

# **CARDINAL MOONEY CATHOLIC HIGH SCHOOL STUDENT and PARENT HANDBOOK**

## **2021-2022**

Cardinal Mooney Catholic High School  
4171 Fruitville Road, Sarasota, FL 34232

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**Mr. Ben Hopper**

*Principal*

**Mr. Stefan Gates**

*Assistant Principal*

**Dr. Matt Ittig**

*Dean of Curriculum*

**Mr. Will Schenerlein**

*Dean of Students*

## MISSION STATEMENT

Cardinal Mooney Catholic High School, a Christ-centered, college preparatory institution, prepares students to serve and lead by nurturing spiritual growth, cultivating the talents of all students, and challenging them to pursue academic excellence.

## ROOT BELIEFS

**G**od is the center of all we do.

Gospel Values are the foundation of our **R**elationships.

**A**ll students can learn.

We learn, worship, and serve as a **C**ommunity.

We pursue **E**xcellence.

## CORE VALUES

There are particular habits that we want to cultivate to achieve our mission.  
Therefore, we want ALL cougars to...

**COMMIT   ENCOURAGE   PRAY   RESPECT   SERVE**

## **PHILOSOPHY**

Cardinal Mooney Catholic High School, a coeducational Diocesan high school, is staffed by laypersons who share a Christian vision. This Christian vision, which has its source in the Gospels and finds expression in the North American Bishops' pastoral letter, "To Teach As Jesus Did," serves as the basis for our school philosophy. We are committed to the development of the whole person, emphasizing the personal dignity and value of the student and of the teacher, the realization of the importance of integrating religious truths and values into one's life, and the primacy of religious instruction. With this as our motivation, we hope to carry out the mission entrusted by Jesus to his church: to bring all of creation to its fulfillment according to God's design by proclaiming the message of truth, building a community of justice and peace, and reaching out in service to the entire human community.

Students receive instruction not solely to attain knowledge, but to acquire values and to discover truth. Integral to the school's program is formal instruction in religious truths and values; Religion is not just one subject among the rest; it is perceived and functions as the underlying reality which gives coherence and meaning to the students' experiences in education and throughout life. This integration of religious truths and values with life relies on the support of the parents, who are the primary educators of their children, and the influence of teachers, who manifest this integration in their private and professional lives.

Another important aspect of a Cardinal Mooney Catholic High School education is the development of an awareness of the importance of community. This awareness comes from the experience of a community of faith begun in the home and nurtured in our school environment. Stressed are both theory and practice through the cultivation of the students' growth in the areas in which they are uniquely gifted, by furthering their Christian responsibility to themselves and to their neighbors, and by fostering an understanding of the Eucharist as a sign of community and the cause for its growth.

Students participate in curricular and extracurricular programs which encourage their commitment to Christian service. This service is the fruit of an environment where religious and human knowledge and values are integrated; where complex, contemporary problems are addressed; and where skills, virtues, and qualities of Christian service are acquired.

Through the implementation of this philosophy, Cardinal Mooney students will be better able to build community in their families, their places of work, their neighborhoods, their nation, and their world. Students, parents, faculty, and staff members of Cardinal Mooney Catholic High School accept this philosophy and the following objectives as a sacred responsibility before God.

# **NON-DISCRIMINATION POLICY ON ADMISSIONS FOR THE DIOCESE OF VENICE IN FLORIDA**

## **ADMISSIONS**

### **GENERAL**

1. Cardinal Mooney Catholic High School exists to serve God in the community by sharing our faith through education.
2. The Catholic Schools of the Diocese of Venice, Florida, restate their open admission policy. No person on the grounds of race, color, sex, national or ethnic origin is excluded, or otherwise subjected to discrimination, in receiving services at any school operated by the diocese, nor do they discriminate in employment on the basis of age, race, color, sex, disability, national or ethnic origin.
3. Acceptance of a student is the sole responsibility of the school administration, utilizing the following policies and criteria:

### **INCOMING FRESHMEN**

1. All incoming freshmen must take the standardized placement exam, which will be offered at least twice each year.
2. Priority consideration for acceptance will be offered in the following order:
  - a. students currently attending Parish grade schools.
  - b. students affiliated with a Catholic Parish.
  - c. children/grandchildren of alumni and siblings of alumni and current students.
3. On a space available basis, all others will be considered for acceptance.
4. The criteria used for acceptance are as follows:
  - a. Performance on the standardized entrance exam.
  - b. Previous school record, including academics, attendance and deportment.
5. Additional tests may be required for math and foreign language placement.

### **TRANSFER STUDENTS**

1. These students will be accepted on a space available basis after an interview by the principal or designate. This requirement may be waived for future students coming from outside the area.
2. As a general policy, transfer students will only be accepted at the beginning of a semester.
3. Only incoming seniors new to the area will be considered for acceptance.
4. The criteria used for consideration for acceptance are as follows:
  - a. Previous school record, including academics, attendance and deportment.
  - b. Letters of recommendation from previous school officials
5. Transfer credits will be accepted at the discretion of the administration. No more than four (4) FLVS credits will be accepted.

## STUDENTS WITH EXCEPTIONALITIES

1. Students with diagnosed exceptionalities will only be accepted if there is space available in the "Learning Strategies Program." All other policies and criteria still apply.
2. Students with physical disabilities will be considered for acceptance if their needs can be accommodated at minimal cost.
3. The school does not create IEPs or 504s. Accommodations provided, based on the student's diagnosed exceptionality, include time and one-half for testing and preferential seating. All other recommended accommodations are at the discretion of the administration. Social workers and/or mental health counselors are not on staff at Cardinal Mooney.

## CURRICULAR PROGRAM

Cardinal Mooney Catholic High School is fully accredited by AdvancED. It holds membership in the National Catholic Education Association and the Florida High Schools Activities Association.

***All students are required to take one Theology class each semester, attend all worship services respectfully, and contribute to an atmosphere that is conducive to sharing the Catholic Faith. In addition, all students are required to perform a total of 100 hours of approved community service as outlined in the Community Service Brochure available through the Theology Department.***

## GRADUATION REQUIREMENTS

A student may participate in the graduation ceremony only if he/she has met all graduation requirements. For this reason, parents of seniors as well as seniors themselves must carefully monitor the student's academic progress. Attention should be paid to the receipt of deficiencies and/or placement on academic probation.

4	credits in Theology
4	credits in English
3	credits in Social Studies (World History, American History, Government/Economics)
3	credits in Science (2 with Laboratory component) – must include Biology
4	credits in Math (Algebra 1 & 2, Geometry, 1 other Math course)
½	credit in Life Management Skills (HOPE LMS)
½	credit in Personal Fitness (HOPE PF)
1	credit in Performing/Fine Arts
2	credits in Foreign Language
2	elective credits
24	Total credit hours

- Students must take a minimum of 6 credits per year.

- A student may not be enrolled in both a study hall and an assistantship in the same semester.

In addition to successfully completing the 24 prescribed credits, students are required to have a 2.00 GPA by the end of 8 semesters.

In addition to these minimum requirements, students planning to attend college should be aware of additional academic requirements. These might include foreign language, specified math courses or additional academic credits. The academic counselor will have current information available. The State of Florida University System requires two sequential credits in one foreign language and four credits in math at the Algebra I and above levels. In addition, the state universities require four (4) academic electives from among the following fields: science, math, English, social studies, and foreign languages. Because they operate on selective admissions, specified testing scores and grade point average are required. Requirements can be found on each school or university website.

### **CLASSIFICATION OF STUDENTS**

Freshmen must have successfully graduated from 8th grade. Sophomores must have completed a minimum of 6 credits in grade 9. Juniors must have completed a minimum of 12 credits by the end of grade 10. Seniors must have completed a minimum of 18 credits by the end of grade 11.

Students who have not completed the proper number of credits to advance to the next grade may be asked to leave the school.

### **COURSE SELECTION/SCHEDULE CHANGES**

Course selections are made in spring for the next school year. Students will meet with their academic counselor prior to course selections.

### **ADD/DROP PERIOD**

There is an add/drop period at the beginning of the school year when students can add or drop a class without penalty. The freshmen add/drop period lasts for three weeks, while upperclassmen are limited to two weeks. For the change to be made, there must be room in the requested class.

### **WITHDRAWING FROM A COURSE**

Students will be informed of the deadline for withdrawing from a course. The only reason that a student may withdraw after this time without receiving a "WF" is with the permission of the academic counselor **and** the teacher. Courses that are considered yearlong may not be dropped after one semester.

## **ACCOMMODATIONS for PSAT, SAT OR ACT TESTING**

Students who have a documented disability may be eligible for accommodations on college placement exams. All accommodations must be approved by the College Board's Services for Students with Disabilities (SSD) and ACT, Inc. To request accommodations, visit [www.collegeboard.com/ssd/student/index.html](http://www.collegeboard.com/ssd/student/index.html). For the ACT, go to [www.act.org/aap/disab/index.html](http://www.act.org/aap/disab/index.html). We strongly recommend that this process be initiated **no later than your student's sophomore year**. It can take up to 6 months for the College Board or ACT to make their determination. Contact the Guidance Office for more information.

## **FLORIDA'S BRIGHT FUTURES SCHOLARSHIP PROGRAM**

In 1997, the Florida Legislature created the Florida Bright Futures Scholarship Program. This Florida Lottery Funded scholarship rewards students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida.

Information regarding eligibility can be obtained through the Guidance Office at Cardinal Mooney Catholic High School, or by accessing the Bright Futures homepage at <http://www.floridastudentfinancialaid.org/SSFAD/bf/>, or by calling 1-888-827-2004.

