

CHAMINADE-MADONNA COLLEGE PREPARATORY

PARENT/STUDENT HANDBOOK 2019-2020



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 60 Years of Excellence
“Toward a Better World”

500 East Chaminade Drive
Hollywood, Florida 33021-5800
Phone: 954-989-5150
Fax: 954-983-4663
Email: info@cmlions.org
Website: www.cmlions.org
School Testing Number: 100-678

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

TABLE OF CONTENTS

INTRODUCTION	3	Informational Sessions	17
HISTORY AND PHILOSOPHY OF SCHOOL	3	TECHNOLOGY USAGE POLICY	18
Message from the Head of School	3	Computer Services Device Use	18
Vision	4	iPad Technology Use	19
Mission	4	ATTENDANCE	25
History of the School	4	School Hours	25
The Marianists and Our Heritage	4	General Policy	25
Open Admission Policy	4	Procedures for Reporting Absences	25
PROFESSIONAL AFFILIATIONS/ MEMBERSHIPS	5	Consequences of Excessive Absenteeism	25
GENERAL SCHOOL INFORMATION	6	Tardiness	26
Hours of Operation	6	Consequences of Excessive Tardiness	26
School Colors	6	Making up Work	26
School Mascot	6	Lateness to Any Class Without a Pass	26
School Motto	6	Leaving School Without Permission and/or Truancy	26
School Crest	6	School Events/Activities/Athletics	26
School Alma Mater	6	Cancellation of School or Class	26
Marianist Prayers	6	SCHOOL REGULATIONS	28
LEADERSHIP	7	School Rules	28
Ownership	7	Safety and Security	29
Board of Trustees	7	Code of Conduct	30
School Administration	7	Dress Code	30
Guidance Services	7	Harassment and Discrimination	31
CAMPUS MINISTRY	8	Drug and Alcohol Policy	32
Programs	8	Anti-Bullying Policy	32
ACADEMIC POLICIES	10	Weapons Policy	33
Academic Calendar	10	Threats of Violence	33
Graduation Requirements	10	Public Display of Affection	33
Grading Policies	10	Married Students	33
Monitoring Student Progress	11	Pregnancy Policy	33
Course of Study	12	Cheating	33
Dual Enrollment	12	Personal Property/Stealing	34
ADDITIONAL EDUCATIONAL PROGRAMS	13	Vandalism	34
The Learning Center	13	Inappropriate Language	34
Service Learning Program	13	Contraband	34
Spring Session	13	Gambling	34
Tutoring	13	Out of Bounds	34
ADMISSIONS	14	Cafeteria Conduct	35
Incoming Ninth Graders	14	Disqualifying Infractions For Student Leadership Positions	35
Transfer Students	14	Disciplinary Procedures	35
Learning Center Admissions	14	Parental Cooperation	36
Academic Transcripts	14	Vaping Policy	36
Grade Point Average	14	SCHOOL FACILITIES	38
Transfers/Withdrawals from CMCP	15	Care of Property	38
Custodial Parent Documentation	15	Facilities	38
Tuition Reduction	15	SCHOOL ACTIVITIES, ORGANIZATIONS, AND COCURRICULAR ACTIVITIES	39
Financial Aid	15	Fundraising/Sale of Goods	39
COLLEGE PLACEMENT SERVICES	17	Field Trips	39
College Applications	17	School-Sponsored Events	39
College Fair	17	Participation in School Athletics or Organizations	39
College Scholarships	17		
Standardized Testing	17		

Athletic Program	40	Legal Authorities	52
Dances	40	Lockers	52
CLUBS AND ACTIVITIES	42	Media Release Form for Students	52
Art Club	42	Private Tutoring	52
Band	42	Shadow Program	53
Best Buddies Club	42	Student Accident Insurance	53
Campus Ministry	42	Student Health Records	53
Close Up Washington	42	Student Records	53
Diversity Club	42	Students on School Grounds	53
Environmental Club	43	Testifying in All Legal Proceedings	54
French Honor Society	43	Including Divorce or Custody Proceedings	
Gaming Club	43	Use of Photos	54
Grad Bash	43	PARENTAL PARTICIPATION	55
Interact Club	43	Volunteer Opportunities	55
International Thespian Society	43	Alumni Association	55
Key Club	44	Athletic Association	55
Lions for Life	44	Parent Association	55
March for Life	44	OFFICE OF ADVANCEMENT	56
Marianist Living in Faith Experience (Marianist L.I.F.E.)	44	The Annual Fund	56
Model United Nations (Model U.N.)	44	Matching Gifts	56
Mu Alpha Theta (Math Honor Society)	44	Planned Gifts	56
National Art Honor Society	45	School Raffle	56
National Honor Society (N.H.S.)	45	Lions Main Event – School Wide Fundraiser	56
Rho Kappa Social Studies Honor Society	45	Golf Classic	56
Robotics Club	45	Founders’ Award Dinner	56
Science Fiction Club (Sci-Fi Club)	45	Madonna Academy Reunion	57
Science National Honor Society	46	Alumni Career Day	57
Spanish National Honor Society	46	Alumni Hall of Fame	57
Student Ambassadors	46	Alumni Sports Hall of Fame	57
Student Government Association (S.G.A.)	46	Alumni Business Association	57
Students Against Destructive Decisions (S.A.D.D.)	46	International Student Program	57
Technology Club	47	COMMUNICATION	58
Women Engaged	47	Communication Between Parents and the School	58
Yearbook	47	Telephone Extensions and Email Addresses	58
ADDITIONAL POLICIES	48	APPENDIX A	
Bell Schedule	48	Canvas	
Child Protective Investigations	48	APPENDIX B	
Electronic Acknowledgements	48	Media Release Form for Students	
Emergency Procedures	48	FCC/Telephone Consumer Protection Act Release Form	
FCC/Telephone Consumer Protection Act	49	Student Apple iPad Use Agreement	
FERPA	49	Parent/Student Handbook Acknowledgement Form	
Financial Policies	50		



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 Assistant Head of School for assistance.

HISTORY AND PHILOSOPHY OF SCHOOL

MESSAGE FROM THE HEAD OF SCHOOL

Dear Chaminade-Madonna Parents and Students:

Welcome to a new year! I hope that your summer recess has been one of relaxation, fun, re-connection with friends, and quality time for family. While the pace of summer is certainly different during the summer months, it is no less busy for the staff that has been busy attending to every detail so that we are ready to welcome you back. One of the biggest additions to the campus is the elevator which can transport students to both the upper and lower floors of the main classroom building – regardless of their crutches, sprained, ankles and the like!

Just as we have been vigilant in getting the physical facility ready for the year, the administration has also reviewed the policies which guide our common life together. It is your responsibility to read this handbook carefully and to ask whatever questions you may have in order to achieve clarity. Please do not hesitate to reach out to the Assistant Head of School's office at your convenience.

