



MATER DEI CATHOLIC HIGH SCHOOL OF SAN DIEGO, INC.

Parent/Guardian and Student Handbook

2022-2023

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PLEASE NOTE: Mater Dei Catholic High School of San Diego, Inc. is referred to as Mater Dei Catholic High School, MDCHS, or school in this handbook. All references to “parent” or “parents” also refer to “guardian” or “guardians.”

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

- Parent/Guardian and Student Handbook
- Calendar
- Bell Schedule
- Curriculum Guide
- Registration Process
- Admissions Process
- Application for Admission

ORGANIZATIONAL PURPOSE AND VALUES

Why Do We Exist? (Core Purpose)

We exist to inspire and educate the hearts, minds and souls of our students.

How Do We Behave? (Core Values)

- **Dedicated** – MDCHS employees are committed to the Core Purpose and demonstrate desire to be an asset to the school. They model a growth mindset and actively seek out opportunities for professional development.
- **Spirit of Service** – MDCHS employees are committed to a spirit of service through their desire to advance all facets of the school. They possess a welcoming attitude, humility and a generous heart. They constantly prioritize the needs of students and the Mater Dei community when making decisions.
- **Smart** – MDCHS employees are knowledgeable. They demonstrate good judgment and social awareness. They model emotional and spiritual sensitivity.

How Will We Succeed? (Strategic Anchors)

- **High Student Fulfillment** – Initiating meaningful community involvement; engaging in opportunities to form identity and discover purpose; utilizing support services; actively participating in co-curricular activities; learning through an innovative, holistic 21st century curriculum.
- **High Four-Year College Acceptance Rate** – 100% 4-year college acceptances; 80% accepted to US News and World Report top tier universities; guaranteed pathways for acceptances; personalized college counseling; SAT and ACT Test Prep; and enhanced academic programs.
- **Accessible** – Most affordable Catholic high school in San Diego County; tuition assistance provided to at least 50% of students; support programs to meet all students' needs; diverse student population.

MDCHS INTEGRAL STUDENT OUTCOMES (ISO)

1. Christ-Centered Persons who:

- Are dedicated to the Catholic values of dignity, humility, and compassion
- Possess a generous heart and are committed to a spirit of service
- Embody a love of God and love of neighbor

2. Life-Long Self-Directed Learners who:

- Are determined to pursue higher education
- Demonstrate integrity as they form identity and discover their purpose
- Embody a growth mindset and apply their learning to real world issues