## **CREDIT RECOVERY/REMEDIATION**

Students must receive the permission of their academic counselor should they wish to take credits outside of school. Failure to do so may result in Cardinal Mooney not accepting credit. A semester grade of "D" or lower may be remediated through an approved program (ie. Florida Virtual School, The Achievement Center, or Brickhouse). The initial grade and remediated grade will be placed on the transcript, but the higher grade will be used in the GPA calculation.

## **GRADING**

Each course at Cardinal Mooney requires the student's careful preparation as well as complete attention during the class period. The preparation includes both study and written homework. It is the student's responsibility to prepare for each class and to attend every class.

## **SEMESTER EXAMINATIONS**

At the end of each semester a semester exam will be given in each course. The exam emphasizes the material covered during the semester. The semester exam accounts for 20% of the final semester grade and will appear on the report card. All financial, athletic, and library obligations must be met and detentions served to be eligible to take semester exams.

## **SEMESTER GRADES**

At the end of each semester the student will receive a final semester grade for each course. This grade is determined by the semester grade and the exam grade. The final semester grade

will appear on the student's official transcript. An "F" semester grade means a loss of 1/2 credit in that course. For full year courses, it is possible for a student to fail one semester and pass the other. Failed courses must be remediated.

### **SENIOR EXEMPTIONS**

Any senior who has an "A" average and 10 or fewer absences in a class at the end of the Spring semester may be exempt from the semester exam. There will be no exemptions for the Fall semester except with certain Advanced Placement courses or courses that are only a semester in length.

### **CANVAS**

Cardinal Mooney uses Canvas as their learning management software. Canvas at Cardinal Mooney includes parent co-enrollment, live grades, notifications, and communication services.

### **REPORT CARDS**

All grades are live and may be accessed through FACTS SIS at any time. Two report cards will be posted, one at the end of each semester. If a parent or student has any questions concerning a report card, he/she must contact the teacher within 10 days of the posting of the report card. After this time, all grades are considered final.

### **ACADEMIC GRADES**

A letter grade will be given for each course. The following scale will be used to convert numerical grades to letter grades.

### **GRADING RANGES**

Letter	College Prep Quality	Honors Quality	AP & DE Quality	Numerical
Grade	Points	Points	Points	Points
A	4.0	4.5	5.0	90-100
B	3.0	3.5	4.0	80-89
C	2.0	2.5	3.0	70-79
D	1.0	1.5	2.0	60-69
F	0.0	0.0	0.0	below 60

1. Grades earned in Honors, Advanced Placement (AP) and Dual Enrollment (DE) courses are weighted. Honors classes are weighted an additional .5 quality point. Advanced Placement and Dual Enrollment courses are weighted an additional 1.0 quality point.



2. Certain courses will be graded on a PASS OR FAIL basis. A grade of PASS (P) will count as credit but will not affect Grade Point Average.
3. Grade Point Averages are updated twice a year with semester grades.
4. Grades issued by a college or Florida Virtual School will be posted to a student's transcript per the institution's grading scale.

## **PARENT CONFERENCES**

If a parent wishes to have a conference with an individual teacher, the parent should contact the teacher directly by phone or email. If a conference with all of the student's teachers is desired, parents should make arrangements through the academic counselor's office.

## **WORK MISSED DURING AN ABSENCE**

When a student is absent from school, he/she should check Canvas for the work that is missed. It is the student's responsibility to see each teacher on the day of return to school to make specific arrangements to make-up work missed during the absence. All work shall be made up in a reasonable length of time.

If a student is absent the day an assignment is due and the student was informed of the assignment, test, or project prior to his/her absence, the work is due and/or the test must be taken the day the student returns. An alternate form of the test may be given.

## **GRADE POINT AVERAGE AND RANK**

Grade Point Average (GPA) is determined by the number of quality points divided by the number of credits. (This does not include courses taken on a pass or fail basis.) Grade Point Average may be *adjusted* according to quality points given to Honors, Advanced Placement, and Dual Enrollment. Class rank is determined by adjusted GPA, unless otherwise noted. With Administrative approval, credit may be given for high school classes taken in middle school or college level courses. Grades for these courses will be included in the high school GPA.

## **HONOR ROLL**

The Honor Roll is awarded from the adjusted GPA taken from the first semester grades.

- First Honors with Distinction is awarded when a student earns a GPA of 4.0 or higher with no grade lower than an "A."
- First Honors is awarded when a student earns a GPA of 3.75 with no grade lower than a "B."
- Second Honors is awarded when a student earns a 3.5 with no grade lower than a "B."

## **VALEDICTORIAN AND SALUTATORIAN**

Senior Class valedictorian and salutatorian are selected by the following criteria:

- the senior shall have attended Cardinal Mooney for a minimum of two consecutive years.
- the senior shall have taken at least ten (10) Honors or Advanced Placement classes over the four years of high school.
- the senior must exhibit behavior which embodies the Christian Values of our school community.
- the valedictorian shall generally be the student with the highest adjusted GPA.

In cases where the GPAs are extremely close, other factors such as difficulty of courses taken, number of courses taken, and campus and community involvement may be taken into consideration by the Principal's Advisory Board.

\*Beginning with the Class of 2023, the valedictorian and salutatorian will be determined after the 7th semester (the first semester of senior year).

## **NATIONAL HONOR SOCIETY**

Students in Junior or Senior years who have attended Cardinal Mooney for at least one semester may be considered for NHS if they have a cumulative GPA of 3.75 or higher.

A Faculty Committee selected by the Principal will make the final determination on each candidate. Students must demonstrate an outstanding record in character, leadership, and service at school and in the community. Service hours must be completed as required by the Theology Department. Students must complete and submit all required information forms in the specified time.

The decision to select or not select a student into the NHS is final. Students who transfer from another high school with membership in the NHS will automatically be eligible for membership at CMHS. Members of the NHS will be responsible to perform certain service activities for the school community.

Students will be placed on probation should their GPA fall below 3.75 for any semester. Should the GPA continue to be below 3.75 for the following semester that person may be dismissed from the NHS. Students who violate standards used in the selection of membership, and do not participate in NHS service activities may be dismissed from the NHS.

\*Beginning with the Class of 2023 and beyond, students may be considered for NHS as sophomores, juniors, or seniors following the criteria described above.

## **AP CAPSTONE**

AP Capstone™ is a College Board program that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. AP Capstone comprises two AP courses—AP Seminar and AP Research—and is designed to complement and enhance the discipline-specific study in other AP courses.

Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing receive the AP Capstone Diploma™. Students who earn scores of 3 or higher in AP Seminar and AP Research but not on four additional AP Exams receive the AP Seminar and Research Certificate™.

## **MOONEY ACADEMIC SCHOLARS**

As an incentive for students to achieve high honors and as a reward for student accomplishments, Cardinal Mooney awards an honors diploma to students who fulfill the following requirements.

### **Academic requirements**

- a. 4 years of math reaching at least Honors Pre-Calculus or College Algebra
- b. 4 years of English
- c. 4 years of Science (including chemistry or physics)
- d. 4 years of foreign language or at least 2 years of foreign language and 4 years of music, art or drama
- e. All other graduation requirements (art, theology, social studies and physical education)

### **GPA requirement**

Cumulative GPA of 3.8 or above with no semester grade lower than a “C”

### **Honors/AP requirement**

Must have completed at least 12 Honors, Dual Enrollment or AP courses with the corresponding AP exam

## **ACADEMIC PROBATION**

Academic probation is a status given to students who are having academic difficulty. This status aims to increase the communication between the school and the home and to encourage the student to make the best use of study time.

Any student who fails two or more courses or fails to achieve at least a 2.0 GPA in any semester will be placed on academic probation. After a semester of probation, a student may be removed from academic probation, retained in that status or dismissed for academic deficiency.

## **PLAGIARISM AND CHEATING**

Many students make the mistake of thinking that if they simply rewrite information from a source in their own words, they are not plagiarizing.

Plagiarism is not just about stealing someone else's words, but also about stealing ideas. In schools and universities, plagiarism constitutes an extremely serious offense. It can result in a failing grade for the assignment (or even the entire course) and disciplinary action, including expulsion.

All students at CMHS are made aware of how to avoid plagiarism through direct instruction in paraphrasing, summarizing, inserting documentation, and creating bibliographies. Students are referred to the Purdue Owl website for MLA guidelines. Our school subscribes to an online program, Turnitin.com, which checks student work for plagiarism. At a teacher's discretion, students may be required to upload their work to this program.

**Academic Dishonesty** happens any time you do not do your own work but use someone else's and call it your own. It includes but is not limited to:

- plagiarism
- using a published author's work without documentation
- copying directly from a book, magazine, newspaper, song, or Internet site without using quotation marks and proper documentation (citation and works cited page)
- paraphrasing (putting the text in your own words) a source without proper documentation
- summarizing (using the text's key words, phrases, or ideas) a source without proper documentation
- using statistical data or copying maps, charts, or graphs from a print or Internet source without proper documentation.

It also includes, but is not limited to:

- using another student's work\*
- asking another student for answers\*
- copying homework\*
- cheating on a test by using notes or a textbook not allowed by the instructor
- having test answers written on clothing, skin, the desk
- having a "cheat sheet" in your possession at school, whether used or not, (this includes any form of miniaturized notes)
- looking at or attempting to look at someone else's test
- using any unauthorized electronic device (cell phone, graphing calculator, etc.) during a test.