We will continue to live out our "Love Lives Here" theme which was begun last year. CMCP is a place where every member of the community can exercise their gifts and move one step closer to the full realization of their potential.

Wishing you a peaceful, productive, and fun school year!



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, CMCP 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, national origin, or sexual orientation 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.

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

Actors Equity Association
AdvancEd (Southern Association of Colleges and Schools)
American Association of Teachers of French
American Association of Teachers of Spanish and Portuguese
American School Counselor Association
Archdiocese of Miami
Association for the Study of Higher Education
Association of Supervision and Curriculum Development
Broward Council of Non-Profit Schools
Broward County Nonpublic School Association
The Cambridge Institute of International Education
Council for American Private Education
The College Board
Florida High School Athletic Association
Florida School Music Association
Hollywood Chamber of Commerce
Hollywood Rotary Club
International Technology and Engineering Educators' Association
International Thespian Society
Marianist Network of Secondary Schools
National Arts Association
National Association for College Admissions Counseling
National Association of Secondary School Principals
National Business Officers Association
National Catholic Education Association
National Council for the Social Studies
National Association of Teachers of Mathematics
SAG/AFTRA (film & television)
Society of Mary – U.S. Province
South Florida Counselor Consortium
St. Thomas University

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., Belanger Hall (Media Center) is open from 7:30 A.M. to 4:00 P.M., the Campus Store is open before school from 7:30 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 CREST



- **Boundary** Modern French Escutcheon; a tribute to the country of origin of Blessed William Joseph Chaminade, founder of the Society of Mary.
- **Center Cross** Taking a central position, we are reminded of our Catholic faith.
- **Fleur de Lis** A traditional French symbol of the Blessed Virgin Mary, Patroness of the Society of Mary.
- **Lamp of Knowledge** The pursuit of knowledge in all of its forms.
- **Ivy** Community, family, and friendship.
- **Eagle** Strength and loyalty.

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

Walter Reynoso, Esq. '78 (Chair)*

Mr. Erik Squilla '88 (Vice-Chair)*

Mr. John Higgins (Secretary)*

Mr. Robert Minnaugh (Member at Large)*

Mrs. Meg Callahan

Mr. Kevin DeYoung '76

Mrs. Jessica Fonseca-Nader

Mr. David Haimes '83

Mr. Bert Henkel

Mrs. Mary Anne Karcher '76

Br. Ron Luksic, S.M.

Dr. Carmen Marinelli '73

Dr. Judith Muccheck (ex-officio)*

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

Mrs. Paulette Vitale '71

Sr. Grace Walle, F.M.I.

Mr. Ken Whittaker

*Executive Committee

Mrs. Raiza Echemendia (ad hoc)

Mr. Carlton Preston (ad hoc)

Dr. Lucy Oganezov (ad hoc)

SCHOOL ADMINISTRATION

Dr. Judith Muccheck

Mrs. Raiza Echemendia

Mr. Michael Eaton

Mrs. Luigina Billisi

Mr. Antonio Mari

Mrs. Linda Matos Di Lascio

Dr. Lucy Oganezov

Mr. Carlton Preston

Mr. Andre Torres

Head of School

Assistant Head of School

Dean of Students

Director of Admissions

Director of Campus Ministry

Director of Student Life

Director of Advancement

Chief Financial Officer

Athletic Director

GUIDANCE SERVICES

Ms. Kristi Tucker

Ms. Kati Harvey

Mrs. Elizabeth van der Vlugt

Dr. Stephen Thuot

Director of Guidance/Counselor

Director of College Placement

Director of Learning Center

Guidance Counselor

CAMPUS MINISTRY

The Campus Ministry Program at Chaminade-Madonna is in response to the school's mission of "educating the heart and soul as well as the mind and body" and its motto of *Toward a Better World*. The major focus is building a faith community which meets members where they are and challenges them to be "ministers," by giving them opportunities to recognize their own gifts for the purpose of serving. As a faith-based school, we believe that nurturing the spiritual dimension of all members of the community is important. As a Marianist school we strive to be faithful and give voice to the tenets of Marianist spirituality. The positive creation of *community* is a particular focus as new members are welcomed each year. This is emphasized through our Campus Ministry Program.

Goals and Objectives:

- To proclaim and celebrate the Gospel message.
- To communicate the heritage and charism of Blessed William Joseph Chaminade and the Marianists.
- To develop Christian leaders that are able to apply their faith in their everyday life.
- To provide opportunities for members of the school community (students, faculty, staff, parents, and alumni) to explore their relationship with themselves, others and God.
- To celebrate the faith community through various forms and styles of worship.
- To call on and encourage members to become leaders of the community and share their gifts by being minister to others' needs and by responsible participation in life, mission, and the work of the global Church.
- To be open to change and adaptation by "reading the signs of the times," while staying rooted in Gospel values.

PROGRAMS

Retreats

- **Reflection Day for Freshmen** 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.
- **Reflection Day for Sophomores** This day-long experience gives the sophomore class the opportunity to reflect on its role in their community and what gifts they bring to the Marianist Community.
- **Antioch Retreat** 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** 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** is an overnight spring retreat for members of the senior class which provides an opportunity to reflect on their high school years before they embark upon the future. There is a fee to attend this retreat.

Marianist L.I.F.E. Communities (Small Faith Sharing Groups)

- L.I.F.E. meetings are held twice a month at night and every other Monday in F block.
- L.I.F.E. stands for "Living in Faith Experience." In the Marianist tradition, students gather to share their faith and build community.
- All students are welcomed.

S.A.L.T. Team

- S.A.L.T. stands for "Serving And Leading Together." In the Marianist tradition, this program develops leadership skills to lead retreats, small group discussions, and public speaking.
- We believe that by empowering students to serve their peer's creates stronger bonds within the members of our community and enrich student faith development.
- S.A.L.T. workshops are offered to Juniors and Seniors once a semester.

Other Ministries

- Liturgical ministries (Eucharistic Ministers, Lectors, Acolytes).
- Marianist L.I.F.E. summer workshops.

Other Prayer and Worship Services

- Monthly school-wide mass.
- Daily morning prayer.
- Optional mass attendance in Queen of Peace Chapel Monday-Thursday.
- Optional Sacrament of Reconciliation every Friday.
- Prayer services for athletic teams by our Athletic Chaplain.

ACADEMIC POLICIES

ACADEMIC CALENDAR

The 2019-2020 school year begins for students on August 19, 2019. 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 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 at the end of each semester (January and June); 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.

Exam Policy

December Mid-Terms

Seniors enrolled in Advanced Placement (AP) courses must take the CMCP subject area mid-term. These courses may not count as an exemption.

