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## **CRETIN-DERHAM HALL ROUSER**

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.

## Cretin-Derham Hall Mission Statement

***CDH 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.

***CDH DEI Philosophy:***

At CDH, we inspire and embrace students' unique differences through our shared humanity. We strive to create a school community - where all are respected, no one is left out, and everyone finds a place. Our commitment to equity and inclusion across race, gender, religion, and experiences empowers all to go forth and lead in a diverse world. The traditions of our founders, the Sisters of St. Joseph of Carondelet, and the Christian Brothers guide our promise.

## Academic Policies

### 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.

## Academic Services

Based on the academic information provided, parent input 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, counselors and teachers will receive the plan. Adjustments will be made by Learning Lab staff as needed.

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

- Any academic testing and related recommendations
- The accommodation provided at the student's last school
- 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.

## Cheating

Please see the Academic Integrity Policy in the Behavior Expectations section beginning on page 12 of this handbook.

## Credit for Failures in Continuous Courses and 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:

- Students who fail a required course must retake the course or an approved substitute and earn credit, and
- No course is to be repeated for credit if credit was earned for the course previously.
- No grade will be deleted from the permanent record.
- The school also recognizes situations in which a course repeat may be required, even though credit was earned previously. Credit in these circumstances will be determined by the principal on a case by case basis.

## 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/guardian'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, Extra/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. If there is an agreement between student, parents/guardians and school counselor, the student may choose to enroll in the Bring out the Brilliance Program in which case the student will become immediately eligible. Eligibility will remain intact as long as the student attends all scheduled meetings and completes the program. If any meetings are missed or the student fails to complete the program, the student will become immediately ineligible and will revert to the policy described above.

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 (F), 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.

## 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 will update Infinite Campus when a new assignment, test or quiz is graded. Teachers will make sure that Infinite Campus is updated every two weeks. Teachers will send out progress reports or contact parents/guardians by phone for students earning D's or F's one week prior to mid-trimester grades being due and at least one week prior to 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.

## 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 who earn a grade of A or A- in all of their classes during the trimester.
- "The Gold Honor Roll" is for students who earn all A's (A+, A, A-) with up to two B's (B+, B, B-) in their classes during the trimester.
- "The Purple Honor Roll" is for students who earn a grade of B- or better in all of their classes during the trimester.

## 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.

## 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.

## 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.

## Online Learning Days

On days when school cannot be in session due to poor weather, travel conditions or other reasons, Cretin-Derham Hall will move to online learning days. Online learning days will be communicated via email, text and local tv stations as early as possible. These online learning days will be considered full school days, therefore students must check their email and Google Classroom and complete any assignments that are given. In addition, some teachers may require students to attend synchronous learning sessions via video conferencing. CDH considers these days regular school days and all classroom grading policies apply.

## Pass/Fail Course Options

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. AP classes may not be taken pass/fail without prior permission from the teacher and principal.

The student's Pass/Fail option for all classes 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.

Phy Ed is an exception and may be taken Pass/Fail by students in all grades who earn a B- or higher. Students must still declare their intention to take the pass/fail option by the tenth day of trimester classes, and the option may not be changed after this deadline. Written approval of teachers, parents, counselor and the principal is required.

## Post-Secondary Enrollment Options (PSEO) Policy

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 their school counselor in the CDH Guidance Office for more information and a complete orientation to the program.

### 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.

### 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

D= Below Average Academic Work

B = Above Average Academic Work

F = Failing Academic Work

C = Average Academic Work

## 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 to school by the beginning of their first academic period of the day in order to participate in co-curricular and athletic events, fitness center, and practices unless students have a previously approved absence.** 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 Absences

At five or more absences in any class period the school will determine appropriate interventions, which may include: detention, parent meeting, referral to the Truancy Intervention Program in the county in which they live, be placed on an attendance contract, or result in a loss of academic credit for that trimester. A student who is absent fifteen or more times for any class period 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 apply the appropriate interventions and make exceptions to this policy.

### Illness and Appointments

If students are absent for the day because of illness, parents should contact the Attendance Office using the Infinite Campus Parent Portal, call 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, parents/guardians must provide appropriate documentation.

### 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 in advance of the planned extended absence. Ability 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.

