release the results of the evaluation to the school. Failure to obtain an evaluation or to follow the recommendations of the agency and/or conference may result in automatic dismissal from Cretin-Derham Hall.
4. See Steps #2-9 under "Police and/or Other Verified Reports of Alcohol or Other Drug Use, First Offense."

**Second Offense:**

1. See Steps #1-4 outlined above.
2. Additional consequences for a second offense of this policy, on or off campus, may include, but are not limited to, probation, completion of an outside assessment, or dismissal.

**Third Offense:** The consequences of a third offense of this policy, on or off campus, may result in immediate dismissal.

**Students found distributing or selling alcohol, or other illegal chemical substances on or off campus, will be subject to suspension, social contract or dismissal from Cretin-Derham Hall.**

**b. Co-Curricular / Athletic Eligibility Consequences**

Students participating in Co-Curricular and/or Athletic activities at Cretin-Derham Hall are held to high standards and will demonstrate respectful and responsible behavior at all times for continued participation. Cretin-Derham Hall will follow the MSHSL penalties for Chemical/Alcohol/Tobacco and Harassment Violations. The rules outlined below apply to *all* CDH activities and athletics, including those that are not MSHSL-sponsored activities.

*CDH has rules in addition to the MSHSL policy that will be enforced.* Further, a team/group/club, in conjunction with the coach/advisor, may increase the severity of the penalty or suspend a student for the season. The coach/advisor shall clearly communicate any additional consequences to parents and students prior to the season. Individual groups and teams may have expectations that go further than the MSHSL rules. See moderators/coaches for specifics.

Student participants understand that eligibility rules apply twelve (12) months of the year, beginning when he/she registers to attend CDH, whether he/she is currently participating or not.

### General Eligibility

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, whose character or conduct violates the Student Code of Responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal.

### Student Code of Responsibilities

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:<sup>SEP</sup>1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.<sup>SEP</sup>2. I will be fully responsible for my own actions and the consequences of my actions. 3. I will respect the property of others.<sup>SEP</sup>4. I will respect and obey the rules of my school and the laws of my community, state and country. 5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

### Penalties

**First Violation:** After confirmation of the first violation, the <sup>SEP</sup>student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

**Denial Disqualification:** A student shall be disqualified <sup>SEP</sup>from all inter-scholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

### Additional Information Related To All Offenses:

- During the ineligible period, a student must still attend practices, support the team, and participate to the fullest extent possible.
- A student must be in good standing, and able to be placed in the game, meet or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc. are not able to be placed in a game, meet or contest and are therefore not able to count those contests toward the penalty).
- If a student is not on the original sign-up sheet for a sport or co-curricular organization the first

day of practice or meetings, the student may not sign-up for a sport or co-curricular organization if it has been determined that a MSHSL Eligibility violation has occurred.

- Penalties for Co-Curricular Activities vary based on the nature of the activity and whether the activity is linked to an academic course; however, penalties align with the above rules to the extent possible. Details are outlined [here](#) and are available in the Activities Director's Office.
- Penalties shall be progressive and consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.
- The student must complete the full season of practices and eligible contests/events in which he/she is serving the eligibility consequences in order to be eligible for the next season of competition. If the student does not complete the full season of practices and eligible contests/events, the penalty must be served in its entirety the next season of competition. Partial completion of consequences does not count toward another season unless the season ends. If an injury occurs, the student must complete season participation as a team member, as defined by the coach, in order to complete their loss of ineligibility consequence.
- If the loss of eligibility is not completed by the end of the athletic/co-curricular season, the remaining portion of the loss of eligibility will be carried over into post-season athletic/co-curricular competition. Loss of eligibility will be carried over into the next athletic/co-curricular season of participation if the ineligibility period is not completed with additional post-season competition. (See [the list](#) of Athletic/Co-Curricular opening season dates and last dates to join if applicable).
- Students must serve an athletic and activity consequence if involved in both. Consequences may be served concurrently. Consequences will be served during the current season, or the next season of competition for one calendar year from the date of the violation.
- If a student is involved in two sports and/or co-curricular activities during a season, the penalty will be applied to both sports/activities and can be served concurrently.
- If a student is transferring to Cretin-Derham Hall and has a violation at their previous school, this violation must be served during his/her enrollment at Cretin-Derham Hall, prior to participating in CDH activities.
- Fair Hearing Procedure: A student or parent wishing to contest a school's determination of ineligibility for a student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision is final.

#### **c. Safe & Drug Free Zone**

Cretin-Derham Hall school grounds and property are drug free zones. Signs are posted around the campus indicating the Safe & Drug Free School Zone. Posted areas are subject to search by CDH personnel and/or Metro Canine Detection Services.

#### **d. Nicotine/E-Cigarette Policy**

*The CDH Nicotine/E-Cigarette policy supersedes, where inconsistent with, MSHSL Bylaws on Chemical Eligibility.*

Cretin-Derham Hall is a nicotine-free school. **Nicotine** includes any kind or form of tobacco, nicotine products, e-cigarettes, cigarettes, cigars, chew, snuff, plugs, etc., prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices. The use or possession of nicotine in any form by students is not permitted on the school grounds or in the general vicinity of the campus. The use or possession of nicotine is not permitted at any off-

campus school sponsored events, such as, but not limited to, athletic events, dances, graduation, retreats, school trips, etc. This policy also addresses off-campus underage nicotine use violations. Consequences for a violation of this policy are as follows:

### **First Offense**

1. Have their parent(s)/guardian(s) notified by a Dean of Students. Students may be suspended for up to two days. Because it is possible for students to use illegal substances in e-cigarettes, students caught using e-cigarettes will be required to complete a professional drug screening. The results of this screening must be shared with Cretin-Derham Hall and the student must agree to abide by all recommendations made. An appointment for the drug screening must be made before the student can return to school. The drug screening must be completed within one week of the violation.
2. Participate in a minimum of two meetings with an the CDH chemical health counselor, who may recommend an outside assessment. Failure to attend these meetings, or to get and share the results of an assessment with the school, will result in additional consequences.
3. Be assessed for the appropriate CDH Athletic / Co-Curricular “eligibility consequences” defined in this policy.

### **Second Offense**

1. 1. May be suspended for up to 3 days. Because it is possible for students to use illegal substances in e-cigarettes, students caught using e-cigarettes will be required to complete a professional drug screening. The results of this screening must be shared with Cretin-Derham Hall and the student must agree to abide by all recommendations made. An appointment for the drug screening must be made before the student can return to school. The drug screening must be completed within one week of the violation.
2. Be assigned 30 hours of community service to be completed within 90 days. The community service hours should be documented and include a contact name and phone number for a Dean of Students.
3. Be required to complete a tobacco/nicotine awareness/smoking cessation program approved by the Deans of Students. Documentation of completion of this program must be provided in writing to the Deans of Students within 30 days of parent notification of the offense.
4. Additional consequences as assigned by a Dean of Students.

**Third Offense:** Consequences may include suspension, being placed on contract, further chemical treatment, additional community service, and/or dismissal from Cretin - Derham Hall.

### **Procedures for Students with Head Injuries / Diagnosed Concussions**

When a student sustains a head injury, it is essential for the student, parents/guardians, school nurse, athletic trainer, school counselor, and teachers to communicate, and work together during the recovery process. The purpose of this policy is to provide a guideline for concussion management at Cretin-Derham Hall, knowing that each case must be managed individually.

- If a student sustains a head injury while participating in CDH athletics, and the athletic trainer is present, the athletic trainer will perform the initial assessment, and contact the student’s

parents/guardians. Pending assessment, the athletic trainer may refer the student to an appropriate health care provider for further evaluation and treatment.

