

CARDINAL MOONEY CATHOLIC HIGH SCHOOL



PARENT/STUDENT HANDBOOK 2022-2023

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

We believe that:

God is at the center of all we do.

Gospel values are the foundations of our **R**elationships.

All 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

SCHOOL HANDBOOK

NOTICE TO PARENTS AND STUDENTS

As a Catholic, private institution, the School Handbook is the contract between Cardinal Mooney and parents regarding the policies, procedures, and philosophies that will be observed in the course of educating the children entrusted to the school's care. All parents and students are responsible for the information contained within the Cardinal Mooney School Handbook.

Every effort is made to include in the School Handbook all policies and procedures pertaining to the 2022-2023 school year. Circumstances may require administrators to apply the Handbook to unique and unanticipated situations. The final interpretation of the Handbook is the responsibility of the Principal. Any changes that may be made during the school year will be communicated to students at school and to parents via e-mail and the school website (www.cmhs-sarasota.org). Once formally announced, changes made during the school year shall be immediately considered a part of this document.

All students and parents are required to sign and return a copy of the Student-Parent Handbook Agreement. Each student is required to submit the completed form via Canvas on or before Monday, August 15, 2022. Due to the importance of acknowledging these responsibilities, students who do not return the form by this deadline will receive a detention and will continue to receive a detention each day that the form is not returned.

Cardinal Mooney High School, a coeducational diocesan high school, is staffed by faculty who share a Christian vision. We are committed to developing 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 the 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 by cultivating the student's growth in the areas in which they are uniquely gifted, furthering their Christian responsibility to themselves and their neighbors, and fostering an understanding of the Eucharist as a sign of community 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 High School accept this philosophy and the following objectives as a sacred responsibility before God.

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FOREWORD

Our History & Namesake

Cardinal Mooney Catholic High School was established in 1959 by Archbishop Joseph P. Hurley when the school opened its doors on September 14 in a temporary location at Beall's Shopping Plaza/Bell's Plaza Shopping Center in downtown Sarasota. Classes were held in eight rented stores and the student body consisted of 110 students—all freshmen and sophomores.

The area's new Catholic high school was named by Father Joseph F. Daley, the founder and first president of the school, in honor of “one of the most outstanding princes of the Church in this century,” the eminent American churchman, Edward Cardinal Mooney. Born in Mount Savage, Maryland, in 1882 and was ordained in the priesthood in 1909, Cardinal Mooney was a vigorous promoter of Catholic education.

In early 1960, twenty acres of a celery farm on Fruitville Road was purchased for the permanent location of Cardinal Mooney High School. Students moved into the first classroom buildings in November 1960, and the school was formally dedicated in 1961. Shortly thereafter, the gymnasium was completed. The Cardinal Mooney campus now comprises a total of 32 acres complete with six different buildings.

INTRODUCTION

In order to have a school function most effectively, a full understanding of the goals, policies, and procedures of the school is necessary. Parents and students are expected to be familiar with the information contained in this Handbook. By enrolling in Cardinal Mooney High School, each student agrees to abide by its rules and all parents/guardians agree to support the school's policies.

These rules and expectations apply any time a student is on campus; any time a student is participating in or attending a school-sponsored event on or off-campus; any time a student is officially representing the school, and any time a student is traveling on school-authorized transportation. In addition, the school regards any behavior detrimental to the best interests of Cardinal Mooney High School by anyone in the Cardinal Mooney community, whether at school, on social media, or elsewhere, as sufficient grounds for a disciplinary response and/or expulsion. The school will determine when there are behaviors exhibited that are detrimental to the best interests of the school and may act accordingly.

ACCREDITATION AND AFFILIATION

Cardinal Mooney High School is accredited by the Florida Catholic Conference and Cognia (formerly known as AdvancED) and the Southern Association of Colleges and Schools and the National Catholic Education Association. We also hold membership in the Florida High School Athletics Association.

Cardinal Mooney High School is a part of the Diocese of Venice and, as such, is subject to and bound by the general educational policies of the Diocese.

ADMISSIONS

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, disability, age, gender, or national origin. Cardinal Mooney Catholic High School exists to serve God in the community by sharing our faith through education. Acceptance of a student is the sole responsibility of the school administration, utilizing the following policies and criteria:

INCOMING FRESHMEN

Incoming freshmen must take the standardized placement exam, which is offered at least twice each year.

Priority consideration for acceptance will be offered in the following order:

- Students currently attending Parish grade schools.
- Students affiliated with a Catholic Parish, children/grandchildren of alumni, and siblings of alumni and current students. On a space-available basis, all others will be considered for acceptance.
- The criteria used for acceptance are as follows:
 - Performance on the standardized entrance exam.
 - Previous school record, including academics, attendance, and deportment.
 - Additional tests may be required for math and foreign language placement.

TRANSFER STUDENTS

Transfer students will be accepted on a space-available basis after an interview by the principal or designate. As a general policy, transfer students will only be accepted at the beginning of a semester and only incoming seniors new to the area will be considered for acceptance.

The criteria used for consideration for acceptance are as follows:

- Previous school record, including academics, attendance, and deportment.
- Letters of recommendation from previous school officials
- Transfer credits will be accepted at the discretion of the administration.

STUDENTS WITH EXCEPTIONALITIES

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. Students with physical disabilities will be considered for acceptance if their needs can be accommodated at a minimal cost.

The school does not create IEPs or 504s. Accommodations that are provided are based on the student’s diagnosed exceptionality, including 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.

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.

The Cardinal Mooney guidance office exists to aid students on their college and career success path. Guidance services are available for every student in the school and their parents. These services include assistance with educational planning, interpretation of test scores, occupational and career information, study skills, home, school, personal, and/or social concerns, or helping the student know themselves as a unique individual and as a member of society. Cardinal Mooney High School provides information about services for drug and alcohol problems, psychological services, etc. Any student should feel free to seek assistance when needed, even after graduation.

Original copies of individual transcripts are kept on file at all times. Transcripts are sent to other educational institutions and places of employment upon request. Written permission is required to release records. A student may receive an unofficial copy of their transcripts. Official copies must be mailed directly to the school/employer/agencies requesting them. After graduation, a fee of five dollars for each transcript mailed or sent by fax. Student records are accessible to parents and students through the guidance office by appointment. (See "Student Records" for more detail.)

Testing Program: Cardinal Mooney High School administers the PSAT in October to students in grades 9, 10, and 11. Students planning to attend a four-year college or university immediately after high school are encouraged to take the SAT or ACT in the summer following their Sophomore year or shortly thereafter. Information and registration materials are available in the Guidance Office. It is the student's responsibility to register for these tests.

TEXTBOOKS

Your students will receive most of their textbooks from CMHS; however, some courses may require incidental expenses. Your student will be notified by their instructor for any such item request. If the school provides the materials, the charge will be added to your FACTS Parent Portal; otherwise, the student/family is responsible for making the purchase.

SCHEDULE CHANGES

Students are advised to think carefully before choosing their courses for the coming year. Many of our elective courses are challenging, and students should be prepared to put forth their best effort for all classes. Parents are asked to sign the student course request sheet indicating their approval of the student's choices. Upperclassmen receive priority in scheduling. 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.

Please note: Students may not change a class after the add/drop period of a given semester because they do not want a certain teacher or because they realize the course may be more difficult than originally anticipated.

Cardinal Mooney Catholic High School

Parent Tuition & Fee Information 2022 – 2023

REGISTRATION

Non-Refundable Registration Fee: \$625

TUITION

Tuition: \$14,550

International Tuition: \$15,550

Catholic Allowance: (\$2,400)

(Families must be registered and participating members of a Parish within the Diocese of Venice. A Parish Verification Form signed by your Pastor is required.)

2nd Student Discount: (\$500)

3rd Student Discount: (\$6,575)

4th Student Discount: (\$12,150)

FACTS FEES

1 - 2 Payments: \$15

3 - 12 Payments: \$41

Peace of Mind Insurance (Optional): \$22.50

Return Payment: \$30

Grant & Aid Application: \$33

Registration Fee	\$625.00 per year
Technology Fee	\$1300 first year
Graduation Fee	\$300.00 Seniors Only

Additional fees may include but are not limited to field trips, AP testing, textbooks, or other incidentals. No student will receive a schedule of classes until all fees and first month's tuition (July) have been received.

The Cardinal Mooney Finance Office makes every effort to meet a family's demonstrated financial need, contingent upon the funds available. Financial assistance may be available through the school, provided it is applied for by April 2 (or while funds are available) for the following school year. To be considered for financial assistance, a family must file with FACTS Management for financial aid online. Financial aid must be applied for each year it is desired. Please note that families must be in good financial standing to receive financial assistance.

We care for every student, and with that, to maintain the school's many operations financial accounts must be kept up-to-date. Should financial problems arise, please contact the school office to arrange an appointment with the Principal. FACTS will accept checking account information, debit card, Visa, MasterCard, and American Express to pay tuition.

TUITION & FEES

Financial Obligations

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

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it infeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

**Affiliated Families: Families who are practicing Catholics and registered members of a Catholic parish. The family must provide the Parish Affiliation form to their respective parishes for documentation. Please note that each parish has specific and individual guidelines to be considered affiliated.*

Financial Assistance

Financial Conditions

- For a student to receive their schedule of classes, all tuition and fees must be current.
- Parents/guardians may be required to sign a specific tuition agreement to register their student(s) for the next school year if the family's account is not current.
- Any past due amounts may result in FACTS/SIS privileges being suspended.
- Students whose accounts are in arrears may be prohibited from participating in team sports.
- Continued past due tuition may result in the following: Withholding of grades and transcripts, placement of the account with a collection agency, and withdrawal of the student from school.
- Students whose accounts are three or more months in arrears and whose families have not replied to the school's collection attempts may be removed from the student roster and not admitted to class.
- The school does not get involved in any financial disputes among family members.