### 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.

## 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 School or 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 a pass will be issued to the student. A pass does not excuse the tardiness. Parents/Guardians will be contacted after their student's third tardy to school. Students will receive a 30 minute detention with their fourth tardy to school and each subsequent tardy to school. If students continue to be tardy, a parent/guardian meeting will be required and additional interventions will take place.

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 an individual class not at the beginning of the school day 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 in a trimester, a parent/guardian meeting will be required. 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.

## 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.

## Academic Integrity

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:

- Providing your work to another student.
- 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 artificial intelligence of any kind, online foreign language translators and "cheat sheets," on an assignment, 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.
- Having out any electronics (i.e. iPad, phone, internet enabled watch) during an assessment without explicit permission.

### **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

- Students will not receive credit for the assignment, but may be asked by their teacher re-do the assignment or a similar assignment for a maximum grade of C-.
- 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.

### 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/vaping, etc. will not be tolerated in the neighborhood.

### Cell Phones and other Electronic Devices

No cell phones, or other similar devices are allowed during the school day. Cell phone connected devices (earbuds, smartwatches, etc) are also banned during the school day. All devices must be turned off and stored in the student's Yondr pouch each school day. Devices that are visible during school hours will be confiscated and turned in to the Deans' office. The same rules apply to all cell phone-connected devices (earbuds, smartwatches, etc.).

Consequences for violating this policy are as follows:

The Yondr pouch is property of Cretin-Derham Hall. If a student is caught on their phone or other cell phone-connected device, Administration will collect the phone/Pouch/other device and call home. A parent/guardian will be required to pick up the phone/device. In addition:

- First Violation: Phone/Device will be held in the main office during the school day for 5 school days.
- Second violation: Phone/Device will be held in the main office during the school day for one month.
- Third violation: Parent meeting will be required.

Damage consists of any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or Yondr staff. If a student's Yondr pouch is damaged the student will be required to purchase a new pouch (\$40). The student's phone will be held in the main office during the school day until a new pouch is purchased.

In addition, all electronic recordings on campus, at school events or posted to the internet or shared with others 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

### 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:

Off Campus Violations

**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

### On Campus Violations

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.**

#### 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: 1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration 2. I will be fully responsible for my own actions and the consequences of my actions. 3. I will respect the property of others. 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 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 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.

- 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.

#### 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.

## 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.

## 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.

## Harassment

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:

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).

### Hate Speech

Hate speech is defined as discriminatory harassment that includes verbal, written, cyber, graphic or physical conduct that directly attacks or condones attacks on any person, or group of persons based on their race, ethnicity, national origin, religious affiliation, sex, gender or gender identity, sexual orientation, age and disability or disease. Any student that is in violation of this policy will be subject to appropriate behavioral consequences, up to and including dismissal. This policy will be enforced for any incident happening on or off campus while the student is enrolled or has completed an application to CDH. Students who feel as though they are being discriminated against should contact their Dean of Students or report their concerns to a member of the school's administration.

A first violation of this policy result in a review board which will determine consequences ranging from:

- Minimum: 3 -day out of school suspension along with a restorative component to be determined by the Administration based on the circumstances of the individual situation.
- Maximum: Dismissal

A second violation of this policy will result in:

- Automatic Dismissal

Aggravating Factors (factors that will be considered while determining the severity of consequences):

- Proximity of event to present time
- Type of harassment



- Whether or not harassment was used toward a specific person or group

#### 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 or use the STOPit app to report anonymously. If the report is given to a person, 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) who is reportedly being harassed 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 to recommend appropriate consequences. The Board will consist of teachers and administrators who will make recommendations to the Principal and/or President.

#### Technology Acceptable Use Policy

Students are expected to use their technology ethically and responsibly. Please see our full policy on page 45.

#### Theft

Persons guilty of stealing 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 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 in a way that honors CDH's commitment to equity and diversity.

Students must wear correctly sized clothing and uniforms should be cleaned, pressed, and without tears, holes or ragged edges. Hair must be in the natural hair color range. Hair ties and headbands must be a solid neutral color. No nose, lip, eyebrow, tongue, or other facial piercings are permitted. Earrings are allowable for young women, but ear gauges are not allowed. No visible tattoos are permitted. Hats may not be worn during the school day without prior permission from the student's grade level dean.