**\* A person who allows someone to copy his or her work is EQUALLY as guilty of plagiarism as the person copying. The consequences will be the same for both parties.**  
**CONSEQUENCES FOR PLAGIARISM, COPYING, OR CHEATING ON A SIGNIFICANT ASSESSMENT:**

First offense:

- a zero on the assessment
- parent phone call
- referral to the Dean of Students
- three detentions and one Saturday Work Detention
- placement on probation for Academic Dishonesty for a calendar year from the first offense
- may be disqualified from NHS acceptance

Next offense during probationary period:

- Same as above
- An additional Saturday Detention
- Student may be removed from National Honor Society, Student Government, class office, and/or St. Vincent de Paul Society
- Probation for Academic Dishonesty extends until senior graduation

Additional offense during probationary period:

- Suspension and possible withdrawal from Cardinal Mooney High School

**CONSEQUENCES FOR PLAGIARISM, COPYING, OR CHEATING ON A HOMEWORK ASSIGNMENT:**

- First offense - One detention and a zero on the assignment
- Second offense - Two detentions and a zero on the assignment
- Third offense - Three detentions and a zero on the assignment
- Additional offenses- Saturday Work Detention and a zero on the assignment

## **GENERAL PROCEDURES AND RULES**

Whenever groups of individuals are gathered for common goals and objectives, specific procedures need to be followed in order to facilitate an efficient, safe operation. Following designated procedures is the best assurance that your requests and needs can be satisfied.

### **SCHOOL RESPONSIBILITY**

The school is responsible for all students once they have arrived on campus. No student may leave the campus without permission from the Administration. **The school does not assume responsibility for students leaving without permission; this is considered truancy.**

Whenever a parent/guardian requests that their child be permitted to participate in an extracurricular or off-campus activity (e.g. field trips), the school must receive from the parent or guardian a signed "Release from Liability" form agreeing to release from their own negligence and not hold liable the Roman Catholic Diocese of Venice and Cardinal Mooney Catholic High School collectively, all officers, directors, employees, and agents collectively or individually of these corporations and any other entities and individuals who are in any way connected with the activity. In addition, the parent/guardian consents to the child's participation and waives and releases all rights and claims for damages. **Permission given over the telephone for off campus activities is not acceptable.**

## **COVID-19**

### **Anyone who tests positive for COVID**

- Everyone, including students, regardless of vaccination status will be directed to:
  - Stay home for five (5) days; and
  - If you have no symptoms or your symptoms have resolved after five (5) days you may return to school; and
  - You will be required to wear a mask around others for five (5) additional days.

### **Anyone exposed to someone with COVID -19**

- For those who have been boosted, or completed the primary series (2 vaccinations) of Pfizer or Moderna within the last six (6) months, OR completed the primary series of J&J vaccine within the last two months you will be directed to:
  - Wear a mask for ten (10) days after being exposed
  - Test on day five (5) if possible and report results of the test to Lisa Houde; and
  - If you develop symptoms, get a test, stay home and report your condition to Lisa Houde

For those who have completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted OR completed the primary series of J&J over two months ago and are not boosted or you are unvaccinated you will be directed to:

- Stay at home for five (5) days; and
  - If you have no symptoms or your symptoms have resolved after five (5) days, you may return to school; and
  - You will be required to wear a mask around others for five (5) additional days
- 
- Students who have been exposed to someone with COVID-19 will be directed to:
    - Stay at home for five (5) days; and
    - If you have no symptoms or your symptoms have resolved after five (5) days, you may return to school; and
    - You will be required to wear a mask around others for five (5) additional days (unless directed otherwise).

### **ATTENDANCE AND TARDINESS**

Daily attendance in class is essential. The school and parents must work as partners to see that students recognize their responsibility for being in school on time and working to their full potential. Because the safety of our students is our chief concern, communication between school and parents when they are absent or tardy is expected.

#### **Notifying the School of an Absence**

Parents are required to call school before 9:00 a.m. if their child will be absent. If necessary, the attendance hotline (941-487-2500) can be accessed at any time, day or night, regarding absences. If a call has not been received by 9:00 a.m., parents will receive notification from the school. Students may be issued a detention if a parent fails to notify the school before 9:00 a.m.

#### **Participation in After School Activities**

Students are not permitted to attend any after school events or participate in after school activities on the day they are absent from school. Students who were not in school will be asked to leave the activity and will be issued a detention upon their return to school.

In addition to calling the school by 9:00 the morning of an absence, on the day a student returns to school he/she is required to present a written note to the main office from a parent stating the reason for the absence. If a doctor has seen the student, medical documentation should accompany the parent note. Parents can fax notes to the main office at 941-371-6924. Note: Medical documentation may not be accepted beyond three days following the student's return to school.

### **Excused vs. Unexcused Absences**

Cardinal Mooney does not differentiate between excused and unexcused absences. While we do request medical documentation as verification for an absence, days missed due to illness or injury still count toward the permitted fourteen (14) days each semester even when medical documentation is provided. Time missed due to Cardinal Mooney functions does not count towards a student's fourteen (14) days.

### **Excessive Absences and Administrative Failure**

Diocesan policy dictates that students are permitted fourteen (14) absences per course per semester to be used for serious illness and family emergencies. After a student has been absent from a course five times, the parents will be notified in writing via e-mail or standard mail. If absences continue to occur, the guidance department and Dean of Students may request a conference with the parents and student. If a student exceeds fourteen absences, the student may receive an administrative failure for the course(s) for that semester. The administration may determine that in exceptional circumstances (for example, extended hospitalization) an administrative failure is not warranted.

### **Tardiness**

Students arriving at their 1st period classroom after the second bell at 7:55 am on normal start days and 9:27 am on any late start days are considered tardy. Students will receive detention for their late arrival that day. In the case of habitual lateness, the student's parents may be required to attend a conference with a member of the guidance department and the Dean of Students. Medical documentation or doctor's note presented the day of the tardy will excuse the student. A parent note will not necessarily excuse tardiness.

### **Students arriving after 9:00 am on normal days and 10:00 am on late start days**

will not be permitted to participate in any after school activity unless he or she provides medical documentation or has received prior approval from the administration.

### **Truancy**

Students are considered truant if they are absent from a class, lunch period, or activity during the school day without the permission and notification of a custodial parent or guardian or a school official. Truant students will receive three detentions and a Saturday Work Detention.

**Absences without a note following absence are considered truancy.** Students need to provide a note within one school day of their return. Students who do not turn in a note in a timely manner may receive a detention. Students who fail to turn in a note will be considered truant. Repeated truancy may result in required withdrawal. School administrators will immediately inform parents of all instances of truancy.



## **EARLY DISMISSAL**

Early dismissals are exceptions and should be avoided. Dental or doctor appointments of a routine nature should be scheduled outside of school hours. If an emergency arises and it is necessary for a student to leave school during the day for an appointment, the student must present a note, signed by the parent or guardian, to the office **before first period** on the day of the appointment, stating the time the student needs to leave school. The note must give an explanation of the circumstances, the time of the appointment, the name and phone number of the doctor. If the student leaves for an appointment he/she must report to the office to sign out before leaving. If a student is called out by a parent/guardian without providing a note that morning, the student will receive a detention. If the student returns to school the same day, the student must report to the office to sign in again, **and submit a note from the doctor**. When a student is given approval for early dismissal, the student must furnish transportation. Another student will not be dismissed to provide transportation. If the parent is transporting the student, the parent will need to come into the front office to sign the student out.

## **ILLNESS AT SCHOOL**

Any student who becomes ill during the day should secure a pass from the teacher and report directly to the office. The parents will be contacted and the student may be allowed to go home with parent permission. The student may not be permitted to leave school until parental contact is made. If the student has driven themselves to school and drives home after we receive parental permission, a note must be presented to the Front Office on their return, confirming that the parent gave permission for the student to drive home. If the parent is transporting the student, the parent will need to come into the Front Office to sign the student out. Only phone numbers listed on the emergency cards may be called. If an emergency card is not on file, the student may have to return to class. Emergency cards must be on file in the Front Office in order for parents/guardians to be telephoned at numbers other than home phone numbers. A student who leaves without permission is considered truant.

## **PARENT/GUARDIAN RESPONSIBILITY**

No student may operate independently of a parent or legal guardian while enrolled as a student at Cardinal Mooney Catholic High School. It is the parents' responsibility to notify the school if custodial rights change temporarily or permanently.

## **DRESS CODE POLICY**

**PHILOSOPHY:** Choice of attire can reflect a seriousness of purpose or casualness of intent. The dress code serves to avoid any overtones of casualness, reduces competitive dressing, and minimizes the cost of student clothing.

**VIOLATIONS:** Any student whose attire or appearance is not within the regulations may not be permitted to attend class until the situation is rectified. A student may receive an academic or disciplinary consequence for missing class time.

The following guidelines should assist you in meeting our DRESS CODE requirements for the 2019-2020 school year.

## **APPEARANCE**

Body piercings, aside from ears, are not permitted. Students wearing earrings deemed too long or inappropriate will be asked to remove them. No visible tattoos are permitted. Jewelry should not be extreme or distracting. Unnatural or extreme hair coloring or styles will not be permitted. Boys' hair must be of a reasonable length and style at the discretion of the administration. Hair may not be of length where it touches the top of a shirt collar. Boys may not use hair ties or headbands to secure their hair. Boys must be clean shaven every day. The length of the sideburns must remain above the earlobe. Makeup on girls should be appropriate for school. Makeup and nail polish on boys is not permitted. Chains or sweatbands of any kind cannot be worn during the school day.