Withdrawal Policy

If a student withdraws before August 31, tuition may be refunded on a prorated basis. If a student withdraws, is expelled, or is asked to leave after August 31, the semester tuition will be due in full regardless of the withdrawal date. This policy also applies to the second semester with a cut-off date of January 10. Please note that any form of withdrawal would necessitate a forfeit of financial assistance awarded by the school. Additionally, early withdrawals for families participating in the Florida Tax Credit Scholarship will receive a prorated benefit from the state.

ACADEMICS

Please see our Curriculum Guide for more detailed information@

<https://www.cmhs-sarasota.org/15596-2/>

Cardinal Mooney provides an academically challenging education in a Christ-centered environment. Students at Cardinal Mooney are treated as individuals with unique skill sets and abilities. Our teaching aims to help each student succeed to their fullest potential. As a college preparatory school, we seek to provide each student with the appropriate course load balanced with the student's potential to earn exceptional grades, college admittance, and subsequent success in college coursework. Teachers, guidance counselors, and administration work together to place students in the appropriate courses for student success. The final decision for student courses rests with the administration.

ACADEMIC PROGRAMS

The Advanced Placement Capstone Diploma: AP Capstone™ is a diploma program based on two year-long AP courses: AP Seminar and AP Research. These courses are designed to complement other AP courses that the AP Capstone student may be taking. Instead of teaching specific subject knowledge, AP Seminar and AP Research use an interdisciplinary approach to develop the critical thinking, research, collaboration, time management, and presentation skills students need for college-level work. The College Board developed the AP Capstone Diploma program at the request of higher education professionals, who saw a need for a systematic way for high school students to begin mastering these skills before college. Schools must meet specific requirements and be accepted by College Board to enter the AP Capstone program. Cardinal Mooney High School is an official AP Capstone school. To see a list of colleges that endorse the AP Capstone program, please visit <https://apcentral.collegeboard.org/courses/ap-capstone/higher-education-endorsement>.

Advanced Placement Courses: Cardinal Mooney High School offers 16 AP courses. Students have an opportunity to take rigorous college-level classes and receive potential college credit. Students taking these courses commit to a serious level of rigor and independent study. These courses are taught at the college level and provide important skills necessary for students to be successful in college.

Admission to Advanced Placement courses is by established prerequisites and teacher recommendation. AP courses are college-level courses for students who have demonstrated they can perform at the college level. These courses are taken on the CMHS campus.

At the end of each course, students must pay the required fee set by the College Board and sit for the exam written by the College Board. College credit or placement may be awarded depending on the student's score and the college or university a student attends. Parents with students taking several AP exams should know that the cost per exam is approximately \$100 and prepare accordingly.

A summer assignment may be required for many AP courses. Assignments will be posted on the Cardinal Mooney High School website and will be due on the first day of class in August or when determined by the teacher.

Honors courses: Honors courses are offered in mathematics, science, English, social studies, world languages, and some electives. Consideration for placement in honors courses for incoming students includes a required grade average in a subject and a score in a designated percentile rank on the High School Placement Test or PSAT. Honors courses carry a weighted designation. Prerequisites may vary, but all honors-level courses consider maturity level, self-discipline, and self-motivation as characteristics students must possess to be recommended. Students struggling in an honors-level class are encouraged to communicate with the teacher to determine appropriate remedies. Teachers will contact parents if a student's grades are consistently below expectations. Current students are scheduled for honors courses by meeting the prerequisites.

Florida Virtual Courses

Cardinal Mooney High School is committed to providing the best academic education possible in a Catholic, Christ-centered environment. We prioritize the value of taking courses on the Cardinal Mooney campus. There are times, however, when it may be in a student's best interest to take a course through FLVS. Guidance Counselor approval is required for CMHS to accept outside credit for such a class that is also offered on Cardinal Mooney's campus, and approval is not guaranteed for every circumstance.

High School Credit for Math

Cardinal Mooney High School follows the Diocese of Venice guidelines for high school credits in middle school. This policy is as follows:

Successful mastery of Algebra 1 is critical to a student's success in subsequent math classes and on the PSAT and SAT. In the best interest of our students, the Diocese of Venice provides the following policy regarding students seeking to receive Algebra 1 credit from a middle school Algebra 1 class:

- Private & Public Middle School Students: Must receive an A or a B in Algebra 1
- Placement in honors is determined by the admitting school based on grades and scores on the High School Placement Test.
- The School and Diocese reserve the right to address exceptions individually.

ACADEMIC HONORS & AWARDS

Honor Roll

The honor roll is posted at the end of each quarter grading period. The honor roll consists of three levels of recognition based upon achievement.

Principal's List	First Honors	Second Honors
All A's in all subjects	All A's with a maximum of two B's	No grade lower than a B

Other Academic Achievements

- Top ten students are recognized at the Banquet Ceremony.
- Various book awards: Given to students selected by a particular college for outstanding achievement in certain fields.

Cardinal Mooney High School no longer ranks students by grade point average.

Cardinal Mooney will use the following criteria for recognizing academic achievement:

- Summa Cum Laude: 4.0 GPA (unweighted) and at least four AP classes by graduation
- Magna Cum Laude: 3.875 - 3.99 (unweighted), no grade lower than a B and at least three AP classes by graduation
- Cum Laude: 3.75 - 3.874 (unweighted), no grade lower than a C, and at least two AP classes or two honors classes by graduation.

Students are encouraged to:

- Take three years or more of Spanish, as some colleges do require three years.
- Take the most challenging classes one can while maintaining the highest GPA possible.
- Research colleges of interest to determine their academic requirements.
- Note: Adjustment of credit requirements will be made for transfer students. The school reserves the right to determine transferred course levels and weighting factors. Cardinal Mooney High School cannot remove credits earned by students at other educational institutions. Students who take high school courses in middle school and transfer them must realize that they are beginning a high school transcript that will affect their high school GPA.

FOREIGN LANGUAGE REQUIREMENT

Admission requirements for institutions in the State University System of Florida and many colleges and universities outside the state of Florida include two years of a foreign language, Algebra I and II, and Geometry. Specific average ACT/SAT scores are also required. Please be advised that some colleges are now requiring three years of a foreign language. It is the responsibility of the student and parent to determine which schools a student is applying to and check that school's requirements.

SCHOLARSHIPS FOR COLLEGES AND UNIVERSITIES

Scholarship information is available in the guidance office. A guidance counselor will assist the student with scholarship preparation when possible. However, it is the student's responsibility to provide all information and/or documentation required by the scholarship donor. The Guidance Office will send any necessary transcripts with the scholarship application at the student's request.

Bright Futures Scholarships: The guidance office submits the necessary information to the Florida Department of Education for any student who may be eligible for the Bright Futures Scholarships. Students are periodically given information regarding this award and are encouraged to maintain an unweighted 3.0 GPA in their core academic subjects. For further information on this GPA, please contact our Guidance Office. Students and their parents should consult www.myfloridaeducation.com/brfuture frequently for updates. For more information, please see the Bright Futures section below.

Bright Futures Scholarship Awards

Cardinal Mooney is blessed to have over 25% of its graduating seniors earn Bright Futures scholarships each year. Bright Futures Scholarship recipients receive either 75% or 100% of their tuition paid when they attend a Florida public college or university. Cardinal Mooney's Guidance Office aides students in ensuring they understand the requirements and what they need to do to earn the scholarships. In addition, the guidance office coordinates the registration of scholarship recipients online, taking the burden off the parent.

FAILURES AND ACADEMIC PROBATION

Students in ninth, tenth, and eleventh grades may make up for failures by attending an accredited summer school program through a county school system by taking the class on FLVS, or by retaking the course at Cardinal Mooney the following school year. Students whose grades fall below a 2.0 GPA or who fail two or more semester classes may be placed on academic probation.

Academic Probation

Students who are unable to demonstrate adequate academic progress are placed on Academic Probation in order to establish a plan to assist the student and to impress upon the student the need for academic improvement needed as well as the required expectations. A student is placed on Academic Probation if:

- The student has failed two or more courses during the semester.
- The student has a cumulative GPA below 2.0.
- Students who are placed on Academic Probation are expected to comply with the actions listed below. Failure to comply with the expectations established to assist the student in achieving success may jeopardize the student's ability to remain a student at Cardinal Mooney High School. Students who are on academic probation may be asked to:
 - Sign an Academic Probation Contract
 - Attend meetings with a guidance counselor, support teacher, or another school mentor as deemed necessary.
 - Attend after-school "Homework Club" with the resource teacher.
- Attend parent-student conferences as deemed necessary.

GRADING AND REPORT CARDS

Report cards are posted to FACTS at the end of each semester. A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose:

A (90-100)

B (80-89)

C (70-79)

D (60-69)

F (59 or below)

The final semester average is computed in the following manner: At the end of each semester, a semester exam will be given in each course (except AP). The semester exam equals 20% of the final semester grade. Credit is granted by semester. For example, a student earns one-half credit for each semester course successfully completed. Consequently, if a student fails one semester, he/she must make up only the failed semester.

PROGRESS REPORTS

At least two times during a quarter, the CMHS administration will send out an email with a link to each student's progress report. Please note that parents/guardians may access their student's class progress at any time during the school year via FACTS SIS.

DUAL ENROLLMENT

Courses will be offered through the State College of Florida Online for the dual enrollment program. Students will earn both high school and college credits for each course. There is no cost.

State College of Florida Admission Requirements: Juniors & Seniors: 3.0 cumulative unweighted high school GPA. The GPA will be re-calculated by SCF only, taking into consideration courses in English, mathematics, science, foreign language, and social studies.

Minimum standardized test scores on one of the following:

PERT: (offered on the SCF campus by appointment) math 123, writing 103, reading 106

SAT: sub scores of math 27, writing 24, reading 24

ACT: math 20, writing 17, reading 19

Students will work independently in the Media Center or study hall during one class period each day. The courses are administered by the State College of Florida. Grading is at the discretion of the University and Cardinal Mooney may not intervene. It is the student's responsibility to complete work in a timely manner and maintain good standing in the course. Dual enrollment courses start the student's college transcript, and it is critical that a student does not earn a low grade as it may negatively impact their college acceptance.