#### Uniform:

Black stretch-woven joggers and black golf-type pants or Donald's uniform gray cotton twill or blend Dockers-style dress pants may be worn. Gray joggers or gray golf-type pants are not allowed. No leggings, cargo, track, pajama, yoga, denim, capri, or sweatpants will be allowed. Black pants can be purchased anywhere if they adhere to the uniform guidelines.

There is a distinct difference between joggers and sweatpants. Joggers are made of stretch woven material, whereas sweatpants are made of cotton/fleece-type material. Sweatpants or yoga pants are not allowed. Only small logos (the size of a quarter) are allowed on joggers.

Gray or Black cotton-twill shorts that fall no more than inches above the top of the knee are allowed from August-October and March-June.

- Black uniform jumper or skirt is an option for young women. The jumper or skirt must fall no more than 3 inches above the knee. Solid Gray or black tights or leggings without patterns may be worn under skirts and jumpers.
- White or black monogrammed uniform polo shirts, monogrammed white oxford shirts (long or short sleeved) with button down collar, black or white turtlenecks are allowed. Oxford shirts must be tucked in and turtlenecks must be worn under a jumper, sweatshirt, sweater, or microfleece with a CDH logo.
- Solid white t-shirt (no visible decorations or colors) may be worn under the uniform shirt.
- Monogrammed black or white uniform sweatshirt, black pullover sweater, or black microfleece may be worn.
- Black shoes in good condition must be worn with the uniform. Open-toed shoes are not allowed.
- Young men must be clean-shaven and hair should not cover the eyes in the front, must not fall below the middle of the ear on the sides and the bottom of the collar in the back. All longer hair styles must meet these guidelines during the school day. Exceptions will be considered for religious reasons with a written appeal.
- 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, access to lunch accounts and student identification purposes. Initial ID cards and lanyards will be given to students and replacements may be purchased if they are lost.

Students are expected to remain in proper uniform throughout the school day. 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 uniform each Friday. Winter jackets are not allowed.

#### Non-Uniform Policies:

Occasionally the administrators will designate days on which students may be out of uniform. Appropriate dress will be expected. Ragged cut-offs are not allowed and t-shirts must cover the torso and cannot be sleeveless. Any wording on out of uniform clothing must not endorse any political candidate and must meet the standards of our civil discourse policy. Images on clothing must be appropriate for school. Boys are allowed to wear earrings on non-uniform days. Modest facial hair for boys is also permitted on non-uniform days. No hats or other head coverings are allowed unless they meet a specific out of uniform theme. 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 while on school trips and field trips unless otherwise determined by the administration. CDH student ID cards and lanyards must still be worn on out of uniform days. Hats are not allowed except on designated theme 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."

## Disciplinary Interventions

### 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.

### Progressive Discipline Policy

Understanding discipline as a "teachable moment" is fundamental to our progressive discipline approach. We use a three-tiered behavioral intervention framework with escalating support and discipline for repeated misconduct. The goal of progressive discipline is to help students learn from their mistakes and appropriately respond to isolated and repeated behavior that negatively impacts the school's learning environment.

### Tiered Interventions

#### TIER 1

#### Definition of Terms and Interventions

Definition of Terms	Interventions
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<p><b>Tardiness:</b> Students are expected to arrive on time for class. Students must arrive to class before the bell.</p>	<ul style="list-style-type: none"> <li>● Verbal warning/ Re-teach behavior expectations</li> <li>● Parent notification</li> <li>● Detention</li> <li>● Attendance letter/Parent Meeting</li> </ul>
<p><b>Disruptive Behavior:</b> Students are expected not to disrupt learning or the school environment, e.g., talking, making noises, throwing objects, play-fighting, or distracting others.</p>	<ul style="list-style-type: none"> <li>● Re-teach behavior expectations</li> <li>● Parent notification/meeting</li> <li>● Detention</li> <li>● Restorative mediation</li> <li>● Behavior contract</li> </ul>
<p><b>Cell Phone Violation:</b> Students are expected to have cell phones and similar devices away during school</p>	<ul style="list-style-type: none"> <li>● <b>1st Offense:</b> Parent notification/meeting <ul style="list-style-type: none"> <li>○ Student must submit phone to the front office for five school days</li> </ul> </li> <li>● <b>Additional Offenses:</b> Loss of phone privilege at school, parent meeting, contract, detention, dismissal</li> </ul>
<p><b>Uniform Violation:</b> Students are expected to remain in proper uniform throughout the school day.</p>	<ul style="list-style-type: none"> <li>● Verbal warning (change to proper uniform)</li> <li>● Detention</li> <li>● Parent meeting</li> <li>● Behavior contract</li> </ul>
<p><b>Ipad Violation:</b> Students are expected to comply with CDH's IPAD "acceptable use agreement" and other policies and procedures outlined in this handbook.</p>	<ul style="list-style-type: none"> <li>● Parent notification meeting</li> <li>● Detention</li> <li>● Behavior contract</li> <li>● Loss of Ipad privileges</li> </ul>
<p><b>Unexcused Absence:</b> Students are expected to attend all classes or other scheduled school activities.</p>	<ul style="list-style-type: none"> <li>● Parent notification/meeting</li> <li>● Detention</li> <li>● Attendance contract/letter</li> <li>● Referral to Ramsey County truancy program</li> <li>● Loss of credit/dropped from the class</li> </ul>

