

# Chaminade-Madonna College Preparatory

*A Nationally Recognized School of Excellence  
Cognia School of Distinction*

## Faculty/Staff Handbook 2025-2026



*Celebrating a Tradition of Excellence*

## **SERIES 1000 – MARIANIST EDUCATION**

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## **1010**

### **Statement of Ownership**

Chaminade-Madonna College Preparatory is owned and operated by the Marianist Province of the United States of America, St. Louis, Missouri, and is affiliated with the Archdiocese of Miami. Chaminade-Madonna College Preparatory is incorporated in the State of Florida as a not-for-profit corporation as described in IRS Section 501(c)(3) and is owned and operated by the Marianist Society of Florida, Inc. Chaminade-Madonna College Preparatory is committed to the principles of equal employment and to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is the intent of Chaminade-Madonna College Preparatory to maintain a work environment which is free of harassment or discrimination because of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability or any other status protected by federal, state or local laws. The school is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms, conditions, and privileges of employment.

## **1020**

### **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 eight hundred men engaged in parish work, retreat centers, education, and in other professional and social works outside the classroom. Marianists are serving others throughout the United States, Puerto Rico, and in over twenty-five countries around the world. Chaminade-Madonna is one of eight schools owned by the Marianist Province of the United States; an additional eleven secondary and middle schools in the United States, Puerto Rico, and Ireland are sponsored by the Marianists.

## **1030**

### **Characteristics of Marianist Education (CME)**

- Educate for formation in faith
- Provide an integral, quality education
- Educate in family spirit
- Educate for service, justice, peace, and the integrity of creation
- Educate for adaptation and change

#### **Formation in Faith**

A Marianist educator:

- Is a person of faith
- Proclaims the Catholic Marianist mission of the school

- Demonstrates by every word, action, and gesture his or her faith commitment
- Witnesses and articulates the qualities of Mary, mother of Jesus
- Works with others in building a faith community
- Encourages Church vocations

### **Integral, Quality Education**

A Marianist educator:

- Is professional in teaching and in dealing with others
- Incorporates Gospel teaching and the Marianist charism in teaching
- Educates the whole person
- Insures dialogue between faith and culture
- Exemplifies lifelong learning
- Incorporates cross-curricular learning
- Maintains a student-centered classroom

### **Family Spirit**

A Marianist educator:

- Is an active participant in building community
- Collaborates in ministry with colleagues
- Demonstrates inclusivity
- Shows a prudential tendency toward leniency
- Articulates and witnesses the Characteristics of Marianist Education

### **Service, Justice, Peace, and the Integrity of Creation**

A Marianist educator:

- Is just in working with members of the community
- Educates for justice and peace using Catholic social teaching
- Recognizes and witnesses to the inherent dignity of all people
- Participates in service programs
- Works to develop a just society
- Uses inquiry and knowledge for the common good

### **Adaptation and Change**

A Marianist educator:

- Is open to new ways of faith formation and education
- Responds to the signs of the times
- Maintains a transforming presence in the school
- Empowers students to become leaders of positive change
- Makes decisions affecting the future of the school's mission
- Integrates current educational research and best practices in instruction



### **Mission Integration Information**

#### **The Mission of a Mission Integration Team**

The members of the Mission Integration Team enhance the school community's understanding of Marianist Education and assist in the expression of the Characteristics of Marianist Education in all aspects of school life.



#### **Responsibilities of Mission Integration Team Members**

- Assist the school administration in focusing all members of the school community on their mission as Marianist Educators
  - Promote the Marianist charism and the Characteristics of Marianist Education among members of the school community
  - Model the Characteristics of Marianist Education for the school community
  - Promote attendance at programs such as Teaching as Ministry, Marianist Education Consortium Workshops, Living in the Faith Experience, etc.
  - Acknowledge and celebrate activities characteristic of Marianist Education
  - Assist in the formation of all new members of the school community in Marianist Education
  - Encourage dialogue among students and faculty members on Marianist Education
- Assist the school's administration in the development and implementation of the school's Four-Year Mission Integration Plan
  - Facilitate the development of the Plan
  - Assist and actively support implementation of the Plan
  - Assist in collecting evidence of the successful completion of the Plan
  - Assist in communicating the Plan, implementation efforts, and evidence of success to the Office of Education throughout the term of the Plan and particularly in preparation for and during Team Visit at the end of that term
- Attend meetings of the Mission Integration Team
- Aid in the recruitment of new members to the Mission Integration Team

#### **Responsibilities of the Mission Integration Team Chairperson**

- Facilitates the effective functioning of the Mission Integration Team
  - Facilitates regular meetings of the Mission Integration Team at least monthly during the school year
  - Assures for the maintenance of minutes of meetings and records of activities of the Mission Integration Team
  - Motivates the Mission Integration Team in fulfilling its responsibilities
  - Ensures the timely completion of reports and communications required by the Marianist Office of Education
  - Invites new members to join the Mission Integration Team in consultation with Team members and members of the school administration

- Fosters collaboration within the Mission Integration Team and with others charged with promoting the Marianist mission of the school
  - Encourages the members of the Mission Integration Team to pray, learn, and socialize together
  - Communicates regularly and often with the members of the school's administration regarding Mission Integration Team concerns and activities
  - Communicates with the Marianist Office of Education, including submitting reports, participating in conference calls to discuss the school's Four Year Mission Integration Plan, and meeting with the Office of Education and Team Visitors
  - Ensures that the Mission Integration Team invites membership, participation, and feedback from all members of the school community
  - Serves as a resource for the Mission Integration Committee of the school's Board

## **1040**

### **Motto**

Ad Mundum Meliorem - Toward a Better World

### **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.

### **Vision Statement**

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."

## **1050**

### **History**

Madonna is one of the titles given to the Mother of Jesus. She is the patroness of both the School Sisters of Notre Dame and the Society of Mary (the Marianists). Chaminade High School was founded in 1960 by the Society of Mary. Madonna Academy was founded in 1960 as well, by the School Sisters of Notre Dame (Baltimore Province). Discerning the signs of the times and embracing the call to adaptation and change, in 1988 the two schools merged into a single organization, known today as Chaminade-Madonna College Preparatory, Inc.

The school bears the name of Father William Joseph Chaminade. Father Chaminade was a priest who lived during the era of the French Revolution and founded the religious congregation known

as the Society of Mary, the Marianists, in 1817. Father Chaminade was beatified on September 3, 2003 in Rome, and is now referred to as Blessed William Joseph Chaminade.

Chaminade-Madonna is one of eighteen high schools in the United States sponsored by the Marianist Province of the United States. Approximately two hundred and eighty Marianists serve in the Province of the United States, which includes India, Ireland, Mexico, and Puerto Rico. In the United States, Marianists sponsor the University of Dayton in Ohio, St. Mary's University in San Antonio, Texas, Chaminade University in Honolulu, Hawaii, eighteen high schools, three parishes, and four retreat centers. Marianists have had a U.S. presence since they first arrived in Cincinnati in 1849.

**1060**

### **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.

**1070**

### **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.

**1080**

### **School Mascot**

“Lions” – our teams carry two names: the Lions and the Lady Lions.

1090

**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!

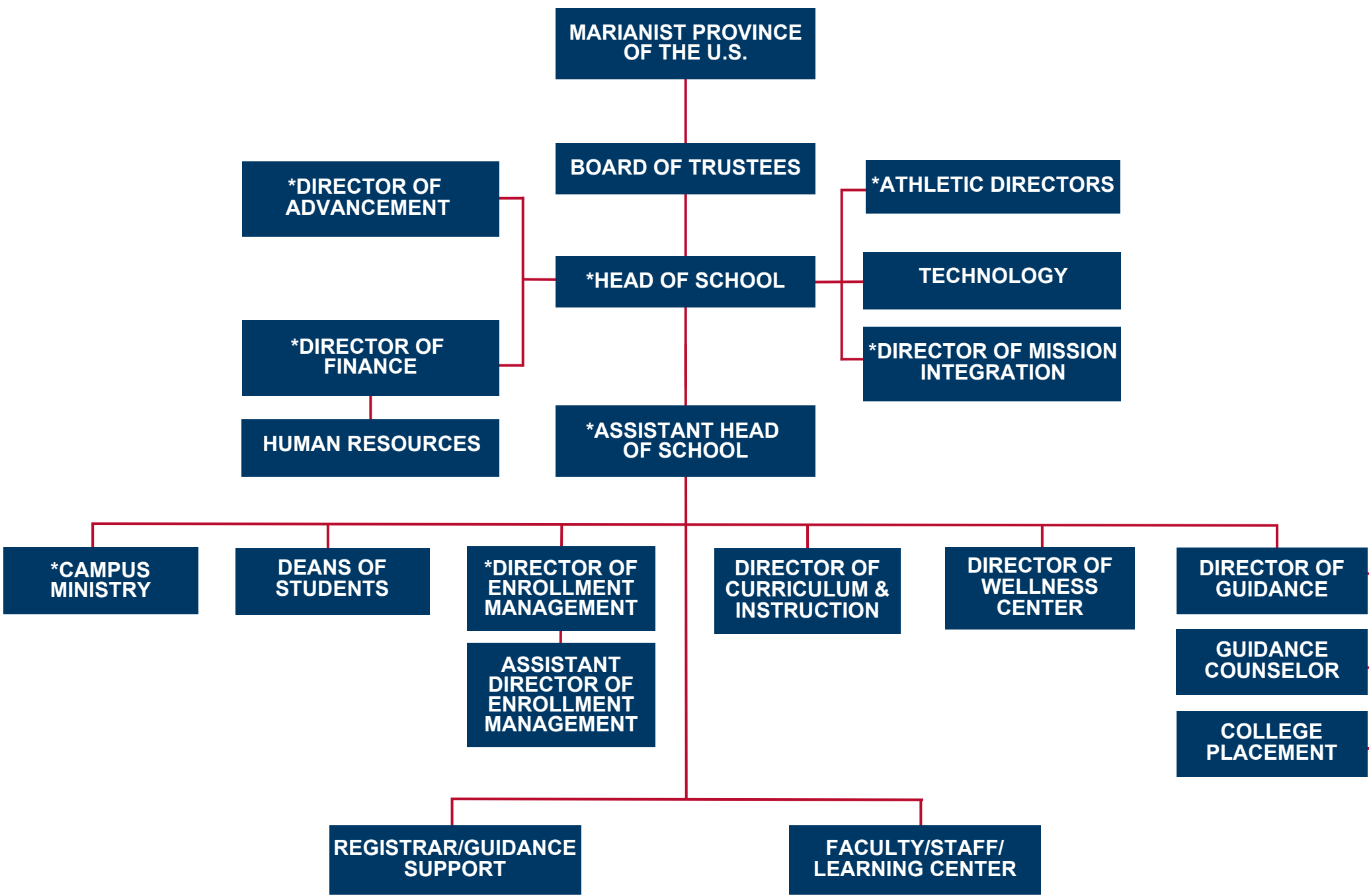
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2010

**Organizational Chart 2025-2026**



\*CORE LEADERSHIP TEAM

CHAMINADE-MADONNA COLLEGE PREPARATORY  
ORGANIZATIONAL CHART

AS OF AUGUST 2025





**2020**

**Board of Trustees**

Mr. Jay Drag (Chair)\*  
Ms. Nikki Koski (Vice-Chair)\*  
Dr. Deborah Mendez (Secretary)\*  
Ms. Lauren Patrick (Member at Large)\*  
Mr. Thomas Halloran '01  
Mr. Paul Herfurth '83  
Mr. Ed Kirchmier '84  
Mr. Bill Kirk '83  
Ms. Danielle Kleinrichert '83  
Mrs. Denise Longman  
Br. Ron Luksic, S.M.  
Dr. Judith Mucheck (ex-officio)\*  
Br. Tom Oldenski, S.M.  
Mr. Brian Paruas '92  
Br. Jack Ventura, S.M. (ex-officio)\*

\*Executive Committee

Mrs. Raiza Echemendia (ad hoc)  
Mrs. Trudiann Phillips (ad hoc)  
Mrs. Julie King (ad hoc)

**2030**

**School Administration**

Dr. Judith Mucheck  
Mrs. Raiza Echemendia  
Br. Jack Ventura, S.M.  
Dr. Joseph Mendes  
Mrs. Luigina Billisi  
Mrs. Trudiann Phillips  
Mrs. Caytie Lagrange  
Mr. Jerry Albert  
Mrs. Julie King  
Mr. Steve Terry  
Mr. Dameon Jones  
Mr. Jason Johnson

Head of School  
Assistant Head of School  
Mission Integration Coordinator  
Director of Curriculum and Instruction  
Director of Enrollment Management  
Director of Finance  
Women's Athletic Director  
Men's Athletic Director  
Director of Advancement  
Director of Campus Ministry  
Dean of Students  
Dean of Students

**2040**

**Department Chairpersons**

Business and Computer Education  
English  
Fine and Performing Arts  
Foreign Language  
Health and Wellness  
Mathematics  
Science  
Social Studies  
Theology

Dr. Joseph Mendes  
Mrs. Christine Wehnes  
Mr. Benjamin Gleichauf  
Ms. Virmared Santiago  
Dr. Joseph Mendes  
Mr. Luke Kriss  
Dr. Kevin Helmle  
Mr. Shawn Michaelson  
Ms. Carol LaMont

**2050**

**Faculty Department Listing**

**Business and Computer Education**

Luigina Billisi  
Ricardo Jimenez  
Shawn Michaelson

**Campus Ministry**

Fr. Robert Bouffier, S.M., Chaplain  
Caytie Lagrange, Mission Integration Chair  
Steve Terry, Director

**English**

David Buttacavoli  
Ashley Gonzalez  
Patrick Heffernan  
Tiffany Hladek  
Yanire Ibarlucea  
Christine Wehnes

**Fine and Performing Arts**

Lesley Gent  
Benjamin Gleichauf  
Jennifer Love Girona

**Foreign Language**

Angelica Arboleda  
Cleopatra Cedeno-Fiorella  
Maylen Diaz  
Pamela Gross  
Virmared Santiago

**Health and Wellness**

Amy Cohen-Rodriguez  
Marcelo Gutierrez

**Learning Center**

Lori Fernandez

**Mathematics**

Maria Guerrero  
Jason Johnson  
Serkan Kabak  
Luke Kriss  
Gregory Pierre-Louis  
Guru Shivram  
Donald Talavera

**Science**

Amy Cohen-Rodriguez  
Megan Foley  
Kevin Helmle  
Jessika Maroun  
Melissa Martin  
Mya Montalvo  
Ronald Toolsie

**Social Studies**

Ricarod Jimenez  
Shawn Michaelson  
Harry Nolan  
Elijah Phillips

**Social Studies (Cont'd)**

Gregory Pierre-Louis  
Jessica Savage  
Kimberly Starks

**Theology**

Gabrielle Bedner  
Junreyglen Briones  
Maria Guerrero Carol  
LaMont Ernest Joseph  
San Jose

**2060****Guidance Department**

College Placement Coordinator  
Director of Guidance/Guidance Counselor  
Guidance Counselor  
Guidance Counselor

Ms. Anne Thomas  
Ms. Kristi Tucker  
Ms. Grisel Crespo  
TBD

**2070****Staff Listing**

Advancement - Officer  
Advancement - Director  
Assistant Head of School's Office - Administrative Assistant  
Athletics - Administrative Assistant  
Athletics - Athletic Facilities Manager  
Athletics - Lead Athletic Trainer  
Building Scheduling  
Campus Ministry - Chaplain  
Campus Store Manager and Copy/Printing Specialist  
Dean of Students' Office - Administrative Assistant  
Enrollment Management - Assistant Director  
Facilities - Director  
Facilities - Lead Maintenance Specialist  
Facilities - Maintenance Specialist  
Facilities - Maintenance Specialist  
Financial Services - SOFS/AP Coordinator  
Financial Services - AR/Financial Aid Manager  
Financial Services - Human Resources Manager/Payroll  
Head of School's Office - Executive Assistant  
Main Office - Office Manager  
Main Office - Receptionist  
Registrar/Guidance/Finance Support  
Student Activities Coordinator  
Technology - IT Support Specialist II  
Transportation - Coordinator  
Wellness Center - Director

Ms. Tameron Armbrister  
Mrs. Julie King  
Ms. June Dominguez  
Ms. Emily Winburn  
Mr. Ivan Montane  
Mr. Edwin Orellana  
Ms. June Dominguez  
Fr. Robert Bouffier, S.M.  
Ms. Davinee Viera  
Mrs. Marie Duffin  
Ms. Clara Berrios  
Mr. Miguel Caban  
Ms. Marlen Cubillos  
Mr. Domingo Perez  
Mr. Jonathan Quintana  
Mrs. Melinda Perez  
Mrs. Ana Galvez  
Ms. Gabrielle Lipari  
TBD  
Ms. June Dominguez  
Mrs. Marie Duffin  
Ms. Sharon Sanchez  
Ms. Clara Berrios  
Mr. Alain Lopez  
Ms. June Dominguez  
Mrs. Patricia Brown

**Code of Ethics**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.

**Training Requirement** All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

**Reporting Misconduct by Instructional Personnel and Administrators** All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the Head of School. Reports of misconduct committed by administrators should be made to the Assistant for Education of the Marianist Province.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the Faculty/Staff Handbook and on our website at [www.cmlions.org](http://www.cmlions.org).

**Reporting Child Abuse, Abandonment or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

**Signs of Physical Abuse:** The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

**Signs of Sexual Abuse:** The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

**Signs of Neglect:** The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

**Patterns of Abuse:** Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Liability Protections:** Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

## **2090**

### **Family Empowerment Scholarship – Unique Abilities (f/k/a McKay Scholarship) Statement of Ethics**

Every school that accepts scholarship students under the Family Empowerment Scholarship – Unique Abilities for Students with Disabilities and the Florida Tax Credit Scholarship Program (Fla. Stat. §1002.395) must comply with the terms of Florida’s Ethics in Education Act. Among other requirements, every regulated school will adopt a Code of Ethics for Instructional Personnel and School Administrators and will ensure that all instructional personnel and school administrators receive training on the Code and its reporting requirements. In addition, every regulated school will promptly post its Code of Ethics on its campus and on its website.

## **2100**

### **Safe Environment**

Safe Environment expanded policy regarding communication with students:

- CMCP employees may not share personal cell phone numbers with students, nor may they communicate via text messaging using personal devices.
- CMCP employees may not “friend” students across any social media platforms.
- Any electronic communications with students must take place over the school learning management system which provides email capability between students and teachers.

Should the administration become aware of non-sanctioned communication with students, a letter of reprimand will be placed in the personnel file.

As a member of the clergy, an employee or independent contractor of Chaminade-Madonna College Preparatory serving in a professional role, I am committed to being a person of good moral character and to being conscious of the unique authority and responsibility that I hold due to the trust placed in me by way of service to minors and/or vulnerable adults. I am expected to uphold the following Pledge to Promote a Safe Environment which covers activities in which I may be working with minors or vulnerable persons. The pledge supports Chaminade-Madonna College Preparatory policy outlined in “Creating and Maintaining a Safe Environment for Children and Vulnerable Adults,” and is also supported by the Chaminade-Madonna Faculty/Staff Handbook. I also declare that I have read the following and have been given a copy for reference. Based on the following I pledge to:

1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration, regardless of the circumstances of the encounter.

2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable adults.
3. Be proactive in identifying minors and/or vulnerable adults who may be at risk of unhealthy relationships and to assist them in developing their sense of self-worth and avoiding emotional manipulation.
4. Avoid any covert or overt sexual behavior with minors or vulnerable adults even if they initiate such behavior. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses a person.
5. Never initiate sexual behavior with a minor or vulnerable adult. Such behavior, if witnessed, must be reported to a supervisor immediately.
6. Understand and comply with mandatory Florida law for all persons who know or have reasonable cause to suspect that a child or vulnerable adult has been a victim of abuse to immediately report to the Department of Children and Families (DCF) by calling the toll-free statewide abuse or neglect registry at 1-800-96ABUSE and to notify my supervisor of the report, including the case number, as soon as possible.
7. Show prudent discretion in the expression of affections used with minors or vulnerable adults and to adhere to the PAN principle -- keeping all touch Public, Appropriate and Nonsexual. Discretion should include refraining from giving or receiving gifts from minors or vulnerable adults, and/or their parents, except small tokens of appreciation on occasions such as Christmas or birthdays.
8. Use positive reinforcement rather than criticism, competition, or comparison when working with others, especially minors or vulnerable adults.
9. Never strike, spank, shake anyone; and to avoid forms of touch with those in your ministry which could be construed as sexual especially with minors or vulnerable adults.
10. Assure that a meeting space with a minor or vulnerable adult is accessible and visible to others.
11. Never lock the room when only one adult is present with minors or vulnerable adults except for reasons of safety, such as a "lock-down" scenario.
12. Never allow a situation where a child or vulnerable adult is alone in a car with an adult if that adult is neither the parent nor guardian.
13. Never share a bedroom with anyone with whom I am in ministry, especially minors or vulnerable adults.
14. Never use profanity in the presence of anyone.
15. Never provide anyone, especially minors or vulnerable adults, with videos, readings or graphic materials which are inappropriately sexual in nature.
16. Never possess, consume, or offer alcohol products, tobacco products, or illegal drugs, nor be under the influence of alcohol products or illegal drugs when engaged in ministry to anyone, especially minors or vulnerable adults.
17. Never engage in sexual behavior over the internet with anyone when engaged in ministry, especially minors or vulnerable adults.
18. Comply with the ratio of adults to minors required by the Marianist Province of the United States and Chaminade-Madonna College Preparatory under which my ministry program operates.
19. Never communicate electronically, including social networking sites and text messaging, with minors or vulnerable adults, except as specifically authorized by school policy.

Parents/guardians should always be the primary contact source and all communication must be copied to the supervisor.

20. Immediately report suspected violations of this Pledge to the Head of School or Assistant Head of School. If the suspected violator is the Head of School or Assistant Head of School, the report should be made to the Provincial of the Marianist U.S. Province (314-533-1207).

## **2101**

### **Volunteers**

Chaminade-Madonna works to ensure the safety of its students at all times. Because of the complexity of the volunteer opportunities at the school, the following framework and screening requirements are in place for persons who wish to volunteer in our programs. It should be noted that no one may volunteer, in any capacity, until they have been cleared by the school to do so. It is the responsibility of the supervisor of the event/department sponsoring the activity to ensure that all volunteers have been screened.

