

**CHAMINADE-MADONNA  
COLLEGE PREPARATORY**

**PARENT/STUDENT HANDBOOK  
2016-2017**



**MISSION STATEMENT**

Chaminade-Madonna, Catholic and Marianist in its identity, educates the heart and soul as well as the mind and body. It is a family-like community in which individuals of all backgrounds shape and share their faith, achieve excellence, and become caring participants and leaders in the service of community, church, and those in need.

**Celebrating 57 Years of Excellence  
“Toward a Better World”**

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School Testing Number: 100-678**

**Accredited by AdvancED  
Recognized Blue Ribbon School of Excellence by the U.S. Department of Education**

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## INTRODUCTION

An interesting and challenging experience awaits you as a student or parent of Chaminade-Madonna College Preparatory. To answer some of your questions concerning the school's policies, the school has prepared this Parent/Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. If you have any questions about the school's policies, please ask the Head of School for assistance.

## HISTORY AND PHILOSOPHY OF SCHOOL

### MESSAGE FROM THE HEAD OF SCHOOL

In this Olympic and election year, our country will win medals and elect a new President. There will, no doubt, be moments of great celebration as well as challenge. The most significant connection between both is the strength of the community who endures whatever may come. The community that stands in support of its weakest members exhibits great empathy and virtue. The members who can celebrate with others in time of triumph are selfless in their joy.

The Characteristic of Marianist Education (CME) which will be our focus for the 2016-2017 school year is *Educate in Family Spirit*. In practical terms, this means that we will place special emphasis on those activities and experiences which draw us together in special and unique ways. We have spent a great deal of time planning new activities and re-visioning our House structure. These "houses" will most certainly become "homes" for every member of the community.

What is your part in this effort? First, become familiar with the structures which are put in place to help ensure your success both inside and outside of the classroom. This handbook will offer you specific directions about expectations and behaviors which will make our daily experience together both positive and productive. Second, ask questions about things which may not be clear. As young adults and parents, it is important to us that our time together be a true partnership. Finally, GET INVOLVED! Chaminade-Madonna has activities and organizations for BOTH parents and students.

If we stick together and work hard, there isn't anything we can't achieve!

Welcome back to a new school year!

May Mary, the Mother of Jesus, be with us on the journey.



Judith Muecheck, Ph.D.  
Head of School

## **VISION**

Chaminade-Madonna College Preparatory will build upon its position as a leader in Catholic education dedicated to preparing young men and women for higher learning. Through an integrated educational program of outstanding spirituality, academics, school activities, and physical development, C-M will lead its students to make consistent use of their God-given talents to work "Toward a Better World."

## **MISSION**

Chaminade-Madonna, Catholic and Marianist in its identity, educates the heart and soul as well as the mind and body. It is a family-like community in which individuals of all backgrounds shape and share their faith, achieve excellence, and become caring participants and leaders in the service of community, church, and those in need.

## **HISTORY OF THE SCHOOL**

Both Chaminade High School for boys and Madonna Academy for girls began in 1960. Chaminade was under the administration of the Marianists; Madonna under the School Sisters of Notre Dame (Baltimore Province). In 1988, the two schools merged, taking the name of Chaminade-Madonna College Preparatory, with the Marianists retaining the administration of the school.

## **THE MARIANISTS AND OUR HERITAGE**

Blessed William Joseph Chaminade, a French Catholic priest, founded the Society of Mary (Marianists) in 1817. After the French Revolution, Blessed Chaminade and his associates became key players in the revitalization of Christianity in France. Brothers and priests of the society, known as the Marianists, espoused his ideals and chose education as a means of furthering those ideals throughout the world. Today, the Society is composed of more than 1,300 men engaged in parish work, education, and in other professional works outside the classroom. Marianists are serving others throughout the United States and in twenty-nine foreign countries. Chaminade-Madonna is one of eight schools owned by the Marianist Province of the United States; an additional 11 secondary schools in the US and Ireland are sponsored by the Marianists.

## **OPEN ADMISSION POLICY**

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

## **GENERAL SCHOOL INFORMATION**

### **HOURS OF OPERATION**

When school is in session, the Main Office is open Monday through Friday from 7:30 A.M. to 3:30 P.M., the Library is open from 7:00 A.M. to 4:00 P.M., the Campus Store is open before school from 7:15 A.M. to 8:00 A.M. and after school for 15 minutes after dismissal, and the Cafeteria is open from 7:20 A.M. to 2:00 P.M.

### **SCHOOL COLORS**

Scarlet, White, and Blue. The scarlet represents the blood of the martyrs and their courage in spreading the word of God throughout the world. White stands for goodness, the totality of a world at peace that includes all colors, creeds, and races. The blue is the color of Our Lady. The three colors together represent the colors of the former schools.

### **SCHOOL MASCOT**

The Lion. Our teams carry two names, the Lions and the Lady Lions.

### **SCHOOL MOTTO**

Ad Mundum Meliorem - Toward a Better World

### **SCHOOL SEAL**

The outermost circle contains the name of our school, Chaminade-Madonna College Preparatory, Hollywood, Florida, which is the result of the consolidation of the two schools founded individually in 1960. Encircled within is a globe signifying the world in which we live. Centermost is the letter "M" standing for Mary, the Madonna, who is the protectress of the Society of Mary. Radiating out from the center are semicircular arrows reflecting our desire to share throughout the entire world the knowledge and love that Mary has for her son, Jesus. The school's motto, Ad Mundum Meliorem, sits under the globe as a reminder of the work to be done.

### **SCHOOL ALMA MATER**

As Lions we roar so proud and strong. And raise our voices in this our song.  
Daughters of Madonna in white and blue, Sing praise to Mary beautiful, good, and true.  
The Sons of Chaminade in scarlet and blue, Give laud to Your name, so holy are You.  
Now scarlet, blue, and white are we, Chaminade-Madonna we'll always be.  
"Toward a better world" will ever be our goal, in love, in truth, in heart, in soul.  
Alma Mater hear our cry: Hail! Chaminade-Madonna on high!

### **MARIANIST PRAYERS**

#### **Doxology**

May the Father and the Son and the Holy Spirit be glorified in all places through the Immaculate Virgin Mary.  
Amen.

#### **Three O'Clock Prayer**

Lord Jesus, we gather in spirit at the foot of the cross with your Mother and the disciple whom you loved. We ask your pardon for our sins which are the cause of your death. We thank you for remembering us in that hour of salvation and for giving us Mary as our Mother. Holy Virgin, take us under your protection and open us to the action of the Holy Spirit. Saint John, obtain for us the grace of taking Mary into our life, as you did, and of assisting her in her mission.

## LEADERSHIP

### OWNERSHIP

Chaminade-Madonna College Preparatory is owned and operated by the Marianist Province of the United States.

### BOARD OF TRUSTEES

Mr. William Campanella (Chair)\*

Mr. Julius "Skip" Farinhas '75 (Immediate Past Chair)

John J. Hearn, Esq. '82 (Vice-Chair)\*

Margaret Vilella, Esq. (Secretary)\*

Mrs. Meg Callahan

Mr. Rick Caspanello

Deacon John Clarke

Mrs. Jessica Fonseca-Nader

Mr. David Haimes '83

Mr. Bert Henkel

Mr. William Kirk '83

Br. Ron Luksic, S.M.

Dr. Carmen Marinelli '73

Mr. Robert Minnaugh

Dr. Judith Muccheck (ex-officio)\*

Mrs. Valerie Panciera-Reith '76

Walter Reynoso, Esq. '78

Fr. Ralph Siefert, S.M.

Mrs. Judy Skehan

Sr. Sharon Slear, S.S.N.D.

Mrs. Nancy Sullivan

Br. Jack Ventura, S.M. (ex-officio)\*

\*Executive Committee

Mrs. Raiza Echemendia (ad hoc)

Mr. Carlton Preston (ad hoc)

### SCHOOL ADMINISTRATION

Dr. Judith Muccheck

Head of School

Mrs. Raiza Echemendia

Assistant Head of School

Mr. Michael Eaton

Dean of Students

Mrs. Lauren Broeckelmann

Director of Student Life

Ms. Tainah Georges

Director of Admissions

Ms. Carol LaMont

Director of Campus Ministry

Mr. Carlton Preston

Chief Financial Officer

Mr. Andre Torres

Athletic Director

### GUIDANCE SERVICES

Mrs. Kristi Tucker

Director of Guidance/Counselor

Mrs. Michelle Chirichella

Counselor

Mrs. Linda Fisher-Meerow

College Placement Coordinator

Mrs. Elizabeth van der Vlugt

Director of Learning Center

## **CAMPUS MINISTRY**

### **SPIRITUAL PROGRAM**

We believe that all education must lead to the development of a mature and personal relationship with Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass, the sacraments, and community service. The program includes, but is not limited to, the following:

- At 8:00 A.M. each school day, there is a school-wide prayer and pledge of allegiance.
- Each class begins with a prayer or moment of spiritual reflection.
- School Masses are held monthly. All students are required to attend and participate in school Masses. Early dismissals are not allowed prior to school liturgies.
- During the school year, various religious programs are held, including Advent and Lenten Communion Prayer Services, Christmas Tree Lighting Ceremony, and presentations from Respect Life and other special guest speakers in the community.

### **RETREATS**

#### **Freshman Reflection Day**

This day long experience gives the freshman class an opportunity to build community and to reflect on what it means to be part of the Marianist community.

#### **Antioch**

Antioch is a two-night/three-day retreat open to all students in the tenth grade to experience the risen Christ in a communal setting. Students wishing to participate are open and willing to grow in their relationship with God and others. There is a fee to attend Antioch.

#### **Encounter**

Encounter is a three-night/four-day retreat required for all students in the eleventh grade. During this retreat, students are brought to a greater realization of self-worth and the importance of others and God in their lives. There is a fee to attend Encounter.

#### **Senior Retreat**

This overnight spring retreat for members of the senior class provides an opportunity to reflect on their high school years before they embark upon the future. There is a fee to attend this retreat.

## ACADEMIC POLICIES

### ACADEMIC CALENDAR

The 2016-2017 school year begins for students on August 22, 2016. Updated daily, the calendar of school events is available on the school website.

### GRADUATION REQUIREMENTS

Students must meet the following requirements to receive a diploma from Chaminade-Madonna College Preparatory and be able to participate in the graduation ceremonies:

- A 2.0 unweighted cumulative GPA
- 28 credits as outlined below:
  - 4.0 credits Theology
  - 4.0 credits English
  - 4.0 credits Mathematics
  - 4.0 credits Social Studies
  - 3.0 credits Science
  - 2.0 credits Foreign Language (consecutive years of same language)
  - 1.0 credits HOPE
  - 1.0 credits Fine Arts
  - 5 credits Electives (Class of 2019 and forward)
- 80 hours of community service (Class of 2017 and 2018)
- 100 hours of community service (Class of 2019 and forward)
- Participation in Encounter Program
- Full payment of financial obligations

### GRADING POLICIES

#### Grading Scale

Chaminade-Madonna's grading scale is in accord with the Archdiocese of Miami and the State of Florida.

Percentage	Grade	Points
90 - 100	A	4
80 - 89	B	3
70 - 79	C	2
60 - 69	D	1
0 - 59	F	0

#### Grading and Report Cards

Chaminade-Madonna awards credit at the completion of each course (annual or semester). Report cards are issued quarterly; midterm/semester exams are administered to conclude the second and fourth quarters. Grades reflect the overall performance of the student on assignments, class work, quizzes, tests, and exams. In annual courses, the final grade will be determined by averaging the two semester grades. A grade of "incomplete" changes to "F" after a two week period. It is the responsibility of the student to make up the deficiency.

#### Semester Exams

Semester exams count for 10% of the semester grade for a year course. Students must be present on the exam day; exams are not given early. Any student who misses an exam must make it up within the designated exam make up period; a \$25.00 fee per exam will be charged. If the exam is not made up, the grade for both the exam and the semester will be an Incomplete. Seniors may be exempt from no more than three semester exams if they earned an "A" average in both quarters of academic work.

#### Testing Days

To minimize student stress in preparing for tests, the school assigns testing days to each department. Students may have a quiz in any subject on any day.

Monday:	English, Foreign Language, Social Studies
Tuesday:	Math, Science, Theology
Wednesday:	English, Foreign Language, Fine Arts, Health/P.E.
Thursday:	Health/P.E., Social Studies, Theology
Friday:	Fine Arts, Math, Science

## **Honor Rolls**

Academic Honors are awarded quarterly and on a semester basis. Honors Criteria are:

1. Head of School's Honors: Student receives all A's.
2. First Honors: Student receives a 3.7 grade point average with no grade below a B.
3. Second Honors: Student receives a 3.5 grade point average with no grade below a B.

## **Failures**

A student who fails a course must successfully remediate the failure in order to advance to the next grade level. A maximum of three credits may be made up in summer. Students failing more courses may not return to Chaminade-Madonna. All remediation credits must be taken at Chaminade-Madonna.

## **Academic Probation**

Students are on Academic Probation when their cumulative GPA falls below a 2.0. Students are removed from academic probation when they obtain a cumulative GPA of 2.0 or above. Students who are on probation and receive one or more "F's" at the end of the next marking period may be asked to withdraw. Students on academic probation for one year will be reviewed by the school administration. A student asked to withdraw from Chaminade-Madonna for academic reasons may reapply for admission after he/she has successfully completed one year in another school with appropriate classes and grades.

## **Study Hall**

The Study Hall program is designed to assist students with academic needs. It takes place every Monday, Tuesday, and Thursday from 3:15-4:15 P.M. during the academic school year. Study Hall is moderated by a teacher and several academic honor society students. Students attending Study Hall will have the opportunity to receive tutoring, work on assignments, review for quizzes and tests, and work on major projects. All students on academic probation are encouraged to attend Study Hall in order to improve their academic performance.

## **Forgiveness Policy**

Students who have received a "D" or "F" as the final grade in a course may repeat that course in order to improve the grade previously earned. The higher of the two grades will be used to compute the cumulative GPA, while the lower grade will be replaced by an "R" and will be part of the student's permanent record. Guidelines for the Forgiveness Policy at Chaminade-Madonna are as follows:

1. All classes for forgiveness must be taken at Chaminade-Madonna.
2. All students enrolled at Chaminade-Madonna are eligible.
3. Seniors needing a class not offered at Chaminade-Madonna must receive permission from the Assistant Head of School prior to enrolling in the course at another institution/virtual.

## **Summer School**

Summer School at Chaminade-Madonna will be offered for students to advance their studies by taking a course for the first time or to remediate a course previously taken. Absence from Summer School is to be avoided at all costs; credit may be denied for excessive absence. Summer School is organized each year by the school administration. Information is available in the Main Office.

## **MONITORING STUDENT PROGRESS**

### **Appointments**

Parents should address any questions regarding their child's performance in a class to the teacher first. If a conference is necessary, it should be scheduled in advance. Appointments for a conference with a teacher, guidance counselor, or administrator may be arranged by e-mail. A list of e-mail addresses can be found in the Communication section of this book or on the school website. A parent-teacher conference may be scheduled before or after school through the Guidance Department.

### **Agenda and Homework**

All students are given an iPad which includes the school calendar. Students are encouraged to record all assignments in every class on the iPad. Understanding that homework includes reading and studying as well as written work, students and parents should expect approximately three hours of homework daily. Students cannot become educated with class work only; their work extends beyond school hours. If they do not do homework, they may not attain success.

### **Canvas**

Parents can monitor their child's academic progress through Canvas, our secure learning management system, on a regular basis. With a unique login username and password, parents and students can access Canvas for grades and assignments.

### **Academic/Interim Status Reports**

At the midpoint of each marking period, academic status reports are issued to all students. Issue dates for these reports are noted on the school calendar.

### **COURSE OF STUDY**

#### **Course Selection**

Students will receive a course selection sheet during the second semester. The Curriculum Guide, which is available on the school website, provides detailed information on course selections and requirements. Students are placed in appropriate classes based on course prerequisites and the recommendation of the student's present teacher and his/her counselor. However, when students and/or their parents want a course that is not recommended, they may appeal the decision to the Assistant Head of School, who will consider the merits of each case individually. Parents are encouraged to contact their son/daughter's counselor for advice on course selection. Requested changes will be reviewed along with the following considerations: teacher recommendation, student progress in the subject, student preparation for the requested course, availability of space in class, student's reason for the change request, and parent information. Parents who elect courses which are not recommended will be required to sign a course waiver.

#### **Changing Courses in General**

Change of an elective must be requested prior to the new school year. After a deadline has passed a fee will be charged. Counselors will not change a schedule to accommodate a request for a different teacher. Part of the educational process requires that students develop methods of succeeding with a variety of personality types; not every student will like every teacher, but he/she should learn how to successfully work with every teacher.