EXAMS

Semester Exam Policy

Given in all classes, semester exams (midterms and finals) account for 20% of a student's semester grade. Dates are set aside well in advance of the exams and can be found both in email communications as well as the school calendar. Only in the case of a medical emergency or a death in the immediate family (other extenuating circumstances will be considered by the administration on an individual basis) will the administration excuse a student from taking an exam on the scheduled date.

Seniors having the required second semester average of 90% or higher AND ten or fewer absences (both excused and unexcused) during the semester will be exempt from their final exams. A senior may not be exempt from an exam in a course for which he is attempting to make up credit for grade forgiveness. Cardinal Mooney reserves the right to amend this policy as needed.

STANDARDIZED TESTING

High School Placement Test

The High School Placement Test is a tool Cardinal Mooney uses to determine placement in courses for incoming freshmen students. Cardinal Mooney follows the guidelines of the Scholastic Testing Service and does not allow any retakes for the High School Placement Test.

PSAT Testing at Cardinal Mooney

Cardinal Mooney does not teach to a certain standardized test, nor do we require students to pass a standardized test in order to move to the next grade level. Cardinal Mooney uses the PSAT testing data to gauge how we are doing as a school, how we can improve, and as a measurement of student data from these tests to improve our instruction to better meet the needs of our students

GRADUATION POLICIES

Each student must have completed all graduation requirements, have satisfied any disciplinary consequences, and have met all financial obligations in order to participate in the graduation ceremony. Any student who has not met all of the academic requirements but who can fulfill them by attending summer school may take part in the ceremony with the announcement made that he/she is receiving a certificate of attendance. Each student must also attend the baccalaureate rehearsal and Mass and the commencement rehearsal in order to participate in the commencement exercises.

In addition to academic requirements, participation in both the Baccalaureate Mass and commencement exercises is required to earn a Cardinal Mooney diploma. The administration reserves the right to prohibit anyone from participating in any of the commencement activities.

In order for members of the Class of 2023 to be valedictorian or salutatorian, a student must be enrolled in Cardinal Mooney High School for three consecutive years. The student with the highest cumulative grade point average on the Cardinal Mooney grading scale at the end of the first semester of the senior year will be designated as the valedictorian. Averaging of numerical grades over the four-year high school period will be used in case of a tie. The student ranking second will be the salutatorian. CMHS will determine the valedictorian and salutatorian after the 7th semester (first semester of senior year) starting with the class of 2023.

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All dual enrollment courses and their grades will appear on the Cardinal Mooney transcript.

Graduation Requirements for the Class of 2023

English	4 Credits
Theology	4 Credits
Mathematics (Mathematics required in Senior Year)	4 Credits
Science (Biology, Chemistry, one other)	3 Credits
Social Sciences	3 Credits
Spanish	2 Credits
Electives	2 Credits
H.O.P.E. (Physical Education/Health)	1 Credit
Art (Includes Performing Arts)	1 Credit
Total	24 Credits

PARENT-TEACHER-STUDENT COMMUNICATION REGARDING ACADEMICS

Our goal is to provide our parents, guardians and students clear guidance in regards to any issue that you may experience in a thorough and prompt manner.

The following series of flowcharts identify the steps to follow on how to get questions answered, how to resolve problems, and how to navigate through. Please refer to the school website.

Following these steps will help answer the question or resolve the problem in the shortest amount of time possible. When there is a concern, the first step should always be to have your student communicate directly with the person in charge of the class or program. If step one does not resolve the issue or clarify the rationale, please follow the flow chart provided. In most cases, the easiest way to communicate is via e-mail, then a phone call.

MATTERS INVOLVING ACADEMIC CONCERNS

Step 1: Student contacts classroom teacher in person or through e-mail.

Step 2: Parent contacts teacher through e-mail or phone call. (click here to see online staff directory)

Step 3: Parent/Guardian contacts department chair via e-mail or phone call. (click here to see online staff directory)

Step 4: Contact your child's guidance counselor (click here to see online guidance directory)

Step 5: Contact Dean of Curriculum, Matt Ittig at MIttig@cmhs-sarasota.org or 941-371-4917 ext. 111.

MATTERS INVOLVING STUDENT DISCIPLINE/ATTENDANCE

FOR NON-URGENT MATTERS WITHIN THE CLASSROOM

Step 1: Contact classroom teacher or call School Office at 941-371-4917 (see online staff directory); if no resolution, continue to step 2.

Step 2: Contact Dean of Students, Will Schenerlein, at WSchenerlein@cmhs-sarasota.org or 941-371-4917 ext. 136.; if no resolution continue to step 3.

Step 3: Contact Mr. Ben Hopper, School Principal, at BHopper@cmhs-sarasota.org or 941-371-4917 ext. 113.

FOR URGENT MATTERS WITHIN THE CLASSROOM

Step 1: Contact Dean of Students, Will Schenerlein at WSchenerlein@cmhs-sarasota.org or 941-371-4917 ext. 136. if no resolution continue to step 3.

Step 2: Contact Mr. Ben Hopper, School Principal at BHopper@cmhs-sarasota.org or 941-371-4917 ext. 113.

ATTENDANCE

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. Throughout the school day, attendance will be recorded by each teacher for every class and monitored by the front office as on-going process. If a student misses school only on the day of a test, he or she must be prepared to take the test on the day of return. An alternate form of the test may be given.

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, and days missed due to illness or injury still count toward the permitted ten (10) days each semester even when medical documentation is provided. Time missed due to Cardinal Mooney functions does not count towards a student's ten (10) days.

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 Wednesday Morning Detention.

Excessive Absences and Consequences

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for their child's attendance as required by law. For more information, access www.leg.state.fl.us. Lack of compliance with the school's attendance regulations may result in failure to earn class credit.

If a student surpasses five (5) absences per semester, an email will be automatically sent home to the student's parents/guardians via FACTS informing them of the violation. This notification serves as a written warning that, should the pattern of absences continue, the student may lose extracurricular privileges and may face additional consequences as outlined below. If a student surpasses seven (7) absences per semester, he/she may be placed on an attendance contract with stipulations for his/her continuation as a CMHS student.

For every absence accumulated over seven (7) absences, a student may receive morning detention and the requisite consequences/disciplinary actions. This may include being placed on a disciplinary contract.

Once a student reaches ten (10) absences in a class, the student may lose credit in that class for the current semester.

Attendance Procedures

If a student is absent from school, a PARENT OR GUARDIAN MUST COMPLETE THE CMHS ATTENDANCE FORM, which will be linked on the school website at <https://www.cmhs-sarasota.org/absence-or-tardy-notification/>

The parent must choose the type of absence listed under section one of “types of absence” and the student must provide documentation for said absence upon return to school.

PLEASE NOTE: Documentation for medical / legal appointments must come from a 3rd party source and may not be a parental note.

This documentation must include:

- The student’s full name
- The reason for the absence
- All of the dates covering the period of absence
- If a student is out for more than 3 days due to medical reasons, a doctor’s note is required.
- Documentation must be received by 9 AM the morning of a student’s return.

Early Dismissal - Appointment Procedures

A student who wishes to be excused for medical, dental, and legal appointments should:

1. Before the first bell at 7:50 a.m. on or before the day of the appointment, an email must be sent to <https://www.cmhs-sarasota.org/absence-or-tardy-notification/> from the parent/guardian containing the reason for the early dismissal, a verification phone number, the requested time of release from school, and when applicable, the expected time of return.
2. Phone calls for dismissal will not be accepted. You will be directed by the attendance staff to complete the form on our website.
3. At times, it may be deemed necessary for the the school to call a parent/guardian to confirm the details of the appointment.
4. Sign out in the Front Office upon departure.
5. Sign in and present valid documentation from the appointment facility (email) to the Front Office upon return to school.
6. The school reserves the right to deny early dismissals if proper documentation is not provided.
7. Early dismissals on “special schedule” days or Mass days may be approved in advance only for verifiable medical or legal appointments. Parents must email a verifiable note to the Front Office before the first bell at 7:50 a.m. on the day of the Mass or other special schedule day. Phone calls for dismissal on Mass days will not be accepted. Final approval rests with the Dean of Students.

TARDINESS

Students are expected to allow themselves enough travel time to arrive at school on time. Upon arrival to campus, all students must remain on campus until dismissal unless specific permission by administration is granted. Students driving their own vehicles are to display their parking pass at all times, park, and go directly into the school building. There is to be no loitering.

General Tardiness Policies

1. Tardy students cause disruptions and impede the learning process.
2. Students are expected to arrive at school on time and be present in their 1st period before the 7:55 a.m. bell rings (9:27 a.m. on late start Wednesday).
3. Tardies are noted on the school records.

Tardies To School Procedures

In the case of tardies to school, the parent or guardian should email a note on the day that the student comes in late. The email is <https://www.cmhs-sarasota.org/absence-or-tardy-notification/>

At any time a student is late in the morning, he/she must report to the front office to receive a tardy slip before reporting to class.

Each student will be allowed up to two excused tardies to school per quarter. A student who arrives at school after 8:10 a.m. (9:42 a.m. on late start Wednesday) is considered absent from that class.

For each unexcused tardy to school, a student will receive a progressively increasing amount of detentions. Tardies reset on a quarterly basis.

Excessive Tardies

When a student has over 10 tardies for the year, the administration may, at its discretion, require an Attendance/Tardiness contract and parent conference. Students with excessive tardies and/or absences may be prohibited from participating in school activities, events, athletics, and student government.

2022-2023 DRESS CODE POLICY

The 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.

General Guidelines:

Students are expected to arrive at and depart from school fully and properly dressed. This also includes going to and from any gym class. **A black or brown belt must be worn with all shorts/pants.** Shirts must be tucked in at all times. The final decision as to what constitutes acceptable dress and grooming rests with the administration, and the administration reserves the right to make changes at any time. The penalty for violations of these norms rests with the administration. Students and parents who have questions regarding the acceptability of certain types and styles of clothing or grooming should consult with the administration before appearing in school wearing them.

