

# **CHAMINADE-MADONNA COLLEGE PREPARATORY**

## **PARENT/STUDENT HANDBOOK 2025-2026**



### **MISSION STATEMENT**

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

**Celebrating 65 Years of Excellence  
“Toward a Better World”**

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**School Testing Number: 100-678**

**Accredited by Cognia™**

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

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## INTRODUCTION

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

## HISTORY AND PHILOSOPHY OF SCHOOL

### MESSAGE FROM THE HEAD OF SCHOOL

Dear Families and Students,

I was driving the other day and the person on the radio proclaimed that it had been 25 years since the Y2K occurrence – I could hardly believe it. I remember well where I was when all of that was going on. People were “sure” that all the computers (as we knew them back then) were going to crash, that the world would end, that there would be a run on the banks and at very least that life as we knew it would be seriously disrupted. I woke up on January 2, 2000 to find that none of the predictions had come to pass.

Since then, we have had COVID and now AI, what's next? It's probably a good thing that we don't have a crystal ball which might enable us to see into the future. If we did, I think that there would be no reason for us to believe in hope.

My message to you this year is simple – be the BEST you can be every day. Enjoy this year's journey at CMCP. Be hopeful, be happy, assume the best in everyone and your time will be both productive and well spent. The community is here to support you in that venture. It's completely worth it and you CAN do wonderful things.

The contents of this handbook are meant to offer you sensible parameters and advice on how all of us can contribute to our communal life together. If you have any questions about policies or directives, please contact the Deans who will be happy to assist you.

GO LIONS!



Judith Muecheck, Ph.D.  
Head of School

## **VISION**

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

## **MISSION**

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

## **HISTORY OF THE SCHOOL**

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

## **THE MARIANISTS AND OUR HERITAGE**

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

## **OPEN ADMISSION POLICY**

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

## **PROFESSIONAL AFFILIATIONS/MEMBERSHIPS**

Actors Equity Association  
American Association of Teachers of French  
American Association of Teachers of Spanish and Portuguese  
American School Counselor Association  
American Society of Composers, Authors and Publishers  
Archdiocese of Miami  
Association of Supervision and Curriculum Development  
Association for the Study of Higher Education  
Broward Council of Non-Profit Schools  
Broward County Nonpublic School Association  
Cognia™  
The College Board  
Council for American Private Education  
Educational Theatre Association  
Florida Art Education Association  
Florida High School Athletic Association  
Florida Music Education Association  
Florida School Music Association  
Florida Vocal Association, Inc.  
Hollywood Chamber of Commerce  
Hollywood Rotary Club  
International Society of Catholic Scientists  
International Technology and Engineering Educators' Association  
International Thespian Society  
Marianist Network of Secondary Schools  
National Art Education Association  
National Association of Biology Teachers  
National Association of Secondary School Principals  
National Association of Teachers of Mathematics  
National Association for College Admissions Counseling  
National Business Officers Association  
National Catholic Education Association  
National Council of Teachers of English  
National Council for the Social Studies  
National Federation for Catholic Youth Ministry (NFCYM)  
National Science Teachers Association  
SAG/AFTRA (Film and Television)  
Society of Mary – U.S. Province  
South Florida Counselor Consortium  
St. Thomas University

## GENERAL SCHOOL INFORMATION

### HOURS OF OPERATION

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

### SCHOOL COLORS

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

### SCHOOL MASCOT

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

### SCHOOL MOTTO

Ad Mundum Meliorem - Toward a Better World

### SCHOOL CREST



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

### SCHOOL ALMA MATER

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

### MARIANIST PRAYERS

#### Doxology

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

#### Three O'Clock Prayer

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

## LEADERSHIP

### OWNERSHIP

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

### BOARD OF TRUSTEES

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)

### 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

### GUIDANCE SERVICES

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

Director of Guidance/Counselor  
Guidance Counselor  
College Placement Coordinator



## CAMPUS MINISTRY

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

### Goals and Objectives:

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

### PROGRAMS

#### Retreats

- **Reflection Day for Freshmen** This day-long experience gives the freshman class an opportunity to build community and to reflect on what it means to be part of the Marianist community.
- **Reflection Day for Sophomores** This day-long experience gives the sophomore class the opportunity to reflect on its role in their community and what gifts they bring to the Marianist Community.
- **Antioch Retreat** is a two-night/three-day retreat open to all students in the eleventh grade to experience the risen Christ in a communal setting. Students wishing to participate are open and willing to grow in their relationship with God and others. There is a fee to attend Antioch.
- **Encounter** is a three-night/four-day retreat required for all students in the twelfth grade. During this retreat, students are brought to a greater realization of self-worth and the importance of others and God in their lives. There is a fee to attend Encounter.

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

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

#### S.A.L.T. Team

- S.A.L.T. stands for "Serving and Leading Together." In the Marianist tradition, this program develops leadership skills to lead retreats, small group discussions, and public speaking.
- We believe that by empowering students to serve their peers create stronger bonds within the members of our community and enrich student faith development.
- S.A.L.T. workshops are offered to Juniors and Seniors once a semester.

#### Other Ministries

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

#### Other Prayer and Worship Services

- School-wide mass.
- Daily morning prayer.
- Optional mass attendance in Queen of Peace Chapel.
- Optional Sacrament of Reconciliation.
- Prayer services for athletic teams.

## WELLNESS CENTER

The Wellness Center is located in Kearns Hall and is staffed from 8:00 A.M. to 3:00 P.M. Chaminade-Madonna has a registered nurse (Wellness Center Clinician) on staff to take care of students with medical conditions or who become ill during the school day. Parents with concerns over the health of their student(s) may email a message to [wellnesscenter@cmlions.org](mailto:wellnesscenter@cmlions.org).

Students with medical needs:

Chaminade-Madonna is committed to providing a safe and healthy environment for its students. Health policies and practices are reviewed regularly and are in accord with the Florida Department of Health guidelines.

- Parents requesting the administration of over-the-counter medications are required to have an “*Authorization for Selected Over-the-Counter*” (OTC) *Medication Form* on file in the clinic. Examples of OTC medications are Tylenol/acetaminophen, Advil or Motrin/Ibuprofen, Midol, to name a few. **Parents must supply the OTC medication where it will be labeled and stored in the student clinic. The student will request a dose from the school nurse as needed. Students may not be in possession of OTC medications during the school day.**
- Students with more serious chronic medical conditions who require in-school administration of medication (i.e., diabetes, depression, other) must have a “*Parent/Guardian Medication Administration Consent Form*,” which includes the signature of the prescribing physician, on file in the clinic. **Parents must supply the prescribed medication where it will be labeled and stored in the Wellness Center. The student will come to the clinic for the proper dosage dispensing.**
- Students requiring surgery, hospitalization, or who have a significant illness, injury or concussion should contact the Wellness Center Clinician to discuss the details of the situation. She will inform the student’s guidance counselor and the Assistant Head of School for coordination of assignments and return to school.
- A physician’s release will be required for return to school or participation in sports or HOPE after more serious injury/illness.
- Any student who has an injury which requires use of the elevator/lift should inform the Wellness Center Clinician who will issue a pass and train the student on the use of the lift to the second-floor classrooms.
- Parents may request a meeting with the school nurse to review their child’s medical information and arrange for a teacher meeting if necessary.
- **All students must have an up-to-date vaccination record on file. Form 681 exemptions are not accepted.**

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 school nurse, 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.

## ACADEMIC POLICIES

### ACADEMIC CALENDAR

The 2025-2026 school year begins for students on August 21, 2025. Updated daily, the calendar of school events is available on the school website.

### GRADUATION REQUIREMENTS

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

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

### GRADING POLICIES

#### Grading Scale

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

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

#### Grading and Report Cards

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

#### Exam Policy

##### *December Mid-Terms*

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

##### *Seniors*

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

No other grade levels may exempt an exam.

##### *May (Seniors)*

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

##### *June (Juniors)*

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

### **Semester Exams**

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

### **Honor Rolls**

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

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

### **Academic Awards**

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

### **Failures**

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

### **Academic Probation**

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

### **Forgiveness Policy**

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

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

### **Summer School**

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

## **MONITORING STUDENT PROGRESS**

### **Appointments**

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

### **Agenda and Homework**

All students are given an iPad which includes the school calendar. Students are encouraged to record all assignments in every class on the iPad. Understanding that homework includes reading and studying as well as written work, students and parents should expect approximately three hours of homework daily. Students cannot

become educated with class work only; their work extends beyond school hours. If they do not do homework, they may not attain success.

#### **Canvas**

Parents can monitor their child's academic progress through Canvas, our secure learning management system, on a regular basis. Parents and students can access Canvas for grades, assignments, and content to enhance the student's course work.

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

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

### **COURSE OF STUDY**

#### **Course Selection**

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

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

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

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

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

### **DUAL ENROLLMENT**

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

## **ADDITIONAL EDUCATIONAL PROGRAMS**

### **THE LEARNING CENTER**

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

### **SERVICE-LEARNING PROGRAM**

Each student is required to complete a minimum of 25 hours of community service per academic year. These hours are due the last Friday in May and must meet all guidelines provided by the Student Activities Office. Students are responsible for logging hours electronically as well as providing appropriate documentation when requested.

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

In order to be considered for the Community Service Award, which is celebrated at the Academic and Service Awards Celebration, students must also complete the following additional hours by Friday, 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 during freshman year)
- **Grade 11** Mandatory 25 service hours off campus PLUS AN ADDITIONAL 100 HOURS (this does not include hours accrued during sophomore year)
- **Grade 12** Mandatory 25 service hours off campus PLUS AN ADDITIONAL 125 HOURS (this does not include hours accrued during junior year)

### **SERVICE WEEK**

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

### **TUTORING**

Teachers are available to their students on blue days from 2:00 to 3:15 P.M. for additional help. Additional help may be arranged through the Guidance Department or the honor society moderators.

## ENROLLMENT MANAGEMENT

### INCOMING NINTH GRADERS

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

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

### TRANSFER STUDENT APPLICATION PROCESS

#### Guidelines for Transfer Students

- The current student's sending school must be accredited by the U.S. Department of Education or provide proof of accreditation from a recognized agency.
- Enrollment is restricted to students with a good behavior record who have academic ability that is average or above average. Additionally, credits earned must reflect grade level or above their respective grade level. *Please note, CMCP does not accept medical/religious exemptions for immunization certificates.*
- Any transfer student who does not remain matriculated for at least three semesters, regardless of the reason for the withdrawal, will be liable for repayment of the full amount of tuition assistance that was granted by CMCP before official transcripts will be released.
- If an applicant has a diagnosed learning disability, a psychoeducational evaluation less than three years old must be provided during the application process. Admission can be granted with Learning Center mandatory or recommended depending upon the needs of the child. The ESE Specialist will join the Admissions Committee in this case.
- **No application will be reviewed if a step in the process has not been completed.**
- Once the Director of Enrollment Management has been in contact with the family of the applicant, the file will be open for only two weeks. Within this time all documents listed below must be provided. Once the file has been closed, there will be no reconsideration.

#### Timeline of Admissions

Fall - March 1 of student's current academic year through September 1

Spring - November 1 of student's current academic through January 1

#### Application Process

**STEP ONE:** Complete the application link and schedule a meeting with the Director of Enrollment Management to discuss the reason for transfer.

**STEP TWO (to begin after consultation):** The student must complete a Mathematics and English proficiency test. This is also used for Honors eligibility.

**STEP THREE:** All requested documents from the attending accredited school must be submitted within a two-week period after requested by the CMCP Director of Enrollment Management.

#### Required Documents:

- High School Transcripts
- Recommendation completed from the attending school's administration
- Discipline History Report
- Attendance Record Report
- Standardized Testing Results
- PSAT for Honors Placement
- Service Hour Report
- Psychoeducational evaluation (if applicable)
- Teacher recommendations (optional)
- NOTE: If applying for 10th grade, an 8th grade report card is required.

**STEP FOUR:** The Director of Enrollment Management will contact the parent to schedule a Zoom interview with the child.

Once the above has been completed, the Admissions Committee will evaluate the student's full application file.

## GOOD CAUSE TRANSFER POLICY

At Chaminade-Madonna College Preparatory, we are committed to providing students with an educational environment that supports their academic, social, emotional, and spiritual development. In certain circumstances, families may request a transfer for *good cause*.