ALL VOLUNTEERS – REQUIRED: Completed Application and Code of Conduct Form

1. Intermittent, Repeat Volunteers These individuals are requesting permission to volunteer at a number of activities which may be in open-air or closed space. Being alone with a student is possible but not probable. Generally, school personnel are present where these volunteers are placed. Samples of these types of volunteers might be concession stand workers, office volunteers, or team mothers/meal providers.
  - Additional requirement: fingerprint background check.
2. Frequent Volunteers These individuals are requesting permission to volunteer regularly and often in a specific role. It is possible that school personnel may not be present at the time of their service. Samples of these types of volunteers may be athletic team volunteers or non-paid classroom substitutes.
  - Additional requirements: fingerprint background check and *Virtus* training.
3. Overnight Trip Chaperones These individuals are requesting permission to accompany a school group on an overnight trip which has been approved by the school administration. In this capacity, these volunteers act as quasi-school personnel and must be well acquainted with school policies. School personnel must be present on all school-sponsored overnight trips.
  - Additional requirements: fingerprint background check, *Virtus* training, and attendance at parent orientation meeting prior to the trip.

## **2102**

### **1099 Classified Vendors**

Beginning in the 2016-2017 school year, paid substitute teachers, off-staff coaches, and other personnel are classified as 1099 vendors. These individuals must have the following documents on file in the office PRIOR to the commencement of their service:

1. Completed application;
2. Completed fingerprint background check; and



### 3. Verification of *Virtus* training.

The supervisors of these individuals are responsible for reporting their hours worked and/or submitting all stipend agreements in a timely manner. The Finance Office will process payment according to the protocols for 1099 vendors. It is the responsibility of these individuals to report income on their tax returns.

## **2110**

### **Qualifications**

Teachers of schools shall meet the requirements for a Teacher found in the standards of COGNIA (AdvancED)/Measured Progress and the requirements of the State of Florida.

Secondary school teachers and staff shall meet the standards of COGNIA (AdvancED)/Measured Progress. All members of the teaching staff should understand that, whether they are Catholic or not, they have a responsibility to promote the Catholic mission of the school.

Secondary teachers must have a minimum of a Bachelor's Degree and a current valid certificate from any state or have/be working toward a Florida state certificate. Teachers must have earned state certification within three (3) years of hire.

### **Qualifications/Certification of Teachers of Religion**

A school's religious education program is dependent upon the commitment of a prepared faculty. It is critical that person with interest and the ability to teach effectively be informed about their faith and their church.

A teacher who is responsible for three or more religion classes shall:

1. Be a Catholic in good standing;
2. Have a Master's degree in theology or religious studies; OR have a bachelor's degree and have completed the basic Level 1 of the catechist certification program at the time of hire and complete all four levels in a diocesan catechist certification program with the first three years of hire; AND
3. Show evidence of continuing religious education.

## **2120**

### **Pre-Employment Screening**

Pre-employment screening must be successfully completed prior to the final offer of a position at Chaminade-Madonna. This includes a reference check, fingerprint (which, after employment, will be re-executed every five years) background screening, drug testing (for those hired after September 1, 2016), and the completion of the VIRTUS® Safe Environment (Protecting God's Children) program. The school reserves the right to reject a prospective employee's application for hire based on negative results of a pre-employment screening. This policy is in force for volunteers, coaches at each level, or others seeking to offer their services on campus.

In compliance with Florida Chapter 2023-220, background checks are maintained and managed by the Agency for Health Care Administration (AHCA). Please see the Human Resources Manager if you have any questions related to the retention of these records.

In Compliance with Florida law, Chaminade-Madonna College Preparatory participates in E-Verify. All newly hired employees are verified through this electronic system established by the Department of Homeland Security (D.H.S.) and the Social Security Administration (S.S.A.) to verify their identity and employment eligibility. Section 1 of the Form I-9 may be completed upon acceptance of the job offer, but no later than the first day of employment. The employee's original documentation in support of the Form I-9 must be examined no later than the third day of employment in order to verify the employee's eligibility to work in the U.S. All candidates for hire must meet the requirements of the E-Verify program.

## **2121**

### **Probationary Period**

For non-contracted employees, this includes a ninety (90) day probationary period from the date of hire. These first 90 days of employment are considered a probationary period. During this period, the employee will become familiar with the school and his/her job responsibilities and the school will have the opportunity to monitor the quality and value of the employee's performance and make any necessary adjustments in his/her job description or responsibilities. If, at the completion of this introductory period, the school believes that the quality and value of the performance merits continued employment, the employee will be considered a regular employee of Chaminade-Madonna. The employee's introductory period can be shortened or lengthened as deemed appropriate by management and the Human Resources Department. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

## **2130**

### **Teacher Contracts**

The approved school contract is used and is valid only after two (2) signatures are affixed to the document (employee, Head of School). Contracts are issued for a term of one (1) year. Contracts for instructional personnel are for 190 days, for mid-level administrators for 11 or 12 months, depending on need, and for administrators, for 12 months.

Contract renewals are typically completed prior to May 1 of each year for the successive year.

## **2131**

### **Open Positions**

At the discretion of the administration, when position openings occur, an internal announcement will be available for current employees to respond for ten (10) business days. After ten (10) business days, the position opening will be made available for the consideration of external candidates.

Employees must have an overall good performance record. Employees who are placed on disciplinary action may not be eligible to apply for internal transfers and promotions.

Before applying for a particular position, employees should determine if they have the required education, skills, and ability for the position.

All final decisions regarding transfers will be made by the administration, in conjunction with the Human Resources Department.

## **2132**

### **Nepotism Policy**

In keeping with the Board of Trustees' Statement on Conflict of Interest (Policy and Procedures Manual, p. 15), which states in part:

All Trustees and Staff should reveal any conflicts of interest for themselves or through a family member, friend, and/or business associates . . . it is essential that conflicts be disclosed and that each person agrees that they will abstain from voting of matters that are viewed as an actual or potential conflict of interest. . . .

No person who has a relative on the payroll of the school may be assigned to the Core Leadership Team. This prohibition guards against administrative influence which may directly affect the person's relative. Normally nepotism guidelines refer to the direct supervision of one relative over another. In the case of administration, it is impossible to bifurcate school responsibilities since the administration (e.g., Core Leadership) may set policy for all school employees.

Where two related individuals are employees of the school, neither shall be a direct supervisor to the other.

## **2140**

### **Benefits**

Chaminade-Madonna offers a wide array of benefits for employees and their eligible dependents. These may include: medical, dental, vision, basic life and AD&D, short-term and long-term disability, GAP, various other supplemental and value-added services, as well as a graduate study stipend (cf: 3091).

A benefits eligible employee who terminates employment with Chaminade-Madonna is eligible for a continuation of benefits. The Archdiocese of Miami Health Plan offers Laity Medical Plan participants and their covered dependents the opportunity to continue their existing medical coverage in certain instances where coverage under the plan would otherwise end. Coverage can be extended for up to eight months, or in the case of the employee up to 26 months, if disabled. The full cost of coverage, employer contributions in addition to employee contributions, is charged. The Continuation of Coverage Plan is offered and administered by and through the Archdiocese of Miami Health Plan and provides for the continuation of the health insurance coverage and benefits provided under the Group Health Plan. *Note: The Continuation of Coverage provided is neither*

*required by, nor subject to, the Consolidated Omnibus Budget Reconciliation Act of 1986, as amended, or any State law.”*

Consult the Human Resources Department for a full explanation of benefits.

## **2141**

### **Tuition Discounts**

All employees hired after the 2015-2016 school year are eligible for matriculated student discounted tuition according to the following schedule:

Full-Time	30 or more hours, benefits eligible, receive a 50% tuition discount for each child enrolled, absent fees
Part-Time	Less than 30 hours, not benefits eligible, receive a 10% tuition discount for each child enrolled, absent fees

Any employee whose child(ren) receives 100% tuition remission (hired full-time prior to 2015) may receive no more than \$1,000.00 in Chaminade-Madonna funded scholarships/grants/awards or any combination thereof. State-granted tuition assistance will be prorated against any Chaminade-Madonna tuition remission award. Regardless of hire date, all families are responsible for fees outside of tuition (for 2023-2024 this includes course registration and auxiliary fees).

## **2150**

### **Confidentiality**

Confidential information should never be conveyed to individuals outside of the school, including family and associates, and even to other employees who do not require the information in performing their duties. Any confidential information should be conveyed on a need-to-know-basis. Employees should not seek out confidential information.

## **2160**

### **Duties**

The Head of School and Assistant Head of School are responsible for creating supervision assignments of the campus for the entirety of the school day. It is the responsibility of those assigned to supervisory duties to be on-time and vigilant for the areas assigned to them.

General guidelines include: not leaving students assigned to your care (on a class roster) unsupervised at any time, engaging in active supervision (walking around), taking responsibility for those students assigned to you during assembly (or other) non-structured class time.

Permission to be relieved of a supervisory responsibility must be approved in advance of the absence by the Assistant Head of School.

The Assistant Head of School is responsible for the day-to-day operation of the school.

CMCP employees may not assume any responsibilities for contracted service companies (food service, custodial, etc.).

## **2170**

### **Dress Code**

An employee's personal appearance reflects the reputation and integrity of the school. Employees should make a daily effort to present a professional image. The following guidelines are expressed to offer examples of professional dress:

Prohibited – Clothing which is torn, dirty, displaying political or fad slogans; capri pants, shorts, t-shirts; beachwear of any kind; athletic shoes; flip flops of any kind; skin-revealing clothing of any kind; jeans or denim-wear; workout clothing (PE exception); cargo pants; ear piercing, makeup, eyeliner, and fingernail polish on men during school or school events.

#### Acceptable – Women

Dresses (hemline not more than two inches above the knee), slacks with coordinating top or school-approved polo shirt; hosiery optional; school-appropriate shoes; jewelry in piercing of the ears only.

#### Acceptable – Men

Pants, coordinating collared shirt with tie or school-approved polo shirt. Hair shall be cut above the base of the neck. Well-groomed facial hair is acceptable.

School-designated "spirit days" may be scheduled throughout the year by the Head of School. Shirts with CMCP designs may be worn on these days.

Tattoos should be covered.

## **2180**

### **Drug-Free Workplace**

It is the policy of Chaminade-Madonna to create and maintain a drug-free workplace. The use of controlled substances is inconsistent with the behavior expected by employees, and subjects all employees and visitors to unacceptable safety risks, and undermines the tenets of Marianist philosophy. It is unlawful to manufacture, distribute, possess, or sell a controlled substance. Any employee engaged in such activity on or off campus may be subject to immediate termination.

Mandatory drug testing will take place at the time of hire, post-accident, or incident of suspicious and unusual behavior as observed and reported by two different individuals.

## **2190**

### **Equal Employment**

Chaminade-Madonna is committed to the principles of equal employment. Chaminade-Madonna is committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is the intent of Chaminade-

Madonna to maintain a work environment which is free of harassment or discrimination because of sex race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. The school is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms, conditions and privileges of employment.

The school will conduct a prompt and thorough investigation of all allegations of discrimination or any violation of the Equal Employment Opportunity Policy in a confidential manner and will take appropriate corrective action, if and where warranted. The school prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the school's Equal Employment Opportunity Policy.

All employees are responsible for upholding the school's Equal Employment Opportunity policy and any claimed violations of that policy should be brought to the attention of your manager and/or the Human Resources Department.

Appropriate steps will be taken to ensure the application of the policy including: treatment in handbooks, active discussion with hiring agents (administrators), and job listings which include "equal opportunity employer" in the language of the posting.

## **2200**

### **Evaluation/Disciplinary Action**

The evaluation process at Chaminade-Madonna flows from the Christian message of love and concern for the individual. It is a process which aims at the personal and professional growth of the one evaluated and results in mutual planning and goal-setting.

Evaluation shall be based on a planned process of assessment for determining the extent to which established values of Chaminade-Madonna are achieved, purposes carried out, and pre-determined goals reached.

The primary goal of evaluation is the improvement of instructional and administrative personnel.

Other goals may include:

1. Improvement of programs;
2. Effective management of the school as a whole;
3. Long-range planning;
4. Professionalism;
5. Promotion or dismissal of personnel; and
6. Study and revision of curriculum.

Poor performance or other workplace violations may result in disciplinary action including, demotion, transfer, leave without pay or termination of employment. A system of progressive

discipline action is encouraged. However, the school is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment may occur. While the school is concerned with consistent enforcement of its policies, it is not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure, in the school's sole discretion.

## **2210**

### **Assignment of Instructional Responsibilities**

Teaching schedules and class assignments are determined by the administration on a yearly basis. Decisions related to sections and loads are determined by the needs of students and not teacher preference. Generally teachers are not asked to teach courses outside of their field.

Department chairpersons teaching less than six classes will be assigned a supervision period.

## **2220**

### **Harassment Non-Discrimination and Anti-Harassment Policy**

It is the intent of Chaminade-Madonna to maintain a work environment which is free of harassment or discrimination because of sex race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. In keeping with this intent, Chaminade-Madonna has adopted a zero-tolerance policy with respect to employee discrimination or harassment, including sexual harassment. It expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment. Chaminade-Madonna will not tolerate harassing conduct that affects tangible job benefits that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile working environment.

Chaminade-Madonna specifically prohibits unwelcome sexual advances; requests for sexual favors; and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
2. Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a)

unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to Chaminade-Madonna; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

### Other Workplace Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by federal, state or local laws, and that:

1. Contributes to or has the effect of creating an intimidating, hostile or offensive working environment;
2. Unreasonably interferes with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on the Company's premises, or circulated in the workplace; and (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group.

### Non-Discrimination and Anti-Harassment Policy - Complaint Procedure

Discrimination and harassment will not be tolerated in the workplace. All Chaminade-Madonna employees are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Any employee who feels that he or she has witnessed, or been subjected to, any form of discrimination or harassment is required to immediately notify and promptly report the incident to his/her supervisor, the Head of School, Assistant Head of School, or the Human Resources Manager. This policy applies to all incidents of alleged harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, third-party vendor or volunteer.

1. **Complaint.** Chaminade-Madonna takes complaints of discrimination and harassment very seriously. It is unnecessary to follow any formal chain of command when filing a complaint of harassment or discrimination. An employee may bypass anyone in the direct chain of command and file a complaint or discuss any issue of concern with the Head of School or Assistant Head of School at any time.



2. Investigation. It is the policy of Chaminade-Madonna to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, Chaminade-Madonna will keep complaints and the terms of their resolution confidential. All employees have a duty to report any conduct which they believe violates this policy. In addition, every employee has a duty to cooperate with any investigation directed by Chaminade-Madonna, regardless of whether the investigation is being conducted by Chaminade-Madonna or outside parties retained by Chaminade-Madonna.
3. Corrective Action. If an investigation confirms that harassment or discrimination has occurred, corrective action may be taken against the offending employee, including such discipline up to and including immediate termination of employment, as is appropriate to effectively end the harassment.
4. Retaliation. Chaminade-Madonna will not tolerate any form of retaliation against any employee for reporting a violation of this policy, filing a complaint under this policy, or assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, Chaminade-Madonna determines that the complaint is frivolous and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or gave the false information, up to and including termination. This statement is not made to discourage reporting matters that might be doubtful. When in doubt whether discrimination, harassment, sexual harassment and/or retaliation may have occurred, you must report.
5. While respecting necessary confidentiality, the employee filing the complaint will generally be informed that the issue has been investigated, and if applicable, appropriate action has been taken.
6. Reporting. Employees who become aware of discrimination, harassment, sexual harassment, and/or retaliation in accord with these procedures must report. Failure to report may be subject to disciplinary action, up to and including termination.

#### Non-Discrimination and Anti-Harassment Policy – “Sexting”

The Chaminade-Madonna Anti-Harassment Policy also prohibits “sexting.” Sexting is the sending or receiving of sexually-explicit or sexually-suggestive images or video via a cell phone or social media outlets. Most commonly, the term has been used to describe incidents where people distribute inappropriate, and most frequently illegal, images via cell phones, social networking sites, emails, instant message programs and chat rooms. Chaminade-Madonna policy prohibits employees from initiating sexting to other employees, volunteers, clergy, or minors. Furthermore, the mere presence of such transmissions on an employee’s electronic media devices or accounts, if said content includes minors, could be a felony. Therefore, any employee who receives such inappropriate material via cell phone or social media outlets from another employee, volunteer, clergy, or person served in ministry, must follow the procedure below:

- Immediately report the transmission of such content to her/his supervisor.
- Absolutely do not transmit any of the evidence, pictures or inappropriate messages; await instructions from the supervisor on how to proceed with the collection of evidence.
- Supervisors must report the transmission of images or messages involving minors, to the Head of School, Assistant Head of School, or law enforcement authorities.

Violations of this policy will be subject to disciplinary action that may include termination.

## **2230**

### **Job Description**

The school attempts to maintain a job description for each position. If an employee does not have a copy of his/her current job description, they should request one from the Human Resources Department. Job descriptions prepared by the school serve as an outline only. Due to the needs of the school, an employee may be required to perform job duties not within his/her written job description. Furthermore, the school may have to revise, add to, or delete from the job duties according to business needs. On occasion, the school may need to revise job descriptions with or without advance notice to the employee. All personnel at Chaminade-Madonna should be provided with an accurate job description which outlines their duties and responsibilities each year.

Any questions regarding job descriptions, or the scope of duties, should be directed to the Human Resources Department.

## **2250**

### **Non-Renewal and Termination/At-Will Employment**

A contract or staff agreement of employment between an individual and Chaminade-Madonna is issued on an annual basis only, (one year). Such annual contract does not, under any circumstances, establish an expectancy to be re-employed. No specific reason must be given for a non-renewal decision.

All employment with the school (contracted or non-contracted) is on an “at-will” basis. This means that employment may be terminated at any time, with or without notice and with or without cause. Likewise, the school respects the employee’s right to leave the school at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other school document should be understood as creating guaranteed or continued employment, a right to termination only “for cause,” or of any other guarantee of continued benefits or employment.

Grounds for non-renewal/termination may include, but is not limited to the following:

1. Incompetency of a teacher;
2. Insubordination of a teacher;
3. Acting as an agent of the school in financial matters where no authority exists;
4. Neglect of duty;
5. Immorality;
6. Conviction of a crime;
7. Inciting or encouraging students to violate any state law, municipal ordinance, or policy or religious tenet of Chaminade-Madonna;
8. Reduction in force or staff due to loss of students or programs;

9. Failure to maintain professional credentials;
10. Abuse in any form;
11. Breach of confidentiality;
12. Misrepresentation on hiring documents;
13. Conducting outside business during the regular school day;
14. Inappropriate social media posting as determined by the administration;
15. Excessive absence and/or tardiness;
16. Failure to meet contractual expectations; or
17. Other good and sufficient cause.

## **2260**

### **Resignation**

A teacher should not terminate his/her contract before its terms have been fulfilled without consent of the Assistant Head of School.

Should a teacher decide to resign mid-contract, the teacher will submit a formal letter of explanation. The contents of the letter will be discussed with the Head of School.

Should a staff member choose to resign, the school requires at least two weeks written resignation notice from all employees. The resignation letter should be submitted to the employee's immediate supervisor and the Human Resources Department. Employees are expected to be present at work for the full resignation period. Any request for time off will not be approved during the resignation period.

## **2270**

### **Reduction in Force**

Reduction in force is a legal procedure for terminating employment of contracted employees. Reduction in force differs from non-renewal or discharge for cause because affected teachers usually have the right to reappointment/recall when conditions again warrant staff increase. Declining enrollment, reduced school budget, and/or curricular changes are conditions which necessitate reduction in force.

When a position is eliminated as a result of reduction in force, the Head of School will use pre-determined procedures for its implementation.

### **Procedures**

A written notice should be given to the teacher(s) affected by a reduction in force at least thirty (30) days prior to the effective date. Upon receipt of the notice, the teacher shall acknowledge and agree that the existing or ensuing contract shall be void.

Teachers will be reinstated to vacancies inversely to the order of reduction, if certified and qualified for available vacancies. Teachers who fail to reply within ten (10) calendar days after receiving reinstatement notices shall lose all recall rights. If a teacher is unable to return to work on the date

specified in the notice due to a serious medical condition which requires the care of a licensed physician, then that teacher will not lose rights to a future recall. Recall notices will be sent by certified mail, return receipt requested to the teacher's last known address on file and will be considered received on the date listed on the return receipt. Teachers will be considered on layoff and eligible for recall for twelve (12) months.

Laid off teachers may, if they desire, be placed on a substitute list if they are so qualified. Any teacher, while on layoff, shall be allowed to enter into a contract with another school. In doing so, the teacher loses the recall and substitution rights.

Laid off teachers shall have the opportunity to continue health coverage at full cost to the teacher for the term of the layoff for a maximum of eighteen (18) months as required by law.

## **2280**

### **Salary Scale**

As part of the annual budgeting process, the Board of Trustees will approve an annual salary scale for certified teachers. The Board of Trustees also approves rates of raises for staff members as part of the annual budgeting procedures.

## **2281**

### **Work Hours**

The regular workweek is as follows:

**Staff** Full-time employee's workweek is forty (40) hours, divided into five (5) days, over the course of a week, with employees regularly scheduled to work eight (8) hours per day with a fifteen (15) minute paid break in both the morning and afternoon. A paid thirty (30) minute lunch period is scheduled in the middle of the workday at a time agreed upon by the employee and supervisor. The normal working hours for full-time employees occur over eight (8) consecutive hours, with a half-hour, paid meal period. For part-time employees, the work schedule – days and hours – is designated by the supervisor.

**Faculty** Full-time faculty employee's workweek is thirty-five (35) hours, divided into five (5) days, over the course of a week, with employees regularly scheduled to work seven and a half (7.5) hours per day with a fifteen (15) minute paid break in both the morning and afternoon. A paid third (30) minute lunch period is scheduled in the middle of the workday at a time agreed upon by the employee and supervisor. The normal working hours for full-time faculty occur over seven and a half (7.5) consecutive hours, with a half-hour, paid meal period. For part-time faculty, the work schedule – days and hours – is designated by the supervisor.