#### **Honors and Advanced Placement Classes**

Students in honors or advanced placement classes must maintain a consistently good academic standing. Students enrolled in these classes must meet the requirements of the class. If the student fails to maintain a "C" average it may be recommended by the teacher/counselor that he/she transfer from the course, whereupon a determination will be made by the Assistant Head of School. Students in honors classes who earn a grade of "C" or better are granted one additional quality point on the grading scale. Students in advanced placement classes who earn a grade of "C" or better are granted two additional quality points on the grading scale. Students taking AP (Advanced Placement) courses can take the AP test in the subject, at an additional expense, which allows the student the possibility of earning college credit.

### **DUAL ENROLLMENT**

Sophomores, juniors, and seniors with a minimum of a 3.0 cumulative GPA may be eligible for dual enrollment status and receive high school and college credits for passing certain courses. College fees apply. The following courses may be offered for dual enrollment: Honors/AP English III, Honors/AP English IV, AP Biology, Honors Anatomy & Physiology, Honors Marine Biology, Honors American Government, Honors Business, and Honors/AP Macro Economics.

## **ADDITIONAL EDUCATIONAL PROGRAMS**

### **THE HOUSE SYSTEM**

The house system is a unique method of creating small communities of students through various student activities and mentor groups. Service learning is an important component of house activities.

### **THE LEARNING CENTER**

The Learning Center provides resource support for students who have academic learning disabilities which have been diagnosed by an independent psychologist. Students in this program are expected to go on to college, but require some type of additional support or modification to perform at their potential. The Learning Center will focus on making reasonable adjustments to help students succeed in our college preparatory curriculum during the regular school day. The goal of the Learning Center is to have students develop the skills necessary to become independent learners by acquiring organizational skills, test-taking techniques, study strategies, and self-advocacy. Detailed information may be obtained by contacting the Director of the Learning Center.

### **SERVICE LEARNING PROGRAM**

Each student is required to perform 100 hours of service with nonprofit organizations. It is a graduation requirement that adds an essential element to the development of future citizens. Our service learning program requires that all service duties performed by a student be submitted on the service hours form provided by the school. Service hours are tracked in the C-M student database and are reported on the quarterly report card. These records form an important part of the college application. Students are encouraged to do more than just meet a requirement and to do more than one type of project. Service opportunities are offered in a variety of interest areas (Youth in Government, Memorial Hospital, etc.) which would require longer commitments, but would satisfy the student's yearly requirement. C-M's program offers projects that allow students to work together. The service learning program allows students to appreciate the blessings they have and to help put their lives in perspective by seeing and working with the less fortunate. We hope to develop in our students a lifelong sense of service to the community.

### **SPRING SESSION**

Chaminade-Madonna offers a special educational experience for its students during spring session. Our faculty presents a week of unique course work, cultural trips, service learning experiences, college visitations, and career directed experiences which are not normally offered within the regular curriculum. Additional fees are charged for most courses offered in this program. Attendance during this week is required for all students. Full details regarding course offerings will be given to students and parents at the beginning of the second semester.

### **STUDY HALL**

Study Hall is offered each quarter for those students who earn below a 2.0 GPA for the quarter and/or the semester.

### **TUTORING**

Teachers are available to their students each day from 2:45 to 3:15 P.M. for additional help. Additional help may be arranged through the Guidance Department or the honor society moderators.

## COLLEGE PLACEMENT SERVICES

### COLLEGE APPLICATIONS

Assistance with college applications and transcripts is provided by the Guidance Department. The application process is reviewed for completion and transcripts are sent directly from the Guidance Department. Canvas and the *Family Connection* website have links and information for all aspects of the process.

### COLLEGE FAIR

Each October students have the opportunity to attend our annual College Fair. Over 70 colleges distribute information on entrance requirements, college offerings, and financial packages. In addition, many colleges visit our campus throughout the year. To participate, students sign up in the Guidance Department.

### COLLEGE SCHOLARSHIPS

Scholarship information is available in the Guidance Department area and on Canvas.

### STATE OF FLORIDA SCHOLARSHIPS

The State of Florida offers the following scholarships to encourage students to attend Florida colleges. Bright Futures recipients will receive a fixed cost per credit hour award based on award level, institution type (four year, two year, or vocational/technical), and credit type (semester, quarter, or clock hour). See the award amounts and the latest updates on requirements at the Bright Futures Web site at [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org). The following are the requirements for the different award levels:

- *Florida Academic Scholars Award (FAS)* - 3.5 weighted GPA in core classes, 1270 on SAT Test (based on the combined Critical Reading and Math sections only) or 28 on ACT (excluding the writing section) plus 100 hours community service. For the class of 2014 and thereafter the SAT increases to 1290 and the ACT to 29.
- *Florida Medallion Scholars Award (FMS)* - 3.0 weighted GPA in core classes, 980 on SAT (based on the combined Critical Reading and Math sections only) or 21 ACT (excluding the writing section). For the class of 2014 and thereafter the SAT increases to 1170 and the ACT to 26.

***Please note: All aspects of the Bright Futures Scholarship program are subject to annual revision due to legislative funding decisions.***

### STANDARDIZED TESTING

C-M monitors each student's progress toward competency to handle college level work. The testing program has been carefully constructed to evaluate student progress and to identify areas needing extra work. All freshmen, sophomores, and juniors will take the PSAT test in October. There is no additional fee for this test. It is also recommended that all juniors sit for an additional SAT and/or ACT administration. Seniors take the ACT and/or the SAT in the fall of their senior year. **C-M'S testing number is 100678.** Members of the Guidance Department review standardized testing results with individual students and their parents. Several times each year the Guidance Department offers special meetings with parents to explain standardized testing results, college testing, applications, and finances. Notice is given in the calendar that is on Canvas or the school website. Personal interviews may be scheduled with the individual counselors at any time.

### WORKSHOPS

Several college workshops are offered throughout the year including a college application workshop for juniors and parents and a financial aid workshop for seniors and parents.

## TECHNOLOGY USAGE POLICY

### COMPUTER SERVICES DEVICE USE

The school may provide its administrators, faculty and students with access to an assigned mobile device, computers, and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:
  - a. Use only assigned mobile devices;
  - b. Use only assigned accounts and passwords;
  - c. Do not share assigned accounts or passwords with others;
  - d. Do not view, use or copy passwords, data or networks to which you are not authorized; and
  - e. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
  - a. Observe all network security practices;
  - b. Report security risks or violations to the Assistant Head of School;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network; and
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
  - b. Do not install unlicensed or unapproved software; and
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomfoting materials to the school administrator;
  - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites, Snapchat or networks like Twitter, Tumblr, or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings; and
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the Assistant Head of School.

### Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing, or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Twitter, Tumblr, Instagram, and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials

and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

### **Consequences for Violations**

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the Assistant Head of School's discretion including expulsion.

### **iPAD TECHNOLOGY USE**

Technology resources at C-M are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad is to facilitate 21<sup>st</sup> century educational work across an electronic platform. The iPad facilitates resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning. Use of the iPad is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies in addition to those stated in the Parent/Student Handbook. It is understood that members of the C-M school community will use the iPads and the school's network in a responsible, ethical, and legal manner at all times. C-M retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in the Parent iPad Agreement form and the Parent/Student Handbook. C-M retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

#### **Receiving Your iPad**

iPads will be distributed at the beginning of the school year. Parents and student must sign and return the iPad parent agreement form ("Agreement for Loan of Apple iPad") before the iPad is issued to the student.

#### **Returning Your iPad**

iPads are collected the final week of school. Students are to return the original iPad issued to them directly to the Technology Office.

If a student transfers, withdraws, or is suspended or expelled from C-M, the original iPad is to be returned to the Technology Office.

Should the iPad suffer permanent loss or damage due to theft, loss, accidental destruction, or for any other reason, the student is liable for the purchase price of the Apple iPad Air in the amount of \$419.99 and the three years of Apple+ Care Plan \$149.99. Additionally, the student will likewise be liable for failure to return the loaned Apple iPad to the TECHNOLOGY OFFICE upon termination of the Agreement for Loan of Apple iPad (Insurance Provider(s) Information can be requested at the Library).

#### **Taking Care of Your iPad**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment.

#### **General Precautions**

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads are to remain free of any writing, drawing, stickers, or labels that are not the property of the school.
- The iPad is not to be defaced in any way.
- iPads are not to be left in an unlocked locker, unlocked car, unlocked school classroom, or any unsupervised area.
- The school provides the student with an iPad case to provide a suitable means for carrying the iPad and protect it from accidental damage. Should the iPad case suffer permanent loss, the student will be charged \$40.00 to replace it.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the iPad screen.
- Charge the iPad each evening.
- An iCloud backup should be done weekly to safeguard files, documents, and apps.
- iPads should be taken home at the end of each school day.
- Each iPad will be labeled with a serial number and C-M school label with a barcode. These labels are not to be removed or damaged. If the label is unreadable and or identifiable, the iPad will be considered a non-returned iPad and the cost of the iPad will be charged to the parent.
- Do not consume food or beverages near the iPad.
- The iPad should be handled with care. Inappropriate treatment of the iPad is not acceptable.

## **Screen Care**

The iPad screen can be damaged if subjected to rough treatment.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Cleaners of any type should not be used. See iPad User's Manual ([http://manuals.info.apple.com/en\\_US/ipad\\_2\\_user\\_guide.pdf](http://manuals.info.apple.com/en_US/ipad_2_user_guide.pdf)).
- Do not "bump" the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **Using Your iPad At School**

iPads are intended for use during school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars, and schedules may be accessed using the iPad. Students must be responsible for bringing their iPad, FULLY CHARGED, to all classes. If student leaves their iPad at home, a loaner iPads will not be issued. Students may recharge their iPad in the library only during their lunch period. This is on a first come first serve basis. If an iPad is being repaired, a loaner iPad may be issued to the student. A request form for a loaner must be completed after the student makes an appointment with Apple Store Genius Bar.

## **Password**

Each iPad's password is protected. During orientation, each student will choose a six or more alpha-numeric password. Students should not share this password with anyone except their parents. C-M will provide a username and password to each student for their e-mail account.

The Technology Department will create the student's Apple ID account, C-M student e-mail account, as this is necessary to download books and other apps.

## **Backgrounds and Screensaver**

Inappropriate media may not be used as a screensaver or background photo. The presence of pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action and a re-imaging fee will be charged to remove any inappropriate screensavers or backgrounds.

- Inappropriate or copyrighted media may not be used as a screensaver.

## **iPad Cameras**

In the event that the iPad Camera is disabled, the teacher will request the Technology Department to reactivate the camera for the time needed to complete a project.

## **Sound, Music, Games, or Programs**

- Students may not download onto the issued iPad, music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the iPad if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained for its use by a teacher for instructional purposes.
- The device can only be synced with a school provided iTunes (Apple ID) account.

## **Printing**

Printing is not available for the iPad on school grounds. Students may configure the iPad to print at home if needed.

## **Home and School Internet Access**

Students may set up a wireless network on their iPads to assist them with iPad use while at home. All iPads are configured with our web filter service that safeguards and monitors inappropriate internet activity on the iPad on campus and at home. Watchguard Web Browser is the only browser permitted for iPad use. Downloading other browsers is not permitted. Proxy sites are also prohibited. Access to YouTube, Facebook, and any other social media site is prohibited on the iPad. YouTube videos for learning are submitted and approved by the school and are made available for the students through our Watchguard Filter.

## **Internet Use**

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students may not access, display, or store this type of material.

- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism is considered a form of cheating according to the C-M code of conduct. Incidents of cheating will be subject to the disciplinary consequences delineated in the Parent/Student Handbook.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she is to notify a teacher, the Director of Technology, or administrator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### **E-Mail**

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case-by-case basis.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any e-mail message asking you to pass information or messages to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

#### **Chatting and Blogging**

- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus, strictly for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

#### **Managing Files and Saving Work**

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work; therefore, it is important to save documents in a timely manner. Library computers are available for students.

#### **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers, VPN's and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on iPads or our file servers.

#### **File Sharing**

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing iPads for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the iPad. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

#### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in iPad failure and will interfere with the student's ability to complete class work and may affect the student's grades.

- There will be a re-imaging fee charged to correct system files.

#### **Software**

- C-M will install the management profiles to manage, deploy, and monitor all student iPads.
- Students are not to synchronize iPads or add apps through a personal iTunes account. The software/apps originally installed by C-M must remain on the iPad in usable condition and be easily accessible at all times. The school manages the deployment of apps, settings and management of all iPads.
- App updates and downloads are to be performed through the self-service apps found on the iPad. All school approved apps can be found there. App updates and iOS system updates must be performed at the student's home and not during school business hours.
- If the student removes the system profiles, "jailbreaks" or installs any software that is not approved or breaks the iPad Agreement, the school will charge a \$50 fee in order to restore and reconfigure the iPad to its original state.
- The school does not accept responsibility for the loss of any software or documents deleted due to a re-image and configuration of a tampered iPad. It is the student's responsibility to ensure iCloud is configured and proper iPad backups are performed at night.
- Upgrade versions of licensed software/apps are available from time to time. It is the student's responsibility to ensure all apps and iOS updates are performed when available and at home, not during school hours. If an iPad is found performing system updates during school hours, access to the wireless network will be terminated until the student visits the Technology Department.
- The privilege of using the Technology resources provided by the school is not transferable or extendible by the students to people or groups outside the school.

#### **Technology Services Provided by C-M**

- Internet, e-mail and Blackboard access to its students.
- Data storage through Google Docs and Blackboard Drive. C-M reserves the rights to review, monitor, and restrict information stored or transmitted via C-M school owned equipment and to investigate inappropriate use of resources.
- Staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

#### **Students Responsibilities in the Usage of Technology**

- Use computers/iPads in a responsible and ethical manner.
- Follow school rules concerning behavior and communication that apply to iPad/computer use.
- Use all Technology resources in an appropriate manner so as to not damage school equipment.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Do not lend or borrow iPad from another student.
- Back up their own data; lost or damaged data is not the school's responsibility.
- Return original iPad to the Technology Office at the end of each school year.

#### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, etc. Frequently, the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The school respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of e-mail accounts or the school's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.

- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages or comments
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others
  - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal
  - Posting of a student picture without their permission
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property, or disrupting the orderly operation of the school will not be tolerated.
- The iPad that is provided by the school is the property of the school; therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the school's administration.

#### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

#### **Legal Concerns**

- The school complies with trademark and copyright laws and all license agreements.
- iPads that are stolen or misplaced must be reported immediately to the Technology Department.
- Students are responsible for replacing the stolen iPad. Information on iPad insurance programs can be found in the school's library and in the Parent/Student Handbook. iPad Insurance and Apple + Care C-M will provide Apple + Care to all school owned iPads. This coverage is provided by Apple, Inc. It carries a \$49.00 deductible per incident and it only covers two incidents for the life of the iPad.
- For more information on Apple + Care and coverage, please visit <http://www.apple.com/support/products/>. Parents are encouraged to protect the iPad from theft, loss or any other incident not covered by the Apple + Care with a private insurance/private insurance company. For more information on iPad insurance companies, please visit the school's library.  
Apple + Care claims are to be initiated by the Technology Department and in the case of accidental damage, the \$49.00 deductible must be paid prior to submitting the claim with Apple Support.

#### **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and the Technology Department, possible disciplinary action, and possible legal action.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged." The student will be subject to disciplinary action and be charged a fee PER incident. This amount may be increased for repeat violations.
- Random checks of the student iPad will be conducted throughout the year to ensure that these policies are being followed.

#### **Florida Laws**

##### Fla. Stat. 815.04 Offenses Against Intellectual Property

Whoever willfully, knowingly, and without authorization,

- 1) Modifies data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property;

- 2) Destroys data, programs, or supporting documentation residing or existing internal or external to a computer, computer system, or computer network commits an offense against intellectual property; or
- 3) Discloses or takes data, programs, or supporting documentation which is a trade secret as defined in Sect.812.081 or is confidential as provided by law residing or existing internal or external to a computer, computer system, or computer network

commits an offense against intellectual property and is guilty of a felony in the third degree may be punishable by up to five years imprisonment and a fine of up to \$5,000.

Fla. Stat. 815.06 Offenses Against Computer Users

Whoever willfully, knowingly, and without authorization,

- 1) Accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized user of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with another

commits an offense against computer users and is guilty of a felony in the third degree punishable by up to 5 years imprisonment and a fine of up to \$5,000.

If the offense is committed for the purposes of devising or executing any scheme or artifice to defraud or to obtain any property, then the offender is guilty of a felony of the second degree punishable by up to 15 years imprisonment and a fine of up to \$10,000.