## TIER 2

### Definition of Terms and Interventions

Definition of Terms	Interventions
<p><b>Academic Integrity Violation:</b> Students are expected to exhibit academic integrity and understand what constitutes academic dishonesty and plagiarism.</p>	<ul style="list-style-type: none"> <li>● <b>First Offense:</b> Zero on assignment, parent notification, complete ethics class</li> <li>● <b>Second Offense:</b> Zero on assignment, lose class credit, parent notification, complete ethics class, contract</li> <li>● <b>Third Offense:</b> Zero on assignment, lose class credit, parent notification, and academic review committee to determine to discuss further action</li> </ul>
<p><b>Nicotine Violation:</b> Students are expected not to use or possess any forms of Nicotine, e.g., cigarettes, vapes, chewing tobacco.</p>	<ul style="list-style-type: none"> <li>● Parent meeting/chemical health counselor</li> <li>● Chemical screening</li> <li>● Minimum two Chemical health program</li> <li>● Meet w/ chemical health and dean to discuss next plans</li> <li>● Subject to suspension or further consequences</li> </ul>
<p><b>Harassment:</b> Students are expected to not engage in harassment. Harassment bullying includes, but is not limited to, unwanted or unwelcome words, actions, gestures, or symbols that make a person feel uncomfortable.</p>	<ul style="list-style-type: none"> <li>● Parent notification/meeting</li> <li>● Behavior contract</li> <li>● Restorative mediation when appropriate</li> <li>● Subject to suspension or dismissal</li> </ul>
<p><b>Vandalism:</b> Students are expected to treat the school and surrounding community with care and respect. Students must not damage, break, destroy, or misuse school property or anything that belongs to someone else.</p>	<ul style="list-style-type: none"> <li>● Parent notification/meeting</li> <li>● Monetary compensation</li> <li>● Behavior contract</li> <li>● Subject to suspension or immediate dismissal</li> <li>● Legal prosecution when appropriate</li> </ul>

TIER 3  
Definition of Terms and Interventions

Definition of Terms	Interventions
<p><b>Weapons:</b> Students are expected to not possess any form of a weapon in school, on school grounds, or at school functions.</p>	<ul style="list-style-type: none"> <li>● Immediate dismissal</li> </ul>
<p><b>Sexual Abuse/Assault:</b> Students are expected to protect the safety and rights of others. Students must not physically or psychologically and other behavior that abuses or assaults another person's gender, sexual identity, or sexual orientation.</p>	<ul style="list-style-type: none"> <li>● <b>First Offense:</b> Review board to determine consequences ranging from               <ul style="list-style-type: none"> <li>○ 3-day suspension/restorative mediation</li> <li>○ Subject to dismissal</li> </ul> </li> <li>● <b>Second Offense:</b> Immediate dismissal</li> <li>● Contact legal authorities when appropriate</li> </ul>
<p><b>Hate Speech:</b> Students are expected to not use hate speech. Hate speech is defined as discriminatory harassment that includes verbal written, cyber, graphic, or physical conduct that attacks a person based on their race, ethnicity, national origin, religion, sex, gender identity, sexual orientation, and disability.</p>	<ul style="list-style-type: none"> <li>● <b>First Offense:</b> Review board to determine consequences ranging from               <ul style="list-style-type: none"> <li>○ 3-day suspension/restorative mediation</li> <li>○ Subject to dismissal</li> </ul> </li> <li>● <b>Second Offense:</b> Immediate dismissal</li> </ul>