### Recognized Good Cause Reasons

A transfer request may be granted for the following reasons:

1. **Smaller School Learning Environment**
  - The student requires a more personalized, small-school setting to foster academic and personal success. For the purposes of this policy, a *smaller school* is defined as one with an enrollment that is **50% or less of the student's current school enrollment**.
2. **Academic Structure and Program Fit**
  - The student requires a school with a stronger or more appropriate academic framework, including specialized programs or instructional methods available at CMCP.
3. **Faith-Based Education**
  - The family desires a Catholic or Christian faith-based education consistent with their values and traditions.
4. **Individualized Learning Needs**
  - The student requires accommodations or instructional strategies that better meet individualized educational needs.
5. **Safety and Social Well-Being**
  - The student has experienced harassment, bullying, or social exclusion at the prior school and requires a safe, supportive environment.
6. **Financial Considerations**
  - The student's family can no longer meet the financial obligations of the prior school and seeks a more affordable option.

### Review and Approval Process

- A written transfer request must be submitted by the parent/guardian stating the good cause reason.
- Supporting documentation may be requested to assist in the review process.
- Each request will be reviewed on an individual basis, with the student's best interest as the guiding factor.
- Approval is subject to available space and the school's ability to meet the student's educational needs.

### Definitions

For the purpose of this policy, the following definitions apply:

- **Smaller School:** A school with a total student enrollment that is 50% or less than the student's current school.
- **Bullying/Harassment:** Repeated, unwanted, aggressive behavior (verbal, physical, or social) that involves a real or perceived power imbalance and negatively impacts the student's safety, emotional well-being, or ability to learn.
- **Social Exclusion:** Intentional or ongoing exclusion of a student from peer groups, activities, or social interaction in a manner that significantly harms the student's school experience.
- **Individualized Learning Needs:** Specific academic, developmental, or learning support requirements, including but not limited to accommodations, differentiated instruction, or specialized resources necessary for the student to succeed.
- **Financial Hardship:** A documented inability of the family to meet tuition or related educational costs at the previous school due to changes in income, employment, or financial circumstances.

## LEARNING CENTER ADMISSIONS

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



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

For further information, contact the Learning Specialist, Ms. Lori Fernandez, at [lfernandez@cmlions.org](mailto:lfernandez@cmlions.org).

### **ACADEMIC TRANSCRIPTS**

Official transcripts of completed work reflect two semesters of achievement for each year. Current seniors should discuss their transcript requests with the College Placement Director to ascertain whether or not their receiving school(s) will accept electronic transcripts. Students who transfer out of CMCP will receive their transcript as a part of the withdrawal process. There is no charge for transcripts for CMCP students. Alumni transcripts may be requested from the Guidance Department for \$15.00 per copy. The turn-around time for the completion of requested transcripts is five to seven business days after the request form has been completed and submitted. All financial obligations must be met for the release of transcripts. Transcript requests may be made at [www.cmlions.org/transcripts](http://www.cmlions.org/transcripts).

### **GRADE POINT AVERAGE**

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

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

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

1. Initial contact by the parent needs to be made with the guidance counselor discussing interest in transfer. If a decision has been made to continue with the transfer, parent/legal guardian must complete an Exit Interview link given by the Director of Enrollment Management.
2. Parent/legal guardian must complete and sign the Exit Interview link.
3. Once the Exit Interview link has been completed and all financial obligations have been met, recommendations and transcripts can be released.
4. Official transcripts will be sent directly to the school upon receipt of a written request from the new school once the iPad and charger have been returned and all student account balances have been paid in full. This includes any balances in various departments.

Students who receive financial aid and transfer from CMCP prior to completing three full semesters will be liable for the repayment of the full amount prior to the release of transcripts.

### **CUSTODIAL PARENT DOCUMENTATION**

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

### **TUITION REDUCTION**

Tuition for all students is \$17,150. Chaminade-Madonna offers the following tuition reductions for the 2025-2026 school year:

- **Legacy Families/Marianist Alumni** receive a reduction of **\$1,500** for students with parents or siblings (including current students) who have attended (and graduated) or are currently attending Chaminade-Madonna College Preparatory, Chaminade High School, Madonna Academy or any Marianist High School or university. This DOES NOT INCLUDE grandparents, aunts, uncles, cousins, or other distant relatives. Documentation from other Marianist schools is required.
- **Top Ten Scholarship Program** rewards the top ten students in each grade level based on academic achievement in each academic year.

**Step Up For Students Program** Step Up For Students is a state-approved nonprofit scholarship funding organization that empowers families to pursue and engage in the most appropriate learning options for their children. One of the primary focuses of Step Up For Students is the administration of four scholarships for students in Florida: (1) the Florida Tax Credit Scholarship Program (FTC); (2) the Family Empowerment Scholarship (FES) which has

two components, one for students with unique abilities (FES-UA) and a second for students who meet other categorical requirements (FES-EO); (3) the Hope Scholarship for students who are bullied or are victims of violence; and (4) the New Worlds Reading Scholarship Accounts Program (formerly Reading Scholarship Accounts Program) for public school students in kindergarten through fifth grades who struggle with reading. The Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) allows parents to personalize the education of their students by directing money toward a combination of programs and approved providers. Families with questions should refer to the website [www.stepupforstudents.org](http://www.stepupforstudents.org) or call 877-735-7837.

## **FINANCIAL AID**

Applications for the upcoming year will be accepted starting **January 1, 2026**. FACTS Grant & Aid Assessment conducts the financial need analysis for the upcoming school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by **March 31, 2026**. Financial aid may be withdrawn or withheld for an accumulation of demerits, excessive absences, or tardies. The administration reserves the right to consider each circumstance individually.

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

1. A completed online application; a fee of \$45.00 will be charged by FACTS.
2. Copies of the parent/legal guardian's tax forms from the prior year including all supporting tax schedules.
3. Copies of the parent/legal guardian's W-2 form from the prior year (both spouses if married).
4. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All information is kept strictly confidential. For any questions or concerns, contact a FACTS Customer Care Representative at 1-866-412-4637. The CMCP Finance Office will receive the parent qualification information from FACTS. The Finance Committee will then use this information to determine the amount of tuition assistance to be awarded and parents will be notified of the decisions shortly thereafter. Applications received after the filing deadline of March 31, 2026, which have been verified, will be reviewed after the initial awards have been distributed and will receive reduced financial aid awards. For any additional questions, please contact the CMCP Finance Office at 954-989-5150, ext. 113.

**REMINDER:** A student must be officially registered, and the application must be verified by March 31, 2026, in order to be considered for financial assistance. All students are required to meet the grade point average and demerit requirements of CMCP. Consistent with established policy, financial assistance is based entirely on need.

## COLLEGE PLACEMENT SERVICES

### COLLEGE APPLICATIONS

Assistance with college applications and transcripts is provided by the College Placement Center. The application process is reviewed for completion and transcripts are sent directly by the Director of College Placement. The Scoir website has information for all aspects of the application process. Students and families will be able to access their portal at the beginning of the school year. The Scoir college network will be the main site for college information: <https://app.scoir.com/signin>.

### COLLEGE FAIR

Each October students have the opportunity to attend our annual College Fair. Over 70 colleges and universities visit the CMCP campus to distribute information on their unique offerings and admissions requirements. In addition, admissions representatives from schools across the country visit CMCP throughout the year. Representative visits will be announced on Scoir. Students are responsible for signing up for the visit through their Scoir account.

### COLLEGE SCHOLARSHIPS

Scholarship information is available on the school website and to students who have completed their college applications. Scholarship information will be provided to students and families as local, state, and national opportunities arise.

The state of Florida has several scholarships, including The Florida Bright Future Scholarship. This scholarship is for students who graduate from a Florida high school and attend a Florida public university. Bright Futures recipients will receive a fixed scholarship amount per credit hour award based on award level, institution type (four year, two year, or vocational/technical), and credit type (semester, quarter, or clock hour). The Bright Futures scholarship has two award levels, Academic Scholars and Medallion Scholars. Detailed information regarding award amounts and the latest update on requirements is available through the Bright Futures website: [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org). Below is a brief outline of scholarship requirements.

Florida Academic Scholars Award	Florida Medallion Scholars Award
<ul style="list-style-type: none"><li>• 3.5 weighted high school GPA</li><li>• ACT: 29 / SAT: 1330</li><li>• 100 Community Service Hours</li></ul>	<ul style="list-style-type: none"><li>• 3.0 weighted high school GPA</li><li>• ACT: 25 / SAT: 1210</li><li>• 75 community service hours.</li></ul>

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

### STANDARDIZED TESTING

CMCP monitors each student's progress toward competency to handle college level work. The testing program has been carefully constructed to evaluate student progress and to identify areas needing extra work. All freshmen, sophomores, and juniors will take the PSAT (Preliminary Scholastic Aptitude Test) test in October. There is no additional fee for this test. It is also recommended that all juniors sit for an additional SAT and/or ACT administration. Seniors can take the ACT and/or the SAT in the fall of their senior year. It is strongly advised that seniors not test after December of their senior year. **CMCP'S testing number is 100678.** ACT and SAT testing dates can be found on their respective websites, ACT.org and collegeboard.org.

### INFORMATIONAL SESSIONS

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

## TECHNOLOGY USAGE POLICY

### COMPUTER SERVICES DEVICE USE

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

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

### Supervision and Monitoring

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

### Unacceptable Use of Outside Technology

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

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

### **Consequences for Violations**

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

## **STUDENT EMAIL ACCOUNT**

Students are provided an email account in the "@cmstudents.org" domain for school communication as well as logging in to Canvas and other services. Students are responsible for setting secure passwords on the email account and not sharing the password with anyone else. Any attempt to access an email account belonging to another student, with or without the knowledge of the other student, will result in disciplinary action.

The @cmstudents.org email address will only be used for RECEIVING emails. Students will be unable to SEND emails from their @cmlions.org email address.

Any communication regarding the cmstudents.org email account, such as requests for password resets, must come from a parent/guardian email account on record at the school. Students should not send requests from non-CMCP personal email accounts asking for a password reset on their CMCP accounts.

### **Email**

- Violations of inappropriate email use will result in privileges revoked for 60 days or indefinitely, depending on the severity.
- Email services provided by the school are to be used only for the exchange of appropriate information.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking to pass information or messages to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved email programs may be used for student email.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.

## **iPAD TECHNOLOGY USE**

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

### **Receiving Your iPad**

iPads, chargers, cables, and cases will be distributed at the beginning of the school year. Parents and students must sign and return the Student iPad Agreement form ("Agreement for Loan of Apple iPad").

### **Returning Your iPad**

iPads are collected at the end of the school year. Students are to return the iPad issued to them as well as chargers, cables, and cases ("associated equipment"). If a student transfers, withdraws, or is suspended or expelled from CMCP, the iPad and associated equipment are to be returned to the Technology Office. Should the iPad or associated equipment suffer permanent loss or irreparable damage due to theft, loss, accidental destruction, or for

any other reason, the student is liable for the purchase price according to the schedule below. Additionally, the student will likewise be liable for failure to return the loaned Apple iPad or associated equipment to the Technology Office upon termination of the Agreement for Loan of Apple iPad. Should the iPad or associated equipment be returned in a damaged condition, the student is liable for the cost to repair or replace the damaged equipment up to a maximum of the full replacement cost according to the schedule below. As the equipment is under lease from Apple, the equipment returned must be of the model identical to the equipment issued to the student -- chargers, cables, or cases of a different manufacturer or model will not be accepted.

- Missing charger - \$20.00
- Missing cable - \$20.00
- Missing case - \$50.00
- Missing screen protector (case otherwise intact) - \$10.00
- Missing iPad - \$300.00
- If all items are missing, the total cost is \$400.00

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

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

### **General Precautions**

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPad is not to be defaced in any way.
- iPads are not to be left in an unlocked locker, unlocked car, unlocked school classroom, or any unsupervised area.
- A case is issued with each iPad, and the school strongly recommends keeping the iPad in the issued case at all times. Removal of the case or replacement with a different case is done at the discretion and peril of the student.
- Charge the iPad each evening using the provided charger or one capable of providing at least 12 watts of power. Do NOT use a phone charger, third-party charger, or Apple imitation charger, as these can damage the iPad.
- A Google Drive backup should be done daily to safeguard files, documents, and apps.
- Each iPad will be labeled with the name and ID number of the assigned student. These labels are not to be removed or damaged. If the label is unreadable and/or identifiable, the iPad will be considered a nonreturned iPad and the cost of the iPad will be charged to the parent.
- The iPad screen protector needs to be replaced if damaged or does not allow for clear visibility of the device screen. This should be done through the Technology Office.
- Do not consume food or beverages near the iPad.
- The iPad should be handled with care. Even with a protective case, iPads can still be damaged by rough or careless handling. The use of a case does not completely prevent all possible breakage nor does it mitigate the financial liability incurred with damaging the device.