**General Recommendations Regarding Technology**

The above policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's Technology resources may be denied, and the appropriate disciplinary action shall be applied. The school recommends that parents speak to their child about making positive choices and ethical behaviors regarding the usage of the Internet and Technology.

## ATTENDANCE

### SCHOOL HOURS

The school day begins at 8:00 A.M. daily; students are expected to be in their mentor groups by 8:00 A.M. The school day ends at 2:45 P.M. The monthly school calendar, posted on Edline and the school website, outlines any deviations from these hours.

### GENERAL POLICY

Regular attendance at school is vital to the learning process. Frequent absenteeism weakens the student's interest in learning and interferes with scholastic achievement. School attendance is the responsibility of both parents and students. Attendance is recorded on all report cards. Excessive absenteeism may result in loss of credit.

### PROCEDURES FOR REPORTING ABSENCES

#### Daily Absence:

1. Parent is required to call the school the day of the student's absence between 7:30 A.M. and 10:30 A.M. (954-989-5150 extension 100).
2. Leave a message stating the student's name, grade, and reason for the absence (failure of parent to call may result in disciplinary action for the student).

#### Early Release:

**If a student is to be taken out of class for any reason (i.e., doctor's appointment), a phone call from the parent/guardian along with a note indicating the time the child will be out of class must be submitted in writing either by fax (954-983-4663) or email ([attendance@cmlions.org](mailto:attendance@cmlions.org)) to the main office as soon as possible. The parent/guardian or designated emergency contact must show proper identification (driver's license) or the child will not be released.**

#### Hospitalization/Long-Term Illness (more than three consecutive days):

1. Parent is required to call the school on the day of the student's absence between 7:30 A.M. and 10:30 A.M. (954-989-5150 extension 100).
2. Leave a message stating the student's name, grade, and reason for the absence (failure of parent to call may result in disciplinary action for the student).
3. Upon return to school, student must present written verification by a medical doctor to the Dean of Student's Office.
4. Parent is encouraged to communicate via e-mail with the guidance counselor to obtain course assignments.

#### Chronic Illness:

Parent must provide documentation to the Dean of Student's Office at the beginning of each school year.

#### Anticipated Absence:

1. Note from parent must be submitted to the receptionist in the Main Office specifying the reason and date(s) of the absence.
2. If approved, student will be given a Pre-Arranged Absence Form to be completed by each of his/her teachers.

### CONSEQUENCES OF EXCESSIVE ABSENTEEISM

In accordance with the laws of the State of Florida, Chaminade-Madonna College Preparatory will enforce the following attendance policies:

**Semester Courses:** If a student is absent in excess of nine (9) days in any one course, he/she may not receive credit for that course.

**Full-year Courses:** If a student is absent in excess of eighteen (18) days in a year-long class, he/she may not receive credit for that course.

The following procedures will monitor excessive absences:

1. Parents will be reminded of the importance of regular attendance to the learning process and C-M's excessive absence policy, via a letter, after the fifth absence.
2. After the 10th absence, parents and student are required to attend a conference with the Guidance Counselor.
3. After the 15th absence (seventh in a semester class), parents and student are required to attend a conference with the Assistant Head of School or her designee.

4. After the 18th absence (ninth in a semester class), credit may be denied. The decision to deny credit will be made by the Assistant Head of School after careful consideration of the circumstances involved and consultation with the administration and guidance counselor. If credit is denied, the student will be required to attend summer school to receive credit in the course.

In addition to the academic penalties, students with excessive absences may be disqualified from participation in co-curricular or extra-curricular activities.

### **TARDINESS**

Students are considered tardy to school when they are not in their mentor groups by 8:00 A.M (9:00 A.M. on Late Start Schedule). Students who arrive to school between 8:00 A.M. and 8:30 A.M. must report to the Guidance Department for a pass to be admitted to class.

### **PROCEDURES WHEN ARRIVING LATE TO SCHOOL**

Students who arrive to school after first period is half over must report to the Main Office for a pass to report to class. Students will be marked absent from first period and all other periods prior to arrival at school.

### **CONSEQUENCES OF EXCESSIVE TARDINESS**

Students will be marked tardy to school and are subject to the following consequences: Students who accumulate more than three (3) tardies in a semester will be fined \$10.00 per incident (tardy fees). These fees will be posted to the student's account at the end of each month. Report cards, diplomas, and/or transcripts may be withheld until all tardy fees are paid.

### **MAKING UP WORK**

A student is allowed one day to make up his/her assignments for each day of absence. Students are required to make up assignments missed during their absences. It is the responsibility of the students and parents to check Canvas to find out what work has been missed and communicate with the teachers. Assignments missed due to a suspension can be made up; the grade for each assignment will be dropped two letter grades.

### **LATENESS TO ANY CLASS WITHOUT A PASS**

Students are expected to arrive to every class on time. In instances when students arrive to class late from a previous class without a pass from a teacher, teachers establish their own policies for consequences. These consequences may include serving a teacher detention on the day of the infraction. A record of the lateness is made in the teacher's gradebook. If the student is more than five minutes late, the teacher may submit an Incident Report to the Dean of Students.

### **LEAVING SCHOOL WITHOUT PERMISSION AND/OR TRUANCY**

No student may leave the premises during the school day, including the lunch period, without written authorization from the Dean of Students or designee. The school day begins when the student arrives on school grounds. If a student must go home due to illness, his/her parents are contacted by the school.

### **SCHOOL EVENTS/ACTIVITIES/ATHLETICS**

Students must be in school for four consecutive periods in order to participate in any school-sponsored activity or event. Students may leave school for school-sponsored activities, retreats, sporting events, competitions, field trips, etc., with proper permission. In such cases, these absences from class will not be tallied as part of student's absences.

### **CANCELLATION OF SCHOOL OR CLASS**

In the case of storm or threat of storm (hurricane, tornado, or severe weather) or public disturbance, Chaminade-Madonna will follow the decision of the Broward County Public Schools with regard to the cancellation of classes for the day. Please listen to local radio and TV stations for statements. Whenever possible, the website will have the latest news regarding school closings and/or a phone blast will go out with general information. Should it be necessary to dismiss during the school day, students who need transportation will have an opportunity to call home. Please do not call the school during emergency situations.

In the event that severe weather or any other unforeseen emergency causes the closing of the school, whether by order of the superintendent or civil authority, the calendar will be adjusted accordingly, wherever possible, to make

up days lost by emergency closings. Certain holidays, in-service days, or days during Easter vacation may become class days. As a last resort, the school year may be extended several days.

# SCHOOL REGULATIONS

## SCHOOL RULES

### Student Conduct

Students are expected to exhibit behavior which is consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith at all times. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

### Arrival and Dismissal Procedures

#### *Student Drop-Off/Pick-Up Areas*

The designated drop-off and pick-up area is the circular driveway on East Chaminade Drive. Students should not be dropped off or picked up in any of the parking lots on West Chaminade Drive.

#### *Early Dismissal*

Students requesting early dismissal from school are required to submit a written/faxed note bearing a legible parental signature stating the time the student should be dismissed and the reason for leaving early. The note should be submitted to the Attendance Secretary in the Main Office prior to 7:55 A.M. on the specified day. In cases when students do not bring a note, students will only be paged during the change of classes. The student will be marked absent for all periods missed after departure from school. Early dismissals will be tallied as part of the student's absences. No early dismissals will be allowed prior to any school liturgy or assembly.

### Parking Policies

Students may purchase a parking permit from the Campus Store for a fee of \$125.00. The school does not guarantee any student an absolute right to park. Permits are sold to seniors first, then juniors. Students may park only in the designated student parking lot (northwest lot, near Nativity). Students should not park in the swale area around the school; students parking in the swale are subject to towing and fines, as well as revocation of parking privileges. Cars that are illegally parked or without a valid C-M parking permit may be towed. All parking lots are considered off limits during school hours. Cars may not be used as lockers. Bicycles, mopeds, and motorcycles should be locked on the south side of the gym. A student's privilege to drive on school property may be revoked by the Dean of Students for driving infractions (including reckless operation, excessively loud music, overloading vehicles, or other potentially dangerous activity) within the lot or when entering and leaving the school zone. The school is not responsible for the security of vehicles or their contents while parked in the lot; nor is the school responsible for damage to any vehicle parked on school property during the day or night.

### Bus/Van Transportation

Chaminade-Madonna provides one-way, round-trip, and day-pass transportation for students. All of the drivers are background checked and go through an extensive screening process. Bus routes are customized and based upon the location of Chaminade-Madonna families. In Dade County, areas covered include Aventura, North Miami, and Miami Shores. In Broward County, areas covered include Hallandale Beach, Hollywood, Dania Beach, Pembroke Pines, Davie, Cooper City and Plantation. For further information contact Andre Torres, Transportation Director, at 954-989-5150 ext.142. Students riding C-M operated buses are expected to comply with the same standards of behavior as if they were on campus; infractions will not be tolerated.

### Visitors

All visitors must register in the Main Office upon arrival to campus. Students should report any strangers without a visitor's pass to a staff member. Students from other schools are not permitted on campus unless approved by an administrator.

### Change of Address/Telephone Number/E-mail Address

It is the intention of the school to keep in close contact with parents and students alike. It is imperative that the school maintain the most up-to-date demographic information for each of its students. The Main Office should be notified of changes of address, telephone numbers, or e-mail addresses.

### Search and Seizure Policy

The Assistant Head of School and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars, or any other object that is brought on campus or any school-sponsored event, and may remove or confiscate any object which is illegal or deemed inappropriate.

### Use of Cell Phones or Electronic Devices

Cell phones may not be used during the school day and will be confiscated from students. Cell phones are not to be used by students to call parents for any reason during school hours without the permission of an administrator or

teacher. Confiscated phones may be retrieved from the Main Office after school for a \$20.00 fine and demerits from the Dean. The phone may not be returned until the \$20.00 fine is paid. Students are not allowed to use any electronic gadgets during the school day. These would include pagers, CD players, I-Pods, MP3 players, cameras, or any other gadgets which would be considered a distraction to the educational enterprise. Students may only use the iPad assigned to them by the school. Students in possession of any of these items may have them confiscated until the end of the school day and are subject to disciplinary action. Please refer to Disciplinary Procedures under the School Regulations section of this handbook.

### **Lost and Found**

Lost and found books are sent to the Campus Store. All other items are sent to the Main Office. Items are usually not held for more than two weeks.

## **SAFETY AND SECURITY**

### **Safety Plan**

The safety and well-being of every student is a primary concern of the administration, faculty, and staff at Chaminade-Madonna. To this end, a safety committee/crisis response team meets regularly to review and update the safety procedures for the school community.

### **Safety Hotline**

A Safety Hotline exists to receive any information the school community feels should be shared with the administration. Any report of violence or threat of violence will be dealt with using the utmost concern for confidentiality. The hotline can be reached by dialing the school's main number (954-989-5150 extension 411).

### **Identification Cards**

At the beginning of the school year, each student is issued a C-M ID card and lanyard which must be worn at all times during the school day. This card must be presented in the library to check out books, in the cafeteria to purchase food, at home athletic events, and at school dances. In the event the card is lost, the student should get a replacement card immediately (\$5.00 replacement fee will be charged to the student's account). Not wearing the ID card and lanyard is considered a dress code violation and will be subject to the appropriate demerits.

### **Medications**

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the school office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the school office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

### **Parental Cooperation**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## **CODE OF CONDUCT**

Chaminade-Madonna would like each of our students to "Do unto others as you would have them do unto you." In a Catholic school, our goal is not mere "law and order," but to develop the student's self-discipline and sense of responsibility to God, community, family, and self.

## DRESS CODE

There is a direct correlation between a young person's appearance and his/her overall attitude toward school. Since attendance to C-M is a privilege, every student is expected to abide by the dress code. Students are expected to be in uniform when they arrive on the property. Students who arrive at school improperly attired may not be allowed to attend class. Parents may be contacted to bring appropriate attire to the school. The school uniform pants must be purchased from Debbie's Uniforms. During the school year, the C-M Campus Store carries a full inventory of uniform apparel with the exception of uniform pants and shoes.

### Uniform Dress Requirements for Class of 2017, 2018 and 2019 for the 2016-2017 school year only:

#### Boys:

Shirt	White oxford long or short sleeve shirt with C-M logo or island shirt (available in C-M Campus Store)
Slacks	Navy flat front or pleated "relaxed fit" slacks (must be purchased from Debbie's Uniforms)
Belt	Black leather
Shoes	BLACK leather lace-up dress shoe (suggestions: Bass, Eastland, Rockport, and JC Penney) or black loafer
Socks	Black or white socks
ID	Student issued C-M identification card worn with C-M lanyard (\$5.00 replacement fee for lost ID card will be charged to student account)

#### Hair and Facial Grooming

Professional, "clean cut" appearance with hair of moderate length (above the ears, above the eyebrows, and above the shirt collar) and vertical height (limited to a three-inch lift measured from the scalp)  
Clean shaven with sideburns not longer than bottom of ear lobe  
NOT ACCEPTABLE: Eccentric hair coloring, unusual cuts, pony tails, corn rows, rubber bands, Mohawks, etc.

#### Girls:

Blouse	White oxford long or short sleeve blouse with C-M logo (available in C-M Campus Store)
Slacks	Navy slacks (must be purchased from Debbie's Uniforms)
Shoes	BLACK leather dress shoe with one-inch heel; <i>ballerina-like shoes are not permitted</i>
Socks	Not required; if worn, white or black socks or foot-liners
ID	Student issued C-M identification card worn with C-M lanyard (\$5.00 replacement fee for lost ID card will be charged to student account)

### Uniform Dress Requirements for Class of 2020 and transfer students:

#### Boys:

Shirts	Short-sleeve pique polo in navy or red with embroidery Short-sleeve dri-fit polo in navy or red with embroidery Long-sleeve pique polo in navy or red with embroidery Long-sleeve dri-fit polo in navy or red with embroidery
Shorts	Navy or khaki with C-M logo
Pants	Navy or khaki with C-M logo

#### Girls:

Shirts	Short-sleeve girls pique polo in navy or red with embroidery Short-sleeve girls dri-fit polo in navy or red with embroidery Long-sleeve pique polo in navy or red with embroidery Long-sleeve dri-fit polo in navy or red with embroidery
Shorts	Navy or khaki with C-M logo
Pants	Navy or khaki with C-M logo

#### All:

Sweaters	Cardigans with embroidery navy Pullovers with embroidery red or navy Vest with embroidery red or navy
Jackets	Olympian jacket with embroidery
Shoes	Sperry's tan bluefish ladies Sperry's tan billfish men's
Socks	Navy, khaki, black or white
Belt	Black or brown

Students are required to wear the uniform properly and if dressed inappropriately may be sent home:

Boys: Shirts, with the exception of the island shirt, tucked in at all times so the belt is clearly visible

Plain white undershirts

Plain white long sleeve undershirts may only be worn with the long sleeve oxford shirts

Pants must be worn at the natural waistline

Girls: Blouses do not need to be tucked in

Blouse length cannot be altered

Plain white undershirts (must be tucked in)

Pants must be worn at the natural waistline

Optional Outerwear for Boys and Girls:

Button-down cardigan sweater with C-M logo

V-neck sweater or sweater vest with C-M logo

Jacket with C-M logo (purchased in the C-M Campus Store or received through participation in athletics or clubs)

Only sweaters and jackets with the C-M logo may be worn during the school day, even on extreme cold weather days. Gym wear is sold in the Campus Store.

### **Unacceptable Appearance and Grooming:**

Visible tattoos are strongly discouraged. Every effort must be made to cover tattoos during the school day. For example, students with tattoos on their forearm must wear long-sleeve uniform oxford or C-M jacket at all times. *At no time are facial tattoos or tattoos with vulgar language or inappropriate symbols permitted.*

Facial hair (see Hair and Facial Grooming)

Non-C-M sweatshirts worn during the school day

Head coverings (hats, scarves, etc.)

Earrings larger than the size of a \$.25 coin (girls)

Earrings of any kind (boys)

Other visible body piercings, including tongues

Sweaters tied around the waist

Heavy makeup, colognes, or lotions

Eccentric hair coloring and unusual cuts

### **C-M Spirit Days**

- On Fridays, students may wear a C-M club, house, or sport shirt. Seniors may wear their class senior jerseys.
- C-M club and sport t-shirts may be worn on special occasions; students will be given notice of these days.
- Special dress days may be authorized during Homecoming Week.
- Flip flops, hats, short shorts, miniskirts, tank tops (boys or girls), spaghetti straps, midriffs, tube tops, or hooded sweatshirts are not allowed.

### **Dress Code Policy for Field Trips**

Refer to Field Trip Policy in the School Activities, Organizations, and Co-curricular Activities section of this handbook.

