

Mater Dei Catholic High School
IMPORTANT - PLEASE READ

Parent(s) and student are asked to review the 2016-2017 Parent/Guardian Student Handbook together. Parent(s) and student must sign this form and return it to the homeroom teacher. ID cards will not be issued until the student has submitted this signed handbook slip to their homeroom teacher.

Thank You!

We have read the Parent-Student Handbook and will comply with the school's mission and vision, goals and regulations, as well as those set forth via the California Interscholastic Federation.

Signature of Father: _____

Signature of Mother: _____

Signature of Student: _____

Print Student's Name: _____

Grade: _____

Date: _____

NOTE: All students are required to use this handbook on a daily basis. Please refer to web page: www.materdeicatholic.org for a copy.

<p>(For MDCHS Use Only)</p> <p>Received by: _____</p> <p>Date received: _____</p>
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BLESSED BE GOD!



MATER DEI CATHOLIC HIGH SCHOOL OF SAN DIEGO, INC.

Parent/Guardian

Student Handbook 2016-2017

Mr. John Rey, President

*Mr. George Milke '72
Principal*

1615 Mater Dei Drive
Chula Vista, CA 91913-3953 (619) 423-2121
FAX (619) 423-6910 www.materdeicatholic.org

This Parent/Guardian Student Handbook belongs to:

Name _____

Grade _____

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PLEASE NOTE: Mater Dei Catholic High School of San Diego, Inc. will be referred to as MDCHS in this handbook.

YOU CAN FIND THE FOLLOWING DOCUMENTS ONLINE AT www.materdeicatholic.org:

Student/Parent Handbook Calendar, Bell Schedule, Curriculum Guide, Registration Information, Admissions Policy, and Application for Admission.

PRESIDENT/PRINCIPAL MESSAGE

Blessed be God!

July 2016

Dear Parents/Guardians and Students,

"We are all gifted. We are all called by the Lord to give our best with the gifts He has given us."

On behalf of the faculty, administration and staff, welcome to the 2016-2017 school year at Mater Dei Catholic High School. Much of what you will find in this handbook outlines the policies, guidelines and traditions that we have held throughout much of our history as Crusaders. It is a critical source of information for new students and parents, but it is also important for those of you who are returning. There is plenty of new information, so we encourage everyone to spend adequate time as a family reviewing the contents.

As the school year progresses, we encourage you to maintain a channel of communication with the school by regularly checking e-mails, publications, the website and the school calendar at www.materdeicatholic.org. Together, we will strive to form Christ centered, life long, self-directed learners and effective communicators who exhibit collaborative 21st Century learning skills - in other words - together we can help them achieve the Expected School-Wide Learning Results (ESLRs).

Mater Dei Catholic High School takes pride in providing a variety of programs that foster well-rounded, confident individuals. We invite all of our students to participate in co-curricular activities whether it is student government, campus ministry, drama, music, clubs or athletics. There is something for everyone at MDCHS!

Finally, we ask you to keep our school community in your prayers so that we can embrace with joy the task of Catholic education that God has entrusted to us. May our Blessed Mother intercede for us so that we may gain wisdom of heart to follow in the footsteps of Jesus as we pray daily.

Mary Mother of God, Lead us to your Son, Jesus!

Blessings for a great school year 2016-2017!

John Rey
President

George Milke
Principal

MATER DEI CATHOLIC HIGH SCHOOL

MISSION STATEMENT

We are a diverse college-preparatory institution that fosters traditional Catholic values, academic excellence, and global awareness in an innovative learning environment.

VISION

Educate the mind. Nourish the soul. Build the kingdom of God.

ACCREDITATION

Mater Dei Catholic High School is fully accredited by: the Western Catholic Education Association, The Western Association of Schools and Colleges, and is a member of The National Catholic Education Association.

TRADITIONS

Under the banner of blue and gold, the Mater Dei Catholic Crusaders reach for academic excellence and strive at all times to be honest, trustworthy, spirited and loyal - to be everything symbolized by the ideal Crusader. The Crusaders strive to insure success in every field as a Catholic School community, proud of individual heritage and school traditions.

ALMA MATER

This is the school we love the best,
Mater Dei, our Mater Dei!
None can surpass her in the West,
Mater Dei, our Mater Dei!
She is our Alma Mater Grand,
To us the noblest in the land,
And true to her we'll ever stand,
Mater Dei, our Mater Dei!

MDCHS SCHOOL EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR)

MDCHS will prepare its graduates to be:

1. Christ Centered Persons who:

- Foster and demonstrate the Catholic values of compassion, respect, justice, morality and dignity in their lives.
- Are committed to a life of stewardship and service to others.
- Lead an active life of prayer.

2. Life Long Self-Directed Learners who:

- Set challenging goals, determine priorities and organize responsibilities while maintaining personal and academic integrity.
- Think critically and creatively in solving problems and interpreting, evaluating and applying ideas.
- Recognize and responsibly utilize resources and adapt to the changing world.

3. Effective Communicators who:

- Exercise efficient critical listening and reading skills.
- Articulate written and verbal ideas clearly, creatively, and logically.
- Possess the language skills to peacefully resolve conflicts in a globally interdependent society.

4. Collaborative individuals who:

- Participate effectively in a variety of leadership and supportive roles.
- Recognize, accept and exercise social responsibilities and civic duties.
- Respect and value individuals from culturally diverse backgrounds and abilities.

PARENTS AND STUDENTS MUST READ

MULTICULTURAL DIVERSITY POLICY

Mater Dei Catholic High School is very proud of its students' diversity both of language and culture. We are proud of the fact that many languages and cultures are enjoyed and experienced at MDCHS. This is one of the beauties of global education: the ability to truly understand and appreciate all cultures and languages.

Dr. John Ogbu, Chancellor's Professor, Department of Anthropology, University of California, Berkeley- presenter at the National Catholic Educational Association 1998 - has researched Cultural Diversity and has made excellent observations. Dr. Ogbu is originally from Africa and has done numerous studies and shared his research concerning educational excellence. Also, Dr. Ogbu mentioned it is rude to speak a foreign language around those who do not speak in that language, especially if you can speak a common language.

He stated, "No culture or language is better than another." They are different, but not superior. All children must learn proper English. He encourages *speaking only English during school hours* to immerse our young in English for greater learning and usage. English is a tool every student needs in order to succeed in business. Academic excellence is necessary and greater use of English at all times assists in achieving academic excellence.

Therefore, MDCHS *requires* all students to use the English language in the classroom. However, we encourage all students to use the English language on campus.

For your child's academic success, please encourage this practice during school hours.

WHO'S WHO AT MATER DEI CATHOLIC HIGH SCHOOL

The following may be of assistance to you in contacting the appropriate staff members.

President	Mr. John Rey, CPA (ext. 116) jrey@materdeicatholic.org <i>School Vision/Catholicity, School Advancement, Plant Construction/Plans/Improvements/Facilities/Maintenance, Fundraising, Major Gifts/Annual Gifts/Planned Giving, Budgets, Tuition Assistance</i>
Vice President, Chief Financial Officer	Mrs. Rocio Gonzalez Hodges '81 (ext. 104) rhodges@materdeicatholic.org <i>Tuition, Financial Information, Tuition Assistance, Insurance Claims, SEVIS/INS</i>
Accounts Receivable	Mrs. Estela Gonzalez (ext. 118) egonzalez@materdeicatholic.org
Administrative Assistant/ Finance Dept.	Ms. Ali Carranza '89 (ext. 119) acarranza@materdeicatholic.org
Principal	Mr. George Milke '72 (ext. 102) gmilke@materdeicatholic.org <i>School Vision/Catholicity, Academic Programs, Co-Curricular Activities, Crisis Team, Parent Association, Booster Club</i>
Director of Admissions/International Students/ Ambassador for Christ Corps Director	Mr. Roy Vasquez (ext. 106) rvasquez@materdeicatholic.org <i>Elementary School Visitations, 7th & 8th Grade Visitations, Admission Information Packets, Open House</i>
Director of Alumni Services	Mrs. Erin (Day) Link '01 elink@materdeicatholic.org <i>Alumni Reunions, Alumni Representatives for all Classes, Alumni Giving, Alumni Activities, Crusader Golf Tournament</i>
Assistant Principal for Curriculum and Instruction/Summer School Director	Mr. Frank Stingo (ext. 235) fstingo@materdeicatholic.org <i>Master Schedule, SST Chair, NHS Advisor, WASC/WCEA Chair</i>
Assistant Principal for Student Services/Dean of Students	Mr. Joseph Brunner (ext. 103) jbrunner@materdeicatholic.org <i>Locks/Locker Assignments, Disciplinary Review Board, Truancies, Suspensions, Expulsions, Detention, Drug and Alcohol Education</i>
Athletic Director	Mr. Kenneth Caesar (ext. 117) kcaesar@materdeicatholic.org
Ambassador for Christ Corps Spiritual Directors/ Director of Campus Ministry	Mr. Chris Schnitzius (ext. 262) cschnitzius@materdeicatholic.org <i>Christian Leadership, Retreat Programs</i> Miss Ileana Salazar (ext. 253) isalazar@materdeicatholic.org
Associated Student Body (ASB)	Ms. Noel Leon (ext. 273) nleon@materdeicatholic.org
Director of Science Academy	Dr. Suzanne Till, Ph.D. (ext. 232) still@materdeicatholic.org
Assistant Director of Science Academy	Mr. Juan Pablo Gonzalez (ext. 228) jpgonzalez@materdeicatholic.org
Director of Campus Ministry	Mr. Chris Schnitzius (ext. 262) cschnitzius@materdeicatholic.org <i>Christian Leadership, Retreat Programs</i>

Attendance	Mrs. Christine Alvarado (ext. 115) calvarado@materdeicatholic.org <i>Absence Notices, Late Notices, Notes of Excuse, Tardy Notices, Physical Exams</i>
School Chaplains	Rev. Gustavo Serpa (ext. 187) chaplain@materdeicatholic.org
Counseling/Student Services ... <i>Academic Counseling, Admissions, College Applications, Scholarships, Graduation Requirements</i>	
Head Counselor:	Mrs. Marissa Meda (ext. 123) mmeda@materdeicatholic.org
College Counselor	Ms. Andrea Puschendorf (ext. 125) apuschendorf@materdeicatholic.org
Counselor	Ms. Diana Luna (ext. 188) dluna@materdeicatholic.org
Senior Moderator / Theology Department Chair	Mrs. Anamaria Anthony (ext. 202) aanthony@materdeicatholic.org <i>ESLR Specialist, Senior Presentations Coordinator, Grad Night at Disneyland, Baccalaureate Mass, Graduation</i>
Director of Information Technology	Mr. Danny Pasawongse (ext. 110) dpasawongse@mdchs.net
IT Assistant/Theater Manager	Mr. Tony Thomas (ext. 185) tthomas@materdeicatholic.org
Web/Publications/Graphic Design	Mrs. Lillian Escobar-Haskins (ext. 171) lhaskins@materdeicatholic.org
Librarian	Sara Hickman '01 (ext. 156) shickman@mdchs.net <i>Audio/Visual Resources, Library Policy, Use of Library</i>
President's Executive Assistant/School Advancement	Ms. Alejandra Saavedra (ext. 116) asaavedra@materdeicatholic.org <i>President's Appointments, Student Handbook, Verbum Dei Award Ceremony, Grandparents Day, Crusader Awards Ceremony</i>
Principal's Executive Assistant/Human Resources	Mrs. Zurisaddi E. Guptill ext. 127) zguptill@materdeicatholic.org <i>Principal's Appointments, Faculty/Staff Attendance, Student Bulletin</i>
Coordinator of Major Events & Parent Volunteers	Ms. Denise Rodriguez (ext. 126) drodriguez@materdeicatholic.org
Registrar/Admissions Assistant	Ms. Margie Hernandez (ext. 128) mhernandez@materdeicatholic.org <i>Address Changes, Report Cards, Transcripts, Tuition Assistance, Admissions</i>
Tech Department Clerical Assistant/Digital Lounge Manager	Mrs. Monica Alvarez'83 (ext. 107) malvarez@materdeicatholic.org <i>Special Activities, Crusader Store, Parent Community Service, Student Work Study</i>
Receptionist	Nancy Mireles (ext. 100) nmireles@materdeicatholic.org

Emergency Phone Calls:

- *Emergency Phone Calls/Emergency Messages for students from parents (only) should be directed to the **Attendance Office (ext. 115)**. Transportation arrangements should be made prior to the start of classes.*
- *Emergency calls for teachers should be directed to: **619-423-2121**.*

GENERAL INFORMATION AND POLICIES

The Mater Dei Catholic High School Office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. The Attendance Office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Both offices are closed on official school holidays. Student absences and tardies must be reported to the Attendance Office between 7:30 a.m. and 9:00 a.m. We would appreciate it if routine office calls to the school would be made after 9:00 a.m.