## **DRESS CODE**

1. **Pants:** The pants must be "Docker" dress pants or a brand similar to "Dockers," khaki tan in color with belt loops, and slit pockets only. Corduroy, denim, jean style, lowriders, cargo pants, zippered pockets, patch pockets, excessively "baggy," extremely tight, worn at the cuff, capris, or those with excessive outside stitching are not acceptable. Pants must be worn at the waist.
2. **Shorts:** In addition to the "Docker" dress pants, students have the privilege of wearing shorts. Khaki tan Docker walking shorts with belt loops and slit pockets or similar brand may be worn. The length of the shorts must be no shorter than approximately 3 inches above the knee, and should not fall below the knee for girls. Corduroy, denim, jean style, lowriders, cargo pants, zippered pockets, patch pockets, cut-offs, or those with excessive outside stitching are not acceptable. Shorts need to be worn at the waist. Baggy shorts are inappropriate. Visible long underwear, leggings, wild print stockings, etc., are not permitted with shorts. If this privilege is abused, the administration reserves the right to revoke it.
3. **Shirts:** Only the CMHS uniform polo shirt from Children's World Uniform Supply is allowed. Shirts may be white, red or black. Seniors may wear the blue polo shirt. Shirts must have the bottom button buttoned and be tucked in during the school day. No other shirts are to be worn over the regulation shirts in place of sweaters or jackets. Uniform shirts with the logo prior to 2011-12 cannot be worn.

4. **Sweatshirts/Jackets:** Students may choose to wear one of the CMHS sweatshirts as long as the sweatshirt is worn OVER a regulation shirt with its collar visible. Students may also choose to wear the Cardinal Mooney Catholic High School Varsity Letter Jacket or any approved jacket, zip up, or sweatshirt from a Cardinal Mooney Team Shop. No other jackets or sweatshirts may be worn. CMHS sweatshirts that have been written on, torn or altered in any other way are not acceptable for school. Sweatshirts may not be worn tied around the waist. School sweatshirts are available for purchase year-round from CHILDREN'S WORLD UNIFORM SUPPLY.
5. **Shoes:** The following are NOT permitted: Sports shoes (baseball/football cleats, etc.), soft-soled moccasins, Crocs, flip-flop sandals, any type of slipper style footwear or boots (including Uggs). Only dress shoes, laced and tied athletic shoes, or sandals with a strap on the back of the heel) must be worn.
6. **Hats/Caps:** No hats, caps or other kinds of headgear may be worn on campus during school hours.
7. **Sunglasses** are not to be worn inside any of the buildings at any time.
8. **Physical Education Uniform:** The PE uniform shirt and shorts must be purchased through Children's World. Students may not make alterations to the uniform.

### **SPECIAL DRESS DAYS**

Students wishing to participate in special dress days must follow the guidelines for that day. The guidelines will be posted at school, on Canvas, and stated during announcements. Dress should always be appropriate for school and should follow our general dress code guidelines. Failure to do so may result in a student being sent home or missing class until appropriate dress wear can be provided.

### **IDENTIFICATION BADGES**

Students are expected to wear their CMHS ID badges on a school issued lanyard worn around the neck at all times during the school day. No alterations may be made to the lanyard or ID. Students who are not wearing their badge may be given administrative detention and will be sent directly to the office for a replacement. If a badge becomes lost or damaged, a student may obtain a replacement badge in the office for a fee.

## **MASKS/FACIAL COVERINGS**

Face coverings (masks or gaiter) are OPTIONAL for all persons (students, employees, visitors, volunteers, etc.) on school property. Masks cannot contain messages or images that would distract from the educational environment of the school. Masks with school logos are encouraged.

## **MISCELLANEOUS**

It is expected that all students are to be dressed according to school policy every day. Dress code violations are handled as part of the behavior code.

After school, students who must change to more casual clothes for extracurricular activities on campus must be appropriate for school and are subject to the following regulations:

1. Shirts must be worn at all times. Overly revealing clothing should not be worn. This includes, but is not limited to:
  - a. sports bras
  - b. shirts which leave the midriff bare
  - c. any dress deemed inappropriate by an on-site administrator
2. All students are required to wear shoes of some type at all times on campus.
3. Shirts should not have any print or display that is vulgar, inappropriate, or promotes the use of drugs or alcohol. The CMHS administration reserves the right to make the final decision as to the appropriateness of student attire.

## **DRESS CODE GUIDELINES FOR DANCES**

Guidelines will be given for each dance, but it is important that the basic concepts of the school dress code policy be followed. Attire that is overly revealing, low cut, or excessively short is not appropriate. Please keep this in mind when renting or purchasing your attire.

## **BEHAVIOR CODE**

The behavior code focuses on developing student responsibility for behavior choices. The cornerstone of such development is a consistent unwillingness to accept excuses for irresponsible actions. The student is entitled to the opportunity to experience reasonable consequences for inappropriate behavior choices. Although such consequences may be interpreted as "punishment," they are intended as appropriate outcomes for inappropriate decisions.

## **DETENTION**

- **Teacher Detentions** - At CMHS, the teacher is the main disciplinarian and, as such, is empowered to issue and administer disciplinary action which in his/her opinion will correct student behavior that is interfering with the teaching task. A teacher has the right to require a student who has chosen to violate either a school or class rule to remain after school for a length of time specified by the teacher.
- **Administrative detention** - Detention will be held every Tuesday, Wednesday, and Thursday after school from 2:35 until 3:05. Morning detentions will be offered on Tuesday & Thursday from 7:15 to 7:45 am. Students must arrive on time to detention.
  - When a student receives notice from a teacher of an administrative detention, the student must serve a detention within a week of receiving that notification. Students will be sent a message via Canvas from the Dean of Students notifying them of when and where to serve their detentions. Students are expected to check their Canvas messages daily.
  - Failure to serve an administrative detention within a week will result in a Saturday Work Detention unless there are extenuating circumstances and the Dean of Students is notified.
- **Saturday Work Detention** - Saturday Work Detention (SWD) is held from 7:00 AM – 10:00 a.m. Students are to arrive at school prior to 7:00 AM and are expected to be in regular school attire (see dress code). A \$15 fee is assessed for attending a SWD. The fee for SWD is payable to the Business Office the week leading up to the Saturday detention. Failure to attend a scheduled Saturday Detention will result in an additional SWD assigned. Students assigned SWD will be given notice via Canvas or other communication with the Dean of Students.
- Any student accumulating five detentions will be required to attend Saturday Work Detention.
- For any infraction that has more than five (5) repetitions, the student may receive two (2) administrative detentions for each infraction after the five repeated infractions.
- Students who continually disregard their administrative detentions by not serving them in a timely manner may be suspended from school.
- Students with an excessive amount (five or more) of outstanding detentions may not participate in co-curricular activities.

## **DISCIPLINARY PROBATION AND DISCIPLINARY CONTRACTS**

Students who have an excessive amount of infractions from the previous school year may begin the following year on Disciplinary Probation. If the unacceptable behavior continues, then the student may be put on a Disciplinary Contract for the remainder of the school year. The Disciplinary Contract will give tighter guidelines for the student's behavior. If the behavior still continues, it could lead to suspension and/or withdrawal from Cardinal Mooney Catholic High School. Any student who commits a major behavior code violation or numerous behavior infractions during the school year can be put on a Disciplinary Contract.

## **CO-CURRICULAR SUSPENSION**

Any student found guilty of gross misconduct may be placed on co-curricular suspension for a period of up to 90 days as determined by the Dean of Students. A student on co-curricular suspension may not be permitted to participate in or attend any co-curricular events, either on or off campus. Exceptions could be made for Baccalaureate Mass and/or Graduation dependent upon the student's behavior during the suspension and the nature of the offense. A co-curricular suspension could be the result of any infraction that:

1. is on or near school property;
2. takes place while attending a school-sponsored activity;
3. involves school personnel;
4. is determined to have a negative impact on school personnel, a school event, or in any way compromises the integrity of the school.

## **SCHOOL SUSPENSION**

School suspension results in a percentage deduction from the semester grades in each course for each day suspended, one day suspension up to 2%; two days up to 3%; three or more days up to 5%.

If a student is truant, (which is their decision to not attend school), a zero may be given for all work missed. If no graded work is missed, then a 2% deduction may be applied.

## **EXPULSION**

Expulsion from school may be imposed but is not limited to the following offenses: stealing, public disgrace to the school, serious and malicious defacement of school property, serious disrespect to any faculty, staff or student, any violations of the school's weapons, drug, alcohol or tobacco policy, any serious breach of personal conduct, serious misuse of technology, or any other action deemed seriously offensive by the Administration. Depending on the severity and nature of the situation and cooperation of the student and family, the Principal may permit a student to withdraw rather than be expelled.

## **REQUEST FOR A HEARING**

In cases of suspension or expulsion, the student may appeal the decision by requesting a hearing on one or more of the following grounds: that the decision 1) failed to consider relevant information, 2) violated fair procedures, or 3) is a disproportionate response to the offense. Peripheral issues regarding previous disciplinary actions or actions taken against other students will not be discussed. The principal moderates the hearing and chooses members of the hearing board, consisting of administrators or teachers not directly involved in the case. The student may request the presence of a particular staff member subject to the approval of the Principal and willingness of the individual requested. Parents or guardians may accompany the student to provide support but may not address the hearing board. The Dean of Students will

present the disciplinary decision and provide rationale for the decision. The student will then state his or her case and answer questions from members of the hearing board. Neither the student nor any parent or guardian may question or challenge members of the hearing board or administration. The presence of any person not approved by the Principal, including legal representation, is strictly prohibited. The decision of the hearing board is final.