3. Effective Communicators who:

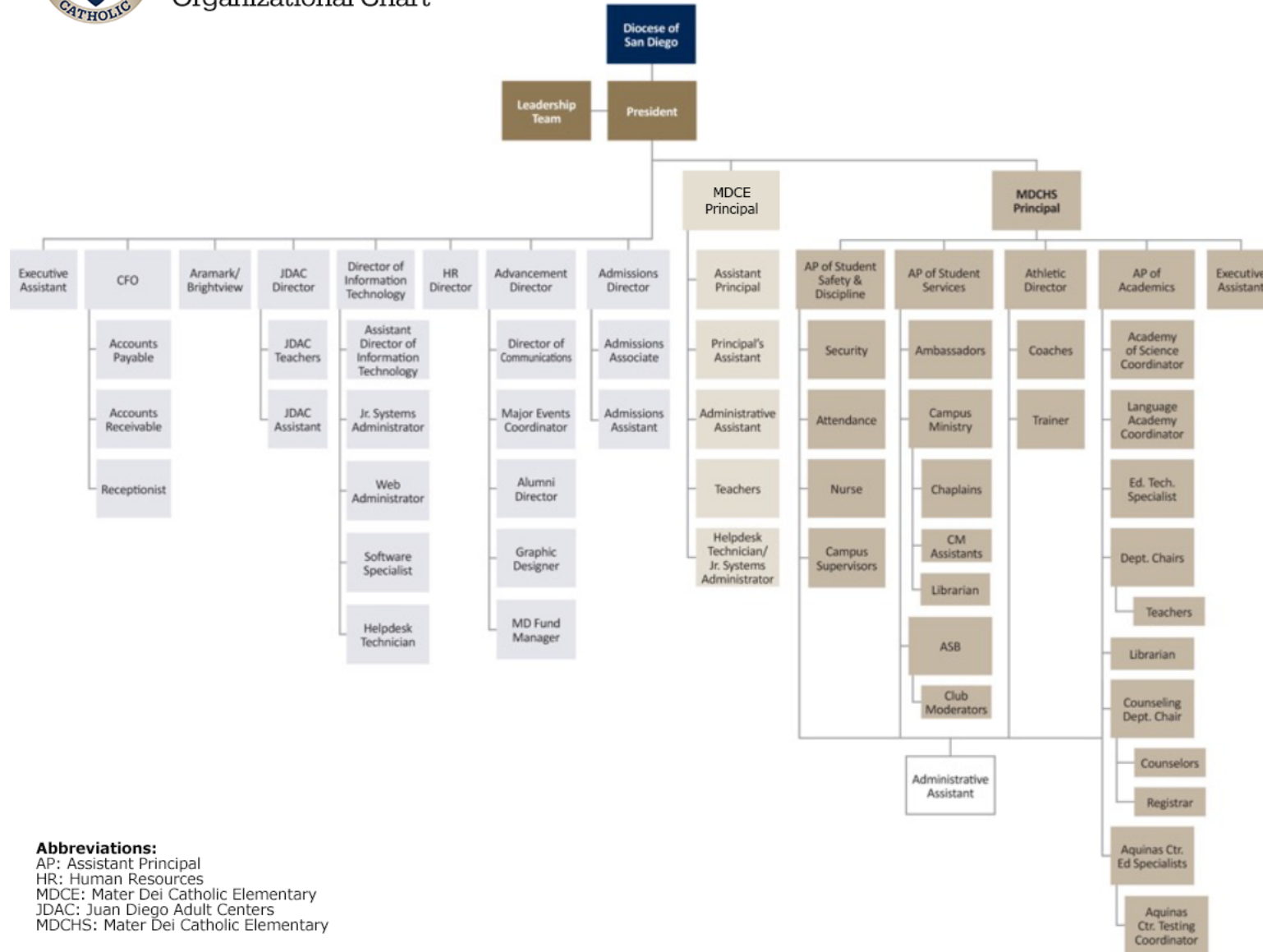
- Exemplify emotional and spiritual sensitivity
- Articulate ideas clearly, creatively, and logically
- Possess the skills to resolve conflicts in a global society

4. Collaborative Individuals who:

- Respect and value individuals from diverse backgrounds and abilities
- Demonstrate social awareness and good judgment
- Engage in a variety of leadership and supportive roles



Mater Dei Catholic Organizational Chart



GENERAL INFORMATION AND POLICIES

OFFICE HOURS

The Mater Dei Catholic High School Office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday; however, we would appreciate it if routine calls to the school office are made after 9:00 a.m. The Attendance Office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Parents must report student absences and tardies to the Attendance Office (ext. 115) between 7:30 a.m. and 9:00 a.m. Both offices are closed on official school holidays.

EMERGENCY CALLS AND MESSAGES

Parents may make emergency phone calls or leave emergency messages for students by calling the Attendance Office (ext. 115). Phone calls and messages regarding transportation arrangements are not considered emergencies and should be made prior to the first block of the school day.

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.

NOTICE OF NON-DISCRIMINATION AS TO STUDENTS

Mater Dei Catholic High School, mindful of its mission to be witnesses to the love of Christ for all, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Mater Dei Catholic High School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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 California Interscholastic Federation ("CIF") and league banners, CIF playoff fees and patches, team awards and other athletic items.

THE MDCHS CRUSADER ALUMNI ASSOCIATION

The MDCHS Crusader 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 MDCHS Crusader Alumni Association.

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.

BOOK AND GYM LOCKERS

MDCHS issues two locks to each student at the beginning of the student's career at MDCHS, which students will use throughout their career at MDCHS. The locks are the property of MDCHS. Replacement locks are \$5.

Students shall use one lock to secure their book locker, which MDCHS assigns to each student at the beginning of the school year. Students shall use the second lock to secure a gym locker during their P.E. class and shall remove the lock from the gym locker after each class.

Athletes will receive an assigned gym locker for the duration of the athletic season. Students should report issues with gym lockers to their P.E. teacher or athletic team coach.

Students should keep book lockers and gym lockers locked any time students are not actively accessing them. MDCHS is NOT responsible for the loss or theft of school or personal property stored in book or gym lockers.

Students who share or change an assigned locker will receive a detention. Students may only use MDCHS issued locks to secure book and gym lockers. Students who use a non-MDCHS issued lock to secure a book or gym locker will have the lock removed and will receive a detention.

Students are responsible for costs related to removing stickers, graffiti or any damage to book or gym lockers. Students can obtain replacement locks or report problems related to locks and lockers to the Assistant Principal for Student Safety and Discipline.