### **Dress Code Policy for Ceremonies**

A ceremony is a formal act prescribed by ritual, protocol, or convention. The attire to be worn for ceremonies should be one of reverence. Therefore, the following dress code will be enforced at all Chaminade-Madonna ceremonies and/or assemblies when uniform are optional:

*For the Young Ladies:* Dresses (no shorter than three inches above the knee), pants with dress blouses, and/or skirts (no shorter than three inches above the knee) with dress blouses. Strapless, backless, or tank top style dresses or blouses are prohibited. Midriffs should never be exposed and necklines should be modest and appropriate. Flip flops, shorts, and sneakers are prohibited. Earrings should be no larger than the size of a quarter.

*For the Gentlemen:* Dress trousers or slacks should be worn with a dress shirt and tie with dress shoes. Flip flops, sandals, and sneakers are prohibited. All gentlemen should be clean-shaven and not wear earrings of any kind. This dress code is enforced for those C-M students participating in the ceremony and attending as a guest.

## **HARASSMENT AND DISCRIMINATION**

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to the Dean. If, however, the Assistant Head of School is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Head of School. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## **DRUG AND ALCOHOL POLICY**

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform, is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled. The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem. A school may conduct random searches as set forth in this handbook.

## **ANTI-BULLYING POLICY**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- Physically, emotionally, or mentally harming a student;
- Damaging, extorting, or taking a student's personal property;
- Placing a student in reasonable fear of emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

### 1. Definition

- a. Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

### 2. Scope

This policy prohibits bullying that occurs either:

- a. On school premises before, during, or after school hours;
- b. On any bus or vehicle as part of any school activity; or
- c. During any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

Each student and parent/guardian has a duty to report any bullying to the school immediately. If a student experiences (or a parent/guardian witnesses or learns of) any incident of bullying, the incident must be promptly reported to the Dean of Students. The Dean of Students will request a written statement which must be dated and signed by the complaining party so that the school may initiate further inquiry when appropriate.

4. Disciplinary Action

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent/guardian conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Dean of Student's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

### **WEAPONS POLICY**

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

### **THREATS OF VIOLENCE**

The disciplinary consequences for a student whose verbal or written comments, including e-mail messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school.
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the Head of School.
3. If allowed to return to school, the student may be placed on probation with an indication that, should a similar threat occur, the student may be asked to withdraw or may be expelled from school
4. The school may submit an informational report to the police.

### **PUBLIC DISPLAY OF AFFECTION**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

### **CHEATING**

As a faith-based and academic institution, we believe that God has gifted each of us with skills and talents. As a Marianist school, we desire to assist each student in stretching his/her potential to the fullest extent possible – in this way we believe that the C-M graduate will have the necessary requisite skills to be successful in the next stage of his/her education.

Additionally, we expect that each teacher, and every professional on campus, will also strive to perform at his/her highest level every day.

As a learning community, we can be both mutually supportive of one another AND create an environment where the highest level of achievement is expected.

In order to nurture academic integrity, the following policy is in place to safeguard each person's efforts and work:

1. Cheating is defined as:
  - a. Using the work of others and submitting it as one's own. This includes:

- i. Electronically cutting-and-pasting information from another's work
  - ii. Electronically cutting-and-pasting from an external resource
  - iii. The failure to appropriately cite work from an external source (plagiarism)
  - iv. Electronically accessing quiz or test questions/data and distributing it to others
  - v. Using email, text messaging, photographing via iPad or cellphone of any classwork/homework which is unauthorized by the teacher
  - vi. Passing information to another student via any non-electronic means
  - vii. Sharing assignments under the auspices of group work when specific directions were given to include solitary work
  - viii. Accessing a CANVAS account that is not your own
  - ix. Academic dishonesty in any form
2. Consequences of Cheating
- a. The Code of Conduct indicates that each incident of cheating carries an automatic assignment of 5 demerit points (parent conference and academic probation)
  - b. A second incident carries an additional 5 demerit points (parent conference and the initiation of academic probation) and the removal of any leadership role or honor society (cf.: athletic handbook)
  - c. The third incident of cheating will result in immediate expulsion without the provision of the discipline board
  - d. In EVERY instance of cheating, a zero (0) grade is given on the particular assignment

*The administration reserves the right to evaluate each incident independently.*

#### **PERSONAL PROPERTY/STEALING**

Students are responsible to safeguard their personal items. Students are not to touch the property of others without the other person's expressed permission. This is true also of items found on or in a teacher's desk. Items found are presumed to be lost and should be turned into the Main Office. To do otherwise may be considered stealing. A student's iPad, books, book bags, purses and the like should never be left unattended. If a student cannot watch them, they should be locked in his/her locker. Items of value including large amounts of money should not be brought to school. The school is not responsible for personal items. Any student caught stealing or in possession of stolen items will be dealt with accordingly. Financial restitution will be made along with the appropriate disciplinary action.

#### **VANDALISIM**

Defacing or destroying school property or the personal property of other students, faculty, and staff, will result in disciplinary action. This may include cooperation with the proper authorities, full restitution and may be subject to expulsion.

#### **INAPPROPRIATE LANGUAGE**

The ways we speak to and treat one another directly correlates with respect. Profanity, crude, or inappropriate language and rude gestures are never acceptable. Students should always show the utmost respect for faculty, staff, and their fellow students. Violating this ethic may result in disciplinary action.

#### **CONTRABAND**

Contraband refers to those items, some more serious than others, which are considered unwholesome or inappropriate for students to have in their possession. Contraband includes: tobacco products, alcohol, drugs, weapons, fireworks, chains, playing cards, and other items so deemed by the administration. Such items are not permitted on campus or at school-sponsored activities; they may be confiscated. In some cases the possession of such items may result in immediate expulsion.

#### **GAMBLING**

Gambling, card playing, and playing dice are prohibited.

#### **OUT OF BOUNDS**

The term "out of bounds" refers to a student being in a place other than where he/she is supposed to be at any given time, or in a place which is off limits to students. For example, students are not permitted in the parking lot during school hours without permission, and students are never permitted in areas reserved for the faculty and staff, nor are

they to be off the property in nearby alleys. Students who are sick or who have been removed from a class are to report to the Main Office.

### **CAFETERIA CONDUCT**

Students are permitted in the cafeteria before school and during their assigned lunch periods only. Running and shouting are considered improper behavior in the cafeteria. Students are responsible for cleaning up for themselves, by placing their own trash in the proper receptacles and helping to maintain a clean eating environment. Recycling cans and plastic bottles is a way to show respect for the Earth. Students are not permitted to send out for food. Students are to report promptly to their lunch period and are not permitted to leave the cafeteria or patio area without the permission of the moderator.

### **DISCIPLINARY PROCEDURES**

The purpose of the discipline code at Chaminade-Madonna is to ensure appropriate respect for each person and the overall positive functioning of the school on a daily basis. The administration believes that each person has a right to learn, instruct, and move about in an atmosphere which is conducive to optimal performance. The school reserves the right to amend these procedures based on varying circumstances, up to and including expulsion for the most egregious violations.

The code is based on a simple demerit–point system. Students engaging in behaviors which are contrary to the intended spirit of the school may be assigned “demerits” of varying point values based on the following, non-exhaustive, schedule:

#### 1 Point Infractions

Dress code violations  
Late to class without pass  
Loitering in hallways/restrooms  
Chewing gum  
Food outside of cafeteria/patio  
Public display of affection  
Excessive talking in class  
Misuse of phone  
Misuse of technology

#### 3 Point Infractions

Possession of contraband  
Disobedience  
Disrespect/insubordination  
Disrupting a class  
Out of bounds  
Inappropriate language  
Skipping class  
Failure to serve Saturday detention  
Unauthorized sale of items

#### 5 Point Infractions

Truancy  
Cheating (any form), including phone, iPad  
Smoking (possession tobacco/vapor);  
includes \$50.00 fine

#### 10 Point Infractions

Fighting, bullying, harassment  
Vandalism (restitution required)  
Possession/use of controlled substance  
Instigating false fire alarm; includes \$200.00 fine  
Theft (any form)

Immediate expulsion: possession of weapon

### **Consequences of Demerit Accumulation**

5 Demerits: Parent Conference, Saturday Detention  
10 Demerits: Parent Conference, Disciplinary Probation Imposed\*  
12 Demerits: Revocation of Financial Aid  
15 Demerits: Initiation of Discipline Board process, immediate suspension  
15+ Demerits: Expulsion from Chaminade-Madonna

#### **\*Merit Provision**

Students who accumulate 10 demerits have the opportunity to have 5 demerits rescinded from their record if, after 30 school days of the date of the signing of their discipline contract, they do not receive a single infraction, the accumulated number of infractions is reduced to 5. This provision is null if the student receives one demerit while on probation and the accumulation record proceeds from 10. It can be used only once in a school year. If Discipline Committee is chosen and the outcome is expulsion, the expulsion goes on the student’s permanent record.

### **Discipline Board Process (Discipline Board Meetings are Closed)**

The Discipline Board is composed of two faculty elected representatives and the Dean of Students, who conducts and facilitates the process. The student involved may not attend classes or participate in extra-curricular activities until the full Discipline Board process has been completed. Discipline Board meetings are usually held within one week of the issuance of the 15th demerit point.

Having accumulated 15 demerits or having been involved in egregious behavior (as determined by the Dean of Students in consultation with the Assistant Head of School and the Head of School), the suspended student may choose one person to serve as an advocate for him/her during the review process. After all pertinent details have been related to the Board, a recommendation will be made to the Assistant Head of School regarding the matriculation status of the student at C-M.

If the recommendation is expulsion, the student will be coded as “inactive” immediately.

If the recommendation is continued matriculation, the student will be issued a new discipline contract. A single incident in violation of the contract during the balance of the school year will result in immediate expulsion.

The Dean of Students will notify the parents of the results of the Discipline Board, by phone, by the end of the school day on which the Board was convened. The decision of the Assistant Head of School regarding the results of the Discipline Board is final.

Students dismissed from Chaminade-Madonna are not permitted to participate in school functions and may not be present on campus without the prior permission of the Dean of Students.

*The administration reserves the right to modify any portion of this policy at any time.*

#### **PARENTAL COOPERATION**

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

## SCHOOL FACILITIES

### CARE OF PROPERTY

The neatness and cleanliness of the school facilities are everyone's responsibility. Every student, faculty, and staff member should do their part to care for the cleanliness of bathrooms, locker rooms, lounges, hallways, classrooms, and all other common areas. Generally, food, candy, soda, water bottles, etc. are not permitted in classrooms or the library.

### FACILITIES

**Queen of Peace Chapel** is open during the school day for students to pray. The Marianist Community invites all students to the Friday morning school community Eucharist. Optional Communion services are held during the Advent and Lenten seasons.

**Library and Media Center** is open to all Chaminade-Madonna students, faculty, and staff. It is open daily from 7:00 A.M. to 4:00 P.M. Students may use the library before and after school for group study. Proper dress and acceptable behavior are expected at all times.

**Campus Store** is open from 7:15 A.M. to 8:00 A.M. and 15 minutes after school weekdays during the school year. Summer hours are 7:45 A.M. to 2:30 P.M. The Campus Store carries a full line of school supplies, required readings, and workbooks. Uniform, ties, uniform sweaters, school spirit apparel and PE uniforms are available for purchase, along with an assortment of sundry items. The Campus Store is required to charge and collect sales tax on all taxable items.

**Cafeteria** is open from 7:20 A.M. until 2:00 P.M. and serves breakfast, lunch, snacks, and variety of cold drinks. Breakfast service concludes at 7:50 A.M. daily and at 8:50 A.M. on Late Start Days. Students may bring food from home, but may not order food for delivery on campus. The cafeteria accepts cash or a check payable to SLA Management for their SLA lunch account.

**Thomas N. Kearns Hall** contains the administration offices and Guidance Department of Chaminade-Madonna. All visitors are required to check in at the office before entering the campus. Mr. Kearns, a Founder, has been a stalwart supporter of our program from its inception and a true believer in the value of a strong, Catholic educational system.

**Dan J. Connor Gymnasium** is the home of the Lions and Lady Lions. It has a seating capacity of 1,500 and includes locker room facilities. Dan Connor was Mr. Chaminade - seen at games and assemblies supporting the Lions.

**Leonia A. Parker Sports Annex** houses the weight room, training room, locker rooms, and athletic offices. Its namesake was an avid supporter and Founder of Chaminade-Madonna who referred to us as her family.

**Vince Zappone Field** is adjacent to the Annex and is home to the two-time state champion football Lions. Its namesake was a longtime athletic director and head football coach of C-M.

**Brother John Strickroth Hall** is a classroom wing named in memory of a well-loved member of the Marianist Community who worked at Chaminade as a member of the guidance staff.

**Jimmy Sepielli, Jr. Music Room** is named after a 1970 graduate who was killed by a drunk driver while he was attending Santa Fe Community College in Gainesville. His family donated the funds to establish the room and purchased much of the band equipment in his honor.

**Albert and Birdie Einstein Technology Center** was opened in the fall of 1996; it brings focus on the necessity of training our students in future technologies.

## SCHOOL ACTIVITIES, ORGANIZATIONS, AND COCURRICULAR ACTIVITIES

### FUNDRAISING/SALE OF GOODS

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the Head of School. Students may not sell any goods on school property or at school-sponsored events without the expressed approval of the Head of School.

### FIELD TRIPS

At various times throughout the school year, field trips are offered to our students. These events are a privilege and no student has an absolute right to participate in a field trip. Students may be denied participation if they fail to meet academic, financial, or behavioral requirements. Field Trip Permission Forms are to be returned to the field trip's sponsor prior to the event. Students who fail to return the proper form will not be allowed to participate. Unless otherwise noted on the permission form, the dress code is regular school dress. In general, field trips are an additional expense. Field trip expenses, including initial deposits for overnight trips, are nonrefundable.

### SCHOOL-SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, the Marianist Province of the United States, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school.** Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

### PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS

The school recognizes the following clubs, activities, and sports:

#### School Clubs/Activities:

Academic Team (Brainiacs)	Model United Nations (Model U.N.)
Art Club	Mu Alpha Theta Mathematics Honor Society (Mu Alpha Theta)
Band	Music Vibes
Best Buddies Club	National Art Honor Society
Campus Ministry	National Honor Society (N.H.S.)
Chess Club	Newspaper, <i>The Lions' Print</i>
Environmental Club	Pax Christi
Franklin Debate Society	Quill and Scroll International Honor Society (Quill and Scroll)
French Honor Society	Rho Kappa Social Studies Honor Society (Rho Kappa)
Gaming Club	Science Club
Grad Bash	Science Fiction Club (Sci-Fi Club)
House Captains	Science National Honor Society
Interact Club	Spanish National Honor Society
International Thespian Society	Student Ambassadors
Key Club	Student Government Association (S.G.A.)
Literary Magazine, <i>The Sojourner</i>	Students Against Destructive Decisions (S.A.D.D.)
March for Life	Tri-M Music Honor Society
Marianist Living in Faith Experience (L.I.F.E.)	Yearbook

#### Dances:

Homecoming Dance

Prom

#### Athletics:

*Lions*

Baseball - JV, Varsity

Basketball - JV, Varsity

*Lady Lions*

Basketball - Varsity

Cheerleading - JV, Varsity

Cross Country  
Football - JV, Varsity  
Golf  
Soccer - Varsity  
Swimming  
Tennis  
Track and Field  
Volleyball - Varsity  
Wrestling - Varsity

Cross Country  
Dance Team  
Golf  
Soccer - Varsity  
Softball - Varsity  
Swimming  
Tennis  
Track and Field  
Volleyball - JV, Varsity

### **ATHLETIC PROGRAM**

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the parent Consent and Release from Liability Certificate form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, games, and practice. **Parents, by executing the acknowledgement of receipt of this handbook, HEREBY RELEASE the school, Chaminade-Madonna College Preparatory, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.** The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

A properly controlled, well-organized sports program meets the students' needs for self-expression, mental alertness, and physical growth. Our hope is to maintain a program that is sound in purpose and that will further each student's educational maturity. A full range of athletic teams in 14 different sports spread over the three seasons of the school year are made available at the junior varsity and/or varsity levels. The Chaminade-Madonna Lions and Lady Lions compete against private and public schools as a member of the Florida High School Athletic Association. It is understood that being a part of an athletic team does not guarantee a minimum amount of playing time. Head coaches and their staff will determine who will represent the school in the sport for which they are responsible. High school athletics is a co-curricular activity; it is a privilege to participate and not a right.

Participating in sports can be a dangerous activity involving risk of injury. Agreeing to participate hereby releases Chaminade-Madonna College Preparatory, its coaches, teachers, administrators, and agents from liability for any injury or illness that may be sustained while participating in a Chaminade-Madonna sponsored athletic activity.