#### **OFF-CAMPUS ILLEGAL ACTIVITY**

Cardinal Mooney Catholic High School students who are involved in illegal, disrespectful or immoral activities outside the school may incur disciplinary action by the school administration. Depending on the nature of the illegal activity, disciplinary action could result in suspension, withdrawal or expulsion. The administration has the discretion to rule on unusual cases on an individual basis. In some cases when students are involved in illegal activities at school the administration may be obligated to notify legal authorities.

#### **PARTICIPATION IN SCHOOL ACTIVITIES**

Students must be in good standing to be able to participate in certain school activities. These activities include, but are not limited to dances (Homecoming and Prom), Baccalaureate, Grad Bash and Graduation. Students who are involved in a serious disciplinary action, have a total of 15 or more detentions for the school year, have outstanding detentions that need to be served, and/or have been absent and/or tardy more than 15 times may not be able to participate in one or more of these activities.

#### **SPECIFIC OFFENSES**

These offenses are extremely serious and are subject to immediate dismissal. They include but are not limited to:

1. Possession or use of a gun, knife, bullets, other type of weapon, or facsimile thereof.
2. Possession or use of illegal drugs while on campus (refer to drug related offenses, pages 19-20).

**Major:** These offenses are serious and may result in a suspension. Each will be handled by the Dean of Students, who will consult with the principal and assistant principal if necessary.

Major offenses include but are not limited to:

1. Possession or any use of tobacco products on campus
2. Leaving campus without permission
3. Fighting
4. Truancy
5. Vandalism
6. Cheating/Plagiarism
7. Theft
8. Insubordination

9. Harassment/Bullying
10. Disrespect for teacher or student
11. Profane or obscene language
12. Inflammatory/incendiary language or language that indicates or implies danger to the school or students
13. Lewd or lascivious behavior on campus
14. Absence from assigned class or study hall
15. Possession or use of firecrackers, smoke bombs, or facsimile thereof, other similar items of a dangerous or destructive nature
16. Forgery of parent or teacher signature on notes, passes, etc.
17. Misuse of technology

**Minor:** These offenses may result in teacher detentions and/or administrative detentions. They include but are not limited to:

1. Misconduct
2. Dress code violation
3. Being in the parking lot or driveway during school hours
4. Eating or drinking outside of the lunchroom
5. Chewing gum
6. Public display of affection
7. Inappropriate use of cell phones or electronic devices while on campus

### **THREATENING, BULLYING OR HARASSING BEHAVIORS**

Cardinal Mooney Catholic High School is committed to promoting a safe, caring, and respectful learning environment for all of its students. As such, bullying, threatening or harassing behaviors are 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:

1. physically, emotionally, or mentally harming a student;
2. damaging, extorting or taking a student's personal property;
3. placing a student in reasonable fear of emotional or mental harm;
4. placing a student in reasonable fear of damage to or loss of personal property; or
5. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of Cardinal Mooney Catholic High School; hazing and any type of initiation by individuals, groups or teams are prohibited. Sexual harassment is a form of sexual discrimination and is forbidden. There is an obligation to report sexual harassment by anyone who experiences or witness it.



## **DEFINITION**

1. 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, cyberbullying, or other verbal or written conduct.
2. 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 networking sites).
3. 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.

## **SCOPE**

This policy prohibits bullying that occurs:

1. on school premises before, during, or after school hours;
2. on any bus or vehicle as part of any school activity; or
3. during any school function, extracurricular activity or other school-sponsored event or activity.
4. via electronic communication including but not limited to phone calls, text messaging and social media

## **REPORTING COMPLAINTS**

Each student and parent has a duty to report any bullying to the school immediately. If a student or parent experiences, witnesses, or learns of any incident of bullying, the incident must be promptly reported to the Dean of Students. The Dean of Students will provide the student/parent with the Bullying Report Form (also accessible through Canvas) which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

## **DISCIPLINARY ACTION**

1. 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 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 Administration's discretion.
2. False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

### **LAW ENFORCEMENT OR CHILD ABUSE ALLEGATIONS**

The school will reasonably cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.

### **DRIVING**

Students may provide their own transportation to school. Everyone driving to school must abide by the following regulations:

1. Speeding and/or reckless driving endangers not only the student's life but also those around the area. The speed limit on the campus is 10 miles per hour. Reckless or irresponsible driving on campus could result in suspension of the privilege of parking on campus. The period of parking suspension may escalate with subsequent offenses. A loss of parking privilege does not serve as an excuse for absence or late arrivals.
2. Students are not to congregate in the parking lot before, during or after school.
3. Students may NOT go out to cars during the school day.

### **PARKING**

Vehicles, motorcycles, and bicycles must be parked in the designated parking areas on campus. All vehicles parked on campus must be registered. A parking permit should be purchased in the Main Office. The permit is to be hung from the rear view mirror and visible when the vehicle is parked on campus. Illegal parking, which includes not parking in designated areas and/or not having a visible parking permit, will result in an administrative detention. Continuous illegal parking may result in the car being towed, and/or loss of parking privileges on campus for a period of time. Students park at their own risk. Administration reserves the right to search vehicles parked on campus if the school feels that there is a reasonable suspicion of possible student violation of the law or school rules. It is the student's responsibility to register their vehicle at the beginning of the school year or when they begin to drive and park on campus. This should be done within the first 5 days of school or before the student parks on campus thereafter. Students may not return to their vehicles once the school day begins.

### **THE ELASTIC CLAUSE**

Because it is impossible to foresee problems that may arise, this clause empowers faculty members to issue referrals or detentions in the classroom or outside of the classroom for any action which violates the spirit of the system, even though not specified here.

Student action that is not consistent with the mission statement, philosophy, or beliefs of Cardinal Mooney Catholic High School is subject to review by the administration. The administration, in the name of the school, reserves the right to initiate change or modify policies as needed.

## **TECHNOLOGY – CMHS ACCEPTABLE USE POLICY (AUP)**

Cardinal Mooney Catholic High School ("School") is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students at the School utilize Apple iPad on a wireless network. Apple iPads are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy (**AUP**) is designed to give the student and the student's family, as well as others on the School's campus clear and concise guidelines regarding the appropriate use of Apple iPads and school computers. The underlying premise of this policy is that we expect our students to exercise good judgment and to utilize computer technologies with honesty and integrity at all times. On campus computing is a **privilege**, not a right.

Any electronic device used on School networks is subject to all policies and consequences of the AUP including: the right of Administration 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 such a consequence. **Pictures and Videos Taken on Campus**

- Students may not take pictures or videos of other students, faculty, or staff without their express permission or consent.
- Doing so constitutes a violation of our acceptable use policy even if a personal device such as a cell phone is used.
- A student violating an individual's privacy in this regard may face serious disciplinary consequences.

### **Chatting, Cell Phones, and Blogging**

- "Texting" and instant messaging are prohibited during classes except as part of an assigned activity that is supervised by faculty or administration.
- The use of Internet-based social networks (Facebook, Twitter, etc.), bulletin boards, and online chat rooms are prohibited.
- Student use of a cell-phone is allowed between classes and before and after school. It must be turned off away from the desk during class. Any exceptions are to be at the discretion of the classroom teacher.

- Blogging is to be utilized on campus only for academic purposes such as online discussion posts.

## **E-Mail**

- Student, school-issued Google mail @mycmhs.org accounts are approved to be accessed in the context of a classroom assignment. The account remains in effect only while the student is enrolled at CMHS.
- Students are expected to use appropriate language in their e-mail messages
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate email will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- 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.

## **Electronic Games**

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration. Faculty have the right to temporarily confiscate an iPad or remove a computer from a student who violates this policy. • The school reserves the right to remove any game from a school iPad that is considered inappropriate or impedes the educational purpose of the Apple iPad program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the Apple iPads or other devices.
- Screensavers that include gaming components are not allowed.

## **Audio and Video**

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of Apple iPads (or other devices) to watch feature-length videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with prior permission of all parties being recorded. • Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

## **School Apple iPads**

- All school-issued Apple iPads must remain in the school-issued Apple iPad case for insurance purposes and handled with care at all times. Any protective case removal requires permission, in writing, from the Technology Coordinator.
- Students are expected to install the latest iOS update on their iPad, as well as keep all apps up to date. Exceptions must be authorized by the technology staff.
- Students are expected to come to school with an iPad battery fully charged, on a daily basis.
- The student is responsible to manage and backup iPad digital content so that school-recommended apps and activities can be installed and performed properly.
- Inappropriate treatment of school Apple iPads risks the loss of computer privileges.
- Students who are eligible for AppleCare + coverage through the 1:1 iPad program must report damage to the device in a timely manner to School technology staff in order to get the repair/replacement. If the iPad is replaced at the Apple Store instead, students must bring the iPad to the technology staff upon return to school to have the device properly set up. If the device is set up prior to returning to school, be aware that a complete "Erase all contents and settings" of the iPad may be required.
- No writing or stickers will be allowed on the Apple iPad and Apple iPad cases, and these are not to be defaced in any way.
- Student Apple iPads must not be left unattended at any time. If an Apple iPad is found to be unattended it will be turned in to the main office and a detention will be issued.
- As a learning tool, Apple iPads must be in a student's possession at all times.

- **As a learning tool, Apple iPads must be used as an educational tool. This includes allowing a faculty member to always view, access, lock, etc. a student's iPad whether physically or through Apple Classroom. Failure to do so or turning off bluetooth, student wifi, etc. to willfully avoid monitoring will result in disciplinary consequences.**
- The loan or borrowing of someone else's leased or owned iPad is prohibited.
- The use of food or beverages when using the iPad is discouraged.
- Apple iPads must be carried and transported appropriately to and from campus. This includes when placing them in vehicles or backpacks. Failure to do so could damage the hard drive and result in permanent loss of data.
- Students are entirely responsible for backing up their own data on iCloud and Google Drive (for Notability). Lost or damaged data is not the school's responsibility.
- Students are not allowed to create any administrative passwords on their Apple iPads.