ADMISSION POLICY

MDCHS does not discriminate on any basis of race, color, national or ethnic origin. Attendance at Mater Dei Catholic High School is a privilege and not a right. The school is Christ-centered and each student should value spirituality. The administration will determine whether or not MDCHS is able to meet the needs of each student.

Critical to admission are the following criteria:

Acceptance of a Christ-centered education

1. Excellent Student Conduct
2. Placement Test for all students
3. Interview
4. Letter of Recommendation
5. Academic Readiness/Grades

Admission Procedure

Mater Dei Catholic High School seeks students who are committed to spiritual, intellectual and personal growth. We are looking for positive individuals to further the MDCHS mission in the future.

1. Parents and students are required to become with the following:
 - a. Admission Policy
 - b. Financial Information
 - c. College Planning and Graduation Requirements
2. Provide and complete the following:
 - a. Application for Admission b. Financial Plan Agreement c. Student Transcripts
 - b. Letter of recommendation.
3. Placement Test and Registration: Information must be completely filled out prior to the administrative interview.
4. Interview: An interview will be scheduled for the student. After the interview, the student will be mailed a letter communicating the findings of the interview and testing.
5. Transfer Students: Accepted transfer students should make an appointment with a counselor regarding the procedure for completing the admission process and transfer of records. Transfer students will be required to take a placement exam in English and Math.

FAITH LIFE

Religion is the foundational strength of the whole educational system. The ultimate goal of our educators is to help lead our students to Christ. This is accomplished by instilling virtues and morals through religious education, the Sacraments, the Mass, and by supporting deep devotion of the Eucharist and the Blessed Virgin Mary. Our Blessed Mother, under the title of Mary, Our Lady of Wisdom, is honored as the patroness of our school. She is our true mother and helper, always there to listen, guide and protect.

The day to day prayer life, such as prayers to open the school day and each class, and days of retreat and recollection, are conducive to instilling a religious spirit necessary for the total education of the young person. This relationship with God has, as its outcome, an attitude of concern and respect for others, the poor, the suffering, and the helpless, both in our country and abroad. Providing opportunities for activities and experiences that help the young person turn outward toward others in loving service is integral to the fostering of a religious spirit.

PARENT CONDUCT

The purpose of MDCHS as a Catholic school is to partner with parents by assisting them in their role as primary educators of their children in the Catholic faith. Both Catholic and non-Catholic parents must support the school's mission. MDCHS cannot accomplish its purpose when parents publicly engage in behavior, lifestyles or occupations that are contrary to Catholic moral teaching. Experience has shown that children who are enduring conflicts between the values of the school and of their parents

may suffer embarrassment and ridicule by their peers. Consequently, MDCHS reserves the right to withhold or withdraw enrollment whenever these conflicts become evident.

All parents and guardians who seek to enroll their children in MDCHS must understand that the school will remain faithful to the teachings of the Roman Catholic Church and will be steadfast in proclaiming them. The school leadership will not allow the school community to be disrupted by serving as a forum for contrary beliefs and agendas. When present on the school campus, adults have a responsibility to be positive role models, supporting the school's mission, as well as Catholic Church teachings.

PARENT RESPONSIBILITIES

During the year, the school contacts parents concerning student progress reports and semester grades. Parents are requested to visit the school and receive grades during these meetings. Remember, parents are the primary educators of their children. You are an important part of the educational process at MDCHS.

PARENT ASSOCIATION

All parents or guardians of students enrolled at MDCHS are members of the Parent Association. The purpose of the association is to foster an atmosphere of Christian community in spiritual, academic, athletic, social and cultural matters. The MDCHS Parent Association serves as a communication link between parents and the school, and assists and supports various school programs. The Parent Association also sponsors other activities where families may offer service to the school.

PARENT VOLUNTEER HOURS

As per the MDCHS Financial Plan Agreement, every family is asked to fulfill twenty-five (25) volunteer services hours each school year. Many opportunities are provided throughout the school year for parents to complete their hours. Opportunities for service, including office or teacher assistant, library assistant, volunteering at fund-raising or social events, (i.e., Back to School Night, Verbum Dei Luncheon, Grandparents Day, Walkathon, Annual Golf Tournament.)

BOOSTER CLUB

The Booster Club provides support to MDCHS athletics. Funds raised from the Booster Club are channeled into athletics at the direction of the school administration to support CIF and league banners, CIF playoff fees and patches, team awards and other athletic items.

THE MDCHS CRUSADER ALUMNI ASSOCIATION

The Alumni Association has been established to maintain a lasting relationship between graduates and the school. Our students will network with the alums following graduation. All students who have graduated from MDCHS are encouraged to become active in the Crusader Alumni Association.

BUCKLEY AMENDMENT

This school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and the staff will be available to discuss the student's records unless a court order providing otherwise is filed with the school. Divorced parents must file a notarized copy of the custody section of the divorce decree with the principal; such a procedure would help to safeguard the rights of everyone in the family. If one parent does not want the other parent to receive the school's communication materials, the school must have a court order on file in the Business Office from the one parent stating this request.

CHILD ABUSE POLICY

Mater Dei Catholic High School complies with the Child Abuse Policy prescribed by California State Law (Section 10802). Child Abuse includes physical injury which is inflicted on a child by other than accidental means, i.e., sexual exploitation, assault or child neglect. Our concern is for abused children and their families. California State Law requires that known or suspected incidents of child abuse must be reported immediately. The Child Protection Agency is normally notified within 24 hours of the incident discovery.

NOTICE OF NONDISCRIMINATION POLICY

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment on the basis of sex, age, disability, race, color and

national and/or ethnic origin.

HARASSMENT POLICY

“Harassment” is a form of misconduct that is not welcome; it is personally offensive and discriminatory. It includes any form of harassment directed at an individual or group, including sexual harassment. Harassment by a student, in any form, will not be tolerated. Expulsion from MDCHS is possible if any infraction concerning harassment of any kind is noted.

SEXUAL HARASSMENT

Any conduct of a sexual nature, when such conduct has the purpose or effect of substantially interfering with an individual’s performance, or creating an intimidating, hostile or offensive learning environment, shall not be tolerated. Any student perceiving such conduct should notify the Principal or Dean of Students so that the complaint may be investigated and appropriate corrective or disciplinary action may be taken.

STUDENT/PARENT SUPPORT POLICY

When a student enrolls in Mater Dei Catholic High School, his or her parents automatically agree to support the policies, traditions and programs of the school as outlined in the Parent/Student Handbook and other school policy documents. This understanding is formalized each year by the attached contract (page 1) signed by the parent/guardian and student.

MONTHLY CALENDAR

A monthly calendar is available on the school web site, www.materdeicatholic.org, which includes the most accurate and up-to-date schedule of school events.

SPIRIT DAYS

Throughout the year, “Spirit Days” are designated as days to bolster school spirit and team unity. The following are dress guidelines for “Spirit Day”: MDCHS T-shirts or sweatshirts, school-sponsored Club T-shirts, Walkathon Shirts. **Note:** All designs must be submitted and approved by the Principal in writing before the shirts can be worn. *P.E. and athletic shirts and shorts are not permitted.*

SCHOOL SPIRIT

School spirit includes:

1. **Courtesy:** to teachers, school employees, other students and visitors. This tradition is carried over from MCHS to MDCHS.
2. **Pride:** in everything our school endeavors to accomplish and has accomplished.
3. **Loyalty:** to all functions of the school, including doing one’s best to keep his/her scholastic and activity standards high.
4. **Sportsmanship:** should be maintained by both players and spectators. Booing, disorderly conduct, or carrying the competitive aspects of the game beyond the court/playing field, cannot be tolerated.

LOCKERS

Lockers are to be locked at all times unless the student is using it. MDCHS is NOT responsible for loss or theft of personal items. Every student is assigned a locker in which to keep his or her belongings. Students may not change lockers without the permission of the Dean of Students. Sharing of lockers is not permitted. The penalty for changing lockers without permission is a Saturday detention. Students must secure their personal property in individual lockers. Only Mater Dei Catholic locks are to be used. Mater Dei Catholic will remove any other locks. The lockers are the property of the school. Students may not deface or alter lockers. All lockers will be kept free of graffiti. Students may not write or post suggestive or obscene materials inside of lockers. *The administration may inspect lockers at any time.* At times, police dogs will be called on campus to “survey” the lockers, classrooms, and campus. Students are required to make restitution for damage done to lockers. Problems relating to locks and lockers should be reported to the Dean of Students. If lockers are not locked, the student and the student’s parents will be made aware of the carelessness.

GYM LOCKERS

Students must use a lock provided by Mater Dei Catholic High School in the gym and field house. The same regulations apply to these locks and lockers as with campus lockers. Locks are available through the Dean of Students. Problems relating to campus locks or lockers must be reported to the Dean of Students. Gym locks/lockers should be reported to a P.E. coach or athletic team coach. All gym lockers must be emptied and cleaned out by the last day of school.

LOST AND FOUND

Students are encouraged to mark their names on their sweaters, jackets, gym clothes, and other articles. Found items are taken to the Dean of Students’ office, where they can be reclaimed.

PERSONAL PREVENTIVE MEASURES FOR SAFEGUARDING BELONGINGS

1. All books and notebooks should have the student's name written on a sticker on the cover.
2. Student identification cards should be carried in purse or wallets.
3. Valuable items or large sums of money do not belong at school.
4. Students should make sure that assigned lockers are locked at all times.
5. Students should not leave possessions, including purses, books, notebooks, book bags, and clothing, laying unattended around the campus.

CLEAN CAMPUS

A clean campus is to be maintained at all times. The cooperation of each student is requested to help keep the campus clean and free of trash. No eating is allowed in school buildings. Specific exceptions may be made in advance for lunch meetings in classrooms. NO GUM CHEWING IS ALLOWED ON CAMPUS.

LIBRARY/MEDIA CENTER: AQUINAS CENTER

The library/media center is open each school day from 7:30 a.m. to 4:00 p.m. Students are encouraged to use the library when it is not scheduled for a class. Students are charged a fine for overdue books. Students will follow all library rules and procedures posted in the Mater Dei Catholic Library. Eating and drinking, sitting on tables and making disruptive noises in the library are NOT considered appropriate behaviors, and WILL NOT be tolerated.

AFTER SCHOOL POLICY

1. Teachers are in classrooms for student assistance until 15 minutes after the last bell.
2. The Aquinas Center is open until 4:00 p.m. for student use.

RULES FOR DISASTER PREPAREDNESS

In the event that a major disaster occurs during school hours, students will be kept on campus until a parent or designee can pick them up. The school will follow the procedures outlined below:

1. All students will be evacuated to the utility field when it is safe to do so.
2. First aid will be administered as needed.
3. The main entrance/exit will be opened for emergency vehicles only.
4. Parents are to report to the Birch Road entrance of the school in order to pick up their son/ daughter. A team of teachers will meet parents at that location and check identification. Please carry a picture ID with you. Students will be released to persons designated on their earthquake emergency release form.
5. All students have a disaster survival kit on campus.