Seniors

Any senior with a semester AVERAGE of an "A" grade may exempt up to **three (3) mid-term exams** (excluding AP courses).

No other grade levels may exempt an exam.

May (Seniors)

Any senior with a semester AVERAGE of an "A" grade may exempt up to **three (3) final exams** including AP courses.

June (Juniors)

Any junior with a semester AVERAGE of an "A" grade may exempt up to **two (2) final exams** including AP courses.

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. Student’s financial accounts must be current and cleared for the semester in order for the student to take their exams.

Honor Rolls

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

1. Sapientiae 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.

Academic Awards

Students who matriculate in their freshman year and maintain continued enrollment year-over-year are eligible for full consideration for the Top Ten designation, department awards, and valedictorian/salutatorian awards. Transfer students are eligible for Top Ten consideration after the completion of two (2) semesters of enrollment. Transfer students may be considered for department awards and valedictorian/salutatorian after six (6) semesters of enrollment.

Failures

A student who fails a course must successfully remediate the failure in order to advance to the next grade level. A maximum of two 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.

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 email. A list of email 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. Parents and students can access Canvas for grades, assignments, and content to enhance the student's course work.

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 Web Design, and Honors/AP Macro Economics.

ADDITIONAL EDUCATIONAL PROGRAMS

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 complete a minimum of 25 hours of community service per academic year. These hours, due May 11, 2020, must meet all guidelines provided by the Student Activities Office. Students are responsible for logging hours electronically as well as providing appropriate documentation to the Director of Student Activities. Hours completed after May 11, 2020 will be recorded for the following year.

All outside service hours must be completed through agencies on the Approved Service Organizations list. On campus service hours will only count to the requirement of freshman students. Upperclassman hours must all be completed outside of CMCP. Any student who fails to meet this graduation requirement must make special arrangements with the Director of Student Activities to remediate the hours.

In order to be considered for the Community Service Award, which is celebrated at the Top Ten Dinner, students must also complete the following additional hours by February 24, 2020:

- **Grade 9** Mandatory 25 service hours PLUS AN ADDITIONAL 50 HOURS
- **Grade 10** Mandatory 25 service hours off campus PLUS AN ADDITIONAL 75 HOURS (this does not include hours accrued for the freshman year)
- **Grade 11** Mandatory 25 service hours off campus PLUS AN ADDITIONAL 100 HOURS (this does not include hours accrued for the sophomore year)
- **Grade 12** Mandatory 25 service hours off campus PLUS AN ADDITIONAL 125 HOURS (this does not include hours accrued for the junior year)

SPRING SESSION

Chaminade-Madonna offers a special educational experience for its students during the spring session. Our faculty presents a week of unique course work, cultural trips, service learning experiences, and college visitations which are not normally offered within the regular curriculum. Additional fees are charged for many of the courses and trips 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.

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.

ADMISSIONS

INCOMING NINTH GRADERS

Incoming ninth graders must complete an application online that registers them for the entrance exam and admission to CMCP. The admissions office must be provided with the following items in order to complete the admissions process:

1. Seventh and eighth grade transcripts.
2. Standardized test scores from seventh and eighth grades.
3. If applicable, a psycho-educational evaluation less than three years and an Individualized Education Program or 504 plan.
4. A completed principal's recommendation form provided by CMCP and emailed to billisi@cmlions.org.

TRANSFER STUDENTS

Transfer students must complete an online application. The admissions office must be provided with the following items in order to complete the admissions process for a transfer student:

1. Official Transcripts.
2. Standardized test scores.
3. If applicable, a psycho-educational evaluation less than three years and an Individualized Education Program or 504 plan.
4. A completed transfer recommendation form provided by CMCP and emailed to billisi@cmlions.org.

If a transfer student has service hours accumulated at his/her previous school, the school will accept what service hours have been listed on the transcripts.

LEARNING CENTER ADMISSIONS

The Learning Center at Chaminade-Madonna College Preparatory was established in the Fall of 1999. Its purpose is to provide resource support to students so they may be able to succeed in their pursuit of a college preparatory curriculum at CMCP and to address the needs of students who have academic learning exceptionalities. Through their participation in the Learning Center program, students will develop the skills necessary to become independent learners by acquiring organizational skills, test-taking techniques, study strategies, and self-advocacy. It should be noted that Chaminade-Madonna **does not** modify curriculum for students who are enrolled in the Learning Center. Students in this program are expected to go on to college, but may require some type of additional support or accommodations to perform at their full potential. Students attend the Learning Center by grade level during regular school hours for one period of resource support.

In addition to the general admission requirements, parents will be **required** to provide Psycho-Educational Testing documentation and an IEP, if applicable. Formal documentation must include recent aptitude and achievement testing results. Results may not be more than **three years old**. All documentation needs to be submitted to CMCP upon registration. Please note that additional fees will be applied to tuition if a student is accepted into the Learning Center program.

For further information, contact the Director of the Learning Center, Mrs. Elizabeth Van der Vlugt, at evandervlugt@cmlions.org.

ACADEMIC TRANSCRIPTS

Official transcripts of completed work reflect two semesters of achievement for each year. Current seniors should discuss their transcript requests with the College Placement Director to ascertain whether or not their receiving school(s) will accept electronic transcripts. Students who transfer out of CMCP will receive their transcript as a part of the withdrawal process. There is no charge for transcripts for CMCP students. Alumni transcripts may be requested from the Guidance Department for \$10.00 per copy. The turn-around time for the completion of requested transcripts is five to seven business days after the request form has been completed and submitted. All financial obligations must be met for the release of transcripts. Transcript requests may be made at www.cmlions.org/transcripts.

GRADE POINT AVERAGE

Students' grade point averages are cumulative over the course of their matriculation. In the case of transfer students, the Chaminade-Madonna grade point average is reflective of CMCP coursework exclusively.

TRANSFERS/WITHDRAWALS FROM CHAMINADE-MADONNA

In the event a student withdraws from CMCP, 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 Director of Admissions.
2. Parent/legal guardian must complete and sign 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 school upon receipt of written request from new school and all student account balances are paid in full. This includes any balances in various departments.
5. Out of state students entering twelfth grade will be considered.

CUSTODIAL PARENT DOCUMENTATION

In the event of a legal divorce between a CMCP student's parents, a copy of the custody decree (as signed by the presiding judge) should be submitted to the school for the purpose of accurate record keeping. Release of a student to a parent during the school day will comply with the custody agreement on file. Please note: only the custody agreement page of the divorce decree shall be submitted, not the entire decree document.