#### **Academic Eligibility**

Students participating must maintain a cumulative 2.0 GPA on a 4.0 unweighted scale.

#### **Athletic Physicals and Parent Permission Forms**

In order for students to participate in athletics, a physical exam and Parent Permission Form must be obtained each year of eligibility dated any time between April 1st and the first day of participation (summer conditioning, off-season conditioning, tryouts, practice, etc). All physicals must be on the official Athletic Physical Form provided by the C-M Athletic Trainer's Office. The physical forms and Parent Permission Form must be notarized and kept on file in the Athletic Trainer's Office. Birth certificates and proof of age must be on file in the Registrar's Office.

#### **Insurance**

All students wishing to participate in athletics must have a copy of student's health insurance card on file in the Athletic Trainer's Office. The school provides a blanket accident insurance policy on all students without cost to the parents. This insurance pays only in excess of the family insurance which must contribute its maximum first. Students who do not have health insurance coverage must contact the Finance Office (extension 130) to receive information about the options available to receive necessary coverage.

#### **Finances**

Students may be required to purchase their own shoes, personal equipment, and similar equipment.

### **DANCES**

Student dances will follow the calendar of dances recommended by the S.G.A. officers and approved by the administration. Students will pay the price of admission for dances at the door upon entering. The gate off the main student parking lot is the entrance for all dances. Once the student has entered the dance and leaves, he/she will not

be permitted back into the dance. Students arriving more than one hour after the start of the dance may not be admitted. The parking facilities at Chaminade-Madonna are to be used only by those coming to the dances. Students found loitering outside the entrances or in the parking lot, inside or outside of cars, will be told to leave the premises. In a support role to the adult in charge of the dance, an administrator, several teachers, House Deans, and police officers are present. The general length of the dances is 8:00-11:00 P.M. Parents should pick up their children promptly at 11:00 P.M. in the main student parking lot or instruct them to leave the premises at that time. Each dance has a specific dress code that must be followed, the dress code is presented at the time of the ticket purchase. The administration reserves the right to refuse entry to anyone who is not dressed appropriately. In general, dances are limited to members of the student body. If a dance is open to non-C-M students, those wishing to bring a friend must register their guest's name with the Director of Student Life. The administration reserves the right to refuse admission to any guest.

## CLUBS AND ACTIVITIES

**School-sponsored athletics, activities, or events are a privilege and no student has an absolute right to participate in such. Students may be denied participation and/or membership if they fail to meet academic, financial, or behavioral requirements.**

### **ACADEMIC TEAM (Brainiacs)**

*Purpose:* To practice Jeopardy-style games in preparation for local, regional, state and national tournaments.  
*Activities:* Academic competitions and weekly meetings.  
*Eligibility:* Open to all students.  
*Finances:* Annual dues.  
*Responsibilities:* Attend weekly meetings and academic competitions; maintain the minimum 2.0 GPA every semester of membership.

### **ART CLUB**

*Purpose:* To enjoy the experience of art, especially for those who are unable to take the art electives, to offer service to the school and other departments through quality art designs, displays, and decorations, and to form an atmosphere for easy communication and relations between students. Students earn community service hours participating in school projects.  
*Activities:* Painting murals, painting set designs for drama department, working on school projects, drawing posters for school events and activities.  
*Eligibility:* Energy, interest, willingness to spend time with others, open to all students.  
*Finances:* None.  
*Responsibilities:* Attendance at meetings, participation in projects.

### **BAND**

*Purpose:* To learn the dynamics of performing music as a group.  
*Activities:* Play at home games and other events such as concerts, graduation, and other special events.  
*Eligibility:* Desire to learn to play a musical instrument, open to all students.  
*Finances:* Annual dues.  
*Responsibilities:* Students must practice at home as well as attend rehearsals and performances.

### **BEST BUDDIES CLUB**

*Purpose:* To pair Chaminade-Madonna students with intellectually disabled students from the local Quest Center.  
*Activities:* Participate in monthly group activities, such as: bowling, picnics, and the Best Buddies Ball.  
*Eligibility:* Open to all students.  
*Finances:* Annual dues.  
*Responsibilities:* Attendance at meetings, participation in events.

### **CAMPUS MINISTRY**

*Purpose:* To nurture the presence of the Lord Jesus in the lives of the Chaminade-Madonna family.  
*Activities:* Retreats, Marianist L.I.F.E. Groups, Ministry Leadership Training (Eucharistic Ministers, retreat leaders, LIFE Summer Program), School-Wide Liturgy Planning and Participation (Lectors, Music Ministry, Liturgical Dance and Movement), Prayer Services for athletic teams.  
*Eligibility:* Open to all students.  
*Finances:* None.  
*Responsibilities:* Participation in various ministerial opportunities, attendance at monthly general Campus Ministry meetings.

### **CHESS CLUB**

*Purpose:* To allow interested students to participate in activities which are both intellectually stimulating and intellectually rewarding.  
*Activities:* Weekly meetings and competitions.  
*Eligibility:* Open to all interested students.

*Finances:* Annual dues.  
*Responsibilities:* Regular attendance at meetings.

### **ENVIRONMENTAL CLUB**

*Purpose:* The club focuses on environmental issues.  
*Activities:* The club sponsors the collection of used paper, cans, and the like for recycling, and aids in beach clean-ups.  
*Eligibility:* Open to all students.  
*Finances:* None.  
*Responsibilities:* Assist in recycling program.

### **FRANKLIN DEBATE SOCIETY**

*Purpose:* To promote political awareness, responsible citizenship, and cultural experience.  
*Activities:* Bi-weekly meetings to discuss issues of current political, social, and cultural significance; field trips to sites of interest.  
*Eligibility:* Open to all students with an interest in politics and law. Participants should be prepared to engage in open debate on pre-arranged topics. Topics will be determined at the beginning of each semester.  
*Finances:* Annual dues.  
*Responsibilities:* Active participation requires regular attendance at all meetings and events. The moderator, in consultation with the club officers, has ultimate discretion as to the above.

### **FRENCH HONOR SOCIETY**

*Purpose:* To recognize high achievement in French and to promote continuity of interest in French studies.  
*Activities:* Service projects, peer tutoring, cultural field trips.  
*Eligibility:* Members must have a semester average of B+ in French and a cumulative B average at the second semester of the second year French. The student must continue to French III.  
*Finances:* Annual dues.  
*Responsibilities:* Members must attend all meetings and participate in activities.

### **GAMING CLUB**

*Purpose:* To allow interested students to participate in activities which are both intellectually stimulating and intellectually rewarding.  
*Activities:* Weekly meetings and competitions.  
*Eligibility:* Open to all interested students.  
*Finances:* Annual dues.  
*Responsibilities:* Regular attendance at meetings.

### **GRAD BASH**

*Purpose:* To celebrate graduation with an evening at Universal Studios (approximately 1:00 P.M. to 6:00 A.M.)  
*Activities:* Theme park activities and concerts.  
*Eligibility:* Seniors in good disciplinary and financial standing.  
*Finances:* Students pay their own expenses. Price includes bus transportation and admission to Universal Studios. Fee is nonrefundable.  
*Responsibilities:* Student behavior is expected to be consistent with the Code of Conduct. Universal Studios publishes a dress code.

### **HOUSE CAPTAINS**

*Purpose:* To provide leadership opportunities through building communities and organizing student activities.  
*Activities:* Student activities.  
*Eligibility:* Seniors with a minimum of 2.5 GPA and have less than 12 demerits.  
*Finances:* Annual dues.  
*Responsibilities:* Attend meetings with House Dean and Director of Student Life, organize/participate in monthly House competitions, organize/participate in House service projects, and assist House Dean and Director of Student Life where necessary.

### **INTERACT CLUB**

- Purpose:* To provide opportunity for our youth to work together in a world fellowship dedicated to service and understanding.
- Activities:* Service projects include: Adopt-a-Family food drive and other fundraising events and drives for our local and global communities.
- Eligibility:* Open to all students.
- Finances:* Annual dues.
- Responsibilities:* Attend meetings and participate in the activities sponsored by the club.

### **INTERNATIONAL THESPIAN SOCIETY**

- Purpose:* To offer students and teachers a forum for sharing theatre expertise and for gaining recognition of their skills through participation, competition, and college scholarships.
- Activities:* Performance in competition on the district, state, and international level providing an opportunity for college scholarships; participation in workshops by professionals in the field.
- Eligibility:* Open to all students. Membership fee required. Twenty points of performing arts work needed in first year to register student into the Society. Ten points are needed each consecutive year to maintain membership.
- Finances:* Annual Dues.
- Responsibilities:* Attend monthly meetings, maintain 2.5 GPA, and pass all required subjects.

### **KEY CLUB**

- Purpose:* To develop leaders among the student body by sponsoring activities which give service to the school and the community.
- Activities:* Key Club convention, Horses for Handicapped, Kiwanis International Luncheons, Kiwanis Annual Pancake Breakfast, services for the poor or homeless, services for special children, and other school functions as the need arises.
- Eligibility:* Open to all students.
- Finances:* Annual dues.
- Responsibilities:* Participate in one major project per quarter.

### **MARCH FOR LIFE**

- Purpose:* To promote the Catholic Church's teaching on the dignity of every human life, from conception until natural death.
- Activities:* To participate in Archdiocesan activities related to the Pro-Life movement, primarily in the annual "March for Life" in Washington, D.C. The date of the March marks the anniversary of the January 22, 1973, Supreme Court decision Roe vs. Wade. The goal of the March is to raise awareness of the importance of all human life and to continue to petition our government for redress.
- Eligibility:* Open to all students.
- Finances:* Annual dues.
- Responsibilities:* To be present at all scheduled meetings and events.

### **MARIANIST LIVING IN FAITH EXPERIENCE (Marianist L.I.F.E.)**

- Purpose:* To share within a small group the personal experiences of our life journeys; to grow through these experiences and to discover at a deeper level the faith that supports our lives. L.I.F.E. is an acronym for Living in Faith Experience.
- Activities:* Small group meetings every other week.
- Eligibility:* All students.
- Finances:* None.
- Responsibilities:* Since the enrichment of a small group is determined by the commitment of its members, regular attendance at meetings is expected.

### **MODEL UNITED NATIONS (Model U.N.)**

- Purpose:* To provide an opportunity for hands-on simulation of global issues and negotiation towards solutions.
- Activities:* Mock U.N.'s role-playing, debate according to Robert's Rules. Travel to Harvard's Model United Nations Conference.

*Eligibility:* Open to students in the 10th, 11th and 12th grade; interview required; must receive approval from moderator.

*Finances:* Annual dues.

*Responsibilities:* Attend weekly meetings and maintain the minimum 2.0 GPA every semester of membership.

#### **MU ALPHA THETA MATHEMATICS HONOR SOCIETY (Mu Alpha Theta)**

*Purpose:* Promote enjoyment of, scholarship in, and understanding of, mathematics among our students.

*Activities:* Throughout the school year Mu Alpha Theta members are available for tutoring assistance as announced. Members are encouraged to participate in both on and off campus mathematics competitions, including county, state, and national conventions.

*Eligibility:* Membership is open to students enroll in any mathematics course beyond geometry and who have an unweighted GPA of at least a 3.5 in mathematics as well as an unweighted 3.25 overall GPA.

*Finances:* Annual dues.

*Responsibilities:* Tutoring (weekly).

#### **MUSIC VIBES**

*Purpose:* To give musically inclined students a proper outlet of self-expression and creativity.

*Activities:* Create musical pieces, public performances, and build community.

*Eligibility:* Any student who owns his/her own instrument or sings may join.

*Finances:* Free

*Responsibilities:* Attend weekly meetings/sessions from 3:00-4:00 P.M.

#### **NATIONAL ART HONOR SOCIETY**

*Purpose:* To provide avenues for recognition of the artistic talents and leadership roles for visual arts students.

*Activities:* Sponsor art shows, organize visits to local museums, galleries, and other art events, community service activities, and entrance into art competition. Provides opportunities for scholarships.

*Eligibility:* Academic excellence in art and must have completed at least two semesters of art and be enrolled in a third semester of art.

*Finances:* Annual dues.

*Responsibilities:* Attend monthly meetings and participate in activities.

#### **NATIONAL ENGLISH HONOR SOCIETY**

*Purpose:* To recognize high achievement in English and to promote continuity of interest in English studies.

*Activities:* Service projects and peer tutoring.

*Eligibility:* Completion of two semesters of English prior to induction and a minimum overall and English grade point average of a 3.0.

*Finances:* Annual dues.

*Responsibilities:* Attend monthly meetings and participate in activities.

#### **NATIONAL HONOR SOCIETY (N.H.S.)**

*Purpose:* To create an enthusiasm for scholarship, to render service, to promote worthy leadership, and to encourage the development of character in all students.

*Activities:* Tutoring, community service events, special projects.

*Eligibility:* All candidates must have: (a) at least a 3.7 Cumulative GPA; (b) have fulfilled and submitted to the Service Learning Coordinator the minimum number of service hours required for their grade level by Easter recess; and (c) have demonstrated their good character as evidenced by a lack of documented disciplinary action and by the affirmation of the Faculty. The moderator will verify that all the criteria are met.

*Finances:* Annual dues.

*Responsibilities:* Monthly and AD HOC meetings, peer tutoring when called upon, maintain the minimum 3.7 GPA every semester of membership, and participation in any service projects and required functions. The moderator has ultimate discretion as to the above.

#### **NEWSPAPER (*The Lions' Print*)**

*Purpose:* To provide a medium to report school activities and concerns.

*Activities:* Preparation and printing of the school newspaper during the school year which involves writing, editing, proofing, layout, and interviewing.  
*Eligibility:* Open to all students with an interest in writing, a willingness to learn, and the ability to meet deadlines.  
*Finances:* Sale of advertisement.  
*Responsibilities:* Meet deadlines, attend certain school events, write assigned articles, and sell advertisements.

### **PAX CHRISTI**

*Purpose:* Pax Christi USA strives to create a world that reflects the Peace of Christ by exploring, articulating, and witnessing to the call of Christian nonviolence.  
*Activities:* TBA  
*Eligibility:* Open to all students.  
*Finances:* None.  
*Responsibilities:* Students must participate in events and attend meetings.

### **QUILL AND SCROLL INTERNATIONAL HONOR SOCIETY (Quill and Scroll)**

*Purpose:* To encourage and recognize individual student achievement in journalism and scholastic publications.  
*Activities:* International writing, photo contests, yearbook excellence contest, and news media evaluation.  
*Eligibility:* Sophomores, juniors, and seniors who are involved in journalism, TV production, or yearbook and are in the upper third of their class.  
*Finances:* Annual dues.  
*Responsibilities:* Participate in monthly meeting and events.

### **RHO KAPPA SOCIAL STUDIES HONOR SOCIETY (Rho Kappa)**

*Purpose:* To recognize excellence in the field of social studies.  
*Activities:* Monthly meetings and tutoring.  
*Eligibility:* Juniors and seniors who have an unweighted GPA of 3.5 in social studies.  
*Finances:* Annual dues.  
*Responsibilities:* Attend monthly meeting and tutor.

### **SCIENCE CLUB**

*Purpose:* Educate and allow students to examine career opportunities and their personal interests within the different fields of science. Club officers, under the direction of a moderator, will help members learn about science from a more informal, cooperative, and hands-on approach.  
*Activities:* Organize hands-on activities, participate in projects that will enhance the C-M community, be informed of and participate in local and national science competitions, and attend a variety of field trips.  
*Eligibility:* Open to all interested students.  
*Finances:* Annual dues.  
*Responsibilities:* Monthly meeting attendance and active participation in activities.

### **SCIENCE FICTION CLUB (Sci-Fi Club)**

*Purpose:* To share common interests in science fiction, fantasy, manga, anime, and gaming.  
*Activities:* Meets weekly to enjoy literature, films, gaming, and art related to science fiction and fantasy.  
*Eligibility:* Open to all interested students.  
*Finances:* Annual dues.  
*Responsibilities:*

### **SCIENCE NATIONAL HONOR SOCIETY**

*Purpose:* To recognize and encourage scientific and intellectual thought within the science area. To communicate with the scientific community and to aid fellow students in the comprehension of science.  
*Activities:* TBA  
*Eligibility:* All candidates must have: (a) at least a 3.0 Cumulative GPA; (b) at least a 3.5 GPA in science courses; and (c) completed at least one honors level science course and be enrolled in a second honors or AP course.

*Finances:* Dues are \$15.00 for first year and \$10.00 for the second year. This provides the student with their certificate and their cord for graduation. The club will use the membership dues for community projects of the Society's choice.

*Responsibilities:* The Society will elect officers one time a year for the purpose of leading the Society in choosing and carrying out a community project. They will also be responsible for coordinating tutoring of students and laboratory help.