FIRE DRILLS

Fire Drills are necessary for the safety of the students and faculty. Everyone should know the specified directions for reaching a point of safety. Fire drill information and evacuation routes are posted in every room and office on campus.

1. Students will follow designated evacuation routes. The students will proceed quietly to the designated areas.
2. The teacher will be the last to leave the room and should take keys and grade book to the field. The teacher will remain with the class at all times.
3. Only the teacher will take attendance upon reaching the designated area. The attendance sheet will be collected at that time.
4. The students will remain quiet, so that directions can be given and received.
5. When the "all-clear" bell is sounded, students will return to class in the same orderly fashion.

Fire drills are very important and are serious exercises which may save lives. Everyone is expected to follow directions and remain silent.

LOCK DOWN PROCEDURE

PHASE ONE: Lock down will be called over the PA and/or the sirens will ring. At this time, teachers are to direct their students to duck and cover in the room under desks or tables. Keep students away from the windows and *lock your doors*.

PHASE TWO: All students and teachers are to remain in classrooms until the President, Principal or Deans direct them to evacuate via PA or siren outside. When evacuating, proceed directly to evacuation site. If we are unable to convene at the evacuation site, stay in the parking lot closest to the school.

MEDICAL RECORDS/REQUIRED IMMUNIZATIONS

Mater Dei Catholic High School requires that all incoming freshmen and transfer students complete a medical file before admission to classes. The file includes a health history, record of a physical exam, emergency information and verification of immunizations. A complete physical exam must be completed by a qualified physician giving approval every 12 months for participation in the school's physical education program and extra-curricular activities. The physical exam must be repeated each year for the student who is involved in interscholastic sports. All new students entering Mater Dei Catholic must be fully immunized according to the requirements set forth by the State of California. California School Immunization Records forwarded to Mater Dei Catholic from the student's previous school are acceptable for immunization clearance. Students without proper immunization are not admitted to class until the immunizations are completed. **Important: All medical forms are due by the 15th of July.**

MEDICATION

No student is allowed to have any medication of any kind on his/her person. All medication is to be given to the attendance clerk at the beginning of the school day. The clerk will dispense it according to your physician's request and also notify the Assistant Principal for Student Affairs. No medication will be dispensed by the school without parental authorization. Each student should have on file a letter authorizing the school to distribute aspirin/Tylenol, etc., if needed. Requests for medication may not be made during class time.

MARRIAGE AND PREGNANCY

Primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community should seek to offer support to the pregnant student and to the father if he is a student so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. Students involved with a pregnancy have changed their status quo and thus some of their obligations, responsibilities and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status. In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

1. When pregnancy is made known to school personnel by whatever means, the President and Principal must meet with the girl and boy and her parents and/or guardians. The student is encouraged to begin appropriate professional counseling consistent with Catholic teaching to assist with the circumstances of the pregnancy and with making choices for the future of both parents and the new born child. Additionally, the girl and boy will be referred to her/his pastor and school chaplain for advice and counseling.
2. If the father is identified, and if he is a student in a Catholic school, the President and Principal of that school must meet with him and his parents and require that he be involved in a counseling program similar to that provided the mother. Also, he will be referred to his pastor for advice and counseling.
3. The school should assist the student or students involved to make arrangements for continuing their education by referring the student/s to an alternate program during the pregnancy.
4. The President and Principal, in consultation with the Director of Schools and, in the case of Parish Schools, the Pastor, shall review all aspects of each case and make a determination based upon its unique circumstances as to the date when the girl and boy are to leave the school.
5. After the birth of the child, if the student(s) desires to return to Mater Dei Catholic, they must agree to the following stipulations:
 - a. Provide authorization from a physician on the capability to return. b.) provide authorization from a counselor/psychiatrist to allow return.
 - b. Provide acknowledgement from pastor regarding counseling provided. d.) refrain from bringing the child on campus at any time.

CURRICULUM AND ACADEMIC POLICIES

MDCHS provides a curriculum in which students can investigate a broad educational spectrum. Students are required to take a full load of seven courses per semester. Required and elective course offerings come from the following areas: Theology, English, Mathematics, Social Science, Science, World Language, Physical Education, Visual and Performing Arts, Speech.

BELL SCHEDULE 2016-2017

*Rotating Block

1-2-3-4 / 4-2-3-1 (Blue Day)

*Block 1/4	8:00 - 9:30	(90)
Break	9:30 - 9:45	(15)
Block 2	9:50 - 11:18	(88)
Block 3	11:25 - 12:55	(90)
Lunch	12:55 - 1:25	(30)
*Block 4/1	1:30 - 3:00	(90)

1-2-3-4 / 4-2-3-1 Minimum Day

*Block 1/4	8:00 - 9:00	(60)
Break	9:00 - 9:10	(10)
Block 2	9:15 - 10:20	(65)
Block 3	10:25 - 11:25	(60)
Lunch	11:25 - 11:55	(60)
*Block 4/1	12:00 - 1:00	(60)

5-6-7 / 7-6-5 (Gold Day) & Rally

*Block 5/7	8:00 - 9:30	(90)
Break	9:30 - 9:45	(15)
Block 6	9:50 - 11:20	(90)
Lunch	11:20 - 11:55	(35)
*Block 7/5	12:00 - 1:30	(90)
Rally	1:35 - 2:00	(25)
Rally	1:35 - 2:30	(55)

5-6-7 / 7-6-5 Minimum Day

*Block 5/7	8:00 - 9:00	(60)
Break	9:00 - 9:15	(15)
Block 6	9:20 - 10:25	(65)
Lunch	10:25 - 10:55	(30)
*Block 7/5	11:00 - 12:00	(60)

1-7 Day

Block 1	8:00 - 8:40	(40)
Block 2	8:45 - 9:30	(45)
Break	9:30 - 9:45	(15)
Block 3	9:50 - 10:30	(40)
Block 4	10:35 - 11:15	(40)
Block 5	11:20 - 12:00	(40)
Lunch	12:00 - 12:30	(30)
Block 6	12:35 - 1:15	(40)
Block 7	1:20 - 2:00	(40)

Liturgy Day 5-6-7 / 7-6-5

*Block 5/7	8:00 - 9:30	(90)
Break	9:30 - 9:45	(15)
Block 6	9:50 - 11:20	(90)
Liturgy	11:25 - 12:25	(60)
Lunch	12:25 - 12:55	(30)
*Block 7/5	1:00 - 2:30	(90)

GRADUATION REQUIREMENTS

University of California Requirements are necessary for graduation.

Course (Each semester course equals 5 credits)	Credits Needed to Graduate
Theology	40
English	40
Mathematics	30
Social Science	30
Science	30
World Language	20
Physical Education	20
Visual and Performing Arts	10
Speech	5
Other Elective Courses	55
Total Credits needed for Graduation	280

1. Students must carry seven classes (35 units) and PASS each class they attempt. A student who receives an "F" grade receives *no* credit for that course. The student must make up the credits in summer school during the following summer. All courses must be repeated at MDCHS. Classes not offered at MDCHS must be approved by the counseling department. All science courses not offered at MDCHS must be approved by the science department and taken at a community college. All science make-up classes can only be taken either at MDCHS or at a community college.
2. Any students who have not fulfilled the requirements listed above will not receive his/her diploma. **Any senior who has more than 2 F's will NOT be allowed to participate at the graduation ceremony.**
3. In order to be considered for Valedictorian or Salutatorian, the student must have attended MDCHS for at least three years and in that time frame, all classes must have been taken at MDCHS. Only classes taken at MDCHS beginning in freshman year through the fall of senior year will be calculated toward the Valedictorian and Salutatorian GPA's. Credit can be granted for classes taken outside MDCHS or before freshman year, but those classes will NOT be included in Valedictorian and Salutatorian GPA calculation.
4. Students enrolled in Mater Dei Catholic MUST attend summer school for purposes of making up an "F" grade. Summer school classes *MUST* be approved by a Mater Dei Catholic counselor prior to enrollment in order for credit to be valid.
5. A grade of "D" is unacceptable for colleges and universities.
6. The eight-semester Theology requirement does include the Christian Service component. This component is implemented through the Theology department. 100 hours must be completed for graduation. Students must fulfill 25 hours of service per year. A written component is assigned to select Theology classes. Christian Service is factored into the academic grade for those select classes.
7. Successful completion of Passion Project.
8. Passing the Analytical Writing Program (AWP) Competency Exam.
9. Physical Education: Consideration may be given to students with special scheduling needs.

ANALYTICAL WRITING PROGRAM (AWP) - COMPETENCY EXAM

All sophomores (10th graders) are required to take and pass the AWP Competency Exam, which is administered to all English 2 students near the end of the second semester. The exam consists of a prompt to which students must respond in AWP format. Students who do not pass the exam must retake it on final exam make up day.

If a student fails the AWP Competency Exam, but passes English 2, he/she will only have to take and pass a writing intensive course for a minimum of the first semester of junior year. If a student fails both English 2 and the AWP Competency Exam, he/she will have to re-take and pass English 2. Academic grades for English 2 will remain separate from the AWP Competency Exam. Thus, performance on the exam will not affect the English 2 grade.

FAILURES

Any student who fails a course(s) and wishes to return to Mater Dei Catholic the following September must make up all credits lost due to these failures before he/she is reinstated. Failure to do so will result in academic probation. *A student must take and pass a minimum of thirty-five units of credit each semester while in attendance at Mater Dei Catholic.*

GRADES

All grades for each semester are cumulative; that is, the work of each six weeks is counted into the overall average grade of the semester. Semester examinations are required for all students at MDCHS, and they constitute a percentage of the semester grade. The grades issued on the report card have the following meanings:

- “A”** Work is excellent. Student consistently demonstrates exceptional understanding of course materials and assumes responsibility for the completion of more than the assigned work. The student shows an ability to integrate classroom learning with other areas of knowledge.
- “B”** Work is above-average. Student shows an above-average grasp of course material and is able to draw insights beyond understanding of factual information alone. This grade shows that a student is a regular contributor to classroom discussion and completes written assignments with more than average skills of interpretation.
- “C”** Work is average. Student’s test performance indicates an understanding of the course material. Work is completed regularly and on time and demonstrates a grasp of basic concepts and their application. Student contributes occasionally to classroom discussion.
- “D”** Work is below-average. Test scores indicate less than adequate understanding of course materials. Written and oral performance reveals a need for additional help and/or study skills. Colleges and universities do not accept a “D” grade.
- “F”** Work is below passing. Student is demonstrating an insufficient level of learning to pass the course. This grade indicates that the student has not fulfilled the minimum requirements of the course. A conference with the student’s teacher and counselor is strongly recommended. No credit is earned. *For “D” and “F” work, there should be a counseling appointment scheduled. These grades are not acceptable for college or university admission. Colleges and universities require a grade of “C” or higher.*
- “I”** Incomplete. An incomplete is a temporary grade which is given when unavoidable absences prevent a student from finishing course work before the semester ends. This grade is not given to those who delayed in meeting course requirements. An incomplete must be made up within two weeks after the last day of the grading period or the grade automatically becomes an “F.” Exceptions are cleared through the Principal.

GRADES	A	A-	B+	B
	100-94	93-90	89-87	86-83
	B-	C+	C	C-
	82-80	79-77	76-73	72-70
	D+	D	D-	F
	69-67	66-63	62-60	59-0

ACADEMIC MARKS CODE DESCRIPTION:

A=Excellent, B=Above Average, C=Average, CR=Credit, D= Below Average, F=Failing, I=Incomplete, NC=No Credit, NM=No Mark, P=Passing, W=Withdraw

GRADE POINT AVERAGE (GPA)

The cumulative Grade Point Average that appears on the semester report card is the average of all work by the student for the entire time he/she is at Mater Dei Catholic. The cumulative grade point average is based on grades received in ninth through twelfth grades. This grade point average is based on weighted grades.