Students must empty and clean their book locker by the last day of school and/or their gym locker by the end of their athletic season.

SEARCHES

Lockers and desks are the property of MDCHS. Students do not have any expectation of privacy in the use and storage of personal property in lockers and desks or in other MDCHS property. MDCHS reserves the right to search or inspect, including search or inspection by professional detection services or detection dogs, any lockers, desks, or other school property located on the school campus.

MDCHS may also search student book bags, backpacks, purses, clothing, automobiles, or other student personal property and use professional detection services and detection dogs on campus or at off campus school related activities. In the case of reports that a student has engaged in conduct, which threatens the safety of the school and its students, Mater Dei Catholic High School may confiscate a student's personal property and turn it over to law enforcement.

LOST AND FOUND

Students are encouraged to mark their names on their sweaters, jackets, gym clothes, and other articles of clothing. Found items are taken to where they can be reclaimed. Items remaining more than two weeks will be discarded. MDCHS is NOT responsible for lost or stolen items.

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 except when authorized by teacher or Administration. Specific exceptions may be made in advance for lunch meetings in classrooms. **NO GUM CHEWING IS ALLOWED ON CAMPUS.**

LIBRARY

The MDCHS Library is open each school day from 7:30 a.m. to 5:30 p.m. Monday – Thursday and from 7:30 a.m. to 4:00 p.m. on Friday. 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, which are posted in the Mater Dei Catholic High School Library. Eating, drinking, sitting on tables, and making disruptive noises in the Library are NOT considered appropriate behaviors, will NOT be tolerated, and may result in disciplinary action.

AFTER SCHOOL POLICY

1. Teachers are in classrooms after school for student assistance 15 minutes before and after the last bell.
2. The Library is open after school until 5:30 p.m. on Monday – Thursday and until 4:00 p.m. on Friday for student use.

EMERGENCY GUIDELINES

MDCHS has established guidelines for handling emergencies, which will vary depending on the circumstances of the situation. MDCHS practices certain emergency guidelines during the school year.

In the event of an emergency that requires evacuation away from the campus or closure of the school, MDCHS will typically attempt to notify parents by an automated e-mail or a phone call to pick up their child at a designated location on or off the school campus.

LOCKDOWN is an emergency measure in which students and school staff are prevented temporarily from leaving the school campus and others are prevented from entering the school campus when there is an outside threat of danger and/or movement within the school may put students and staff in harm's way. Typically, all outer gates, entrance/exit points, and exterior doors of the school campus will be closed and locked and students and staff must remain in the classrooms or designated locations at all times. Generally, LOCKDOWN is initiated by an announcement.

SECURE CAMPUS status is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to promote the safety of students and staff. When a campus is in SECURE CAMPUS status, classroom instruction and/or activity may continue as long as all classroom, building, and office doors are locked, and all students and staff remain inside until the SECURE CAMPUS status is lifted. Typically, all outer gates, entrance/exit points, and exterior doors of the school campus will be closed and locked.

SHELTER IN PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors; shutting down the classroom/building HVAC systems to prevent exposure to the outside air; and turning off pilot lights.

EARTHQUAKE / DUCK, COVER AND HOLD ON is the action taken during an earthquake to attempt to protect students and staff from flying and falling debris. In the event of an earthquake, there will not be an announcement. MDCHS encourages students to duck, cover and hold when the ground begins shaking.

FIRE OR EVACUATION is implemented when conditions make it unsafe to remain in school buildings, to promote the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area.

MEDICAL RECORDS/REQUIRED IMMUNIZATIONS

Mater Dei Catholic High School requires that all incoming freshmen and transfer students submit a complete medical file to MDCHS by June 30, 2020 and before their first day of classes. A complete medical file includes (1) a Physical Examination Form, (2) an Emergency Contact Information Form, (3) a Sports Off-Campus Release Form, (4) a Concussion Form, and (5) a copy of the student's current immunization card or a valid exemption from immunizations consistent with State law.

All students must be fully immunized according to the requirements set forth by the State of California or have a valid exemption from immunizations. California School Immunization Records forwarded to Mater Dei Catholic High School from the student's previous school are acceptable for immunization clearance. Students without all required immunizations who do not submit proof of a valid exemption covering the missing immunizations will not be admitted to class until proof that all required immunizations are completed or a valid exemption covering the missing immunizations is submitted to MDCHS.

Students who wish to participate in MDCHS interscholastic athletics and/or in a MDCHS physical education class, must undergo a subsequent physical examination each year they participate in such athletics and/or classes.