**2282**

**Pay Procedures**

The standard pay period is bi-weekly for all employees. Pay dates are every other Friday. The bi-weekly pay period begins on Sunday and ends on the second Saturday. Special provisions may be required from time to time if holidays fall on paycheck dates.

The school is required by federal and state law to make certain deductions from the employee's paycheck. This includes federal income tax, unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of tax deductions will depend on the employee's earnings and the number of exemptions listed on the employee's W-4 Form. Deductions are also taken for insurance premiums, as well as 401K contributions, if the employee participates.

If at any time an employee believes his/her paycheck is inaccurate, the Human Resources Department should be contacted. If the employee finds that the pay received in any paycheck is inaccurate, or otherwise discovers a deduction the employee believes to be in error, the employee should bring the matter to the attention of the Human Resources Department promptly so that a correction can be made.

Employees are not permitted to borrow on their earnings in advance of the payday. The school does not extend loans to employees.

**2282.1**

**Overtime Pay**

Nonexempt employees may qualify for overtime pay. All overtime must be approved in advance by the employee's supervisor. At certain times the school may require the employee to work overtime and will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay of one-half of an employee's regular rate of pay or average rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays and sick/personal and vacation leave do not count as time worked for computing overtime.

**2282.2**

**Recording Time**

Federal and state laws require the school to keep accurate records of hours worked by nonexempt (hourly) employees. Nonexempt employees should not clock in no more than five minutes ahead of time and clock out no later than five minutes after quitting time. All employees of the school are required to enter his or her hours worked accurately into the ADP Workforce (WFN) Time and Attendance platform. Employees are required to notify the Human Resources Department of any pay discrepancies, unrecorded or misreported work hours so that the employee will be properly compensated.

All time sheets are approved by the employee's supervisor. By signing the time sheet the supervisor confirms agreement with the hours reflected.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

## **2290**

### **Smoke-Free/Vape-Free Workplace**

Chaminade-Madonna is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. All buildings, property and ancillary facilities (i.e., athletic venues) are designated as smoke-free and vape-free (includes e-cigarettes or related devices).

## **2300**

### **Classification**

For the purposes of salary administration, overtime and vacation eligibility, Chaminade-Madonna classifies its employees as follows:

1. Full-time regular employees: employees whose scheduled workweek is forty (40) hours.
2. Part-time regular employees: employees whose scheduled workweek is less than forty (40) hours but not less than thirty (30) hours.
  - Part-time regular employees who regularly work at least 30 hours per week are eligible for health, dental, life insurance and 401(K) matching benefits, vacation and sick time, and any federally mandated benefits.
3. Part-time employees who work less than twenty-five (25) hours per week are not benefits, sick or vacation time eligible.
4. Contracted employees: administrators or teachers who are contracted on a year-to-year basis. Scheduled workweek and paid time off benefits are stipulated to support the requirements of the academic year. Other benefit eligibility meets the same requirements as regular, non-contracted full- and part-time employees.

All employees, whether classified as full-time or part-time, will be further classified as either exempt or nonexempt employees, generally based on the job description.

Nonexempt employees are those who are required to be paid at the rate of time-and one-half their regular rate of pay for all hours worked beyond forty (40) work hours in a workweek, in accordance with applicable federal and state wage and hour laws.

Exempt employees are those not eligible for overtime pay, as otherwise required by federal, state, or local laws.

## **2300.1**

### **Time-Off Benefits**

#### Holidays

All employees of Chaminade-Madonna are given the following paid holidays:

New Year's Day	Independence Day
Day After New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents' Day	Thanksgiving Day
Good Friday	Day After Thanksgiving Day
Easter Monday	Christmas Day
Memorial Day	Day After Christmas Day
Juneteenth	

## **2300.1(a)**

### **Proration of Time-Off Benefits in First Year of Employment**

In the first year of employment, paid time off, including sick days, personal days, and vacation days (if applicable) will be prorated based on the employee's hire date. The amount of each type of leave the employee is eligible to receive will be calculated as a proportion of the full annual entitlement, reflecting the number of months remaining in the calendar year from the date of hire.

## **2300.2**

### **Sick Days**

Full-time and part-time regular employees are given one (1) sick day per number of months worked.

**Sick Days** are intended for when an employee is ill, injured, or has a medical condition that prevents him/her from working. They can also be used for medical appointments, or in some cases, to care for a sick family member. Each employee's annual allotment of sick days depends on their work schedule:

- 9-Month Employees (Faculty): 8 sick days + 2 personal days = 10 days total
- 10-Month Employees: 8 sick days + 2 personal days = 10 days total
- 11-Month Employees: 9 sick days + 2 personal days = 11 days total
- 12-Month Employees: 10 sick days + 2 personal days = 12 days total

Sick days may be accumulated up to sixty (60) over a period of personal years. At the conclusion of each twelve (12) month period, earned and unused sick days are transferred to the Sick Bank policy within ADP WFN Time and Attendance. Banked sick days can only be used for absences for which short-term disability has been approved. Banked sick days may not be used for absences outside of

those associated with short-term disability. Accumulated sick/personal days must be expended **prior to** the access of banked sick days associated with short-term disability.

Please reference Section 2320 for doctor note requirements.

Unused accumulated sick leave, banked or unbanked, will not be paid in the event of termination, resignation, or other separation from Chaminade-Madonna. Neither can unused accumulated sick leave, banked or unbanked, be converted to vacation, personal days, or bonus pay.

**Personal Days** are typically used for personal matters that do not fall under illness or vacation, such as attending a family event, handling personal business, or taking a mental health day.

- All employees have two (2) personal days available each year.
- Personal days cannot be banked.

### **2300.3**

#### **Vacation**

Regular employees can earn vacation time from the date of hire and after completing three (3) months of service.

Instructional personnel are contracted for 190 days and do not qualify for vacation outside of the school-observed holidays and intercessions (Christmas and Spring breaks).

Only those non-instructional employees whose positions include continual twelve (12) months of work are considered paid vacation eligible according to the following longevity schedule:

- 0-5 years of employment: 5 days
- 6-10 years of employment: 10 days
- 11+ years of employment: 15 days

Ten month, hourly employees are required to work during school intercession periods (Christmas and Spring breaks) and are not vacation eligible.

Twelve month, hourly employees are not required to work during school intercession periods. Vacation days must be pre-scheduled and approved by the direct supervisor or administration. Annual sick days may not be converted to or taken as vacation days. Unused vacation days may not be carried over into the next fiscal year (fiscal year ends June 30). Unused vacation days are not paid at any time during employment including termination.

### **2300.4**

#### **Bereavement Leave**

Chaminade-Madonna recognizes the importance of taking leave on an occasion of a death in the family. Employees will be granted up to five (5) working days of paid bereavement leave in the case of the death of a spouse or child. Three (3) days of paid bereavement days will be granted upon for



the death of parents or guardians, grandparents, parents-in-law, siblings, siblings-in-law, grandchildren and sons or daughters-in-law. Limited, lengthened, unpaid leave may be granted with permission from the Head of School. Vacation days may be used at the request of the employee.

### **2300.5**

#### **Maternity/Paternity Leave**

All employees will be granted a paid leave of three (3) weeks for the care of a child after birth or adoption as part of the FMLA (Family Medical Leave Act). All employees who have been employed for at least one year and who have worked at least 1,250 hours during the previous twelve (12) months are eligible for up to three (3) weeks of paid leave upon the birth or adoption of a child. *This paid leave may only be taken during the first three weeks immediately following the birth or adoption of a child.* Moreover, such leave must be taken concurrently with available FMLA leave and does not exceed available FMLA leave (see FMLA policies 2300.6).

### **2300.6**

#### **Family and Medical Leave (FMLA)**

Chaminade-Madonna will grant an unpaid leave of absence to eligible full and part-time employees for the care of a child after birth or adoption, or the placement of a child with the employee for foster care, the care of a family member (spouse, child or parent) with a serious health condition, and in the event of an employee's own serious health condition. An employee must have completed at least one full year of service and have worked a minimum of 1,250 hours in the twelve months preceding the leave to be eligible for the leave. Employees may not perform work of any nature on a self-employed basis or for others during a Family and Medical leave. An eligible employee is entitled to take up to twelve (12) weeks of FMLA leave in any twelve (12) month period.

The employee will be required to use all paid sick and/or vacation time (where applicable) during the leave. The balance of the leave period will be without pay.

Group health benefits will continue during the leave period provided the employee continues the regular employee contributions for these plans. Failure to pay the employee share of the health plan may result in loss of coverage.

In the case of leave to care for a covered family member, a physician's attestation may be required which addresses the need for care and the expected length of treatment time required.

In the case of an employee's medical condition, any absence extending beyond three (3) days may require a physician's statement indicating the need for extended absence from duty. In the case of FMLA leave, the certification must include, at minimum, the date the disability or need for leave began, a diagnosis, the probable due date of return to work. During the leave, the employee may also be required to provide additional physician's statements attesting to the continual need for leave and the inability to work.

In the case of maternity, the employee will be required to use all available sick/personal and vacation leave (where applicable). The balance of the leave will be unpaid.

In all cases, the employee will be required to present a physician's release to return to work and perform the essential functions of his/her position, with or without reasonable accommodation for any disability in accordance with applicable laws.

**2300.6(a)**

**Military Family Leave**

Eligible employees are allowed to take up to twelve (12) weeks of job-protected leave in the applicable twelve (12) month period for "qualifying exigency" arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent; and allowed to take up to twenty-six (26) weeks of job protected leave in a single twelve (12) month period to care for a covered service member with a serious injury or illness. This leave is unpaid.

**2300.6(b)**

**Leave Entitlement**

A leave taken to care for a child after birth, adoption, or placement in the employee's home for foster care must be taken in consecutive workweeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently or on a reduced work/leave schedule based on medical necessity. For school administrators and teachers, school-mandated vacation periods of one or more weeks of consecutive days are not deducted from the twelve-week FMLA leave entitlement.

**2300.6(c)**

**Reinstatement of Rights**

Eligible employees are entitled to return from leave and to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g.: if the position is no longer available due to job elimination).

**2300.6(d)**

**Failure to Return to Work**

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse Chaminade-Madonna for payment of health plan contributions made on his/her behalf during the leave. However, if the employee does not return to work due to a serious health condition or other circumstances beyond the employee's control as determined by the school, reimbursement may not be required. Any employee who does not return to work upon the expiration of a qualified leave period will be treated as having voluntarily terminated employment.

## **2301**

### **Military Duty**

Chaminade-Madonna complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Appropriate documentation of the need for the leave is required to be submitted prior to the leave unless military necessity makes this impossible. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. Employees who participate in the National Guard or Reserve should provide as much advance notice as possible.

At the employee's request, excused time without pay may be granted for up to five (5) days prior to the leave of absence to take care of personal affairs. If an employee has vacation time, it may be granted prior to the leave. An employee may elect to defer vacation until their return from active duty.

An employee who is out on an eligible military leave of absence will retain their health insurance coverage for the first thirty (30) days of uniformed service and will be responsible for their portion of the premium. Employees out on military leave which extends beyond thirty (30) days will be eligible for continuation of health benefits for up to twenty-four (24) months.

If the employee chooses to continue receiving benefits for the employee and family, he/she must pay the full contribution cost on a monthly basis. Coverage will cease if the employee fails to pay the monthly contribution as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

## **2302**

### **Reserve Training**

An employee may request an unpaid leave for annual military training when fulfilling his/her annual Military Reserve Training. Leaves are granted with pay for a period of up to a maximum of ten (10) calendar days per year. Chaminade-Madonna will calculate the difference between regular pay and military pay (exempting allowances) and supplement the difference. The time period beyond ten (10) days will result in the employee being placed on an unpaid leave of absence.

## **2303**

### **Jury Duty**

If summoned to jury duty, employees will continue to be paid for up to fifteen (15) working days per calendar year. An employee on jury duty is expected to report to work any day he/she is excused from jury duty. A jury summons should be presented to the immediate supervisor and Human Resources prior to service. After jury service, the Jury Duty Proof of Service must be submitted.

## **2304**

### **Unemployment Compensation**

Chaminade-Madonna, although not required to do so by law, voluntarily participates in the Florida Re-Employment Assistance Program (formerly called the Unemployment Compensation Program). Because of this voluntary participation, Chaminade-Madonna directly reimburses the State of Florida for each former employee awarded a benefit. The State of Florida determines the eligibility of former employees who have terminated employment and filed an unemployment claim, based on the eligibility conditions defined by Florida statutes. Individuals must file claims for reemployment assistance directly with the Department of Economic Opportunity's Reemployment Assistance Claims and Benefits Information System.

## **2310**

### **Substitutions**

Substitutions are done either in-house or with outside substitutes. Faculty may be assigned a substitute period depending upon teaching load. This period should be planned as one in which there will be a sub each day rather than presuming that it will be an additional free period.

The substitution period will be listed on the teacher's schedule at the beginning of each semester. Substitute Forms are delivered as early in the day as possible, except for when those circumstances arise where a teacher may have to leave midday. Substitute duties include:

- a. Take attendance for each period on roster provided and have student deliver it to the main office at beginning of class.
- b. Follow all directions on teacher's lesson plan; if unsure, check with Substitute Coordinator or Department Chairperson.
- c. Lock classroom door whenever leaving the classroom.
- d. Give advance notice if unable to substitute on any particular day(s).
- e. Adhere to all rules as set forth in the Faculty/Staff Handbook and Parent/Student Handbook.

### **Long-Term**

Normally substitutions will be handled in-house during service periods. During times when teachers will be out for a prolonged period due to illness or personal reasons, it is the policy of the school to secure a temporary, paid substitute for the teacher.

## **2320**

### **Attendance, Punctuality and Dependability**

Chaminade-Madonna depends heavily on its employees; therefore, it is important that employees attend work as scheduled. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. All employees should contact their immediate supervisor as far in advance as possible if they expect to be late or absent. Classroom teachers should have meaningful contingency lesson plans made available to the substitutes. The

Office Manager should be emailed by 6:30 A.M. in the event of an illness or need for substitute. This applies for each day of absence.

Employees who are absent for three consecutive days or for a medical procedure may be required to provide a doctor's note before they can return to work.

Excessive attendance issues will result in disciplinary action, up to and including termination.

## **2321**

### **Job Abandonment**

If an employee fails to show up for work or contact their supervisor with an acceptable reason for an absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from the school.

## **2330**

### **Tape Recording Policy**

It is a violation of school policy and some state laws, including Florida law, to record conversations with a tape recorder or other recording device unless prior approval is received from the employee's supervisor or a member of upper-level management or all parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

## **2350**

### **Hours of Operation**

The Head of School will determine hours of work. These will be indicated on the contract or letter of employment. All full-time employees must sign in each day with the Concierge pad. If an employee leaves the campus during the day, he/she must sign out and sign back in upon return. All hourly employees must sign in with the Concierge pad each day and must sign out at the end of each day.

Business hours are generally 7:30 A.M. – 4:00 P.M.

Teachers should check-in by 7:40 A.M. with the end of the workday no earlier than 3:15 P.M.

Hours open to the public:	Main Office	7:30 A.M. – 3:30 P.M.
	Belanger Hall	7:30 A.M. – 3:30 P.M.
	Campus Store	7:30-8:00 A.M. and 2:45-3:00 P.M.

Zaragoza Center      7:20 A.M. – 3:00 P.M.  
Technology Office    7:30 A.M. – 3:30 P.M.

## **2380**

### **Alcohol on Campus**

All school buildings and contiguous facilities and property are designated alcohol-free. Alcohol may be served at special functions with prior knowledge and expressed permission of the Head of School.

## **2390**

### **Employee Protection**

Acquired Immune Deficiency Syndrome (AIDS)

1. Employees of Chaminade-Madonna who are diagnosed as HIV positive, and thus susceptible to AIDS, are expected to perform their professional duties for as long as they are willing and able to do so. HIV positive employees working in situations, which, because of the potential risk of the release of bloodborne pathogens, may pose a direct threat to the health and safety of others, should remove themselves from such assignments.
2. Employees diagnosed as HIV positive and who wish to discuss their medical situation with the employer, are encouraged to do so. Such discussions are voluntary and will be treated as confidential and will not be disclosed further or used as cause for dismissal or other prejudicial treatment.
3. Based on current medical evidence, casual contact with HIV positive individuals does not pose a threat to other staff or students. Proper precautions regarding blood contact are addressed with the formation of a bloodborne pathogens exposure control plan (see policy 2410).

## **2400**

### **Bloodborne Pathogens Exposure Control**

In accordance with OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, Chaminade-Madonna must develop and implement a bloodborne pathogens exposure control plan. All school employees must be in-serviced each year regarding the school's exposure plan. A signed attestation form of such training will be maintained in each employee's personnel file.

## **2410**

### **Release of School Information**

Chaminade-Madonna personnel are prohibited from distributing, or releasing in any form, school address directories, class rosters, alumni information or other information which is accumulated for the exclusive purpose of conducting official school business.

**2420**

**Internships**

Teachers employed at Chaminade-Madonna may serve a period of internship at the school while remaining on active payroll. The arrangements should be made after discussion with the Head of School.

**2430**

**Outside Research Proposals**

No research may be conducted at Chaminade-Madonna without the expressed permission of the Head of School. Any suggested proposal should be attached to an accredited college or university with an IRB component.

**2440**

**Media Release Form for Teachers, School Personnel, and Adults**

Faculty and staff are 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 (see Appendices). If you choose not to grant this permission, please indicate "Denied" and return the form.

**2441**

**School Website**

The school website is maintained by the Advancement Department. Requests to add information to the website must be approved by the Head of School. Once the approval is given, the Head of School will contact the Advancement Department and request that the information be added.

Individuals do not have permission to arbitrarily post or make changes to the school website.

**2450**

**Conflict of Interest**

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the school. A conflict of interest exists where the employee's loyalties or actions are divided between the school's interests and their own or those of another. Both the fact and the appearance of a conflict of interest should be avoided. Where a conflict of interest exists, the employee should fully disclose this fact to his/her supervisor. Employees unsure whether a certain relationship or activity constitutes a conflict of interest should consult their supervisor for clarification.

Judgment regarding whether a particular circumstance meets the standard of a conflict of interest is the responsibility of the employee's administrative supervisor and/or the Assistant Head of School or Head of School.

Consistent with this policy, employees shall not engage in outside activities which may:

- Conflict with their working hours, necessary overtime hours, or time required to complete school assignments and responsibilities;
- Affect the objectivity and independence of their judgment and/or conduct in performing their duties for the school.
- Reflect in a negative manner upon the school; or
- Be inconsistent with the teachings of the Catholic Church.

## **2451**

### **Personal Electric Vehicles**

Personnel who own electric vehicles may not charge them utilizing the school's electrical infrastructure.

## **2452**

### **Personal Vehicles on Campus During Off-Hours**

Occasionally employees may choose to leave their vehicles parked on campus property during off-hours. It should be noted that the school does not assume any liability for the vehicle during these time periods. The Dean(s) of Students should be notified of the dates and times when such vehicles will be parked in any of the school lots.



**SERIES 3000 – FINANCE**

3010		Fiscal Agents Definition
3020		Annual Audit
3030		Annual Operating Budget
3040		Fundraising
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	3110.3	Department/Activity Budget
	3110.4	Capital Expense Requests
3120		Stipends
3130		Tax-Exempt Purchases
3140		Rental of School Facilities

### **3010**

#### **Fiscal Agents Definition**

The following individuals in the Chaminade-Madonna administration may act as fiscal agents for the school: Head of School, Assistant Head of School, and the Director of Finance. It is incumbent on these individuals to always act in the best interest of the entire school community when transacting business. This includes: negotiating purchasing or other contracts, entering into employment agreements, and setting fiscal policy in conjunction with the Board of Directors, to name a few. No other person may act as a fiscal agent of the school without the expressed permission of the Head of School. Failure to follow this policy may result in termination.

### **3020**

#### **Annual Audit**

The Director of Finance and the Head of School will ensure that an annual audit of the school's finances will take place. The results of the audit will be submitted to the Board of Trustees at their November meeting. Any irregularities detected from the audit will be rectified as soon as feasible.

### **3030**

#### **Annual Operating Budget**

The annual operating budget is approved by the Board of Trustees in the second quarter of the preceding year. Department Chairs, and others, charged with operating various units of the school, should take care to expend only funds which have been allocated for each year. No extraordinary purchase may be made without the expressed permission of the Director of Finance.

### **3040**

#### **Fundraising**

Chaminade-Madonna relies upon the generosity of patrons to support its mission, and encourages employees to participate only in fundraising activities that are authorized and coordinated by the Office of Advancement, to avoid conflicts and confusion. Employees may not solicit funds on behalf of the school without prior approval of the Head of School.

Employees, parents, students, and other supporters may not reproduce the name, logo, seal, emblem or any other mark of Chaminade-Madonna onto an item for resale or distribution without the written permission from the Office of Advancement.

#### **Fundraising Procedures**

1. All clubs, activities, and organizations (student and parent) must receive permission from the Head of School prior to initiating any fundraising activity.

2. Chaminade-Madonna activities are recognized as serving two general purposes: To promote the education, general welfare, and morale of the students; and to finance the legitimate extra-curricular activities of the student body in order to augment, but not conflict, with the educational program provided by Chaminade-Madonna.
3. All monies raised are to be deposited in the school finance office as soon after the event is over or as is practical not exceeding one business day after the event has concluded. Responsibility for monies lost or stolen becomes that of the teacher or coordinator if not deposited in the finance office. All groups are expected to keep accurate records reflecting amounts collected and/or disbursed. An account statement of the event should be submitted to finance.
4. No organization has authorization to order any item in the name of the school or in the name of the organization without a fully executed Purchase Order authorized by the appropriate Person of Budgetary Responsibility. Those invoices received without this authorization will not be paid *and will be the responsibility of those making the order.*

### **3050**

#### **Cash Handling**

Employees may be asked to handle the collection or distribution of cash as part of their normal responsibilities or to support extracurricular student activities. Since cash is easily converted to personal use, employees should handle cash in a way that does not expose them to a theft or to the potential of being suspected of theft. While each cash-handling position has its own procedures, employees should observe the following standards:

- Always count the cash in the presence of the person providing the cash.
- Always provide a written and dated receipt for cash. Duplicate cash receipt books are available from your supervisor.
- Always segregate the organization's cash from your personal cash. Do not make change from personal funds or 'borrow' or 'lend' funds from the organization's funds.
- Submit cash collections on the same day that they were collected. Obtain a receipt from the individual who is receiving the cash.
- Where same day submission is not possible, count and secure the cash overnight, and submit it as soon as possible.
- Never carry a large amount of cash unescorted. Request someone from the staff accompany you to secure the cash in a safe, a locked desk or file cabinet.
- Any member of the Finance Department can secure cash overnight. Employees can make arrangements with the Finance Department in advance.
- When handling cash at an athletic event open to the public, employees should remain alert to any suspicious behavior and contact the event coordinator or a police officer for support.
- Contact the Assistant Head of School or the Director of Finance immediately if cash is missing.