TUITION REDUCTION

Chaminade-Madonna offers the following tuition reductions for the 2019-2020 school year:

- **Catholic Rate of \$12,700.00** for each student with a Catholic baptismal certificate, due by July 31, 2019.
- **Early Registration Fee** of \$450.00 if course selection is completed for all students.
- **Legacy Families/Marianist Alumni** receive a reduction of **\$500.00** if one or both parents, siblings or grandparents are graduates of Chaminade-Madonna College Preparatory, Chaminade High School, Madonna Academy or any Marianist High School or university. Documentation from other Marianist schools is required.
- **Top Ten Scholarship Program** rewards the top ten students in each grade level based on academic achievement in each academic year. Awards vary by grade.

Step Up for Students Program offers financial assistance to students currently in public or private schools who have chosen private education. Current program recipients must reapply by March 31. New families will be able to apply in Spring 2019.

"Your Tuition Solution" Loan Program offers access to fixed rate loans for the 2019-2020 school year. Loans are available from \$2,000.00 to \$40,00.00 to cover all educational expenses that are paid directly to CMCP. These fixed rate plans are for terms ranging from 24 to 84 months, with low APR's (rate based upon length of the term and applicant's credit rating). There are no supplemental or application fees and no prepayment penalties. Monthly payments are fixed for the life of the loan. To learn more, calculate payments or apply online, visit www.tuitionsolution.com.

FINANCIAL AID

Applications will be accepted starting **January 1, 2020**. FACTS Grant & Aid Assessment conducts the financial need analysis for the upcoming school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by **March 31, 2020**.

Applicants can apply online at [FACTS Management](#). The following information is required in order for FACTS to process an application:

1. A completed online application; a fee of \$25.00 will be charged by FACTS.
2. Copies of the parent/legal guardian's tax forms from the prior year including all supporting tax schedules.
3. Copies of the parent/legal guardian's W-2 form from the prior year (both spouses if married).
4. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All information is kept strictly confidential. For any questions or concerns, contact a FACTS Customer Care Representative at 1-866-412-4637. The CMCP Finance Office will receive the parent qualification information from FACTS. The Finance Committee will then use this information to determine the amount of tuition assistance to be awarded and parents will be notified of the decisions shortly thereafter. Applications received after the filing deadline of March 31, 2020, which have been verified, will be reviewed after the initial awards have been

distributed and will receive reduced financial aid awards. For any additional questions, please contact the CMCP Finance Office at 954-989-5150, ext. 113.

REMINDER: A student must be officially registered and the application must be verified by March 31, 2020 in order to be considered for financial assistance. All students are required to meet the service hours, grade point average, and demerit requirements of CMCP. Consistent with established policy, financial assistance is based entirely on need.

COLLEGE PLACEMENT SERVICES

COLLEGE APPLICATIONS

Assistance with college applications and transcripts is provided by the College Placement Center. The application process is reviewed for completion and transcripts are sent directly the Assistant to the College Placement Center. The Naviance and Family Connections websites have links and information for all aspects of the application process. Students and families will be given a Naviance access code to access their portal at the beginning of the school year. Naviance/Family Connection will be the main site for college information.

<https://connection.naviance.com/family-connection/auth/login/?hsid=cmcps>.

COLLEGE FAIR

Each October students have the opportunity to attend our annual College Fair. Over 70 colleges and universities visit the CMCP campus to distribute information on their unique offerings and admissions requirements. In addition, admissions representatives from schools across the country visit CMCP throughout the year. Representative visits will be posted on Naviance and in the College Placement Center in Belanger Hall.

COLLEGE SCHOLARSHIPS

Scholarship information is available on Naviance and available to students once their college applications are completed. Scholarship information will be provided to students and families as local, state, and national opportunities arise.

The state of Florida has several scholarships, including The Florida Bright Future Scholarship. This scholarship is for students who graduate from a Florida high school and attend a Florida public university. Bright Futures recipients will receive a fixed scholarship amount 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). The Bright Futures scholarship has two award levels, Academic Scholars and Medallion Scholars. Detailed information regarding award amounts and the latest update on requirements is available through the Bright Futures website: www.FloridaStudentFinancialAid.org. Below is a brief outline of scholarship requirements.

Florida Academic Scholars Award	Florida Medallion Scholars Award
<ul style="list-style-type: none">• 3.5 weighted high school GPA• ACT: 29 / SAT: 1290• 100 Community Service Hours	<ul style="list-style-type: none">• 3.0 weighted high school GPA• ACT: 26 / SAT: 1170• 75 community service hours.

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

STANDARDIZED TESTING

CMCP 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 (Preliminary Scholastic Aptitude Test) 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 can take the ACT and/or the SAT in the fall of their senior year. It is strongly advised that seniors not test after December of their senior year. **CMCP'S testing number is 100678.** ACT and SAT testing dates can be found on their respective websites, ACT.org and collegeboard.org.

INFORMATIONAL SESSIONS

Grade specific student and family informational sessions will be held throughout the school year by Director of College Placement. Parents are invited and encouraged to request a meeting to discuss their children's post-high school plans. Meeting requests can be made via email to Ms. Kati Harvey at kharvey@cmlions.org. Students are encouraged to visit the College Placement Center during the E, F and G "middle block" to avoid missing academic instruction.

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 will 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

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 CMCP are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad is to facilitate 21st 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 CMCP school community will use the iPads and the school's network in a responsible, ethical, and legal manner at all times. CMCP 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. CMCP 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, chargers, and cables will be distributed at the beginning of the school year. Parents and students must sign and return the iPad parent agreement form ("Agreement for Loan of Apple iPad").

Returning Your iPad

iPads are collected the final week of school. Students are to return the iPad issued to them as well as chargers and cables. If a student transfers, withdraws, or is suspended or expelled from CMCP, the 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 or Apple iPad Air 2 in the amount of \$419.99. 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 Belanger Hall). A student who fails to return the charger and cable when requested by the Technology Office will be charged the replacement cost of \$35.00.

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 and for repair.

General Precautions

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- 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 recommends the student protect the iPad with an iPad case to provide a suitable means for carrying the iPad and protect it from accidental damage. A case for the iPad may be purchased at the Campus Store for \$21.00, if available.
- Charge the iPad each evening.
- A Google Drive backup should be done daily to safeguard files, documents, and apps.
- Each iPad will be labeled with a serial number and CMCP 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.

Repair Charges

If repairs are necessary, the student may receive a loaner device (subject to availability). Repairs due to normal usage will not incur a charge to the student. If repairs are due to irresponsible usage, the student's account will be charged the full cost of repairs. Common repairs usually fall in the range of \$50.00 - \$250.00. After the first repair

incident, there is an escalating surcharge of \$25.00 per incident up to a maximum total charge of the full device cost (\$419.99).