<p><b>Bullying:</b> Students are expected to communicate with respect and kindness. Bullying is intimidating, threatening, abusive or harmful conduct and: 1. There is an actual or perceived imbalance of power and the behavior is repeated: 2. The conduct disrupts a student's educational opportunities or performance.</p>	<ul style="list-style-type: none"> <li>● <b>First Offense:</b> Review board to determine consequences ranging from <ul style="list-style-type: none"> <li>○ 3-day suspension/restorative mediation</li> <li>○ Dismissal</li> </ul> </li> <li>● <b>Second Offense:</b> Immediate dismissal</li> </ul>
<p><b>Use/Possession of Drugs, Alcohol, or other Controlled Substances (on-campus):</b> Students are expected to not use or possess alcohol or illegal drugs at school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. Students must not sell or give prescribed or over-the-counter medication to anyone at school.</p>	<ul style="list-style-type: none"> <li>● <b>First Offense:</b> <ul style="list-style-type: none"> <li>○ Parent meeting/chemical health counselor/dean to discuss next plans</li> <li>○ Chemical health program</li> <li>○ Random chemical screening</li> <li>○ 30 hrs of community service</li> </ul> </li> <li>● <b>Second Offense:</b> <ul style="list-style-type: none"> <li>○ Full chemical assessment</li> <li>○ Approved chemical awareness program</li> <li>○ Subject to suspension, probation, or dismissal</li> </ul> </li> <li>● <b>Third Offense:</b> Review board to determine consequences ranging from <ul style="list-style-type: none"> <li>○ Behavior contract, suspension and/or dismissal</li> </ul> </li> </ul>
<p><b>Fighting/Assault:</b> Students are expected to resolve conflict peacefully and must not engage in physical and/or verbal fighting. Fighting involves mutual intense verbal exchange and/or physical contact, e.g., shoving, kicking, hair pulling, and biting.</p>	<ul style="list-style-type: none"> <li>● Parent notification/Meeting</li> <li>● Restorative mediation</li> <li>● Behavior contract</li> <li>● Subject to suspension or immediate dismissal</li> </ul>

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.

## Detention

Students receive detention for minor disciplinary infractions. Detentions must be during the designated times which are posted in the main office. All detention hours are assigned by the Deans of Students. Saturday detention will be held as needed on Saturdays from 8:00-11:00 am. Student athletics and activities are not excuses for missing detention. When a student accumulates 2 or more hours of detention, a parent/guardian meeting will be required to determine how the time will be served and students will not be allowed to participate in athletics/activities until a specific plan is in place with the Dean of Students.

## 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.

## 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).

## 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 during an investigation to ensure the safety of the school community. If a student is cleared as the result of an investigation, the suspension will be changed to an excused absence. 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. Students are expected to complete any assignments that are missed during the suspension period and credit will be given. During an out-of-school suspension, students may not be on campus or attend any CDH events that are on or off campus.

## 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.

## 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.

# 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.

### Counseling 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
- A resource to classes, providing speakers, groups, etc.
- Mental and chemical health education

Any student wishing to contact a counselor for help in any area is free to make an appointment at any time. A pass 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, members of Learning Lab, the nurse, and administrators. SST addresses a wide range

of issues including, but not limited to: academic struggles, behavior issues, attendance, eating disorders, 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 or use the STOPit app to report anonymously.