Teachers may not receive money from students for any reason without the expressed permission of the Assistant Head of School. Any monies collected for clubs or activities of any kind are to be deposited immediately with the person responsible for student activities or the Assistant Head

of School if no responsibility is given. ***Money is not to be kept overnight and should never be kept in a classroom.***

**Monies collected through Athletics, gate receipts and/or concessions, must be stored in a safe place on campus and deposited the next business day in the Finance Office.**

### **3070**

#### **Deposits**

This procedure is to be used by any person seeking to deposit payments received in cash or by check. If you receive cash related to an activity, also refer to policy 3050 of this handbook, Cash Handling. Money received should be delivered to the Finance Department on the same day as it is collected or if that is not practical, on the next business day at the latest.

To support an effective internal control environment, the employee that collects money for school related events will prepare a bank deposit and submit the deposit in a sealed tamper proof bag to the Finance Department for recording and transport to the bank.

The Finance Department, upon request, will provide deposit books and tamper proof deposit bags to persons who will prepare deposits.

#### **Deposit Procedure – Deposit Bag**

The person making the deposit will write the following information on the deposit bag in the appropriate spaces that are provided on the bag:

From: Chaminade-Madonna  
To: Bank United

1. The date;
2. Cash amount;
3. Check amount;
4. Other amount;
5. Total deposit; and
6. Name of the person who prepared the deposit.

The person making the deposit will put the cash, checks, and the white deposit slip into the deposit bag, seal the bag and deliver the bag to the Finance Department.

#### **Deposit Procedure – Deposit Slips**

Deposits will be prepared for each day that money is collected. A deposit slip will be prepared and should include the following information:

1. The date.
2. The amount of currency included in the deposit.

3. For any cash received in excess of \$50.00 from an individual, a receipt must be issued to that person. The receiver of the cash must keep a receipt book that contains a carbonless copy of each receipt issued.
4. The amount of coins included in the deposit (the bank will not accept large numbers of coins; coins should be limited to one or two dollars).
5. All checks must have the event or reason for payment indicated on the memo line of the check.
6. Two photocopies shall be made of each check, one copy shall be submitted to the Finance Department and the other shall be retained by the originator.
7. The total amount deposited should be recorded on each of the two total lines provided on the deposit slip.
8. The name of the event and the numeric accounting code for the event should be included to ensure the deposit is recorded as revenue for the appropriate department.
9. The original deposit slip (white slip), copy attached, will be put into the deposit bag.
10. The duplicate deposit slip (yellow slip) will be signed by a Finance Department member, then will be removed from the deposit book and attached to the supporting documentation.
11. The supporting documentation will include the photocopies of the checks noted above and the yellow copy of the cash receipts form.
12. The triplicate deposit slip (pink slip) will remain in the deposit book.

#### Deposit Procedure – Submitting the Deposit to the Finance Department

Any member of the Finance Department can accept the deposit. The Finance Department member will sign the yellow deposit slip to indicate that the deposit was received by the Finance Department. The signature on the yellow deposit slip should automatically transfer onto the pink deposit slip. The Finance Department member will remove the yellow slip and attach it to the supporting documentation provided by the person making the deposit and will retain the yellow slip and the supporting documentation.

The Finance Department member will record the deposit in the accounting system. When the bank statement is received, the Finance Department member will match the deposits to the bank records. Any discrepancies between the amount reported by the department and the amount reported by the bank will be investigated and reconciled. All discrepancies are to be reported to the Director of Finance.

Deposits should be brought to the Finance Department between 7:30 and 3:00 P.M.

#### **3080**

#### **Overtime**

Employees classified as full-time regular non-exempt employees will receive compensation for overtime work as follows:

1. The employee is paid at the regular hourly rate for all hours actually worked up to forty (40) hours in any given workweek. (Please note that the workweek runs from 12:01 A.M. Sunday through midnight the following Saturday.)
2. The employee is paid one and one-half times the regular hourly rate for all hours actually worked beyond forty (40) hours in any given workweek. Non-work hours such as vacation, holiday, sick, etc. are not to be included to arrive at the 40 hour threshold.
3. The supervisor will attempt to provide the employee with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible. Occasionally, mandatory overtime will be necessary. All overtime must be approved in writing, in advance, by the supervisor. Time sheets are to be signed by both the employee and supervisor for payment processing in the next payroll period.

### **3090**

#### **Payroll**

Chaminade-Madonna issues pay checks every other Friday for the period ending on the Saturday of the prior week. The bi-weekly pay period begins on Sunday and ends on Saturday. The deadline for payroll changes is Monday of paycheck week by 12:00 P.M. Changes received after the deadline will be processed the following pay cycle. Employees are required to utilize direct deposit services.

Employees are not permitted to borrow on their earnings in advance of payday. It is prohibited for the school to make loans to employees.

### **3091**

#### **Tuition Remission**

Faculty and/or staff pursuing specialized study directly related to their responsibilities at Chaminade-Madonna will be eligible to receive a \$1,000.00 (taxable) stipend to assist with tuition payments. The following stipulations are in place for eligibility:

- The stipend is paid in a not-to-exceed amount within a twelve (12) month period.
- The stipend may be divided across multiple months.
- The following documentation must be submitted to the employee's immediate supervisor before payment is issued:
  - Proof of payment (cancelled check or receipt from college/university or other agency); and
  - Transcript of course completion (grade no lower than C or 2.0 average) or certificate of completion by agency.
- Excluded from this award are technology fees, books or other instructional materials, transportation costs, and any other ancillary fees levied by the college, university, or agency.
- Request for remission must be made within two (2) months of completion and submission of documents to Chaminade-Madonna.

The immediate supervisor and Head of School must approve payment prior to the release of funds.

### **3091.1**

#### **Certification**

Individual teachers are responsible for the upkeep of their teaching certificate. This includes all correspondence with the FDOE or other agencies. The school certification coordinator may facilitate the process. All fees associated with coursework and/or renewal are also the responsibility of the teacher. The school does not reimburse any expenses related to certification.

### **3100**

#### **Purchasing**

A person who needs to acquire goods or services must receive written approval to make the purchase prior to placing an order with a vendor.

Approval is obtained using the electronic purchase order system. For all purchases, including credit card purchases or reimbursements, the vendor must be on the approved vendor list.

The only exception to this rule is for a purchase for which prior approval cannot reasonably be obtained and an immediate purchase must be made to respond to an immediate danger to life or property.

All other invoices for purchases made prior to approval may not be honored and may be referred back to the person who made the purchase for payment and disciplinary action will be taken and may include termination.

The person requesting the goods or services is responsible for preparing the electronic purchase order. The purchase order number must be given to the vendor and the vendor should be instructed to include the purchase order number on his invoice in order to receive payment in a timely manner.

Assistance regarding how to use the electronic purchase order system may be obtained in the Finance Department from the Accounts Payable/Payroll Accountant.

**Purchase orders less than \$1,000.00 shall be approved by the member of the administration whose department is being charged for the expenditure and no other approval is needed. Purchase orders of \$1,000.00 or more will need approval by the Director of Finance. All purchase orders of \$2,500.00 or more will need approval by the Head of School. Purchase orders over \$10,000.00 will need to be accompanied by three competitive quotes/bids with a narrative on the recommended selected vendor.**

Only after the fully approved purchase order is received by the originator does the originator have the authority to order the goods or services.

It is important to note that vendor checks are issued on Fridays and mailed either on Friday or the following Monday. In order to have a check issued on a particular Friday, the following must be completed by the preceding Tuesday:

1. Approved purchase order;
2. Invoice from the vendor; and
3. Receiving portion of the purchase order completed by the originator.

### **3105**

#### **Credit Cards**

See the Director of Finance regarding the use of a card if needed.

All backup documentation and receipts must be submitted on the expense management system or to the Finance Office within five (5) business days after the month of incurred credit card charge.

#### **3105.1**

##### **Credit Cards (School Trips)**

Chaperones, coaches, or any other person who travels for school-sanctioned trips should sign out a school credit card prior to leaving campus. They should also request a tax-exemption certificate. The card and corresponding receipts should be returned promptly upon return.

Chaperones, coaches, and/or others should not use personal credit cards or other forms of payment for school trips. These funds will not be reimbursed except in unusual circumstances.

### **3110**

#### **Reimbursement of Expenses**

Persons should only pay for materials or services from their own funds and seek reimbursement of expenses when there is no practical alternative. Approval of an expenditure must be obtained prior to making the purchase. The purchaser must include in writing the reason why the vendor cannot be paid by a company check or by the company credit card.

Employees who anticipate incurring expenses for approved job-related purposes must complete an electronic purchase order prior to incurring the expense. For expenses of \$50.00 or less, petty cash may be requested using a paper purchase order form. Approval must be received by the department head and the appropriate member of the school administration prior to incurring the expense.

The vendor from whom the goods or services will be obtained must be on the approved vendor list.

Chaminade-Madonna will reimburse employees for job-related travel in their personal vehicles at the maximum allowable I.R.S. mileage rate, plus tolls and parking.



Chaminade-Madonna will reimburse employees for meals while traveling out of town for organization business.

Original receipts must be provided for all requests for reimbursement.

### **3110.1**

#### **Use of Purchase Orders**

Personal expenses incurred without the prior submission of an approved purchase order will NOT be reimbursed. After-the-fact requests for reimbursement will not be honored except in special circumstances. ("I forgot," is not considered a special circumstance.)

Generally, items randomly purchased without a purchase order will not be reimbursed.

Whenever possible, CMCP tax-exemption should be utilized. Current forms are available in the finance office.

### **3110.2**

#### **Use of "P" Cards (Purchase Cards)**

Specific administrators are issued "P" cards for their use. Reconciliation of these accounts should take place several times a month. This will enable the Director of Finance to reconcile monthly accounts in a timely manner.

### **3110.3**

#### **Department/Activity Budget**

All departments of the school (academic and non-academic) are factored into the master operating budget each year. The finance office provides an update of the expenditures associated with each department monthly. It is the responsibility of the head of the department/activity to ensure that expenditures do not exceed the allocation provided. A general guideline is to calculate the full allocation and divide it by four (four quarters to the year) to ensure that funding is available throughout the whole school year.

Purchases which utilize department/activity funding must be completed by May 1 of each year.

### **3110.4**

#### **Capital Expense Requests**

Typically, departments are extended an opportunity to request items which exceed \$5000, are non-recurring, and are not for personnel and/or construction. These requests must be made by November of the current year to be considered for funding in the subsequent year. These requests or conversations related to a potential request should be addressed with the Head of School.

### **3120**

#### **Stipends**

Chaminade-Madonna issues additional compensation in the form of stipends to employees for accepting responsibility for certain activities. Stipends are generally paid at the conclusion of the activity, season or event. Stipends are included in the employee's total wages and taxed as any other compensation, but no other voluntary withholdings are applied. Stipends may be issued in separate checks. All stipends must be approved by the Assistant Head of School or Head of School.

When exempt employees present programs, conduct workshops, engage in consultations, or make presentations that are within the scope of their employment responsibilities with the school, they are not eligible to receive a stipend or supplemental compensation. In such cases, it is understood that the employee may make use of their regular work time to prepare for these events. These events may or may not take place during their regular work time. If a stipend is given by the organization benefiting from the presentation, the stipend is to be deposited as income to the employee's office or organization.

Employees who are paid on an hourly basis are also ineligible to receive stipends or supplemental compensation when making presentations, etc., as part of their regular worked and paid hours. However, to the extent that such events are held outside of regular work time, they are eligible to receive overtime compensation provided the hours worked are in excess of 40 hours for that work week (refer to policy 3080, Overtime). If a stipend is given by the organization benefiting from the presentation, the stipend is to be deposited as revenue to the employee's office or organization.

### **3130**

#### **Tax-Exempt Purchases**

By virtue of its not-for-profit status, Chaminade-Madonna has been granted an exemption from paying sales tax to the State of Florida. Employees who are authorized to purchase otherwise taxable merchandise for Chaminade-Madonna are issued a tax-exemption certificate, and must present this certificate to the retailer in order to avoid the imposition of the tax. Retailers may require payment in cash, by Chaminade-Madonna check or credit card, and are not permitted to accept the exemption if the employee is paying with personal check or credit card. Employees are prohibited from using the tax-exemption certificate for personal use, and violation of this policy may be grounds for termination.

### **3140**

#### **Rental of School Facilities**

Occasionally outside groups may request to rent facilities at CMCP. These requests are coordinated through the finance and Head of School offices. Before a rental is approved, a certificate of insurance and hold harmless agreement(s) must be on file. All dates are contingent on the school's master calendar. Rental rates are found in the appendix.

**SERIES 4000 – ACADEMIC ACHIEVEMENT  
STUDENT DISCIPLINE**

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4090		Philosophy and Goals of Student Discipline
	4090.1	Anti-Bullying Policy
4091		Code of Conduct
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	4091.3(a)	Consequences of Code of Conduct - Disciplinary Procedures
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	4091.4	Scale of Infractions
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	4091.7	Discipline Board Process (Discipline Board Meetings are Closed)
	4091.8	Married Students
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4092		Contraband
4093		Dress Code
	4093.1	Dress Code for CMCP Spirit Days
	4093.2	Dress Code for School Ceremonies
	4093.3	Dress Code Policy for Student Shadows
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4094		Drug and Alcohol Policy
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	4096.1	Overnight Field Trips
4097		Prohibited Behavior
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	4097.5	Personal Property/Stealing
	4097.6	Public Display of Affection
	4097.7	Threats of Violence
	4097.8	Vandalism
	4097.9	Weapons Policy
4098		Individual Student Emergencies

#### **4000**

##### **Philosophy and Goals Academic Endeavor**

One of the characteristics of Marianist education is to provide an integral quality education. This activity will be facilitated if several conditions are present: the openness and willingness of students to learn, the formation of a rigorous course of study, a positive rapport between students and teachers, and a culture of respect in the classroom.

The following are some goals which may be achieved if the learning environment is cultivated toward scholarship:

1. Students achieve at levels which exceed expectations;
2. Problem-solving techniques are learned and applied;
3. Cooperative groups are productive regardless of composition or ability of members;
4. Foster solidarity with those around us through Service Learning; and
5. Higher level taxonomic skills are regularly operative;

#### **4005**

##### **Enrollment Management**

The Office of Enrollment Management assists prospective students and their families through the admissions process at Chaminade-Madonna. An application for admissions is considered complete when all transcripts have been received from the sending school, including a complete discipline record. Students seeking admission, and needing accommodations through the Learning Center, are encouraged to meet with the Director of Guidance and the Director of the Learning Center early in the process.

#### **4006**

##### **Wellness Center**

The Wellness Center is located in Kearns Hall nearest the Guidance Offices. Students who report feeling ill during class time should be sent immediately to the Center. The health care professional will determine the nature of the problem and will decide the appropriate course of action to be taken (i.e., parent called, a short period of rest, etc.). If the student is sent back to class within the same class period, he/she will have a time-stamped pass from the health care professional for the teacher's records.

#### **4006.1**

##### **Immunizations**

Each student must present or have on file with the school a certificate of immunization form for the prevention of communicable diseases for which immunization is required by the Department of Health. Immunization records will be maintained in the Wellness Center. Chaminade-Madonna does not admit non-vaccinated students on the 681 exemption form.

## **4006.2**

### **Lift Pass**

If a student is injured and unable to use the staircases to the second floor, he/she will have a pass to use the lift. The passes are kept and issued at the Wellness Center.

## **4006.3**

### **On-Site Drug Testing**

Maintaining a safe environment includes ensuring that students are free from any type of drug abuse. If a student is suspected of drug or related substance abuse, the student may be subject to a urinalysis screen conducted by the health care professional of the Wellness Center, after referral from the Dean of Students (c.f., handbook “Drug and Alcohol Abuse Policy”). Students will be asked to empty their pockets and purses/handbags/backpacks or other such items prior to providing a specimen. If a student is found to have provided a synthetic or specimen other than their own, additional disciplinary consequences may be imposed.

## **4007**

### **Undocumented Students**

A student’s enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the school may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

## **4010**

### **Classroom Setting**

The classroom teacher should provide a physical setting that reinforces the subject matter to be taught in the room. Posters, maps, and other visual aids should be displayed in a way that is not distracting to the students. Personal memorabilia should be kept to a minimum and should not occupy significant wall or tack board space.

## **4011**

### **Prayer**

All classes should begin with a prayer. Resources for Marianist prayers are available from the Coordinator for Marianist Mission Integration.

## **4012**

### **Announcements**

1. Announcements are made over the television system at the beginning of homeroom period. Afternoon announcements are made over the public address system at the end of last period. Afternoon announcements should be limited to emergencies only.

2. Announcements should be submitted by email from a cmlions mailbox to [“typroduction@cmlions.org.”](mailto:typroduction@cmlions.org)
3. The deadlines for announcements are 7:45 A.M. and 2:20 P.M., respectively.
4. All announcements must be signed by the appropriate faculty/staff member. No one is to sign an announcement for an activity of which he/she is not the moderator.

#### 4013

##### Attendance

Maintaining accurate attendance records is an important responsibility of the school. It is a legal duty of the school to be able to account for the whereabouts of any of its students. **Under no circumstances is this responsibility to be delegated to a student.** Class attendance is submitted electronically for every class period throughout the day. If a teacher is absent, a roster will be provided to the substitute for the class(es) covered, and the absent teacher, upon his/her return, must input the attendance into the system.

#### 4014

##### Care of Classroom

Teachers are responsible for the care of the classroom to which they are assigned, keeping in mind that the space and items in the space are the property of the school. Please do not overload instructional space with personal items, including furniture of any kind. Any damage in the classroom should be reported to the Maintenance Department via a work order as soon as possible. Air conditioner temperature controls should be kept at a moderate level to minimize energy costs and avoid freeze-up and malfunction.

Keeping desks and walls free of graffiti is the responsibility of the classroom teacher as is minor dusting of shelves, books, windowsills, and cleaning of white board(s). Teachers who are not assigned to a specific room are responsible for the maintenance and cleanliness of the rooms they share. The Maintenance Department is responsible for the care of floors.

The following principles are to be followed regarding classroom:

1. Teachers are encouraged to decorate the classroom to enhance the learning atmosphere. Various methods may be used to display paintings, pictures, posters, and banners, but **transparent tape is not to be used on a painted surface.** If questions arise regarding the display of classroom decorations, contact the Facilities Manager.
2. Chalkboards, whiteboards, etc. are left free for class work. Clips above the blackboards can be used for temporary displays. Nothing is to be attached directly to the boards.
3. Areas of the room such as the ceiling lights, clocks, fans, crucifix, television, PA system, and windows should remain in their original condition.
4. All classrooms must be capable of observation from without. **The glass in the doors is never to be covered.**
5. Classroom walls should not be punctured by screws, nails, pushpins, staples, or any other fastening device.

6. Desk arrangements should be checked upon entry to the room. Desks should be kept at least one foot away from the walls and flat on the floor. Desks in the same row should be separated and not jammed together. There should be an aisle for student passage to each door. Teachers should report to the Facilities Manager any broken desk in need of repair.
7. Students should not sit on the desktops.
8. The last teacher in a room during the day is responsible to see that:
  - a. All windows are closed;
  - b. Desks are placed in re-established rows;
  - c. The floors and desks are to be cleared of all refuse;
  - d. Boards are cleared of writing;
  - e. Lights are turned off; and
  - f. All doors are closed and locked.
9. Students who are involved in after-school activities may remain in the classroom only when the activity moderator is present to supervise the group.
10. Students may not open or close window coverings
11. Fluorescent lights should be turned off and the doors locked and closed any time the classroom is empty.
12. Teachers should check desk tops and walls regularly to see that they are free of writing. The Facilities Manager will provide teachers with the needed material for removal of writing.
13. No one is ever permitted to bring food into the classroom.
14. **Per fire code, only approved extension cords may be used. If an extension cord is needed, please request one from the Facilities Manager.**
15. Classroom technology should be kept secure and in working order. Any damage, malfunction, or missing items should be reported to the Technology Office immediately.
16. Students should only make use of classroom technology when necessary and when under direct supervision.

#### **4015**

##### **Classroom Management**

A sense of self-discipline should be cultivated among all students as a prerequisite to their spiritual, intellectual, and emotional development. It is the responsibility of the teacher to maintain proper order and discipline in his/her own classroom.

The teacher handles discipline problems which occur in the classroom. Only as a last resort are students to be referred to the Dean of Students. Students should not be ejected from class for misconduct. In extreme cases, a student may be sent to the office; the teacher should then send a note to the Dean of Students explaining the reason for the student's removal.

#### **4020**

##### **Planning for Instruction**

In conjunction with the department chair, content should be planned in the UbD unit structure/format. In those cases where the UbD plans are still being developed, weekly lesson plans should be submitted to the chair the Friday BEFORE the content is delivered the following



week. Failure to provide appropriate evidence of planning may be cause for the initiation of a Corrective Action Plan. Once the plan is in place, continued failure to plan appropriately may be cause for termination. Evidence tying assessment to planning should also be consistent and evident.