### **Repair Charges**

Any damage or malfunction of the iPad or associated equipment must be reported to the Technology Office. If repairs are necessary, the student will receive a replacement device promptly. Repairs due to normal and responsible usage will not incur a charge to the student. If repairs are due to irresponsible usage, including but not limited to fractures, dents, or bent housings, the student's account will be charged according to the schedule below.

- First repair incident - \$50.00
- Second repair incident - \$75.00
- Third or subsequent repair incident (or any repair not covered by AppleCare+ warranty) - full repair cost up to a maximum of the replacement cost of the device

All repairs must be conducted by the Technology Office. If a CMCP-issued device is repaired without the approval of the Technology Office, the student will still be charged according to the repair charge schedule above.

### **Using Your iPad At School**

iPads are intended for use during school each day. In addition to teacher expectations for iPad use, school messages, announcements, planners, calendars, and schedules may be accessed using the iPad. Students must be responsible for bringing their iPad, FULLY CHARGED, to all classes. If a student leaves their iPad at home, a loaner iPads will not be issued. Students may recharge their iPad in the library during their lunch period and before or after school.

This is on a first come first serve basis. If an iPad is being repaired, a loaner iPad may be issued to the student, subject to availability.

#### **Password**

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

The Technology Department will create the student's Apple ID account and CMCP student email account (@cmstudents.org), as this is necessary to download books and other apps.

#### **Backgrounds and Screensaver**

Inappropriate media may not be used as a screensaver or background photo. The presence of pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary action and a re-imaging fee of \$100.00 will be charged to remove any inappropriate screensavers or backgrounds.

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

#### **iPad Cameras**

In the event that the iPad Camera is disabled, the teacher will request the Technology Department to reactivate the camera for the time needed to complete a project. iPad cameras will be disabled for midterm and final exams or at the request of the Core Leadership team or the Technology Department.

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

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

#### **Printing**

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

#### **Home and School Internet Access**

Students may set up a wireless network on their iPads to assist them with iPad use while at home. All iPads are configured with CMCP web filter service that safeguards and monitors inappropriate internet activity on the iPad on campus and at home. Google Chrome and Safari are the only browsers permitted for iPad use. Downloading other browsers is not permitted. Proxy sites are also prohibited. Access to social media, video sharing, or other sites may be blocked at the discretion of the school in order to promote a productive learning environment.

#### **Internet Use**

The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc.

Students may not access, display, or store this type of material.

- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. For more information on plagiarism, please see the section on Academic Honesty.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she is to notify a teacher, the Director of Technology, or administrator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### **Digital Communication and Collaboration**

Students are encouraged to engage in digital communication platforms - such as school-managed forums, collaborative tools, and educational blogs - when these tools are used for academic purposes, under the guidance of faculty. Responsible participation in online discussions helps develop students' digital literacy, communication skills, and thoughtful engagement with ideas.

To maintain a focused academic environment, personal messaging, unsanctioned chatroom use, or non-academic social media activity during class time is prohibited unless explicitly integrated into a teacher-approved assignment.

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

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

### **Network Access**

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

### **File Sharing**

- File sharing is the public or private sharing of data or space. Any program that creates a point-to-point connection between two or more computing iPads for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the iPad.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in iPad failure and will interfere with the student's ability to complete class work and may affect the student's grades.
- There will be a re-imaging fee of \$100.00 charged to correct system files.

### **Software**

- CMCP will install the management profiles to manage, deploy, and monitor all student iPads.
- Students are not to synchronize iPads or add apps through a personal iTunes account. The software/apps originally installed by CMCP must remain on the iPad in usable condition and be easily accessible at all times. The school manages the deployment of apps, settings and management of all iPads.
- App updates and downloads are to be performed through the Mosyle Manager app found on the iPad. All school approved apps can be found there. App updates and iOS system updates must be performed at the student's home and not during school business hours.
- If the student removes the system profiles, "jailbreaks" or installs any software that is not approved or breaks the iPad Agreement, the school will charge a \$100.00 fee in order to restore and reconfigure the iPad to its original state.
- The school does not accept responsibility for the loss of any software or documents deleted due to a re-image and configuration of a tampered iPad. It is the student's responsibility to ensure iCloud and Google Drive are configured and proper iPad backups are performed at night.
- Upgrade versions of licensed software/apps are available from time to time. It is the student's responsibility to ensure all apps and iOS updates are performed when available and at home, not during school hours. If an iPad is found performing system updates during school hours, access to the wireless network will be terminated until the student visits the Technology Department.
- The privilege of using the Technology resources provided by the school is not transferable or extendible by the students to people or groups outside the school.

### **Technology Services Provided by CMCP**

- iPad repair and loaner service.
- Internet, email and Canvas access to its students.
- Data storage through Google Drive. CMCP reserves the rights to review, monitor, and restrict information stored or transmitted via CMCP school owned equipment and to investigate inappropriate use of resources.
- Staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.



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

- Use computers/iPads in a responsible and ethical manner.
- Follow school rules concerning behavior and communication that apply to iPad/computer use.
- Use all Technology resources in an appropriate manner so as to not damage school equipment.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.
- Do not lend or borrow iPad from another student.
- Back up their own data; lost or damaged data is not the school's responsibility.
- Return original iPad to the Technology Office at the end of each school year.
- Student work generated by using ChatGPT and AI (Artificial Intelligence) will be considered having cheated on an assignment and will be subject to cheating disciplinary penalties.
- Students may not use AI on any assignment without the explicit permission of the teacher. Please see the section on Academic Honesty for the school's AI policy.

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

- Students may not give any personal information regarding themselves or others through email or the Internet including name, phone number, address, etc. Frequently, the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- The school respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of email accounts or the school's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staffs file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Cyberbullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful, or vicious messages or comments
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others
  - Breaking into an email account and sending vicious or embarrassing materials to others
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal
  - Posting of a student picture without their permission

### **Sexting**

Florida Statute Section 847.001(9) indicates that a minor is guilty of sexting if he or she knowingly:

- a) Uses a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor any photograph or video of any person which depicts nudity, as defined in 847.007(9), and is harmful to minors as defined in 847.001(6); or
- b) Possesses a photograph or video of any person that was transmitted or distributed by another minor which depicts nudity, as defined in s. 847.001(9), and is harmful to minors, as defined in s. 847.001(6).

A student guilty of a first offense of sexting will incur a 10 point demerit. A second offense will automatically incur the convening of a disciplinary board.

- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property, or disrupting the orderly operation of the school will not be tolerated.
- The iPad that is provided by the school is the property of the school; therefore, the school has the right to view all content at any time.

- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the school's administration.

### **Copyright**

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

### **Legal Concerns**

- The school complies with trademark and copyright laws and all license agreements.
- iPads that are stolen or misplaced must be reported immediately to the Technology Department.
- Students are responsible for replacing the stolen iPad.

### **Consequences**

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

### **Florida Laws**

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

Whoever willfully, knowingly, and without authorization,

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

commits an offense against intellectual property and is guilty of a felony in the third degree may be punishable by up to five years imprisonment and a fine of up to \$5,000.00.

#### Fla. Stat. 815.06 Offenses Against Computer Users

Whoever willfully, knowingly, and without authorization,

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

commits an offense against computer users and is guilty of a felony in the third degree punishable by up to five years imprisonment and a fine of up to \$5,000.00.

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

### **General Recommendations Regarding Technology**

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

## ATTENDANCE

### SCHOOL HOURS

The school day begins at 8:00am. Students are expected to be in their first-period class on time. Class schedule alternates between red days (odd-numbered periods) and blue days (even-numbered periods).

### DISMISSAL TIMES

- Most Mondays & Thursdays (Red Days): 3:00pm
- Most Tuesdays & Fridays (Blue Days): 1:40pm

Assemblies, pep rallies, and other events may be scheduled on Wednesdays ("flex days"). Please consult the school calendar on the website for updates.

### GENERAL ABSENCE POLICY

The classroom is at the heart of the learning process. Regular attendance ensures continuity of instruction, builds strong academic habits, and supports the collaborative nature of classroom learning. Excessive absences, whether excused or unexcused, impede academic progress and may result in the loss of credit. Students and parents are expected to treat attendance as a priority and to work in partnership with the school to limit disruptions to learning.

### REPORTING DAILY ABSENCES

Parents/guardians must email [attendance@cmlions.org](mailto:attendance@cmlions.org) before 8:00am on the day of the absence. The email must include the student's name, grade, and reason for the absence. Failure to notify the school may result in disciplinary consequences.

### EXCUSED ABSENCES

An absence may be excused if it falls into one of the following categories:

1. Short-Term Illness (two school days or fewer)
2. Doctor/Dentist Appointments (scheduled outside school hours when possible)
3. Funeral of a close family member
4. Court Appearance (written verification required)
5. Non-Christian religious holidays of the student's own faith, subject to approval
6. Parent has obtained prior approval from the Dean's Office

### UNEXCUSED ABSENCES

Any absence that does not fall under one of these categories or an absence without proper documentation or will be considered unexcused. Students with unexcused absences are not permitted to make up missed work or assessments and may face further disciplinary consequences.

### EARLY DISMISSAL

Early dismissal from class is inherently disruptive to the classroom environment and to the student's own learning. Early dismissals are permitted only for the following reasons:

1. Illness: Any student who becomes ill during the school day is required to report to the Wellness Center. The nurse will evaluate the student, contact a parent or guardian as needed, and determine whether dismissal is appropriate. No student will be dismissed early without the approval of the school nurse.
2. Doctor or Dentist Appointment: Parents/guardians must email [attendance@cmlions.org](mailto:attendance@cmlions.org) in advance with the reason and anticipated dismissal time. A doctor's note from the treating physician must be provided to the Wellness Center Director. Parents should make every effort to schedule appointments outside of school hours.
3. Family Emergency: In the event of a death in the immediate family, medical emergency of an immediate family member, or other urgent situations reviewed and approved by the Dean's Office.

If a student is picked up early for any other reason, the absence will be unexcused and the student will not have the opportunity to make up missed work.

### PICKUP REQUIREMENTS

- A parent/guardian or designated emergency contact (listed in school records) must show valid ID at pickup.

- Students may not leave campus with unauthorized persons, via ride share (Uber/Lyft), or without school approval.
- Students will not be released within 30 minutes of the regular dismissal time.

### **HOSPITALIZATION OR LONG-TERM ILLNESS (Three Plus CONSECUTIVE DAYS)**

In the event of an illness lasting three or more school days, the parent/guardian must email [wellnesscenter@cmlions.org](mailto:wellnesscenter@cmlions.org) with details of the illness and anticipated length of absence. A doctor's note is required upon return and must be submitted to the Director of the Wellness Center. Families should monitor Canvas to keep abreast of assigned work.

### **CHRONIC ILLNESS**

Students with a diagnosed chronic illness must provide documentation from their physician to the Director of the Wellness Center at the start of each school year. Updated documentation is required annually, or sooner if there is a change in the student's medical condition or treatment plan. The Wellness Center will work in partnership with families, teachers, and administrators to ensure that students with chronic illnesses are supported in managing their health while maintaining focus on their studies.

### **PRE-ARRANGED ABSENCES**

Planned time away from school should be rare and coordinated in advance so learning is minimally disrupted. Parents are required to submit requests to the Guidance Office at least one week in advance. The Guidance Counselor and Deans of Students will review and approve/deny requests. If approved, the student is responsible for all missed work and must complete it within a time frame set by the teacher. While absent, families are encouraged to monitor Canvas to complete assignments and plan for a smooth return.

### **EXCESSIVE ABSENTEEISM AND LOSS OF CREDIT**

Excessive absences - excused or unexcused - jeopardize learning and may result in loss of course credit under Florida law. Credit may be denied if a student has more than nine (9) absences in a semester course or more than eighteen (18) absences in a full-year course. If credit is denied, the student must attend summer school to earn credit. Students with excessive absences may also be disqualified from co-/extracurricular participation.