- If a student sustains a head injury, but is not participating in CDH athletics, the parents/guardians should schedule an appointment with an appropriate health care provider, and contact the school nurse.
- In order to receive accommodations from the school, the following items must be on file. Both are available on the CDH website, if a similar form is unavailable through the diagnosing provider/clinic.
  - Medical Clearance Form (for students participating in CDH athletics)
  - Temporary Academic Accommodations Form for concussions (for students requiring accommodations during school)
- When these items are on file with the school nurse, and/or the athletic trainer, the student's school counselor and other necessary CDH staff will be notified.
- If academic accommodations are in place, the school counselor will meet with the student to review his/her accommodations and to discuss expectations for class. The school counselor will also communicate the accommodations to the student's teachers.
- The student will follow up with the athletic trainer, school nurse, and/or school counselor in order to monitor symptoms, review academic accommodations, discuss any future appointments with health care providers, and/or discuss return to play in CDH athletics.
- If an outside health care provider was first to diagnose the concussion, the school must receive documentation from this provider clearing the student to begin a return-to-play progression for CDH athletics. The return-to-play progression will be established, and monitored by the athletic trainer in accordance with the Minnesota State High School League. The progression includes, but is not limited to the following:
  - Physical and cognitive rest
  - Light aerobic activity
  - Moderate, sport-specific activity
  - Heavy, non-contact activity
  - Full contact practice
  - Competition
- A post-injury ImPACT test will also be administered by the athletic trainer as part of the return-to-play progression before returning to full competition in CDH athletics.
  - CDH provides baseline ImPACT (Immediate Post-Concussion Assessment & Cognitive Testing) for student-athletes prior to each sports season. ImPACT is an online test administered by the athletic trainer, and scheduled for students participating in football, soccer, basketball, hockey, and lacrosse. Individual students may also schedule testing with the athletic trainer. It is strongly encouraged that CDH student-athletes complete a baseline test every other year, as it is an effective tool to assist in the return-to-play process.
- The final step will be for the CDH athletic trainer to clear a student-athlete. To resume full participation in his/her sport, the student will initiate a meeting with his/her school counselor. The school counselor will create an academic plan to help the student complete any outstanding classwork. Students not involved in athletics will continue academic accommodations as prescribed by their doctor.

## **Dance Guidelines**

By purchasing a ticket to a dance, students agree to abide by these guidelines:

1. Dances will start at 8:00 PM and end promptly at 11:00 PM unless otherwise advertised.

2. All students planning on attending a dance must arrive no later than 9:00 PM. Students arriving after 9:00 PM will not be allowed to enter for any reason. Students are free to leave the dance at anytime; however, if they leave, they are not allowed to return to the dance.
3. Students will need to show their school identification card to be admitted to dances.
4. Dances are for enrolled Cretin-Derham Hall students only. Occasionally there are dances that guests may attend. All guests must be registered in advanced. Guests must be a high school student or one year out of high school. The Cretin-Derham Hall student accepts responsibility for the guest's behavior. Dance registration forms are available in the Main Office. Any student who has been expelled, or withdrawn from CDH for disciplinary reasons, may not attend CDH dances, even as a guest of a current CDH student.
5. Purses, bags, and jackets must be turned in to the coat check during the dance, and are subject to search.
6. All students and guests may be breathalyzed as they enter the dance. If a student tests "positive," his or her parent(s)/guardian(s) will be contacted, and a responsible adult will be required to pick up the student. St. Paul Police Officers and Cretin-Derham Hall personnel supervise all dances. If a student is in violation of MN stat. 340A.503 regarding the consumption of alcohol, a ticket may be issued and the school policy on chemical issues will be enforced. Refusing to undergo a Breathalyzer is an automatic chemical violation.
7. Students will not be admitted to school dances if they are not dressed appropriately. The adult supervisors at the dance will make a determination of "appropriate."
8. Students may not wear sunglasses, masks or other face coverings at dances.
9. Dress codes for semi-formal and formal dances, such as homecoming and prom, are exceptions; however, appropriate dress is still expected.
10. Students will not be allowed to dance in a suggestive or profane manner. Displays of intimacy and affection, which contain a suggestion of sexual movements, even between consenting individuals, are inappropriate to the dance environment. If inappropriate dancing occurs, the music will be stopped and a Dean will make an announcement. If inappropriate dancing continues, lights will flash. A third warning will be to increase the lighting in the gym and a fourth warning will be full lighting in the dance area. Students are welcome to stay at the dance, but the lights will remain on for the remainder of the dance.
11. Cretin-Derham Hall reserves the right to censor any music that is deemed inappropriate, profane, or promoting illegal activity.
12. Students will be removed from the premises for displaying behavior or clothing that is deemed by the supervisors to be inappropriate.
13. A violation of any of the above may result in other school consequences.

## **Disciplinary Interventions**

Every disciplinary intervention is meant to encourage a change of attitude and/or behavior.

### **a. Contracts**

Academic Contract: Students are placed on an academic contract when they are not working up to their academic potential and /or not progressing towards the requirements for graduation as outlined in the Curriculum Book. The terms of the academic contract are based upon a counselor's recommendation. Failure to adhere to the terms of the contract may result in dismissal from Cretin-Derham Hall. Students who are not making progress towards graduation may be asked to leave Cretin-Derham Hall.

General Contract: Students are placed on a general contract for attendance or disciplinary reasons. Details of the contract are determined by a Dean of Students. The contract is reviewed at the end of each trimester. If a student successfully completes the probation period, the student is reinstated in good standing. A student who violates the terms of the contract may be subject to dismissal, as determined by the Deans of Students.

Social Contract: Students may be placed on social contract when they violate Cretin-Derham Hall policies. Students may not participate in or attend extracurricular activities such as dances, plays, athletic events, concerts, or other school sponsored activities, or publicly represent Cretin-Derham Hall during this probation period.

**b. Detention**

Students receive detention for minor disciplinary infractions. Detentions must be served on the day of a violation. All detention hours are assigned by the Deans of Students. Detention is held each day from 3:00-3:30 pm and from 8:00-11:00 a.m. on the first and third Saturdays of each month. Student athletics, activities and jobs are not excuses for missing detention, however faculty members may require students to attend academic support or tutoring. Students may not attend any athletic or co-curricular practices or contests until all detention is served. Missed detentions will result in increased detention time.

**c. Dismissal from Class**

If a student is dismissed from a class because of disruptive or disrespectful behavior, the student must report to the Deans of Students' Office. A Dean will determine appropriate consequences. To be reinstated to class, a meeting with the student, teacher and a Dean of Students may be required. If a second dismissal from the same class occurs, the student will not be admitted to class until a conference is held with a Dean of Students, the teacher, and the student's parent(s)/guardian(s).

A student who is dismissed permanently from any class for serious reasons may lose credit for the class. A meeting with the student, parent(s)/guardian(s), teacher, and a Dean of Students will follow.

**d. Dismissal from Cretin-Derham Hall**

Students may be dismissed for serious offenses, violation of probationary status, academic performance below the student's potential, and/or repeated disciplinary infractions. Cretin-Derham Hall may follow any of the procedural steps listed below relating to a proposed dismissal as it deems appropriate under the circumstances:

- Provide information regarding the basis for the proposed dismissal to the student and/or the student's parents/guardians, which may be done orally or in writing;
- If doing so does not jeopardize the safety or well-being of the individual, the school may be legally required to disclose the identity of persons providing information about the basis for the proposed dismissal;
- Allow the student and/or the student's parents/guardians to review physical or digital materials relating to the basis for the proposed dismissal;
- Arrange a meeting between the student, the student's parents/guardians, and a Dean of Students to allow the student and the student's parents/guardians an opportunity to provide information to rebut the basis for the proposed dismissal. When appropriate, the Dean of Students may consult with other administrators, including the principal;

- Possible review of the dismissal determination by the President;
- Suspend the student while the proposed dismissal is under consideration by Cretin-Derham Hall;
- If it is determined that dismissal is not supported, arrange a meeting between the student, the student's parents/guardians, and the Dean of Students and/or Principal to discuss the terms and conditions of the student's return to school.

Students who are dismissed from Cretin-Derham Hall may not be on the Cretin-Derham Hall campus without prior written approval from a member of the administration. This includes all athletic and co-curricular events as well as dances (on or off campus).

**e. Suspension**

Suspension is a warning to students and parents that the behavior exhibited is unacceptable and that if it continues it may lead to dismissal. Suspension may also be necessary to remove the student from the school to ensure the safety of the school community. Students involved in serious or repeated disciplinary infractions may be suspended, in-school or out-of-school. Parents will be notified of a suspension, and a conference will be held if necessary. Students are expected to complete any assignments that are missed during the suspension period and credit will be given.

**f. Discipline Review Board**

CDH administration, in its sole discretion, may convene a disciplinary review board for serious discipline infractions. This board will consist of teachers and administrators as determined by the administration.

**g. Procedures**

The disciplinary procedures set forth in this handbook are intended as general guidance policies. Any step in the procedures may be bypassed or modified at the sole discretion of the administration.

**Eighteen-Year-Old Students**

Any student who has reached the age of 18 is required to comply with all rules and policies outlined in the handbook. During the time a student is enrolled at Cretin-Derham Hall, he/she will reside at home with his/her parents or a guardian who is mutually acceptable by the parents and by the school administration.

**Fighting**

Any students involved in a fight on or off campus involving physical contact and/or intense verbal exchange may be suspended or dismissed from Cretin-Derham Hall. Students may also be required to meet with appropriate staff for conflict resolution.