## COUNSELING OFFICE SERVICES

Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
<ul style="list-style-type: none"> <li>· Introductory session to access our peer-mentoring program: People Finding People (PFP)</li> <li>· Individual meeting and counseling services with assigned school counselor</li> <li>· Introduction to the Naviance program, a web-based college/student planning site</li> <li>· Classroom counseling lessons throughout the year. Topics include: accessing a support network, social media and working through stress, course planning, introduction to post-secondary options</li> <li>· Pre-ACT Test administered on all-school testing day</li> <li>· Academic progress monitored</li> </ul>	<ul style="list-style-type: none"> <li>· Continued optional involvement in PFP program</li> <li>· Classroom counseling lessons throughout the year. Topics include: course planning, finding balance, career exploration</li> <li>· Pre-ACT Test administered on all-school testing day</li> <li>· Academic progress monitored</li> </ul>	<ul style="list-style-type: none"> <li>· Parent/Guardian post-secondary planning evening program</li> <li>· Individual meetings with each eleventh grader, their parents/guardians, and assigned college-counselor regarding post-secondary planning</li> <li>· CDH Education Fair</li> <li>· Career/College planning library and resource area</li> <li>· Classroom counseling lessons on course-planning and finding balance</li> <li>· NCAA eligibility orientation for potential scholarship athletes</li> <li>· PSAT administered on all-school testing day</li> <li>· ACT offered at CDH in April</li> <li>· Academic progress monitored</li> </ul>	<ul style="list-style-type: none"> <li>· ACT offered at CDH in October</li> <li>· College application process evening meeting for parents/guardians and senior students</li> <li>· Optional individual college planning meetings</li> <li>· College financial aid evening program for parents/guardians</li> <li>· Processing CDH supporting materials for college applications</li> <li>· Academic progress monitored.</li> </ul>

## Health Services

### 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.

### 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.

## Library 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, including Flex, 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.

Many students make up tests they miss in the LLC. Please be aware that we support and enforce the Academic Integrity Policy 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.

## Student Life

## 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.

## Lunch

Taher is our contracted student lunch vendor. Students may also bring lunch from home. There are 2 microwaves available to students in the cafeteria. Students may not order food to be delivered to the school and others may not bring in restaurant food for students. Students are not allowed to leave campus for lunch. Exceptions may be made with admin approval.

## 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.

## 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 and a message will be sent via Infinite Campus to students, parents and guardians who have provided appropriate contact information.

## Traffic/Transportation

### 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.

### Drop Off/Pick Up:

Due to a large amount of traffic from both Holy Spirit and CDH during morning drop-offs and afternoon pick-ups, we ask that whenever possible students be dropped off or picked up on either the Hamline side of the building using the Hamline Turn-Around adjacent to the Morrison Fine Arts Building or near the Ryan STEM Center on the South side of the building.

An additional concern is the Holy Spirit children who dismiss a few minutes after Cretin-Derham Hall students. In order to ensure the safety of everyone, we ask the following:

- no parking in or use of the Holy Spirit school or church parking lots.
- 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.

### Parking and Permits:

Driving is a privilege and students who drive to school must register their vehicle (car, motorcycle, scooter) in the Deans' Office. All students who drive to school, regardless of where they park, must complete a vehicle information form and display a CDH parking permit. A free parking permit will be issued and must be displayed so that it is visible. 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.

#### 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 provide a photo ID before signing 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.

## Contact Information

### 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	Tony Yazbeck	651-696-3342
Address Corrections	Sandy Cullen	651-696-3301
Advancement Office/Fundraising	Rob Bollinger	651-696-3344
Athletics	Matt Funk	651-696-3384
Attendance	Pilar Garcia	651-696-3311
Buildings, facilities	Paul Solmon	651-696-3307
Bus Cards	Lauri Malm	651-696-3317
Campus Ministry	Peter Gleich	651-696-3329
College, Career Plans	Laura Nelson	651-696-3383
Communications/PR	Annie Broos	651-696-3309
Curriculum	Mona Passman	651-696-3331
Dean of Students (gr.10)	Amy Bellus	651-696-3305
Dean of Students (gr. 9, 11 & 12)	Joe Hutchins	651-696-3369
Financial Aid	Lisa Williams	651-696-3316
Health Questions	Nurse	651-696-3346
Homework requests for absent students	Pilar Garcia	651-696-3311
Liturgies	Mark McGuire	651-696-3353
Retreats	Mark McGuire	651-696-3353
Parking	Joe Hutchins	651-696-3303

School Calendar	Ruth Johnson	651-696-3300
Student Work Program	Ruth Johnson	651-696-3300
Summer School	Counselors	651-696-3312
	Lauri Malm	651-696-3317
Transcript Requests	Peggy Mansur	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	Amy Bellus	651-696-3305

## Staff by Departments

### **Academic Development**

Lori Linn  
Garry Loufek  
Joe Miley

### **Administrative Staff**

Jeb Myers-President  
Mona Passman-Principal  
Amy Bellus-Asst. Principal/Dean of Students  
Kim Royston-Asst. Principal/Dir. of Diversity  
Joe Hutchins.-Dean of Students