### **Network Access**

- School-issued iPads are and must remain enrolled on the CMStudents1 wireless network. 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 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 network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on Apple iPads, other devices, or our file servers.

### **File Sharing**

- File sharing is the public or private sharing of iPad data or space. Any program that creates a point-to-point connection between two or more computing devices 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 Apple iPads. Although these types of programs are software downloads, they automatically create file-sharing connections.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files can result in iPad failure and interfere with your ability to complete class work.
- There is a \$25 re-imaging charge to correct system files.

### **Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require School administrator privileges. iPad Apps or iBooks represent an exception if authorized and approved for classroom use.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. Music or content considered "mature" or with language deemed "explicit" is strictly prohibited.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the Apple iPad program.
- Copyrighted movies may not be downloaded to the Apple iPads from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the Apple iPads
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screensavers, and other programs which automatically open connections outside the School's network constitute Spyware and are prohibited.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

### **Screensavers**

- Inappropriate or copyrighted media may not be used as a display screensaver on an iPad or school computer.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures may result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above.

### **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 must not access, display, or store this type of material.

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

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

- Students must create, secure, and maintain private passwords/passcodes for network and Apple iPad access. This protects the privacy and data of each enrolled student. Unless required by the technology staff in order to enter or reset a device, students are **not** to share passwords or passcodes with anyone.
- The school will monitor the iPad or other device activities, including logging website access, newsgroup access, bandwidth, and network use.
- Apple iPads that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason.
- Students are prohibited from utilizing the command prompt interface or any method to obtain control of another person's iPad/computing device through the use of their own iPad.
- Students must obtain teacher permission before utilizing peer-to-peer networking or file sharing. This applies to connections made through Apple Airplay in the classroom. Any disruption to a class caused by unauthorized access is considered a violation of the AUP.



## **Cyberbullying**

- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments; \*  
Posting of a student picture, document, or video without their permission.
  - Creating/contributing to websites that have stories, cartoons, pictures which ridicule others;
  - Breaking into an e-mail accounts and sending vicious or embarrassing materials to others;
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
- 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 and are subject to disciplinary action (see Student Handbook).
- 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.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

## **Copyright**

- The student will not attempt to gain unauthorized access to system programs, networks, or computers. Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- The student will not be a party to any electronic plagiarism. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

## 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 or other device, the loss of the use of the iPad or other device for an amount of time determined by the administration and members of the Technology Department, fines, disciplinary action, and possible legal action.
- These consequences apply to students participating in the Apple 1:1 iPad program at the School, to students who are using the school's iPads off campus, and to students using their own devices through the School's networks.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee PER incident for this service. The second infraction will be \$50 with additional violations being \$25.00 each.
- In the case of repeated Apple iPad abuse and/or damages, the school has the right to revoke the use of the School's Apple iPad and the student will be restricted to using it only on-campus. Repeated AUP offenses or Apple iPad abuses may lead to the loss of a student's privilege of using an Apple iPad or the student's own device on campus.

## Firewall Protection

Attempts to circumvent internet filtering or to prevent a faculty member from **always viewing, accessing, locking, etc. a student's iPad whether physically or through Apple Classroom** on any device to access unauthorized web content or to bypass the student approved wireless network through use of a cellular data or cell phone connection is a violation of school technology use. Unless it can be proven that this was done inadvertently, disciplinary action will be:

1. 1st incident-removal of device from student until parent retrieval and one administrative detention will be issued
2. 2nd incident-student is prohibited from bringing their device to school for the remainder of the quarter and a referral equal to five detentions will be issued
3. 3rd incident-student will be denied access to personal and school computers for the remainder of the academic year with a second referral being issued, leading to school suspension.

**Parents and students are advised that violations of the rules and code of ethics described above will be dealt with firmly, including potential loss of computer privileges and disciplinary action leading to suspension or expulsion. In addition, the undersigned assumes financial responsibility for any damage caused by the computer user. Access to CMHS computer hardware, software, and related network resources is intended to facilitate effective teacher instruction and student learning, thus representing a privilege rather than a right.**

- Students are to report any known violations of this AUP to appropriate administrative staff members. This includes illicit attempts to disrupt or manipulate faculty instructional technologies.
- Random checks of student Apple iPads will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the Apple iPads or other devices or materials stored on the Apple iPads, other devices, or the school's network. If student Apple iPad or technological device privileges are revoked, it is the student's responsibility to purchase hard copies of all books and materials necessary to complete classes as soon as possible.

## **DRUGS, ALCOHOL AND TOBACCO POLICIES**

In accordance with diocesan school policy, Cardinal Mooney has implemented a comprehensive drug, alcohol and tobacco policy. Student use or possession of illegal drugs, alcoholic beverages, mood altering substances, drug related paraphernalia, prescription or nonprescription drugs not registered with the Office, tobacco or any other controlled substance defined herein, including e-cigarettes, hookah, etc. is forbidden. The following policies are designed to maintain a drug and alcohol-free environment, promote health and well-being, and address students at risk.

### **PASTORAL RESPONSIBILITY TO STUDENTS AND PARENTS**

Because the well-being of the student is of primary concern, suspicion of drug and/or alcohol abuse will be addressed with parents in order to assist the student in the recognition and treatment of harmful and potentially addictive behavior. It is the policy of the Diocese of Venice and Cardinal Mooney to assist students suffering from substance abuse when possible. Upon reasonable suspicion of student drug use, the school may take the following measures:

1. Notification of parents or guardians of the students, and consultation with school officials.
2. Drug testing.
3. Assessment by a certified drug counselor.
4. Enrollment in and successful completion of a treatment program by the student.
5. Random drug testing during the remaining time as a student at Cardinal Mooney.

## DRUG AND ALCOHOL RELATED OFFENSES AND SCHOOL DISCIPLINARY RESPONSES

Drug/Alcohol Offense	School Response
<p>Use or possession of alcohol, tobacco or controlled substance on campus or at a school event, or intoxication on campus or at a school event.</p>	<p>Meeting of student with Principal and Dean of Students; possible mandatory withdrawal or expulsion. Student and parents demonstrating a willingness to modify and change behavior may be given another opportunity under the following conditions:</p> <ol style="list-style-type: none"> <li>1. External Suspension (max. 5 full days, see Suspension, page 15).</li> <li>2. Athletes banned from dressing out and/or participating in 20% of that season's games, or the next season's games if the incident occurred out of season, including summer.</li> <li>3. Penalties for participation in clubs and elected offices as directed by the Principal.</li> <li>4. Voluntary participation with a drug/alcohol counselor off campus.</li> <li>5. Voluntary cooperation with monitoring by Dean of Students on campus.</li> <li>6. Submission to drug test.</li> <li>7. Submission to random drug testing for remainder of CMHS career.</li> <li>8. Any subsequent alcohol or drug incident or positive drug test will result in mandatory withdrawal or expulsion of the student.</li> </ol>
<p>Positive Drug Test (School Administered)</p>	<p>Meeting of student and parent with Principal and Dean of Students; possible mandatory withdrawal. Student and parents demonstrating a willingness to modify and change behavior may be given another opportunity under the following conditions:</p> <ol style="list-style-type: none"> <li>1. External Suspension (see Suspension page 15).</li> <li>2. Athletes banned from dressing out and/or participating in 20% of that season's games, or the next seasons games if tested out of season including the summer.</li> <li>3. Penalties for participation in clubs and elected offices as directed by the Principal.</li> <li>4. Voluntary participation with a drug/alcohol counselor off campus.</li> <li>5. Voluntary cooperation with monitoring by Dean of Students on campus.</li> <li>6. Voluntary cooperation with monitoring by the Dean of Students on campus.</li> </ol>

	7. Random drug testing for remainder of CMHS career (refusal treated as a positive test).
2 <sup>nd</sup> Positive Drug Test (School Administered)	Mandatory withdrawal of the student without opportunity of readmission.
Selling, distributing or possession of illegal/illicit drugs or drug paraphernalia on or off school property.	Expulsion without opportunity for readmission.
Arrest/Conviction for Drug or Alcohol Possession or Alcohol Related incident off campus.	Meeting of the student and parents with the Principal and Dean of Students; possible mandatory withdrawal of the student. If allowed to remain, the student will be subject at a minimum to the same punishments associated with a positive drug test at school.
Arrest/Conviction for Sale or Distribution of Drugs.	Expulsion without opportunity for readmission.

### **UNDER THE INFLUENCE OF ILLEGAL AND ILLICIT SUBSTANCES OR ALCOHOL, ON CAMPUS OR AT A SCHOOL EVENT**

The school will immediately notify the parents of any student perceived to be intoxicated or under the influence of any drug during a school day, on school or church property, or at an after-school event. The safety of the student and others is of primary concern. Law enforcement and others may be notified, particularly if the student is perceived to be a threat to himself or others. The school will drug test or breathalyzer the student immediately, if possible. All related policies (see chart above) will be applied and enforced whether the event is held on our campus or at another site.

### **DRUG TESTING**

The school may ask a student to submit to a drug test at any time, with or without cause. This may be done at random or based on behaviors reported by teachers, peers, or parents. Students may be refused opportunities to visit their lockers, vehicles, bathrooms, or other areas unsupervised before submitting a sample. Any student who refuses to submit a sample must withdraw from CMHS immediately. Students testing positive for any illegal or illicit drug will be subject to the appropriate disciplinary action (see chart on preceding pages). Students found tampering with the drug test will be subject to expulsion. Students admitting drug use before the test will still be regarded as having tested positive, but their honesty is a sign of willingness to address the problem.