A = 4.0	B+ = 3.25	B- = 2.75	C = 2.0	D+ = 1.25	D- = .75
A- = 3.75	B = 3.0	C+ = 2.25	C- = 1.75	D = 1.0	F = 0

CITIZENSHIP/COMMENT CODES

Citizenship:

O=Outstanding, G=Good, S=Satisfactory, N=Needs Improvement, U=Unsatisfactory

Comments:

A =participates well in class	N =study habits need improvement
B =has excellent writing skills	O =has low test/quiz scores
C =exhibits leadership qualities	P =caught cheating on test/quiz/homework pap
D =is a pleasure to have in class	Q =disturbs class at times
E =is improving in this course	R =MDCHS after-school tutoring recommended
F =works below apparent ability	S =has not met service hours requirement
G =does not participate well in class	U =English not spoken in class
H =needs to improve writing skills	T =portfolio affects grade
I =absences/tardies/lockout affect grade	V =does not complete required reading
J =fails to complete homework/missed work	W =Meets course expectations
K =inconsistent performance	X =Inappropriate use of technology
L =demonstrates great effort	Y =Uses technology well
M =does not pay attention in class	

GRADE WEIGHTING

MDCHS has two levels of courses according to content and ability level. A distinction is made in assigning quality points for Advanced Placement Courses and Honors Courses: A=5.0, B=4.0, C=3.0, D=1.0, F=0.

SEMESTER EXAMS

Each semester, a special schedule is set up for the administering of exams in each academic subject. Approximately 15-25 percent of the semester grade is based upon these comprehensive exams. A student may not take, or ask to take exams outside of the scheduled time. Exams may not be given prior to the date of the assigned exam. Failure to take any semester exam will result in a loss of credit or reduction in grade for that exam. A physician's letter is required to make up a semester exam if the exam was missed because of illness. A student has two weeks to make up a semester exam in the event of illness, etc. All Students are to be in regular dress uniform during final exams, including make-up exams.

Times of 1st Final Exams: 1= 8:45 am - 10:15 am; 2= 10:30 am - 12:00 pm

Times of 2nd Final Exams: 1= 8:45 am - 10:20 am; 2= 10:45 am - 12:20 pm

HAIKU

Mater Dei Catholic subscribes to Haiku, an online Learning Management System which will allow students and parents to securely view grades online.

PROGRESS REPORTS/REPORT CARDS

Progress reports are an evaluation of the work completed during the grading period. At the end of six weeks, a grade for the grading period will be sent home. This six week grade will help determine eligibility, as well as academic performance. Progress report grades are not a part of the official transcript. The report card at the end of the semester indicates the official transcript grade for a course.

NATIONAL TEST DAY (OCTOBER)

All grades will take the Preliminary Scholastic Aptitude Test (PSAT). Parents may request information from the counseling office concerning educational evaluations.

ADVANCED PLACEMENT COURSES AND PROGRAM GUIDELINES

Advanced Placement is a program of college-level courses and exams offered for secondary students in American high schools for potential college/university credit. Mater Dei currently offers

14 AP classes. Please see the Curriculum Guide for the classes offered and requirements. Students admitted to these college-level courses must:

1. Take the National AP Exam in May;
2. Pay the National Exam Fee prior to the end of the first grading period;
3. Take the regular school final exam, in addition to the required National Exam in May.

Please Note: Failure to pay the fee by the deadline will result in removal of that particular course.

ACADEMY OF SCIENCE

The Academy of Science is a unique and unparalleled collaborative educational experience in which high achieving students are challenged to expand their intellect, and to develop skills in scientific inquiry, critical thinking, problem solving and expression. The Academy's academically rigorous learning environment focuses on science, technology, engineering and mathematics (STEAM), while fostering a culture of innovation based on leadership, social justice and serving our global community.

Requirements: Please refer to the Curriculum Guide posted on the MDCHS website.

LANGUAGE ACADEMY

The Language Academy provides additional instruction and support for students who are English language learners. The program was developed to assist students in achieving the academic English necessary for success in a college preparatory high school environment. Students will gain proficiency in English, as well as receive additional academic support. Coursework through the Academy is mandatory for any student in his/her first year in a U.S. school, or for students who lack English proficiency.

HONOR ROLL

An Honor Roll is published at the end of each semester. First honors requires that a student have a G.P.A. of 3.8 or above, second honors requires that a student have a G.P.A. of 3.50 to 3.79.

NATIONAL HONOR SOCIETY (NHS)/CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

According to a long established tradition, the highest honor MDCHS can bestow on any student is membership in the National Honor Society and the California Scholarship Federation. By selectively awarding its students' membership in these nationally acclaimed organizations, Mater Dei Catholic recognizes outstanding scholarship, leadership, character and exceptional service to the school.

CRUSADER AWARD CEREMONY

The annual presentation of awards is an opportunity for faculty, administration and parents to recognize outstanding students who excel in academics and in school activities during the year. The following is a partial listing of awards presented to students.

4. Academic Excellence awards are presented to freshmen, sophomores, juniors and seniors who have a cumulative G.P.A. of 4.0 or higher. Academic First Honors awards are presented to freshmen, sophomores, juniors and seniors who have a Cumulative G.P.A. of 3.8-3.99.

Scholarships, leadership and community awards are presented annually to outstanding students, i.e., Mother Teresa Award for Community Service, Mater Dei Award for School Service, and the John Paul II Award for Extraordinary Leadership.

5. Department awards are given by each teacher for each class. These awards are based solely on grade point averages for those specific classes.
6. The Mater Dei Catholic Crusader and Lady Crusader awards are presented to the most outstanding all-around students. The Crusader is the award presented to the male student and The Lady Crusader Award is presented to the female student.
7. Awards are also presented to the Male and Female Student-Athlete of the year.

TRANSCRIPTS

A transcript is the official record of a student's semester grades, standardized test scores and other records. Transcript requests are made to the registrar's office. Transcripts and/or Diplomas are not released until all financial and contractual obligations are met. All student records are the property of Mater Dei Catholic High School. Mater Dei Catholic respects the federal legislation regarding the Confidentiality of Records. The student or parent/guardian may request copies of the permanent record. Any request for a transcript from the school registrar must be in writing. Requests need to be submitted twenty-four (24) hours in advance of request date. The first copy is free, and additional copies will cost \$10.00 per copy.

STUDENT WITHDRAWAL

If parent(s) decide to withdraw their son/daughter from Mater Dei Catholic High School prior to the end of the school year, the procedure is as follows:

1. Contact the Business Office and provide a letter explaining the reason for withdrawal to the Principal and Business Office.
2. Clear all financial obligations.
3. Submit all books to the school and clear lockers with dean.
4. Submit all athletic uniforms to the corresponding coach.
5. Inform Counseling/Registrar the school address for transcripts to be forwarded.

STUDENT SCHEDULE CHANGES

Students may change their schedule only during the *first week of the semester with teacher and parent approval*. A one year course may be dropped at the semester point only with parental permission and Principal's approval.

TRANSFER CREDITS

Mater Dei Catholic High School does not accept credits from extension courses, evening schools or summer school unless permission is given prior to enrollment in these courses. Permission is obtained from the Principal and Counseling Department. Permission forms are available in the Counseling office.

ACADEMIC INTEGRITY

Mater Dei Catholic High School believes that academic integrity is closely allied to the development of self-esteem. A student demonstrates academic integrity when he or she produces original work, when tests and exams are completed without cheating, when homework is completed, or when another's idea is acknowledged by identifying author and source. There are many challenges in all areas of academic performance for the student to do his or her best work. It should be realized that individual talents may not allow each student to excel in all areas of study. To take pride in one's work, to stretch one's mind, to accomplish and to feel that something worth doing, is worth doing well is the goal of each student. Any breach of honesty is not acceptable. Above all, MDCHS expects its students to see that honest effort is commendable. *At MDCHS, cheating in any form is not acceptable.* Parents should support this position. Mater Dei Catholic asks its teachers to be most vigilant in establishing a testing environment that eliminates the possibility of cheating and to be most careful in their evaluation of written work.

ACADEMIC HONESTY

Students at Mater Dei Catholic High School should pursue their education with honesty and integrity. A student's work and achievement should be the result of his or her own efforts. The following examples of academic dishonesty are not permitted and may result in a loss of credit for any specific assignment:

- Copying another student's homework
- Cheating on quizzes or tests
- Plagiarism

Since honesty and integrity are extremely important values for Christians, these are values that all Mater Dei Catholic High School students are expected to uphold. *Any student cheating on any quiz, exam or other work will receive a failing grade on that exam or work.* If the exam is a period exam, semester final, or a major paper, the teacher may also fail that student for the period or semester, and the student may be expelled. Students involved in cheating shall be ineligible to receiving honors during the same semester when the cheating occurred. Honors includes honor roll status, CSF, membership in the National Honor Society, being Valedictorian or Salutatorian, and any other school-wide honor that may have been a possibility. Students involved in a serious cheating episode such as on an AP National Exam, semester finals, major papers, or cases involving a second cheating episode, may be considered for *expulsion*. Such students shall not be given a recommendation from Mater Dei Catholic to any college or university.

HOMEWORK AND STUDYING TIME

Most classes assign homework every night. The amount of HW, and the time it takes to complete it may vary nightly.

TURNITIN.COM

Mater Dei Catholic is using a plagiarism prevention service from TurnItIn.com. Teachers will discuss the logistics of how students are to use the service at the beginning of the school year. Please review this section carefully in the teacher's syllabi.

VACATIONS TAKEN ON SCHOOL TIME

Parents must avoid scheduling family trips or vacations that would require their son or daughter to miss school or final exams. Make-up work for days missed is never the same as presence in class. If parents wish to take their son or daughter on a vacation outside of the regular school holidays, those parents must write a letter at least one week in advance, stating the reason to the Dean of Students. If a parent requests more than one week, the request must be granted by the Principal. Normally, these requests will not be granted. On rare occasions, the Administration may grant an excused absence based on the reason for the absence, the student's academic and attendance record and the approval of all teachers. *If a student is academically ineligible, the request is automatically denied.* If the absence is excused, the student may complete the work. Unexcused absences may result in failing grades.

STUDENT SUPPORT SERVICES

Students with documented Learning Differences need to provide the school counselors with their IEP or 504 plan. Learning Differences must be officially documented for Mater Dei to make accommodations or modifications. The counselor and Learning Center Director will work with the student and his/her family to make any possible accommodations.

ACADEMIC INELIGIBILITY AND STUDENT SUPPORT TEAMS

Participation in extra-curricular activities is a privilege. Academically ineligible students may not hold office or campaign for office in student government or participate in any extra-curricular activities including athletics. Academic ineligibility does not pertain to school events such as dances and attendance at athletic events.

Students who are ineligible will also become part of a Student Support Team (SST), which is a proactive academic intervention program designed to give struggling students an added level of support. A faculty member will work with these students on an individual basis to monitor progress, improve organizational and study skills, and improve grades.

Students will be academically ineligible and placed on a Student Support Team (SST) for the current six week grading period for ANY of the following reasons:

1. Total GPA for the grading period is below 2.0.
2. Two (2) grades of "F".
3. Two (2) citizenship grades of "U".
4. End of the year failures must be redeemed in summer school at MDCHS for a student to be eligible in the fall of the following year.

*Students will be evaluated each grading period to determine Academic Ineligibility.

ACADEMIC PROBATION

A student will be placed on Academic Probation if his/her Weighted Semester GPA falls below 2.0. Incoming students may be placed on Academic Probation based on test scores or grades from his/her previous school.

A student will be removed from Academic Probation by raising his/her Weighted Semester GPA above 2.0 AND raising his/her Total Weighted Cumulative GPA above 2.0.