#### **4021**

##### **Bell Schedule**

<b>Period</b>	<b>Regular</b>	<b>Late Start</b>	<b>A.M. Assembly</b>
A/1 or B/2	8:00-9:15	9:00-10:15	8:00-8:55
C/3 or D/4	9:20-10:35	10:20-11:35	9:00-9:55
			<b>Assembly 10:00-11:10</b>
E (L/HR/TP)	10:40-11:10	11:40-12:10	11:15-11:45
F (L/HR/TP)	11:15-11:45	12:15-12:45	11:50-12:20
G (L/HR/TP)	11:50-12:20	12:50-1:20	12:25-12:55
H/5 or I/6	12:25-1:40	1:25-2:40	1:00-1:55
J/7*	1:45-3:00	<b>Blue Days Only</b>	2:00-2:55

#### **4022**

##### **Canvas**

Canvas is the selected Learning Management System (LMS) of Chaminade-Madonna. It is used to keep students and parent/guardian observers informed of their academic content in each of their classes, as well as the projected dates of major tests, projects, and student's grades. In order to reinforce a consistent use and to benefit the faculty, students, and parents, teachers are required to adhere to the following guidelines and minimum requirements:

- Courses should follow the consistent template for each course, as set in Canvas.
- The syllabus, as created by the Assistant Head of School and edited per course, will be set as the course home page.
- Course modules should contain content for each chapter, topic, or unit.
- Each module should incorporate specific items pertaining to that unit or consistent with the topic. These items should include, but are not limited to: Assignments, Discussion, Pages, Files, URL, Projects, Quizzes and Tests, and additional resources.
- A minimum of two grades should be assigned weekly and be updated in the Canvas grade book, visible to students and their parent/guardian observers.

Technical assistance with Canvas is available from the faculty Canvas Trainer, the Technology Office, and telephone or web chat with Canvas Support.

#### **4022.1**

##### **Mosyle Management System**

Mosyle is Chaminade-Madonna's selected Mobile Device Management (MDM). It is used to monitor all student devices in order to create the most successful environment for academics. Teachers are recommended to use Mosyle as part of classroom management in academic classes as well as during Test Prep. By using the Mosyle Manager, teachers can track, push updates, and lock student iPads into apps that would encourage preferred student usage of the iPad.

#### **4023**

##### **Course Requirements/Syllabi**

Using the school template for syllabi, each teacher should submit a completed syllabus to the Department Chairperson prior to the start of each course. For year-long and first semester courses beginning in August, these syllabi should be submitted at least two days prior to the return of the students (start of courses). For semester courses to begin in January, these syllabi should be submitted prior to the last day of the first semester (December).

Assessment expectations should be clearly stated on each syllabus.

#### **4024**

##### **Understanding by Design**

Faculty is responsible for designing unit plans for instruction well in advance of their execution. One essential component of unit plans are the summative assessments, administered at the end of the unit. Formative assessment opportunities should be varied in format and provide students to demonstrate their learning throughout the learning experience.

Essential questions for the current unit should be listed and posted somewhere in the classroom and referred to at the start and/or conclusion of the day's activities. Deliberate connections should be made from lesson-to-lesson.

Given the nature of our 80-minute class periods, a variety of activities should be programmed for each session. No less than three separate activities should be included in planning. Teachers should not plan to deliver a lecture that is more than 20 minutes in length in any class period.

#### **4025**

##### **Extra Credit**

Because the issuing of extra-credit is a method of grade inflation, the practice is strongly discouraged.

## 4030

### **Grading and Assessment**

Each teacher is to distribute to the students and submit to the Department Chairperson a course expectation sheet which includes a description of the method to be used in arriving at a grade for his/her students. This system should correspond to the setup in the teacher's grade book so that an easy correlation may be made. The grade arrived at should be based on a *minimum of three (3) major test grades or projects*. Normally, tests are to be graded and returned within one week's time.

## 4030.1

### **Institutional Policy on 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 any electronic device 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, including AI and ChatGPT
- 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), including the loss of financial aid

- 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 assigned

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

#### **4031**

##### **Grading Scale**

Chaminade-Madonna maintains the following grading scale:

Percentage	Grade	Points	Honors	AP
90 – 100	A	4	5	6
80 – 89	B	3	4	5
70 – 79	C	2	3	4
60 – 69	D	1	1	1
0 – 59	F	0	0	0

#### **4032**

##### **Recording of Grades**

Grade books are computer-generated and are considered a legal document. Grade books are kept for five (5) years. Chaminade-Madonna uses Rediker Plus Portals for attendance and long term grade retention, and Canvas for detailed grading of each assignment in a class. Specific instructions for the implementation of Plus Portals and Canvas are available from the Registrar, who, along with the Technology Department and the faculty Canvas Trainer, will provide assistance with specific concerns throughout the year.

Student attendance must be recorded for every class period in Plus Portals, and assignment records in the Canvas grade book must include the name of the assignment, date, category (test, quiz, essay, etc.), and grade.

#### **4033**

##### **Grade Changes**

Care should be taken to submit grades accurately. All grade changes must have the approval of the Assistant Head of School.

#### **4034**

##### **Incomplete Grades**

The designation "I" is given as a quarter grade only if a student has been absent just prior to the end of the quarter and needs extended time to complete missing work. The length of the extension is left to the discretion of each teacher. The Guidance Department should be notified of any student receiving an incomplete grade.

## **4035**

### **Report Cards**

Chaminade-Madonna awards credit at the completion of each course (annual or semester). Report cards are issued semi-annually; midterm/semester exams are administered to conclude the second and fourth quarters. Grades reflect the cumulative achievement of each student, including 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 any deficiency.

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 senior department awards and valedictorian/salutatorian after six (6) semesters of enrollment.

## **4035.1**

### **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 seven to ten business days after the request form has been completed and submitted. Transcript requests may be made at [www.cmlions.org/transcripts](http://www.cmlions.org/transcripts). Official CMCP transcripts reflect work done, and credits earned, exclusively at CMCP.

## **4035.2**

### **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 exclusive of the GPA calculated from the previous school.

## **4036**

### **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 during the following summer.
2. All students enrolled at Chaminade-Madonna are eligible.
3. Seniors needing a class not offered at Chaminade-Madonna must receive permission from the Guidance Department prior to enrolling in the course at another institution.

## **4037**

### **Semester Exams**

Semester exams account for 10% of the semester grade for a year course. Where there is more than one teacher in a particular subject, 80% of the semester exam content should be common. Semester exams should be submitted to the department chair no less than three weeks prior to its administration.

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.

Seniors taking CMCP semester exams are exempt from no more than three if they meet the grade requirements for exemption, which is an earned "A" average in both quarters. AP exams do not factor into their three allowed exemptions for the seniors. For example, if a student takes five AP courses and sits for all five exams, he/she can still exempt the remaining two exams if the grade requirement is met.

Students will be asked to turn in their cell phones to the exam proctor when entering a testing room. Phones will be returned at the end of the testing period. Cameras included in iPad technology will be disabled via the school network one week prior to the commencement of exam week. Camera functionality will be restored approximately one week after the conclusion of the last exam.

## **4038**

### **Summer School**

Summer School at Chaminade-Madonna will be offered for students to remediate a course previously taken or to take a course for the first time. Information regarding summer school is available in mid-second semester.

## **4039**

### **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 senior department awards and valedictorian/salutatorian after six (6) semesters of enrollment.

## **4039.1**

### **Service Learning**

Each student is required to complete a minimum of 25 hours of community service per academic year. These hours, due the last Friday of May, 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 service learning. Hours completed after the last Friday of May 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 service learning 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 28, 2025:

- **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)

## **4040**

### **Communication with Parents/Guardians (External)**

The CANVAS learning management system provides an effective vehicle for communication with parents/guardians. Because of the real-time nature of the software, it is critical that teachers keep grading information up to date.

Outside of information readily available on CANVAS, it is expected that teachers and administrators will return email or other communication with parents within twenty-four (24) hours of receipt of communication.

Email or other communication with parents should be limited to Monday-Friday and, unless in an emergency, should not be executed on Saturday and/or Sunday.

#### **4040.1**

##### **Communication (Internal)**

In keeping with the Chaminade-Madonna Technology Policy, internal school communication should be timely, of a school-specific nature, and professional at all times. It is expected that email between members of the school to one another will be responded to in a timely manner.

#### **4040.1a**

##### **Use of School Email**

Faculty and staff do not have the ability to send emails to “cmfamily” which has a distribution list of all those affiliated with CMCP (including off staff coaches and others) faculty and staff. The use of this email address is restricted to the Core Leadership Team. If you need to send a wide email, please contact the Assistant Head of School.

**The following messaging is prohibited from distribution to “faculty” or “staff:”**

- Items that are political in nature
- Items that reflect personal expressions which are religious in nature (see the Director of Mission Integration if something needs to be sent)
- Proprietary information (names, addresses, or other information about students/families/CMCP employees)
- Advertising of goods or services (see the Director of Advancement)

#### **4040.2**

##### **Communication with Students**

Regular academic communication between students and teachers should take place across the CANVAS platform. Any form of social media communication with students is prohibited (*cf: 2100, #19 and definition*).

#### **4043**

##### **Return Communication**

Parents may reach out to a teacher for the purpose of discussing their child’s achievement or another matter. It is important to return this request within 24 hours of the initial request. Failure to do could result in an escalation of a sensitive situation.



**4050****Horizontal and Vertical Curricular Planning**

Shortly after the start of the second semester of each year, all academic department members will engage in a discussion regarding the courses offered in their department. The department will discuss sequencing, content, and potential modifications to their offerings. After these meetings are completed, each department will meet with the administration to discuss dropping, adding or resequencing courses within their department.

This school-wide effort will facilitate horizontal and vertical planning of the entire curriculum offered at Chaminade-Madonna.

**4060****Curricular Framework**

CMCP utilizes the Understanding by Design (UbD) curriculum framework.

**4070****Belanger Hall – Student Center**

Belanger Hall (previously “library”) is open to students from 7:30 A.M. to 3:30 P.M. Monday through Friday. Offices included in Belanger Hall are: Athletics, Technology, Tech Support, Student Activities, and College Placement. Students are encouraged to make use of these services before or after school or during their lunch period. Students may not come to any of these offices during class time without a pass from their instructor or a pre-arrangement with the Director(s) of these services.

There are personal computers available for use by students and/or faculty.

Overall, students should find this area conducive to small group or individual study.

NO FOOD or BEVERAGE may be brought into Belanger Hall.

**4070.1****Electronic Media/Books**

Support or questions regarding e-books may be directed to the Tech Support services in Belanger Hall.

**4080****Academic Support**

Students are on academic probation when their cumulative GPA falls below a 2.0. In this case, the student should seek academic support (*cf.* 4082, 4083). Students are removed from academic probation when they obtain a cumulative GPA of 2.0. 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 administration. A student asked to withdraw from Chaminade-Madonna for academic reasons may reapply for admission after he/she has successfully completed one semester in another school with appropriate classes and grades.

#### **4081**

##### **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 than two courses may not return to Chaminade-Madonna. Tutoring, independent study, seminars, correspondence courses, or credits earned at another school, during night or summer sessions, are not accepted for credit. All remediation credits must be taken at Chaminade-Madonna Summer School. Students with a GPA below a 2.0 after attending Summer School may be denied re-enrollment for the following school year.

#### **4082**

##### **Tutoring**

Teachers are available after school each day until 3:15 P.M. for students needing additional help. The National Honor Society as well as the other academic honor societies provides student tutors for any student who requests additional help. This service may be arranged through the Guidance Department.

#### **4083**

##### **Learning Center**

Students needing academic remediation upon acceptance to CMCP may be required to enroll in classes associated with the Learning Center. Faculty are encouraged to contact the Learning Center Director to discuss any student who may be having special difficulty with his/her academic load.

#### **4084**

##### **Test Prep Program**

Students in grades 9-11 are provided a daily opportunity to enhance their ability to score well on standardized achievement tests (ACT, SAT) through their participation in the Ray Dass standardized test prep program. Each student is expected to use the test prep period for this work and faculty who are assigned this supervision are expected to maintain a classroom environment that is conducive to positive progress on the various modules. Seniors may opt into or out of the program.

#### **4090**

##### **Philosophy and Goals of Student Discipline**

Students are expected to behave in a manner consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. 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.

#### **4090.1**

#### **Anti-Bullying Policy**

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

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

##### **1. Definition**

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

##### **2. Scope**

This policy prohibits bullying that occurs either:

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

##### **3. Reporting Complaints**

Each student and parent/guardian has a duty to report any bullying to the school immediately. If a student experiences (or a parent/guardian witnesses or learns of) any incident of bullying, the incident must be promptly reported to the Dean of Student's Office.

##### **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 constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

## **4091**

### **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.

## **4091.1**

### **Cafeteria Conduct**

Students are permitted in the Zaragoza Center before and after school and during their assigned lunch periods only. Running and shouting are considered improper behavior in the Zaragoza Center. 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 faculty/staff.

## **4091.2**

### **Disqualifying Infractions for Student Leadership Positions**

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

## **4091.3(a)**

### **Consequences of Code of Conduct - 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:

#### **4091.3(b)**

##### **Classroom Behavior Intervention Process**

If a student is uncooperative during class, the following procedure is initiated by the teacher:

1. A verbal warning is issued.
2. A detention with the teacher is assigned.
3. Parent contact is made.
4. A formal write-up is submitted to the Dean of Students for follow-up.

Steps 1-3 must be demonstrated prior to the write-up.

Any student whose behavior is outside of the norm (extreme) should be sent to the Deans' Office immediately.

#### **4091.4**

##### **Scale of Infractions**

Cheating, any form (5)  
Chewing gum (2)  
Disobedience (3)  
Disrespect/insubordination (3)  
Disrupting a class (3)  
Dress code violation (2)  
Excessive talking in class (3)  
Fighting, bullying, harassment (cyber) (10)\*  
Food outside of cafeteria/patio (2)  
Inappropriate language (3)  
Instigating false fire alarm; includes \$200.00 fine (10)\*  
Late to class without pass (2)  
Loitering in hallways/restrooms (2)  
Misuse of technology (2)  
Possession/use of controlled substance (10)\*  
Public display of affection (3)  
Skipping class (5)  
Smoking (possession tobacco/vapor)  
Theft, any form (10)\*  
Truancy (5)  
Unauthorized sale of items (3)  
Use of a VPN (5)  
Using phones during school day (2) (students can use only during lunch with ear buds)  
Vandalism (restitution required) – on or off campus (10)\*  
Vaping (10)\*  
Wearing over-the-ear headphones (2)

\*Automatic expulsion if already on a Strict Discipline Agreement

Immediate expulsion: possession of weapon

#### **4091.5**

##### **Consequences of Demerit Accumulation**

5 Demerits: Parent notification, student conference

10 Demerits: Parent conference, disciplinary probation imposed,\* loss of financial aid

15 Demerits: Initiation of Discipline Board process, immediate suspension

15+ Demerits: Expulsion from Chaminade-Madonna

#### **4091.6**

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

Students who accumulate 10 demerits have the opportunity to have 5 demerits rescinded from their record if, after 30 school days of the date of the signing of their discipline contract, they do not receive a single infraction, the accumulated number of infractions is reduced to 5. This provision is null if the student receives one demerit while on probation and the accumulation record proceeds from 10.

\*This provision does not apply for students who are on a discipline contract with other stipulations.

#### **4091.7**

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

The Discipline Board is composed of three 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.*

#### **4091.8**

##### **Married Students**

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

#### **4091.9**

##### **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.

#### **4092**

##### **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 or associated paraphernalia (vaping devices, additives, rolling papers, water pipes, etc.), 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.

#### **4093**

##### **Dress Code**

There is a direct correlation between a young person's appearance and his/her overall attitude toward school. Since attendance at Chaminade-Madonna 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/guardians may be contacted to bring appropriate attire to the school.

The school uniform must be purchased from Flynn O'Hara Uniform Store. During the school year, the Chaminade-Madonna Campus Store carries a limited inventory of uniform apparel. Gym/HOPE wear is sold in the Campus Store.

The uniform dress requirements are as follows:

**Boys:**

- |        |  |
|--------|--|
| Shirts | Short-sleeve pique polo in navy or red with embroidery<br>Short-sleeve dri-fit polo in navy or red with embroidery<br>Long-sleeve pique polo in navy or red with embroidery  |
| Shorts | Navy or khaki with CMCP logo - <b>no alterations, must be three inches above the knees or should be at a length that allows students to touch the bottom of their shorts when standing with arms at their sides, ensuring their fingertips touch the fabric. The inseam must be a minimum of seven inches.</b> |
| Pants  | Navy or khaki with CMCP logo   |

Hair and Facial Grooming - Boys must have a 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). They must be clean shaven with sideburns not longer than bottom of ear lobe. If hair is worn in dreadlocks, it must be pulled back and tied in the back of the head. When pulled back, the dreadlocks cannot extend past the mid-point of the shoulder blades. This is mandatory at all school events and athletic functions.

Unacceptable dress code for boys - see Section 4093.4.

**Girls:**

- |        |  |
|--------|--|
| Shirts | Short-sleeve girls pique polo in navy or red with embroidery<br>Short-sleeve girls dri-fit polo in navy or red with embroidery<br>Long-sleeve pique polo in navy or red with embroidery  |
| Shorts | Navy or khaki with CMCP logo - <b>no alterations, must be three inches above the knees or should be at a length that allows students to touch the bottom of their shorts when standing with arms at their sides, ensuring their fingertips touch the fabric. The inseam must be a minimum of seven inches.</b> |
| Pants  | Navy or khaki with CMCP logo   |

Hair – Girls with hair longer than shoulder-length will be asked to tie it back into a ponytail for safety reasons during specific classes which include HOPE, weight training, and science classes where open flames are used.

Unacceptable dress code for girls - see Section 4093.4.

**All:**

- |       |   |
|-------|---|
| Shoes | Girls - Sperry’s Songfish boat shoe in linen oak<br>Boys - Sperry’s Billfish three-eye boat shoe in tan beige |
| Socks | Black or white socks only   |
| Belt  | Black or brown (optional)   |
| ID    | Student issued CMCP ID card worn with CMCP lanyard  |



Students are required to wear the uniform properly and if dressed inappropriately may be sent home. Shoes must also be worn appropriately.

**Optional Outerwear:**

**All:** Sweatshirts and jackets with CMCP logo (purchased in the CMCP Campus Store or received through participation in athletics or clubs). Only sweatshirts and jackets with the CMCP logo may be worn during the school day, even on extreme cold weather days.

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

**A uniform polo shirt must be worn under any CMCP outerwear.**

Students may not wear over-the-ear headphones at any time. If they are brought onto campus, they will be confiscated for an undetermined amount of time.

**4093.1**

**Dress Code for CMCP Spirit Days**

- On Fridays, students may wear a CMCP or sport shirts. 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, crocs, hats, short shorts, volleyball shorts, miniskirts, tank tops (boys or girls), spaghetti straps, midriffs, tube tops, or hooded sweatshirts are not allowed.

**4093.2**

**Dress Code Policy for School 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 an assembly when uniform is 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, crocs, shorts and sneakers are prohibited. Earrings should only be worn in the ear and no larger than the size of a quarter.

*For the Gentlemen:* Dress trousers or slacks should be worn with a dress shirt and tie with dress shoes. Flip flops, crocs, 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.

### 4093.3

#### **Dress Code Policy for Student Shadows**

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.

The prospective student must complete and submit the shadow form on our Admissions website at [www.cmlions.org](http://www.cmlions.org) one week prior to the visit date. All shadow students must dress appropriately (as outlined below), obtain a shadow pass the morning of the visit, and follow all school rules. Shadow hosts will be responsible for informing each teacher of the visitor's presence. Failure to follow any of these rules may result in the visitor being asked to leave and/or disciplinary action for the host.

The dress code is as follows:

- Male visitors are expected to wear dress slacks, a collar or button-down shirt, and brown or black shoes.
- Female visitors are expected to wear dress slacks, with a collar 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.

### 4093.4

#### **Dress Code - 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.*** The following is not allowed:

- Facial hair - students will be sent home for failing to shave **prior to** arrival at school.
- Facial hair - a student may be sent home if he chooses not to shave at school - this is deemed an unexcused absence
- Non-CMCP sweatshirts worn during the school day
- Head coverings (hats, scarves, head sweatbands, 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 piercing, including the tongue
- Sweaters tied around the waist
- Heavy makeup, colognes, or lotions
- Eccentric hair coloring and unusual cuts
- Hair must be of a natural color, highlights are acceptable – this includes all games, practices, and any pictures. All other hairstyles must be above the shirt collar.

**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. A urinalysis test will be conducted and results interpreted under the supervision of the health care professional of the Wellness Center. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents'/guardians' 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. Random K9/dog searches will also be conducted. A school may conduct random searches as set forth in this handbook.

**4094.1****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.

#### **4095**

##### **Emergency Drills**

Emergency 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 or code is called over the PA system, students are to follow instructions given by the teacher and according to the directions posted in the classroom. Swift movement and silence are of absolute necessity.

#### **4096**

##### **Field Trip/Academic Competition, Program Policy**

Participation in extra-curricular activities (defined as those activities sponsored by the school but not part of the formal curriculum) are privileges – not rights – of students. While such participation is valuable for an overall positive experience of the school community, care should be taken to ensure that any student requesting permission to participate must be in good standing in all academic courses prior to participation.

Any faculty member sponsoring an extra-curricular activity MUST submit a list of potential participants to other faculty members, the administration, and the finance office at least five (5) days prior to the commencement of the activity. After review of the roster, the sponsoring faculty member will be informed of any student(s) who may not participate due to academic deficiency, behavior deficiency, or financial delinquency.

#### **4096.1**

##### **Overnight Field Trips**

Occasionally an organization may request permission to attend an event which requires overnight travel. Prior to making any arrangements for this activity, the moderator should request permission from the Assistant or Head of School. Once the permission is given, a per-student budget should be developed and reviewed by the Director of Finance. Once the budget is approved, specific arrangements may be made (hotel, transportation, entry fees, etc.). Generally, the funds charged to individual students should cover the cost of the various aspects of the trip.

At least THREE WEEKS prior to the trip, a meeting should be held with the student(s) and parent(s) to describe the purpose of the trip and to reinforce the school rules which are operative while attending the event. A sign-in sheet should be maintained indicating attendance at the meeting. Any student(s) or parent(s) who fail to attend will be prohibited from attending. This meeting is held by the faculty moderator and the Student Activities Coordinator.

The adult chaperone-to-student ratio is one to seven (one adult per seven students).

Parents acting as chaperones should have background checks and Virtus training certification on file prior to the event. Considered volunteers, verification of these items is handled by the Administrative Assistant to the Assistant Head of School. She will communicate with the faculty moderator when all of these items have been completed.