MEDICATION

As a matter of student safety, parents must bring all prescription and over-the-counter medication to the Attendance Coordinator at the beginning of the school day with an Over the Counter Medication Authorization Form completed and signed by the parent and/or a Parent/Physician Medication Release Form completed and signed by the parent and the student's licensed physician, as applicable. All medication must be in the original container and prescription medication must also have a current prescription label attached. The Attendance Coordinator will dispense the medication according to the directions printed on the label and any special instructions in the Over the Counter Medication Authorization Form and/or Parent/Physician Medication Release Form.

Mater Dei Catholic High School does not distribute any medication to students unless the medication is provided by the parents and parents have provided the appropriate release form giving authorization. MDCHS prohibits students from possessing or self-administering any medication while on campus except for certain approved self-administered medications (e.g. EpiPens or Inhalers) and only when parents have submitted a Parent/Physician Medication Release Form to the Attendance Coordinator in advance of student use. Any students violating this prohibition may be subject to disciplinary action.

MARRIAGE AND PREGNANCY

A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. Premarital sexual activity is contrary to Catholic 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 parents have accepted the responsibility of bringing a new human life into the world.

1. The President and Principal, in consultation with the Director of Schools, shall review all aspects of each case and make a determination based upon its specific circumstances.
2. After the birth of the child, if the student(s) desires to return to Mater Dei Catholic High School, they must agree to the following stipulations:
 - a. Provide written authorization from a physician on the capability to return.
 - b. Provide written authorization from a counselor/psychiatrist to allow return.
 - c. Provide written acknowledgement from his/her pastor regarding counseling provided.
 - d. Refrain from bringing the child on campus at any time.

PARENT CONDUCT AND SUPPORT

PARENT EXPECTATIONS

Recognizing the responsibility of parents as the primary educators of their students and acknowledging the importance of teaching Catholic/Christian values by word and example, parents agree in signing an Enrollment Agreement, to maintain a Christian atmosphere in the home, especially by means of regular prayer and Sunday worship; cooperate actively with MDCHS in maintaining a Christian school community that teaches and reinforces Christian values and practices; work closely with teachers and counselors to derive maximum benefit for all students; attend all parent meetings throughout the year; perform volunteer service hours to enhance greater family participation at MDCHS; and replace or pay for stolen, lost, or damaged books, technology, and other MDCHS property.

A positive and constructive relationship between Mater Dei Catholic High School and parents, or other individuals interacting with MDCHS and/or the MDCHS community by virtue of their relationship with a student, is essential to MDCHS's educational objectives, mission, and operations. Mater Dei Catholic High School reserves the right to suspend, expel, or otherwise remove a student from MDCHS if the actions of the student's parents, or other individuals interacting with MDCHS and/or the MDCHS community by virtue of their relationship with the student, impede Mater Dei Catholic High School's ability to meet its educational objectives or mission, disrupt MDCHS operations, or are uncooperative, unreasonable, or unsupportive of MDCHS, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards or make it difficult to have a positive or constructive relationship with parents.

PARENT TEACHER CONFERENCES

After the first grading period of both semesters, MDCHS schedules Parent-Teacher conferences. Parents are invited to school to discuss their student's academic progress. Please check the calendar available on the school web site, www.materdeicatholic.org, for these dates. Parents are encouraged to contact teachers with individual questions or concerns throughout the year.

PARENT VOLUNTEER HOURS

Pursuant to the Enrollment Agreement every family is asked to fulfill twenty-five (25) volunteer service hours each school year. Parents may be asked to fulfill additional volunteer service hours each school year according to their Tuition Assistance Notice. Many opportunities are provided throughout the school year for parents to complete their volunteer service hours. Opportunities for service include performing tasks as an office assistant and volunteering at fundraising or social events (e.g., Back to School Night, Verbum Dei Luncheon, Grandparents Day, and Crusader Color Walk). Information about volunteering opportunities is available on the MDCHS website.

CUSTODY ARRANGEMENTS AND RIGHTS OF NON-CUSTODIAL PARENTS

Mater Dei Catholic High School requires all parents to keep MDCHS informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might affect the student's educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child's pupil records, participating in school activities, receiving communications from the school, and visiting the child at school. Any custody-related court order binds the parties to the proceeding and not the school. However, MDCHS recognizes that certain court orders affect the child's educational experience. For that reason, MDCHS requires parents to notify the school's Finance Office in writing of any change in legal or physical custody or any applicable and relevant court orders that affect the child's educational experience, and to provide copies of such court orders when requested by MDCHS.