ACADEMIC REVIEW BOARD

The Academic Review Board (ARB) consists of five current MDCHS faculty members and is facilitated by the Assistant Principal for Curriculum and Instruction. The ARB will convene at the end of each semester to review the progress of every student who has been on Academic Probation for at least two consecutive semesters, or any student whose Total Weighted Cumulative GPA is below 1.5. The ARB will then make recommendations to the Principal to retain or dismiss these students.

ACADEMIC DISMISSAL

In the following cases, a student is subject to academic dismissal:

1. Student is on academic probation and does not raise his/her G.P.A. above 2.0
2. Student has not satisfied the summer school requirements for admission or readmission.
3. Student has not met academic requirements to make up an "F" grade.
4. Ninth grade students with two (2) or more F's at the end of the first year, must attend summer school. Failure to do so may result in not being allowed to return for their sophomore (2nd) year.

PROCEDURE FOR PROBLEM RESOLUTION-PRINCIPLE OF SUBSIDIARY

If a problem arises, or a parent has a concern about discipline, academics or other aspects of school life, the parents should speak directly with the person involved. The purpose of the "principle of subsidiary" is to secure, at the lowest possible level, equitable solutions to problems which may arise affecting the welfare of the students, teachers or parents.

A parent-teacher conference should always be one of the first steps of this procedure. If an agreeable solution cannot be reached at this level, a conference may be arranged including the Dean of Students or the Principal. These procedures will be kept as informal and confidential as may be appropriate in order to facilitate reconciliation, communication, and the strengthening of the school community. If the problem still remains unsolved, the Principal and/or President may make a resolution as he/she deems appropriate.

DISCIPLINE AND ATTENDANCE POLICIES

Discipline provides moral guidance within the framework of the teachings of the Catholic Church and growth in self-discipline based upon Christian values. Reverence for others and respect for property are important student attributes. The common good of the school requires conduct conducive to the fulfillment of spiritual, academic and social goals, as well as the preservation of good order. The school administration accepts the primary responsibility for the welfare and safety of all students. The Principal maintains the authority to make discretionary and final judgments regarding the behavior code of Mater Dei Catholic High School. Upon acceptance at Mater Dei Catholic, parents and students agree to uphold all school rules and regulations when they sign the enrollment contract and Parent/Student Handbook signature slip on page 1.

ATTENDANCE

Academic performance at school is directly related to the regular attendance of the students. Any work missed by a student as a result of excused absences must be completed. Any student absent more than one-half of the school day may not participate or attend a school event or athletic contest held that same day, unless given permission by the Dean of Students or Principal.

ABSENCE PROCEDURE

1. Either a parent or guardian must phone the Attendance or School Office on the day of the absence. If there is no notification from the parent/guardian, the absence is unexcused. MDCHS's switchboard is open at 7:30 a.m.
2. During excused absences, students are responsible for obtaining missed assignments. In the event of prolonged absences of two days or more, parents should contact the Attendance Office for assignments from the teachers.
3. A note explaining the absence, written and signed by the parent or guardian, must be brought to the Attendance Office the day that the student returns to school.
4. Should the student have a doctor's appointment, he/she will be required to bring verification to the Attendance Office prior to 7:45 a.m. the school day that the student returns to school.
5. In any instance of absence, notification or verification is required prior to student being readmitted to class.
6. Please notify the attendance office as soon as possible if your student needs to leave school prior to dismissal for a doctor's appointment, etc.
7. An absence is defined as any student missing in excess of 40 minutes to any class.

LOCKOUT

All entrance gates close at 7:55 a.m. all entries throughout the day will be through the De Paul Center. Students who are tardy to either 1st, 4th, 5th or 7th blocks will be sent to Lockout. Lockout will not allow any student who is late to enter their assigned class until 30 minutes after each block listed above. Those students deemed unexcused will not be able to make up work missed during that time frame.

It is imperative that our students arrive to school on time, and for that matter, every class. Students who enter class late disrupt the learning and teaching process. We are dedicated to creating a focused learning environment. However, when students arrive late, they interfere with our ability to do so.

TARDY PROCEDURE

1. The following are common examples of excused and unexcused reasons for tardies/lockouts. Special cases and final determinations will be determined by the Deans of discipline.

EXCUSED
<ul style="list-style-type: none"> • Doctor/Specialist/Dentist/Orthodontist Appointment-with a doctor note upon return • Funeral/death in family • Visa/passport appointment • Illness. Doctor's note required for 3 or more days • College test or visit – excused with letter • Sports competition • Sibling graduation

2. All tardies will revert to zero at the end of the six week grading period. During the school day, students not in their classrooms at the bell, are tardy and the following sanctions will be administered. On the fourth unexcused tardy - Saturday detention, U for citizenship and parent notification. On the eighth unexcused tardy – suspension and parent conference with administration.
3. On the eighth tardy to any class, the student’s grade may be reduced by a full grade.
4. If a student is detained by a teacher, he/she must obtain a written notice from the teacher to carry to the next class.

EXCESSIVE ABSENCES/LOCKOUTS

1. Saturday detention will be given to any student who has 4 TOTAL lockouts in a semester. Lockouts will be counted in total from blocks 1, 4, 5 & 7.
2. When a student receives his/her 8th excused and/or unexcused absence and/or lockout for a class in a semester, the student’s grade may be lowered at the discretion of the teacher. Credit may not be granted, or a grade of F may result.

Extraordinary circumstances will be reviewed by the Administration.

TRUANCY

Truancy is defined as absence from school/class at any time without permission of school authorities. This includes being more than five minutes late for any class period! Mater Dei Catholic High School does not permit ditching or cutting classes for any reason or under any circumstances. When a student is absent, he/she is considered truant unless the parents/guardians verify the student’s whereabouts through the proper school procedures for the absence. Students who are truant will not be readmitted to class until a conference is held with the student, parents and the Dean of Students. Truancy will result in:

1st Truancy - two day suspension, parent notification

2nd Truancy - four day suspension/parent notification and parent conference

HALL PASSES

Students may not be out of class during class time without a Hall Pass issued by the teacher in charge of the student during that time. Students out of a class without a valid Hall Pass will be sent to the Dean of Students. Students are discouraged from leaving class for any reason during the regular class period.

QUIET AND ORDER

Students should be seated and ready for work by the time the second bell rings to begin class. Quiet and order in classrooms are essential for learning to take place and for students to receive the maximum benefit from teachers’ lessons. Consideration for teacher and fellow students is expected at all times. Students may not violate others rights to learn at any time.

Under no circumstances will insolence (quarrelsome argumentation or “sassing”), insubordination (deliberate refusal to obey a reasonable request made by school personnel), or similar misconduct be tolerated. Such behavior may result in suspension.

It is also important that order in the corridors be maintained, especially during changing of blocks. Students should exit classrooms and move through corridors/walkways in a safe and considerate manner.

OFF-CAMPUS PROCEDURES

Mater Dei Catholic High School maintains a closed campus. Students may not leave the school campus during school hours without an off-campus permit from the attendance office. Failure to follow this policy may result in suspension, as this action may be considered to be truant from school.

1. Students who need to leave campus for an appointment must present an explanatory note from a guardian/parent to the attendance office at the beginning of the school day on the same day that the student has the appointment. Every effort should be made to schedule appointments outside of school hours. Mater Dei Catholic reserves the right to verify any off-campus request with a parent/guardian. Students leaving school on an off-campus permit must return the permit the following day signed by a parent/guardian or physician.
2. In the event the student is too ill to continue classes, the attendance office will contact the parent/guardian to take the student home.

PHYSICAL EDUCATION

1. A student may be excused from participation in Physical Education classes due to illness/ injury for one day with a written notice from a parent/guardian. If a student needs to be excused for two days or longer, he/she must bring a physician's note or have a note from the attendance office.
2. When a student needs to be excused from participation in Physical Education for more than a month, credit can be awarded, based on teacher's evaluation of the student's participation to date.

DRESS AND APPEARANCE PHILOSOPHY

MDCHS believes that a student's personal appearance has an impact on his/ her attitude, behavior and scholastic performance. Respect for both the individual and the school is manifested by an attitude of dressing in proper uniform. In general, the school depends on the good judgment of parents and students where appearance is concerned. The President, Principal and the Dean of Students reserve the right to determine the acceptability of a student's appearance. Violation of basic standards of uniforms will result in parent notification and possible disciplinary action.

UNIFORM - GENERAL INFORMATION

All school apparel must be MDCHS. The MDCHS Uniform Company is EDUCATIONAL OUTFITTERS

www.educationalfitters.com

- 8160 La Mesa Blvd., La Mesa, CA 91942 Phone: 619-466-5437
 - 9524 Kearny Villa Rd, Ste. 121, San Diego, CA 92126 Phone: 858-566-5437
- Summer Hours: M-F 10 a.m. to 6 p.m., Saturday 10 a.m. to 3 p.m.

FORMAL ATTIRE FOR SPECIAL OCCASIONS AND MASS DAYS

GIRLS

- Knee-length plaid skirt
- Black dress shoes (all black), tie or loafer - No platforms or high heels are allowed
- MDCHS embroidered navy blue sweater/vest
- White, oxford shirt
- Black tights

BOYS

- Navy dress slack
- MDCHS uniform tie - MUST be purchased through the school.
- Black dress shoes (all black), tie or loafer
- MDCHS embroidered navy blue sweater/vest
- White, oxford shirt
- Black/navy blue socks
- Black belt

NOTE: Sweatshirts of any style are *not* permitted on dress uniform days.

CONSEQUENCES:

1. Warning
2. Detention/sent home to correct issue*
3. Saturday detention/sent home to correct issue*
4. Suspension*

**Any missed class work cannot be made up and will receive a 0%*

FRIDAY SPIRIT DAYS

- MDCHS T-shirts in lieu of a collared shirt.
- Seniors may wear college sweatshirts on Fridays.
- Spirit Day gear can be purchased from the online student store. There is a link on the school website.

BOYS DRESS CODE REGULATIONS

Uniforms are *mandatory*, and all clothing must be in good condition. The following items are to be purchased from the uniform company: pants, shorts, shirts, and sweater. These items are optional to the formal mandatory dress uniform. Boys at MDCHS may wear any of these items, provided they do so in an appropriate and neat fashion.

- Docker style pants and shorts sized to fit are permitted in khaki and navy blue. No pants are to be worn in a baggy fashion. Pant pockets should not be below the buttocks; no sagging of pants or shorts. Denim and corduroy pants of any style are not permitted. Pants should not be excessively tight. No pant legs with elastic bottom.
- Collared shirts may not be excessively large, baggy, or torn. Undershirts may be white, blue or gray only and without logos.
- Sweaters may not be excessively large, baggy or torn.
- Earrings are not permitted on campus at any time.
- When uniform ties are required, students not wearing one will receive a detention.
- Black or brown belts must be worn with uniform pants or shorts. Belts with adornments, lettering, or spikes are not permitted.
- Tattoos or other markings, temporary or permanent, are not permitted. Body piercing of tongues/eyebrows/noses/lips and navels is not permitted. EAR RINGS CANNOT BE WORN BY BOYS WHILE ON CAMPUS AT ANYTIME.
- Headgear of any type is not permitted on campus during the school day. Non-MDCHS beanies, caps, hats, do-rags, and visors are NOT permitted on campus at any time. Wigs or hairpieces are not permitted.
- For casual uniform, tennis shoes in muted colors are permitted: no pink, red, yellow, etc.
- Navy, black or white tennis shoes are recommended.
- Only MDCHS navy blue jackets, sweatshirts or hoodies are allowed for outer jackets and MUST be purchased in the Student Store.
- Garish jewelry (bold, overstated, and lacking in good taste) is not permitted.
- Sweatshirts are not to be worn underneath Polo shirts. Sweatshirts are outer garments and they are to be worn on top of Polo shirts.
- Socks are to be visible.
- Hair Styles
- Hair must be well-groomed and have a neat appearance.
- No radical cuts, colors or styles are permitted. No faux hawks are permitted.
- No pony tails or braids.
- Hair must be no longer than mid-ear on sides, not touching the collar in the back.
- Mustaches are a senior privilege. Goatees are not permitted.
- Sideburns may not extend lower than the ear.
- Eyebrows are not to be altered.
- Lines, zig-zags, etc., are not to be placed/cut into the hair or eyebrows. Infractions of this sort will result in the student being sent home.