**CDH Harassment Policy**

The mission and values of Cretin-Derham Hall are anchored in the fundamental principles of Catholic Social Teaching, i.e., that every person is created in the image and likeness of God and is deserving of respect and safety. In this context, Cretin-Derham Hall is committed to providing a learning environment free from harassment including but not limited to race, religion, gender, ethnicity, body type, ability, age, sexual orientation, or other incidents deemed to be harassment by the administration. Any student,

faculty, or staff person who undermines the inherent dignity and threatens the safety of another person is not simply in breach of this policy, but also violates the basic tenets of the Catholic faith community.

Harassment is determined by the administration (Principal, Assistant Principal, Dean of Students) not the intentions of the one who has been accused, whether the act is verbal, written, physical, sexual, psychological or cyber. Harassment includes, but is not limited to, unwanted and unwelcome words, actions, gestures, or symbols that make the recipient feel uncomfortable. Harassment also includes offensive, threatening or intimidating speech or actions made toward another person(s) or through a third party.

Harassment may include, but is not limited to, the following:

- **Abusive Relationships:** any relationship involving any type of harassment by an individual or group toward another individual or group, regardless of whether requests to cease such contact have been made. This includes contact that occurs both in and outside of school. Cretin-Derham Hall reserves the right to interview students, involve students in a counseling process, contact parents, and require students to participate in a contractual process which may include, but is not limited to, on-going participation in groups, no contact contract, and one-to-one counseling. If deemed necessary or required, appropriate legal authorities may be contacted. School administration also reserves the right to refuse attendance to students not abiding by these provisions.
- **Cyber bullying/Cyber Harassment:** when a student or adult is tormented, threatened, humiliated, embarrassed, intimidated or otherwise harassed by another using any type of electronic media, including, but not limited to, the internet, interactive and digital technologies or phone. Behaviors include cruelty, taunting, name calling, put-downs, intimidation, slander and posting of threats of any kind toward another person or group, whether it occurs in or outside of school. This form of harassment includes, but is not limited to, flaming, denigration, impersonation, outing and trickery, posting inappropriate images of self and others, and/or cyber stalking.
- **Hazing:** any activity undertaken by a student or group of students towards another student or group of students with the sole purpose of “initiation” into Cretin-Derham Hall, a student organization, or a team. This includes, but is not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a “rite of passage.”
- **Physical:** physical force or touch that is unwanted, that shames, hurts, alienates, threatens, intimidates or attacks another person. This form of harassment includes, but is not limited to, stealing another’s possessions and damaging or destroying another’s property.
- **Psychological:** humiliating or abusive behavior that lowers a person’s self esteem or causes him/her torment or emotional harm. This can take the form of verbal or written comments, actions or gestures.
- **Racial:** the harassment of an individual or a group because of their race or ethnicity.
- **Religious:** the harassment of an individual or group because of their religious beliefs and/or practices.
- **Sexual:** physical, psychological, or any behavior that offends, shames, taunts, hurts, threatens, intimidates, dismisses, and ultimately violates the gender, sexual identity, or sexual orientation of another person. This form of harassment includes, but is not limited to, unwanted sexual advances, sexual gestures, sexual jokes, sexual comments, sexual symbols, inappropriate questioning, unwanted and unwelcome touching, inappropriate remarks about one’s clothing, body type, gender, orientation, or sexual activity, displaying pornography, and/or promoting rumors of a sexual nature.

- **Gender Harassment:** is a form of sexual harassment that consists primarily of repeated comments, jokes, actions, and innuendos directed at a person or group because of their gender or sexual orientation.
- **Sexual Abuse:** physical, psychological and other behavior that abuses the gender, sexual identity, or sexual orientation of another, especially a child or vulnerable adult, by any person responsible for their care (cf. Minnesota Criminal Sexual Conduct Code).
- **Sexual Exploitation:** sexual, physical and/or emotional contact between an adult member and a student, regardless of who initiated the contact (the employee or the student) (cf. Minnesota State Laws and Statutes).
- **Verbal:** face-to-face interaction using offensive speech, i.e., taunts, name calling, put-downs, intimidation, slander and threats of any kind toward another person or group. This form of harassment includes, but is not limited to, offensive speech made toward another through a third party.
- **Written:** written statements that offend, taunt, name call, put down, intimidate, slander or threaten another person or group. This form of harassment includes, but is not limited to, written statements made toward another through a third party (cf. Cyber bullying).

#### Reporting Harassment:

Cretin-Derham Hall seeks to provide a safe and respectful learning environment for everyone. If a student has experienced harassment in any way, he or she is encouraged to tell a trusted faculty or staff person. A faculty/staff member is obligated to tell an administrator. Having proof is an important part of reporting harassment; therefore, individuals should save e-mails, text messages, voice mail messages and other documentation. As difficult as it can be to tell another person, reporting the experience is the first step toward reestablishing a safe and respectful environment for that person and the school. Thus, if a student has received some form of harassment, (inclusive of the forms cited above, but not limited to), or has knowledge of anyone (student, faculty, staff, visitor, volunteer or group) involved in a form of harassment, the student is encouraged to report it.

#### How To File A Report:

The initial report may be verbal or written. Reporting is intended to be non-threatening for the one reporting the incident(s). He/She is strongly encouraged to give the information to a trusted adult. The person taking the report cannot promise confidentiality, and a faculty/staff member is obligated to tell an administrator immediately. All reports, including verbal reports, will be documented.

#### No Retaliation:

Retaliation of any form will not be tolerated. The range of discipline is determined by the administration and may include, but is not limited to, detention, parent conference, loss of co-curricular/athletic eligibility, loss of ability to participate on a school trip, suspension, and/or expulsion.

#### Investigation and Procedures of Discipline:

The school administration will notify the parents/guardians of the student(s) involved and will investigate in a confidential manner to the extent possible. At the discretion of the administration, a Harassment Board of Review Committee may be formed to investigate the report, and will do so in a confidential manner to the extent possible. Whether involving just the school administration or a harassment committee, certain actions and disciplinary procedures will be followed depending on the severity, frequency, and impact of the offense. The range of discipline will be determined by the

administration and may include, but is not limited to, detention, parent conference, suspension, loss of co-curricular/athletic eligibility, loss of ability to participate on a school trip, and/or expulsion.

#### Harassment Board of Review Committee:

CDH administration, in its sole discretion, may convene a Harassment Board of Review. The Board will consist of teachers and administrators as determined by the administration and will make recommendations to the administration.

### **Cretin-Derham Hall iPad Policy**

This document addresses policies and procedures related specifically to Apple iPad tablet devices, **whether student-owned or issued to the student by CDH**. In conjunction with Cretin-Derham Hall's *Technology Acceptable Use Policy*, it establishes the guidelines for acceptable use of iPads for CDH community members. This policy is based on a philosophy of

- Upholding the mission and values of Cretin-Derham Hall;
- Protecting the safety and security of faculty/staff and student information;
- Maintaining the integrity of the Cretin-Derham Hall computer system;
- Facilitating the use of technology tools for teaching and learning.

Cretin-Derham Hall is committed to educating students for the 21st century. By providing devices to our students they will have continual access to rich learning resources and will be taught multiple literacies to become responsible, digital citizens. The iPad devices will serve as a tool to enhance students' critical thinking, communication, collaboration, and creativity skills. The CDH Administration may introduce new rules and procedures to this policy, or modify existing ones, and reserves the right to interpretation at any time.

#### ***A. General Information and Use***

##### **A.1 Required documentation**

Cretin-Derham Hall will issue an iPad to each student contingent on submission of a signed *CDH 1:1 iPad Program User Agreement*. Students in grades 11 and 12 only may opt to use a personally-owned iPad2 or higher in lieu of using a CDH-issued iPad, contingent on Submission of a signed *CDH 1:1 iPad Program User Agreement*.

##### **A.2 Conditions of use**

Student use of iPads is a privilege and its use is conditional upon compliance with the school's Technology Acceptable Use Policy, copyright compliance, and other policies and procedures outlined in this manual. Cretin-Derham Hall retains ownership of iPads, cases and power cords issued to students.

##### **A.3 Daily Use**

iPad devices are intended for school use each day, both for classroom work, and for delivery of school messages, announcements, calendars and email. Students are responsible for checking communication from their teachers and school before the start of each school day, and during the last period of the day. Their last period teacher will determine whether that check takes place at the beginning or the end of the period.

Students are required to bring their fully charged devices to school each day. If they fail to bring their iPad, or have an uncharged device, they are still responsible for the completion of all coursework in a timely manner. Students are not to lend or borrow iPads for any reason.