Grooming: Unconventional or eccentric makeup, hairstyles, or unnatural coloring of any kind is not permitted. Hairstyles must reflect a neat and clean appearance. Body piercings, aside from ears, are not permitted. Students wearing earrings deemed too long or inappropriate will be asked to remove them. 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 headbands to secure their hair. Makeup and nail polish on boys is not permitted. Chains or sweatbands of any kind cannot be worn during the school day. **Male students must be clean shaven. If they are deemed to be unshaven, they will receive a detention & must be clean shaven the next school day. Additional offenses, the student will receive another detention and must shave in the office before returning to class.** Men whose hair exceeds the back of their collars or their eyebrows/earlobes must pull their hair back into a neat and tidy appearance and must be cut in a timely manner. Sideburns must be neatly trimmed. This policy may be enforced at all school events, both during and after school hours.

Miscellaneous: Jewelry is permitted but must not be excessive and is limited to bracelets, necklaces, and earrings. Other visible body piercings or tattoos are not permitted. Any tattoos must be covered at all times.

Outerwear: The only permitted outerwear will be those purchased through the CMHS Team store, CMHS team athletic jackets/outerwear, or items purchased from the Children's World. A dress code shirt must be worn under any type of outerwear.

GIRLS	BOYS
<p style="text-align: center;">Top</p> <ul style="list-style-type: none"> • Red, White, Black or Grey Team/Club short sleeve polo shirt • Blue short sleeve polo shirt for seniors only 	<p style="text-align: center;">Top</p> <ul style="list-style-type: none"> • Red, White, Black or Grey Team/Club short sleeve polo shirt • Blue short sleeve polo shirt for seniors only
<p style="text-align: center;">Bottoms</p> <ul style="list-style-type: none"> • Khaki pants with brown or black plain belt • Khaki shorts with brown or black plain belt <p style="text-align: center;">See fit requirements below *</p>	<p style="text-align: center;">Bottoms</p> <ul style="list-style-type: none"> • Khaki flat-front pants with brown or black plain belt • Khaki flat-front shorts with brown or black plain belt • Belts are required and must be visible <p style="text-align: center;">See fit requirements below *</p>
<p style="text-align: center;">Footwear</p> <ul style="list-style-type: none"> • Closed-toed shoes that cover the heel, all shoes must have a back. • Athletic footwear • No sandals, slippers, slides, Uggs, Birkenstocks or Crocs of any type <p style="text-align: center;"><i>**No tights, leggings, or knee socks</i></p>	<p style="text-align: center;">Footwear</p> <ul style="list-style-type: none"> • Dress shoes • Sperry-style topsider • Athletic footwear • No sandals, slippers, slides, Uggs, Birkenstocks or Crocs of any type

Fit Requirements:

Shorts may extend no higher than 3.5 inches from the top of the kneecap and cannot be rolled. All uniform bottoms must be appropriate fit and not excessively tight in nature. As with all uniform items, the proper fit of all uniform bottoms is at the discretion of the Dean of Students and administration. Administration reserves the right to require any student to change uniform bottoms or tops with replacements from the front desk. The student will be required to return the borrowed item the next day. All shirts must be tucked in at all times, and all tops must fit appropriately and not be oversized or undersized.

Exceptions:

A temporary exemption to the school dress code policy may be granted when necessary for medical reasons. The student or parent must provide documentation from a medical professional to the Dean of Students for approval.

****Violation of these policies may result in a student's inability to return to school until the problem is resolved. ****

CARDINAL MOONEY HIGH SCHOOL DISCIPLINE POLICY

Responsibility & Discipline

Cardinal Mooney reserves the right to ask any student to withdraw or to expel any student at any time for any reason without prior warning at the discretion of the administration.

Cardinal Mooney High School has compiled a set of expectations for students to follow while they are at school or at school functions. This code of conduct is designed to establish more effective and equitable guidelines for student behavior. It will be used by all teachers and other staff members at Cardinal Mooney High School. The need for this code of conduct is based not only upon the school's responsibility to educate students in the area of discipline, but also upon the student's education without interruption, distraction, and/or disturbance from his/her fellow classmates.

Should the need for disciplinary action arise, each teacher will have the option of using one or more alternative methods in rectifying the situation, depending upon the maturity of the student, the frequency of the infraction, the attitude of the student, the degree of student cooperation, the emotional state of the student, and the nature of the infraction. It should be noted that in the case of serious offenses, the student will be referred to the administration. In such cases, disciplinary measures will be used at the discretion of the administrative staff. The administration reserves the right to question students without parents present.

Any parent who has a question about this code of conduct or his/her child's behavior, in general, should contact the school. We appreciate your attention and cooperation in upholding the following Code of Conduct.

Students' Responsibilities

Students have certain responsibilities that will uphold the purpose, values, and mission of the school and will allow each student to have the opportunity for success.

Student responsibilities include but are not limited to the following:

- Become familiar with the policies, rules, and regulations which concern the students' conduct at school.
- Behave in a manner consistent with Catholic social teaching and that allows learning to take place without interruption.
- Show respect for fellow students, all school personnel, and campus visitors.
- Neither to take nor to damage the property of other students, school personnel, or of the school itself. Students will be financially responsible for any damage/loss they cause.
- Express themselves without violating the rights of others or without interfering with the orderly educational process. They also have the responsibility to listen courteously to differing points of view.
- Carry only those materials which are acceptable by law, and which are not hazardous to any person or property.
- Upon any infraction of the rules, accept the disciplinary actions.
- Remain on campus once they arrive until they have permission to leave or until the school day ends.

ANTI-BULLYING POLICY

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

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 creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

Definition

Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident. 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 either:

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

Reporting Complaints

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

Disciplinary Action

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent 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.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

CELL PHONE POLICY

Cardinal Mooney is a place of learning within a loving, Christ-centered community. Cell phones, while helpful for making transportation arrangements and could be of use in an emergency, are not conducive to an effective learning environment nor to building fellowship amongst students and are a source of distraction for students. Further, cell phones disrupt the entire learning community; as such, Cardinal Mooney has implemented the following policy to preserve the integrity of the classroom and foster face-to-face communication among students and teachers.

Cell Phone Policy

- Cell phones may not be visible or used during class time. Students can access their phones during transition times between class periods and lunch.
- Students will be asked to "turn in" their phones at the start of each class period. This is to limit distractions and allow students to focus on their learning. Cell phones will be safely secured throughout each class period, including when a student has to leave the classroom to use the restroom. It is the student's responsibility to follow classroom cell phone guidelines.
- This policy also includes the use of headphones/earbuds, regardless of whether the student is listening to them or not.
- Please note: If a student wears headphones while in class, the phone and headphones will be collected. An exception to this policy is when a teacher permits a student to bring headphones to be used with the iPad for educational purposes. **Students will see the Dean of Students to retrieve their items at the end of the day.**
- Students may be asked to remove a smartwatch during any school assessments. This includes any watch that can sync to a phone, computer, iPad, or any other device with internet capabilities.
- Students may not use their personal cell phones to make phone calls, even to their parent/guardian, during the school day unless they have been granted permission by a staff member for a specific purpose (i.e. lunch money in an account, arrange a ride, etc.). If needed, students may also use the school phone located in the front office during transition periods or during lunch. Students should refrain from using the school phone during class time.

Consequences for Breaking Cell Phone Policy

If a cell phone is visible during class, the student's cell phone and/or earphones/buds will be taken without prior warning for the entirety of the school day. It does not matter if a student puts his or her phone away before the teacher approaches. If the phone or earbuds are out, regardless of why the policy has been broken.

The staff member will take possession of the phone and secure it. The phone is then turned over to the Dean of Students. At the end of the day, the student must go to the administrative office to retrieve his or her phone. If a student does not arrive before the Dean of Students leaves, the student will need to pick up the phone the next day. The student will receive an administrative detention assigned by the teacher.

If a student breaks the policy a second time during a quarter, then the phone must be retrieved by a parent or guardian before or after school in the Front Office. More serious consequences may be levied at the administration's discretion for repeat offenses.

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.

Diocese of Venice - Drug and Alcohol Policy

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

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods at the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol. If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity,) the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school. A school may conduct random searches as set forth in this handbook.

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>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"> 1. External Suspension (max. 5 full days, see Suspension, page 15). 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. 3. Penalties for participation in clubs and elected offices as directed by the Principal. 4. Voluntary participation with a drug/alcohol counselor off campus. 5. Voluntary cooperation with monitoring by Dean of Students on campus. 6. Submission to drug test. 7. Submission to random drug testing for remainder of CMHS career. 8. Any subsequent alcohol or drug incident or positive drug test will result in mandatory withdrawal or expulsion of the student.
Positive Drug Test (School Administered)	<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"> 1. External Suspension. 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. 3. Penalties for participation in clubs and elected offices as directed by the Principal. 4. Voluntary participation with a drug/alcohol counselor off campus. 5. Voluntary cooperation with monitoring by Dean of Students on campus. 6. Voluntary cooperation with monitoring by the Dean of Students on campus. 7. Random drug testing for remainder of CMHS career (refusal treated as a positive test).
2nd 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.

ADDITIONAL INFORMATION ON VARIOUS OFFENSES CONTINUED**ID Cards**

Cardinal Mooney High School students are expected to always wear a school-produced identification card during the school day. Should a student lose or misplace his/her ID, a new one will need to be produced that day by the Dean of Students, and the student's account may be charged \$20 for each new ID card.

Public Displays of Affection

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

Search and Seizure Policy

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

Sexting

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

Sexual Harassment

Sexual harassment is defined as taking non-consensual or abusive sexual advantage of an individual for their own benefit or for the benefit of anyone other than the individual being exploited.

Vaping

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

In addition, if a student is found in possession of marijuana or other illegal drugs in any form, law enforcement will be notified. Violation of this policy will result in disciplinary consequences which will likely include administrative withdrawal from school.

Weapons Policy

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

DETENTION

In the event a student is sent to the office, disciplinary actions may be taken. These actions may include detention, restriction from extracurricular school activities, suspension, expulsion from school, or other measures as deemed necessary. In some instances, the decision as to the proper action to be taken will be made by the Principal.