When custody arrangements or disputes among the parents regarding the child's educational experience impede Mater Dei Catholic High School's ability to maintain a positive and constructive relationship with the parents, MDCHS may terminate the student's enrollment or ban one or both parents from entering school property or participating in school-sponsored events.

STUDENT/PARENT SUPPORT POLICY

By entering into an Enrollment Agreement with Mater Dei Catholic High School, parents and students are agreeing to accept and abide by MDCHS's philosophy, rules, regulations, policies, and standards expressed in the Parent/Guardian and Student Handbook and other MDCHS documents and as they may be revised by MDCHS periodically during the school year.

BELL SCHEDULE 2022-2023**MONDAY**

Block 1	7:55 – 8:30
Block 2	8:35 – 9:10
Break	9:10 – 9:25
Block 3	9:30 – 10:05
Block 4	10:10 – 10:45
<i>Lunch</i>	10:45 – 11:20
<i>Block 5</i>	11:25 – 12:00
<i>Lima, Skaggs, JD, Gym, Portables</i>	
<i>Block 5</i>	10:50 – 11:25
<i>Lunch</i>	11:25 – 12:00
<i>Siena & Loyola</i>	
Block 6	12:05 – 12:40
Block 7	12:45 – 1:20
Fac/Dept meetings	1:45 – 2:40

TUESDAY

Block 1	7:55 – 9:20
Break	9:20 – 9:35
Block 2	9:40 – 11:05
<i>Lunch</i>	11:05 – 11:35
<i>Block 3</i>	11:40 – 1:05
<i>Lima, Skaggs, JD, Gym Portables</i>	
<i>Block 3</i>	11:10 – 12:35
<i>Lunch</i>	12:35 – 1:05
<i>Siena & Loyola</i>	
Block 4	1:10 – 2:35

WEDNESDAY

Block 5	7:55 – 9:20
Break	9:20 – 9:35
Block 6	9:40 – 11:05
<i>Lunch</i>	11:05 – 11:35
<i>Block 7</i>	11:40 – 1:05
<i>Lima, Skaggs, JD, Gym Portables</i>	
<i>Block 7</i>	11:10 – 12:35
<i>Lunch</i>	12:35 – 1:05
<i>Siena & Loyola</i>	
Study Hall	1:10 – 2:35

THURSDAY

Block 4	7:55 – 9:20
Break	9:20 – 9:35
Block 2	9:40 – 11:05
<i>Lunch</i>	11:05 – 11:35
<i>Block 3</i>	11:40 – 1:05
<i>Lima, Skaggs, JD, Gym Portables</i>	
<i>Block 3</i>	11:10 – 12:35
<i>Lunch</i>	12:35 – 1:05
<i>Siena & Loyola</i>	
Block 4	1:10 – 2:35

FRIDAY

Study Hall	7:55 – 9:20
Break	9:20 – 9:35
Block 6	9:40 – 11:05
<i>Lunch</i>	11:05 – 11:35
<i>Block 7</i>	11:40 – 1:05
<i>Lima, Skaggs, JD, Gym Portables</i>	
<i>Block 7</i>	11:10 – 11:35
<i>Lunch</i>	12:35 – 1:05
<i>Siena & Loyola</i>	
Study Hall	1:10 – 2:35

RALLY DAYS

Block 5	7:55 – 9:20
Break	9:20 – 9:35
Block 6	9:40 – 11:05
<i>Lunch</i>	11:05 – 11:40
<i>Block 7</i>	11:45 – 1:10
<i>Lima, Skaggs, JD, Gym Portables</i>	
<i>Block 7</i>	11:10 – 12:35
<i>Lunch</i>	12:35 – 1:10
<i>Siena & Loyola</i>	
Study Hall (leave belongings)	1:15 – 1:25
Rally	1:30 – 2:30
Back to Study Hall	2:30 – 2:35

MASS DAYS

Block 5	7:55 – 9:20
Break	9:20 – 9:35
<i>Mass</i>	9:45 – 10:45
<i>Lunch</i>	10:55 – 11:35
<i>Block 6</i>	11:40 – 1:05
<i>Lima, Skaggs, JD, Gym Portables</i>	
<i>Block 6</i>	9:40 – 11:05
<i>Mass</i>	11:15 – 12:15
<i>Lunch</i>	12:25 – 1:05
<i>Siena & Loyola</i>	
Block 7	1:10 – 2:35