## **RANDOM DRUG TESTING PROGRAM**

Students with drug or other discipline-related concerns may be required to submit to regular drug testing as a condition for remaining at CMHS and as a deterrent to destructive behaviors. Students in the program will be responsible for payment of each drug test.

## **USE OR POSSESSION OF PRODUCTS OR DEVICES TO ALTER OR FALSIFY DRUG TEST RESULTS**

The use or possession of any product, substance, or device designed to alter or in any way tamper with the results of a drug test will result in immediate expulsion without the opportunity for readmission. The interpretation of possession described in the **Possession** section applies. Any student providing another student with a product, or substance to alter or falsify a drug test result will be suspended and face other penalties as determined by the Dean of Students and/or Principal.

## **SEARCH OF STUDENT CARS, BAGS, LOCKERS OR CLOTHING**

1. Student property such as cars, purses, school bags & clothing on school or church grounds can be searched by school administrators when there is reasonable suspicion that the student may be in possession of a substance or item that is illegal, forbidden by school policy, or a threat to the safety and well-being of any members of the school community.
2. Lockers are school property and may be searched or inspected by administrators at any time, with or without cause.
3. Students are responsible for items in their cars, lockers, bags, or on their person, and will be assumed to be in possession of any items discovered. (See the Possession section on the next page.)
4. School administrators will seize any illegal, inappropriate, or forbidden items discovered on school property and issue the appropriate punishments, including expulsion if warranted. School officials may involve local law enforcement if any search or inspection reveals items that are illegal or that suggest illegal or criminal activity.
5. School administrators are not obligated to obtain parental permission to conduct searches based on the criteria outlined above. When the situation permits, administrators may call parents as a courtesy. Cooperation is expected from parents.
6. Refusal of permission to search cars, bags, lockers and clothing either by the student or parent or guardian will require immediate withdrawal of the student from school. Students will be assumed to be hiding illegal or forbidden items or substances. If school officials suspect illegal or dangerous items or criminal activity, the police will be notified.

## **POSSESSION**

Items carried on a student's person, placed in his/her bag or purse, stored in his/her vehicle, or kept on school property assigned to their use such as lockers will be presumed to be in possession of that student. Students are responsible for items in their possession on school or church property or at school events. Students and parents are advised that holding an unknown item for someone else, keeping lockers or vehicles unlocked, or claiming ignorance of an item discovered will not suffice as an excuse.

## **SERIOUS MORAL ISSUES**

It is not the purpose of this policy to encourage a violation of the Church's teaching on premarital sex, contraception, etc. Cardinal Mooney presents these teachings in Religious Studies classes.

### **Pregnancy:**

1. We are convinced of the value and dignity of each human life.
2. If a girl becomes pregnant while at Cardinal Mooney, she should be dealt with individually and treated with charity. We believe every effort must be made and every measure taken to preserve this life and reputations of students who become parents while still in school.
3. The administration will make decisions regarding participation in classes while continuing education during the term of pregnancy.
4. Participation in extracurricular activities may be restricted for the girl during the time of the pregnancy.
5. Pregnancy in itself is not a cause of dismissal from Cardinal Mooney for either parent.
6. Counseling is appropriate for the father if he is a student at Cardinal Mooney.

## STUDENT ACTIVITIES

Extra-curricular activities are an important part of a well-rounded high school program. Cardinal Mooney provides the opportunity for students to participate in a variety of athletic programs, service organizations, and special interest clubs.

<b>Athletics:</b>	<b><u>Boys</u></b>	<b><u>Girls</u></b>
	Baseball	Basketball
	Basketball	Cheerleading
	Cross Country	Cross Country
	Football	Golf
	Golf	Lacrosse
	Lacrosse	Soccer
	Soccer	Softball
	Swimming	Swimming
	Tennis	Tennis
	Track	Track
	Weight lifting	Volleyball

### Co-Curricular Activities

Elected Membership:    Student Government Association                      Class Officers

### Clubs

Academic Olympics	Paws for the Planet
Art Club	Photo Club
Computer Tech Club	Respect for Life Club
Miracle League	St. Vincent de Paul Society Conference
Mooney Medical Club	Theatre Society
Music Ministry	National Honor Society



## Community Service Guidelines and Requirements

### Purpose:

The Theology Department of Cardinal Mooney Catholic High School recognizes the importance of service in its overall plan to live and practice the Gospel message of Jesus Christ. Our philosophy supports the mission of social justice and service by students' active participation in community service.

- Service is part of our commitment as Christians.
- As a Catholic institution, we pride ourselves in preparing our students for their future endeavors in life.
- We have a civic responsibility to serve the community in which we live.
- As a Catholic school, we believe that our students should heighten their sense of social responsibility by their commitment of service to others

***For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me (Matthew 25:35)***

### Guidelines:

#### 1. Requirements

Every student at Cardinal Mooney is required to perform 100 hours of community service before graduation. **Failure to complete these hours or any portion of them can result in the loss of a percentage of the student's Theology grade for the semester.** This grade deduction, however, does not exempt the student from the responsibility of completion of the required hours of service. These hours must be completed before the required due date of the student's senior year. This is a Cardinal Mooney graduation requirement.

- Freshman – Junior year will complete a minimum of 90 hours of community service. This is broken down by 15 hours a semester. Academic deadlines are December & May (specific dates are discussed in Theology class).
- Seniors will need to complete their final minimum 10 hours of community service their first semester senior year by the December academic deadline
- Seniors who have not completed their minimum 100 hours of community service by our December academic deadline of their senior year could result in delays of receiving final or cleared transcript for college.**
- Summer community service hours should be turned in to your Theology teacher by the end of September
- Students who transfer into Cardinal Mooney Catholic High School after 9th grade will have a prorated adjustment to this requirement
- Community Service Verification Forms must be filled out accurately. They can be found in Theology classrooms and on Canvas under All School.
- Any student who is found to have falsified documentation of community service forms will result in disciplinary action, reported to the Dean of Students, and to the parents**

2. The Community Service Coordinator determines which locations, organizations, and events are appropriate for community service credit. Only approved “non-profit” community service organizations are permitted for completion of the Cardinal Mooney service requirement. It is therefore in each student’s best interest to verify in advance the validity of the project or event.
3. Services to individuals, such as baby-sitting, mowing the lawn, and tutoring family members or friends are unacceptable for credit.
4. Students who participate in their faith community (parish, church, and temple) as altar servers, children’s liturgies and/or choirs may use these hours toward the Cardinal Mooney service requirement.
5. Students are permitted to complete some of their service hours on campus (after regular school hours) and with our school's off campus events.
6. Students are not permitted to complete off campus community service volunteering during school hours. Exceptions to this policy must be pre-approved by school administration and the community service coordinator

## **ATHLETIC POLICIES**

**Training Rules:** Use of tobacco products, drinking alcoholic beverages, and taking drugs not prescribed by a physician are prohibited. (See DRUG AND ALCOHOL RELATED OFFENSES AND SCHOOL DISCIPLINARY RESPONSES chart.)

**Elastic Clause:** Every situation is different and will be dealt with on an individual basis by school administration. Coaches and Athletic Director will document all occurrences.

**Team Rules:**

1. Transportation to away games will be determined by the school and coaching staff. Written permission from parents is required in an exception.
2. Team members travel to and from away games in the school uniform in the complete team uniform or in dress clothes as prescribed by the coach. The same attire holds for home games.
3. An athlete who tries out for a team is appointed to varsity or junior varsity status, depending on the decision of the coach. The athlete must be willing to change status if the coach deems the change advantageous for the team or for the individual athlete's development.
4. An athlete must be present by **9:00am (10:00am on late start)** day of a game in order to be eligible to play that day. Students may not leave school early or miss any part of the school day. Attendance as specified here also holds for eligibility to practice. Unavoidable appointments or

other complications may be considered as exceptions at the discretion of the Dean of Students and the Athletic Director if parents provide the appropriate documentation.

5. Once an athlete remains on the roster of a team through the first game of the season, the athlete is a permanent member of the team. If suspended or having left the team for any reason, the athlete may not participate in another sport until the end of the previous team's season.
6. Students with an excessive amount (five or more) of outstanding detentions may not participate in athletic activities.
7. The misuse of social media will be considered a violation of school policy and can result in suspension or dismissal from the team.
8. Matters pertaining to the playing of a sport are to be settled between the individual, the team and the coach. The Athletic Director and the Principal may be consulted in serious matters or cases.
9. An athlete must be a member in good standing until the last day of competition, including tournament play, to be eligible for any awards.
10. No visible tattoos.

\*Additional regulations of the FHSAA are in effect for all athletes.

## **STUDENT GOVERNMENT ASSOCIATION**

### **STUDENT GOVERNMENT OFFICERS**

The elected officers of the Student Government Association are the President, Vice President, Secretary, Treasurer, Parliamentarian, Activities Chair, Fundraising Chair, Publicity Chair and Social Media Chair. Students who are permitted to run for the elected positions of President and Vice President of the Student Government Association must have served one full academic year in the same or another elected Student Government Association position. For a student to hold an elected Student Government position, they must have at least a 2.75 GPA for the previous academic year and must not accumulate more than three administrative infractions, a referral, or suspension during the previous year. During their time in office, students must maintain the above criteria. If a student accumulates more than three administrative infractions, is administered a referral, or suspended, he/she will be asked to step down from the elected position and the next opponent will step into the position.