The iPad is to be used for educational purposes only during class, study hall and in the LLC. When sound is needed for educational apps or websites and audiobooks, ear buds are required. No ear buds or headphones are allowed during passing time. Over the ear headphones are not allowed during the school day. Games, non-educational videos and music are not allowed between 7:50 am and 2:30 pm.

#### A.4 Security and Privacy

Students are expected to

- Refrain from attempting to use another student's or teacher's assigned iPad, subscriptions, log-ins, files, or personal information.
- Refrain from sharing login information such as passwords, and from logging in as another person.
- Refrain from giving out personal information, such as name, address, photos, or other identifying information online.
- Refrain from removing or attempting to remove asset or identification tags on hardware or cases.

#### A.5 Screensavers and Background Images

Any image or media on student iPads must reflect the mission and values of CDH. Any image or media deemed inappropriate by CDH may not be used.

#### A.6 Passwords

Each student device must be protected with a four-digit password. Passwords must be kept confidential. Students are required to unlock the iPad at the request of any staff member, or parent/guardian. Parents/guardians are encouraged to regularly check the content of students' iPads.

#### A.7 Printing

Students are encouraged to receive and submit documents electronically. In those cases where printing is required, students are allowed to wirelessly print from the iPads to designated printers within CDH.

#### A.8 Internet Access

Students will have Internet access while on the CDH campus. Students are allowed to set up wireless networks on the devices for use at home.

#### A.9 Managing Files and Saving Work

It is the responsibility of the user to back up the device on a regular basis, using cloud storage or another method. When an iPad needs to be re-imaged, the Technology staff will not back up or save items stored on the iPad. Mechanical failure, accidental deletion, iPad reimaging, etc. are

unacceptable reasons for late schoolwork. Students may be asked to delete personal apps, music, photos, etc., if storage space on the iPad is needed.

#### A.10 Food and beverages

The iPad may not be used during lunch in the cafeteria, or anywhere else where food and beverages are being consumed.

### ***B. Acceptable Use Policy***

All components of the Cretin-Derham Hall Student Technology Acceptable Use Policy apply to the use of iPad devices, whether personally owned or part of the CDH iPad program.

### ***C. Care and Maintenance***

#### C.1 General Care

Students are expected to care for their iPad both at school and at home. iPads should not be subjected to excessive weight, temperature extremes or direct sunlight. To prevent damage, cords and cables must be carefully inserted into the device.

#### C.2 iPad Screen

Device screens can be damaged if subjected to rough treatment. iPads must be in the school issued case at all times. Even with this protection, caution must be exercised. The screens are particularly sensitive to damage from excessive pressure on the screen. This pressure can occur with an overloaded backpack. Please be mindful that devices are sensitive to weather conditions and should not be stowed in extreme weather conditions such as heat, cold, or rain.

- When the iPad is being transported in a backpack, exercise caution in loading the iPad and handling the backpack.
- Do not lean on the top of the device.
- Do not place anything on or near the device that could put pressure on the screen.
- Do not place anything in the school issued case that will press against the cover.
- Clean the screen with a soft dry cloth or anti-static cloth without cleaning solution.
- Do not bump the device against lockers, walls, car doors, floors, etc, even when contained in a backpack.

#### C.3 iPad Protective Case

The iPad comes with a school issued case, which must remain on the iPad at all times. The purpose of the case is to protect the iPad, especially while the iPad is being transported. When not in use, closing the iPad case will save battery life and protect the screen. Even with the protective case, there is no guarantee of screen protection. CDH-provided iPads and protective cases are the property of CDH, and must not be defaced in any way.

#### C.4 iPad Battery

The iPad should be charged, using the provided wall charger, and brought to school fully charged each school day. A fully charged battery will typically last for an entire school day's use. It is the student's responsibility to charge the battery each night.

Failure to charge the iPad battery may result in a student's inability to use the iPad during the school day. As stated in A.3, students are responsible for completion of assignments in a timely manner. Failure to bring a usable iPad to class may result in a detention.

#### C.5 Loaner Devices

Subject to availability, loaner iPad devices may be issued to students when they leave their CDH-provided device for repair in the Technology Help Center. Loaner devices are not available to those using a personally owned iPad.

### ***D. Loss, Theft, Damage, Student Withdrawal***

#### D.1 Loss or Theft

If a CDH-owned iPad is lost or stolen, it must be reported to the technology staff immediately. If the iPad is found, this should be reported to the technology staff immediately. It is the responsibility of the student to recover or pay to replace the lost iPad.

#### D.2 Damage

If your CDH-owned iPad fails to work or is damaged, report the problem to the technology department as soon as possible. Do not attempt to repair the iPad or to gain access to the internal electronics. iPad repair/ replacement options will be determined by the CDH technology staff. You may be issued a temporary iPad until your iPad is working properly or replaced (see C.5).

#### D.3 Damage to operating system

Any changes to or altering of the device's original operating system, including jailbreaking, is strictly prohibited. Any case of jailbreaking will result in disciplinary action, which may include suspension from classes and financial restitution to the school for damages incurred.

#### D.4 Cost for damage repair and replacement

Estimated replacement cost for damages and repair are reflected below:

- Damaged or broken screen may cost up to \$100 depending on what layer of the screen is broken
- Replacement cost for the provided iPad case is \$35 (missing, broken, or incomplete cases)
- Replacement cost for the provided iPad wall charger is \$40
- Replacement cost for the entire iPad is \$295
- There will be a deductible or copay charge of \$40 for other repair requests

#### D.5 Student Enrollment/Withdrawal

Students who discontinue enrollment at CDH for any reason must return their CDH-owned tablet device, case, and power cord to the CDH Technology Department on their last day of enrollment. Devices must be returned in good, working condition. It is the sole discretion of CDH to make determinations on device condition. If a student fails to return the device, case and/or power cord in good working condition at the end of the school year or upon termination of enrollment at CDH, a theft

report may be filed with the St. Paul Police. The student will also pay the replacement cost of the device and/or missing items. Furthermore, families are responsible for any damage to the device, not covered in CDH's Insurance Plan.

### ***E. Web/Internet***

Cretin-Derham Hall's Acceptable Use Policy applies to all iPads when they are accessing the Web or Internet.

### ***F. Apps/Downloads/Music/Games***

#### **F.1 CDH Required Apps**

All students must install CDH-required apps. After careful review for educational appropriateness, some apps for ages 17 and above may be required. A list of CDH approved apps will be available on the CDH website. Students must update these apps, as needed. The use of apps, including music and texting, while at CDH is up to the classroom teacher or personnel supervising a designated area or event.

#### **F.2 Personal Apps, Music and Games**

iPads are being implemented for educational activities, but it is recognized that students may want to add their own apps, music or games. Contingent on available space on the iPad (CDH-owned or student-owned), students may add their own apps, music, and games by using a personal Apple ID account. Use of shared family Apple ID's is discouraged. All apps, music and games must be consistent with the mission and values of CDH as stated in CDH's acceptable use policy. This includes music lyrics. If unacceptable items are installed on the iPad, the device will be restored to its original content/image. CDH does not accept responsibility for the loss of any apps, music, games, or documents deleted from a student iPad due to a reformat and/or re-image of the iPad.

iPads are provided for educational use. Gaming or any other non-academic use during class periods is not allowed. Teachers are responsible to enforce a positive learning environment.

All violations must be reported to the Deans of Students. Consequences will include:

1st violation) 1 hour detention

2nd violation) Saturday detention

3rd violation) Parents will be notified and iPad will be locked to restrict use to only CDH required apps.

### ***G. Cameras and Microphones***

The iPad comes equipped with audio and video recording capabilities through a built-in microphone and front and rear-facing cameras. Improper use has serious ethical and legal implications.

#### **G.1 Policy compliance**

There may be appropriate academic uses for video and audio recording with the iPad. All electronic recordings created with the device must comply with CDH policies, State and Federal laws, and must reflect CDH mission and values. CDH prohibits secret or surreptitious recording undertaken without

the knowledge and consent of the person or persons being recorded. CDH policy prohibits the use of electronic recording devices in a manner that compromises the privacy interests of other individuals (See CDH Harassment Policy). CDH policy also prohibits harassment and bullying (Harassment Policy) in all forms. Use of the iPad in a manner that violates CDH policy may result in revocation of the device and further disciplinary consequences.