### **SPANISH NATIONAL HONOR SOCIETY**

*Purpose:* To recognize high achievement in Spanish and to promote continuity of interest in the Hispanic studies.

*Activities:* Service projects, peer tutoring, cultural field trips.

*Eligibility:* Members must have a semester average of B+ in Spanish and a cumulative average of B at the second semester of second year Spanish. The student must continue in Spanish 3.

*Finances:* Annual dues.

*Responsibilities:* Members must attend meetings and participate in activities to be considered an active member.

### **STUDENT AMBASSADORS**

*Purpose:* The Student Ambassador Program is a voluntary, public relations program developed to assist with the promotion of Chaminade-Madonna College Preparatory to the various school events and activities including prospective students, parents, and alumni.

*Activities:* Student Ambassadors are a dynamic team of student leaders dedicated to representing Chaminade-Madonna College Preparatory in its best light. Our Student Ambassadors represent and promote the school at special events ranging from Open House to the Annual Golf Classic.

*Eligibility:* Open to sophomore, junior, and senior students who exhibit good manners and proper etiquette.

*Finances:* N/A

*Responsibilities:* TBA

### **STUDENT GOVERNMENT ASSOCIATION (S.G.A.)**

*Purpose:* To provide a forum for students' voices to be heard and their ideas for change to be considered. To provide leadership opportunities and to educate students on the rules and processes of government.

*Activities:* Forming committees to help plan and implement student activities.

*Eligibility:* Students who are in good disciplinary standing and maintain a GPA of at least a 2.0 may run for a student government position.

*Finances:* Annual dues.

*Responsibilities:* Attend all S.G.A. meetings and activities and lead or participate in at least one committee.

### **STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.)**

*Purpose:* To promote the idea through peer influence that drinking, drugs, and other negative behaviors are hazardous to health and life.

*Activities:* SADD assembly, SADD contracts, sponsoring various contests, providing SADD posters and messages at prom and graduation time, and other fundraisers and events.

*Eligibility:* Any student who is willing not to drink or do drugs and to spread this message to others.

*Finances:* Annual dues.

*Responsibilities:* Attend meetings at least twice a month and live out the motto "Students Against Destructive Decisions."

### **TRI-M MUSIC HONOR SOCIETY**

*Purpose:* To provide avenues for recognition of the instrumental and vocal talents and leadership roles for students.

*Activities:* All students must organize and participate in annual talent show.

*Eligibility:* Must have completed one year of high school music (band or choir) and maintain a minimum GPA of 3.0 in music.

*Finances:* Annual dues.

*Responsibilities:* Must attend monthly meetings and participate in music-oriented school events.

## **YEARBOOK**

*Purpose:* To teach graphic communication through the production process and to create a lasting memento of the students' years in high school.

*Activities:* All aspects of yearbook production, including layout and design, copy writing, and photography.

*Eligibility:* Open to students in grades 11-12; interview required; must receive approval from moderator.

*Finances:* Annual dues.

*Responsibilities:* Must be willing to meet deadlines; conduct interviews; write copy and captions; take photographs as needed at major school events; design layouts using E-Design.

## ADDITIONAL POLICIES

### BELL SCHEDULE

Period	Regular	Noon Dismissal	AM Assembly	PM Assembly	Late Start	Wednesday Early Dismissal
<b>MENTOR A</b>	8:00-8:15	8:00-8:15	8:00-8:15	8:00-8:15	9:00-9:15	8:00-8:15
1 / B	8:18-9:03	8:18-8:43	8:18-8:53	8:18-8:53	9:18-9:56	8:18-8:54
2 / C	9:06-9:51	8:46-9:11	8:56-9:31	8:56-9:31	9:59-10:37	8:57-9:33
3 / D	9:54-10:39	9:14-9:39	9:34-10:09	9:34-10:09	10:40-11:18	9:36-10:12
			<b>10:09-11:33 ASSEMBLY</b>			
4 / E	10:42-11:27	9:42-10:07	11:33-12:08	10:12-10:47	11:21-11:59	10:15-10:51
5 (L1) F	11:30-12:16	10:10-10:35	12:11-12:47	10:50-11:26	12:02-12:40	10:54-11:30
6 (L2) G	12:19-1:05	10:38-11:03	12:50-1:26	11:29-12:05	12:43-1:21	11:33-12:09
7 (L3) H	1:08-1:54	11:06-11:31	1:29-2:05	12:08-12:44	1:24-2:02	12:12-12:48
8 / I	1:57-2:45	11:34-12:00	2:08-2:45	12:47-1:23	2:05-2:45	12:51-1:30
				<b>1:23-2:45 ASSEMBLY</b>		

- Students' schedules indicate they go to lunch during a specific period: fifth, sixth, or seventh period.
- All schedules have three minutes between classes.

### CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (D.C.F.). The school will cooperate with all child protective investigations by D.C.F. or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873). Child protective investigations by D.C.F. or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, D.C.F. and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### ELECTRONIC ACKNOWLEDGEMENTS

**Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.**

### EMERGENCY PROCEDURES

#### Fire Drills

Fire drills are held periodically throughout the school year. They are very serious exercises that could mean life or death in an emergency. One hundred percent cooperation is required of the students. When the fire alarm sounds, students are to leave the room in single file according to directions posted in the classroom. Swift movement and silence are of absolute necessity.

### **Individual Student Emergencies**

We ask parents to keep us informed of any special medical needs or problems that would be necessary to know should an emergency occur involving their child, e.g., diabetes, heart condition, allergy, etc. Should a student become seriously ill or injured during school or in a school activity, the supervising teacher/coach will attend to the student's needs immediately to determine the severity of the situation and the appropriate course of action. Every attempt will be made to notify the parent/legal guardian immediately.

### **Medications**

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the school office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept in the school office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

### **FCC/TELEPHONE CONSUMER PROTECTION ACT**

In June, 2015 the Federal Communications Commission adopted a proposal to protect consumers against unwanted robocalls and spam texts. The Telephone Consumer Protection Act (TCPA) requires prior express consent for non-emergency autodialed, prerecorded, or artificial voice calls to wireless phone numbers, as well as for prerecorded calls to residential wireline numbers. The Commission reaffirmed that consumers are entitled to the same consent-based protections for texts as they are for voice calls to wireless numbers. Chaminade-Madonna utilizes *SchoolMessenger* as its automated information service. Over the course of the year, you may be notified about relevant school events, etc. In order for the administration to contact you via this service, you must fill out and return the FCC form to the office at the start of the school year.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should complete the Request for Release of Student Records and submit it to the school head (or appropriate school official) identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school head (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted as its agent to provide a service instead of using its own

employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920

**FINANCIAL POLICIES**  
**2016-2017 Tuition and Fees**

<b>Tuition/Fee</b>	<b>\$ Per Student</b>	<b>Due Date</b>
Registration Fee (non-refundable)	\$550	At time of registration
Digital Content/Book Fee (non-refundable after first full day of school)	\$400	June 5, 2016
Technology Fee (non-refundable after first day of school)	\$600	August 5, 2016
Building Fee (non-refundable after first full day of school)	\$750	June 5, 2016
Tuition Standard Rate	\$11,645	July 5, 2016
Tuition Standard Legacy Rate*	\$11,145	July 5, 2016
Tuition Catholic Rate	\$9,995	July 5, 2016
Tuition Catholic Legacy Rate*	\$9,495	July 5, 2016
Learning Center Supplement (Director's Approval Req'd)	\$1,625	1st semester July 5, 2016
Learning Center Supplement (Director's Approval Req'd)	\$1,625	2nd semester December 5, 2016
Graduation Fee (Seniors Only)	\$250	September 5, 2016

Eligibility of reduced tuitions rates are as follows:

CATHOLIC students who have been fully accepted into the Catholic Church through the sacrament of Baptism are provided a reduced tuition rate of \$9,995 per student per year. **Documentation (copy of Baptismal Certificate) for rate reduction must be received by August 31, 2016.**

\*LEGACY FAMILIES/MARIANIST ALUMNI, defined as grandparents, parents, brothers or sisters who graduated from Chaminade High School, Madonna Academy, Chaminade-Madonna, or any Marianist high school or university, are entitled to a \$500 reduction in the tuition per student. **(Documentation from other Marianist schools is required.)**

**Annual Student Fundraiser of \$100**

Each student is responsible to sell \$100 in raffle tickets to support the annual student school raffle. These funds help defray the costs of school capital improvements. The fundraiser is mandatory and any tickets not sold will be billed to the student's tuition account.

### **Payment Plans**

Parents must establish a payment plan with FACTS Tuition Management. Payments can be made with credit card or automatic bank withdrawal (ACH) only. Students will not be considered enrolled until a payment plan has been set up.

The payment plans are as follows:

Annual Payment: Full amount due by July 5, 2016.

Semester Payment: Half of the full amount due by July 5, 2016 and the second half due by December 5, 2016.

Monthly Payments: Ten (10) equal payments with the first monthly payment due July 5 or 20, 2016 and the final monthly payment due April 5 or 20, 2017.

All tuition, book, building, and incidental fees must be made to:

FACTS TUITION MANAGEMENT

<https://online.factsmgt.com>

866-412-4637

### **Late Fees**

A late charge of \$40.00 will be added to account for any delinquent payment which includes an unsuccessful ACH (Automated Clearing House) or one's credit card payment. A delinquent payment is defined as a payment not received within five (5) days after the due date. Returned check fees will be charged at the maximum permitted by Florida law.

### **Early Withdrawal Penalties**

Parents/legal guardian(s) understand that enrolling your child in school is a commitment for the 2016-2017 academic year. This commitment carries with it a financial obligation. Early withdrawal from the school for any reason, regardless of the nature of the reason and regardless of the cause of the withdrawal, will result in the following penalties:

1. Withdrawal after June 1st but prior to the first day of the second quarter parents/legal guardian(s) will be responsible for 40% of total annual tuition plus and early withdrawal penalty of \$500.00.
2. Withdrawal after the beginning of the second quarter parents/legal guardian(s) will be responsible for 60% of the total annual tuition plus an early withdrawal penalty of \$500.00.
3. After the start of the fourth quarter parents/legal guardian(s) will be responsible for 100% of the tuition.

### **Refunds**

Any refunds due for any reason require a **seven-day waiting period** to confirm that all previous payments have been cleared and that all outstanding matters have been resolved. Once the seven-day period has passed, the process for a refund will be initiated. A refund check will be mailed to the appropriate party seven to ten business days after the seven-day waiting period.

### **Transcripts/Records**

Recognizing the importance of this financial obligation to the school, the parents/legal guardian(s) agree that all accounts must be paid in full and all legal obligations must be met before any records or official or unofficial transcripts can be released or transferred to any person or entity, including any other school, college, or university.

### **School/Family Cooperation**

Parents and other family members are expected to conduct themselves in a positive and non-disruptive manner. The school reserves the right to initiate a voluntary or involuntary withdrawal of the student if the school concludes, in its sole discretion, that the conduct of a student's family may be detrimental to the school's mission.

### **Termination of Student's Attendance**

The school has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent/Student Handbook or other published document, for any reasons that the school administration considers detrimental to the school community, to the student, or to other students of the school, or for the failure of the parents/legal guardian(s) to pay any financial obligations owed to the school.

### **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from participating in any athletic events or school activities or from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school will withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

All financial obligations from the previous year must be met before a student is allowed to continue his/her education at C-M. A student cannot be enrolled in Chaminade-Madonna if there are any outstanding financial obligations remaining from another member of the student's family.

Chaminade-Madonna has the right to take legal action to collect all amounts which are not paid when due and parents/legal guardian(s) shall be responsible for all costs, including attorney's fees and court costs (whether incurred before, during, or after the filing of a lawsuit) incurred by the school in enforcing any financial obligations due to the school.

#### **Textbooks, Workbooks, Novels (Digital Content)**

The book fee covers all of the digital content which includes digital textbooks, novels, and workbooks. If digital content is not available, the fee will also include the physical textbook, novels, and workbooks not available on the iPad medium. All types of textbooks are issued to students on the first day of school by an inventory ID number; the condition of book at time of issuance is recorded. Students are responsible to safeguard the books that have been issued to them. A student's account will be charged for lost or damaged books.

#### **Technology Fee**

The school's technology fee is to provide an environment of blended curriculum with teacher and technology in the 21<sup>st</sup> century classroom. The fee is allocated to school expenses related to technology maintenance, software, and hardware, i.e., iPad for every student, LMS (Learning Management Solution) Canvas, Discovery Education, Wireless Internet campus, etc.

#### **Chaminade-Madonna Scholar's Achievement Award**

In recognition of the academic success and hard work, Chaminade-Madonna's Top Ten students in the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades qualify for the Chaminade-Madonna Scholar's Achievement Award. The Achievement Award is applied to the C-M tuition of the following school year. This scholarship recognizes the best and the brightest of the C-M student body and acknowledges the gifts of intelligence and perseverance shown by these students.

This scholarship will be applied before the academic year begins and is not guaranteed for future years at C-M unless the appropriate qualifications are met.

#### **Financial Tuition Assistance**

There is a limited amount of financial assistance funds available for **registered** students; awards are based on financial need. Applications for financial assistance are accepted through FACTS Grant and Aid Assessment. Parents are notified when applications will be accepted through the [www.cmlions.org](http://www.cmlions.org) website. Parents must complete the application process and provide supporting documentation to FACTS in a timely manner to be considered for assistance each year. Financial assistance awards are partial grants toward the cost of tuition and parents are responsible for all remaining fees and charges. Financial assistance is awarded based on demonstrated need and the total award funds available. In addition receipts of scholarships for McKay or Step Up for Students will be applied for tuition only. **A new application must be completed every year.** The requirements for financial assistance are:

- Students are required to send a personal note of appreciation to the Financial Aid Committee or to the specific benefactor as appropriate. Until the agreement and thank you note are received, the financial aid will not be credited to the student's account.
- Students must maintain a 2.5 GPA or higher and have acceptable disciplinary standards. If the GPA falls below 2.5 by the end of the third quarter, the remaining balance of the award will be revoked. If demerits reach 12 or above by the end of the quarter the remaining balance of the award will be revoked.
- Students must be current in your annual service hour's requirement (20 hours per year).
- Financial assistance is applied only to school tuition. Parents/legal guardian(s) are responsible for all other costs, fees, and charges on the student's account.
- Tuition assistance awards may be revised if additional sources of assistance are received, such as McKay Scholarship and Step Up for Students.
- Parents should be aware that applications for tuition assistance awards are required annually and may vary in amount from year to year.
- Early withdrawal of a student from school for any reason, regardless of the nature of the reason and regardless of the cause of the withdrawal, will result in loss of all financial assistance awarded from the beginning of the time of withdrawal. The penalty for early withdrawal will result in revocation of the unused portion of the financial aid award and nullification of the Financial Aid Award Agreement after the date of withdrawal.

## **LEGAL AUTHORITIES**

Chaminade-Madonna cooperates with local, state, or federal authorities. The school will notify the parents of any student sought to be interviewed by the authorities unless prohibited from doing so. The school will attempt to have a representative present during such an interview, unless this is not permitted by the authorities.

## **LOCKERS**

Lockers and locks are available for rental through the Campus Store. The unauthorized use of any locker will result in the forfeiture of the lock and the contents of the locker. Cars may not be used as lockers. The cost to rent a locker is \$15.00. A new combination padlock must be purchased at the Campus Store for a \$9.00 fee and used on the lockers. Any padlock not purchased at the Campus Store will be removed. The Dean of Students can remove a lock should it become necessary. The school does not assume or accept responsibility for loss of, or damage to personal property/books. Students should not bring valuables or large amounts of money to school. Items left in the school or gym lockers are at your own risk. The school has an "absolute right" to search a student and his/her locker or possessions.

## **MEDIA RELEASE FORM FOR STUDENTS**

Parents of students asked to give permission for images (video, audio, print, including yearbook and electronic images) to be used in marketing and advertising of the school. Permission is granted by filling out and returning the form. If you choose not to grant this permission, please indicate "Denied" and return the form.

## **PREGNANCY POLICY**

It is essential that we keep paramount the basic belief in the value of life. Because we are pro-life, we will do all we can to preserve life and will do nothing which might encourage a girl to have an abortion. Therefore, it is advised that the parents/guardians, guidance personnel, and administration, as well as the couple involved, come to a workable solution. In every case, professional counseling of both the boy and girl is strongly recommended as they face important decisions. The Respect Life Office and Catholic Social Services are available for counseling.

## **PRIVATE TUTORING**

Except as specifically noted in this handbook, Chaminade-Madonna does not sponsor, oversee, or otherwise provide private tutoring services. Parents who engage school staff members for the provision of tutoring services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgement of receipt of this handbook HEREBY RELEASE Chaminade-Madonna, the Marianist Province of the United States, and their corporate members, officers, employees, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring services, regardless of where they may occur.