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 a student leaves their iPad at home, a loaner iPads will not be issued. Students may recharge their iPad in the library during their lunch period and before or after school. This is on a first come first serve basis. If an iPad is being repaired, a loaner iPad may be issued to the student, subject to availability.

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. CMCP will provide a username and password to each student for their email account.

The Technology Department will create the student's Apple ID account and CMCP student email account (@cmstudents.org), 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. iPad cameras will be disabled for midterm and final exams or at the request of the Core Leadership team or the Technology Department.

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. Google Chrome and Safari are the only browsers 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 CMCP 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.

Email

- Violations of inappropriate email use will result in privileges revoked for 60 days or indefinitely, depending on the severity.
- Email 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 email message asking you to pass information or messages to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved email programs may be used for student email.
- School email 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 email 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.

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 of \$100.00 charged to correct system files.

Software

- CMCP 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 CMCP 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 Mosyle Manager app 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 \$100.00 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 and Google Drive are 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 CMCP

- iPad repair and loaner service.
- Internet, email and Canvas access to its students.
- Data storage through Google Drive. CMCP reserves the rights to review, monitor, and restrict information stored or transmitted via CMCP 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 email 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.
- The school respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of email 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 email 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.

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 \$5,000.00.

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 five years imprisonment and a fine of up to \$5,000.00.

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 first period class by 8:00 A.M.

Odd-numbered periods meet on red days and even-numbered periods meet on blue days.

Period J/7 only meets on Mondays, Wednesdays, and Fridays. Dismissal is at 2:45 P.M. on Mondays, Wednesdays, and Fridays except for the Noon Dismissal schedule.

For Tuesday and Thursday dismissal times, please follow the calendar as posted on the homepage of the school website. Assemblies, pep rallies, and other school events on Tuesdays and Thursdays will be held after the last class (Period I/6) and dismissal on those days will be at 2:45 P.M. If there are no events scheduled after the last class on Tuesdays and Thursdays, dismissal will be as noted above.

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) 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. Students will not be released early from school after 2:15 P.M. on Mondays, Wednesdays, and Fridays, or after 1:10 P.M. on Tuesdays and Thursdays.

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 email 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 CMCP'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 class at 8:00 A.M (9:00 A.M. on Late Start Schedule). Students who arrive to school during their first period class must report to the Guidance Department and sign in. For students arriving after first period, they will sign in in the Main Office. The parent/legal guardian will be notified by email and text if their child is tardy to 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. No academic penalty may be levied against a student due to a disciplinary action (i.e., out of school suspension or otherwise missing class).

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 the faculty parking lot. After 3:00 P.M. students can be picked up in the student parking lot located 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. No dismissals will be allowed 30 minutes prior to the end of the day (after 2:15 P.M. on Mondays, Wednesdays, and Fridays or after 1:10 P.M. on Tuesdays and Thursdays). Students must sign out in the Main Office before leaving campus.

Parking Policies

Only students with a valid driver's license will be allowed to park in the student parking lot. Students holding a learner's permit are not allowed to park on campus. Students must purchase a parking permit from the Campus Store for a fee of \$125.00. Students must fill out a Parking Permit Request Form which must have the parent/legal guardian's signature before the permit is issued. The school does not guarantee any student an absolute right to park. 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 CMCP 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 in the bike rack near the buses. 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. If a parking permit is not purchased by the deadline stated at the beginning of school, the student's account will be charged \$125.00 and the student will be issued a parking pass. All drivers must complete the required application form from the Campus Store.

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 CMCP 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/Email 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 email 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 academic time and will be confiscated from students. All cell phones will be turned in at the beginning of each class and returned at the end of each class. Phones must be turned off and placed in the phone holder in each classroom. 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. Cell phones are permitted during a student's lunch period to listen to music only. Students are not allowed to talk on their cell phones or it will be confiscated. During a student's lunch he/she can use the cell phone for music, texting, or social media. Talking on the cell is never allowed. 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, EarPods, 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. Chaminade-Madonna has a working Crisis Management Plan that is drilled throughout the year.

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 CMCP ID card and lanyard which must be worn around the student's neck 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 ID card is lost, the student is required to 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. Each student ID will be color-coded representing the different lunch periods. Any student not in his/her assigned lunch will result in being out of bounds.

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.
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 CMCP 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 pick up their child and the child cannot return until in proper uniform or parents may bring appropriate attire to the school. The school uniform must be purchased from Debbie’s School Uniforms/Dennis Uniform and must have the school logo patch. During the school year, the CMCP Campus Store carries a full inventory of uniform apparel with the exception of uniform pants and shoes.

Uniform Dress Requirements:

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 CMCP logo

Pants Navy or khaki with CMCP logo

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, rubber bands, Mohawks, makeup, eyeliner, fingernail polish

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 CMCP logo

Pants Navy or khaki with CMCP 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 Black or white ankle socks only

Belt Black or brown

ID Student issued CMCP identification card worn with CMCP lanyard (\$5.00 replacement fee for lost ID card will be charged to student account)

Optional Outerwear for Boys and Girls:

Button-down cardigan sweater with CMCP logo

V-neck sweater or sweater vest with CMCP logo

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

Only CMCP hoodies are allowed on the school campus and may not be pulled over the head

Only sweaters and jackets with the CMCP 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 CMCP 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-CMCP sweatshirts worn during the school day

Head coverings (hats, scarves, etc.)

Stud earrings no larger than the size of a \$.25 coin (girls)

Stud earrings no larger than the size of a pencil eraser and no spacers, hoops, dangling, barbell, or Huggie gauges (boys)

Other visible body piercings, including tongues

Sweaters tied around the waist

Heavy makeup, colognes, or lotions

Eccentric hair coloring and unusual cuts

CMCP Spirit Days

- On Fridays, students may wear a CMCP club or sport shirt. Seniors may wear their class senior jerseys.
- CMCP 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.

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 CMCP students participating in the ceremony or 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. Prior disciplinary history will be considered in any drug-related continued matriculation decisions. 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;
 - 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;
 - 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 email 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.

MARRIED STUDENTS

Students must maintain unmarried status while enrolled at Chaminade-Madonna College Preparatory.

PREGNANCY POLICY

If a female student becomes pregnant, the Assistant Head of School will work with the student(s) and parents involved as well as other school personnel to determine the best course of action for the continued education of the student(s). Each case will be determined individually, with the health and safety of the mother and unborn child as the primary concern.

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 CMCP 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.

VANDALISM

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. This includes vaping pens, juuls, oil cartridges, and the chargers to charge them.

GAMBLING

Gambling, all 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. If a student is found parking his/her car in any parking lot besides the student parking lot, it is considered out of bounds. This includes practices, games, and other events.

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. Each lunch is assigned a color which will be reflected on the student's ID.