Users of the iPad should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

## G.2 Classroom Use

Use of the iPad and any other devices with audio and video-recording capabilities for instructional use is at the discretion of the teacher, and the student must obtain prior approval to use the device for such purposes. Users must obtain prior permission before **any** electronic recording or image (for example, a classroom project filmed in a hallway). Any electronic recordings obtained with the recording device at any time are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the iPad may not be shared, published or re-broadcast for any reason by the student without permission of the instructor and the involved parties. This includes, but is not limited to Facebook, YouTube, and Twitter.

## G.3 Locker Rooms

The Minnesota State High School League mandates that all audio and video equipment be powered off while in school locker rooms. Cretin-Derham Hall complies with this mandate. In addition, iPads must be locked securely while being stored in locker rooms.

## G.4 Altering iPad Settings

iPad restrictions are to be set only by the Technology staff. If a parent or student sets restrictions without the knowledge of the Tech staff, the student may have difficulty-completing classwork, and the Tech staff will return the iPad to the original image. Parents who have concerns about their student's use of the iPad should contact the appropriate dean.

# **Cretin-Derham Hall Student Technology Acceptable Use Policy**

This document contains policies regulating student use of the Cretin-Derham Hall computer system, which includes but is not limited to computers and associated equipment, all data networks and servers, email, internet, intranet, website, applications, and other associated services.

Technology at Cretin-Derham Hall exists as a tool for four main purposes; to facilitate learning, supporting all facets of the educational process by integrating technology effectively and meaningfully throughout the curriculum; to develop technological literacy in students and faculty; to cultivate a robust foundation for future learning; to enhance both communication and community, school-wide

and globally; and to promote the ethical use of information and technology in an increasingly technological world.

The Cretin-Derham Hall mission promotes Christian values. The use of electronic devices and technology in general rests on the school's values and requires students to accept the same ethical responsibilities found in all the other areas of school life. The general rules and principles of the school are a sound basis for good decision making with regard to technology.

This Acceptable Use Policy applies to anyone using the Cretin-Derham Hall network, hardware and software. Users must follow all rules contained within this policy when in the Cretin-Derham Hall building or at school sponsored events. Failure to follow the below policies will be subject to discipline in coordination with the student handbook and/or at the discretion of the Deans of Students. Students' computers, tablets, cell phones, or other digital devices are subject to the guidelines of this Acceptable Use Policy. Students are allowed to bring electronic devices only after the parent/guardian and user have read the Acceptable Use Policy and signed and returned the "Responsible Use Principles for Students."

### **Network**

- The Cretin-Derham Hall network is a shared resource. Please use it responsibly with our community members in mind. It exists to support the four stated purposes of technology.
- The network provides an infrastructure for all technology use at Cretin-Derham Hall. More specifically it provides storage, support to the informational systems, and communication opportunities.
- Any and all access through the wireless or wired network may be monitored and/or recorded for the purposes of network security and student safety.
- The network may not be used to access, transmit, distribute, or store any of the following: threats, pornography, obscene or harassing content, personal activities for profit, advertising, any copyrighted materials, and political lobbying.
- Users will uphold their legal responsibilities not to transmit any material in violation of United States or Minnesota laws or Cretin-Derham Hall regulations.
- Individuals may not set up hotspots or individual networks to circumvent the Cretin-Derham Hall network.
- Individuals may not disrupt network or connecting networks, eg. by consuming a large amount of bandwidth by uploading, streaming, gaming, deliberate attacks, etc.
- Students may not use a proxy to circumvent the school Internet filters.

### **Privacy**

- Users must respect others' privacy and intellectual property. For questions about copyright, please refer to the Cretin-Derham Hall Copyright Policy.
- Users will honor the legal rights of software producers, network providers, copyright, and license agreements and intellectual property.
- Cretin-Derham Hall reserves the right to search, inspect, or confiscate anything brought or used on campus or to school sponsored events including all digital devices and accounts. Searches may include text messages, images, recordings, voicemails, and call logs.

### **Devices**

- All digital devices should be used in school for educational purposes only at teacher discretion.

- Students are limited to the use of any device or service for educational purposes only during school hours, unless granted permission by a teacher or administrator.
- The student is fully responsible for any device brought to school and keeping the device in working order. Cretin-Derham Hall is not liable for any loss/damage/theft of any device.
- All devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices will need to last a full day without recharging.
- Individuals may not use the devices of others.

### **Communication**

- School rules regarding harassment apply to all electronic communication.
- Users need permission from the teacher or an administrator to record and/or share any image, video, or sound from Cretin-Derham Hall.
- All students in grades 9-12 officially enrolled at Cretin-Derham Hall will be given an email account (@c-dh.org) and are expected to check the account for school communication.
- All email is archived and can be accessed by administration. Therefore, use prudence, wisdom, and common sense in all email communication regardless of audience.
- Cretin-Derham Hall is not responsible for any illegal or inappropriate technology use.

### **Security and Safety**

- To support security and privacy, users should not share account information and personal information. Users are cautioned to guard their identity and information online.
- If a student account has been compromised, or a student encounters information or images that make them uncomfortable, or any potential security or network problems; it is the student's responsibility to report it to the Director of Technology and/or Deans of Students.
- In conjunction with administration and faculty, the Internet filtering software combines technological and human review to decide which sites are blocked at Cretin-Derham Hall. However, no filtering software is totally accurate, we expect students to use moral and ethical responsibility when using the Internet.
- Cretin-Derham Hall does not guarantee the security of any files located within the Google Apps For Education system or other storage system. Although Google and other software vendors has a powerful content filter in place, the school cannot assure that users will not be exposed to unsolicited information.
- No cameras or devices with a camera are allowed in any bathroom or locker room.
- Policies in the student handbook apply to all interactions between individuals.

### **Theft**

Persons guilty of stealing and/or destructive behavior may be subject to dismissal or other consequences, such as suspension and community service, as determined by the Deans of Students. Any incidence of theft should be reported to a Dean of Students immediately.

### **Uniform Policy**

In keeping with Cretin-Derham Hall's goal to create an environment in which students have an opportunity to experience equality, regardless of their economic backgrounds, we maintain a uniform dress code. This code is also a way for students to present a positive and respectful image of themselves, strengthen school spirit and image, and enhance security.

Students are to be neat, clean and well groomed. Students must wear correctly sized clothing, and

uniforms should be cleaned, pressed, and without tears, holes or ragged edges. Hairstyles and hair coloring (e.g. highlights, coloring, extensions, etc.) should not draw undue attention to the student. No hair can be dyed a color that cannot be grown naturally. No nose, lip, eyebrow, tongue, or other facial piercing is permitted. No visible tattoos are permitted. Spiked bracelets or belts are not allowed. Hats and other head coverings may not be worn during the school day unless approved for a specific theme day. Questions or concerns will be handled by the administration.

Students are expected to arrive to school in complete uniform each day and remain in proper uniform until they leave the building or change for athletics or activities. While wearing their uniform, students should always present a neat appearance. Students who cannot get into complete uniform may be assigned detention or Saturday detention. Students who repeatedly violate the uniform policy may be sent home or a parent meeting may be required. Consistent disregard of the dress code may result in dismissal.

Monogrammed CDH apparel can be purchased from Donald's Department Store at (651) 776-2723 or [www.donaldsuniform.com](http://www.donaldsuniform.com). Uniform sweatshirts are available at the Raider Rack. Students in JROTC should refer to the JROTC regulations.

Students may wear CDH spirit gear over their school uniform each Friday. Uniforms must still include a collared shirt. No winter jackets are allowed.

### Men's Uniform

- Donald's uniform grey cotton twill or blend Docker style pants. Pants should be worn at the waist, secured with a black or brown belt.
- Gray cotton twill or blend knee length shorts may be worn in August – October and April – June.
- White or black monogrammed uniform polo shirt or monogrammed white oxford shirt (long or short sleeved) with button down collar. Oxford shirts must be tucked in.
- Solid white T-shirt (no decorations or colors) may be worn under a uniform shirt. No non-uniform items may be visible under the uniform.
- Monogrammed black pullover uniform sweater, microfleece or vest may be worn with a uniform shirt or polo shirt.
- White or black monogrammed uniform sweatshirt may be worn with a uniform oxford shirt or polo shirt.
- Solid gray, white or black socks must be worn. Small logos on socks are acceptable.
- Solid black shoes in good condition must be worn with the uniform. No visible logos (black logo permitted), no shoes with a white band around the bottom, no slippers, moccasins, shoes with fur, open-toed shoes, sandals (including Crocs), and boots.
- Earrings (of any type) are not worn with the uniform. Young men must be clean-shaven and hair should not extend below the ear on the sides, should not touch the collar in the back, nor extend more than three inches high or fall below the eyebrows. No unconventional haircuts. Young men may not wear headbands or ponytails.
- CDH Student ID card must be worn with a CDH lanyard. The ID card may be used for admittance to the Library Learning Center, attendance, and student identification purposes. Initial ID cards and lanyards will be given to students and replacements may be purchased if they are lost.
- Blankets are not allowed during the school day.