Neither faculty moderators nor parent volunteers are compensated for their time at the events for which they are chaperones. The school will, however, cover the cost of lodging.

\*\*Faculty moderators are ultimately responsible for student behavior while on overnight trips. Irregularities should be immediately reported to the Dean(s).

#### **4097**

##### **Prohibited Behavior**

#### **4097.1**

##### **Gambling**

Gambling and any card playing are prohibited.

#### **4097.2**

##### **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, sexual orientation, religion, age, physical disability, mental condition, marital status (for employees), veteran status, or 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 should immediately report the incident to a teacher or administrator. If, however, the adult 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.

#### **4097.3**

##### **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. Violations involving inappropriate language may result in disciplinary action.

#### **4097.4**

##### **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.

#### **4097.4(a)**

##### **Use of Restrooms and Locker Rooms**

CMCP complies with the requirements of Section 553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school’s bathroom and locker room/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the Head of School unless a specific statutory exception applies.

#### **4097.5**

##### **Personal Property/Stealing**

Students are responsible for safeguarding 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. Books, iPads, 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 according to the Code of Discipline. Financial restitution will be made along with the appropriate disciplinary action.

#### **4097.6**

##### **Public Display of Affection**

CMCP 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.

#### **4097.7**

##### **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; or
2. Treatment or consultation by a psychologist or psychiatrist at the parents'/guardians' 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 school with appropriate evaluative reports, and at the discretion of the Assistant Head of School. 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. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

#### **4097.8**

##### **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.

#### **4097.9**

##### **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.

#### **4098**

##### **Individual Student Emergencies**

We ask parents/guardians 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/guardian immediately.

## **SERIES 5000 – TECHNOLOGY**

5000		Acceptable User Policy
5010		Use of Technology in Instruction
5020		Telephones
5030		Voice Mailbox
5040		Identification Cards
5050		Privacy
5060		School Email Accounts
5070		Automobile Hangtags
5080		Cybersecurity
	5081	Email Usage
	5081.1	Authorized Use
	5081.2	Password Security
	5081.3	Phishing Awareness
	5081.4	Email Retention
	5082	Data Protection
	5082.1	Confidentiality
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	5082.3	Data Sharing
	5083	Malware and Virus Prevention
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	5084	Acceptable Use Policy
	5084.1	Internet Usage
	5084.2	Social Media
	5084.3	Digital Citizenship
	5085	Incident Reporting and Response
	5086	Conclusion



**5000**

**Acceptable User 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. It is assumed that faculty/staff use of school owned hardware, software, and network will reflect responsible and appropriate use at all times. The administration reserves the right to evaluate all technology usage.

Supervision and Monitoring

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

Florida Law

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 punishable by up to five years imprisonment and a fine of up to \$5,000.

Fla. Stat. 815.06 Offenses Against Computer Users

Whoever willfully, knowingly, and without authorization,

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

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

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

### General Recommendations Regarding Technology

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

## **5010**

### **Use of Technology in Instruction**

Pedagogy in a 21<sup>st</sup> century classroom reveals sources and methods which are only as limited as a teacher's imagination. With the use of technology students may experience boundary-less learning. This is predicated upon careful planning and the appropriate implementation of programs which are readily available. While the use of technology is important, teachers should keep in mind that it does not replace excellent teaching and should never be used as busy work.

## **5020**

### **Telephones**

Students are not permitted to use their cell phones during the school day. Teachers are advised to use their cell phones only during their free time.

Office phones are for school business and may not be used by students. Personal calls to students will not be accepted through the school phone. The only exception is a situation of extreme emergency.

The use of school phones by faculty is limited to school business or emergency.

## **5030**

### **Voice Mailbox**

Employees with a desk phone or voice mailbox should respond to messages in a timely manner. Voicemail may be checked from off campus.

**5040**

**Identification Cards**

Chaminade-Madonna issues picture ID cards which permit access through security gates to all employees during their first week of employment. ID cards should be worn at all times on campus. ID cards should be returned upon separation.

**5050**

**Privacy**

Electronic communications, including the contents of computer and telephone systems, are the property of Chaminade-Madonna. The school treats all computer files, including emails, sent and received, as organization-related information. Chaminade-Madonna reserves the right, with or without notice, to access, monitor, review, copy and/or delete any files, web communications or transactions. Employees who make incidental use of Chaminade-Madonna systems for personal files or email should not expect personal files to be protected from review by the school. Accordingly, employees should not use Chaminade-Madonna computer systems to create or transmit any information they wish to keep private.

**5060**

**School Email Accounts (c.f. 4040.3)**

All CMCP employees are issued school email accounts for the purpose of expedited communication across campus. Employees are asked to refrain from using school email accounts for excessive personal business or lengthy messages which are personal in nature. Email inboxes should be cleared out periodically.

**5070**

**Automobile Hangtags**

All CMCP employees are issued identification tags for their automobiles at the start of each year. These tags enable vehicles to enter the property when the perimeter gates are closed. Each automobile should be readily identifiable by the hangtag on the rearview mirror.

**5080**

**Cybersecurity**

As technology plays an increasingly important role in education, it is crucial to establish robust email and cyber security practices to protect sensitive data, maintain privacy, and ensure a safe digital environment for students, teachers, and staff. The following policy outlines the best practices and guidelines for email and cyber security in an education setting.

**5081**

**Email Usage**

School email accounts should be used for official school business.

### **5081.1**

#### **Authorized Use**

Email accounts provided by the educational institution should only be used for official school-related communication and educational purposes.

### **5081.2**

#### **Password Security**

Users must create strong, unique passwords and avoid sharing them with others. Passwords should be changed periodically.

### **5081.3**

#### **Phishing Awareness**

Educate users about phishing attacks and advise them to be cautious of suspicious emails, links, and attachments. Encourage reporting of any suspected phishing attempts.

### **5081.4**

#### **Email Retention**

The Technology Department will occasionally purge email accounts. Emails to be saved should be moved to a folder. The Technology Department may “service” email accounts at the request of the administration.

### **5082**

#### **Data Protection**

CMCP electronic records are maintained locally as well as off site.

### **5082.1**

#### **Confidentiality**

Any school email account should not be considered confidential. All correspondence across the school email account is the property of the school.

### **5082.2**

#### **Encryption**

Encryption may be used when confidential or sensitive messages must be sent across email.

### **5082.3**

#### **Data Sharing**

Only nonconfidential, nonproprietary information should be shared externally with non-school entities.

## **5083**

### **Malware and Virus Prevention**

The school maintains firewalls in its servers for the prevention of malware and virus infections. If an employee receives a malware message, they should contact the Technology Department immediately and do not open any attachments.

## **5083.1**

### **System Updates**

Systems are occasionally updated. In the case of scheduled updates, users will be notified of the date/time of the updates.

## **5084**

### **Acceptable Use 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 (including the inappropriate use of Artificial Intelligence websites and/or programming).

4. Respect the principles of the Catholic school:
  - a. Use only in ways that are kind and respectful;
  - b. Report threatening or discomforting 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.

### **5084.1**

#### **Internet Usage**

The Technology Department has set user parameters with regard to the use of the internet across the school system. Various content is blocked from accessibility. If an employee needs any particular content that is blocked, he/she should contact the Technology Department to request access.

### **5084.2**

#### **Social Media**

Employees are prohibited from "friending" students across any social media platforms. Pictures of faculty and students should not be posted without the permission of the administration.

### **5084.3**

#### **Digital Citizenship**

Employees are expected to encourage positive and responsible use of technology at all times. If any employee is unsure about what this might include, they should request clarification from the Assistant Head of School.

### **5085**

#### **Incident Reporting and Response**

Any concern or violation of school policy regarding technology should be reported to the Head of School or Assistant Head of School.

### **5086**

#### **Conclusion**

This email and cyber security policy for the school's education environment provides a framework for promoting secure email communication, protecting sensitive data, and fostering a safe digital environment within the educational institution. Regular training and awareness programs should be implemented to ensure all users understand and comply with these best practices. Continuous monitoring and review of security measures should also be conducted to adapt to evolving threats and technological advancements.

## **SERIES 6000 – MISCELLANEOUS POLICIES AND PROCEDURES**

6000		Cancellation of School or Class
6010		Child Abuse
	6011	Child Abuse Investigations
6020		Common Areas
	6121	On-Campus Supervision Responsibilities
6030		Communication
	6031	Advertising and Promotion
	6032	Email/Electronic Media/Devices
	6033	Confidentiality
	6034	Role of Advancement Office
	6034.1	Marketing Materials and Publications
	6034.2	News and Event Coverage
	6034.3	Website and Social Media
	6034.4	School Apparel
	6035	FCC/Telephone Consumer Protection Act
6040		Emergency Evacuation Procedures
6060		FERPA – Family Educational Rights Privacy Act
6070		Keys
6080		Off-Campus Policy
6090		Per Diem Schedule
6100		Repairs
6110		Safety and Security
6120		School Activities/Supervision
	6121	On Campus Supervision Responsibilities
6140		Weapons



## **6000**

### **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, our school website, [www.cmlions.org](http://www.cmlions.org), will have the latest news regarding school closings. Should it be necessary to dismiss during the school day, students who need transportation will have an opportunity to make arrangements for pick-up. 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, the calendar will be adjusted accordingly to make up days lost by emergency closings. Certain holidays, in-service days, or days during Easter vacation may be scheduled class days. As a last resort, the school year may be extended several days.

## **6010**

### **Child Abuse**

Any employee who knows or has reasonable cause to suspect that a child has been subjected to child abuse (physical, emotional, or sexual) or neglect by any person including another employee shall immediately make a report directly to the HRS (Florida Department of Health and Rehabilitation Services). That report may be made by calling toll-free the state-wide child abuse or neglect registry at 1-800-342-9152, or by calling the local HRS office for receiving such reports. In Broward the number is 1-800-96-ABUSE. The employee shall then promptly notify the Assistant Head of School.

If the report is of an instance of known or suspected child abuse involving the impregnation of child under 16 years of age by a person 21 years of age or older solely under Section 827.04 (4), the report shall be made immediately to the appropriate county sheriff's office or other appropriate law enforcement agency.

As part of the pre-employment screening process, everyone is required to take VIRTUS® training. VIRTUS® is a program created by the National Catholic Risk Retention Group in the United States with a "Protecting God's Children" component that combats sexual abuse of children in the Church. This training is mandatory along with reading the on-line monthly bulletins sent via email that follow the initial training session.

## **6011**

### **Child Abuse 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. The school will cooperate with all child protective investigations by DCF 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 DCF 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/guardians 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, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

## **6020**

### **Common Areas**

Areas of the campus that are shared by everyone also share the responsibility for keeping the areas neat and clean. This includes wiping tables, disposing of food, tying up trash bags, replacing furniture to its original place, to name a few tasks. Please remove ALL decorations or other items which you brought into the space. Students should not be invited into spaces reserved for adult gatherings.

## **6030**

### **Communication**

Chaminade-Madonna maintains a number of communication channels to keep students, parents, employees, alumni, and the general community well informed. In order to provide a consistent, cohesive and positive communications environment, only the Head of School is authorized to communicate with the media, or in his/her absence, the Assistant Head of School will speak. All media requests should be directed to the Head of School, unless specific authority has been granted to another individual by the Head of School.

The primary school website is located at [www.cmlions.org](http://www.cmlions.org) and includes access to the employee email system, Canvas, school calendar, etc.

A digital version of *Connections* is published semi-annually by the Advancement Department.

The weekly newsletter Clips is distributed to employees on Friday and provides reminders of deadlines, activities, and special events for the upcoming week.

Morning and afternoon announcements are broadcast over the campus-wide public address system daily.

## **6031**

### **Advertising and Promotion**

From time to time, faculty, staff, or students require a brochure, flyer, or other advertising piece to promote a special program or event. In order to ensure that all Chaminade-Madonna related

literature reflects positively on our school and meets the more rigorous standard of a college preparatory institution and consistency of expression, all literature that will be distributed on or off campus must be approved by the Director of Advancement or the Director of Student Activities.

**6032**

**Email/Electronic Media/Devices**

The use of any Chaminade-Madonna electronic devices (including, but not limited to, telephones, facsimiles, computers, networks, computer files stored on computers owned by the school or on the network system, internet use including blogs, chat rooms, list serves, etc., electronic and voice mail communication) is restricted to business relating to the operational function of the school. All electronic devices are the property of the school and are generally not to be used for personal communications. Inappropriate, morally offensive and/or personal use of the school's electronic devices is strictly prohibited and violations of the acceptable use may result in disciplinary action, up to and including termination.

Inappropriate use of electronic devices includes but is not limited to the following:

- Representing personal opinions as those of the school;
- Advocating a policy or issue;
- Private purposes unrelated to assigned duties;
- Advocating religious beliefs contrary to Roman Catholic teaching;
- Viewing or transmitting sexually explicit material;
- Transmitting ethnic, religious or racial slurs or messages (cartoons, jokes, texts, photos, videos, etc.) which are harassing or disparaging of others;
- Contacting children or other vulnerable populations for purposes of initiating a relationship;
- Private advertising of goods or services;
- Any activity meant to foster personal gain;
- Providing information on methods to compromise Chaminade-Madonna security measures or disrupt services;
- Posting proprietary or confidential information;
- Posting information concerning the private lives of individuals without permission;
- Use of Chaminade-Madonna's crest or logos without authorization; and
- Downloading or uploading electronic files without reasonable virus protection measures in place.

Such business relating to the operational function of the entity should be conducted using the employee's email account provided by Chaminade-Madonna, and not through the employee's personal email account. Examples of this include, but are not limited to, the following: communication with vendors, staff members, employees, supervisors, service providers, those served in ministry, parents of children enrolled in educational or sacramental programs.

In keeping with this policy, employees shall:

- Maintain all computer data, programs, and related information in accordance and compliance with applicable legal, licensing, and regulatory requirements;
- Regularly update their computer passwords and not disclose passwords to third persons other than their supervisors;
- Not engage in unauthorized copying or use of software or other digital media; and
- Not interface any personal computer, PDA, or software to Chaminade-Madonna electronic media without authorization.

**6033**

### **Confidentiality**

#### **Personnel**

Employees may not disclose to unauthorized persons or use for their own personal benefit or profit of another, any confidential information that they obtain as a result of their employment. This obligation continues even after an employee's employment ends.

Employees may be asked for information by the media, outside groups, consultants, and others collecting information for various purposes. Employees should not make public statements on behalf of Chaminade-Madonna or provide confidential information in response to external inquiries unless he/she has been authorized to do so.

Refer all employment verification and reference requests to the Office of the Assistant Head of School or Head of School. Generally, references are not given. All legal summons, subpoenas, or court orders having to do with wages or wage garnishments, employee records, or other legal documents should be served upon the Office of the Assistant Head of School or Head of School, which will coordinate all responses to such requests.

Chaminade-Madonna strives to maintain effective control over access to work locations, records, computer information, cash, and other items of value. Employees who are assigned keys, given special access or assigned job responsibilities in connection with the safety, security or confidentiality of such records, materials, equipment, or items of monetary value will be required to use sound judgment and discretion in carrying out their duties and could be held accountable for any wrongdoing or acts of indiscretion. Furthermore, information may not be divulged, copied, released, sold, loaned, reviewed, altered, or destroyed except as properly authorized.

Some employees may become familiar with another person's confidential information in connection with the performance of their jobs. Chaminade-Madonna employees must take care to respect the proprietary nature of this information.

The acquisition, retention, and dissemination of medical information regarding staff by supervisors, directors, and other staff members are regulated by law. Supervisors and department coordinators with responsibility for managing employee attendance should maintain only general information about employee medical absences. Doctor's notes that support a need for time away from work may generally be retained in departmental files to document attendance records. In instances where documentation with specific information about an employee's

medical condition or status is provided, the document should be forwarded to the Assistant Head of School's Office rather than being retained in the departmental file. If an employee submits medical documentation or otherwise indicates a medical need to be absent from work for two weeks or more, the employee should be referred to the Assistant Head of School's Office for a Leave of Absence (*cf: Series 2000 – Personnel*). When an employee is placed on a Leave of Absence for medical reasons related to the employee or a family member, the Assistant Head of School's Office will provide a department with information related to the need for time off, but will not release medical details. All medical information will be kept confidential and will only be shared with those with a need to know or as required by law.

Access to proprietary information will be limited to those who need the information in order to fulfill his or her professional responsibilities. At the beginning of their employment with Chaminade-Madonna, employees agree that they will not disclose proprietary information to any other person or entity without prior written authorization and the Confidentiality Agreement is kept on file in the employee's personnel record.

### Students

Chaminade-Madonna recognizes that confidentiality of employee, student, parent, volunteer, and donor information is vital. This policy outlines the standards of confidentiality expected of all staff, faculty, and volunteers.

This policy pertains to the security and privacy of all non-public information whether it is in hard copy or electronic form. Accordingly, documents that include confidential information such as social security numbers, dates of birth, student education records, medical information, benefits information, compensation, loans, or financial aid data, and faculty and staff evaluations need to be secured during printing, transmission (including by fax), storage, and disposal.

## **6034**

### **Role of Advancement Office**

One of the important roles of the Advancement Office is to promote the school while maintaining brand standards and messaging. This is accomplished by means of dialogue between individuals who desire to have information disseminated to the public about the good news of Chaminade-Madonna and the practical logistics of accomplishing the goal. For that reason, individuals are asked to collaborate closely with the members of the Advancement Office and Head of School throughout the school year for the production of marketing materials and publications, news and event coverage, website and social media postings, and school apparel.

## **6034.1**

### **Marketing Materials and Publications**

Samples of items to be included are: newsletters, brochures, flyers, graphics/logos, e-blasts, promotional items, to name a few. Draft items should be presented to the immediate supervisor or department head to ensure accuracy of message. Final copy will be approved by the Director of Advancement and/or the Head of School.

## **6034.2**

### **News and Event Coverage**

Samples of items to be included are: press releases (student achievement, athletic achievements, club activities, service projects, campus ministry, etc.), parish bulletin announcements (notifications of school events open to the general public), calendar of events, etc.

Author of content should present draft to immediate supervisor to ensure message accuracy. The supervisor submits copy to the Director of Advancement for review. The following “test” will be imposed on content – is the story relevant to the community, treatment of who-what-when-where-why, full names and graduation years of students, relevant quotes, photographs (be sure that every CMCP student in the photo has a media release form on file).

Note: Deadlines may vary based on publication; coverage is not guaranteed.

For school events, copy should be submitted to immediate supervisor. Edited copy should be submitted to the Assistant Head of School/Director of Student Activities as soon as possible with respect to the actual date of the event. Please include contact information of moderator for sponsoring event and pricing information (if applicable, such as gate fee, donation, etc.).

## **6034.3**

### **Website and Social Media**

Website and social media posting requests should be discussed with the Director of Advancement in the Advancement Office with final approval from the Head of School.

## **6034.4**

### **School Apparel**

Sample designs should be submitted to immediate supervisor for approval. Extracurricular designs are approved by the club/class moderator in conjunction with the Director of Advancement. Athletic designs are approved by the Director of Advancement in conjunction with the Athletic Director.

## **6035**

### **FCC/Telephone Consumer Protection Act**

In June 2015 the Federal Communications Commission adopted a proposal to protect consumers against unwanted robocalls and spam texts.

The Telephone Consumer Protection Act (TCPA) requires prior express consent for non-emergency autodialed, prerecorded, or artificial voice calls to wireless phone numbers, as well as for prerecorded calls to residential wireline numbers. The Commission reaffirmed that consumers are entitled to the same consent-based protections for texts as they are for voice calls to wireless numbers.

Chaminade-Madonna utilizes *SchoolMessenger* as its automated information service. Over the course of the year, you may be notified about relevant school events, etc. In order for the administration to contact you via this service, you must fill out and return the FCC form to the office at the start of the school year.

**6040**

### **Emergency Evacuation Procedures**

In the event of a fire or some other emergency which requires the evacuation of the buildings, an alarm is sounded throughout the campus. Instructions for the evacuation route to be used are posted in the front of each classroom. The following basic rules are adhered to in an emergency evacuation:

1. Silence is to be maintained.
2. The teacher leads the students from the building.
3. Students leave the classroom in single file order.
4. Books, etc., are left in the room.
5. The last student out of the room is to close the door.
6. Teachers bring their roll books with them in order to be able to account for all students.

Evacuation drills are held on a regular basis. During these drills, teachers demand the same of students as would be required in the event of an actual emergency. Refer to the Safety and Security Manual for information regarding all safety/security procedures.

**6060**

### **FERPA – Family Educational Rights Privacy Act**

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 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 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.

## **6070**

### **Keys**

At the beginning of the school year, each member of the faculty and staff is issued keys which will be necessary for his/her work. These keys are returned at the end of the school year; no faculty keys may be kept during the summer. A special set of keys is available for a teacher needing entrance to the school in the evening or on the weekend. School keys are never given to students or outsiders. The loss of a key or keys is reported to the Dean of Students immediately.

Any employee needing temporary additional access to the CMCP campus (i.e., day or weekend event (club/athletic), covering duties of a supervisor for temporary period of time, etc.) can sign out a key with the written approval of one of the following administrators, Head of School, Assistant Head of School, or CFO. The custodian of the campus key for sign-out is Assistant Head of School's Office Administrative Assistant.

## **6080**

### **Off-Campus Policy**

Students are not permitted to be off campus after they have arrived for the day. Faculty and staff should not leave campus during the day without the expressed permission of the Assistant Head of School.

## **6090**

### **Per Diem Schedule**

1. When in service of students, such as a chaperone for an off-campus activity or a coach for an away event, stipends will be paid for expenses. Receipts must be saved for



verification. Mileage rates fluctuate and are regulated by the Internal Revenue Service. Please see the Finance Office for information on current mileage rates and reimbursement for tolls and meals.

2. Hotel - Will be paid upon return; the hotel must be approved prior to departure.
3. When traveling without students (in-service conferences, etc.) the same rules will apply as above. However all expenditures must be approved prior to the trip. To obtain approval, submit any information provided, such as an agenda and/or a registration form at least one month in advance.
4. It is understood that the most economical travel plan will be utilized; if plane flights, car rentals, or taxis are necessary, all receipts must be submitted.
5. This schedule also serves as a guideline for consultants, retreat directors, and all who do work for Chaminade-Madonna.