Discipline Overviews:

- **45 Minute BEFORE school detention:** A student reports to a specific location on campus at 7 am. Students may not work on assignments or homework. Phones or other electronics are not permitted while in detention.
- **Clean-up duty at lunch:** Students put trash in cans and perform general clean-up duties after lunch.
- **Wednesday Morning Detention:** A student reports to a specified location on campus Wednesday mornings before school at 7:15 am to serve a two (2) hour detention. Students may not work on assignments or homework. Phones or other electronics are not permitted while in detention.
- **Out of School Suspension:** During the suspension, students must make up all classwork and homework for the day. Tests, quizzes, projects, and papers will be made up at a time designated by the teacher(s). Any suspended student may not participate in extracurricular activities during the suspension. A grade reduction may be applied to final class grades of up to 2% for each day of suspension per class. Further penalties may be assessed when the situation warrants it.
- **Probation/Discipline Contract:** Discipline Contracts are written to provide accountability for a student to make healthy and consistent choices that aid in their current and future success. When a student seems to be in a pattern of poor choices, steps must be made in order for the student to break those patterns. The contract is written in order to provide clear steps to break those poor choice patterns while working closely with the student and parents.

DETENTION RULES

- Must be on time, be in CMHS dress code, refrain from talking, turn in cell phones to the monitor upon arriving, keep iPads out of sight, and stay awake.
- If detention rules are violated, the monitor will notify the Dean, and consequences will follow. Unruly students will be asked to leave the detention room. A student must serve his/her detention by the date assigned by the Dean of Students.
- Students will be required to make provisions for their own transportation for detention. Students will be notified in advance of any detention assigned before school or Wednesday Morning detention. Parents should feel free to contact the administration at any time if they have questions concerning their son's/daughter's detention.

Minor Offenses

INFRACTION
<ul style="list-style-type: none">• Dress code violations• Tardiness to class (accumulation occurs)• Being somewhere on campus without permission• Excessive talking out of turn in the classroom• Disturbing other students• Littering on campus, classrooms, lunch room, etc• Neglecting to pick up after yourself at lunch or activities• Loitering in the restrooms, halls, or classrooms• Not being seated in class at the bell• Excessive noise• Failure to be prepared for class (iPad not being charged)• Food or drink (other than water) in class• Not wearing I.D. properly around the neck and visible - See I.D. Badge Policy• Sleeping in class• Chewing Gum• Hair and shaving violations-See dress code policy

Major Offenses

INFRACTION
<ul style="list-style-type: none">• Serious classroom disruption• Offensive language, cursing, provocation, or harmful gossip• Viewing non-school related material on iPad during class• Failure to attend assigned detention• Bringing or possessing any items that are considered to be disruptive to the educational process (Examples: hand-held video games, squirt guns, laser pointers, skateboards, etc.)• Being in a classroom without permission or without a teacher present• PDA• Climbing/jumping fences• Skipping class(es)• Failure to report to the office when arriving tardy to school• Inappropriate behavior during assemblies or Masses• Severe classroom disruption (student is sent out)• Profane/obscene language• Initiation of involvement in any letter or petition on school grounds or among the school community without admin. approval• Having a cell phone out or visible at any time during class - <i>See Cell Phone Policy</i>

Major Offenses Continued

- Threats or inflammatory statements
- Forgery of signatures on any school-related document
- Destruction or vandalism of school buildings or property, private property, and/or personal.
- Stealing
- Open defiance/disrespect
- Failure to serve a Wednesday Morning detention
- Video/Audio recording of teacher/student without permission
- Improper and/or unsafe driving on school grounds
- Leaving class or school without permission
- Bullying
- Physical Altercations (minor, as determined by Dean)
- Use of language which demeans and/or may be viewed as offensive by others on the basis of race, sex, age, handicap, or national origin
- Posting or being involved in a social media post deemed inappropriate while in uniform or on campus
- Possession of vaping devices or materials of any type and/or use of such items
- Possession of tobacco products of any type and/or use of such products
- Possession of a weapon or any object which can be used as a weapon
- Sexual harassment: includes pressure for sexual activity, remarks with sexual or demeaning implications and unwelcome touching
- Use or indication of use of alcoholic beverages or drugs on school grounds or at any school function
- Pulling the fire alarm
- Sexting
- Physical altercations (major, as determined by Dean)
- Threat of Violence

Because it is impossible to list every offense or every circumstance surrounding each offense, the Dean of Students and Administration reserves the right to assess disciplinary consequences based on their assessment of the situation.

ACADEMIC INTEGRITY

Cardinal Mooney Catholic High School stands for excellence in academics. Truth and honesty do not allow us to take that which does not belong to us or to give information to others that is to be used for a dishonest purpose. Further, students who are seen with a cell phone out during an assessment, regardless of whether the student is actually cheating or not, will be subject to the penalties as outlined below.

Any student who cheats on any assignment may be subject to serious penalties at the discretion of the teacher and administration, including but not limited to a zero on the given assignment.

Cheating and/or plagiarism will not be tolerated in any form at Cardinal Mooney. Cheating is defined as using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor. Plagiarism is intentionally or carelessly presenting the work of another as one's own.

This would include (but is not limited to) any of the following behaviors:

- Copying another person's test, quiz, or assignment of any kind
- Allowing someone else to copy assessment or assignment answers or divulging test questions and answers to other students
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments or assignments
- Using "cheat sheets" of any kind
- Intentionally or carelessly presenting the work of another as one's own.
- Copying portions of written work (including books, encyclopedias, magazines, writing by students, or from Internet/online sources) without giving credit to the author.
- It is unacceptable to borrow any work (or pay another person to do one's work) and then hand in that work as one's own.

Consequences, regardless if it is homework, classwork, a quiz, or a major assessment, may include but are not limited to:

- Student receives no credit (zero) on the assignment without any opportunity to make it up
- A note is entered in FACTS/RENWEB for documentation purposes
- Student may be placed on academic or disciplinary probation
- Parent will be notified
- Other consequences may apply as deemed appropriate by the Administration (detention, Wednesday Morning detention, etc.).
- Multiple violations could result in failing class grade up to expulsion.

COMPUTER USE

The school may provide its administrators, faculty, and students with access to computers and various information technology resources, including email and Internet access, to enhance the school's teaching and learning environment and improve its operations. Students must use these resources responsibly, ethically, and legally in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

Respect and protect the privacy of others:

- Use only assigned accounts and passwords;
- Do not share assigned accounts or passwords with others;
- Do not view, use or copy passwords, data, or networks to which you are not authorized;
- Do not share or distribute private information about yourself or others.

Respect and protect the integrity, availability, and security of all electronic resources:

- Observe all network security practices;
- Report security risks or violations to the school principal;
- Do not vandalize, destroy or damage data, networks, hardware, computer systems, or other resources;
- Do not disrupt the operation of the network or create or place a virus on the network;
- Conserve and protect these resources for other students and Internet users.
- Respect and protect the intellectual property of others:
- Do not infringe on copyright laws, including downloading or copying music, games, or movies;
- Do not install unlicensed or unapproved software;
- Do not plagiarize.

Respect the principles of the Catholic school:

- Use only in ways that are kind and respectful;
- Report threatening or discomforting materials to the Dean of Students;
- Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory, or harassing materials or messages);
- Do not access, transmit, copy or create illegal materials (such as obscene, stolen, or illegally copied materials or messages);
- Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- Do not use the resources for non-educational purposes such as visiting chat rooms, social websites, or networks;
- Do not send spam, chain letters, or other mass unsolicited mailings;
- Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the Dean of Students.
- Do not engage in any form of cyberbullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and conform with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or any technological devices students use on campus to further any administrative concerns. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Each participant in interscholastic sports must maintain a cumulative 2.0 unweighted grade point average according to Florida High School Activities Association rules and must display a spirit of cooperation in all school activities. All students must be in school by 9:00 AM following a game. Exceptions: a doctor's appointment, a death in the family, or an appearance in court.

All students are automatically covered by school accident insurance as part of the registration fee. However, there is an additional fee for students participating in athletics. A physical examination is required for participants, including all cheerleaders.

Cardinal Mooney High School has the following FHSAA sports teams:

Baseball - Boys' Varsity and Junior Varsity
Basketball - Boys' Varsity/JV; Girls' Varsity/JV
Beach Volleyball - Girls' Varsity
Cheerleading - Girls' Varsity and Junior Varsity
Cross Country - Boys' and Girls' Varsity
Football - Boys' Varsity and Junior Varsity
Golf - Boys' and Girls' Varsity
Lacrosse- Girls' Varsity and Boys' Varsity
Soccer - Boys' Varsity and Girls' Varsity
Softball - Girls' Varsity
Swimming - Boys' and Girls' Varsity
Tennis - Boys' and Girls' Varsity
Track - Boys' and Girls' Varsity
Volleyball - Girls' Varsity and Junior Varsity
Weightlifting - Girls' and Boys' Varsity

CODE OF CONDUCT FOR STUDENT / ATHLETES:

- Academic performance is your primary responsibility
- Respect officials and accept their decision without argument or gesture.
- Treat advisors, coaches and opponents with respect
- Exercise self control at all times setting example for others to follow
- Win without boasting, lose without excuse and never quit.
- Always remember that it is a privilege to represent Cardinal Mooney High School and its community.
- Report any injury to the coach no matter how slight the injury may appear.
- Attend school the day of and after a competition.

CODE OF CONDUCT FOR SPECTATORS:

- Attempt to understand and be informed of the playing rules
- Appreciate a good play no matter who makes it
- Cooperate with and respond enthusiastically to cheerleaders/dance teams.
- Show compassion for an injured player; applauds positive performance, do not heckle, jeer or distract players and avoid use of profane and obnoxious language and behavior
- Respect the judgment and strategy of the coach and do not criticize players or coaches for the loss of game
- Respect property of others and authority of those who administer the competition
- Respects officials and accepts their decisions without gesture or argument

TRY-OUTS - The final "cut date" will be before the first interscholastic contest. Players are cut only for lack of ability, poor team spirit, attitude or conduct. If an athlete is not cut by the final cut date, they are a member of the team for the duration of the season.