CURRICULUM, GRADING, AND ACADEMIC POLICIES

MDCHS GRADUATION REQUIREMENTS

University of California admission requirements are necessary for graduation from MDCHS starting with the class of 2021

<i>Course</i> (Each semester course equals 5 credits)	<i>Credits Needed to Graduate</i>
Theology	40
English	40
Mathematics	30
Social Science	30
Science	20
World Language	20
Physical Education	10
Visual and Performing Arts	10
Speech	5
Academic & Technology Literacy	5
Other Elective Courses	70
Total Credits needed for Graduation	280

1. Students must carry seven classes (35 units) at minimum each semester and PASS each class they attempt while in attendance at MDCHS.
2. A student who fails a course (i.e., receives an "F" grade) receives no credit for that course, and must make up the course in summer school at MDCHS during the following summer. A grade of "D" is unacceptable for colleges and universities. See *Course Failure and Retake Policy* section below.
3. In addition to the eight-semester Theology requirement, students must complete a Christian Service component, which is implemented through the Theology department. Students must complete 100 hours of Christian Service (25 hours of service per school year) and a corresponding written component, which is assigned through select Theology classes. Students' Christian Service is part of their academic grade for those select Theology classes.
4. Students must successfully complete a Senior Capstone Project.
5. Students must pass the Analytical Writing Program (AWP) Competency Exam.
6. Students must complete two semesters of Physical Education
7. Any students who have not fulfilled the requirements listed above will not graduate from MDCHS.

COURSE FAILURE AND RETAKE POLICY

Any student enrolled in MDCHS who fails a course(s) MUST retake the course during the summer immediately following the failed course. If a failed course is offered through the MDCHS summer school program, then the student must retake the failed course at MDCHS. If MDCHS does not offer the failed course through the summer school program, then the student must obtain written approval from a MDCHS counselor **before** enrolling in the course at another educational institution to receive credit for the course. For science courses not offered through the MDCHS summer school program, students must also obtain prior written approval from the MDCHS science department and take the course at a community college. Any student who fails a course and wishes to return to MDCHS the following August must make up all credits lost due to these failures before he/she is reinstated.

THE SENIOR CAPSTONE PROJECT

The Senior Capstone Project is a graduation requirement that serves as a culminating academic experience. Its purpose is to reflect on the student's personal, academic and spiritual accomplishments and growth at Mater Dei Catholic High School, and to provide an opportunity for the student to expand and apply knowledge for future endeavors with the guidance of a professional mentor.

ANALYTICAL WRITING PROGRAM (AWP) – COMPETENCY EXAM

All sophomore students (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 have to take and pass a writing intensive

course for a minimum of the first semester of junior year (11th grade). 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 and performance on the exam will not affect the English 2 grade.

VALEDICTORIAN AND SALUTATORIAN POLICY

In order to be considered for Valedictorian or Salutatorian, a student must have attended MDCHS for at least three years and in that period, must have taken all classes at MDCHS. Only classes taken at MDCHS beginning in freshman year (9th grade) through the fall of senior year (12th grade) will be included in the Valedictorian and Salutatorian GPA calculation. While students may receive credit for classes taken at educational institutions outside of MDCHS or classes taken before freshman year, those classes will not be included in the Valedictorian and Salutatorian GPA calculation.

GRADES

All grades for each semester are cumulative; that is, the work of each of the grading periods 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 recommended strongly. 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

GRADE POINT AVERAGE (GPA)

The cumulative grade point average (“GPA”) 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 High School. The cumulative grade point average is based on grades earned 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

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.

Meanings for Citizenship/Comment Codes:

Citizenship:

O	Outstanding	N	Needs Improvement
G	Good	U	Unsatisfactory
S	Satisfactory		

Comments:

A	Participates well in class
B	Has excellent writing skills
C	Is a positive influence on others
D	Is a pleasure to have in class
E	Is improving in this course
F	Is meeting course expectations
G	Demonstrates great effort
H	Is excelling in this course
I	Absences/tardiness are affecting student progress
J	Does not complete homework/assignments on time
K	Inconsistent performance
L	Does not make up work after absences
M	Does not come prepared for class
N	Study habits need improvement
O	Low test/quiz scores
P	Has been caught cheating or plagiarizing
Q	Classroom behavior is disruptive
R	MDCHS after school tutoring recommended
S	Has not met service hour requirement
T	Needs to improve writing skills
U	English not spoken in class
V	Does not complete required reading
W	Student works below apparent ability
X	Inappropriate use of class time
Y	Parent conference requested. Please contact teacher.