The Administration reserves the right to determine appropriateness in all matters pertaining to the Dress Code.

GIRL DRESS CODE REGULATIONS

Uniforms are mandatory, and all clothing must be in good condition. The following items are to be purchased from the uniform company: skirts, slacks/pants, shorts, blouses/shirts and sweaters. These items are optional to the formal mandatory dress uniform. MDCHS girls may wear any of these items, provided they do so in appropriate and neat fashion.

- Skirts/Shorts may not be shorter than 3 inches above the knee cap, excessively tight, torn or rolled at the waist.
- Pants/skirts may not be excessively tight, baggy, torn, unhemmed or below the waist.
- Suspenders are not allowed. Levi style and corduroy pants of any style are not permitted.
- Jewelry is permitted, but only a facsimile of gold or silver. Any glittery jewelry such as sequins, etc., is not permitted. Garish jewelry (bold, overstated, lacking in good taste) is not permitted.
- Shirts/blouses may not be excessively tight, large, baggy or torn. Undershirts must not be visible, be tucked neatly into the skirt, slacks/pants or shorts. Undershirts may be white, blue or gray only and without logos.
- Sweaters must be worn with proper collared uniform shirts underneath.

- Makeup, if used, is to be worn in moderation.
- Tattoos or other markings, temporary or permanent, are not permitted.
- Extreme or faddish hairstyles are not permitted. Excessive dyeing or bleaching of hair is not permitted.
- Black tights only for dress days; knee socks or tights must be white/navy blue or black.
- Sheer knee socks and thigh highs are against the uniform dress code.
- Blue and black leg warmers are permitted during cold (winter) season.
- Tennis shoes in muted colors are permitted for casual dress. Platform shoes are not permitted.
- Body piercing of tongues, eyebrows, noses, lips and navels is NOT permitted. A maximum of two earrings per ear are allowed.
- Only MDCHS navy blue jackets are allowed for outer jackets and may be purchased in the Student Store.
- Blankets are not to be used as an outer garment.
- All non-MDCHS clothing items will be confiscated and given to charity.

FREE DRESS - CASUAL DRESS ATTIRE

Students are asked to wear clothing that is neat in appearance and appropriate for Mater Dei Catholic High School.

Specific items not allowed:

- Clothing that advertises tobacco, alcohol or other drugs, or weapons.
- Clothing with writing or pictures that are obscene, suggestive, or depict violence.
- Clothing representing any professional team.
- Cascade jackets or any type-color including oversized sports jackets.
- Hats, caps, visors, hairnets or bandanas.
- Leggings as pants, jeggings/very skinny/tight jeans (only allowed if paired with a long, modest top.)
- Pants that are slit at the bottom or have rips or cuts.
- Shorts that are cut-off, extend below the knee or immodest.
- Half shirts, crop tops, midriff halters, backless, strapless or low neckline shirts.
- Skirts that are too short or immodest.
- Pendleton or flannel shirts.
- Oversized cargo pants, shorts or shirts.
- Pants/shorts that "sag" below the waist.
- Folios, flip flops, zories, steel-toed boots, corduroy slipper shoes, boots that extend over the knee, high platform shoes.
- Bib overalls - pant or short type.
- Sweat pants, gym shorts, or jogging style pants.
- Any type of tank top or basketball jersey shirt.
- No platform shoes.

FORMAL DANCES

Any student at the dance wearing an inappropriate gown such as bare midriff, will necessitate a call to the parents and the student will be required to leave the dance. This rule will be strictly enforced. Students must arrive prior to 9:00 p.m. and may not leave prior to 11:30 p.m. Proper attire for boys is as follows: dress shoes, dress shirt, tie and dress pants. Failure to wear the prior listed, will result in a parent phone call and the student being sent home.

The administration reserves the right to determine appropriateness in all matters pertaining to the dress code and items not specifically mentioned in this handbook.

ADDITIONAL DRESS CODE REGULATIONS

1. All jackets must be MDCHS jackets. These must be purchased in the student store. All confiscated non-MDCHS jackets will be given to the needy if not claimed in a reasonable time frame.

2. Only solid color crew socks, knee socks, or tights in the approved school colors of navy blue, white or black may be worn. Boys must wear socks at all times. Girls must wear socks or tights at all times. Black tights are to be worn on dress uniform days.
3. Only sweatshirts sold or approved by MDCHS are permitted. Plain sweatshirts of any style are NOT permitted.
4. Shoes must be in a neat condition. All shoes must be closed at the toe and heel. Tennis shoes/ sneakers are permitted. Extreme or faddish shoes are not allowed, such as: sandals, huaraches, platform, Birkenstocks, combat or cowboy boots/work boots, construction boots, Uggs, moccasins or any boot type shoe. Shoes must be worn on campus at all times. No outlandish styles or colors are permitted.

NON-UNIFORM DRESS CODE REGULATIONS

Athletics: Any team wishing to have Game Day "Dress Up" must first have the approval of the Athletic Director and the Dean of Students. For the boys and girls, Game Day Dress is defined as an APPROVED uniform sweater, sweatshirt or jersey.

Examples: *Boys - Jersey or Sweater worn over a shirt and uniform tie, dress slacks, hard sole shoes. No jeans or excessively baggy pants are permitted. Girls: Sweater or Sweatshirt worn with a dress, skirt, or dress slacks and hard sole shoes.*

DRESS CODE VIOLATIONS AND CONSEQUENCES

Items not specifically mentioned above are not permitted at school. It is the right and responsibility of the Assistant Principal/Dean of Students' office to regulate against unbecoming or inappropriate fads or fashions.

CONSEQUENCES:

First Offense: Warning, if correctable, Detention, Parent notification

Second Offense: Student sent home, Saturday detention, Parent notification

Third Offense: Student sent home, Suspension, Parent notification

All absences due to dress code violations are deemed *unexcused*. These consequences are per semester. *Any student suspended three times during the school year, for any reason(s), may face expulsion and or non-admittance for the upcoming school year.*

DISCIPLINARY INELIGIBILITY

1. Students are awarded the following grades in conduct and citizenship in each class:
 - O - Outstanding
 - S - Satisfactory
 - G - Good
 - N - Needs Improvement
 - U - Unsatisfactory
2. When a student receives two "U's" in conduct in one grading period, the student is placed on the Ineligibility List until grades are posted for the next grading period.
3. Violations of the school rules that result in probation, normally will result in the student's placement on the Ineligibility List for a period of time determined by the Dean of Students and the Principal.

STUDENT COURTESY

Mater Dei Catholic High School students are expected to be courteous and respectful at all times. Mutual respect is expected among students, teachers and parents. Mater Dei Catholic High School students are expected to observe the following rules of conduct:

1. Courtesy towards faculty and staff is expected at all times. Verbal abuse or any form of harassment towards faculty or staff, will result in a suspension or possible expulsion. This is to be determined by the Dean of Students, Discipline Review Board, or Principal. Any physical abuse towards faculty or staff will result in expulsion and police notification. Penal Code #241.2.
2. Students may not enter any room on campus without adult supervision.
3. Any fighting or physical altercations will result in a minimum three (3) day suspension in addition to adherence of the Diocesan Policy/Procedure regarding threats and altercations. A second offense is grounds for expulsion. (See Threat Policy)
4. Hazing/bullying is never permitted. It may result in suspension or expulsion.
5. Students must not smoke or use tobacco or e-cigarettes on campus or in the vicinity of the school.

6. Students who violate this rule are assigned detention and/or are suspended. No incendiary devices are allowed, i.e., lighters, matches, etc.
7. Horseplay of any type is not permitted. It can lead to serious injury or possible altercations.
8. Coin pitching, dice, card playing or any form of gambling is not permitted. Students who violate this rule are assigned to detention or are suspended. Possession of obscene, pornographic or subversive materials will result in disciplinary action and will not be tolerated. SDMC#56.05 and Penal Code 332.
9. Students who falsify excuse slips or notes, records or any school documents may be suspended or dismissed.
10. Skateboards, skates, scooters, and roller blades are not allowed on campus at any time.
11. Students are not to leave backpacks, purses, textbooks or any other personal property unattended on campus nor are students to go through any other student's personal property at any time.
12. Any student involved in stealing, vandalism, writing on desks or walls, graffiti, tagging, removal or defacing of school or personal property will be required to make full restitution. The student may be suspended or expelled. Penal Code 594, 594.1 & 640.6.
13. Students must be in the classrooms when the bell rings. Students not in their classroom at the end of the second bell are tardy.
14. No food or drink (besides water) may be brought into any classroom or gymnasium at any time, except when authorized by class teacher or administrator. Gum, food and drinks must be discarded before entering classrooms, gym, football field playing surface, and the office.
15. Except in an emergency, students are not admitted to the Attendance Office without a Hall Pass.
16. Each student is issued an ASB card. Students are required to have their cards in their possession at all times.
17. The following rules, pertaining to discipline, are in effect at school-sponsored events:
 - a. A valid ASB card must be presented for admittance.
 - b. At dances, doors are closed and no one is admitted after 9:30 p.m. Students may not leave the dance until 11:30 p.m. Formal Dances: Students must arrive prior to 9:30 p.m. and may not leave the dance until 11:30 p.m.
 - c. Students may be asked to open purses, backpacks, or sports bags.
 - d. Tobacco is not permitted on the premises.
 - e. Anyone possessing, using or under the influence of alcohol or drugs will be held and released to his/her parents/guardians and will also be subject to disciplinary action and/or notification of legal authorities.
 - f. At all times, the instructions of any chaperone and/or supervisor must be followed.
 - g. A student causing a disturbance may be asked to leave. Parents may be called to take the student home.
 - h. At school-sponsored dances, it is requested that parents pick up students no later than midnight.
18. Elevators are only to be used by those with permission. Any student caught using a school elevator without permission, will face disciplinary consequence(s).

AVOIDING PLAGIARISM

Some things are obviously plagiarism: buying, stealing, or borrowing a paper online, paying someone to do your report, or copying large sections of text from a copyrighted book. Those forms of plagiarism are obviously cheating, as well as the following:

- Cutting and pasting that paragraph on photosynthesis from the Internet directly into your paper without quotation marks.
- Copying that idea about how to stop vandalism from the newspaper, putting it in your own words, and using it in an essay without citing the source.
- Making up references for that quote about human achievements, because you don't remember where you got it from.
- Using that picture of Shakespeare or that graph on the highest grossing movies from the Internet in your report without citing the source.

To avoid plagiarism in your work, remember, anytime you use someone else's ideas, words, pictures, or work of any sort, it needs to be credited. The following would need to be cited if you used them in any way:

- Specific research, controversial viewpoints, or hard-to-find information you find in a magazine, book, email, blog, web site, movie, TV show, radio program, etc. Note: just because it's free on the web does not mean you can copy it without citing your source!

- Information you gained while interviewing or talking to someone face to face, over the phone, in a chat room, etc.
- Diagrams, pictures, graphs, cartoons, or any other drawings done by someone else.

The following is the only information you don't need to cite: your personal experiences, observances, or thoughts; data you personally gained through your own experiments; your own artwork, photos, lyrics, videos, etc.; any generally known information or "common knowledge." REFER TO PAGE 30 FOR CONSEQUENCES.