DISQUALIFYING INFRACTIONS FOR STUDENT LEADERSHIP POSITIONS

Students running for any student government positions cannot have any serious or major infractions on his/her Discipline Report from the Dean's Office.

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 (Minor)

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
Failure to have charged iPad or be prepared

3 Point Infractions (Serious)

Possession of contraband
Disobedience
Disrespect/insubordination
Disrupting a class
Out of bounds
Inappropriate language
Skipping class
Unauthorized sale of items

5 Point Infractions (Major)

Truancy
Cheating (any form), including phone, iPad
Smoking (possession tobacco/vapor);
includes \$50.00 fine
Use of a VPN (\$100.00 reprogramming fee)

10 Point Infractions (Automatic Expulsion)*

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

Immediate expulsion: possession of weapon

*if already on a Strict Discipline Agreement

Consequences of Demerit Accumulation

5 Demerits: Parent notification, student conference
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 demerits 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 CMCP.

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.

VAPING POLICY

There has been an exponential increase in the use of e-cigarettes and other vaping devices in the past year. A number of studies have been published by various health agencies which indicate that the use of "vaping" devices and oils have dangerous health consequences for the users – especially young people. Technology and substance abuse have intersected.

CMCP views vaping in a similar light with other chemical abuse – alcohol, marijuana, opioids, etc. and the disciplinary action imposed on this behavior parallels other policies in place. There are, however, unique obstacles associated with the detection and enforcement of policy regarding vaping. Students may choose to conceal paraphernalia on his/her person, standard drug-testing is ineffective, and the "smoke" emitted by e-cigarettes takes the form of vapor, which is difficult to detect. There are similarities with other forms of chemical abuse – the use of cannabis oil can have the same effect of direct marijuana use, the nicotine-laced oils can have a similar corrosive effect on the lungs, to name a few.

If a student is caught vaping, bringing vaping paraphernalia onto campus (this includes cars, bags, clothing pockets or anywhere else it is found), sharing, selling, distributing, or possessing oils, paraphernalia or any item associated with vaping, the student will be issued an automatic ten-point demerit infraction and will be placed on a strict disciplinary contract with no roll-back provision.

ANY infraction beyond the ten-point assignment will result in the convening of a disciplinary board conference (subject to expulsion based on the recommendation of the board).

If the student has previously accumulated five demerit points and is caught vaping, expulsion is automatic with no disciplinary board provision available.

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

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.

Belanger Hall (Media Center) is open to all Chaminade-Madonna students, faculty, and staff. It is open daily from 7:30 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.

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.

Campus Store is open from 7:30 A.M. to 8:00 A.M and 15 minutes after school weekdays during the school year. Summer hours are 8:00 A.M. to 3:00 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.

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.

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.

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.

Queen of Peace Chapel is open to all faculty, staff, and students during the school day. Members of the school community are welcome and encouraged to attend Mass and other services as they are scheduled.

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.

Vince Zappone Field is home to our state championship Lions football team. Its namesake was a former athletic director and CMCP football coach.

Zaragoza Center (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 7:50A.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 Sage Dining Services for the student's Sage lunch account.

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:

Art Club	Model United Nations (Model U.N.)
Band	Mu Alpha Theta Mathematics Honor Society (Mu Alpha Theta)
Best Buddies Club	National Art Honor Society
Campus Ministry	National English Honor Society
Close Up Washington	National Honor Society (N.H.S.)
Diversity Club	Rho Kappa Social Studies Honor Society (Rho Kappa)
Environmental Club	Robotics Club
French Honor Society	Science Fiction Club (Sci-Fi Club)
Gaming Club	Science National Honor Society
Grad Bash	Spanish National Honor Society
Interact Club	Student Ambassadors
International Thespian Society	Student Government Association (S.G.A.)
Key Club	Students Against Destructive Decisions (S.A.D.D.)
Lions for Life	Technology Club
March for Life	Women Engaged
Marianist Living in Faith Experience (L.I.F.E.)	Yearbook

Dances:

Homecoming Dance Prom

Athletics:

<i>Lions</i>	<i>Lady Lions</i>
Baseball - JV, Varsity	Basketball - Varsity
Basketball - JV, Varsity	Cheerleading - JV, Varsity
Cross Country	Cross Country
Football - JV, Varsity	Dance Team
Golf	Flag Football

Soccer - Varsity
Swimming
Tennis
Track and Field
Volleyball - Varsity

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 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 CMCP Athletic Trainer's Office. The physical forms and Parent Permission Form are 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 during the advertised ticket sale time frame. 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. In a support role to the adult in charge of the dance, an administrator, several teachers, and police officers are present. The general length of the dances is

8:00 P.M.-12:00 A.M. Parents should pick up their children promptly at 12:00 A.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-CMCP 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.

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.

CLOSE UP WASHINGTON

Purpose: Close Up informs, inspires, and empowers young people to exercise the rights and accept the responsibilities of citizens in a democracy.

Activities: Trip to Washington, D.C. takes place during Spring Session (February).

Eligibility:

Finances: TBD

Responsibilities:

DIVERSITY CLUB

Purpose: A social and support group created to learn about social issues and advocate for equality and justice.

Activities: Monthly meetings and activities.

Eligibility: Open to all students.

Finances: Annual dues.

Responsibilities: Attend monthly meetings and required events. Participate in anti-bullying day.

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.

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.

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.

LIONS FOR LIFE

- Purpose:* To raise consciousness about the dignity and value of every human life, from conception to natural death. As a human rights organization, club members learn about national and international efforts to defend the most vulnerable among us, and participate in civic efforts to promote greater justice and compassion.
- Activities:*
- Eligibility:*
- Finances:* None.
- Responsibilities:* Attend monthly meetings and club events.

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).

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.

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.

ROBOTICS CLUB

Purpose: To give students an opportunity to work with others in a spirit of collaboration and gracious competition to solve real world problems using computer controlled robotic systems.

Activities: Monthly meetings and building sessions.

Eligibility: Open to all students.

Finances: Annual dues.

Responsibilities: Attend monthly meetings and 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 2.5 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."

TECHNOLOGY CLUB

Purpose: To provide an environment for students to keep up to date on the latest technology news; to share computing tips and tricks, development techniques, and much more pertaining to native software, web applications, gaming, gadgets, operating systems, ethics of technology use, etc.

Activities:

Eligibility: Open to all students.

Finances: None

Responsibilities: Attend monthly meetings and assist with schoolwide technology needs.

WOMEN ENGAGED

Purpose: Nurture and reinforce the development of positive attitudes towards self as a unique and worthy person.

Activities: Monthly meetings; retreats.

Eligibility: Open to all female students.

Finances: Students pay for their own expenses.