### **CLASS OFFICERS**

Each class will have four officers consisting of a President, Vice President, Secretary, and Treasurer. Students must have at least a 2.5 GPA for the previous academic year and must not accumulate more than three administrative infractions, a referral, or suspension during the previous year. During their time in office, students must maintain the above criteria. If a student accumulates more than three administrative infractions, is administered a referral, or suspended then he/she will be asked to step down from the elected/appointed position and the next opponent will step into the position.

## **ELECTIONS**

In order to run for any elected position as a class officer or Student Government Officer, students are required to fill out an application form and adhere to the above policies. Students must also have the recommendation of two teachers who have advised them. If all criteria are met satisfactorily, students will be notified that they meet the requirements to run for an elected position.

## **CLUB PRESIDENTS**

Each club president holds a position on the Student Government, therefore, they must meet the requirements set down for class officers.

## **STUDENT SERVICES**

### **MAIN OFFICE SERVICES**

**School Main Office hours are from 7:30 a.m. to 3:30 p.m. Monday through Thursday, and 7:30 a.m. to 3:00 p.m. on Friday.** Any items that a parent needs to get to their student during the school day, must be left at the Main Office. Nothing will be delivered to classrooms. **Students will not be permitted to meet parents in the parking lot during the school day.**

### **FOOD SERVICES**

Lunches may be purchased from a vendor that offers a variety of hot and cold foods. Food is to be confined to the designated areas. Lunch drop off must be between 11:00 – 12:20. A table outside the Main Office will be available for lunch pickup. Students may NOT order delivery service to school. To ensure the safety of our student population, only parents or legal guardians may bring food for student pick up.

### **LOST AND FOUND**

The lost and found is in the Selby Center. At the end of each semester, the lost and found articles are discarded or given to charitable organizations.

### **ADDITIONAL SCHOOL INFORMATION**

Additional information is available on Canvas, including the school calendar, forms, grades, assignments and parent newsletter.

## **FINANCE AND TUITION POLICIES**

### **TUITION**

Annual tuition must be paid in full by July 5 of each school year. Accounts not paid in full are serviced through a third party processing company in accordance with their procedures and policies. Families may choose between 2, 4, or 11 installments. Returned items will be assessed a penalty by the service. Such penalties are the responsibility of the family and non-payment will be treated as a delinquency, and subject to the restrictions listed below.

Periodic payment plans begin annually in July. Families switching from full pay to periodic payments after July 5 will either be required to pay the missed installments upfront or spread the tuition over the remaining installments available in their selected plan.

Only annual tuition payments are made directly to the office. All other tuition payments will be processed through Tuition Management Systems, Inc. Any questions regarding tuition can be answered by the business manager. All financial accounts must be settled before a student takes semester exams and semester grades are issued. The office maintains a record of student schedules as well as academic records of current students and graduates. Transcripts will be provided upon request for graduates and students who withdraw provided all financial obligations have been met. There is a fee for transcripts.

### **REGISTRATION DEPOSIT**

The school requires an annual non-refundable registration fee for enrollment in the upcoming school year. This fee must be paid in full before your child can attend CMHS.

### **DELINQUENT AMOUNTS DUE THE SCHOOL**

Timely payment of all amounts due the school and proper stewardship of items entrusted to the students are necessary to maintain the school's ability to properly fulfill its mission. Students and families who have unresolved indebtedness to the school, whether for tuition and fees or some other purpose, including non-return or damaged items entrusted to the student, could be subject to the following restrictions:

1. During the school year, students will not be allowed to take semester or final exams. Families and students will lose access to Canvas and will be ineligible to participate in athletics. Students will not be considered enrolled or registered for the next school year, even if the registration fee has been paid and all the registration forms, including but not limited to, the educational commitment form and requested classes, have been submitted and accepted by the school.
2. Students in their senior year may be denied the opportunity to graduate and/or participate in any senior year events, including graduation ceremonies
3. Students leaving Cardinal Mooney Catholic High School will not have official records, including transcripts, released or forwarded to any outside party, student or family. In addition, delinquent accounts will be sent to a collection agency.

### **WITHDRAWAL AND REFUNDS**

Cardinal Mooney Catholic High School incurs costs when students withdraw after registration since contractual commitments are based on registration numbers. Amounts due for tuition and fees are calculated on a monthly basis, using a 10-month school year.

<u>Withdrawal Date</u>	<u>Due</u>	<u>Withdrawal Date</u>	<u>Due</u>
August	1 month	January	6 months
September	2 months	February	7 months
October	3 months	March	8 months
November	4 months	April	9 months
December	5 months	May	10 months

**Note:** The amount due must be paid in full or arrangements for payment must be agreed to in writing by the Finance Department before any student records will be released. Excess payments will be refunded to the responsible party(ies). The school will prorate any financial assistance awarded. However, in these cases, no refunds will be given for payment in excess of the amount due.

### **FINANCIAL ASSISTANCE**

Cardinal Mooney Catholic High School realizes that not every family or student who wants to attend can afford tuition and fees. The school has a financial assistance program to help families and students based on financial need and the school's ability to fund such requests. The school does not award scholarships based on athletic or artistic ability, nor are these considered in making such awards. All families requesting assistance must file an application and have their financial situation independently evaluated by the school's third party tuition aid service. The school does not make multi-year awards. All families must file annually by the deadline established by the school. Families filing applications after the deadline may be denied or given reduced assistance. Participating Catholic families and students who have attended Diocese of Venice schools are given the highest priority for financial assistance.

While the school accepts McKay, Step-Up For Students, and AAA scholarships, parents are responsible for the balance of tuition and fees not covered by these scholarships. Families needing assistance in excess of these payments must file for assistance as described above.

## **PURCHASING ITEMS FOR THE SCHOOL**

The school encourages parents and individuals to be actively involved with both curricular and cocurricular school activities. However, to maintain proper financial controls and to comply with federal, state, and diocesan rules and regulations, all purchases of items for the school, its clubs, and athletic teams, must be made by and paid for by the school in accordance with school purchasing policies. No parent or individual may make a purchase on behalf of or for the school unless such purchases have been made in compliance with school policy and the prior approval of school administration.

## **RETURN CHECK FEE**

A fee will be charged for all returned checks in the amounts provided under Florida Statutes.

## **IPAD AND PAYMENT**

Families have the option of paying the technology fee in full or spreading the cost over 4 years (depending on graduation date). The technology fee will be included in your FACTS payment plan. Senior year, students will turn in the 3 year old iPad and receive the latest iPad (or other device used by the school) with protective cover, AppleCare Plus warranty, charging equipment, and, upon graduation, the iPad will be gifted to the student (as long as there are no outstanding tuition/fees to be settled with the school).

## **MISCELLANEOUS POLICIES**

### **CHANGE OF ADDRESS OR PHONE NUMBER**

If there is a change in a student's address, telephone number, or other personal information on record, the office should be notified. It is important to keep these records accurate and updated.

### **DISTRIBUTION OF PRINTED MATERIALS**

Distribution of flyers, hand-outs, invitations, announcements, etc., on campus must be with the written approval of the administration. Students involved in the production or dissemination of such material without school approval may be suspended or dismissed.

### **FIELD TRIPS**

A field trip is an off-campus activity, sponsored and chaperoned by school personnel, related to the instructional objectives of a course. CMHS requires parents of students participating in a field trip to complete and sign a permission slip provided.

### **IMMUNIZATION RECORD**

All students attending Cardinal Mooney Catholic High School must have received all immunizations required by Florida State Law. State Law requires that the student has been

appropriately immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella and that the measles vaccine was given at 12 months of age or older.

Students who have not received the required immunizations will be barred from classes until immunizations are updated.

### **BIRTH CERTIFICATE**

Each student will be required to furnish the school with a copy of his or her **birth certificate** for inspection. If a student's natural parents are divorced, a copy of custody papers may be required.

### **PHYSICAL EXAMINATIONS**

All students should have recent physical examination records on file. Students participating in extracurricular athletics, or in physical education classes, must have a physical examination filed each year of participation. Special health problems should be reported to the office.

### **PRESCRIPTION MEDICINE**

If a student needs to take medication, the office will provide a "Medication Release Form" (also found on Canvas). If prescribed by a Doctor, the form must have a doctor's signature with instructions filled out. If it is over-the-counter medicine (i.e., Advil, Tylenol) then the parent must fill out the form. The medication must be provided to the Main Office in its original container. CMHS does not distribute any medication other than the above mentioned medication.

### **SCHOOL INSURANCE**

All students must be covered by a policy offered through the school. The cost of this is included in the activity fee. Students who play football will be required to pay for catastrophic coverage.

### **PERSONAL INJURY AND ACCIDENT**

An accident resulting in personal injury, no matter how minor, is to be reported to the Dean of Students immediately. An accident report will be completed and kept on file by the Business Office for future reference. Injuries sustained due to involvement in athletics must be reported to the Athletic Director within 72 hours of the injury occurring. Cardinal Mooney Catholic High School and its insurance carriers are not responsible for any bills incurred, medical or otherwise, relating to injuries not properly reported within 72 hours of the accident.

### **TEXTBOOKS**

The textbooks are purchased by the students and retained as their own property. Some books are available as iBooks or eBooks and may be purchased online. A hardcopy of consumable lab manuals and workbooks must be purchased new each year. Textbooks should be purchased online from eCampus. You will find the link to their website at <http://www.cmhs-sarasota.org>.

### **VISITORS**

Only students enrolled at Cardinal Mooney Catholic High School are permitted on campus and in the parking lot from 7 a.m. – 3:30 p.m. All other visitors must register as a visitor in the Main Office.