HOW TO USE SOMEONE ELSE'S WORK LEGALLY

- **Quoting:** You can legally use someone else's exact words in your work as long as they are in double quotation marks and properly cited. However, use direct quotations sparingly.
- **Paraphrasing:** You can legally use someone else's ideas in your work as long as you express them in your own words and cite them properly. Just changing a few words is not a paraphrase, it's plagiarism! Make sure your paraphrase is entirely in your own words. If you want to use a unique phrase or sentence, put it in quotation marks.
- **Summarizing:** Even briefly summarizing someone else's ideas needs to be cited properly. When summarizing (or paraphrasing) make sure you are accurately portraying the ideas.

For more on this topic go to: <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>

USE OF PHONES/ELECTRONIC DEVICES

Phones or electronic devices are not to be seen, heard, or used in class without the teacher's permission. Such devices may be used at break and lunch. Head phones and ear buds should never be used on campus. MDCHS is not responsible for lost or stolen devices. Confiscated items can be reclaimed by parents/guardians from the Deans. Cell phones can be used for emergencies in the main school office, but must be in the presence of a teacher, administrator or the attendance clerk.

- 1st electronic device offense: call home or email notification
- 2nd electronic device offense: Saturday school
- 3rd electronic device offense: one day suspension

PUBLIC DISPLAYS OF AFFECTION - (PDA)

Demonstrations of physical affection are NOT allowed on campus. A referral will be issued if a student fails to comply with the request, in addition to being assigned a detention or Saturday detention. Parents will be notified and students may be sent home.

CLOSED CAMPUS

No student is to leave Mater Dei Catholic High School during school for any reason without permission. Faculty may take students off campus with parent permission slips.

OFF-CAMPUS BEHAVIOR/TOBACCO

Any off-campus misconduct by a MDCHS student may result in dismissal from the school. Smoking, e-cigarettes, and the use of tobacco is not considered an acceptable behavior for high school students; consequently, the use of tobacco is not allowed on any school property or the surrounding vicinity. Education Code 48901.

DIOCESAN POLICY/PROCEDURE REGARDING STUDENT THREATS

This policy will be reviewed periodically or as needed to accommodate changes, as the mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

1. Any and all student threats to inflict any harm to self or others must be taken seriously.
2. Whoever hears the threat should report it to the principal immediately.
3. Police should be notified immediately.
4. The student should be kept in the principal's office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat should be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
7. The student should be suspended and not be considered for readmission to school unless and until the following steps have been completed. Please note: parents' permission and cooperation will be necessary.

8. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
9. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

A comprehensive mental health evaluation/risk assessment must be conducted by psychiatrist or psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation.

The principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist), with the permission of the parents, all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with the legal and/or mental health care consultants and administration assisting the principal in his/ her education regarding the readmission of the student to school.

The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

PROBABLE CAUSE FOR DISMISSAL

1. Anyone possessing a weapon on or near school property will be held (detained) and police called. Penal Code 626.9.
2. Possessing drugs, alcohol and drug paraphernalia on or near school property. Health Code 11350-54. Drug detection dogs are utilized at various times during the school year.
3. Anyone found to be under the influence of drugs/alcohol on or near the school property will be detained and police called. Heal Code 11365V and VII.
4. Posting of any faculty/staff member's photograph on Facebook, MySpace or any similar site. Criminal charges may ensue for doing so.

SOCIAL MEDIA

It is not the responsibility of MDCHS to monitor what students place on social media sites like, Facebook, Twitter, Instagram, YouTube, or any other similar social media or blog site. Information brought to the attention of the Administration, that confirms or identifies inappropriate activity/behavior, statements, or threats, directed towards MDCHS Administration, Faculty, Staff, or Student(s), will be dealt with and could result in suspension or expulsion and/or police notification. Students should be extremely cautious about placing personal information on these types of "easily accessible" sites.

INTERNET/COMPUTER ACCEPTABLE USE POLICY

Responsible Use Policy

Technology is to be used on campus for educational purposes only. It is a privilege, not a right, to use the school's technology resources.

Laws:

- I will respect copyright laws.
- I will not plagiarize.
- I will obey all local, state, and federal laws when using the Internet.

Digital Citizenship:

- I consent to the use, publication, and copyright by School in publications, brochures, website, and other promotional materials, of photographs and videos in which Student may appear as a student in any programs or activities of School; and the foregoing consent shall extend beyond Student's period of enrollment and shall survive any termination of this Contract.

Applications:

- I will not download or install any peer-to-peer file sharing software on my laptop.
- I will not play games, instant message, chat, or post to online social networks during the school day.

Respect:

- I will respect and protect the personal information of my teachers, classmates, family, and self.
- I will not post or provide any identifying information about myself or other people through the Internet.
- I will respect my teachers by staying on task with my laptop in class.
- I will not access email or the Internet during class without teacher permission.
- I will be careful when I surf the web, avoiding any sites that are profane, obscene, or otherwise inappropriate. I will respect my body by using appropriate posture when using my laptop.
- I will use appropriate language and will not write anything in email or online that I would not want said to my teachers, parents, and friends.
- I will, on a daily basis, read all email and Haiku communications sent by teachers. I will not send spam or chain mail using my MDCHS email account.

Passwords and Privacy

- I will not give out my password to anyone else, and I will never use anyone else's username and password.
- I will not access anyone else's account, harm or destroy their files, or make any changes to their laptop's settings.
- I will not attempt to gain access to any area of the network that I am not authorized to access.
- I understand that nothing on my laptop or the network is totally private. The Administration and my parents have the right to access any of my files and folders at any time.

Responsibility

- I understand that I must bring my laptop to school each day in working order.
- The battery will be fully charged, the sound will be turned off, and all educational software will be operational.
- I will take my laptop to the CDL if it is not working properly or if it needs repair.
- I will keep my laptop in a safe place, such as my locker, when I am not using it.
- I will ask an adult for a safe place to keep it during after school activities.

My Work

- I understand it is my responsibility to save school-related files to OneDrive.
- If I choose to save personal files such as music files, pictures, or videos to Dropbox, I will purchase additional storage capacity.
- I will never use computer problems as an excuse for not having assignments when due unless I have tried my best to get them resolved.

These rules apply to all laptops used on the Mater Dei Catholic High School campus, including personally-owned computers. Compliance with the Responsible Use Policy is a part of every student's responsibility.

These rules are put in place to protect the students and to insure the integrity of our network. Loss, damage, theft of may result in severe disciplinary action.

This Responsible Use Policy is current up to the printing of this document. A "living" document with any updates can be accessed on the Mater Dei website at www.materdeicatholic.org

UNAUTHORIZED PUBLICATIONS

Students of Mater Dei Catholic may not initiate, write, publish or disseminate any unauthorized advertisements, fliers, documents, publications, drawings, mailing lists or items representing Mater Dei Catholic without the President's approval.

GUEST POLICY FOR SOCIAL EVENTS

Students from other high schools are permitted to attend MDCHS social functions. The following guidelines apply:

1. A guest pass must be obtained from the Dean's Office prior to the event by the Mater Dei Catholic student who wishes to bring a guest.
2. The guest must present a valid ASB card, guest pass, and/or ticket, and be accompanied by student who obtained the pass.
3. The MDCHS student must inform the guest of the regulations which govern the event. He/she is responsible for the conduct of the guest.
4. Each student is limited to one guest per event. The supervisors of the function may refuse admittance to any student or guest.

RESTRICTED AREAS

If a student is in a restricted area during a particular period without permission, he/she is out of bounds and subject to disciplinary action. The following areas are restricted to students during the school day:

1. Pool
2. Restrooms in DePaul Center
3. All athletic fields, P.E. locker rooms, gym, weight room and multi-purpose room, except when taking P.E. or during special assemblies.
4. Vending machines, snack bar, public phones, except at break, lunch and after school.
5. All streets, public and private property adjacent to the school campus.
6. Students may not visit their cars during the school day except with permission.

TRANSPORTATION AND CARPOOLING

Students in certain outlying areas may take advantage of the Student Transportation Survey sent to all students in the summer mailing. Interested students must return the completed forms on Registration Day. These forms are then sent to the Commuter Computer for compilation/computerization.

PARKING

Students may park in the designated student parking area only. The speed limit is 5 M.P.H. Driving recklessly and/or the playing of loud music is subject to disciplinary action. The school is not responsible for any damage or loss of any vehicles or their contents, and disclaims all liability in cases of violation of the above. Verification of a driver's license and proof of insurance must be submitted to the Dean of Students.

DETENTION

Detention is held after school when scheduled and Saturdays from 8:00 a.m. to 10:30 a.m. Students assigned to Saturday detention are to report to the Dean of Students. Students can be excused from detention once with a note from a physician, parent or guardian. Such excused detentions are made up at a later date. A student may be assigned detention for a major offense against school rules. A student may also be assigned a Saturday detention for multiple violations, missed detentions and/or serious misconduct. If a student fails to serve Saturday detention, the student may be suspended until a conference is held with the student, parents and the Dean of Students. All detention slips must be signed by the parent/guardian and returned the following day to the Dean of Students.

DISCIPLINARY PROBATION

A student may be placed on probation by the Dean of Students for a major infraction, accumulated minor infractions or excessive tardiness. Students with three detentions, for any reason in a grading period, will automatically be placed on probation. Violation of probation may result in suspension and a conference with the Disciplinary Review Board. Suspended students are automatically placed on disciplinary probation for a minimum of one semester.

SUSPENSION

Suspension, used only for serious reasons, means that a student is to remain away from classes for a definite period of time. Parents are always informed by letter of the suspension and its cause. Students may not return to school until a conference is held with the student, parents, and the Dean of Students. Suspended students may *not* attend any extracurricular event or function. School work missed may not be made up. Students suspended three times in a year for any reason(s) may face dismissal and/or non-admittance for the upcoming school year.

DISMISSAL

Students may be dismissed for any serious infraction or an accumulation of less serious infractions of the Discipline Policy. The student and parents are formally notified of this action in writing or in person. Students who are dismissed may request a formal review by the Disciplinary Review Board. Students who are considered dismissed are not eligible to attend class during the period of Due Process Proceedings. Students who are subject to dismissal may be offered the opportunity to voluntarily withdraw from the school. The reasons for a voluntary withdrawal are not reflected on the student's record. Appeal of dismissal procedure may be in the form of a letter addressed to the Principal. Dismissed students may not attend any MDCHS campus activity or function.

DISCIPLINARY REVIEW BOARD PROCEDURES

If a student is continually uncooperative or if a student commits an offense liable to dismissal, he/ she is brought to the Disciplinary Review Board for a hearing. The Board consists of the Dean of Students, four faculty members and a counselor. The Board hears the testimony from the student and the witnesses. The parent(s) or guardian(s) may be required to attend. The Board may ask to see both the Academic and Disciplinary records of the student. The Board may question the student/parent and any witnesses. At the conclusion of the questions, the student and his/her parents may wish to request that the student remain in school.

The Board can suggest to the Principal the following consequences:

1. Ineligibility from co-curricular school activities
2. Detention
3. Counseling
4. Disciplinary Probation
5. Community Service
6. Suspension
7. Expulsion

Students may receive all or any combination of the above punishments.

NOTE: *The decision of the Disciplinary Review Board will not be rendered for at least 24 hours following the hearing and after notification of the Principal concerning the decision of the Disciplinary Review Board.*

Please note: If a student is involved in the sale of drugs or possession of weapons, there will not be a Review Board. *The student is expelled immediately.* The Administration will review the minutes and be sure Due Process of the rules is followed. If parents or students consistently refuse to follow policies, regulations, staff and administration of MDCHS, resulting in the inability of the school to serve the student(s), the Principal may ask the student to transfer.