#### **Absence Monitoring Procedures:**

1. After the 5th absence: Letter sent to family
2. After the 10th absence: Mandatory parent/student conference with the Guidance Counselor.
3. After the 15th absence (or 7th in a semester class): Conference with the Assistant Head of School (or designee).
4. After the 18th absence (or 9th in a semester class): Credit may be denied by the Assistant Head of School after reviewing circumstances in consultation with Curriculum and Guidance.

### **LATE TO SCHOOL/TARDY**

Students are considered tardy if they are not in class by 8:00am (9:00am on Late Start days). Any student who arrives after the first period bell must report to the Guidance Department to sign in, and they must be in school before the start of second period (usually 9:20am) to be admitted. Arrivals after that time require appropriate documentation; otherwise, the absence is considered unexcused for the entire day, and the student may not make up missed work. Parents/guardians will be notified when their child is tardy, and students must attend a full school day in order to take part in any school-sponsored event.

### **EXCESSIVE TARDINESS**

Students who accumulate more than three tardies in a semester will be fined a minimum of \$12.00 per incident. These charges are billed monthly and must be paid in order to receive report cards, diplomas, or transcripts.

### **ACADEMIC RESPONSIBILITY AND CREDIT FOR MISSED ASSIGNMENTS**

Students are expected to complete all classwork, homework, quizzes, and tests. For *excused* absences, students will have one day to make up assignments for each day missed. It is the student's responsibility to check Canvas and communicate directly with teachers about what was missed. Work missed due to unexcused absences, tardies, or early dismissals cannot be made up for credit. No academic penalty will be applied for absences tied to school disciplinary action, but the responsibility for completing the work remains with the student.

**LATENESS TO ANY CLASS WITHOUT A PASS**

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

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

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

**SCHOOL EVENTS/ACTIVITIES/ATHLETICS**

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

**CANCELLATION OF SCHOOL OR CLASS**

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

In the event that severe weather or any other unforeseen emergency causes the closing of the school, whether by order of the superintendent or civil authority, the calendar will be adjusted accordingly, wherever possible, to make up days lost by emergency closings. Certain holidays, in-service days, or days during spring break may become class days. As a last resort, the school year may be extended by several days.

## **SCHOOL REGULATIONS**

### **SCHOOL RULES**

#### **Student Conduct**

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

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

The designated drop-off and pick-up area is the circular driveway on East Chaminade Drive or the student parking lot. Students should not be dropped off or picked up in the faculty parking lot. After 3:00 P.M. students can be picked up in the student parking lot located on West Chaminade Drive.

#### **Parking Policies**

Only students with a valid driver's license will be allowed to park in the student parking lot. Students holding a learner's permit are not allowed to park on campus. The cost for the Parking Pass is \$130.00 for the full year or \$80.00 for the second semester. Students must fill out a Parking Pass information form which must have the parent/legal guardian's signature before the permit is issued. The form is emailed to all juniors and seniors before the start of the school year or it can be requested by emailing [registrar@cmlions.org](mailto:registrar@cmlions.org). The school does not guarantee any student an absolute right to park. Students may park only in the designated student parking lot (northwest lot, near Nativity). Students should not park in the swale area around the school; students parking in the swale are subject to towing and fines, as well as revocation of parking privileges. Cars illegally parked or without a valid CMCP parking permit may be towed. All parking lots are considered off limits during school hours. Cars may not be used as lockers. Bicycles, mopeds, and motorcycles should be locked in the bike rack near the buses. A student's privilege to drive on school property may be revoked by a Dean of Students for driving infractions (including reckless operation, excessively loud music, overloading vehicles, or other potentially dangerous activity) within the lot or when entering and leaving the school zone. The school is not responsible for the security of vehicles or their contents while parked in the lot; nor is the school responsible for damage to any vehicle parked on school property during the day or night. If a parking pass is not purchased by the deadline stated at the beginning of school, the student's account will be charged \$130.00, and the student will be issued a parking pass. All drivers must complete the required online application form.

#### **Bus Transportation**

Safe & Secure Transportation provides one-way and round-trip transportation for students on behalf of Chaminade-Madonna. All of the drivers are background checked and go through an extensive screening process. For further information and areas covered, contact June Dominguez, Transportation Coordinator, at (954) 989-5150, extension 101, or visit our website at [www.cmlions.org/admissions/transportation](http://www.cmlions.org/admissions/transportation). Students riding Safe & Secure Transportation operated buses are expected to comply with the same standards of behavior outlined in this handbook as if they were on campus. Infractions will not be tolerated and will result in the loss of transportation privileges.

#### **Visitors**

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

#### **Change of Address/Telephone Number/Email Address**

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

#### **Search and Seizure Policy**

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

#### **Use of Cell Phones or Electronic Devices**

All cell phones will be turned in at the beginning of each class and returned at the end of each class. Phones must be turned off and placed in the phone holder in each classroom. Cell phones may not be used during academic time and will be confiscated from students found in violation of this policy. Phones are not to be used by students to make calls for any reason during school hours without the permission of an administrator or teacher. Cell phones are permitted during a student's lunch period to listen to music, text, or use social media only. Students found

making calls during the school day will have their phone confiscated. Confiscated phones may be retrieved from the Main Office after school for a \$20.00 fine and demerits from the Dean. The phone may not be returned until the \$20.00 fine is paid. Students are not allowed to use any other electronic gadgets during the school day. This includes laptops, personal tablets, MP3 players, headphones, cameras, smart glasses, or any other devices which would be considered a distraction to the educational enterprise. Students may only use the iPad assigned to them by the school. Students in possession of any of these items may have them confiscated until the end of the school day and are subject to disciplinary action. Please refer to Disciplinary Procedures under the School Regulations section of this handbook.

#### **Lost and Found**

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

### **SAFETY AND SECURITY**

#### **Safety Plan**

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

#### **Identification Cards**

At the beginning of the school year, each student is issued a CMCP ID card and lanyard which must be worn around the student's neck at all times during the school day. This card must be presented in the library to check out books, in the cafeteria to purchase food, at home athletic events, and at school dances. In the event the ID card is lost, the student is required to get a replacement card immediately (\$5.00 replacement fee will be charged to the student's account). Not wearing the ID card and lanyard is considered a dress code violation and will be subject to the appropriate demerits. Each student ID will be color-coded representing the different lunch periods. Any student not in his/her assigned lunch will result in being out of bounds.

#### **Medications**

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

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

#### **Parental Cooperation**

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

### **CODE OF CONDUCT**

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

#### **DRESS CODE**

There is a direct correlation between a young person's appearance and his/her overall attitude toward school. Since attendance to CMCP is a privilege, every student is expected to abide by the dress code. Students are expected to be

in uniform when they arrive on the property. Students who arrive at school improperly attired may not be allowed to attend class. Parents may be contacted to pick up their child and the child cannot return until in proper uniform or parents may bring appropriate attire to the school. The Campus Store carries the following items throughout the year: HOPE (physical education) uniforms, outerwear (jackets, hoodies, and sweatshirts), and all school spirit wear. The uniform polo must be worn underneath any outerwear. The school uniform polos and bottoms can be purchased at Flynn O'Hara Uniform Store in Davie. The school shoes can be purchased online (at the site of preference); however, the shoes **MUST** be as listed below.

#### **Uniform Dress Requirements:**

##### **Boys:**

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

##### **Hair and Facial Grooming**

Professional, "clean cut" appearance with hair of moderate length (above the ears, above the eyebrows, and above the shirt collar) and vertical height (limited to a three-inch lift measured from the scalp)  
If hair is worn in dreadlocks, it must be pulled back and tied in the back of the head. When pulled back, they cannot extend past the mid-point of the shoulder blades. This is also mandatory at all school events and athletic functions. This includes all games, practices, and any pictures. All other hair styles must be above the shirt collar.  
All students must be clean shaven. No mustache or chin hair is acceptable. Sideburns cannot be longer than the bottom of the ear lobe.  
**NOT ACCEPTABLE:** Eccentric hair coloring, unusual cuts, Mohawks, makeup, eyeliner, fingernail polish; hair must be of a natural color, highlights are acceptable

##### **Girls:**

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

##### **All:**

- Outerwear CMCP navy jackets  
CMCP navy and red hoodies  
CMCP navy sweatshirts  
Golden Lion logo navy sweatshirts
- Shoes Girls - Sperry Songfish Boat Shoe in Linen Oat  
Boys - Sperry Billfish Three-Eye Boat Shoe in Tan Beige
- Socks Black or white solid-colored socks only (no other colors or designs other than a brand logo)
- Belt Black or brown (optional)
- ID Student issued CMCP identification card worn with CMCP lanyard (\$5.00 replacement fee for lost ID card will be charged to student account)

##### **Optional Outerwear for All:**

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

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

Only sweatshirts and jackets with the CMCP logo may be worn during the school day, even on extreme cold weather days. Gym/HOPE wear is sold in the Campus Store. **A uniform polo shirt must be worn under any CMCP outerwear.**

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



Visible tattoos are strongly discouraged. Every effort must be made to cover tattoos during the school day. For example, students with tattoos on their forearm must wear long-sleeve uniform oxford or CMCP jacket at all times.

***At no time are facial tattoos or tattoos with vulgar language or inappropriate symbols permitted.***

Facial hair (see Hair and Facial Grooming) Students arriving at school with facial hair will be sent home.

Non-CMCP sweatshirts worn during the school day

Head coverings (hats, scarves, etc.)

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

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

Other visible body piercings, including tongues

Sweaters tied around the waist

Heavy makeup, colognes, or lotions

Eccentric hair coloring and unusual cuts

### **CMCP Spirit Days**

**Students who arrive at school out of uniform will be sent home for the day. The absence will be recorded as unexcused and missed work may not be made up.**

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

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

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

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

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

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

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

## **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, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members, and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to ensure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to the Dean. If, however, the Assistant Head of School is the individual who is believed to have engaged in inappropriate conduct, the student should notify the Head of School. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## **DRUG AND ALCOHOL POLICY**

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

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

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing in 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. Prior disciplinary history will be considered in any drug-related continued matriculation decisions. Refusal to participate in such a test may result in expulsion from the school. At times, the school may choose to conduct random drug testing of the student body in the Wellness Center. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem. A school may conduct random searches as set forth in this handbook.

### **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.

Any student associated with a vaping incident (possessing, being in close proximity to someone caught with vaping activity) will be subject to mandatory drug testing.

### **ANTI-BULLYING POLICY/CYBERBULLYING**

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

- Physically, emotionally, or mentally harming a student.
  - Damaging, extorting, or taking a student’s personal property.
  - Placing a student in reasonable fear of emotional or mental harm.
  - Placing a student in reasonable fear of damage to or loss of personal property.
  - Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities or the Catholic mission of the school.
1. Definition
    - a. Bullying may involve but is not limited to teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures,

cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

This policy prohibits bullying that occurs either:

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

3. Reporting Complaints

Each student and parent/guardian has a duty to report any bullying to the school immediately. If a student experiences (or a parent/guardian witnesses or learns of) any incident of bullying, the incident must be promptly reported to the Dean of Students. The Dean of Students will request a written statement which must be dated and signed by the complaining party so that the school may initiate further inquiry when appropriate. It should be noted that law enforcement may be informed of those instances where a response to an incident is out of the scope of the school's jurisdiction.

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. Cyberbullying carries a ten-demerit penalty. In these instances, the student is ineligible for the "merit provision" as discussed in the Parent/Student Handbook.

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

## **WEAPONS POLICY**

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

## **THREATS OF VIOLENCE**

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

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

## **PUBLIC DISPLAY OF AFFECTION**

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

## **MARRIED STUDENTS**

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

## PREGNANCY POLICY

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

## ACADEMIC HONESTY AND CHEATING

As a faith-based academic institution, we believe that God has gifted each of us with unique skills and talents. In honoring these gifts, students must uphold academic integrity at all times. Academic dishonesty harms the fabric of our community, undermining trust and diminishing the value of genuine effort. All members of the academic community are expected to uphold the principles of honesty, trust, fairness, respect, and responsibility.