### Women's Uniform

- Black uniform jumper or skirt. The jumper or skirt must extend to the top of the knee.
- Black dress pant. Students may alter hemline and waist; no other alterations are permitted.
- Solid black knee-length dress shorts may be worn in August - October and April – June.
- Monogrammed white oxford blouse (long or short sleeved) with a button down collar may be worn with the uniform pants or under the jumper. Solid white undershirt (no colors or lace) may be worn under the uniform blouse or uniform polo shirt. Blouses must be tucked in.
- White or black turtleneck may be worn under the jumper or with a uniform sweater or sweatshirt.
- White or black monogrammed uniform polo shirt (long or short sleeved) may be worn with uniform pants or over or under the jumper.
- Monogrammed uniform black pullover, crew or V-neck sweater, microfleece or cardigan sweater, vest, or uniform sweatshirt may be worn over a uniform blouse, white or black turtleneck, or polo shirt.
- Solid gray, white or black socks must be worn. Small logos on socks are acceptable.
- Solid color gray, black or white stockings (knee-highs, cable knit tights, plain tights, anklets) without design can be worn. All black full-length leggings are acceptable under jumpers. Fishnet stockings not permitted.
- Solid black shoes in good condition must be worn with the uniform. No visible logos (black logo permitted), no shoes with a white band around the bottom, no slippers, moccasins, shoes with fur, open-toed shoes, sandals (including Crocs), and boots.
- CDH Student ID card must be worn with a CDH lanyard. The ID card may be used for admittance to the Library Learning Center, attendance, and student identification purposes. Initial ID cards and lanyards will be given to students and replacements may be purchased if they are lost.
- Blankets are not allowed during the school day.

### Non-Uniform Policies

Occasionally the administrators will designate days on which students may be out of uniform. Appropriate dress will be expected. Tight fitting shirts, ragged cut-offs, tank tops, halter-tops, spaghetti straps, muscle shirts, bare midriffs, and clothing with inappropriate sayings or designs are among items not allowed. Hats and other head coverings are not permitted. Spiked bracelets or belts are not permitted. Boys are allowed to wear earrings on non-uniform days. Modest facial hair for boys is also permitted on non-uniform days. Students who are inappropriately dressed for school will be asked to change and may be assigned detention, be sent home, or be suspended. Students are expected to wear the uniform on school trips unless otherwise notified by the administration. CDH Student ID cards and lanyards must still be worn on out of uniform days.

### **Vandalism**

Students and staff share the responsibility for the condition and appearance of the school building and grounds. Students and staff will treat personal property, school property and the surrounding neighborhood with care and respect. We expect students to throw trash in receptacles, recycle when appropriate and not litter the premises or neighborhood. Persons apprehended for vandalism will be responsible for monetary reparation and possible legal prosecution. Students who vandalize any property inside or outside the Cretin-Derham Hall community may be suspended or dismissed from Cretin-Derham Hall. Any incidence of vandalism should be reported to a Dean of Students immediately.

## **Weapons**

A student found in possession of a weapon of any kind in school, on school grounds, or at school functions will be immediately dismissed. Please note that the “Conceal and Carry Gun Law” states that: whoever possesses, stores or keeps a dangerous weapon or uses or brandishes a replica firearm or BB gun while knowingly on school property is guilty of a felony and may be sentenced to imprisonment.”

## **Student Services**

### **Behavioral Assessment and Services**

In cases when either the parents or the school request that a student undergo an assessment or evaluation process (chemical/drug/alcohol, psychological, eating disorder, etc.), the following procedure will be followed:

- Students will be required to comply with the recommendations of the evaluation center as part of a provisional return to Cretin-Derham Hall. We will continue to support students who are working through treatment and after-care. Students who are attending AA or other support groups have our support for these efforts.
- No student will return to classes after any evaluation process conducted by staff outside of Cretin-Derham Hall without an interview with at least one administrator, the parents, and one member of the Guidance Department.
- No student will be allowed to return to classes until a formal contract has been negotiated.
- If students remove themselves from evaluation or hospitalization against medical advice, the school reserves the right to refuse re-entry to such students. In any event, a re-entry will always be preceded by an interview and a contract. Part of the re-entry contract will include counseling with the Cretin-Derham Hall guidance staff.

### **Guidance Department and Support Services**

The counselors provide a variety of services to students. During the day, students may meet individually or in a classroom setting with counselors. Six full-time counselors and additional support personnel provide the following services:

- Academic support
- Individual counseling
- Post-secondary guidance and support
- Referral services as needed
- Support groups
- Psychological testing and services

Any student wishing to contact a counselor for help in any area is free to make an appointment at any time. A permission slip from the counselor must be presented to a teacher before the student is excused from class. One-to-one counseling and various groups based on need or interest are available at all grade levels.

### **Student Assistance**

Cretin-Derham Hall has a commitment to maintain the overall health of its members. With that commitment in mind, we reserve the right to intervene in situations in which we believe the emotional health of students is negatively affected.

The Student Support Team (SST) is a referral service for teachers and students aimed at addressing concerns and problems of Cretin-Derham Hall students. SST is comprised of guidance counselors, the nurse, and administrators. SST addresses a wide range of issues including, but not limited to: academic struggles, behavior issues, attendance, anorexia or bulimia, depression, drug and alcohol abuse, grief, family concerns, identity concerns and unhealthy relationships. Students with concerns about themselves or another student should talk to a member of the SST.

## GUIDANCE OFFICE SERVICES

Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
<ul style="list-style-type: none"> <li>• Participation in 9th grade orientation to facilitate a smooth transition into high school (Link Crew).</li> <li>• Access to our peer-mentoring program: People Finding People (PFP).</li> <li>• Introductory session explaining guidance services and tour of the office.</li> <li>• Academic progress monitored.</li> <li>• Pre ACT administered on All School Testing Day, results mailed home &amp; parent meeting to answer questions</li> </ul>	<ul style="list-style-type: none"> <li>• Pre ACT administered on All School Testing Day, results mailed home &amp; parent meeting to answer questions.</li> <li>• Academic progress monitored.</li> <li>• Continued access to our peer-mentoring program: People Finding People (PFP).</li> </ul>	<ul style="list-style-type: none"> <li>• PSAT administered on All School Testing Day, results mailed home.</li> <li>• Career Assessment Inventory given to all students.</li> <li>• Parent &amp; Student Night for post-high school planning.</li> <li>• Education Fair at CDH.</li> <li>• Individual meetings with all juniors and parents to assist in post-secondary planning.</li> <li>• Career/College planning library and resource area.</li> <li>• Peterson's Career/College Quest computer program.</li> <li>• Academic progress monitored.</li> <li>• Jump Start Day</li> </ul>	<ul style="list-style-type: none"> <li>• Parent &amp; Student night.</li> <li>• Optional individual meetings.</li> <li>• Financial Aid Night for parents.</li> <li>• Student Honors Night.</li> <li>• College applications processed.</li> <li>• Academic progress monitored.</li> </ul>

### Health Records and Medication

All ninth graders and new upper-class students must submit a Physician's Certificate upon admission. Cretin-Derham Hall follows the state laws concerning proper immunization and health records. Non-compliance will result in suspension.

All medications, including prescriptions and over the counter medications, that must be taken during the school day must be administered by the school nurse or a designee who the school nurse has trained and delegated the function of medication administration. The school nurse must be notified in writing when medication must be administered during the school day. Students may bring ibuprofen and acetaminophen for personal use as long as they carry a note with parental/guardian permission with them.

Students taking prescription medications must have a doctor's prescription on file. Students who need to carry and administer their own medications (e.g. inhaler) must have a written consent from the parent and physician. Medications that can be administered to the student appropriately before or after school will be the responsibility of the parent/guardian. Controlled substances (such as Ritalin, Adderall, and some pain medications) must always be kept in a locked cabinet and shall never be carried by a student or be self-administered. Please call the school nurse with questions.

### Library and Learning Center (LLC)

The LLC is a public space used by the entire community. Students are expected to treat the physical space with respect and care, respecting those around them who are there to study and do academic work

with classmates. Quiet, respectful study is expected at all times, even when working in a group. You will be sent back to class if necessary.