VISITORS

The school maintains a closed campus. Visitors to the school must report to the front office. All persons entering the school campus must first go to the front office to obtain the proper authorization to visit the school. City ordinances prohibit loitering about the school. Student visitors must secure a Visitor's Pass from the Dean of Students. A note signed by the visitor's parent and the student's parent with the phone numbers of each parent should be brought to the Dean of Students at least twenty-four hours in advance of the visit. Shadowing is open to any prospective student. The student is paired with a MDCHS student for the day to attend classes. Visitors are not allowed during the week prior to MDCHS' Easter break/vacation or final exams. Visitors must be appropriately dressed and must wear clothing that is in close compliance with our school dress code. The administration reserves the right to determine appropriate dress.

STUDENT LIFE

ASSOCIATED STUDENT BODY (ASB)

Mater Dei Catholic Associated Student Body is an important organization for student participation and is a means of voicing student opinion. The ASB sponsors social activities and clubs. All students of Mater Dei Catholic are members of the ASB. The Student Congress consists of elected ASB officers, elected class officers, representatives and the presidents of recognized clubs.

CLUBS

A variety of clubs are sponsored by the Associated Student Body of Mater Dei Catholic High School. Each club offers each student the opportunity to participate fully in the academic, spiritual and social life of the school. The following is a partial listing of clubs: Academic League/Decathlon, CSF, NHS, Asian-Pacific Islanders Club, African-American Club, Yearbook, Drama Club, Ecology Club, Hispanic Alliance Club, Chess Club, Dance Club, Guitar Club, Anti-Bullying Club, Invisible Children, Robotics Club, Book Club, Cinematography Club, Newspaper Club, Ping-Pong Club, Floor Hockey Club.

CAMPUS MINISTRY

The Campus Ministry Office promotes the spiritual development of the students and their families, faculty and staff at MDCHS. Campus Ministry aims to provide opportunities for all members of the Mater Dei Catholic High School Family to join in common efforts to provide for the needs of all people served by MDCHS. The goals of Campus Ministry are accomplished through activities such as Liturgical Celebrations, Annual Retreats and Christian Service Programs.

SPIRITUAL GUIDANCE

Spiritual guidance is offered by our chaplains on campus for any students who are interested in growing deeper in their faith. Interested students meet with the chaplains once a month during their Theology classes.

RETREATS

Freshmen and sophomores attend a mandatory, one-day on-campus retreat. Special retreats for juniors and seniors are arranged by the Campus Ministry Office. Mater Dei Catholic believes that retreats are an important part of the religious education of our students.

STUDENT ACTIVITIES

Student activities may be religious, cultural, athletic and non-athletic. Participation will develop intellectual, athletic and artistic talents. Efforts to excel and compete as an individual or as a team member builds personal pride and gives the student the opportunity to test his/her abilities and talents in challenging situations.

AMBASSADOR FOR CHRIST CORPS

The MDCHS Ambassador for Christ Corps is a student service, public relations and recruiting program that represents Mater Dei Catholic High School. This group consists of sophomore, junior and senior students. These students must possess Christian values, leadership potential, school pride, citizenship and have a good standing within the school. All Ambassadors for Christ pledge to obey the Ten Commandments and role model after Jesus Christ. Membership in the Ambassador for Christ Corps is an honor and considered a ministry. Student Ambassadors inform prospective students and other concerned individuals about MDCHS and serve as hosts/hostesses for school events.

INTERSCHOLASTIC ATHLETICS

MDCHS offers a full athletic program for young men and women. The program is designed to promote a spirit of competition and fair play, as well as physical endurance and mental well-being. All athletic events and teams are subject to the rules and regulations of the California Interscholastic Federation. MDCHS is affiliated with the Metropolitan Conference.

MATER DEI CATHOLIC ATHLETIC DEPARTMENT TEAM PHILOSOPHY

Coaches, players and parents all agree that our teams at MDCHS are focused on good sportsmanship, sacrificing personally for the good of the team, and taking responsibility for the team's performance. Players communicate directly with their coaches when there is an issue and players take responsibility for their teams, never blaming outside forces (referees, playing time, etc.) for undesired outcomes.

Parents support the team, understanding that their athlete is asked to make sacrifices for the benefit of the team. Parents allow their athletes to speak directly with the coach to resolve issues and avoid discussions with the coaches about playing time. Parents refrain from second guessing the coaches, comparing players, or complaining about team or game situations.

If there is an issue, the following is the procedure for the Mater Dei Catholic Athletic Department:

1. Parents will suggest a meeting between the player and coach.
2. If the problem persists, parent and player will meet with the coach.
3. If the problem continues to persist, parent, player and coach will meet with the Athletic Director.

Parents, players and coaches all understand that communicating and acting positively can have a positive effect on the team. The coaches pledge to be organized, knowledgeable and willing to improve. They will provide a positive learning environment for the team and will communicate to each player about their role on the team. The coaches will be models of good sportsmanship and will take responsibility for the team's performance.

CRUSADER ATHLETE CODE OF ETHICS

1. Prayer is the center of MDCHS' athletic tradition; consequently, a prayer will start all athletic events on campus.
2. Be courteous at all times with school officials, opponents, game officials and fans.
3. Exercise self-control.
4. Be familiar with all rules of the contest.
5. Show respect to players, officials and other coaches.
6. Refrain from the use of foul and abusive language.
7. Respect the integrity and judgment of game officials.

8. Refrain from use of illegal and nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, your personal physician and the Surgeon General.
9. If a student-athlete misses school for illness, they cannot compete in a game/match on the day they are absent from school. If a student-athlete misses more than two blocks for an unexcused reason, they will not be able to compete in sports on that day.

CIF ETHICS IN SPORTS

The CIFSDS Board of Managers requires that the following Code of Ethics be issued to and signed by each student-athlete, parent, coach, and officials' association as a guide to govern their behavior.

Penalties for failure to submit a signed code of ethics are:

- Athlete: Ineligibility for participation in CIF-San Diego Section athletics.
- Coach: Restricted from coaching in CIF-San Diego Section contests.
- Officials Association: Not approved to officiate in the CIF-San Diego Section.
- Parent: Prohibition/Removal from attendance at CIF or CIFSDS events.

CODE OF ETHICS FOR STUDENT-ATHLETE, PARENT/GUARDIAN/CAREGIVER, COACH, CONTEST OFFICIAL

1. Comply with the six pillars and 16 principles of the Pursuing Victory With Honor program as outlined on the CIFSD website link: http://www.cifsd.org/images/forms/3-ETHICS_IN_SPORTS-ATHLETE-_PARENT_2013-2014.pdf
2. Be courteous at all times with school officials, opponents, game officials, and spectators.
3. Exercise self-control.
4. Know all rules of the contest of the CIF state and the CIFSDS and agree to follow the rules.
5. Show respect for self, players, officials, coaches, and spectators.
6. Refrain from the use of foul and/or abusive language at all times.
7. Respect the integrity and judgment of game officials.
8. An athletic director, sports coach, school official or employee or booster club/sport group member may provide only non-muscle building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes. A school may only accept an advertisement, sponsor, or donation from a supplement manufacturer that offers only non-muscle building nutritional supplements. A school may not accept an advertisement sponsorship or donation from a distributor of a dietary supplement whose name appears on the label. Permissible non-muscle building nutritional supplements are identified according to the following classes: Carbohydrate/electrolyte drinks, energy bars, carbohydrate boosters, and vitamins and minerals. (Revised-Federated Council May 2007)
9. Win with character, lose with dignity.

UNRULY ADULTS

Schools are embarrassed by the unsportsmanlike conduct of adult fans. In some cases, the actions of the fans become serious when officials, scorekeepers and timers are verbally abused or confronted by adults. Attorneys have advised that a school may bar a fan if there is reason to believe his/her presence will have adverse effects upon inter-scholastic activities. MDCHS discourages booing by adults and students alike. Criticism of inter-scholastic activities makes it imperative that schools eliminate unsportsmanlike conduct on the part of all parties. Coaches and players can be handled by the school itself. The above procedure concerns the handling of those adult fans whose conduct is improper. Penal Code 415.5a & 626.8. *All rules and regulations are to be interpreted by the administration.*

CIF SANCTIONED SPORTS

Fall Sports

- Cross Country (Boys and Girls) Varsity
- Football (Boys) Varsity, Junior Varsity, Freshman
- Golf (Girls) Varsity
- Tennis (Girls) Varsity
- Volleyball (Girls) Varsity, Junior Varsity, Freshman
- Water Polo (Boys) Varsity

Winter Sports

- Basketball (Boys) Varsity, Junior Varsity, Freshman
- Basketball (Girls) Varsity, Junior Varsity, Freshman
- Soccer (Boys and Girls) Varsity, Junior Varsity
- Wrestling (Boys and Girls)
- Water Polo (Girls)

Spring Sports

- Baseball (Boys) Varsity, Junior Varsity
- Golf (Boys) Varsity
- Softball (Girls) Varsity, Junior Varsity
- Swimming (Boys and Girls) Varsity
- Tennis (Boys) Varsity
- Track (Boys and Girls) Varsity, Junior Varsity
- Volleyball (Boys) Varsity, Junior Varsity

Club Sports

- Cheerleading - Varsity, Junior Varsity

BUSINESS PRACTICES

TUITION PAYMENT POLICY

There are four approved methods of tuition payment:

Plan 1: Full payment of tuition may be paid to FACTS, or to MDCHS on or before June 1, 2016.

Plan 2: Two automatic payments paid June 1, 2016 and December 1, 2016 to FACTS Company.

Plan 3: Four automatic payments paid June 1, 2016, September 1, 2016, December 1, 2016, March 1, 2017 to FACTS Company.

Plan 4: Twelve automatic monthly payments paid June 1, 2016 through May 1, 2017 to FACTS Company.

SPECIAL FEES

Special fees will be paid directly to the MDCHS Business Office.

All payments made directly to Mater Dei Catholic High School must be made in the form of a Cashier's Check, Money Order, Credit Card, or Cash (no personal checks accepted).

BOOKS

Textbooks are issued to the students at the beginning of the year. It is the student's responsibility to cover and care for school books and return them in good condition before the end of the school year. Books are checked at the end of each grading period. Hard cover books shall be covered. If a book appears to have been abused, or the student loses a book, the parents will be required to pay for the replacement book. The cost of the replacement book will be determined by the Business Office.

TUITION COVERED TECHNOLOGY PACKAGE

Each student will receive a Lenovo ThinkPad S1 Yoga, Accidental Damage Protection, Virus and Malware Protection, Computrace LoJack for tracking and theft protection, Office 365 and full service tech support **while enrolled at MATER DEI CATHOLIC HIGH SCHOOL.**

Students withdrawing from the school before graduation may purchase the school issued device for \$250. The student must have attended the school for at least **one full year** to qualify for this offer.

RETURNED CHECK CHARGE

A \$30.00 fee is charged for all returned checks. Checks will not be re-deposited and must be replaced with a Cashier's Check, Money Order, Credit Card, or Cash. Should Mater Dei Catholic High School incur attorney's fees, court costs, or other expenses in collecting the balance due, the signer(s) on the financial agreement agree to pay all such costs forthwith, and that the same shall be considered as additional fees due. Deposits, fees, and expenses shall be paid when stipulated by the school.

DELINQUENT ACCOUNTS

Students will not be allowed to enter school in **August, 2016 or January, 2017**, unless accounts are current by **August 8, 2016 and December 12, 2016**. Students whose accounts are *not current* are not allowed to take semester exams or receive credit for classes. Exams taken at a later date will not receive the same credit as exams taken at the scheduled times. Families with delinquent accounts will lose access to school communications, i.e. Haiku. Seniors will not be permitted to participate in graduation exercises or receive a diploma, if there is an outstanding balance.

TUITION REFUND POLICY

All students are enrolled for the entire year, and a full year's tuition must be paid, notwithstanding the fact that the student may be withdrawn or dismissed during the year. Notice must be given *to the president, principal, and business office in writing*, that the student will no longer be attending MDCHS. Funds received for tuition will be refunded pro-rata based on the ending balance due.

CAMPUS MAP

DETAILED CAMPUS BUILDINGS MAP