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 exams outside of the scheduled time. 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. All students are to be in regular dress uniform during final exams, including make-up exams.

SCHOOLGY

Mater Dei Catholic High School subscribes to Schoology, an online Learning Management System, which allows students and parents to view grades online securely.

PROGRESS REPORTS/REPORT CARDS

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

NATIONAL TEST DAY (OCTOBER)

All ninth through eleventh graders will take the Preliminary Scholastic Aptitude Test ("PSAT"). Score reports will be distributed to and discussed with students in January when the school receives them.

ADVANCED Placement COURSES AND PROGRAM GUIDELINES

Advanced Placement ("AP") is a program of college-level courses and exams offered for secondary students in American high schools for potential college/university credit.

Please refer to the Curriculum Guide posted on the MDCHS website for the AP classes offered and the requirements. Students admitted to these college-level AP courses must:

1. Pay for the National Exam during the first grading period
2. Take the National AP Exam in May
3. Take the regular school final exam in May

Please Note: A student's *failure* to pay the National Exam Fee by the deadline will result in removal of the student from that particular AP 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 work-based learning. The Academy's academically rigorous learning environment focuses on science, technology, engineering, arts, and mathematics (STEAM), while fostering a culture of innovation based on leadership, social justice and serving our global community.

The Academy of Science promotes three objectives for our students:

1. STEAM fundamental skills (reading comprehension, science writing, mathematics, test taking) for College Readiness
2. Work-based learning incorporating STEAM research and innovative experiences with San Diego's STEAM community professionals.
3. Career development and resume building in STEAM

Students participating in the Academy of Science are strongly encouraged to read the information about the Academy of Science in the Curriculum guide. Information concerning diploma requirements, grades and the appeal process are detailed.

AQUINAS CENTER FOR LEARNING

The Aquinas Center for Learning ("Aquinas Center") provides accommodations for students with learning disabilities. The Aquinas Center is designed to promote academic inclusion of MDCHS's college preparatory curriculum. Cultivating a support network between families, teachers and our program, we strive to nurture each student's unique gifts while developing strong study skill habits, such as self-advocacy and effective communication, time-management, organization and SMART (i.e., Specific, Measurable, Attainable, Relevant and Timely) goal coaching. Enrolled students are offered study skills courses and tutoring, which allows for individualized re-teaching, revision and strategy implementation for students with disabilities. In addition, we create individualized, appropriate accommodations crafted to support and enrich their education.

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 United States school or for students who lack English proficiency. Students are placed in the Language Academy based on High School Placement Test language scores. An interview takes place with the Coordinator during the summer before the student begins at MDCHS.

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

The highest honor MDCHS can bestow on any student is membership in the National Honor Society ("NHS") and the

California Scholarship Federation ("CSF"). By selectively awarding its students' membership in these nationally acclaimed organizations, Mater Dei Catholic High School recognizes outstanding scholarship, leadership, character and exceptional service to the school.

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. The student or parent 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 the request date. The first copy is free, and additional copies 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 Finance Office and provide a letter explaining the reason for withdrawal to the Registrar.
2. Clear all financial obligations.
3. Submit all books and electronic devices provided by MDCHS to the library and digital lounge and clear lockers with the Assistant Principal for Student Safety and Discipline.
4. Submit all athletic uniforms to the corresponding coach.
5. Inform the Counseling Department/Registrar of 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 teacher, counselor, and parental permission. Students in Advanced Placement courses have until the end of the *second* week to change a course. An Advanced Placement student may not drop an AP class until the end of the first semester, with approval of teacher, counselor, parent, and Assistant Principal of Academics.

TRANSFER CREDITS

Mater Dei Catholic High School does not accept credits from extension courses, evening schools or outside summer schools unless written permission is obtained from the Principal and/or Counseling Department prior to enrollment in these courses.

ACADEMIC HONESTY AND INTEGRITY

Mater Dei Catholic High School believes that academic integrity is closely connected to the development of self-esteem. A student demonstrates academic integrity when he/she produces original work, completes tests and exams without cheating, completes homework, and acknowledges another's idea by identifying author and source. MDCHS expects its students to see that honest effort is commendable. At MDCHS, any breach of honesty and cheating in any form are not acceptable. MDCHS expects parents to support this principle. Mater Dei Catholic High School asks its teachers to be vigilant in establishing a testing environment that reduces the possibility of cheating and to be careful in their evaluation of written work.