The iPad Policy is enforced in the LLC. During the school day, periods 1 through 8, iPads and computers must be used for academic work. No gaming, video/music streaming, social media, or earbuds/headphones are allowed at any time without explicit permission from the LLC staff.

No eating and drinking of any kind is allowed in the LLC unless permission is granted for lunch meetings for student groups. Food and beverages will be taken and kept for you at the front desk until you leave for the next period. Water in closed containers is acceptable. This applies from 8:00 a.m. to 3:30 p.m.

The quiet space is reserved for **individual** quiet studying. If groups congregate in this area, they will be asked to go out to the main library tables. The conference table area must be reserved in advance with LLC staff. This area may only be used for meetings for staff and students, and for tutoring sessions.

All students must have a pass from their teacher and are to sign in at the front desk during the school day, periods 1-7 by either entering their information manually or swiping their student ID. Students are expected to stay for the entire period. Students may go to the LLC not more than one class period per day.

Our library and learning center has a space dedicated to your own creativity and curiosity: the CDH Makerspace. You are welcome to use the supplies available to create your own jewelry, artwork, electronic devices, welding, etc. 3D printing is available with priority given to students doing school projects. We also encourage you to mentor others and we will bring mentors in for a variety of experiences. Please clean up all supplies after using the space.

Many students make up tests they miss in the LLC. Please be aware that we support and enforce the Academic Integrity Policy (see p. 21-22) of the Student Handbook in all areas of the LLC. For make-up tests, you are expected to leave your backpack and phone at the front desk. Tests that are not finished during the period allotted will be placed back into the teacher's file and you are responsible for getting a note from that teacher to finish the test.

## **General Information**

### **Announcements and Bulletins**

All notices of club meetings, athletic and social events, general information for the day and specific instructions will be sent each day to students via their school e-mail and announcements will be made at the end of the school day when appropriate. Students responsible for notices must have their notices approved by their advisor or activity moderator and submitted to the Main Office by 8:00 a.m. Posters, flyers and signs must be approved by an administrator. Students responsible for posting are also responsible for proper removal.

### **Co-Curricular Activities**

Each activity has its own webpage on the CDH website. For general information, please contact Aaron Benner at 651-696-3306 or [abenner@c-dh.org](mailto:abenner@c-dh.org). To participate in athletics or co-curricular activities, you must be enrolled in and attending Cretin-Derham Hall.

## Collections

### Intended Purpose

We recognize that our world holds many who are in need. As a community of faith, we want to address the needs of the dear neighbor whenever possible. This policy has been developed due to the volume of requests to raise money and resources. It is hoped that this policy will guide the process of selecting which in-school collections will be sponsored by groups at Cretin-Derham Hall. Please note: this policy applies to **new initiatives**. The current collections and drives will not have to apply for approval.

### Process: Proposal and Procedures

A. Any individual or group that wants to sponsor a collection, must submit a written proposal to the Assistant Principal which clearly states:

- The **purpose** of the initiative - especially its connection to Cretin-Derham Hall's Mission and Values.
- A **description** of the Group/Agency/Organization who will benefit from the collection.
- The name of the **faculty or staff moderator** who is overseeing the initiative (N.B. the Assistant Principal who approves the initiative is **not responsible** for its implementation)
- The **timeline** of the initiative (i.e., from beginning to end).
- The **reward/recognition** those who donate will receive (**if any** – giving itself is a reward in striving toward the common good).

B. The individual or group submits the proposal to the Assistant Principal for review and approval.

## Evacuation Plans

Evacuation plans are designed to move people to safety in case of emergency.

- In case of fire: Students and faculty will follow the directions posted in each area to exit the building.
- In case of tornado: Students and faculty will follow special directions and proceed to the designated basement areas.
- In case of a bomb threat: Students and faculty will follow special directions for evacuation or containment.

No disruptive behavior is tolerated during the evacuation process.

## Evening Activities

Co-Curricular evening activities such as coffeehouses, movie nights and talent shows are an integral part of the development of school community. To host an evening activity, co-curricular organizations must submit a detailed proposal to the Assistant Principal. All evening activities are required to have adult chaperones (including the faculty/staff moderator), and the activity must end by 8:30 p.m. on school nights, 10:00 p.m. on weekends. No school events will be added to the school calendar in May.

## Field Trips

Field trips are a privilege. With the approval of Mr. Aaron Benner, teachers may take students for an extended time for either an on or off campus event. Permission slips are to be signed by parents for off campus events, and each teacher whose class will be missed must sign all slips. Students are responsible for making up any missed class work. Missed work, including lectures, labs and discussions, may affect the student's final grade. Students will wear uniforms on field trips unless excused by the Administration.

## **Hallway Passes**

Five minutes passing time is allowed between classes. Students using the corridors during class time should have a pass from the appropriate office or classroom teacher. Students must have a pass from a teacher to use the Library Learning Center (LLC) during school hours. Students should have a pass from their classroom teacher before visiting the Campus Ministry Offices, Guidance Office, Nurse's Office, and other Student Service Offices. It is the student's responsibility to clear any appointments with their classroom teacher in advance of the appointment. Passes during class time should be limited.

## **Study Halls**

Study halls are places for study. Students should bring necessary materials with them. No cards or other games are permitted. Study hall supervisors can also conduct the study as a classroom with guidelines beyond the ones just listed. Students may also utilize the resources available in the Library Learning Center if they have a pass from the study hall supervisor or from another teacher. Inappropriate behavior in study hall will result in a referral to the Deans of Students.

## **Journal Entries**

Journal statements that are assignments for class will be reviewed by the teacher and kept private. If a journal entry contains information that suggests harm to oneself or others, a counselor or administrator will be contacted. A teacher may also report language that he or she deems inappropriate, abusive, threatening, or demeaning based on ability, age, body type, economic status, ethnicity, gender, race, religion, or sexual orientation.

## **Liturgy**

Prayer and worship are integral components of Cretin-Derham Hall. Attendance at liturgical celebrations (Masses, Holy Days of Obligation, Prayer Services) is required. Students should participate in these celebrations, as they are able, and should respect each other's right to a prayerful atmosphere.

## **Lost and Found**

Lost and found items may be claimed from the main office. All unclaimed articles are donated to charity after the end of each trimester. We reserve the right to search lost and found items for identification and safety purposes.

## **Lunch**

Students may not order food to be delivered to the school and others may not bring in restaurant food for students.

## **Non-School Sponsored Events**

No student is allowed to organize, promote, or sell tickets, buttons, etc., to Cretin-Derham Hall students without permission from the Administration.

## **Personal Property and Lockers**

- Students are advised not to bring large amounts of money or valuable items to school. The school is not responsible for lost or stolen articles.
- Each student is assigned a locker at the beginning of the school year. To ensure the safety of their property, students are cautioned against giving out their locker combination. Lockers are the property of Cretin-Derham Hall and Cretin-Derham Hall reserves the right to make periodic locker checks and

searches. It is the responsibility of the students to keep lockers clean and in good order. If students choose to decorate the inside or outside of lockers, it is expected that this will be done in a manner consistent with the values of Cretin-Derham Hall. Items should be attached using masking tape. Students will be asked to remove any objects that, in the judgment of any faculty or staff member, are not in keeping with these values. Students will remove all decorations from lockers before the end of the school year. Interference in any way with another student's locker is a serious offense. Damage should be reported immediately.

### **Pregnancy**

Believing that life in all its forms is sacred, that intimacy is fundamentally sacramental, and that sex is a celebration of a loving and committed marriage, all Cretin-Derham Hall students are called to be chaste and abstinent. However, if a Cretin-Derham Hall student becomes pregnant or makes another pregnant, the administration, faculty, and staff will affirm the value of life for both the student(s) involved, and the baby to be born. Administration and staff will meet with the student and family to offer emotional support, to ensure medical and social services, and to consider ways that the student can meet his/her educational goals. During the pregnancy, the student is required to follow the color code of the uniform policy (i.e., maintaining the white blouse and black slacks option). Following the birth, special arrangements must be made prior to bringing the baby to school.

### **Raider Rack**

A school store is available to students, parents, faculty and staff. Store hours are posted at the store. Clothing items and novelty items are also sold at <http://www.schoolidentity.com>, the CDH online store.

### **School Closings**

In case of inclement weather, students should listen to WCCO (830 AM) radio for any announcement concerning school delay or closing. Closings/school delays are also announced on KARE, KMSP, KSTP, WCCO, and the CDH Website.