### I. Principles of Academic Honesty

Students are expected to:

- Produce original work for all assignments, exams, and projects
- Properly acknowledge sources of information and ideas
- Refrain from seeking or providing unauthorized assistance
- Abstain from the use of AI and other forms of electronic assistance in composing work without the explicit permission of the instructor

### II. Violations of Academic Honesty

Violations include, but are not limited to:

1. **Plagiarism:** Presenting the words, ideas, data, images, of another as one's own. This includes:
  - a. Verbatim copying, paraphrasing, and putting information in one's own words without attribution and proper citation
  - b. Turning in your own work that you completed for another non-related assignment or class
  - c. Using AI (ChatGPT, Google Gemini, or any other large language model AI) without the explicit permission of the instructor to brainstorm, outline, write, or solve **any portion** of an assignment
  - d. Using paraphrase generation software or "humanizing" software such as BypassGPT, or any other means to rearrange, revise, rewrite, or generate written work
2. **Cheating:** Using unauthorized materials, assistance, or information in any academic exercise. This includes:
  - a. Copying from another student during an exam or assessment
  - b. Writing, distributing, or using a crib sheet or other form of written notes during an assessment
  - c. Accessing or possessing technology (iPad, cell phone, smart watch, etc.) during an assessment
  - d. Accessing quiz/test/exam questions before an assessment and either using or distributing that information
  - e. Sharing or receiving classwork or homework via email, messaging apps, or photos when not permitted
  - f. Passing information to another student by any non-electronic means (talking, whispering, gesturing, etc.)
  - g. Collaborating when an assignment requires individual work
  - h. Accessing or using another student's Canvas account

### III. Secondary Sources

The use of secondary sources is not permitted unless specifically called for by the assignment prompt or approved by a student's teacher. *Secondary sources* are defined as any resource that generalizes, analyzes, interprets, or summarizes a primary text (e.g., informational textbook, non-fiction article, novel, poem, short story, etc). This policy applies to study sites such as (but not limited to) Shmoop, GradeSaver, SparkNotes, and similar platforms, as well as encyclopedic references like Wikipedia and Britannica. In short, CMCP students should rely on the primary class text for the purposes of brainstorming, writing, revising, or completing a project, paper, or any other written assessment unless given explicit permission by their teacher.

### IV. Composition of Written Work

Where feasible, all written work must be completed in Google Docs with a fully visible version and editing history. Students may not write in a different program like Word or Pages and then copy/paste the content into Google Docs, nor may they write in a separate Google Doc and then paste into the submission file. Teachers must be able to see the **entire** version history **in a single document** - written work handed in without a complete version history will not be accepted and must be rewritten.

## **V. Outside Help**

CMCP encourages students to take advantage of the workshopping process and ask peers, parents, and tutors for proofreading and editing help. Having another set of eyes on written work can help improve knowledge of key concepts, focus arguments, and correct proofreading mistakes. Proofreaders should limit their involvement to offering suggestions and comments, as rewriting any part of a student's homework, paper, or project for them violates academic honesty standards, regardless of intent.

## **VI: Usage of AI**

The use of AI tools - such as ChatGPT, Google Gemini, Claude, or any similar language models - is governed by the Academic Honesty Policy outlined above. Unless an instructor has explicitly granted permission, students may not use AI to brainstorm, outline, compose, revise, paraphrase, or edit any part of an assignment.

AI may never be used as a substitute for a student's own thinking or written work. Unauthorized use of AI will be treated as a violation of academic integrity and subject to the same consequences as other forms of plagiarism or cheating.

## **Consequences**

Students who have engaged in academic dishonesty will incur academic penalties as well as conduct demerits according to the following policies:

1. For a first offense, the student will receive a zero on the assignment and be assigned 5 demerit points (triggering a parent conference, academic probation, and athletic coach/moderator notification).
2. A second offense carries an additional 5 demerit points and the removal of any leadership role in any extracurricular activity or honor society, including sports.
3. A third offense will result in immediate expulsion without the provision of the Discipline Board.

The Administration reserves the right to evaluate each incident and determine consequences on a case-by-case basis.

## **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. A student's iPad, books, book bags, purses and the like should never be left unattended. If a student cannot watch them, they should be locked in his/her locker. Items of value including large amounts of money should not be brought to school. The school is not responsible for personal items. Any student caught stealing or in possession of stolen items will be dealt with accordingly. Financial restitution will be made along with the appropriate disciplinary action.

## **VANDALISM**

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

## **INAPPROPRIATE LANGUAGE**

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

## **CONTRABAND**

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

## **GAMBLING**

Gambling, all card playing, and playing dice are prohibited.

## **OUT OF BOUNDS**

The term “out of bounds” refers to a student being in a place other than where he/she is supposed to be at any given time, or in a place which is off limits to students. For example, students are not permitted in the parking lot during school hours without permission, and students are never permitted in areas reserved for the faculty and staff, nor are they to be off the property in nearby alleys. Students who are sick or who have been removed from a class are to report to the Main Office. If a student is found parking his/her car in any parking lot besides the student parking lot, it is considered out of bounds. This includes practices, games, and other events.

Students may not ride skateboards, motorized/non-motorized scooters, bicycles, or roller skates in the interior of the campus. These items may not be stored in the gym, locker room, classroom, or any office.

## **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 school principal unless a specific statutory exception applies.

## **CAFETERIA CONDUCT**

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

## **DISQUALIFYING INFRACTIONS FOR STUDENT LEADERSHIP POSITIONS**

Students running for any student government, club, or honor society leadership positions cannot have any serious or major infractions on his/her Discipline Report from the Dean’s Office.

## **DISCIPLINARY PROCEDURES**

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

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

- 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

### **Consequences of Demerit Accumulation**

5 Demerits: Parent notification, student conference  
10 Demerits: Parent conference, disciplinary probation imposed\*  
10 Demerits: Revocation of financial aid  
15 Demerits: Initiation of Discipline Board process, immediate suspension  
15+ Demerits: Expulsion from Chaminade-Madonna

### **\*Merit Provision**

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

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

The Discipline Board is composed of two faculty elected representatives and the Dean of Students, who conducts and facilitates the process. The student(s) 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.

Any student who is asked to withdraw or is expelled from Chaminade-Madonna is not permitted to attend or participate in any CMCP-sponsored events. This includes, but is not limited to, all athletic competitions, performances, club activities, academic events, and social functions, whether held on campus or off campus.

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

**PARENTAL COOPERATION**

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



## SCHOOL FACILITIES

### CARE OF PROPERTY

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

### FACILITIES

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

**Belanger Hall** is open to all Chaminade-Madonna students, faculty, and staff. It is open daily from 7:30 A.M. to 3:30 P.M. Students may use this building before and after school for group study. Proper dress and acceptable behavior are expected at all times.

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

**Campus Store** is open from 7:30 A.M. to 8:00 A.M. and 15 minutes after school weekdays during the school year. Summer hours are 8:00 A.M. to 3:00 P.M. The Campus Store carries a full line of school supplies, required readings, and workbooks. Uniform, school spirit apparel, and PE uniforms are available for purchase, along with an assortment of sundry items. The Campus Store is required to charge and collect sales tax on all taxable items.

**Dan J. Connor Gymnasium** is the home of the Lions and Lady Lions. It has a seating capacity of 1,200 and includes locker room facilities. Dan Connor was Mr. Chaminade - seen at games and assemblies supporting the Lions. Students may not use the gym without a supervisor present.

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

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

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

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

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

**Zaragoza Center (Cafeteria)** is open from 7:20 A.M. until 3:00 P.M. and serves breakfast, lunch, snacks, and variety of cold drinks. Breakfast service concludes at 7:50 A.M. daily and at 8:50 A.M. on Late Start Days. Students may bring food from home, but may not order food for delivery on campus. The cafeteria accepts cash or a check payable to Sage Dining Services for the student's Sage lunch account.

## SCHOOL ACTIVITIES, ORGANIZATIONS, AND CO-CURRICULAR ACTIVITIES

### FUNDRAISING/SALE OF GOODS

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

### FIELD TRIPS

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

### SCHOOL-SPONSORED EVENTS

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

### PARTICIPATION IN SCHOOL ATHLETICS OR ORGANIZATIONS (see website)

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

#### School Clubs/Activities:

Art Club	Mu Alpha Theta Mathematics Honor Society (Mu Alpha Theta)
Best Buddies Club	National Art Honor Society
Campus Ministry	National English Honor Society
Chaminade Scholars	National Honor Society (N.H.S.)
Diversity Club	Rho Kappa Social Studies Honor Society (Rho Kappa)
Environmental Club	Robotics Club
French Honor Society	Science National Honor Society
Grad Bash	Science Olympiad
Interact Club	Spanish National Honor Society
International Thespian Society	Speech/Debate Club
MainStage Club	Student Ambassadors
ManUp	Student Government Association (S.G.A.)
Marianist Living in Faith Experience (L.I.F.E.)	Tri-M Music Honor Society
Mock Trial	WomenEngaged
Model United.Nations (Local Chapter)	Yearbook

#### Dances:

Homecoming Dance

Prom

#### Athletics:

##### Lions

Baseball - JV, Varsity  
Basketball - JV, Varsity  
Cross Country  
Football - JV, Varsity  
Golf  
Soccer - Varsity

##### Lady Lions

Basketball - Varsity  
Cheerleading - JV, Varsity  
Cross Country  
Dance Team  
Flag Football  
Golf

Swimming  
Tennis  
Track and Field  
Volleyball - Varsity

Soccer - Varsity  
Softball - Varsity  
Swimming  
Tennis  
Track and Field  
Volleyball - JV, Varsity  
Volleyball - Beach/Sand - Varsity

## **ATHLETIC PROGRAM**

***Students must be on campus for the full day of a contest in order to compete with the team.***

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

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

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

### **Academic Eligibility**

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

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

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

### **Insurance**

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

### **Finances**

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

## **DANCES**

Student dances will follow the calendar of dances recommended by the S.G.A. officers and approved by the administration. Students will pay the price of admission for dances during the advertised ticket sale time frame. Once the student has entered the dance and leaves, he/she will not be permitted back into the dance. Students arriving more than one hour after the start of the dance may not be admitted. In a support role to the adult in charge of the dance, an administrator, several teachers, and police officers are present. The general length of the dances is

8:00 P.M.-12:00 A.M. Parents should pick up their children promptly at 12:00 A.M. in the main student parking lot or instruct them to leave the premises at that time. Each dance has a specific dress code that must be followed, the dress code is presented at the time of the ticket purchase. The administration reserves the right to refuse entry to anyone who is not dressed appropriately. In general, dances are limited to members of the student body. If a dance is open to non-CMCP students, those wishing to bring a friend must submit an Outside Guide Permission Slip to the Director of Student Life. The administration reserves the right to refuse admission to any guest.

#### **NAME, IMAGE, AND LIKENESS (NIL) POLICY**

Chaminade-Madonna College Preparatory, as a member of the Florida High School Athletic Association (FHSAA), adheres to its regulations governing athletic competition. As set forth in the FHSAA Handbook, student-athletes must maintain amateur status in order to participate in an FHSAA-regulated athletic activity, and consequently student-athletes are prohibited from competing for monetary compensation, capitalizing on athletic fame by receiving money or gift of a monetary nature, and/or signing a professional contract in any sport or having an agent to manage a student-athlete's career. The school expects all student-athletes to strictly adhere to these conditions of athletic participation which prohibit NIL commercial activity by or on behalf of any student-athlete.

No employees or agents of the school, including its coaches and administrators, are authorized to involve themselves with student NIL, or in contract offers or negotiations with any agents or other third parties offering any monetary compensation to students and/or parents/guardians. Parents/guardians are specifically advised that students and parents/guardians should seek independent professional counsel in communications and negotiations with any agents or other third parties offering compensation and/or services to students related in any way to their athletic abilities.

Students are prohibited from making any reference to our school. For example, students may not wear a team jersey or otherwise display the school's name, mascot, or logo while engaged in any activity not specifically authorized by Chaminade-Madonna College Preparatory. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying marks of any commercial partner during and school-based team activity. The school has legal protections and their unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions.

## CLUBS AND ACTIVITIES

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

### ART CLUB

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

### BEST BUDDIES CLUB

- Purpose:* To pair Chaminade-Madonna students with intellectually disabled students from the local Quest Center.
- Activities:* Seasonal events such as Boo Bash, Jolly Jamboree, and Easter Eggstravaganza. Additional events held at The Quest Center.
- Eligibility:* Open to all students.
- Finances:* Annual dues.
- Responsibilities:* Attendance at meetings, participation in events, and fundraising for the Friendship Walk.