## **SHADOW PROGRAM**

The Shadow Program allows a prospective student to spend the day attending classes with a current student. This program is only available to those students considering enrollment at Chaminade-Madonna and have not previously attended Chaminade-Madonna. The prospective student must complete and submit the shadow form on our Admissions website at [www.cmlions.org](http://www.cmlions.org) one week prior to the visit date. All shadow students must dress appropriately (as outlined below), obtain a shadow pass the morning of the visit, and follow all school rules. Shadow hosts will be responsible for informing each teacher of the visitor's presence. Failure to follow any of these rules may result in the visitor being asked to leave and/or disciplinary action for the host. The Shadow Dress Code is as follows:

- Male visitors are expected to wear dress slacks, a collared or button-down shirt, and brown or black shoes. No earrings or facial hair are acceptable.
- Female visitors are expected to wear dress slacks, with a collared or button-down shirt, and shoes.
- Grade school students may wear their current school uniform, if applicable.
- Jeans, shorts, t-shirts, sleeveless shirts, tank tops, midriffs, high heels, tennis shoes (sneakers), and sandals are prohibited.

## **STUDENT ACCIDENT INSURANCE**

Chaminade-Madonna provides a blanket ACCIDENT insurance policy covering students for accidents that occur on school property or during school sponsored events. This insurance is considered an excess policy, and only pays

benefits after the primary insurance has been used correctly and has processed the claim. Students without primary insurance may not participate in sports.

### **STUDENT HEALTH POLICIES**

If a student becomes ill during the school day, the parents or legal guardians will be notified and the student will be sent home. Students who are sick or who have been removed from a class must report to the Main Office. Students who leave without permission from the office will be considered truant and are subject to disciplinary action. Special consideration may be given to a student with a diagnosed health problem, with a doctor's note. In the interest of others, students are asked not to attend school with a contagious illness such as the flu or sore throat. No medications, such as aspirin or Tylenol, will be dispensed by the school. The school takes no responsibility for medications self-administered by the student. However, if a student must take a prescription medicine during the school day, parents should obtain an Authorization for Medication form available in the Main Office, which is to be filled out by the parent/legal guardian and the student's physician. Any prescription medication should be brought into the Main Office in the original container labeled by the pharmacy or physician.

### **STUDENT RECORDS**

#### **Emergency Contact Information**

It is the responsibility of the parent/legal guardian to provide the school with current mailing address, contact information, e-mail address, and emergency contact information.

#### **Immunization Records and Physical Examinations**

Before attending classes, students must submit a current State of Florida physical examination form number H-3040 and a State of Florida certificate of immunization form number 680. Students who participate in athletics must submit the FHSAA approved physical examination form annually.

### **STUDENTS ON SCHOOL GROUNDS**

Student use of school grounds and facilities is limited to those times during which there is adequate supervision available by members of the school staff. In general the grounds open at 7:30 A.M. and close at 4:00 P.M. (3:00 P.M. on Fridays). The school cannot be responsible for students who are dropped off early or picked up later. Parents are advised not to place their child in an at risk situation outside these times.

### **TESTIFYING IN ALL LEGAL PROCEEDINGS INCLUDING DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents/guardians agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

### **TRANSFERS/WITHDRAWALS FROM CHAMINADE-MADONNA**

In the event a student withdraws from Chaminade-Madonna, the following procedures should be followed to ensure the best possible transition to the new school:

1. Parent/legal guardian must complete an Exit Interview with the Admissions Director.
2. Parent/legal guardian must complete and sign a Withdrawal Form.
3. An immunization form and a copy of the most recent report card are issued only after all financial obligations have been met.
4. Official transcripts will be sent directly to the new school upon receipt of written request from new school and all student account balances are paid in full. This includes any balances in the Campus Store, cafeteria, library, etc.
5. Local students in grade 12 will not be considered for admission.

### **USE OF PHOTOS**

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's

Head of School in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Marianist Province of the United States, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

## PARENTAL PARTICIPATION

### **VOLUNTEER OPPORTUNITIES – Get involved!**

There are many opportunities for Chaminade-Madonna parents and friends to get involved in the life of our school. Attending events, helping with fundraising, responding to the call to volunteer for a special event at school – whatever your talents, you have a home at C-M.

There are specific organizations which also provide support to the various activities at school. Consider joining:

### **ALUMNI ASSOCIATION**

The purpose of the CMAA is to engage alumni from Chaminade High School (1962-1988), Madonna Academy (1963-1988), and Chaminade-Madonna College Preparatory (1988 – present) in the advancement of the mission of Chaminade-Madonna College Preparatory. Secondly, the CMAA acts as a conduit for the reconnection of alumni to one another.

President	George Adams '83
Vice-President	Nicholas Leto '09
Secretary	Caroline Calhoun '85
Communications	John Anderson '85
Mission Integration	Kevin DeYoung '76
School Liaison	Elizabeth Doody, Alumni Relations & Events Coordinator
<b>Email</b>	<a href="mailto:alumniassn@cmlions.org">alumniassn@cmlions.org</a>

### **ATHLETIC ASSOCIATION**

The operation of the CMAA is governed by the administration of the school with oversight residing with the Office of the Head of School, in conjunction with the Office of the Assistant Head of School. The objectives of the CMAA are: fundraising and service in support of all athletic programs of Chaminade-Madonna and to foster and maintain a high standard of integrity and good sportsmanship in all athletic activities. Particular methods of support are articulated by the administration, most specifically through the Athletic Director.

President	Ken Whittaker
Vice-President	Jason Kaye
Secretary	Amy Winburn
Treasurer	Jay Drag
School Liaison	Andre Torres, Athletic Director (x 142)
<b>Email</b>	<a href="mailto:athleticassn@cmlions.org">athleticassn@cmlions.org</a>

### **PARENT ASSOCIATION**

The purpose of the CMPA is to engage parents and other constituent groups from Chaminade High School (1962-1988), Madonna Academy (1963-1988), and Chaminade-Madonna College Preparatory (1988 – present) by providing meaningful activities and educational opportunities. All current C-M parents are members of the organization by virtue of the matriculation of a child at the school. Honorary members may be recommended to the Assistant Head of School for consideration.

President	MaryAnne Karcher
Vice-President	Sean DePalma
Secretary	Michelle Van Lenten
Treasurer	Matt Schlichte
School Liaison	Dr. Judith Muccheck, Head of School
<b>Email:</b>	<a href="mailto:parentassn@cmlions.org">parentassn@cmlions.org</a>

## **OFFICE OF ADVANCEMENT**

Advancement is the process by which our school forwards our mission and vision through the integration of the school's admission, development, constituent relations, and communication programs as a key component of the school's strategic financial planning.

### **THE ANNUAL FUND**

The Annual Fund is a key component of the school's Advancement program at Chaminade-Madonna. Annual giving is the best possible way to support the mission and vision of our school. Through your generosity, we continue to:

- Strengthen our academic program;
- Fund computer and technology upgrades;
- Support our outstanding tradition in athletics and fine arts;
- Provide faculty and staff professional development opportunities;
- Make a life-changing quality, Catholic education affordable for deserving students.

Chaminade-Madonna is committed to raising the funds needed to continue to provide a quality education in the Marianist tradition to every qualified student who wants to attend this nationally recognized Blue Ribbon School of Excellence. Your contribution will help make a difference in the lives of our students and assure a promising future for Chaminade-Madonna and its legacy of service to others.

### **MATCHING GIFTS**

Many companies have a matching gifts program, where they will match, double, or triple your gift to Chaminade-Madonna. Check with your and/or your spouse's human resources office to learn if you are eligible to participate in a matching gift program.

### **PLANNED GIFTS**

The Office of Advancement encourages you to remember Chaminade-Madonna in your estate planning. Chaminade-Madonna is able to accept bequests, gifts of property, securities, or real estate. Additional information is available by calling the Head of School.

### **SCHOOL RAFFLE**

This event is a school-wide fundraising initiative designed to promote student, faculty, and staff participation, while encouraging philanthropy and a sense of "giving back" to Chaminade-Madonna to help offset the expenses of needed school projects & renovations.

### **LIONS FUND DRESS DOWN DAYS**

Certain school days are designated as Lions Fund Dress Down Days. On these specific days, students may purchase a wristband from the Office of Advancement allowing them to dress out of uniform for the day. However, there is a specific, casual dress code that must be followed for the day. Students who do not choose to purchase the wristband are expected to attend school in their uniform that day.

### **LIONS MAIN EVENT - SCHOOLWIDE GALA**

Chaminade-Madonna parents, alumni, and friends gather for a memorable evening of dining, dancing and bidding for spectacular auction items. This event provides many opportunities for parents to give of their time, talents, and treasures. Please contact the Alumni Relations and Events Coordinator at 954-989-5150, ext. 140 to join the planning committee, become a sponsor, donate items or volunteer your time.

### **BUNCO NIGHT**

Join Chaminade-Madonna parents, alumni and friends for a night of dinner, drinks and dice at Chaminade-Madonna's Annual Bunco Night! This event is a fun way to get to know other Chaminade-Madonna supporters and have fun while supporting Chaminade-Madonna's fundraising efforts.

### **GOLF CLASSIC**

The Golf Classic is Chaminade-Madonna's oldest and largest fundraising event and has been an opportunity for supporters of all ages to have a fun time while enjoying a day of golf! You will enjoy a day of golf, a delicious

lunch and dinner, an awards ceremony and have the opportunity to bid on great and unique items in the silent auction. We are always looking for a few good men and women to join the committee! You and/or your business can be recognized as an event sponsor, or invite a few friends and join us on the greens as a player. Please contact the Alumni Relations & Events Coordinator at 954-989-5150, ext. 140 to join the planning committee, become a sponsor, donate items or volunteer your time.

#### **FOUNDERS' AWARD DINNER**

The Founders' Award was established to recognize those individuals who have helped to build the foundation that is Chaminade-Madonna and its students. This semi-formal, annual event is the culmination of weeks of festivities honoring our Founders, Blessed William Joseph Chaminade, Venerable Adele de Batz de Trenquelleon, and Marie Therese de Lamourous and is the highest award that Chaminade-Madonna can bestow upon an individual.

#### **MADONNA ACADEMY REUNION**

Each year, Chaminade-Madonna hosts an All Class Madonna Academy reunion in an effort to help re-engage the alumnae of Madonna Academy.

#### **ALUMNI CAREER DAY**

Once a year, we invite Chaminade-Madonna alumni to return to campus and speak to our Senior students. They are broken up in groups of varied careers and give mini "seminars" with a Q&A session at the end. It is a positive way for our senior students to meet with alumni, see and hear success stories, and keep our alumni connected with their alma mater.

#### **ALUMNI HALL OF FAME**

Each year, deserving alumni are nominated and voted on by a committee of their peers for induction into the Chaminade-Madonna Alumni Hall of Fame. The criteria is that they must have graduated over 10 years ago, exemplify what they learned at Chaminade-Madonna in their everyday lives, and carry out the Chaminade-Madonna motto "*Toward A Better World*" to make the world a better place. Some live here (in South Florida) and are still a part of the Chaminade-Madonna community and are recognized for that; others live out of state and lead amazing lives for which they deserve recognition. It is our hope that those individuals get back in touch with "their roots" at Chaminade-Madonna and once again join the community with support in any form that they can give.

#### **ALUMNI SPORTS HALL OF FAME**

The Chaminade-Madonna Alumni Sports Hall of Fame Award is presented to alumni who were outstanding athletes during their years at Chaminade-Madonna and/or became professionals in the field of sports. Recipients of the Alumni Sports Hall of Fame Award have become great role models for present and future students and are honored at a special awards dinner.

#### **ALUMNI DAY-AFTER CHRISTMAS PARTY**

Each winter, Chaminade-Madonna hosts an alumni day-after Christmas party for those alumni who are "home" for the holidays. The idea is to give alumni (whether local or just home for the holidays) an opportunity to get together with old friends, classmates and faculty members, to reminisce about the "good old days" at Chaminade High School, Madonna Academy or Chaminade-Madonna College Preparatory and to network with other Alumni.

#### **VOLUNTEER APPRECIATION RECEPTION**

The many events and campaigns coordinated by the Office of Advancement would not be possible or successful without our volunteers. Each year the school hosts an end-of-year reception in May to express our gratitude to our wonderful volunteers.

#### **ALUMNI BUSINESS ASSOCIATION**

Chaminade-Madonna has developed a networking business association for alumni, alumni parents, and their businesses. Twice a year, we will have a gathering for members to network while mingling over refreshments. We also have an online directory of our members where we upload member business cards that we receive and place them in the appropriate category so that if anyone should need certain services, they can simply click on the link on the website and offer business to our alumni business association members.

## **INTERNATIONAL STUDENT PROGRAM**

Chaminade-Madonna College Preparatory has partnered with The Cambridge Institute of International Education to assist students with our International Student Program (ISP) admissions process.

The International Student Program (ISP) at Chaminade-Madonna College Preparatory is a unique opportunity for families to share their life in South Florida by opening their homes to an international student from the People's Republic of China. Families can enrich their lives with new ideas, cultures and perspectives, and experience a sense of fulfillment knowing that they have helped an international student achieve his or her dream of receiving a quality, Catholic education in the United States, opening up immense possibilities for the student's future *Toward a Better World*.

Host families serve as ambassadors of our great country by sharing the beauty of America and our unique culture. Families have the opportunities to re-discover the natural treasures of South Florida by going to the beach or taking an airboat ride across the Everglades; sharing American traditions such as Thanksgiving and Super Bowl Sunday; sharing Catholic traditions such as Christmas and Easter; and sharing personal, family traditions such as game and movie night and Sunday family dinners.

In addition, host families are provided with the chance to learn about the Chinese language and culture; provide an enhanced experience for their children as they receive daily interaction with someone of a different upbringing; create a relationship that endures across miles; and receive a monthly stipend of \$1,000.00 to assist with the expenses of hosting an international student.

## COMMUNICATION

### COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

There are a number of significant forms of communication between parents and C-M. The school website provides up-to-date information on policies and future events. Canvas also is a very practical tool to help parents monitor academic progress. SchoolMessenger®, an instant notification system aimed to help school engage, motivate, and inform parents with timely information, is also used when the situation warrants immediate communication with attention. Phone messages to administrators, faculty, and staff maybe left through the school’s voice-mail system (954-989-5150; extension list provided below) or via e-mail. Parents are encouraged to keep in communication with the school regarding their student’s progress or about policy issues which may need further explanation. During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school, in any one of several possible areas. The school encourages parents to address all questions, problems, or complaints directly to the teacher, coach, or staff member before any person or administrator is involved. If the situation is not cleared up at this level through direct contact, it should then be brought to the Dean of Students if it involves a disciplinary matter. Non-disciplinary matters should be brought to the attention of the Assistant Head of School or the Guidance Department. Athletic matters should be brought to the attention of the Athletic Director. However, parents are always welcome to contact the Assistant Head of School to address any concerns involving their child. If the problem is still not resolved with the Assistant Head of School as mediator, it should then be presented in writing to the Head of School.

*Anonymous letters are not considered an acceptable means of communication because they are not a true form of communication. Since the sender of an anonymous letter is unknown, a response is not possible, thereby making any kind of dialogue impossible.*

### TELEPHONE EXTENSIONS AND E-MAIL ADDRESSES

Up-to-date listings can be found on Canvas or the website. E-mail addresses below must have the @cmlions.org extension added to them; for example, the Head of School can be reached at jmucheck@cmlions.org.