### **School Trips**

Trips to places in the United States and in foreign countries are offered to students during the year. These trips are a privilege and students are expected to be in good academic standing and without behavior violations. If a student is failing any class, has a chemical violation, is behind in tuition payments, has been suspended, or has other serious behavioral violations, the student may be denied participation in the trip. Advisors/chaperones of the trip have the authority to deny a student's participation on the trip. If participation is denied after money has been paid, families must deal with the travel agencies. Cretin-Derham Hall is not responsible for refunds.

### **Transportation**

#### **a. Bus Cards**

MetroTransit bus cards will be issued to students who live in School District 625 and live more than one mile from Cretin-Derham Hall. Bus cards are available in the main office.

#### **b. Parking and Permits**

Driving is a privilege and students who drive to school must register their vehicle (car, motorcycle, scooter) in the Deans' Office. A free parking permit will be issued and must be displayed on the rear view mirror so that it is visible through the windshield. The Holy Spirit parking lot is reserved for faculty, staff and visitors from 7:00 a.m. – 5:00 p.m., Monday – Friday. Students are not permitted in their cars during school hours. Reckless driving in our neighborhood will be subject

to police investigation as well as loss of driving privileges. Vehicles illegally parked will be ticketed and/or towed. Vehicles parked on campus or in the Safe & Drug Free School Zone are subject to search.

Students may park in the student parking lot located on the south side of the campus, the Whaley Hall lot, Carondelet Field lot or on the street. Several streets in the neighborhood have city permit parking only; drivers must read and observe posted signs. From August to December students may park on the south side of streets that have permit parking. From January to July students may park on the north side of streets that have permit parking.

### **c. Snow Emergency Parking**

General Snow Emergency parking guidelines include no parking on East – West streets. This includes, but is not limited to, Hartford, Watson, Niles and Juno. There is no parking on the Non Posted sides of North-South streets. This includes Albert Street on both sides if it has not been plowed, and the west side of Hamline Avenue if it has not been plowed. Students should see the Deans with questions. Drivers are responsible for following all snow emergency guidelines as set forth by the City of St. Paul.

## **Visitors**

All visitors must sign in at the Attendance Office at Door 1 and visibly display a visitor badge. Cretin-Derham Hall reserves the right to deny visiting privileges on an individual basis. Students who no longer attend Cretin-Derham Hall are discouraged from visiting. Students interested in attending Cretin-Derham Hall are invited to spend a day at the school. All visits must be pre-arranged with the Director of Admissions. Visits may be arranged depending on the suitability of the school day. Students currently in high school who wish to visit must have a parent or guardian call the Director of Admissions in advance.

## **Work Study Program**

Students may earn money toward their tuition by working at school. Hours may be worked in the summer, before or after school, or on Saturdays. Financial aid is available to families based on need. Families must fill out an application form each year that qualifies them for Cretin-Derham Hall and Archdiocesan money. Highest priority for work-study is given in this order: financial need and those who applied for financial aid over students wishing to work, but not applying for aid.

# **Information for Parents**

## **First Line of Inquiry**

During the year many questions come up. We have provided a list to help parents know whom to contact.

<u>Topic</u>	<u>Person to Contact</u>	<u>Phone</u>
Academic Concerns, Student Progress	Teachers involved, Counselors	651-690-2443
Academic Advisor	Counselors	651-696-3312
Academic Schedule	Katie Carroll	651-696-3325
Activities	Aaron Benner	651-696-3306
Address Corrections	Sandy Cullen	651-696-3301
Advancement Office/Fundraising	Rob Bollinger	651-696-3344
Athletics	Phil Archer	651-696-3384
Attendance	Peggy Mansur	651-696-3311
Buildings, facilities	Paul Solmon	651-696-3307
Bus Cards	Lauri Malm	651-696-3317

Campus Ministry	Lou Anne Tighe	651-696-3353
College, Career Plans	Joan O'Connell	651-696-3322
Curriculum	Mona Passman	651-696-3331
Dean of Students (gr. 10)	Amy Bellus	651-696-3305
Dean of Students (gr. 11)	Aaron Benner	651-696-3306
Dean of Students (gr. 9 & 12)	Jerry Kline	651-696-3369
Financial Aid	Lisa Williams	651-696-3316
Health Questions	Nurse	651-696-3346
Homework requests for absent students	Peggy Mansur	651-696-3311
Liturgies	Lou Anne Tighe, CSJc	651-696-3353
Retreats	Lou Anne Tighe, CSJc	651-696-3353
Parking	Jerry Kline	651-696-3369
School Calendar	Ruth Johnson	651-696-3300
Student Work Program	Jim O'Neill	651-696-3313
Summer School	Counselors	651-696-3312
	Lauri Malm	651-696-3317
Transcript Requests	Connie Reding	651-696-3312
Transportation reimbursement	Lauri Malm	651-696-3317
Transportation (car pools)	Sandy Cullen	651-696-3302
Tuition Payments	Lauri Malm	651-696-3317
Uniform	Jerry Kline	651-696-3369

## Fundraising Information

- **Parent Giving Program**

This program consists of financial support from parents to help bridge the gap between tuition and the cost of educating a student at Cretin-Derham Hall. All parents will be contacted and are encouraged to make a gift to the Parent Giving Program. These gifts are tax deductible as compared to tuition payments which are not. Participation from all parents is critical to the success of this effort.

- **Phonathon**

The Cretin-Derham Hall Phonathon is conducted throughout the school year and is a follow up to the Annual Fund Drive. Call Connor McGee at 651-696-3382 if you have any questions.

## Helpful Hints

- **Academic Progress Reports and Unsatisfactory Behavior Slips:** may be sent home via mail or e-mail throughout the year. If you receive one, discuss it with your student, sign the slip and return it. You may also call the teacher if you wish. In addition, teachers may be calling you at times to discuss your student's progress.
- **Attendance:** All school assemblies, religious activities, and field trips are an important part of our program. Students are expected to attend these events and not use the time to sleep in, make doctor appointments, or study.
- **Calendar:** All school-related events can be found on the school calendar, which is located on the CDH website. Please check this frequently for changes and updates.

- **Conferences:** occur three times a year at mid-trimester, and grades are issued. This is an opportunity to find out how your student is doing and talk to teachers. Parents /guardians pick up grades in the Link and then visit any teachers they want to see. If you are unable to attend conferences and would like your student's grades mailed home, call the Guidance Office.
- **Publications:** There are several publications during the year that provide information and entertainment. They are:
  - The *Communicator* (online parent newsletter, 10 issues)
  - The *Link* (online alumni newsletter)
  - The *Chronicle* (student newspaper)
  - eRaider News (Bi-weekly information e-mail to current parents and students)
  - *Traditions* (alumni/ae newsletter, 2 issues)
  - Parent/Student Handbook (online only)
  - Curriculum Book (online only)
  - *Gemini* (yearbook)
  - Communications from Administration and the Counseling Office
- **Sports Schedules** are distributed at the beginning of each season. If you have a student in athletics, please be sure to ask him/her about schedules. All sports schedules can be found online on the CDH website.
- **Traffic** around Cretin-Derham Hall at dismissal is very heavy. An additional concern is the Holy Spirit children who dismiss a few minutes after Cretin-Derham Hall students. In order to insure the safety of everyone, we ask the following:
  - no parking in or use of the Holy Spirit school parking lot.
  - follow the traffic signs and directions posted in the Albert Street lots.
  - cars may wait for students on either side of Albert Street.
  - use the drop off site on Hamline Avenue.
  - please be courteous while waiting and do not block traffic or pedestrians.
- **Tuition Plan:** The 2020-2021 tuition is \$14,475. There is also a \$185 technology fee. This amount does not cover the actual cost of educating each student. In order to bridge the gap, the Development Office works to garner support from various sources including parents, alumni/ae and friends of CDH. Tuition may be paid on a 12 month basis (11 months for 12<sup>th</sup> grade students) or two or three times a year. Individual payment plans may be arranged as needed. A tuition agreement form is signed at the time of registration, and the \$300.00 tuition deposit is paid at that time. It is the responsibility of the parent/guardian of each student to be current in meeting all tuition payments according to the plan indicated on the tuition agreement form. If a student's account is not current, he or she will not receive credit for classes at the end of the trimester. Families unable to meet their financial obligation should talk to the President to make further financial arrangements.

### **Parents' Association Information**

Parents are a vital and active part of the Cretin-Derham Hall Community. The Parents Association organizes many events during the year and gives input and support to the administration. The board of the Parents' Association includes a president, secretary, treasurer and committee chairpersons. Parents

are invited to share ideas and issues for discussion with members of the board so these concerns will be heard. A letter asking parents to volunteer their time and talents is sent each summer. More information about the Parents' Association and its events can be found on the CDH website.