### **Admissions**

Sean Van Gemert-Admissions Director  
Toby Anderson  
Sandy Cullen

### **Attendance**

Pilar Garcia

### **Advancement**

Rob Bollinger  
Annie Broos  
Lisa Ford  
Peggy Gilligan  
Peggy Schafer  
Megan Smith  
Steve Walsh  
Julie Wengelewski  
Tyler Zastrow

### **Athletics**

Matt Funk-Athletics Director  
Bob Kinne  
Jim O'Neill  
Tara Seifert  
Tony Yazbeck  
Athletic Trainer-Sports & Orthopedic Specialists (Kelly Flynn)

### **Business Office**

Lisa Prescott-Williams-Business Director  
Colleen Buckingham  
Regan McCormick-Human Resource Dir.

### **Business/Entrepreneurship**

Anne Dougherty

### **Campus Ministry**

Claire Bischoff  
Peter Gleich  
Mark McGuire  
Aaron Puent  
Fr. Pat Kennedy

### **Counseling**

Michael Brewer  
Katie Carroll-Registrar  
Laura Esping  
Peggy Mansur

Laura Nelson  
Br. Michael Phipps  
Mitchell Reynolds  
Julie Roy  
Katie Shead  
Jane Young

### **Deans' Office**

Amy Bellus-Dean of Students (gr. 10)  
Joe Hutchins-Dean of Students (gr. 9, 11, 12)  
Ruth Johnson-Admin. Assistant to the Deans  
Nia Hollie-Sub Coordinator

### **English**

Jody Cornett  
Jesse Cusick  
Aaron Hoiland  
Emma Denzen  
Sheila Malone-Povolny  
Jenny Markert  
Michael Powers  
Scott Raymond  
Terence Sinclair –Wood  
Steven Tacheny

### **Fine Arts**

Suzanne Cranston  
Nick Giles  
Penelope Parsons-Lord  
Delilah Schuster  
Martha Thornton  
Teddy Williams

### **Food Service**

Provided by Taher Food Service  
Mimi Doran-Director of Food Service

### **JROTC**



COL Joseph Scrocca  
SGM Dave Berrisford  
MSG Ken Peloski  
SFC Brittany Thingvold

**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  
Br. Douglas Hawkins  
Bernadette Hellickson  
Chad Loeffler  
Maureen Modl  
Carolyn Osdoba  
Jennifer Sabraski  
Tyler Schoenbauer  
Marcy Sticha  
Dan Willaert

**Phy Ed/Health**

Jerry Kline  
Jodi Muetzel  
Randy Muetzel

**Public Relations**

Annie Broos  
Julie Wengelewski

**Religion**

Claire Bischoff  
Erin Butler  
Peter Gleich  
Joe Kruse  
Doug Meeker  
Aaron Puent  
Nicolle Spears  
Tim Spika  
Timothy Teuber  
Lou Anne Tighe

**Science**

Chad Anderson  
Stephanie Aumann  
Jessie Botello  
Ann Marie Froehle  
Sarah Jamieson  
Chris Kaus  
Katie Meier  
Ellen Schafer  
Frances Sorenson  
Mike Steineman

**Social Studies**

Jennifer Androsky  
Christina DeVos  
Mikhail Falconer  
Kathryn Fetterly  
Mark Grelson  
Angie Keske  
Daniel Kotasek  
Thomas Luhman  
Alex Nuy  
Tiffany Rosen

**Staff**

Pilar Garcia

Ruth Johnson  
Kristy McLeod  
Lauri Malm

### **STEAM**

Anne Dougherty-STEAM Chair  
Jeff Winsor

### **Technology**

Carole Loufek- Director of Technology  
Tyler Schenbauer-System Administrator  
David Sobolewski

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### **World Language**

Chris Babcock  
Alexis Howe  
Luis Juarez  
Rebecca Medellin  
Tommy Murray  
Karol Quesada  
Nan Wang  
Laura Wasenius

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

This document addresses policies and procedures related specifically to CDH owned Apple iPads. 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 network;
- Facilitating the use of technology tools for teaching and learning.

Cretin-Derham Hall is committed to educating students. 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 iPads 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.

### ***General Information and Use***

## Required Agreements

Cretin-Derham Hall will issue an iPad to each student contingent on students' agreement with the CDH AUP and RUP document and other policies and procedures outlined in this manual.