#### Core Leadership

Head of School	Judith Mucheck, Ph.D.		jmucheck
Assistant Head of School	Mrs. Raiza Echemendia	104	rechemendia
Dean of Students	Mr. Michael Eaton	116	meaton
Athletic Director	Mr. Andre Torres	142	atorres
Chief Financial Officer	Mr. Carlton Preston	130	cpreston
Director of Admissions	Ms. Tainah Georges	103	tgeorges
Director of Campus Ministry	Ms. Carol LaMont	119	clamont
Director of Student Life	Mrs. Lauren Broeckelmann	125	lbroeckelmann

#### Faculty

Mr. Andrew Accornero	423	aaccornero
Mrs. Luigina Billisi	421	lbillisi
Mrs. Rosa Blake	413	rblake
Mr. David Buttacavoli	410	dbuttacavoli
Mrs. Angela Canosa	401	acanosa

Mr. Joseph Catalano	174	jcatalano
Mrs. Brunilda Egan	415	began
Mrs. Linda Fisher-Meerow	131	lfisher
Ms. Maria Guerrero	405	mguerrero
Mr. Jeff Harrison	406	jharrison
Mr. Patrick Heffernan	418	pheffernan
Mr. Kevin Helmlle	414	khelmlle
Mr. Sebastian Heredia	427	sheredia
Mr. Jason Johnson	157	jjohnson
Mr. Dameon Jones	151	djones
Mr. Anthony Kessler	141	akessler
Mrs. Caytie Lagrange	417	clagrange
Mr. Kevin Lagrange	407	klagrange
Ms. Carol LaMont	119	clamont
Mr. Sean Lucena	416	slucena
Mr. David Monaco	409	dmonaco
Mrs. Vesselina Nikolov	433	vnikolov
Mrs. Ana Cristina Ojeda	419	aojeda
Ms. Pamela Peckham	404	ppeckham
Mr. Jose Rivera	124	jriversa
Mr. Brian Sheridan	426	bsheridan
Mrs. Rosemary Sierra-Cohen	132	rsierra
Mrs. France Tortora	454	ftortora
Ms. Sherri Tucker	403	stucker
Ms. Jeannette Victoria	402	jvictoria
Mrs. Elizabeth Waldrep	425	ewaldrep
Mrs. Christine Wehnes	420	cwehnes

**Guidance/College Placement/ Learning Center**

Administrative Assistant	Ms. Blanca Suarez	107	bsuarez
College Placement Coordinator	Mrs. Linda Fisher-Meerow	131	lfisher
Counselor	Mrs. Michelle Chirichella	106	mchirichella
Director of Guidance/Counselor	Ms. Kristi Tucker	138	ktucker
Director of Learning Center	Mrs. Elizabeth van der Vlugt	128	evandervlugt

**Staff**

Admissions - Administrative Assistant	Mrs. Carol Manzella	136	cmanzella
Advancement Office - Alumni Relations & Events Coordinator	Ms. Elizabeth Doody	140	edoody
Advancement Office - Coordinator	Ms. Rachel Koebel	117	rkoebel
Advancement Office - International Student Program Coordinator	Mrs. Janice Simmering	154	jsimmering
Alumni Association – President	Mr. George Adams ‘83		alumniassn
Campus Store - Manager	Mrs. Pamela Soltysik	180	psoltysik
Dean of Students - Administrative Assistant	Ms. Laura Friscia	100	lfriscia
Finance Office - AP/Payroll Accountant	Mr. James Stamos	114	jstamos
Finance Office - Financial Accountant	Mr. Joseph Mullen	129	jmullen
Finance Office - Student Billing & Collection Manager	Ms. Dianne Mistelske	113	dmistelske
Head of School’s Office/Assistant Head of School’s Office - Office Manager/ Administrative Assistant	Ms. June Dominguez	101	jdominguez
Library - Media Specialist	Mr. Ron Belanger	181	rbelanger
Marianists – Coordinator of Marianist Mission Integration/Lay Marianist Liaison	Br. Peter Pontolillo, S.M.	149	ppontolillo
Main Office - Receptionist	Ms. Laura Friscia	100	lfriscia
Parent Association - President	Mrs. MaryAnne Karcher ‘76		parentassn
Registrar	Mr. Dennis Keller	105	dkeller
Technology - Director	Mr. Jose Rivera	124	jrivera
Transportation - Coordinator	Mr. Diego Manjarres	142	dmanjarres

**Athletics**

Athletic Association - President	Mr. Ken Whittaker		athleticassn
Athletics - Administrative Assistant	Mrs. Carol Manzella	134	cmanzella
Athletics – Chaplain	Br. Peter Pontolillo, S.M.	149	ppontolillo
Athletics – Trainer’s Office		135	
Baseball - Varsity Head Coach	Mr. Jorge Miranda		jmiranda
Baseball - JV Head Coach			
Basketball - Varsity Boys Head Coach	Mr. Andre Torres	142	atorres
Basketball - JV Boys Head Coach	Mr. John Schaefer		
Basketball - Girls Head Coach	Mrs. Gerilyn Plunkett		gplunkett
Cheerleading - Varsity Head Coach	Mrs. Regina Moody		rmoody
Cross Country Head Coach	Mr. Larry Lynch		llynch
Football - Varsity Head Coach	Mr. Dameon Jones	151	djones
Golf - Boys & Girls Head Coach	Mr. Dennis Keller	105	dkeller
Soccer – Varsity Boys & Girls Head Coach	Mr. Bruno Flores		bflores
Softball - Varsity Head Coach	Ms. Lorena Spaulding		lspaulding
Swimming Head Coach	Mr. Marc Gallet		mgallet
Tennis Head Coach	Mr. Clint Bowles		
Track and Field Head Coach			
Volleyball - Varsity Boys & Girls Head Coach	Mr. Jason Johnson	157	jjohnson
Volleyball - JV Girls Head Coach	Mr. Christopher Moise		
Wrestling Head Coach	Mr. Henry Jackson	168	hjackson

## APPENDIX A

Canvas

## How do I sign up for a Canvas account as a parent?

Parents (Observers) can link their Canvas account to their student's account so they can see assignment dues dates, announcements, and other course content. If an institution that is a Canvas client wants parents to observe a student via linked accounts, that institution must create user accounts for parents or guardians, or they will provide self-registration on their Canvas URL login page. Remember, Observers can view the course content but cannot participate in the course.

### Notes:

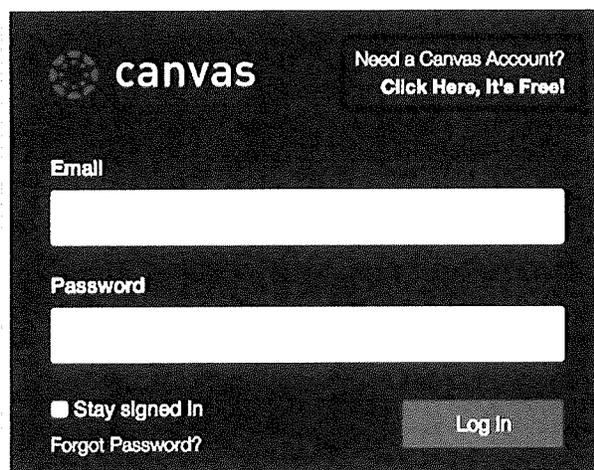
- Observers will create a Canvas account using the institution's Canvas URL. These steps are relevant to any institution that allows the self-registration banner on their Canvas URL login page.
- **To observe a student, you must know the student's Canvas username and password.**
- The student must be enrolled in the course and must accept the course invitation before you can sign up to observe the student. If you receive an *invalid username or password* message during the signup process and the student's credentials are correct, check with the student to verify that he or she has received and accepted the course invitation.
- These steps must be completed through the web version of Canvas. The observer signup process cannot be done through the mobile app.

## Open Canvas URL



In a browser window, enter the institution's Canvas registration URL (e.g. *canvas.instructure.com*).

## Click to Register

A screenshot of the Canvas login page. The page has a dark background. In the top left corner is the Canvas logo. In the top right corner, there is a link that says "Need a Canvas Account? Click Here, It's Free!". Below this, there are two input fields: "Email" and "Password". At the bottom left, there is a checkbox labeled "Stay signed In" and a link "Forgot Password?". At the bottom right, there is a "Log In" button. A red box highlights the "Need a Canvas Account? Click Here, It's Free!" link.

Click the account link at the top of the page.

**Note:** If you already have a Canvas account, and you are linked to the other user, just log in with your credentials.

## Sign Up As a Parent (Free Account)



Click the **Parents sign up here** link.

## Enter Signup Details

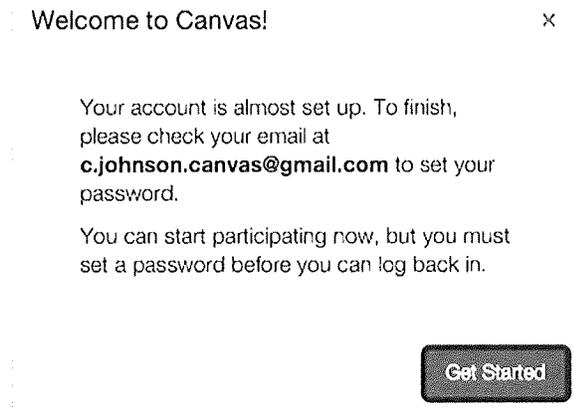
A screenshot of a "Parent Signup" form. The form is titled "Parent Signup" in the top left corner, with a close button (x) in the top right. The form contains the following elements:

- A text input field labeled "Your Name" with a circled "1" next to it.
- A text input field labeled "Your Email" with a circled "2" next to it.
- A text input field labeled "Child's Username" with a circled "3" next to it.
- A text input field labeled "Child's Password" with a circled "4" next to it.
- A checkbox labeled "5" followed by the text "You agree to the terms of use and acknowledge the privacy policy." with a circled "5" next to the checkbox.
- A grey button labeled "6 Start Participating" with a circled "6" next to it.

Enter the following information:

1. Enter your name in the name field.
2. Enter your email in the email field.
3. Enter your child's username in the child's username field.
4. Enter your child's password in the child's password field.
5. Agree to the terms of use by clicking the **You agree to the terms of use** check box.
6. Click the **Start Participating** button.

# Use Canvas



While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the **Get Started** button. To finish registering for Canvas, log into your email account.

## Complete Registration Process



Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.

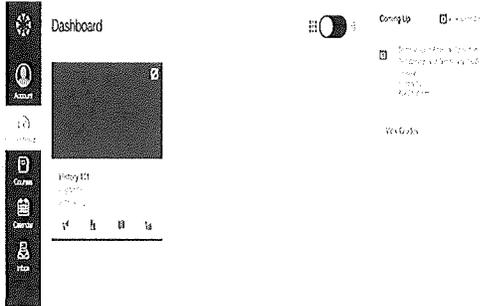
## Register for a Parent Account



To complete the registration process fill out the following fields:

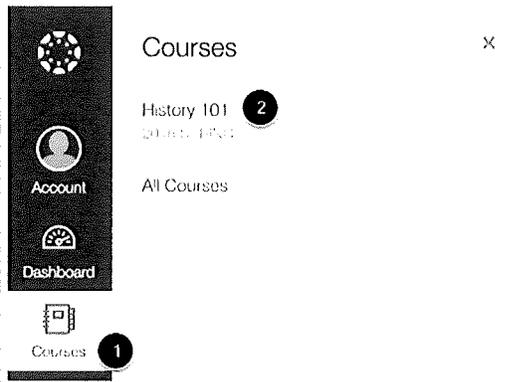
1. Verify your email in the login field.
2. Set your password by typing in the password field.
3. Set your Time zone by selecting the time zone drop-down menu.
4. Click the **Register** button. You will be redirected to the Canvas URL login page for your account.

## View User Dashboard



View the user dashboard for your Canvas account.

## View Course



In Global Navigation, click the **Courses** link, then click the name of the course.

## **APPENDIX B**

Media Release Form for Students  
FCC/Telephone Consumer Protection Act Release  
Student Apple iPad Use Agreement  
Parent/Student Handbook Acknowledgement Form



**Chaminade-Madonna College Preparatory**  
**MEDIA RELEASE FORM FOR STUDENTS**  
**2016-2017**

**Please provide all of the information asked for below.**

Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

I, Parent/Legal Guardian of (child's name) \_\_\_\_\_, hereby grant permission to Chaminade-Madonna College Preparatory (hereafter referred to as "Chaminade-Madonna"), its agents and assigns, to use the above-named student's photo or video, and likeness for the purpose of promotion by Chaminade-Madonna for all forms, media, and manners, for the following, but not limited to, news releases, photographs, video, audio, website, marketing, advertising, trade, promotion, or exhibition for an indefinite period of time.

I give unrestricted permission for images, videos, and recordings of the student to be used in print, video, digital, and internet media. I agree that these images and/or voice recordings may be used for a variety of purposes and that these images may be used without further notifying me.

I further acknowledge that I will not be compensated for these uses and Chaminade-Madonna owns all rights to the images, videos, and recordings, and to any derivative works created from them.

I waive any right to inspect the uses of any printed or electronic copy. I hereby release Chaminade-Madonna and its agents and assigns from any claims that may arise from these uses, including without limitation, claims of defamation or invasion of privacy, or of infringement of moral rights or rights of publicity or copyright.

This Release expresses the complete understanding of the parties.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

PERMISSION DENIED: \_\_\_\_\_

*This form must be submitted to the mentor teacher at Chaminade-Madonna by Friday, September 2, 2016.*



**Chaminade-Madonna College Preparatory**

**FCC/TELEPHONE CONSUMER PROTECTION ACT RELEASE  
2016-2017**

**Please provide all of the information asked for below.**

Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

I, Parent/Legal Guardian of (child's name) \_\_\_\_\_, hereby grant permission to Chaminade-Madonna College Preparatory (hereafter referred to as "Chaminade-Madonna"), its agents and assigns, to contact the phone number (land line or cellular) and/or utilize the texting function linked to this/these devices for the purpose of providing information regarding any school activity. This includes both emergency and non-emergency notifications (examples of which may be student activities, sports schedules, parent activities, special announcements, etc.).

Notifications will be initiated by official representatives of the school utilizing the School Messenger service.

I hereby release Chaminade-Madonna and its agents and assigns from any claims that may arise from the utilization of this method of communication, including without limitation, claims or defamation or invasion of privacy.

This release expresses the complete understanding of the parties.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

PERMISSION DENIED: \_\_\_\_\_

*This form must be submitted to the mentor teacher at Chaminade-Madonna by Friday, September 2, 2016.*



**Chaminade-Madonna College Preparatory**  
**STUDENT APPLE IPAD USE AGREEMENT**

**2016-2017**

APPLE IPAD MODEL \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_

This Student Apple iPad Use Agreement ("Agreement") is made effective as of \_\_\_\_\_ between Chaminade-Madonna College Preparatory ("School") and the above named student and the student's parent or guardian (collectively referred to in this document as "Student").

Equipment Subject to Agreement: The Equipment subject to this Agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:

- One (1) Apple iPad
- One (1) AC/USB Adapter (with power cord)
- One (1) Carrying Case

Ownership: The School shall be deemed to have retained title to the equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the Equipment used by the student.

Term Equipment Use: The Student shall return all Equipment itemized above in good operating condition to the Technology Office of the School if the Student is not enrolled in the current school year (unless the School transfers the Equipment's title). The School may require the Student to return the Equipment at any time and for any reason.

Equipment Storage and Use at School: The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked locker or other secure, approved location.

Use of Equipment: The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies ("AUP"). Violation of the school's AUP, which require administrative correction/repair by the Chaminade-Madonna Technology Office, will result in imposition of a \$100 fee.

**Compliance with Software Licenses:** The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

**Back-up Requirements:** The Student may store documents or other files on the Equipment, and the Student is responsible for making back-up copies of such documents or other files, preferably through iCloud or Google Drive. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment.

**Care of Equipment:** The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The School maintains a service contract 3 years from when the device was leased or purchased. The Student shall be financially responsible for repairs due to negligence. No personal stickers or writing is allowed on the Equipment.

**Right of Inspection:** The Student shall make the Equipment available to school personnel as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

**Loss:** The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear. No insurance is available to replace a lost or stolen iPad.

**Warranty:** During a student's enrollment, iPads will be issued to students for either a two or four year period. An Apple Care warranty has been purchased and exists on each iPad for 3 years. Apple Care provides repair and/or replacement of the covered iPad for a current deductible of \$50 per occurrence. Apple Care covers two occurrences. In the event of damage to the iPad, a student should first see the School's Director of Technology prior to taking the iPad for repair or replacement. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty nor is the School responsible for any repair or replacement of the iPad device after the warranty has been exhausted. The Student assumes responsibility for the condition of the Equipment.

**Indemnity of School for Loss or Damage:** If the Equipment is damaged or lost due to negligence, or any other reason not covered by the warranty, the School shall have the option of requiring the Student to repair the equipment to a state of good working order or to reimburse the School for the full replacement cost of such Equipment.

**Device:** This Agreement shall apply to any model of iPad issued by Chaminade-Madonna College Preparatory until a new Apple Equipment Use agreement is executed between the parties.

Entire Agreement and Modification: This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior Apple Equipment Use agreements between the parties.

Governing Law: This Agreement shall be construed in accordance with the laws of the State of Florida.

Severability: If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

**Waiver:** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**Disclosures:** The Student and the Student's parent or guardian, hereby agrees to the terms of this Agreement.

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*This form must be submitted to the mentor teacher at Chaminade-Madonna by Friday, September 2, 2016.*



**Chaminade-Madonna College Preparatory**

**PARENT/STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM  
2016-2017**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent/Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent/Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

\_\_\_\_\_  
Printed Name of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*This form must be submitted to the mentor teacher at Chaminade-Madonna by Friday, September 2, 2016.*