

Academic Policies

Academic Accommodations

Based on the academic information provided and a realistic appraisal of school resources, CDH may develop a Plan of Academic Accommodation 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 during the same nine month school year. 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 Parent-Teacher Conferences. (The grade that is listed on Infinite Campus the Monday after conferences will be used to determine eligibility). 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, and will last until an academic plan is developed to make up the credit(s) in question. Developing the plan will involve input from the student, Athletic Director/Activities Director, teacher, guidance counselor and parents. 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 Guidance 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 Guidance 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 6th 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 10th, 11th and 12th grade students with cumulative grade point averages of 3.67 and above at a reception in May and the top ten students in each graduating class at commencement ceremonies. A class valedictorian and salutatorian are named.

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 G.P.A. 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 cG.P.A. could be admitted to honors courses with a recommendation from their current teacher in that subject area.

* **Please note:** Grade 9 students must take one social studies elective during their first year in order to qualify for an honors social studies course in grades 10-12.

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 G.P.A. is 3.92 or higher.
- "The Gold Honor Roll" is for students whose trimester G.P.A. is between 3.25 and 3.9199.
- "The Purple Honor Roll" is for students whose trimester G.P.A. is between 2.17 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.

All members of the Cretin-Derham Hall community should model and support academic integrity in one another by treating all individuals, ideas, environments, and property with respect and dignity. Thus, we uniformly deplore cheating, lying, fraud, misrepresentation, plagiarism, copying other students' work, and other dishonest behaviors that jeopardize the rights and welfare of others.

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. For more information on what constitutes

plagiarism, go [here](#).*

- 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 an after-school Ethics class** at the first available opportunity.

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 violate the policy by plagiarizing must participate in a minimum of three meetings with an assigned CDH mentor (typically LMC 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.
- Student presents his/her case in front of a committee composed of the Principal, a Dean of Students, and two teachers selected by the administration.

The committee determines consequences, 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 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.