Cretin-Derham Hall retains ownership of iPads, cases and power cords issued to students.

## 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. Students are required to bring their fully charged devices to school each day. If they fail to bring the 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.

## Security and Privacy

Students are expected to

- Be logged into the Managed School AppleID provided to the student by Cretin-Derham Hall.
- 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.

## Screensavers and Background Images

Any image or media on student iPads must reflect the mission and values of CDH.

## 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.

## 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.

## 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.

## Managing Files and Saving Work

It is the responsibility of the user to back-up the device on a regular basis using Apple iCloud

storage through the Managed Student AppleID provided by the school. Students may be required to delete non-school related items on the iPad if storage space on the iPad is needed.

### ***Care and Maintenance***

#### 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.

#### 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 or screen 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.

#### 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.

#### 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 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 students are responsible for completion of assignments in a timely manner. Failure to bring a usable iPad to class may result in a detention.

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

#### 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.

## 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.

## 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.

## Cost for damage repair and replacement

Estimated replacement cost for damages and repair are reflected below:

- Damaged or broken screen cost \$110
- Replacement cost for the provided iPad case is \$55 (missing, broken, or incomplete cases)
- Replacement cost for the provided iPad wall charger is \$20, cable \$10
- Replacement cost for the entire iPad is \$460
- There will be a charge of \$50 for general damages

## Student Enrollment/Withdrawal

Students who discontinue enrollment at CDH for any reason must return their CDH-owned iPad, 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, the student will be charged the replacement cost of the device and/or missing items.

Furthermore, families are responsible for any damage to the device.

## ***Web/Internet***

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

## ***Managed AppleID***

A Managed AppleID will be provided to each student. Student will not log out of this managed AppleID. iPads are being implemented for educational activities and are provided for educational use.

Gaming or any other non-academic use during class periods is not allowed. Violations to this rule will be reported to the Deans of Students.

## ***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.

## Policy compliance

There may be appropriate academic uses for video and audio recording with the iPad. All electronic 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 recordings created with the device must comply with CDH policies, State and Federal laws, and must (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 and will result in further disciplinary consequences.

#### 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, Twitter, and TikTok .

#### 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.

#### 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 and Director of Technology.

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

Technology at Cretin-Derham Hall exists as a tool for five 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. 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 accordance with the student handbook and/or at the discretion of the Deans of Students.

Students' digital devices are subject to the guidelines of this Acceptable Use Policy. Students are allowed to bring electronic devices only after the users have read the Acceptable Use Policy and the Responsible Use

Principles for Students, which is provided to students with iPad distribution.

### **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 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 networks by consuming a large amount of bandwidth by uploading, streaming, gaming, deliberate attacks, etc.
- Students may not use a proxy server or VPN.

### **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 outside of school, unless specific permission is granted. Personal devices will need to last a full day without recharging.
- Individuals may not use others devices.

### **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.

### **Loss, Theft and Damages**

- If a CDH owned iPad is lost or stolen, it must be reported to the technology department personnel. If the iPad is found, this also should be reported. It is the responsibility of the student to pay the replacement cost for the lost iPad. The charges will be added to the student's tuition bill.

### **Damage**

- If your CDH owned iPad fails to work or is damaged, report the problem to the technology department personnel. Do not attempt to repair the iPad or to gain access to the internal electronics. You will be issued a replacement iPad to use for school.

### **Damage to Operating System**

- Any changes to or altering of the CDH owned 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.

### **Damage Repair and Replacement**

- An iPad that is damaged by accident or intentionally will receive one free repair, such as a broken screen, excessive scratches on screen, broken headphone jack or lightning port. All damage after the first incident will result in a charge to the student's tuition bill for the repair costs.
- Damage to the CDH iPad cases, cables or chargers will result in a full replacement charge to the student's tuition bill.
- A valid defect in materials and/or workmanship will be covered.

### **Student Enrollment and/or Withdrawal**

- Students who terminate enrollment at CDH for any reason must return the CDH iPad, case, charger and cable to the CDH technology department personnel on the date of the termination. Any damages to the equipment or missing items will be charged to the student's tuition statement.
- If a student fails to return the equipment at the end of the school year, or upon termination of enrollment at CDH the student will be charged the full replacement cost on the final tuition bill.

## **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!