QUITTING THE TEAM - Any athlete quitting the squad will be ineligible for interscholastic athletics for the balance of that season and may incur a sport penalty up to and including the following sport season unless permission to quit has been granted by the coach, athletic director, and administration.

PRACTICE AND/OR CONTEST - On the days the athlete is in school, they must attend practice or contest unless they report to the coach and are excused. If the athlete is present at school but absent from practice or contest without notifying the head coach, they will incur a sports penalty. Even if the athlete must miss practice or contest with an appropriate excuse, they may jeopardize their playing time and role of the team.

EQUIPMENT AND UNIFORMS - Equipment and uniforms are issued by the coach and are the property of the school. They are to be returned at the conclusion of the season. Failure to comply will result in fines. If the equipment or uniform is lost or damaged the student is responsible for the replacement cost. Uniforms and warm-ups are to be worn during games/matches only, not during school or P.E. classes. Special permission will be given by the Dean of Students for teams to wear uniforms in special circumstances. **The Front Office will not accept equipment to be held for student pick-up during the day, other arrangements will need to be made.**

PRACTICE OR CONTEST DURING VACATIONS - When parents and student-athletes choose to take their family vacations during the sports season, it must be understood that the time the athlete misses can affect team chemistry and personal conditioning. Athletes should inform their coaches as soon as they know they will be missing any time from the team schedule. If the athlete does not notify the coach, they may be dropped from the squad and may incur a sports penalty that will affect their participation on other sports teams.

TRANSPORTATION TO/FROM ATHLETIC EVENTS - On team trips, you must leave with the team and return with the team unless special circumstances arise, a "Travel Release Form" has been signed by a parent or guardian, and permission is granted by the Athletic Director or a school administrator.

IN-SEASON INJURIES - Athletes must report to the coach immediately about any injury, no matter how small. Early treatment may prevent serious complications. The coach will refer the athlete to the Athletic Trainer. The Athletic Trainer will provide basic first aid and treatment. The Athletic Trainer will recommend you to a physician if necessary.

INSURANCE - Student-athletes at Cardinal Mooney are covered by a secondary insurance policy - NOT A PRIMARY POLICY. It cannot be assumed that the secondary policy will cover the remaining balance of a claim. Special Note: In the event an injury occurs, and a claim is necessary, the Coach and Athletic Director must be notified immediately. Notification after 30 days from the date of injury will result in possible forfeiture of the claim.

INAPPROPRIATE BEHAVIOR - A participating student-athlete who engages in any conduct or behavior inconsistent with the student's position as a role model or representative of Cardinal Mooney is subject to disciplinary action, including suspension as determined by the Dean of Students and/or the Athletic Director.

ATHLETICS- continued

ATHLETE DISMISSAL POLICY - Many times a season a student/athlete will need to be dismissed early from school to attend their specific sporting event representing Cardinal Mooney. Student/athletes are only to be dismissed from class at the time listed on the daily absence report emailed to teachers at the beginning of each school day.

ATHLETE / PARENTS COMMUNICATION PROCESS - The following communication progression applies:

Step 1: Student-Athlete meets with the coach.

Step 2: Student-Athlete and Parents contact coach via email.

Step 3: Student-Athlete, Parent, and Coach meet with the Athletic Director, Larry Antonucci

Step 4: Student-Athlete, Parent, Coach, and Athletic Director meet with Mr. Ben Hopper, Principal.

If a parent wants to speak with the Coach or Athletic Director, the parent should schedule a meeting. Meetings before, during or directly following a game is **not** an acceptable time. ***At no time will a coach discuss the following with parents: Playing time, team strategy, play calling or other players.***

ELASTIC CLAUSE -Every situation is different and will be dealt with on an individual basis by the school administration. Coaches and Athletic Director will document all occurrences. The Parent-Student Handbook takes precedent.

STUDENT LIFE

Co-Curricular Activities

We offer a variety of clubs that range from service, academic, culture, arts and tech clubs. The clubs vary year to year depending on student interest. Each club has an advisor and most clubs meet once a month after school. We have a "Club Rush" at the end of August when students can learn more about all the clubs and sign up to join.

To initiate a new club at Cardinal Mooney, students must first find a faculty or staff member who is willing to chair the club. Once a faculty/staff advisor has been secured, a club application must be completed. Club Application forms are located in "All-School" on Canvas. There are also clubs on campus that require induction and some that are election based. Leadership positions are offered in most clubs, and a membership fee may be included in some clubs in order to help cover any club's costs. Each club will maintain its own by-laws. Faculty advisors are responsible for maintaining membership requirements and are the only ones who can remove members from a club. Below is an example of the active clubs for the 2022-23 school year.

Academic Clubs: Academic Olympics, Mock Trial, Model UN, Mooney Medical, Mu Alpha Theta, Political Debate, Spanish

Arts and Tech Clubs: Art Club, Comic Club, Computer Tech, International Thespian Society Troupe 8903, Film Club, Robotics

Service Clubs: Miracle League, Mooney Athletes Care, Paws for the Planet (Recycling Club), St. Vincent de Paul Society, Sending Smiles

Spiritual Clubs: Students for Life, Cougars Connected for Christ

Cultural Clubs: Chess Club, Newspaper, QuizBowl, Spirit Club

Induction Required Clubs: National Honor Society, Mu Alpha Theta, Thespian Troup 8903, National Spanish Honor Society

STUDENT GOVERNMENT ASSOCIATION (SGA)

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, Spirit Director and Social Media Chair. Each position has specific responsibilities and the term for each office is one academic year.

SGA members meet on a weekly basis with the SGA advisor. Elections are held in April for the following academic year.

Students who are permitted to run for the elected positions of President and Vice President of the SGA must have served one full academic year in the same or another elected Student Government Association position. For a student to run for a SGA position, they must have at least a 2.75 GPA and must not have accumulated more than 10 absences, three administrative detentions, a referral, or suspension. During their time in office, students must maintain the above criteria. If a student fails to meet this criteria while serving office they will be asked to step down.

STUDENT LIFE (continued)

CLASS OFFICERS

Each class will have four officers consisting of a President, Vice President, Secretary, and Treasurer. The Junior Class will also have a Prom Chair and the Senior Class will have a Homecoming Chair. Students must have at least a 2.75 GPA for the previous academic year and must not accumulate more than three administrative detentions, a referral, or suspension. 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.

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. Rules for campaigning and campaign timelines will be made available to all candidates at the start of each election season. Candidates will be required to adhere to all guidelines or risk being removed from the race.

CLUB PRESIDENTS

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

CLASS RESPONSIBILITIES

Class officers will be tasked with overseeing all fundraising efforts for their class. They will also serve as representatives of their class at a number of events throughout the school year. Each class will have a set of responsibilities relating to our annual events such as Open House, Homecoming and Mooney Day. In addition, each class will have specific responsibilities as follows:

Freshmen: The Freshmen Class is responsible for assisting with our annual fundraising efforts and events including the Giving Challenge and The Gala.

Sophomores: The Sophomore Class is responsible for assisting SGA with Teacher Appreciation Week.

Juniors: The Junior Class is responsible for planning the Junior-Senior Prom.

Seniors: The Senior Class is responsible for planning the Homecoming Dance.

STUDENT LIFE- continued

National Honor Society

The National Honor Society encourages students to excel scholastically and at the same time, to develop good character, service, and leadership qualities. Students in their Sophomore, Junior, or Senior year who have attended Cardinal Mooney for at least one semester may be considered for National Honor Society if they have a cumulative weighted 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 of character, leadership, and service at school and in the community. Service hours must be completed as required by the Theology Department. Students must complete an application and submit all required documents in the specified time.

Students who transfer from another high school with membership in the National Honor Society will automatically be eligible for National Honor Society membership at Cardinal Mooney. Transfer students should submit appropriate documentation of membership to the Cardinal Mooney National Honor Society Advisor.

To maintain membership in the National Honor Society, students are required to perform community service for National Honor Society including but not limited to the after school Homework Help program and Cardinal Mooney Open House events.

Students will be placed on probation should their GPA fall below a cumulative weighted 3.75 for any semester. Should the GPA continue to be below a cumulative weighted 3.75 for the following semester that person may be dismissed from the Cardinal Mooney National Honor Society.

National Honor Society members who violate school disciplinary policies, standards used in the selection of membership, and/or do not participate in National Honor Society service activities may jeopardize their status or eligibility and possibly be dismissed from the National Honor Society.

SCHOOL-SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences or "skip days". School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

SCHOOL DANCES

The following guidelines are for students attending, chaperones and law enforcement on duty at school dances (and pertain to both on- and off-campus dances):

1. Dances will have faculty members as chaperones and at least one law enforcement officer present.
2. All non-Cardinal Mooney guests must be approved in advance by the administration and under the age of 21.
3. Ticket sales for off-campus guests will end one week prior to Homecoming and Prom in order for the administration to check and approve off-campus dates.
4. The following behavior guidelines should be observed:
 - a. The person you bring as your date should be the one you spend time with for the duration of the dance.
 - b. No alcoholic beverages, drugs, tobacco/nicotine, or vaping products are allowed on the premises.
 - c. Students under the influence of either drugs or alcohol will be subject to school disciplinary rules.
 - d. Dress and dancing should be in good taste. When choosing an outfit, modesty and appropriate fit must be of primary concern for men and women.
 - e. **All dresses must be approved prior to purchase by the Dean of Students & the Director of Student Life.**
 - f. Once a student has left the venue, they will not be allowed to return.

COMMUNITY SERVICE GUIDELINES AND REQUIREMENTS

Community service activities are not school activities and Cardinal Mooney High School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Cardinal Mooney High School do not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

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)

Requirements: Every Cardinal Mooney student is required to complete 100 hours of community service for their graduation requirement. Transfer students after 9th grade do have a prorated requirement. Failure to complete these hours or any portion of them could 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 community service. These hours must be completed before the required due date of the student's senior year.

- 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 May of their senior year exams 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 the All School Module at the community service links.
- 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.