Responsibilities: Attend monthly meeting and retreat 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	Late Start	A.M. Assembly	P.M. Assembly	Noon Dismissal
A/1 or B/2	8:00-9:15	9:00-10:00	8:00-8:55	8:00-8:55	8:00-9:15
C/3 or D/4	9:20-10:35	10:05-11:05	9:00-9:55	9:00-9:55	9:20-10:35
			Assembly 10:00-11:10		
E	10:40-11:10	11:10-11:40	11:15-11:45	10:00-10:30	No
F	11:15-11:45	11:45-12:15	11:50-12:20	10:35-11:05	Middle
G	11:50-12:20	12:20-12:50	12:25-12:55	11:10-11:40	Block
H/5 or I/6	12:25-1:40	12:55-1:55	1:00-1:55	11:45-12:40	10:40-11:55
J/7	1:45-2:45	2:00-2:45	2:00-2:45	12:45-1:35	
	Tuesday and Thursday activity period is at 1:40*	Tuesday and Thursday activity period is at 1:55*	Tuesday and Thursday activity period is at 1:55*	Assembly 1:45-2:45	Dismissal is at 12:00

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.
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 *AdminPlus Notify* 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
2019-2020 Tuition and Fees

Tuition/Fee	\$ Per Student	Due Date
Registration Fee (non-refundable)	\$550	At time of registration
Tuition Standard Rate	\$14,400	July 5, 2019
Tuition Standard Legacy Rate*	\$13,900	July 5, 2019
Tuition Catholic Rate	\$12,700	July 5, 2019
Tuition Catholic Legacy Rate*	\$12,200	July 5, 2019
Learning Center Supplement (Director's Approval Req'd)	\$1,625	1st semester July 5, 2019
Learning Center Supplement (Director's Approval Req'd)	\$1,625	2nd semester December 5, 2019
Graduation Fee (Seniors Only)	\$250	September 5, 2019

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 \$12,200 per student per year. **Documentation (legitimate copy of Baptismal Certificate) for rate reduction must be received by July 31, 2019.**

*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 \$125

Each student is responsible to sell \$125 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. A valid FACTS account must be maintained throughout the academic year.

The payment plans are as follows:

Annual Payment: Full amount due by July 5, 2019.

Semester Payment: Half of the full amount due by July 5, 2019 and the second half due by December 5, 2019.

Monthly Payments: Ten (10) equal payments with the first monthly payment due July 5 or 20, 2019 and the final monthly payment due April 5 or 20, 2020.

All tuition payments 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 2019-2020 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 an 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 CMCP. 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.

Chaminade-Madonna Scholar's Achievement Award

In recognition of the academic success and hard work, Chaminade-Madonna's Top Ten students in the 9th, 10th, and 11th grades qualify for the Chaminade-Madonna Scholar's Achievement Award. The Achievement Award is applied to the CMCP tuition of the following school year. This scholarship recognizes the best and the brightest of the CMCP 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 CMCP 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. Applications will be accepted beginning January 1 for each following academic year through the 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 tuition 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 2.0 GPA or higher and have acceptable disciplinary standards. If the GPA falls below 2.0 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.
- 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 will 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.
- Applications must be submitted and verified by March 31, 2019.

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.

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 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 to 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, email 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. 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.

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 CMCP.

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 (1964-1988), Madonna Academy (1963-1988), and Chaminade-Madonna College Preparatory (1989 – 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	TBD
Vice-President	TBD
Secretary	TBD
Communications	TBD
Mission Integration	TBD
School Liaison	Dr. Lucy Oganezov, Director of Advancement
Email	alumni@cmlions.org

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	Jay Drag
Secretary	TBD
Treasurer	TBD
School Liaison	Andre Torres, Athletic Director (x 142)
Email	athleticassociation@cmlions.org

PARENT ASSOCIATION

The purpose of the CMPA is to engage parents and other constituent groups from Chaminade High School (1960-1988), Madonna Academy (1960-1988), and Chaminade-Madonna College Preparatory (1988 – present) by providing meaningful activities and educational opportunities. All current CMCP 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	TBD
Vice-President	TBD
Secretary	TBD
Treasurer	TBD
School Liaison	Dr. Judith Muccheck, Head of School
Email:	cmparents@cmlions.org

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 MAIN EVENT - SCHOOLWIDE FUNDRAISER

Chaminade-Madonna parents, alumni, and friends gather for a memorable evening of exciting casino-style gaming, bingo, and a cornhole tournament in addition to great food and music. Please contact the Office of Advancement at 954-989-5150, ext. 112, to become a sponsor, donate items, or volunteer your time.

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 Office of Advancement at 954-989-5150, ext. 112, 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 Trenquellion, 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 will be honored.

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 international students. 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.

COMMUNICATION

COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

There are a number of significant forms of communication between parents and CMCP. 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. *AdminPlus Notify*, 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 voicemail system (954-989-5150; extension list provided below) or via email. 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 EMAIL ADDRESSES

Up-to-date listings can be found on Canvas or the website. Email 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 Muecheck, 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	Mrs. Luigina Billisi	103	lbillisi
Director of Advancement	Mrs. Lucy Oganezov	112	loganezov
Director of Campus Ministry	Mr. Antonio Mari	119	amari
Director of Student Life	Mrs. Linda Matos Di Lascio	125	lmatosdilascio

Faculty

Mr. Boris Bastidas		423	bbastidas
Dr. Joshua Brotherton		430	jbrotherton
Mr. David Buttacavoli		410	dbuttacavoli
Mr. Edgardo Campos		419	ecampos

Mrs. Angela Canosa	401	acanosa
Mr. Francisco Carrillo	415	fcarrillo
Mr. Joseph Catalano	174	jcatalano
Mrs. Maciel DeJesus	413	mdejesus
Ms. Cecilia Eyerman	428	ceyerman
Ms. Andrea Gonzales	433	agonzales
Ms. Maria Guerrero	405	mguerrero
Ms. Lynzi Hammett	429	lhammett
Mr. Patrick Heffernan	418	pheffernan
Dr. Kevin Helmle	414	khelmle
Mr. Jason Johnson	157	jjohnson
Ms. Rebecca Johnson	404	rjohnson
Mr. Dameon Jones	151	djones
Mrs. Caytie Lagrange	417	clagrange
Mr. Kevin Lagrange	407	klagrange
Ms. Carol LaMont	426	clamont
Mrs. Mya Montalvo	454	mmontalvo
Mr. Alexis Pestano	402	apestano
Mr. Antonio Raddi	427	araddi
Dr. John Ramos	432	jramos
Mr. Carlo Ricchi	141	cricchi
Mr. Dan Scott		dscott
Mrs. Rosemary Sierra-Cohen	132	rsierra
Ms. Javett Smith	454	jsmith
Mrs. Laura Strait	425	lstrait
Ms. Sherri Tucker	403	stucker
Mr. Santiago Vasquez	406	svasquez
Mrs. Christine Wehnes	420	cwehnes