### CAMPUS MINISTRY

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

### CHAMINADE SCHOLARS

As a member of the Scholars program, you will be expected to take academically rigorous courses, maintain an above average GPA, be involved on and off campus, and set a positive example for your peers and the Chaminade-Madonna community. Membership in the Scholars program will be reviewed every year to ensure requirements are being maintained. Students in this program will receive guidance on their academic track and will begin to consider their post high school options. Chaminade Scholars have opportunities for first-hand experiences and networking. Students in this program also will receive individualized guidance when selecting their classes in accordance with their academic plan.

### DIVERSITY CLUB

- Purpose:* A social and support group created to learn about social issues and advocate for equality and justice.
- Activities:* Monthly meetings and activities.
- Eligibility:* Open to all students.
- Finances:* Annual dues.
- Responsibilities:* Attend monthly meetings and required events. Participate in anti-bullying day.

### ENVIRONMENTAL CLUB

- Purpose:* The club focuses on environmental issues.
- Activities:* The club sponsors the collection of used paper, cans, etc. for recycling, and aids in beach clean-ups.

*Eligibility:* Open to all students.  
*Finances:* Annual dues.  
*Responsibilities:* Assist in recycling program.

### **FRENCH HONOR SOCIETY**

*Purpose:* To recognize high achievement in French and to promote continuity of interest in French studies.  
*Activities:* Service projects, peer tutoring, cultural field trips.  
*Eligibility:* Members must have maintained a grade of at least an A- (A minus) in French for three consecutive semesters prior to, and including, the semester of induction. Members must have maintained at least a 3.0 cumulative GPA (in all of their courses). Candidates must be enrolled in the fourth semester of French or higher, i.e., the second semester of Level II or the equivalent.  
*Finances:* Annual dues.  
*Responsibilities:* Members must attend all meetings and participate in activities.

### **GRAD BASH**

*Purpose:* To celebrate graduation with an evening at Universal Studios Florida (approximately 2:00 P.M. to 7:00 A.M.).  
*Activities:* Theme Park activities and concerts.  
*Eligibility:* Seniors in good disciplinary and financial standing.  
*Finances:* Students pay their own expenses. Price includes bus transportation and admission to Universal Studios and Islands of Adventure. Fee is nonrefundable.  
*Responsibilities:* Student behavior is expected to be consistent with the Code of Conduct. Strict adherence to Universal Studios published dress code.

### **INTERACT CLUB**

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

### **INTERNATIONAL THESPIAN SOCIETY**

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

### **MAINSTAGE**

*Purpose:* CMCP's after school theatre club runs in conjunction with the school's chapter of the International Thespian Society (the honor society for theatre).  
*Activities:* The club has a variety of purposes and activities that are intended to immerse the student in everything in theatre such as acting, auditioning, voice, movement and dance, and technical design through rehearsals, meetings, master classes, field trips, and workshops. Opportunities are also given to students to compete in the International Thespian Society's district and statewide competitions to represent the talents of CMCP in the greater Florida community.  
*Eligibility:* Open to all students.  
*Finances:* No dues.

*Responsibilities:* Participation in monthly meetings and in school productions are mandatory. Students wishing to join the International Thespian Society must participate in the MainStage Club, complete a set number of hours working on after school productions, and pay a one-time initiation fee of \$35.00.

#### **MANUP CLUB**

*Purpose:* The purpose of the ManUp Club is for the young men of CMCP to carry out service in the Marianist tradition, to act as role models and mentors for the community, and to learn life skills that will carry them into adulthood.

*Activities:* Engage in service activities in the community and be ambassadors and representatives of CMCP men.

*Eligibility:* Open to all young men.

*Finances:* None.

*Responsibilities:* Attendance at meetings.

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

*Purpose:* To share within a small group the personal experiences of our life journeys; to grow through these experiences and to discover at a deeper level the faith that supports our lives. L.I.F.E. is an acronym for Living in Faith Experience.

*Activities:* Small group meetings every other week.

*Eligibility:* All students.

*Finances:* None.

*Responsibilities:* Since the enrichment of a small group is determined by the commitment of its members, regular attendance at meetings is expected.

#### **MOCK TRIAL**

*Purpose:* To provide an opportunity for hands-on simulation of civil and criminal courtroom procedure and legal concepts/terminology.

*Activities:* To mock or “model” the workings of a trial.

*Eligibility:* Open to students in grades 10, 11, and 12.

*Finances:* Students pay class dues.

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

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

*Purpose:* To provide an opportunity for hands-on simulation of global issues and negotiation towards solutions in world affairs/international relations.

*Activities:* To mock U.N.’s role-playing, debate according to Robert’s Rules.

*Eligibility:* Open to students in grades 10, 11, and 12.

*Finances:* Students pay class dues.

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

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

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

*Activities:* Members are encouraged to participate in both on and off campus mathematic competitions, including county, state, and national conventions.

*Eligibility:* Membership is open to students enrolled in honors or AP mathematic courses beyond geometry and who have an unweighted GPA of at least a 3.5 in mathematics.

*Finances:* Annual dues.

*Responsibilities:* Attend meetings, participate in math competitions.

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

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

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

*Eligibility:* Academic excellence in art and must have completed at least one semester of art.

*Finances:* Annual dues.

*Responsibilities:* Attend monthly meetings, participate in club activities, and earn five service hours in art projects.

### **NATIONAL ENGLISH HONOR SOCIETY**

- Purpose:* To recognize high achievement in English and to promote continuity of interest in English studies.
- Activities:* Yearly/varied initiatives selected by membership.
- Eligibility:* Completion of three semesters of English prior to induction; a minimum overall and English grade point average of a 3.5; recommendation of past/present English teachers.
- Finances:* Annual dues.
- Responsibilities:* Attend quarterly meetings and participate in initiatives.

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

- Purpose:* To create an enthusiasm for scholarship, to render service, to promote worthy leadership, and to encourage the development of character in all students.
- Activities:* Tutoring, community service events, special projects.
- Eligibility:* All candidates must have: (a) at least a 3.7 Cumulative GPA; (b) have fulfilled and submitted to the Service Learning Coordinator the minimum number of service hours required for their grade level by Easter recess; and (c) have demonstrated their good character as evidenced by a lack of documented disciplinary action and by the affirmation of the faculty. The moderator will verify that all the criteria are met.
- Finances:* Annual dues.
- Responsibilities:* Monthly and AD HOC meetings, peer tutoring when called upon, maintaining the minimum 3.7 GPA every semester of membership, and participation in any service projects and required functions. The moderator has ultimate discretion as to the above.

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

- Purpose:* To recognize excellence in the field of social studies.
- Activities:* Meetings and service projects.
- Eligibility:* Juniors and seniors who have an unweighted GPA of 3.0 in social studies and unweighted GPA of 3.0 cumulatively in all other classes.
- Finances:* Annual dues.
- Responsibilities:* Attend meetings and participate in service projects.

### **ROBOTICS CLUB**

- Purpose:* To give students an opportunity to work with others in a spirit of collaboration and gracious competition to solve real world problems using computer controlled robotic systems.
- Activities:* Monthly meetings and building sessions.
- Eligibility:* Open to all students.
- Finances:* Annual dues.
- Responsibilities:* Attend monthly meetings and activities.

### **SCIENCE NATIONAL HONOR SOCIETY**

- Purpose:* To recognize and encourage scientific and intellectual thought within the science area. To communicate with the scientific community and to aid fellow students in the comprehension of science.
- Activities:* TBA
- Eligibility:* All candidates must have: (a) at least a 3.0 Cumulative GPA; (b) at least a 3.5 GPA in science courses; and (c) completed at least one honors level science course and be enrolled in a second honors or AP course.
- Finances:* Annual dues.
- Responsibilities:* The Society will elect officers once a year for the purpose of leading the Society and induction of new members. They will also be responsible for coordinating peer tutoring of students and laboratory service.

### **SCIENCE OLYMPIAD**

- Purpose:* The Science Olympiad Club offers students a unique opportunity to explore and develop an interest in STEM. Although challenging, the club aims to enhance science education by providing a fun and engaging experience for students to learn actively.



*Activities:* With over 20 events, students can engage in hands-on, interactive, and inquiry-based activities in design, engineering, and more. Students can develop teamwork, problem-solving, and collaboration skills by participating in club activities and competitions. The events include testing scientific knowledge, process skills, and practical applications.

*Eligibility:* Open to all grade levels, students need a minimum of a 3.0 unweighted GPA.

*Finances:* Annual dues \$35.00.

*Responsibilities:*

### **SPANISH NATIONAL HONOR SOCIETY**

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

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

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

*Finances:* Annual dues.

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

### **SPEECH/DEBATE CLUB**

*Purpose:* To provide an opportunity for the practice of argumentative skills and public speaking in a debate competition environment.

*Activities:* To represent CMCP in various debate styles and tournaments starting with the annual Broward County competition hosted by the local Forensics League.

*Eligibility:* Open to students of all grade levels. Selection to compete contingent upon commitment and try-out Process; must receive approval by club moderator.

*Finances:* Students pay dues to pay for competition fees and transportation to and from competitions.

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

### **STUDENT AMBASSADORS**

*Purpose:* The Student Ambassador Program is a voluntary, public relations program developed to assist with the promotion of CMCP through various school events and activities involving prospective students, parents, and alumni. Student Ambassadors are a dynamic team of student leaders dedicated to representing CMCP in its best light.

*Activities:* Our Student Ambassadors represent and promote the school at special events ranging from Open House to the middle school events.

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

*Finances:* None.

*Responsibilities:* (1) Providing visitors a realistic glimpse of the CMCP experience with an overview of programs provided, academics, student life, facilities, and school atmosphere developed in the Marianist charism. (2) Developing relationships with prospective students through recruitment activities. (3) Ability to speak publicly in regard to the positive experiences of CMCP. (4) Assisting various departments within the school when needed. (5) Welcoming parents, students, and prospective students to the campus. (6) Providing 20 hours of service strictly to CMCP through this program.

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

*Purpose:* To provide a forum for students' voices to be heard. To create leadership opportunities where student ideas for change are considered for implementation.

*Activities:* The planning and execution of school wide events such as the events of Homecoming Week.

*Eligibility:* Students who are in good disciplinary standing and maintain a GPA of at least a 2.5 may run for a student government position.

*Finances:* None.

*Responsibilities:* Attend all S.G.A. meetings and activities.

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

*Purpose:* To inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in the music students at secondary schools.

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

*Eligibility:* Students must be a part of a music course (Jazz Ensembles I or II, Music Theory, Music Appreciation, or Piano) or must be actively participating in an afterschool program related to music such as Drumline, Choir, or Jazz Ensemble.

*Finances:* None.

*Responsibilities:* Students must maintain a GPA of 3.0 or higher throughout the year and attend all Tri-M meetings and activities.

## **WOMEN ENGAGED**

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

*Activities:* Five topics of leadership presentations per year opened to the full student body. Each presentation will have an introduction, guest speaker, small group break-out session, big group reporting back; one service project together per year, one leadership building activity, Christmas gift exchange, and a workshop for the leaders.

*Eligibility:* Open to all female students.

*Finances:* Students pay for their own expenses.

*Responsibilities:* Attend monthly meeting and retreat events.

## **YEARBOOK**

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

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

*Eligibility:* Open to students in grades 9-12; interview required; must receive approval from moderator.

*Finances:* Annual dues.

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

## ADDITIONAL POLICIES

### BELL SCHEDULE

Period	Regular	Late Start	A.M. Assembly
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

During Periods E, F, and G students will be assigned to a lunch (“L”), a homeroom (“HR”), and a test prep class (“TP”), each 30 minutes long.

Odd-numbered periods meet on red days (every Monday and Thursday) and even-numbered periods meet on blue days (every Tuesday and Friday). Dismissal on most Tuesdays and Fridays is at 1:40, as there is no Period J/7, unless an afterschool event has been scheduled.

***Wednesdays will alternate, calendar permitting.*** Some Wednesdays will be “red” (odd-numbered periods with dismissal at 3:00) and some will be “blue” (even-numbered periods with dismissal at 1:40).

**Important:** Please follow the calendar as posted on the homepage of the school website for weeks that may have a change in schedule due to holiday, testing, etc.