COMMUNITY SERVICE GUIDELINES AND REQUIREMENTS

- 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. Services to individuals, such as baby-sitting, mowing the lawn, and tutoring family members or friends are unacceptable for credit.
- 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.
- Students are permitted to complete community service hours on campus (after regular school hours), with approval of our community service coordinator and or administration and with our school's off campus events. These opportunities can include but are not limited to our school's Athletic and Advancement Offices.
- Students are not permitted to complete community service volunteering during school hours. Exceptions to this policy must be pre-approved by school administration and the community service coordinator.

ACCIDENTS

An accident should be immediately reported to the principal by the staff member supervising the students. The school will, in turn, notify the parents of the student involved.

AUTOMOBILES AND PARKING

Students are permitted to drive cars to school provided the following conditions are met and subscribed to:

- Students must possess a valid driver's license and register their vehicles with the school for a \$30 fee. Parking permits are limited to the number of available spaces.
- Students are required to have a Cardinal Mooney Catholic High School parking tag on any vehicle that they intend to drive to the school. This tag must be displayed from the rearview mirror or on the dashboard.
- All student parking must be completely within the designated parking areas. Students are to park in the designated area west of our school. Faculty parking is in the area behind the school. No students are to park in this area at any time.
- The school speed limit of 5 mph must be observed as well as all other laws found in the Florida Motor Vehicle Code. Violators are subject to disciplinary and/or legal consequences.
- Students driving or riding as passengers must enter the building/courtyard area as soon as their vehicles are parked. No student is to return to his/her car at ANY TIME during school without permission from the administration.
- Parents are permitted to drop off students only in the front parking lot.
- Violations of any of the above may result in a fine, suspension, loss of parking privileges, or other disciplinary action.
- Individuals park at their own risk. Cardinal Mooney Catholic High School assumes no financial responsibility for vehicle damage for any reason or for theft of personal property occurring in the school parking lots.

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

CAMPUS VISITORS

All visitors to the Cardinal Mooney High School campus must check in at the front office, produce a government-issued ID, register in RAPTOR & receive a visitor's badge. At the conclusion of the visit, the visitor must sign-out and retrieve their I.D.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF.) The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at:

1-800-96-ABUSE (1-800-962-2873.)

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

BIRTH CERTIFICATE

Each student will be required to furnish the school with a copy of their birth certificate. If a student's natural parents are divorced a copy of custody papers may be required.

TEXT MESSAGES AND ANNOUNCEMENTS

CMHS may use text messages and automated telephone calls to alert parents/guardians of important information about the school's mission, operations, and activities. Parents/guardians acknowledge and consent to receive these messages when providing their telephone numbers. If you have any change of contact information, please go into the FACTS Family Portal and make your changes.

COUGAR NEWS AND SOCIAL MEDIA

Important information for the week and specific instructions and notices of club meetings, athletics and social events will be included in Cougar News weekly. The Cougar News is emailed to students and families every Friday. Parent/Guardians are responsible for updating any email address changes in FACTS/ParentPortal.

Social Media (Instagram, Facebook, Twitter) will be used to promote the most current events, news, shout-outs, and other timely and relevant information.

Occasionally posters advertising school-approved events will be created- the signage must be approved by the administration or faculty advisor. It is the students' responsibility to remove items after the event has taken place.

E-HALL PASS

Cardinal Mooney High School reserves the right to use the E-Hall Pass as part of its safety and security protocol for the 2022-2023 school year. E-Hall Pass is a digital hallway pass system that aids in holding students accountable. E-Hall Pass tracks students when they leave the classroom, keeps track of their whereabouts, and how long they are out of the classroom. The system also keeps records of how many times a student leaves the classroom in a day.

FACULTY MEETINGS

Professional Days, Staff Development Days, and other faculty meetings are incorporated into the regular school calendar in order to give teachers an opportunity to participate in diocesan in-service programs, to advance professionally by attending departmental meetings and educational seminars, and, in particular, to work toward the continued accreditation of the school by planning with the administration better ways of educating your children.

LUNCH

Students are expected to behave in a respectful manner at all times at lunch. Any acts of misconduct will result in disciplinary action including, but not limited to, detention or lunch duty. Students are required to clean up after themselves at all times. CMHS offers onsite lunch purchases. Students may not purchase food or drink during classes. Hot, restaurant-style and/or fast food lunch is not permitted to be delivered to school for students by delivery services; boxed lunches accidentally left at home or in the car and brought in by parents are acceptable.

FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

IMMUNIZATIONS

The Diocese of Venice requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

LOCKERS

Each student can get a locker if they choose. The student must use only the locker assigned. All unused, empty lockers will be secured by the school. Upon request, a lock will be given to each student. Only Cardinal Mooney locks may be used. Locks must be purchased from the administration office for \$6.00. The school is not responsible for items left in lockers. Lockers may be checked at any time by authorized school personnel.

LOST AND FOUND

If a student is missing an item, there is a shelving area in the Selby where misplaced items go. The student should also check with the front office to see if the item was held in safekeeping.

SAFETY AND DRILLS

Automated External Defibrillator

An AED is used to diagnose urgently and treat ventricular fibrillation. An AED is attached to a victim's chest to assess the heart rhythm. If appropriate, the device will recommend that a shock be delivered to restore a safe rhythm for the victim's heart. The Cardinal Mooney High School AED's are located in all buildings on campus.

Florida law allows for the use of an AED during an emergency for the purpose of attempting to save the life of another person who is, or who appears to be, in cardiac distress. Accordingly, Florida law also expressly provides immunity from civil liability for those who obtain and maintain AEDs and for those who use such devices to attempt to save a life. Specifically, the recent amendment to § 768.13(4) of the Florida Statutes which addresses the use of automatic defibrillators defines the good Samaritan as follows: "Any person, including those licensed to practice medicine who gradually and in good faith renders emergency care or treatment by the use of or provisions of an automatic external defibrillator, without objection of the injured victim or victims thereof, shall not be held liable for any civil damages as a result of such care or treatment or as a result of any act or failure to act in providing or arranging further medical treatment where the person acts as an ordinary reasonably prudent person would have acted under the same or similar circumstances."

Cardinal Mooney High School is committed to the health and safety of its students, faculty, staff, and visitors.

Fire Drills

Evacuation Signal: Continuous sounding of the buzzer system

Important Information for Students

1. In each room there is at least one sign marked "Fire Exit" which describes the "Primary Route" for that room. There is also at least one map of the school building on the wall in each room with arrows which illustrate this same "Primary Route."
2. Students should pass to their predetermined location outside in a straight line, not passing one another and not falling far behind the person in front of them.
3. Absolute silence is required during a fire drill.
4. Fire drills are not the appropriate time to play, laugh, or visit.
5. If a fire drill is called during the change of classes, during an assembly, or during lunch, students should calmly and quickly form lines and go immediately to the nearest available exit in an orderly manner.
6. There should be no running during a fire drill.

Other Emergency Situations

At various times emergency situations do occur in the community. At such times, please remain alert to the local media and follow closure recommendations for the Sarasota County public schools. Media will be notified if we must open or close independent of Sarasota County Schools.

Storm Policy

The students will remain in school when a tornado or severe storm warnings have been given. No student will be allowed to leave the building during the emergency. When notified by the administration, students in the main building and south building move to the hallways. Students in the Selby, Chapel, band room & learning center will remain in those buildings. In cases of severe weather, should Sarasota County public schools be closed, Cardinal Mooney will also close.

MEDICAL GUIDELINES

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

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

PHOTO USE POLICY

The school reserves the right to use student or parent photos in any school or Diocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Diocese of Venice, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Venice, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

PRESCRIPTION MEDICINE

If a student needs to take medicine, 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. Tylenol or Motrin) then the parent must fill out the form. The medicine must be provided to the administration office in its' original container. CMHS does not distribute any medication other than the above mentioned medication.

SCHOOL INSURANCE

All students are automatically covered by school accident insurance as part of the registration fee. However, there are certain points regarding this insurance which you should be aware of.

- Claim forms must be submitted within 90 days of an accident, AND treatment must begin within the same 90-day period.
- This is a SUPPLEMENTARY POLICY. Full payment of all bills incurred on accidents is made ONLY IN EXCESS of any other family or employer group insurance or plan that must contribute its maximum BEFORE the school insurance coverage has any liability.
- There will be an extra charge for students participating in all extracurricular sports. Coverage will include tryouts, regular season games and practices, and post-season games.
- As with all insurance coverage, there are certain exclusions. Among these are injuries sustained while riding a two-wheel motor vehicle and injuries sustained as a result of fighting or brawling.
- Every student is covered when traveling directly and uninterruptedly to or from the student's home premises and school for regular school sessions, and when traveling in connection with activities solely sponsored and supervised by school authorities when such travel is under the direct supervision of the authorities of the school.

SENIOR TRIPS

Although the school does sponsor and chaperone a trip to Universal Studios' "Grad Bash" for Cardinal Mooney seniors only, it in no way sponsors any other, what is often called, senior trip. Any such planned trip should be scheduled for some time when school is not in session, preferably during the summer. Any absence for such a trip will be considered unexcused in all instances.

SENIOR SKIP DAYS

Cardinal Mooney High School DOES NOT sponsor any type of "skip days" and will be unexcused. The administration has the right to levy disciplinary action for these types of absences.

SEXUAL ABUSE ALLEGATIONS REPORTING PROCEDURES

(Diocese of Venice)

A person receiving an allegation of sexual abuse of a minor by Church Personnel must immediately report the allegation. Our policy requires priests to report allegations that are made in a spiritual counseling context, even though the law exempts ministers from the requirement of reporting. The only exception to this is the confidentiality of the confessional. At the outset, families should be informed of this requirement.

1. The person receiving the allegation immediately makes an oral report to 1-800-96ABUSE
2. (1-800-962-2873.) Notes should be taken including names, dates, and times, and a log should be kept of all telephone calls made.
3. The person receiving the allegation makes an oral report to the Chancellor of the Diocese of Venice at (941) 484-9543 who reports it to the bishop and diocesan attorney.
4. The diocesan attorney reports the allegation to the state attorney.
5. The person receiving the allegation informs the school principal, pastor, or the immediate appropriate authority.
6. The person receiving the allegation sends a written report to the Department of Children and Families within 48 hours. Instructions regarding information to be included in this report are available from your entity's pastor, principal, or administrator, or the Chancellor's office.