Guidance/College Placement/ Learning Center

Administrative Assistant	Ms. Blanca Suarez	107	bsuarez
Counselor	Dr. Stephen Thuot	156	sthuot
Director of College Placement	Ms. Kati Harvey	106	kharvey
Director of Guidance	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 - Advancement Officer	Mrs. Kristina Viera	154	kviera
Advancement Office - Volunteer Service Chairperson	Ms. Rachel Koebel	117	rkoebel
Belanger Hall (Media Center)	Mr. Ron Belanger	181	rbelanger
Campus Ministry - School Chaplain	Fr. Robert Bouffier, S.M.	119	rbouffier
Campus Store - Manager	Mrs. Angela Ochoa	180	aochoa
Dean of Students - Administrative Assistant	Ms. Laura Friscia	100	lfriscia
Facilities Director	Mr. Dennis Keller	105	dkeller
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 Ms. Ana Ortega	113	dmistelske aortega
Head of School's Office/Assistant Head of School's Office - Office Manager/ Administrative Assistant	Ms. June Dominguez	101	jdominguez
Marianists - Coordinator of Marianist Mission Integration/Lay Marianist Liaison	Br. Peter Pontolillo, S.M.	149	ppontolillo
Main Office - Receptionist	Ms. Laura Friscia	100	lfriscia
Technology - Director	Mr. Joseph Di Lascio	124	jdilascio
Transportation - Coordinator	Mr. Andre Torres	142	atorres

Athletics

Athletic Association - President	Mr. Ken Whittaker		athleticassociation
Athletics - Administrative Assistant	Mrs. Carol Manzella	134	cmanzella
Athletics - Chaplain	Br. Peter Pontolillo, S.M.	149	ppontolillo

Athletics - Facilities Manager	Mr. Dan Scott		dscott
Athletics - Trainer's Office	Ms. Kim Urmaza	135	kurmaza
Baseball - Varsity Head Coach	Mr. Dan Scott		dscott
Basketball - Varsity Boys Head Coach	Mr. Andre Torres	142	atorres
Basketball - Girls Head Coach	Mrs. Gerilyn Plunkett		gplunkett
Cheerleading - Varsity Head Coach	Ms. Brandee Moore		bmoore
Cross Country Head Coach	Dr. Kevin Helmle	414	khelmle
Dance Head Coach	Ms. Cynthia Marrero		cmarrero
Flag Football – Varsity Head Coach	Mr. Kevin LaGrange	407	klagrange
Football - Varsity Head Coach	Mr. Dameon Jones	151	djones
Golf - Boys & Girls Head Coach	Mr. Dennis Keller	105	dkeller
Soccer - Varsity Boys Head Coach	Mr. Christian Blandon		cblandon
Soccer - Varsity Girls Head Coach	Ms. Bridget Callahan		bcallahan
Softball - Varsity Head Coach	Ms. K. Dakota Villella		dvillella
Swimming Head Coach	Mr. Marc Gallet		mgallet
Tennis Head Coach	Dr. Kevin Helmle	414	khelmle
Track and Field Head Coach	Mr. Dameon Jones	151	djones
Volleyball - Varsity Boys & Girls Head Coach	Mr. Jason Johnson	157	jjohnson

APPENDIX A

Canvas

Creating a Parent Observer Account in Canvas

Chaminade-Madonna's Canvas address:

<https://cmlions.instructure.com/>

- 1) **Obtain your student's pairing code** - If you have multiple students, choose one for the initial setup and then add the other student pairing code(s) later as described in step 3.
 - a) When the STUDENT is logged in to Canvas, click the button in the leftmost menu labeled "Account".
 - b) In the menu that appears, click "Settings".
 - c) On the page that appears, click the button "Pair with Observer" (usually found toward the bottom or the far right).
 - d) Make a note of the code that appears (case matters!) or copy it to your computer's clipboard.

- 2) **Create the parent observer account.**
 - a) If the student or another Canvas account is logged in to the browser being used to create the observer account, you must log out.
 - b) Navigate to C-M's Canvas address and choose the "Parent" role.
 - c) Above the "Login" field, find and click the link "Parent of a Canvas user? Click here for an account."
 - d) Complete the form that appears, entering your name, email address, and a new password of your choosing. Be sure to enter the pairing code obtained in step 1 (you can paste it from the clipboard if it was copied on the same computer). Submit the form using the button labeled "Start Participating".
 - e) Check your email for a message from Canvas with a verification link; click that link to complete your signup.
 - f) You can now use the email address and password you entered to log in to Canvas and observe your student!

- 3) **Pair any additional students to the observer account.**
 - a) Repeat step 1 with any other student account you wish to observe in order to obtain a new pairing code.
 - b) When the PARENT is logged in to Canvas, click the button in the leftmost menu labeled "Account".
 - c) In the menu that appears, click "Settings".
 - d) On the page that appears, click the button "Observing".
 - e) Enter the new pairing code and click the button labelled "+Student".

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
2019-2020

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 homeroom teacher at Chaminade-Madonna by Friday, August 30, 2019.



Chaminade-Madonna College Preparatory

**FCC/TELEPHONE CONSUMER PROTECTION ACT RELEASE
2019-2020**

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 homeroom teacher at Chaminade-Madonna by Friday, August 30, 2019.



Chaminade-Madonna College Preparatory
STUDENT APPLE IPAD USE AGREEMENT

2019-2020

APPLE IPAD SERIAL NUMBER _____ 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 Air or iPad Air 2
- One (1) AC Power Adapter with Charging Cord
- A case may be purchased independently or in the Campus Store for \$21.00

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 \$100.00 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 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.

Repair and Replacement: Any malfunction or physical damage to the Equipment must be reported to the School's Technology Department. The cost of repairing or replacing malfunctioning or damaged Equipment due to normal usage and expected wear will be covered by the School. The cost of repairing or replacing the Equipment due to irresponsible usage, negligence, or loss will be charged to the Student through the School's Finance Department. In addition to the cost of repair, the Student will be subject to a surcharge which escalates with each incident starting at \$0 and increasing by increments of \$25.00 with each incident up to the full cost of replacement of the Equipment. Failure to return upon request the AC Power Adapter and Charging Cord in good condition and working order will result in a charge of \$35.00 to the Student.

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 homeroom teacher at Chaminade-Madonna by Friday, August 30, 2019.



Chaminade-Madonna College Preparatory

**PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM
2019-2020**

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 homeroom teacher at Chaminade-Madonna by Friday, August 30, 2019.