### CHILD PROTECTIVE INVESTIGATIONS

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

### ELECTRONIC ACKNOWLEDGEMENTS

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

## **EMERGENCY PROCEDURES**

### **Fire Drills**

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

### **Individual Student Emergencies**

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

### **Medications**

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

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

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

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

## **FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should complete the Request for Release of Student Records and submit it to the school head (or appropriate school official) identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school head (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

## FINANCIAL POLICIES

### 2025-2026 Tuition and Fees

Tuition/Fee	\$ Per Student	Due Date
Registration Fee (non-refundable)	\$600	At time of registration
Tuition Rate	\$17,150	May 5, 2025
Tuition Legacy Rate*	\$15,650	May 5, 2025
Learning Center Supplement (Director's Approval Req'd)	\$1,750	1st semester July 5, 2025
Learning Center Supplement (Director's Approval Req'd)	\$1,750	2nd semester December 5, 2025
Graduation Fee (Seniors Only)	\$250	September 5, 2025

Eligibility of Tuition Legacy Rate is as follows:

\*The legacy discount of \$1,500 is for students with parents or siblings (including current students) who have attended (and graduated) or are currently attending Chaminade-Madonna College Preparatory, Chaminade High School, Madonna Academy or any other Marianist High School or university. This DOES NOT INCLUDE grandparents, aunts, uncles, cousins, or other distant relatives.

### Auxiliary Fee – Service Learning, Student Activities Programming (All Students) \$200

These funds help defray the costs of school capital improvements and/or the tuition assistance fund. Each participating student's FACTS tuition account will be charged \$100 on October 15, 2025, and the remaining \$100 will be billed on March 15, 2026.

### Payment Plans

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

The payment plans are as follows:

Annual Payment: Full amount due by May 5, 2025.

Semester Payment: Half of the full amount due by May 5, 2025 and the second half due by December 5, 2025.

Monthly Payments: Ten (10) equal payments with the first monthly payment due July 5 or 20, 2025 and the final monthly payment due April 5 or 20, 2026, or twelve (12) equal payments with the first monthly payment due May 5 or 20, 2025 and the final payment due April 5 or 20, 2026.

All tuition payments must be made to: FACTS TUITION MANAGEMENT

<https://online.factsmgt.com>

866-441-4637

### **Late Fees**

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

### **Early Withdrawal Penalties**

Parents/legal guardian(s) understand that enrolling your child in school is a commitment for the 2025-2026 academic year. This commitment carries with it a financial obligation. Early withdrawal from the school for any reason, regardless of the nature of the reason and regardless of the cause of the withdrawal, will result in the following penalties:

1. **Incoming Freshmen and Transfer Students:** Withdrawal after July 1, but prior to the first day of the second quarter, parent(s)/legal guardian(s) will be responsible for an early withdrawal penalty of \$500 and any tuition payments made are nonrefundable.
2. Withdrawal after July 1, but prior to the first day of the second quarter, parent(s)/legal guardian(s) will be responsible for 40% of the total annual tuition plus an early withdrawal penalty of \$500.
3. Withdrawal after the beginning of the second quarter, parent(s)/legal guardian(s) will be responsible for 60% of the total annual tuition plus an early withdrawal penalty of \$500.
4. **Withdrawal after ten (10) instructional days into the third quarter,** parent(s)/legal guardian(s) will be responsible for 100% of the tuition plus an early withdrawal penalty of \$500.
5. Transfer students (Grades 10, 11, 12) who receive financial aid from CMCP and transfer prior to completing three full semesters will be liable for repayment of the full amount prior to the release of transcripts.
6. Withdrawal of a student from school for any reason will result in loss of all financial assistance awarded from the beginning of the time of withdrawal. The penalty for withdrawal will result in revocation of the unused portion of the financial aid award and nullification of the Financial Aid Award Agreement after the date of withdrawal.

### **Refunds**

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

### **Transcripts/Records**

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

### **School/Family Cooperation**

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

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

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

### **Financial Obligations**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from participating in any athletic events or school activities if the parents or legal guardians fail to meet any financial obligation to the school. No grades will be issued, and credits withheld at the end of each semester for accounts that have outstanding

balances. In addition, the school will withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

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

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

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

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

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

#### **Financial Tuition Assistance**

There is a limited amount of financial assistance funds available for **registered** students; awards are based on financial need. Applications for financial assistance are accepted through FACTS Grant and Aid Assessment. Applications will be accepted beginning January 1 for each following academic year through the [www.cmlions.org](http://www.cmlions.org) website. Parents must complete the application process and provide supporting documentation to FACTS in a timely manner to be considered for assistance each year. Applications are evaluated each year and are processed and reviewed on a first come, first served basis. Financial assistance awards are partial grants toward the cost of tuition and parents are responsible for all remaining tuition charges. Financial assistance is awarded based on demonstrated need and the total award funds available. In addition, award amounts of scholarships for FES-UA, FES-EO, or FTC will be applied for tuition only. **A new application must be completed every year.** The requirements for financial assistance are:

- Students are required to send a personal note of appreciation to the Financial Aid Committee or to the specific benefactor as appropriate. Until the agreement and thank you note are received, the financial aid will not be credited to the student's account.
- Students must maintain a 2.0 GPA or higher and have acceptable disciplinary standards. Students may not accrue more than ten demerits, misconduct, dishonesty, and have no excessive absences or tardies. **If your child has not met these requirements by the end of the 2025-26 academic year, your financial assistance award will be reviewed and may be revoked.**
- Financial assistance is applied only to school tuition for CMCP. Parents or guardian(s) are responsible for all other costs, fees, and charges on the student's account.
- Tuition assistance awards will be adjusted down if additional sources of assistance, such as any Step Up For Students, the Florida Tax Credit, or the new Family Empowerment Scholarships have been received.
- Parents should be aware that applications for tuition assistance awards are required annually and may vary in amount from year to year.
- Transfer students who receive financial aid are liable for repayment of the full amount of aid received if they transfer out of CMCP after one year of attendance.
- Withdrawal of a student from school for any reason will result in loss of all financial assistance awarded from the beginning of the time of withdrawal. The penalty for withdrawal will result in revocation of the unused portion of the financial aid award and nullification of the Financial Aid Award Agreement after the date of withdrawal.
- Applications must be submitted and **verified** by March 31, 2026.

#### **LEGAL AUTHORITIES**

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

## **LOCKERS**

Lockers and locks are available for rental through the Campus Store. The unauthorized use of any locker will result in the forfeiture of the lock and the contents of the locker. Cars may not be used as lockers. At the beginning of every school year, students may purchase at the Campus Store, the rental of the locker and a used lock for \$10.00. Any padlock not purchased at the Campus Store will be removed. The Dean of Students can remove a lock should it become necessary. The school does not assume or accept responsibility for loss of, or damage to personal property/books. Students should not bring valuables or large amounts of money to school. Items left in the school or gym lockers are at your own risk. The school has an “absolute right” to search a student and his/her locker or possessions.

## **MEDIA RELEASE FORM FOR STUDENTS**

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

## **PRIVATE TUTORING**

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

## **SHADOW PROGRAM**

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

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

## **STUDENT ACCIDENT INSURANCE**

Chaminade-Madonna provides a blanket ACCIDENT insurance policy covering registered students for accidents that occur on school property or during school sponsored events. This insurance is considered an excess policy, and only pays benefits after the primary insurance has been used correctly and has processed the claim. Students without primary insurance may not participate in sports.

## **STUDENT HEALTH POLICIES**

The student will be sent to the Wellness Center for evaluation. If it is determined that the student is unable to finish the day, his/her parents will be notified to come to campus and pick-up the student. Students will wait for pick-up in the Wellness Center. Students who are absent from class and who do not report to the Center will be considered truant.

Students may not self-medicate or have over-the-counter medications in their possession. All medications should be kept in the Wellness Center with the appropriate supporting documentation for its administration.

Please refer to “Covid” in Appendix B for additional information.



## **STUDENT RECORDS**

### **Emergency Contact Information**

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

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

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

## **STUDENTS ON SCHOOL GROUNDS**

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

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

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

## **USE OF PHOTOS**

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's Head of School in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Marianist Province of the United States, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

## **PARENTAL PARTICIPATION**

### **VOLUNTEER OPPORTUNITIES – Get Involved!**

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

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

### **ALUMNI ASSOCIATION**

The purpose of the CMAA is to engage alumni from Chaminade High School (1964-1988), Madonna Academy (1963-1988), and Chaminade-Madonna College Preparatory (1989 – present) in the advancement of the mission of Chaminade-Madonna College Preparatory. Secondly, the CMAA acts as a conduit for the reconnection of alumni to one another.

### **ATHLETIC ASSOCIATION**

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

### **CHAMA MAMAS**

The ChaMa Mamas at CMCP have a mission to foster a strong and supportive community that empowers parents and guardians to actively engage in their children's educational journey. They aim to enhance the overall educational experience by promoting academic, spiritual, and personal growth. Their philanthropic mission focuses on empowering parents, building lifelong connections, supporting academic excellence, engaging the community, promoting service and outreach, and embracing inclusivity and diversity within the school community.

## OFFICE OF ADVANCEMENT

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

### THE ANNUAL FUND

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

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

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

### MATCHING GIFTS

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

### PLANNED GIFTS

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

### GOLF CLASSIC

The Golf Classic is Chaminade-Madonna's oldest and largest fundraising event and has been an opportunity for supporters of all ages to have a fun time while enjoying a day of golf! You will enjoy a day of golf, a delicious lunch and dinner, an awards ceremony and have the opportunity to bid on great and unique items in the silent auction. We are always looking for a few good men and women to join the committee! You and/or your business can be recognized as an event sponsor or invite a few friends and join us on the greens as a player. Please contact the Office of Advancement at 954-989-5150, ext. 212, to join the planning committee, become a sponsor, donate items or volunteer your time.

### FOUNDERS' AWARD

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

### ALUMNI HALL OF FAME

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

**ALUMNI SPORTS HALL OF FAME**

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

**ANNUAL DAY OF GIVING**

In order to encourage participation in the Annual Fund, an on-line day of giving is held. This event typically takes place in the second semester.

## COMMUNICATION

### COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

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

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

### TELEPHONE EXTENSIONS AND EMAIL ADDRESSES

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

#### Administration

Head of School	Judith Mucheck, Ph.D.	jmucheck
Assistant Head of School	TBD	
Mission Integration Coordinator	Br. Jack Ventura, S.M.	jventura
Director of Curriculum and Instruction	Joseph Mendes, Ph.D.	jmendes
Director of Enrollment Management	Mrs. Luigina Billisi	lbillisi
Director of Finance	Mrs. Trudiann Phillips	tphillips
Women's Athletic Director	Mrs. Caytie Lagrange	clagrange
Men's Athletic Director	Mr. Jerry Albert	jalbert
Director of Advancement	Mrs. Julie King	jking
Director of Campus Ministry	Mr. Steve Terry	sterry
Dean of Students	Mr. Dameon Jones	djones
Dean of Students	Mr. Jason Johnson	jjohnson

**Guidance**

Director of Guidance/Counselor (Last Names M-Z)	Ms. Kristi Tucker	ktucker
College Placement Coordinator	Ms. Anne Thomas	athomas
Counselor (Last Names A-L)	Ms. Grisel Crespo	gcrespo
Registrar/Guidance/Finance Support	Ms. Sharon Sanchez	ssanchez

**Staff**

Advancement Office - Advancement Officer	Mrs. Tameron Armbrister	tarmbrister
Assistant Head of School's Office – Administrative Assistant	Ms. June Dominguez	jdominguez
Building Scheduling	Ms. June Dominguez	jdominguez
Campus Ministry - Chaplain	Fr. Robert Bouffier, S.M.	rbouffier
Campus Store - Manager/Print Specialist	Ms. Davinee Viera	dviera
Deans of Students - Administrative Assistant	Mrs. Marie Duffin	mduffin
Enrollment Management - Assistant Director	Ms. Clara Berrios	cberrios
Facilities - Director	Mr. Miguel Caban	mcaban
Facilities – Maintenance Lead	Ms. Marlen Cubillos	mcubillos
Facilities – Maintenance Specialist	Mr. Domingo Perez	dperez
Facilities – Maintenance Specialist	Mr. Jonathan Quintana	jquintana
Finance Office – Accounts Payable/Receivable	Mrs. Melinda Perez	mperez
Finance Office – Financial Accountant	Ms. Helen Moneda	hmoneda
Finance Office – Financial Aid Manager	Mrs. Ana Galvez	agalvez
Finance Office – Human Resources Manager/Payroll	Ms. Gabrielle Lipari	glipari
Head of School's Office – Executive Assistant	TBD	
Main Office - Office Manager	Ms. June Dominguez	jdominguez
Main Office - Receptionist	Mrs. Marie Duffin	mduffin
Student Activities Coordinator	Ms. Clara Berrios	cberrios
Technology - IT Support Specialist II	Mr. Alain Lopez	alopez
Transportation - Coordinator	Ms. June Dominguez	jdominguez