## **6100**

### **Repairs**

Requests for repairs should be submitted via electronic work orders (SchoolDude).

## **6110**

### **Safety and Security**

Chaminade-Madonna endeavors to provide a safe and secure environment for our students, visitors and staff. All buildings on campus are equipped with a monitored alarm system, and employees are responsible to disarm the system if entering the building after hours. In the event that an alarm is activated by mistake, please follow the instructions provided on your security card.

The campus is monitored 24-hours per day by video camera, and keys are centrally controlled and issued to staff on an as-needed basis. Employees are responsible to safeguard the keys that are issued to them, and to report any loss or theft promptly. Employees are forbidden to make copies of keys, share keys with volunteers, students, or anyone else. Employees are not permitted to change or add door locks, equipment locks or install any other security device without the express permission of the Dean of Students. Employees should report any suspicious activity to the Director of Finance or Dean of Students, or contact 911 in the event of an emergency.

Visitors to the campus should be directed to the Main Office and should not wander the campus unescorted. Visitors not wearing a Visitor's Pass should be directed immediately to the Main Office for identification.

Employees are responsible for protecting themselves, both on and off the job, against injury.

**6120****School Activities/Supervision**

Active supervision is required of all adults in the presence of students. Examples of behaviors are walking around, engaging in conversation with students, maintaining vigilance, taking proactive steps to maintain crowd control, etc. All CMCP personnel are asked to assist in any and all activities which require the supervision of CMCP students.

**6121****On-Campus Supervision Responsibilities**

The administration may assign on-campus supervision responsibilities during the school day (i.e., cafeteria, Belanger Hall, hallway, parking lot, etc.). A full explanation of the duties assigned will be provided at the beginning of the semester.

1. Arrive on time for your duty and remain in place until your time period is completed.
2. Actively supervise the students in your area. This includes keeping the area clean (the students should be responsible for any trash) and making sure that their behavior is in keeping with appropriate expectations.
3. Keep students out of hallways and test prep areas out of respect for those who may be studying, etc.
4. Monitor restrooms as appropriate.

The Dean of Students is responsible for the maintenance of a supervision plan.

**6140****Weapons**

Possession, use or sale of firearms, ammunition, explosives, or any lethal weapon that could be used to harass, intimidate, or injure another individual is prohibited on campus or at any school sponsored activity, regardless of location.

## **APPENDIX - FORMS**

Media Release Form for Teachers, School Personnel, and Adults

iPad Faculty Use Agreement

MacBook Pro Faculty Use Agreement

Parent/Guardian Permission Form - Student Field Trip

Parent/Guardian Authorization - Transportation of Students in Personal Vehicle

Parent/Guardian Authorization - Transportation of Student by Student Driver in Private Vehicle

Pre-Arranged Absence Form

Fundraiser Request Form

Eleot Reference Guide 01

Eleot 2.0 Tool

Cognia Effective Learning Environments Observation Tool (ELEOT) Ratings Guide

FCC/Telephone Consumer Protection Act Release

Memorandum of Understanding (for Facility Rental)

Indemnification and Hold Harmless Agreement (for Facility Rental)

Facility Rental Rates

Acknowledgement and Statement of Understanding (Administrator/Educator Employment Agreement)

Acknowledgement and Statement of Understanding (Staff Employment Description)

Classification of Absence Definitions



**CHAMINADE-MADONNA COLLEGE PREPARATORY  
MEDIA RELEASE FORM FOR TEACHERS,  
SCHOOL PERSONNEL, AND ADULTS**

**2025-2026**

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

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

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

\_\_\_\_\_

I, \_\_\_\_\_, hereby grant permission to Chaminade-Madonna College Preparatory (hereafter referred to as “Chaminade-Madonna”), its agents and assigns, to use my 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 me 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: \_\_\_\_\_

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



**CHAMINADE-MADONNA COLLEGE PREPARATORY  
iPad FACULTY USE AGREEMENT**

**2025-2026**

\_\_\_\_\_, “INSTRUCTOR,” and CHAMINADE-MADONNA COLLEGE PREPARATORY, 500 EAST CHAMINADE DRIVE, HOLLYWOOD, FLORIDA, 33021, “SCHOOL,” enter into the following agreement:

**The Equipment:** One (1) iPad (“Equipment”, “device”) and related accessories (charger, cable, case). The INSTRUCTOR will hold no security or ownership interest in the Equipment. The School will maintain ownership of the Equipment during the Agreement Term.

**Agreement Term:** The School will issue the Equipment to the INSTRUCTOR on the date stated below. If INSTRUCTOR shares the iPad with another Employee, that Employee will be required to complete and sign the iPad Faculty Use Agreement. Each INSTRUCTOR using the iPad will return the Equipment in good operation order and condition. The Equipment must be immediately returned by INSTRUCTOR upon SCHOOL’s request or upon INSTRUCTOR’s termination of employment.

**Equipment Use:** The Equipment is to be used and operated only by SCHOOL Employees or students under the supervision of the INSTRUCTOR. When not using the Equipment, the INSTRUCTOR is responsible for storage and security of the Equipment. You are encouraged to use the iPad outside of the classroom, in accordance with the Faculty and Student Handbooks, and this Acceptable Use Agreement. Any inappropriate use of the iPad may result in disciplinary measures including, but not limited to, loss of iPad privileges.

**Purchase of Apps:** All apps purchased through the school Volume Purchase Program must be educational pertaining to possible classroom instruction. Apps for personal use and enjoyment will be purchased using the individual's iTunes account. Non-personal apps may not be deleted from the iPad.

**Photos and Video:** The iPad includes both a still digital camera and a digital video camera. Use of these components is encouraged for classroom projects only. Personal photos and videos produced on the iPad are prohibited. Before taking digital photographs or videos of your students, make certain that SCHOOL is in possession of their Media Release Form.

**Care and Operation of Equipment:** The Equipment may only be used and operated in a careful and proper manner. The iPad must remain inside of its cover and/or sleeve at all times during transport and must never be exposed to excessive heat or cold. Should the iPad become damaged, lost, or stolen report that to the Technology Office immediately. The software installed on the Equipment may not be copied, altered, or deleted in any manner without approval of the Director of Technology.

SCHOOL is responsible for reasonable and ordinary repairs of the iPad. Ordinary repairs include repairs required due to problems with the hardware and software resulting from ordinary use of the iPad. The ordinary use of iPad includes such normal and reasonable use of equipment of this nature. All ordinary repairs will be limited by the coverage of the warranty SCHOOL purchased from Apple.

INSTRUCTOR is responsible for the cost of repairs or replacement beyond what is covered by the AppleCare+ warranty up to the purchase price of the iPad in the amount of \$300.00, and/or \$50.00 for the iPad case that may be required as a result of operation of iPad in such a manner that is inconsistent with its intended purposes and normal operation. Direct all damage or loss incidents to the Technology Office for further repair directions. Additionally, INSTRUCTOR will likewise be liable for failure to return the iPad and any accessories (charger, case, etc.) issued by SCHOOL to DIRECTOR upon termination of this agreement.

Additional Replacement Charges:

Charger (\$20.00); Cable (\$20.00); Case with or without screen protector (\$50.00);  
Screen protector (\$10.00)

If all items are missing, the total cost is \$400.00.

I HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. MY SIGNATURE BELOW ACKNOWLEDGES RECEIPT OF THE iPad AND COMPLIANCE OF THIS AGREEMENT.

---

Faculty Member Name (INSTRUCTOR)

---

Signature

---

Date



## CHAMINADE-MADONNA COLLEGE PREPARATORY MACBOOK PRO USE AGREEMENT

2025-2026

\_\_\_\_\_, “INSTRUCTOR,” and CHAMINADE-MADONNA COLLEGE PREPARATORY, 500 EAST CHAMINADE DRIVE, HOLLYWOOD, FLORIDA, 33021, “SCHOOL,” enter into the following agreement:

**The Equipment:** One (1) MacBook Pro (“Equipment”, “device”) and related accessories (charger, cable, laptop bag). The INSTRUCTOR will hold no security or ownership interest in the Equipment. The School will maintain ownership of the Equipment during the Agreement Term.

**Agreement Term:** The School will issue the Equipment to the INSTRUCTOR on the date stated below. If INSTRUCTOR shares the MacBook Pro with another Employee, that Employee will be required to complete and sign the MacBook Pro Use Agreement. Each INSTRUCTOR using the MacBook Pro will return the Equipment in good operation order and condition. The Equipment must be immediately returned by INSTRUCTOR upon SCHOOL’s request or upon INSTRUCTOR’s termination of employment.

**Equipment Use:** The Equipment is to be used and operated only by SCHOOL Employees or students under the supervision of the INSTRUCTOR. When not using the Equipment, the INSTRUCTOR is responsible for storage and security of the Equipment. You are encouraged to use the MacBook Pro outside of the classroom, in accordance with the Faculty and Student Handbooks, and this Acceptable Use Agreement. Any inappropriate use of the MacBook Pro may result in disciplinary measures including, but not limited to, loss of MacBook Pro privileges.

**Expectations:** The minimum expectations set forth for use of the Equipment shall be, but not limited to:

- for the purpose of classroom practices and school-related matters (i.e., clubs, societies, and sports teams);
- to actively engage in ways to utilize the Equipment in accordance with SCHOOL's instructional program;
- to foster student engagement with the device through its use in his or her best practices as well as formative and summative assessment;
- to allow the student access to his or her device for academic purposes when appropriate;
- to participate in professional development activities related to the academic use of the Equipment as provided by the administration throughout the school year;
- to allow best practices incorporating the Equipment to be showcased as needed by the administration to enhance the professional development of the faculty and to promote the instructional program;
- to keep passwords and other sensitive information private from students;
- to comply with any other reasonable requests made by the administration from time to time.

**Purchase of Apps:** All apps purchased through the school Volume Purchase Program must be educational pertaining to possible classroom instruction. Apps for personal use and enjoyment will be purchased using the individual's iTunes account. Non-personal apps may not be deleted from the MacBook Pro.

**Photos and Video:** The MacBook Pro includes both a still digital camera and a digital video camera. Use of these components is encouraged for classroom projects only. Personal photos and videos produced on the MacBook Pro are prohibited. Before taking digital photographs or videos of your students, make certain that SCHOOL is in possession of their Media Release Form.

**Care and Operation of Equipment:** The Equipment may only be used and operated in a careful and proper manner. The MacBook Pro must remain inside of its cover and/or sleeve at all times during transport and must never be exposed to excessive heat or cold. Should the MacBook Pro become damaged, lost or stolen report this incidence to the Technology Office immediately. The software installed on the Equipment may not be copied, altered, or deleted in any manner without approval of the Director of Technology.

**Loss or Damage:** The INSTRUCTOR is liable for the purchase price of the MacBook Pro in the amount of \$1,200. Should the MacBook Pro suffer permanent loss or damage due to theft, loss, accidental destruction, or for any other reason. Additionally, the INSTRUCTOR will likewise be liable for failure to return the MacBook Pro to the Director of Technology upon termination of this agreement. The INSTRUCTOR will be liable for repair costs due to damage involving irresponsible handling which is not covered by the AppleCare+ Warranty. Hardware is in NEW condition as of August 2023.

**Additional Replacement Charges:** Charger (\$20.00); Cable (\$20.00); Bag (\$50.00)

If all items are missing, including the MacBook Pro, the total cost is \$1,290.00.

I HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT. MY SIGNATURE BELOW ACKNOWLEDGES RECEIPT OF THE MacBook Pro AND COMPLIANCE OF THIS AGREEMENT.

---

Faculty Member Name (INSTRUCTOR)

---

Signature

---

Date





**CHAMINADE-MADONNA COLLEGE PREPARATORY  
PARENT/GUARDIAN PERMISSION FORM  
STUDENT FIELD TRIP**

Dear Parents/Guardians:

Field trips are an important aspect of education, and the following field trip has been arranged. Every effort and precaution will be taken to make the trip safe, enjoyable, and valuable for those invited to attend. The group will be accompanied by an appropriate number of chaperones and will be taken on approved transportation that is covered by insurance. This trip has been approved by the Head of School and Assistant Head of School of Chaminade-Madonna (\_\_\_\_\_).

Initials of AHOS

Team or Group: \_\_\_\_\_

Coach/Moderator: \_\_\_\_\_

Destination: \_\_\_\_\_

Objective of Trip: \_\_\_\_\_

Cost per Pupil: \$ \_\_\_\_\_ *Please make checks and/or money orders payable to CMCP.*

Departure Date and Time: \_\_\_\_\_

Return Date and Time: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Lodging: \_\_\_\_\_

Meal Arrangements: \_\_\_\_\_

Appropriate Attire: \_\_\_\_\_

Other Information: \_\_\_\_\_

**Student Contract:**

Acknowledging that participation in field trips is a privilege and not a right, I agree to conduct myself in a manner that reflects positively on my family, my group, and my school. I specifically agree:

- To be on time for all meetings, activities, meals, events, and observe the established curfew.
- To avoid the possession or use of all contraband, including cigarettes, drugs, and alcohol, and to report any knowledge of contraband to the moderator.
- To respect the property of others, including personal possessions, vehicles or accommodations, and to safeguard my own property.
- To be responsible for my own costs and expenses, and avoid charging any expenses to the team, school or the event.

Student ID Number: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Student Cell #: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
Date

Student Email: \_\_\_\_\_

**Parent/Guardian Permission:**

As parent or guardian, I am fully informed and hereby grant permission for my child to participate in this trip.

**First Aid Consent:**

In the event that my child is injured, I authorize Chaminade-Madonna to provide or obtain emergency treatment without the necessity of prior consultation with me. In the event of any such injuries, I authorize my child to be transferred to such hospital as the school may deem advisable, and obtain the assistance of such physician or other assistance as the school may deem necessary.

Emergency Contact Information:

Mother: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Father: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Other: (w) \_\_\_\_\_ (h) \_\_\_\_\_ (c) \_\_\_\_\_

Relationship to Other: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Insurance: \_\_\_\_\_

Group#: \_\_\_\_\_ ID#: \_\_\_\_\_

My child takes the following medications regularly: \_\_\_\_\_

My child has the following allergies: \_\_\_\_\_

My child has the following chronic medical condition: \_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_  
date



**CHAMINADE-MADONNA COLLEGE PREPARATORY  
PARENT/GUARDIAN AUTHORIZATION  
TRANSPORTATION OF STUDENTS IN PERSONAL VEHICLE**

**Activity/Event:** \_\_\_\_\_

**Activity Sponsor:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
grant permission to my child to transport no more than four (4) students in his/her personal  
vehicle from the Chaminade-Madonna campus to \_\_\_\_\_.  
*(specify name of location and address)*

I understand that in the event of an accident or claim, my personal auto insurance will be primary,  
and that Chaminade-Madonna provides excess coverage only where claims exceed my personal  
insurance limits. I am assuming no additional responsibility for these students.

While transporting these students, my son/daughter will wear his/her seatbelt at **ALL** times and  
will require **ALL** passengers in the vehicle to do so also. My son/daughter will conscientiously  
observe **ALL** safety and traffic regulations. I believe that my son/daughter is a safe driver and is  
capable of assuming this responsibility.

I understand that this authorization may be revoked at any time by directing the request in writing  
to the activity sponsor.

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

Student Driver Name: \_\_\_\_\_  
Florida Driver License Number: \_\_\_\_\_  
Automobile Insurance Company: \_\_\_\_\_  
Policy Number: \_\_\_\_\_

I agree to wear my seatbelt, observe all safety and traffic regulations, and report any problems  
immediately to the activity sponsor.

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



**CHAMINADE-MADONNA COLLEGE PREPARATORY  
PARENT/GUARDIAN AUTHORIZATION  
TRANSPORTATION OF STUDENT  
BY STUDENT DRIVER IN PRIVATE VEHICLE**

**Activity/Event:** \_\_\_\_\_

**Activity Sponsor:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
give my child permission to travel in a private passenger vehicle driven by a student from the  
Chaminade-Madonna campus to \_\_\_\_\_.  
*(specify name of location and address)*

I understand that the student driver has a valid driver's license, minimum required personal auto insurance, parent/guardian permission for this activity, and is in no way responsible for my child. The driver has agreed to observe all driver safety and traffic laws, including the use of seatbelts for all passengers. I understand that my child will **ONLY** be transported **TO** the above specified location and that I will be responsible for picking my child up from that location at the appropriate time.

I am also aware that my child will be required to wear his/her seatbelt at **ALL** times while in the vehicle and that my child will be expected to act responsibly and maturely. The driver and or the activity sponsor may discontinue transportation for any student who fails to cooperate.

I understand that this authorization may be revoked at any time by directing the request in writing to the activity sponsor.

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

I agree to wear my seatbelt, cooperate with the driver, and conduct myself responsibly while being transported.

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



**Chaminade-Madonna College Preparatory**  
500 Chaminade Drive • Hollywood, Florida 33021 • (954) 989-5150

## **PRE-ARRANGED ABSENCE FORM**

Student Name: \_\_\_\_\_ Student Grade: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date(s) to be absent: \_\_\_\_\_

Reason: \_\_\_\_\_

**Teacher:** *Please comment on the advisability of the student's absence. This sheet will be given to parents/guardians for their signatures.*

<b>Period</b>	<b>Teacher's Name</b>	<b>Comments</b>	<b>Teacher's Initials</b>
<b>A/1</b>			
<b>B/2</b>			
<b>C/3</b>			
<b>D/4</b>			
<b>E</b>			
<b>F</b>			
<b>G</b>			
<b>H/5</b>			
<b>I/6</b>			
<b>J/7</b>			

**Student:** Have your teacher(s) complete this form, have it signed by your parent(s)/guardian(s), and return it to the Main Office.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Students \_\_\_\_\_



## CHAMINADE-MADONNA COLLEGE PREPARATORY

### FUNDRAISER REQUEST FORM

Fundraising Activity\_\_\_\_\_

Organization\_\_\_\_\_

Person in Charge\_\_\_\_\_

Request Prepared By\_\_\_\_\_

Location of Activity\_\_\_\_\_ Date and Time\_\_\_\_\_

For what purpose will the proceeds be used?\_\_\_\_\_

Who will be solicited?\_\_\_\_\_

Cost of Event/Items for Sale\_\_\_\_\_

Sources of Income (To Pay For Activity)\_\_\_\_\_

What school facilities are needed?\_\_\_\_\_

What equipment is needed?\_\_\_\_\_

Are permission slips needed? \_\_\_\_\_ Are doctors' waivers needed?\_\_\_\_\_

Who will be responsible for clean-up?\_\_\_\_\_

How many chaperones are needed?\_\_\_\_\_

Keys needed? \_\_\_\_\_ Who will unlock and lock facilities?\_\_\_\_\_

Is transportation to be provided by Chaminade-Madonna?\_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_ Additional Information Required      \_\_\_\_ Not Approved

\_\_\_\_\_  
Athletic Director or Student Life Director      Date

\_\_\_\_ Approved      \_\_\_\_ Additional Information Required      \_\_\_\_ Not Approved

\_\_\_\_\_  
Head of School      Date

## Effective Learning Environments Observation Tool® (eleot®)

### Environment A: Equitable Learning

Environment Item	Observe learners ...	Listen for learners saying ...
1. Learners engage in differentiated learning opportunities and/or activities that meet their needs.	<ul style="list-style-type: none"> <li>Working in small groups, whole groups, or individually</li> <li>Completing activities/experiences that are varied depending on understanding of content, student needs or student interest</li> </ul>	<p>"The concepts are easier to understand when I use a concept map."</p> <p>"I need to have a better understanding of this concept before I go to the next activity."</p>
2. Learners have equal access to classroom discussions, activities, resources, technology and support.	<ul style="list-style-type: none"> <li>Moving freely to access resources</li> <li>Being included in activities, responsibilities and discussions</li> <li>Talking with teacher and peers</li> </ul>	<p>"My learning group signed up to use the tablets every Tuesday and my friend's group uses the tablets every Monday."</p> <p>"We need to access Google Maps and get the elevation map from the resource file."</p>
3. Learners are treated in a fair, clear, and consistent manner.	<ul style="list-style-type: none"> <li>Self-correcting, showing acceptance of rules and consequences</li> <li>Acknowledging established classroom practices</li> </ul>	<p>"I'm moving my behavior clip to yellow."</p> <p>"I understand that I finished my project past the timeline, so that means I won't get the highest grade."</p>
4. Learners demonstrate and/or have opportunities to develop empathy/respect/appreciation for differences in abilities, aptitudes, backgrounds, cultures, and/or other human characteristics, conditions and dispositions.	<ul style="list-style-type: none"> <li>Engaging with students performing at different levels</li> <li>Asking questions to understand other cultures, differences</li> <li>Helping each other in heterogeneous groups</li> </ul>	<p>"In my home country, it is unlawful to protest against the government."</p> <p>"You have three sisters and I have one!"</p> <p>"I like helping my friend with math because I know it's harder for him than for me."</p>

## Effective Learning Environments Observation Tool® (eleot®)

### Environment B: High Expectations

Environment Item	Observe learners ...	Listen for learners saying ...
1. Learners strive to meet or are able to articulate the high expectations established by themselves and/or the teacher.	<ul style="list-style-type: none"> <li>Asking questions to clarify assignments or instructions</li> <li>Using personal goals or timelines to guide their work</li> <li>Referring to rubrics for criteria</li> </ul>	<p>"I will turn this work back in to you by tomorrow morning for extra credit."</p> <p>"Are my notes in the right format?"</p> <p>"I'm going to record my all-time best score on my progress chart."</p>
2. Learners engage in activities and learning that are challenging but attainable.	<ul style="list-style-type: none"> <li>Organizing information to make meaning of content</li> <li>Locating and using classroom resources</li> <li>Referencing sample work or teacher presented examples</li> </ul>	<p>"This question requires me to think about other people's opinions before I develop my own."</p> <p>"I have never had to analyze so many different sets of numbers!"</p>
3. Learners demonstrate and/or are able to describe high-quality work.	<ul style="list-style-type: none"> <li>Using and talking about sample work to complete tasks</li> <li>Showing peers how to apply specific steps or processes</li> <li>Making reference to sample work or models</li> </ul>	<p>"I can use the mock writing prompt for ideas on plot development."</p> <p>"The assignments check sheet lists many examples of the resources to use."</p>
4. Learners engage in rigorous coursework, discussions, and/or tasks that require the use of higher-order thinking (e.g., analyzing, applying, evaluating, synthesizing).	<ul style="list-style-type: none"> <li>Using content-specific vocabulary</li> <li>Applying concepts from other disciplines</li> <li>Creating something new or experimenting to find answers (models, responses to problems, projects)</li> </ul>	<p>"Let's use the formula we learned in math to predict the size of our landing area for our rocket test!"</p> <p>"We want to find a solution to the traffic congestion at dismissal time."</p>
5. Learners take responsibility for and are self-directed in their learning.	<ul style="list-style-type: none"> <li>Raising their hands for assistance from the teacher or other students</li> <li>Referring to their syllabus/personal learning objectives</li> <li>Staying focused on the learning</li> </ul>	<p>"I'm struggling to write the end of this research paper."</p> <p>"Our team is moving too slowly on this part of the project. We need to do better."</p>