INTERNET USE POLICY

Cardinal Mooney High School expects that all students will use the Internet responsibly and ethically in compliance with all applicable laws, and with Catholic and Christian moral principles, both in and out of the school setting. Any reference by a student or parent regarding Cardinal Mooney High School, its administration, employees, or agents on the Internet in a defamatory or other fashion deemed inappropriate by the school may result in severe consequences, up to and including expulsion. Cardinal Mooney High School may notify law enforcement as appropriate and/or take further action against such persons at its discretion. Any unauthorized use of the name "Cardinal Mooney High School" or any likeness or image of the school or its employees/agents is strictly prohibited.

UNACCEPTABLE USE OF OUTSIDE TECHNOLOGY

The school expects students to use information technology and social media (including, but not limited to, the Internet, email, instant messaging, and text messaging) responsibly and ethically in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share or communicate any images, photographs, statements, or inferences relating to profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol, or other illegal or illicit activities. Additionally, students may not use information technology to defame, threaten, tease, or harass any other student, staff member, parent, faculty member, or another person. This includes, but is not limited to, communications on social networks. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications on personal websites and social media. The materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with it) or any likeness or image of the school, its employees, or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

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

Electronic Acknowledgements

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

SUPERVISION OF STUDENTS

Cardinal Mooney High School cannot provide unlimited supervision of its students. The school shall provide some type of supervision thirty minutes before the beginning of school and thirty minutes after the conclusion of the scheduled school day. With this in mind, please try not to leave your child at the school during unsupervised times. For those students involved in extracurricular activities, we ask that parents pick them up immediately following the conclusion of the activity.

POLICIES, ACKNOWLEDGEMENTS & RELEASES

This section contains the below listed policies, acknowledgments, and release. Please read through each item carefully, as the final acknowledgment form reflects agreement with all included policies.

- Acceptable Use Policy
- Student iPad Use Policy

Acceptable Use Policy (“AUP”)

Cardinal Mooney 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 and the wireless network on the School's campus are strictly for educational use consistent with the School's educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy 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. The underlying premise of this policy is that all members of the School's community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

Email

- The use of e-mail or non-class related material including webpages, applications, and games during class is prohibited unless authorized by faculty or administration on a case by case basis.
- Students should always use appropriate language in their email 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 sharing or accessing someone else's Ipad and/or email account.
- E-mail etiquette should be observed. Only messages that one would communicate to the recipient in person should be written.
- Only approved programs, webpages, or applications may be used.
- School email addresses are not to be given to any non-school related 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.

Policies, Acknowledgment & Releases (continued)

Chatting, Blogging and Social Media Use

- Any form of messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Participation in chat rooms/blogging during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

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 to watch movies, shows, or videos of any kind, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of media (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

Games

- The viewing and/or playing of games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
- 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.
- Screensavers that include gaming components are not allowed.

Apple iPads

- 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.
- Apple iPads must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend or borrow an Apple iPad to/from anyone..
- Apple iPads must be carried and transported appropriately on campus. They should be carried in their approved cases at all times. Failure to do so could damage the hard drive and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data on iCloud. Lost or damaged data is not the school's responsibility. All school-issued Apple iPads must be in the school-issued Apple iPad case.

Policies, Acknowledgement & Releases (continued)

Apple iPads (continued)

- Do not consume food or beverages near Apple iPads.
- Apple iPads should be handled with care. Inappropriate treatment of school Apple iPads is not acceptable.
- No explicit writing or stickers will be allowed on the Apple iPad and Apple iPad cases, and these are not to be defaced in any way.
- Do not remove, move, or write on the identification sticker on your Apple iPad.
- Students are not allowed to create any administrative passwords on their Apple iPad.
- Students are expected to come to school with a fully charged battery on a daily basis.

Network Access

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on Apple iPads 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. Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file-sharing connections
- 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. The deletion of certain files will result in iPad failure and will interfere with your ability to complete classwork and may affect your grades.
- There is a \$25 re-imaging charge to correct system files.

Policies, Acknowledgement & Releases (continued)

Downloading and Loading of Software

- Students are not permitted to install custom/individual applications that require administrator privileges.
- 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.
- The school reserves the right to remove any software that has been loaded onto the iPad.
- Movie, shows, or any type of non-school related videos may not be viewed or downloaded on/to the Apple iPads during school hours or on school networks.
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screensavers, and other programs similar to these, automatically open connections outside the School's network. Such connections are Spyware, and they not only monitor the activities on that iPad, but they also slow down the operation of the iPad and the network connection.
- 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 screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, or pictures will 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, the Director of Technology, or an administrator as quickly as possible so that such sites can be blocked from further access. **This is not merely a request; it is a responsibility.**

Policies, Acknowledgment & Releases (continued)

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the email address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and Apple iPad access. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files and email accounts. However, if inappropriate use of email accounts or the School's network, including student/faculty handbook violations or harassment, is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason without explicit permission from the user or administrator of that iPad.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad through the use of their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- 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.
- 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;
 - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
 - Breaking into an email account and sending vicious or embarrassing materials to others;
 - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
 - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- 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.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

Policies, Acknowledgment & Releases (continued)

Copyright

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

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, fines, disciplinary action, and possible legal action.
- These consequences apply to students participating in the Apple iPad program at the School as well as to students who are using the school's iPads off campus.
- 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. This amount may be increased for repeat violations.
- 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 on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. 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 materials stored on the Apple iPads, or the school's network.

Student Apple iPad Use Agreement

This Student Apple iPad Use Agreement ("Agreement") is made effective as of August 1st, 2021 between Cardinal Mooney High School ("School") and the above named student and the student's parent or guardian (collectively referred to in this document as "Student").

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

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

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

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

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

Use of Equipment: The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies ("AUP"). Violation of the school's AUP, which requires administrative correction/repair by the Cardinal Mooney Technology Office, will incur a \$25 fee.

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

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

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

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

Loss: The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

Warranty: The School honors Apple's warranty on all Equipment for two years as an extended Apple Care warranty has been purchased. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The Student assumes responsibility for the condition of the Equipment.

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

Insurance: Included in the cost of the Equipment Apple Care Plus for two years.

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

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

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

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

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

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

CLASS SCHEDULES

Monday	Tuesday	Wednesday	Thursday	Friday
7:55-8:47 Period 1	7:55-8:47 Period 1	Late Start	7:55 Start time	7:55-8:47 Period 1
8:51-9:38 Period 2	8:51-9:38 Period 2	Periods 1-3	Periods 4-7	8:51-9:38 Period 2
9:42-10:29 Period 3	9:42-10:29 Period 3	7:30 - 9:22 Early Drop off	7:55-9:23 Period 4	9:42-10:29 Period 3
10:33-11:20 Period 4	10:33-11:20 Period 4	Available in Selby Center.	9:27-10:55 Period 5	10:33-11:20 Period 4
11:24-11:54 Lunch A	11:24-11:54 Lunch A	9:27-10:55 Period 1	10:59-11:29 Lunch A	11:24-11:54 Lunch A
11:24-12:11 Period 5B	11:24-12:11 Period 5B	10:59-12:24 Period 2B	10:59-12:24 Period 6B	11:24-12:11 Period 5B
12:15-12:46 Lunch B	12:15-12:46 Lunch B	10:59-11:29 Lunch A	12:28-12:58 Lunch B	12:15-12:46 Lunch B
11:59-12:46 Period 5A	11:59-12:46 Period 5A	11:33-12:58 Period 2A	11:33-12:58 Period 6A	11:59-12:46 Period 5A
12:50-1:37 Period 6	12:50-1:37 Period 6	12:28-12:58 Lunch B	1:02-2:30 Period 7	12:50-1:37 Period 6
1:41-2:30 Period 7	1:41-2:30 Period 7	1:02-2:30 Period 3		1:41-2:30 Period 7

MAIN OFFICE SERVICES

School office hours are from 7:30 a.m. - 3:30 pm Monday through Thursday and 7:30 am - 3:00 pm on Friday. Any item a parent needs to get to their student during the school day must be left at the Front Office. Nothing will be delivered to classrooms. Students are not permitted to meet parent in the parking lot during the school day.

School Office Contacts

Contact:	For information about:	Contact Information:
Ben Hopper Principal	All School Operations All School Policies Faculty	941-371-4917 Admin. Asst. ext. 113 (Karen Mercurio)
Stefan Gates Assistant Principal	Faculty Support Facilities Employment Opportunities	941-371-4917 ext. 119
Will Schenerlein, Dean of Students	Attendance/Detentions Discipline/Dress Code Handbook Questions	941-371-4917 ext. 136
Matt Ittig Dean of Curriculum	Professional Development Curriculum	941-371-4917 ext. 111
Ann LaFemina Director of Academic Services	Guidance Office Academic/College Counseling	941-371-4917 ext. 165
Lori Lewis	Guidance Last Name: A-L	941-371-4917 ext. 131
Bianca George	Guidance Last Name: L-Z	941-371-4917 ext. 133
Kelly Givens	Learning Strategies	941-371-4917 ext. 295
Rene Hebda Director of Institutional Advancement and Admissions	Admissions and Enrollment	941-371-4917 ext. 155
Christa Naylor Instructional Technology	iPads Technology Support	941-371-4917 ext. 130
Tracy O'Neill Director of Finance	Financial Office Compliance Coordinator Human Resources	941-371-4917 ext. 164
Deb Butor Registrar	Registration/FACTS Parent Portal Transcripts	941-371-4917 ext. 135
Amy Gorman Director of Development	Alumni Development Capital Campaign Gifts	941-371-4917 ext. 222
Melissa Tomasso Public Relations	Press Release School Wide Advertising	941-371-4917 ext. 115
Larry Antonucci Athletic Director	Athletic Department Coaches	941-371-4917 ext. 156