**Athletics**

Athletics - Administrative Assistant	Ms. Emily Winburn	ewinburn
Athletics - Facilities Manager	Mr. Ivan Montane	imontane
Athletics - Lead Athletic Trainer	Mr. Edwin Orellana	eorellana
Baseball - Varsity Head Coach	Mr. Jerry Albert	baseball
Basketball - Varsity Boys Head Coach	Mr. Theodore Lyons	boysbasketball
Basketball - Varsity Girls Head Coach	Mr. Jason Sucarichi	girlsbasketball
Cheerleading - Varsity Head Coach	Ms. Ginelle Azan	cheerleading
Cross Country Head Coach	Dr. Kevin Helmle	crosscountry
Dance Head Coach	Ms. Jenni Waters	dance
Flag Football - Varsity Head Coach	Mr. Eltoro Wallace	flagfootball
Football - Varsity Head Coach	Mr. Dameon Jones	football
Golf - Boys & Girls Head Coach	Mr. Robert Mallek	rmallek
Soccer - Varsity Boys Head Coach	TBD	
Soccer - Varsity Girls Head Coach	TBD	
Softball - Varsity Head Coach	Ms. Emily Winburn	softball
Swimming Head Coach	TBD	swimming
Tennis Head Coach	Dr. Kevin Helmle	tennis
Track and Field Head Coach	TBD	
Volleyball - Varsity Boys & Girls Head Coach	Mr. Jason Johnson	jjohnson
Volleyball - Beach/Sand	Mr. Kyle Custin	beachvolleyball

## APPENDIX A

Canvas



## Creating a Parent Observer Account in Canvas

Chaminade-Madonna's Canvas address:

<https://www.cmlions.org/canvasdiscovery>

- 1) **Obtain your student's pairing code** - If you have multiple students, choose one for the initial setup and then add the other student pairing code(s) later as described in step 3.
  - a) When the STUDENT is logged in to Canvas in a web browser, click the button in the leftmost menu labeled "Account."
  - b) In the menu that appears, click "Settings."
  - c) On the page that appears, click the button "Pair with Observer" (usually found toward the bottom or the far right).
  - d) Make a note of the code that appears (case matters!) or copy it to your computer's clipboard.
  
- 2) **Create the parent observer account.**
  - a) If the student or another Canvas account is logged in to the browser being used to create the observer account, you must log out.
  - b) Navigate to C-M's Canvas address and choose the "Parent" role.
  - c) Above the "Login" field, find and click the link "Parent of a Canvas user? click here for an account."
  - d) Complete the form that appears, entering your name, email address, and a new password of your choosing. Be sure to enter the pairing code obtained in step 1 (you can paste it from the clipboard if it was copied on the same computer). Submit the form using the button labeled "Start Participating."
  - e) Check your email for a message from Canvas with a verification link; click that link to complete your signup.
  - f) You can now use the email address and password you entered to log in to Canvas and observe your student!
  
- 3) **Pair any additional students to the observer account.**
  - a) Repeat step 1 with any other student account you wish to observe in order to obtain a new pairing code.
  - b) When the PARENT is logged in to Canvas, click the button in the leftmost menu labeled "Account."
  - c) In the menu that appears, click "Settings."
  - d) On the page that appears, click the button "Observing."
  - e) Enter the new pairing code and click the button labelled "+Student."

## **APPENDIX B**

Media Release Form for Students

FCC/Telephone Consumer Protection Act Release

Student Apple iPad Use Agreement

Parent/Student Handbook Acknowledgement Form

Emergency Medical Authorization

Physician's Request for the Administration of Medication by School Personnel

Parent/Guardian Prescribed Medication Consent Form

Authorization for Selected Over-The-Counter (OTC) Medication with Parental Approval



**Chaminade-Madonna College Preparatory**  
**MEDIA RELEASE FORM FOR STUDENTS**  
**2025-2026**

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

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

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

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

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

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

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

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

This Release expresses the complete understanding of the parties.

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

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

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

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

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

***This form must be submitted digitally by Friday, August 29, 2025.***



**Chaminade-Madonna College Preparatory**

**FCC/TELEPHONE CONSUMER PROTECTION ACT RELEASE  
2025-2026**

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

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

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

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

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

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

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

This release expresses the complete understanding of the parties.

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

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

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

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

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

***This form must be submitted digitally by Friday, August 29, 2025.***



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

**2025-2026**

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

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

- One (1) Apple iPad
- One (1) Apple 20W AC Power Adapter
- One (1) Apple USB-C Lightning Charging Cable
- One (1) Brenthaven Edge 360 iPad Case

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

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

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

**Use of Equipment:** The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies ("AUP"). Violation of the school's AUP, which require administrative correction/repair by the Chaminade-Madonna Technology Office, will result in imposition of a \$100.00 fee.

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

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

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

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

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

**Repair and Replacement:** Any damage or malfunction of the iPad or associated equipment must be reported to the Technology Office. If repairs are necessary, the student will receive a replacement device promptly. Repairs due to normal and responsible usage will not incur a charge to the student. If repairs are due to irresponsible usage, including but not limited to fractures, dents, or bent housings, the student's account will be charged according to the schedule below:

- First repair incident - \$50.00
- Second repair incident - \$75.00
- Third or subsequent repair incident (or any repair not covered by AppleCare+ warranty) - full repair cost up to a maximum of the replacement cost of the device

All repairs must be conducted by the School's Technology Office. If a School-issued device is repaired without the approval of the Technology Office, the student will still be charged according to the repair charge schedule above.

At the end of the school year, or when a student transfers, withdraws, or is suspended or expelled from the School, the iPad and associated equipment are to be returned to the Technology Office. Should the iPad or associated equipment suffer permanent loss or irreparable damage due to theft, loss, accidental destruction, or for any other reason, the student is liable for the purchase price according to the schedule below. Should the iPad or associated equipment be returned in a damaged condition, the student is liable for the cost to repair or replace the damaged equipment up to a maximum of the full replacement cost according to the schedule below:

- Missing charger - \$20.00
- Missing cable - \$20.00
- Missing case (with or without screen protector) - \$50.00
- Missing screen protector (case otherwise intact) - \$10.00
- Missing iPad - \$300.00
- If all items are missing, the total cost is \$400.00

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

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

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

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

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

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

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

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

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

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

*This form must be submitted digitally by Friday, August 29, 2025.*



**Chaminade-Madonna College Preparatory**

**PARENT/STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM  
2025-2026**

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***This form must be submitted digitally by Friday, August 29, 2025.***



# Chaminade-Madonna College Preparatory

500 Chaminade Drive • Hollywood, FL 33021 • (954) 989-5150

## **EMERGENCY MEDICAL AUTHORIZATION**

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

School: \_\_\_\_\_

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

School Year: \_\_\_\_\_

Telephone: \_\_\_\_\_

School Attended: \_\_\_\_\_

**Purpose: To enable parents to authorize emergency treatment for children who become ill or injured while under school authority, when parents cannot be reached. Part I or Part II must be completed.**

### **PART I (To Grant Request)**

In the event reasonable attempts to contact me at \_\_\_\_\_ (phone) or to contact other parent, \_\_\_\_\_ (name) at \_\_\_\_\_ (phone), have been unsuccessful, I hereby give my consent for: (1) the administration of any treatment deemed necessary by Dr. \_\_\_\_\_ (preferred dentist), or Dr. \_\_\_\_\_ (preferred physician), or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to \_\_\_\_\_ (preferred hospital) or any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained before surgery is performed.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairment to which a physician should be alerted:

\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

### **PART II (Refusal to Consent)**

**Do not complete PART II if you completed PART I.**

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take no action or to:

\_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

Chaminade-Madonna College Preparatory

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**PHYSICIAN'S REQUEST FOR THE ADMINISTRATION  
OF MEDICATION BY SCHOOL PERSONNEL**

\_\_\_\_\_ is under my care and should receive \_\_\_\_\_  
Name of Student Name of Drug

\_\_\_\_\_ at the following times: \_\_\_\_\_  
Dosage/Route

Specific instructions for administration: \_\_\_\_\_

Possible side effects to watch for: \_\_\_\_\_

Expiration date of this request: \_\_\_\_\_

\_\_\_\_\_  
Physician's Name (Please Print)

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Physician's Phone Number

\_\_\_\_\_  
Date

\*This form should be updated not less than once each school year.

# Chaminade-Madonna College Preparatory

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## **PARENT/GUARDIAN PRESCRIBED** **MEDICATION CONSENT FORM**

Full Name of Student to Receive Medication: \_\_\_\_\_

Name of Drug and Dosage: \_\_\_\_\_

Hour(s) Medication to be Given: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Name of Physician Prescribing Medication: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

I hereby give permission to the School Clinic personnel to give the medication(s) to my student according to the directions stated above and further authorize them to contact the student's physician. I agree to hold Chaminade-Madonna College Preparatory, its employees, and agents who are acting within the scope of their duties, harmless in any and all claims arising from administration of this medication at school.

I agree to notify the school, in writing, at the termination of this request or when any change in the above order is necessary.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell

# Chaminade-Madonna College Preparatory

500 Chaminade Drive • Hollywood, FL 33021 • (954) 989-5150

## **AUTHORIZATION FOR SELECTED OVER-THE-COUNTER (OTC) MEDICATION WITH PARENTAL APPROVAL**

**This form is VOID if altered.**

**INSTRUCTIONS:** Each section must be completed by parent/guardian for student to self-carry or self-administer any of the selected over-the-counter (OTC) medications with parental approval only. The form is void if any section is incomplete. This form is to be signed by the parent/guardian and student.

### **I. Student/Parent Information**

Student's Name:	Birth Date:	Allergies:	Grade:
Parent/Guardian (Print Name):		Address:	
Home Phone:	Work Phone:	Other Phone:	

### **II. Medication (To Be Completed By Parent/Guardian)**

**THIS REQUEST IS TO BE EFFECTIVE FOR THE SCHOOL YEAR 20\_\_\_\_\_ - 20\_\_\_\_\_ OR FROM \_\_\_\_\_ TO \_\_\_\_\_**

Medication to be Administered by Mouth	Dosage and Time	Symptoms	Comments	Expiration Date of Medication
<b>Acetaminophen (Tylenol)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer according to the manufacturers label	For relief of minor aches and pain; (100.4 temperature will not be treated at school	Student with temperature over 100.4 must be sent home	
<b>Calcium Carbonate (Tums)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer according to the manufacturers label	For stomach ache or heart burn	Alert: May cause constipation	
<b>Ibuprofen (Advil, Motrin)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer according to the manufacturers label	For relief of body aches and menstrual cramps; (100.4 temperature will not be treated at school)	Alert: Contains no aspirin but should not be given if student has asthma or allergy to as aspirin	
<b>Midol</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer according to the manufacturers label	Menstrual cramps	Alert: Aspirin sensitive students should be careful	
<b>Allegra</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to	
<b>Lactaid</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer according to the manufacturers label	Lactose intolerance	No common side effects when used in small doses	
<b>Claritin</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Administer according to the manufacturers label	For relief of the symptoms of seasonal allergies (sneezing, itching, runny nose)	Alert: Avoid taking any other cold or allergy medicine unless your doctor has told you to	

**Other:**

### III. Parental Permission (To Be Completed By Parent/Guardian Only)

I understand that all medication must be in the original container, clearly labeled with the student's full name. Parents requesting the administration of over-the-counter medications are required to have an "Authorization for Selected Over-the-Counter" (OTC) Medication Form on file in the student clinic. Examples of OTC medications are Tylenol/acetaminophen, Advil or Motrin/ibuprofen, or Midol, to name a few. Parents must supply the OTC medication where it will be labeled and stored in the student clinic. The student will request a dose from the school nurse as needed.

Name of Parent/Legal Guardian (Please Print): \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business/Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### IV. Student Acknowledgement (To Be Completed By Student Only)

Name of Parent/Legal Guardian (Please Print): \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_