## Effective Learning Environments Observation Tool® (eleot®)

### Environment C: Supportive Learning

Environment Item	Observe learners ...	Listen for learners saying ...
1. Learners demonstrate a sense of community that is positive, cohesive, engaged and purposeful.	<ul style="list-style-type: none"> <li>Helping each other with learning activities</li> <li>Displaying an agreement with or understanding of the classroom's rules</li> <li>Willingly working together on activities, projects or assignments</li> </ul>	<p>"Our learning group has completed the first two steps of the problem."</p> <p>"My partner and I gave each other feedback on how we worked together."</p>
2. Learners take risks in learning (without fear of negative feedback).	<ul style="list-style-type: none"> <li>Proposing non-traditional questions or answers</li> <li>Presenting contrasting opinions; trying new tasks</li> <li>Volunteering to lead an activity or try something new when others do not</li> </ul>	<p>"Why should we impose our beliefs on another society?"</p> <p>"I don't think we conserve energy by recycling."</p>
3. Learners are supported by the teacher, their peers and/or other resources to understand content and accomplish tasks.	<ul style="list-style-type: none"> <li>Seeking help or clarification</li> <li>Asking for additional instruction</li> <li>Offering assistance to their peers or showing others how to do something</li> </ul>	<p>"If there wasn't a model posted in our sample corner, this lab report would be tougher to finish."</p> <p>"If you are available during lunch, may I come back to your room to review the assignment?"</p>
4. Learners demonstrate a congenial and supportive relationship with their teacher.	<ul style="list-style-type: none"> <li>Giving compliments to peers and teacher</li> <li>Offering encouraging words to peers</li> <li>Serving as peer friends during discussions, activities, etc.</li> </ul>	<p>"You can do it. Don't give up even though the problems are difficult."</p> <p>"We should ask the other group if they want us to help them prepare for the presentation."</p>

## Effective Learning Environments Observation Tool® (eleot®)

### Environment D: Active Learning

Environment Item	Observe learners ...	Listen for learners saying ...
1. Learners' discussions/dialogues/exchanges with each other.	<ul style="list-style-type: none"> <li>Participating in small group activities and student-facilitated lessons</li> <li>Showing listening skills toward other learners</li> <li>Responding to questions posed by students</li> </ul>	<p>"Our team is ready to lead the class discussion on the refugee crisis."</p> <p>"I disagree with your opinion and want to ask other classmates their thoughts."</p>
2. Learners make connections from content to real-life experiences.	<ul style="list-style-type: none"> <li>Solving problems, applying information</li> <li>Comparing new learning with real-life situations</li> </ul>	<p>"My group is working on a project to solve the school's traffic congestion before and after school."</p> <p>"I know how to use this learning to design my own website."</p>
3. Learners are actively engaged in the learning activities.	<ul style="list-style-type: none"> <li>Asking questions; talking to others about activity</li> <li>Working towards completion of the activity</li> <li>Interacting with their peers to solve problems or discover solutions</li> </ul>	<p>"As soon as I finish with this activity, I'd like to work on the group project with Tanya and Marisa."</p>
4. Learners collaborate with their peers to accomplish/complete projects, activities, tasks and/or assignments.	<ul style="list-style-type: none"> <li>Asking questions, listening and talking to other students about their learning</li> <li>Sharing resources</li> <li>Showing interest in the same learning objective or topic</li> </ul>	<p>"What about placing this piece here to make the base of the tower more stable?"</p> <p>"Let's research this topic together."</p>



Effective Learning Environments Observation Tool® (eleot®)

## Environment E: Progress Monitoring & Feedback

Environment Item	Observe learners ...	Listen for learners saying ...
1. Learners monitor their own learning progress or have mechanisms whereby their learning progress is monitored.	<ul style="list-style-type: none"> <li>Using checklists or rubrics</li> <li>Answering questions from teacher about progress or where they feel challenged</li> <li>Following their learning objectives and timelines</li> </ul>	<p>"I'm almost finished. I need help with #2."</p> <p>"Yes, I was able to find the different regions of South America."</p>
2. Learners receive/respond to feedback from teachers/peers/other resources to improve understanding and/or revise work.	<ul style="list-style-type: none"> <li>Correcting work or steps taken to complete an activity</li> <li>Responding to questions</li> <li>Retaking assessments</li> <li>Asking questions to members from their learning group</li> </ul>	<p>"Thank you. How is my work now?"</p> <p>"I followed your example for adding exponents, and then I was able to correct all the errors on my test."</p>
3. Learners demonstrate and/or verbalize understanding of the lesson/content.	<ul style="list-style-type: none"> <li>Taking notes</li> <li>Participating in activities</li> <li>Contributing to discussions in small groups or with their learning partners</li> <li>Using content-specific vocabulary</li> </ul>	<p>"This is like yesterday's lesson."</p> <p>"You need to measure the outside of a shape to find its perimeter."</p>
4. Learners understand and/or are able to explain how their work is assessed.	<ul style="list-style-type: none"> <li>Using rubrics</li> <li>Referring to course syllabus for grading information</li> <li>Reviewing exemplars</li> </ul>	<p>"I need to finish all four problems to make a good grade."</p> <p>"We need to look at the rubric so that we know how to make the best robot."</p>

Effective Learning Environments Observation Tool® (eleot®)

## Environment G: Digital Learning

Environment Item	Observe learners ...	Listen for learners saying ...
1. Learners use digital tools/technology to gather, evaluate and/or use information for learning.	<ul style="list-style-type: none"> <li>Accessing search engines; solving problems</li> <li>Finding resources, citations, information on topics of interest</li> <li>Demonstrating confidence when using the digital tools/resources</li> </ul>	<p>"This site has the most information on how to write a five-paragraph theme."</p> <p>"We are using the ITE standards as a basis to test our skills and knowledge."</p>
2. Learners use digital tools/technology to conduct research, solve problems and/or create original works for learning.	<ul style="list-style-type: none"> <li>Designing graphic arts, working on multimedia projects</li> <li>Finding resources, citations, information for research purposes</li> <li>Demonstrating confidence when using the digital tools/resources</li> </ul>	<p>"I am almost finished with the design for our band class's new logo."</p> <p>"Have you found out how to design an aquaponics garden?"</p>
3. Learners use digital tools/technology to communicate and/or work collaboratively for learning.	<ul style="list-style-type: none"> <li>Using blogs, social media</li> <li>Working with other learners on a project or activity</li> <li>Demonstrating confidence when using the digital tools/resources</li> <li>Providing feedback to peers online</li> </ul>	<p>"Our team will write next week's class blog."</p> <p>"Don't forget to update our team's progress on our documents page."</p>

## Effective Learning Environments Observation Tool® (eleot®)

### Environment G: Digital Learning

Environment Item	Observe learners ...	Listen for learners saying ...
1. Learners use digital tools/technology to gather, evaluate and/or use information for learning.	<ul style="list-style-type: none"> <li>• Accessing search engines; solving problems</li> <li>• Finding resources, citations, information on topics of interest</li> <li>• Demonstrating confidence when using the digital tools/resources</li> </ul>	<p>"This site has the most information on how to write a five-paragraph theme."</p> <p>"We are using the ISTE standards as a basis to test our skills and knowledge."</p>
2. Learners use digital tools/technology to conduct research, solve problems and/or create original works for learning.	<ul style="list-style-type: none"> <li>• Designing graphic arts, working on multimedia projects</li> <li>• Finding resources, citations, information for research purposes</li> <li>• Demonstrating confidence when using the digital tools/resources</li> </ul>	<p>"I am almost finished with the design for our band class's new logo."</p> <p>"Have you found out how to design an aquaponics garden?"</p>
3. Learners use digital tools/technology to communicate and/or work collaboratively for learning.	<ul style="list-style-type: none"> <li>• Using blogs, social media</li> <li>• Working with other learners on a project or activity</li> <li>• Demonstrating confidence when using the digital tools/resources</li> <li>• Providing feedback to peers online</li> </ul>	<p>"Our team will write next week's class blog."</p> <p>"Don't forget to update our team's progress on our documents page."</p>

## Effective Learning Environments Observation Tool® (eleot®)

### Ratings Guide

When observing in classrooms, consider the following factors as you determine the rating for each eleot® item:

- Routine and Systemic
- Quality of Application
- Quantity of Students Applying Item
- Frequency of Application

The factors are listed in order of importance from greatest to least. Thus, the "routine and systemic" category carries more weight than "frequency of application." The rubric below is intended to provide guidance and is not the simple average of the four factors. Observers should use professional knowledge and judgment in determining the final item rating based on the rubric.

Factors to consider when using eleot:	VERY EVIDENT 4	EVIDENT 3	SOMEWHAT EVIDENT 2	NOT OBSERVED 1
<b>Routine and Systemic</b>	Clearly understood, familiar practice and a regular part of the classroom environment	Generally understood practice but not completely routine	Singularly used practice and/or not part of the regular routine	Not observed
<b>Quality of Application</b>	Deep and more complex application of item	Moderate to some complex application of item	Superficial or simple application of item	No application of item
<b>Quantity of Students Applying Item</b>	All or most students are applying item	At least half of students are applying item	Some or only a few students are applying item	No students are applying item
<b>Frequency of Application</b>	The item is observed with high frequency	The item is observed with moderate frequency	The item is observed once or very few times	Not observed

The purpose of this tool is to help you identify and document observable evidence of classroom environments that are conducive to student learning. **Circle the number that corresponds with your observation of each learning environment item descriptor below. As needed and appropriate make inquiries with learners.**

Date \_\_\_\_\_ School \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_ Grade Levels \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_ Check ALL that apply: Lesson Beg \_\_\_\_\_ Lesson Mid \_\_\_\_\_ Lesson End \_\_\_\_\_ Subject Observed \_\_\_\_\_ Observer \_\_\_\_\_

	Very Evident	Evident	Somewhat Evident	Not Observed
<b>A. Equitable Learning Environment:</b>				
1. Learners engage in differentiated learning opportunities and/or activities that meet their needs	4	3	2	1
2. Learners have equal access to classroom discussions, activities, resources, technology, and support	4	3	2	1
3. Learners are treated in a fair, clear and consistent manner	4	3	2	1
4. Learners demonstrate and/or have opportunities to develop empathy/respect/appreciation for differences in abilities, aptitudes, backgrounds, cultures, and/or other human characteristics, conditions and dispositions	4	3	2	1
<b>B. High Expectations Environment:</b>				
1. Learners strive to meet or are able to articulate the high expectations established by themselves and/or the teacher	4	3	2	1
2. Learners engage in activities and learning that are challenging but attainable	4	3	2	1
3. Learners demonstrate and/or are able to describe high quality work	4	3	2	1
4. Learners engage in rigorous coursework, discussions, and/or tasks that require the use of higher order thinking (e.g., analyzing, applying, evaluating, synthesizing)	4	3	2	1
5. Learners take responsibility for and are self-directed in their learning	4	3	2	1
<b>C. Supportive Learning Environment:</b>				
1. Learners demonstrate a sense of community that is positive, cohesive, engaged, and purposeful	4	3	2	1
2. Learners take risks in learning (without fear of negative feedback)	4	3	2	1
3. Learners are supported by the teacher, their peers and/or other resources to understand content and accomplish tasks	4	3	2	1
4. Learners demonstrate a congenial and supportive relationship with their teacher	4	3	2	1
<b>D. Active Learning Environment:</b>				
1. Learners' discussions/dialogues/exchanges with each other and the teacher predominate	4	3	2	1
2. Learners make connections from content to real-life experiences	4	3	2	1
3. Learners are actively engaged in the learning activities	4	3	2	1
4. Learners collaborate with their peers to accomplish/complete projects, activities, tasks and/or assignments	4	3	2	1
<b>E. Progress Monitoring and Feedback Environment:</b>				
1. Learners monitor their own learning progress or have mechanisms whereby their learning progress is monitored	4	3	2	1
2. Learners receive/respond to feedback (from teachers/peers/other resources) to improve understanding and/or revise	4	3	2	1
3. Learners demonstrate and/or verbalize understanding of the lesson/content	4	3	2	1
4. Learners understand and/or are able to explain how their work is assessed	4	3	2	1
<b>F. Well-Managed Learning Environment:</b>				
1. Learners speak and interact respectfully with teacher(s) and each other	4	3	2	1
2. Learners demonstrate knowledge of and/or follow classroom rules and behavioral expectations and work well with others	4	3	2	1
3. Learners transition smoothly and efficiently from one activity to another	4	3	2	1
4. Learners use class time purposefully with minimal wasted time or disruptions	4	3	2	1
<b>G. Digital Learning Environment</b>				
1. Learners use digital tools/technology to gather, evaluate, and/or use information for learning	4	3	2	1
2. Learners use digital tools/technology to conduct research, solve problems, and/or create original works for learning	4	3	2	1
3. Learners use digital tools/technology to communicate and/or work collaboratively for learning	4	3	2	1



**CHAMINADE-MADONNA COLLEGE PREPARATORY**  
**FCC/TELEPHONE CONSUMER PROTECTION ACT RELEASE**

**2025-2026**

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

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

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

\_\_\_\_\_

I, \_\_\_\_\_, 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: \_\_\_\_\_

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



## **CHAMINADE-MADONNA COLLEGE PREPARATORY**

### **Fall Baseball/Summer Camp/Auxiliary Activities**

#### **MEMORANDUM OF UNDERSTANDING**

Activity Requesting Use of Facilities

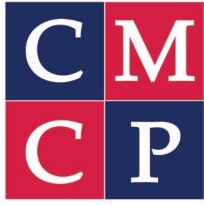
Dates (this form must be submitted no less than three weeks prior to the event)

Time(s) of Event(s)

Person Making Request

Rental Rate

Individual/group renting a CMCP facility agrees to indemnify, defend and hold harmless Chaminade-Madonna College Preparatory, Inc., their officers, agents, employees, affiliates, successors and assigns from and against any and all losses, liabilities, damages, claims, fines, causes of action deficiencies, costs and expenses.



## CHAMINADE-MADONNA COLLEGE PREPARATORY

### Fall Baseball/Summer Camp/Auxiliary Activities

### INDEMNIFICATION AND HOLD HARMLESS

In consideration of my use of Chaminade-Madonna College Preparatory's Facilities, (hereinafter "School Facilities"), I, \_\_\_\_\_ ("Applicant") (hereby knowingly, freely, and voluntarily assume all of the risks associated with my use of the School Facilities, including but not limited to, any risks that arise from negligence or carelessness on the part of Chaminade-Madonna College Preparatory, its officers, employees, agents, or volunteers (collectively the School). I, for myself, family, guardians, child, children, heirs, executors and administrators, agree to release, waive, discharge, and acquit the School of any liability, claim, and cause of action I have ever had, now have, or hereafter can, must, or may have, against the School in connection with or arising out of the use of the School Facilities or equipment associated with the School Facilities including but not limited to any claims caused in whole or in part from the negligence of the School. I, for myself, family, guardians, child, children, heirs, executors and administrators, further agree to indemnify and hold the School harmless from and against any claim, demand, or cause of action of whatsoever kind or nature including attorney's fees, costs, and expenses resulting from losses sustained by third parties arising out of my use of the School Facilities or equipment associated with the School Facilities including but not limited to any claims caused in whole or in part from the negligence of the School. (1) The undersigned has read all of the above information and understands that the undersigned is voluntarily giving up certain rights by signing this waiver and release of liability form. (2) I declare that I have read the foregoing document and agree to the waiver, release, and indemnification of the School as stated. Under penalty of perjury, I declare that I have read the foregoing document and the facts stated herein are true.

#### **Insurance**

The School requires that all applicants carry a general liability limit of no less than \$1,000,000 per occurrence. The certificate of insurance must name Chaminade-Madonna College Preparatory (500 E. Chaminade Drive Hollywood, Florida, 33021) as the certificate holder and Chaminade-Madonna College Preparatory as an additional insured.

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Signature of Renter/Date

Notary Seal



## CHAMINADE-MADONNA COLLEGE PREPARATORY

### FACILITY RENTAL RATES

Gym	\$75 per hour
Weight Room	\$75
Baseball/Softball Field*	\$50
Soccer/Football Field*	\$125
Black Box	\$50
Stage	\$50
Dance Studio	\$80
Standard Classroom	\$75
Zaragoza Center* (catering/food/janitorial services separate)	\$250
Queen of Peach Chapel (clergy/other separate)	\$100

Insurance rider required for Fall baseball and any other non-CMCP group renting any facility.

Rental agreement indicating dates and times of facility use is due to the Director of Finance no less than three (3) weeks prior to the start of the event.

Security is REQUIRED for all on-campus events at the rate of an additional \$50 per hour. In the case of multiple summer camps in session at the same time, this fee may be pro-rated across all events.

Janitorial service is billed at \$75 per hour.

Evening events must end no later than 10:00 P.M.

\*Sound system, scoreboards, and other technology billed separately. Must have approved CMCP operator.



## CHAMINADE-MADONNA COLLEGE PREPARATORY

### ACKNOWLEDGEMENT AND STATEMENT OF UNDERSTANDING

#### (ADMINISTRATOR/EDUCATOR EMPLOYMENT AGREEMENT)

By signing below, I acknowledge that I have received a copy of the handbook and understand that it is my responsibility to read the handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the handbook in the future. I also understand that if I violate any of the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment contract.

I understand that the handbook contains information about the employment policies and practices of Chaminade-Madonna. I understand that the policies outlined in this handbook are management guidelines only, which in a developing organization will require changes from time to time. I understand that Chaminade-Madonna retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. I understand that this handbook supersedes and replaces any and all prior handbooks and any inconsistent verbal or written policy statements.

I understand that the information in this handbook represents guidelines only and that Chaminade-Madonna College Preparatory reserves the right to modify this handbook or amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefit programs. I understand that I am responsible for reading the handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of Chaminade-Madonna College Preparatory, whether set forth in this handbook or elsewhere.

I understand that Chaminade-Madonna reserves the right to revise, delete, and add to the provisions of this handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this handbook.

If I have questions about the content or interpretation of this handbook, I will ask my supervisor or the Human Resources Department.

---

Employee's Name (Please Print)

---

Employee's Signature

---

Date





## CHAMINADE-MADONNA COLLEGE PREPARATORY

### ACKNOWLEDGEMENT AND STATEMENT OF UNDERSTANDING

#### (STAFF EMPLOYMENT DESCRIPTION)

By signing below, I acknowledge that I have received a copy of the handbook and understand that it is my responsibility to read the handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the handbook in the future. I also understand that if I violate any of the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the handbook contains information about the employment policies and practices of Chaminade-Madonna. I understand that the policies outlined in this handbook are management guidelines only, which in a developing organization will require changes from time to time. I understand that Chaminade-Madonna retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. I understand that this handbook supersedes and replaces any and all prior handbooks and any inconsistent verbal or written policy statements.

I understand that Chaminade-Madonna reserves the right to revise, delete, and add to the provisions of this handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this handbook. I understand that this handbook is not intended to create contractual obligations with respect to any matters it covers and that the handbook does not create a contract guaranteeing that I will be employed for any specific time period. **I further understand the employment relationship is at will and may be terminated by either party for any reason, with or without cause or warning.**

I understand nothing in this handbook is created to infringe on any available legal rights.

If I have questions about the content or interpretation of the this handbook, I will ask my supervisor or the Human Resources Department.

---

Employee's Name (Please Print)

---

Employee's Signature

---

Date



## CHAMINADE-MADONNA COLLEGE PREPARATORY

### CLASSIFICATION OF ABSENCES

#### **Chaminade-Madonna Sponsored Leave Time: Funded by CMCP**

Every employee is allocated a number of paid absence days based on the number of months worked in one year. These are generally two (2) days for personal leave and the balance for illness for self or a family member.

For example, teachers receive 10 days TOTAL (2 personal and 8 sick days). The BALANCE of any unused days at the end of the school year are transferred to a short-term disability bank. If a teacher has used 4 days out of the 10, for example, then the remaining 6 days would go to the bank). **Banked days are not available for use unless they are connected to an APPROVED short-term disability leave.**

Employees may not access the bank for COVID-related illness since the quarantine period is now five days.

#### **Short Term Disability Leave: Monthly Premium Funded by CMCP**

CMCP's short-term disability policy has stipulations which must be met PRIOR to the leave (where feasible). **CMCP has no role in the approval process of this leave.** The employee must have worked 1025 hours to qualify. According to the insurance policy:

"You should file claim forms within 20 days of the date of a loss [absence] . . . including the supporting documentation required . . . your benefit is adjusted based on any sick pay, vacation pay or other salary continuation that the employer pays to you."

**This means that the CMCP-sponsored leave time for the current year must be fully expended before the disability policy will consider the details of your claim.**

Schedule of Benefits: Injury - No minimum days (insured from day 1); Illness – coverage begins on day 8. Maximum benefit period to 90 days at 70% of salary.

**Failure to file the forms prior to the anticipated leave (where feasible) will nullify your claim for STD compensation.**

#### **Long Term Disability: Monthly Premium Funded by CMCP**

Begins at day 91 at 60% of salary after the exhaustion of short-term disability coverage, separate qualification requirements. CMCP has no role in approving this benefit. Must have worked 1025 hours to qualify.

#### **Family Medical Leave Act – FMLA**

Specific filing requirements. Can be taken for up to 12 weeks in one calendar year of unpaid

leave. FMLA offers security for your current position (or lateral position) upon return. Must have worked 1025 hours to qualify. No connection to either short or long-term disability.