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/her own efforts. The following examples of academic dishonesty are not permitted and may result in a loss of credit for any specific assignment:

1. Copying another student's homework
2. Cheating on quizzes or tests
3. Plagiarism

For more on this topic go to: <http://www.plagiarism.org/plagiarism-101/what-is-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 may receive no credit on that exam or work. If the exam is a semester final or a major paper, the student may also fail for the period or semester, and the student may be dismissed from Mater Dei Catholic High School. Students involved in cheating shall be ineligible to receive 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 dismissal from Mater Dei Catholic High School. The student may also lose any financial assistance as a consequence of a cheating episode.

TURNITIN.COM

Mater Dei Catholic High School uses 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. Parents should review this section carefully in the teacher's syllabi.

INELIGIBILITY

Participation in extra-curricular activities is a privilege. Ineligible students may not hold office or campaign for office in the Associated Student Body ("ASB") or participate in athletics. Ineligibility does not pertain to school events such as dances and attendance at athletic events as a spectator. Students will be deemed ineligible during any nine-week grading period in which ANY of the following criteria are met:

1. Weighted GPA for the grading period is below 2.0
2. Student earns 2 "U's" for Citizenship
3. Student earns 2 "F" grades

ACADEMIC REVIEW BOARD

The Academic Review Board ("ARB") consists of five current MDCHS faculty members and is facilitated by the Assistant Principal for Academics. 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 1.75. 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 has been notified by ARB and does not raise his/her overall G.P.A. above 2.0
2. Student has not satisfied the summer school requirements to return for the following year
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 year (tenth grade)

PROCEDURES TO ADDRESS QUESTIONS OR CONCERNS

MDCHS promotes the principle of subsidiarity, according to which parents are encouraged to secure, at the lowest possible level, equitable solutions to problems, which may arise affecting students, teachers or parents. If a student or parent has a concern or question, he/she should speak directly to the MDCHS faculty or staff member involved. If speaking with the MDCHS faculty or staff member involved does not address the concern or question sufficiently, parents should bring it to the next person on the Organizational Chart. For example, if a parent feels a teacher did not sufficiently address his/her concern, the student or parent should contact the Department Chair.

STUDENT EXPECTATIONS AND DISCIPLINE

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 MDCHS Administration maintains the authority to make discretionary and final judgments regarding the behavioral expectations for and discipline of MDCHS students. Parents and students agree to uphold Mater Dei Catholic High School's philosophy, core values, rules, regulations, policies, and standards when they sign the Enrollment Agreement.

Mater Dei Catholic High School reserves the right to impose disciplinary actions up to and including dismissal on students at any time for behavior that is inconsistent with MDCHS philosophy or core values and for violations of the policies, rules, guidelines, procedures, and regulations in or referenced in this Parent/Guardian and Student Handbook including the MDCHS Code of Conduct whether the conduct occurs on campus or off campus when the conduct has an impact or could foreseeably have an impact on MDCHS, its students, employees, or others within the MDCHS community or the Catholic Diocese of San Diego.

DISCIPLINARY ACTIONS

DETENTION – A detention is a disciplinary action issued by any member of the faculty to a student for violating school behavioral expectations. Examples include, but are not limited to, students showing disrespect to another student or member of the faculty or other behavior deemed inappropriate by an employee of MDCHS. The Administration will determine consequences for students receiving excessive detentions within a semester. Detention is held after school Monday-Thursday for 30 minutes after school. If a student fails to serve detention within a week from the issue date, then the student may serve a second detention.

SATURDAY DETENTION – A Saturday detention is a disciplinary action issued to students who have a continuous pattern of disregarding school rules. Examples include, but are not limited to, repetition of the same infractions on dress code violations, excessive tardiness, multiple cell phone/electronic device violations, or a single serious violation of school behavioral expectations. Saturday detention is held from 8:00 a.m. to 10:00 a.m. Students serving Saturday detention must be dressed in compliance with the MDCHS uniform expectations. Students are prohibited from completing homework, sleeping, eating, or taking breaks (other than bathroom breaks) while serving Saturday detention. Any student receiving Saturday detention may be referred to the Disciplinary Review Board for a hearing at the time of the referral or near or at the end of the school year. Failure to show up or being late to Saturday detention will result in suspension and require the student to make up the Saturday detention missed on the following Saturday.

EXCLUSION - An Exclusion is the removal of a student from his/her classes for a defined period of time. However, the student will remain on campus with the Assistance Principal of Safety and Discipline. Classwork will be provided each block by the teacher, but the student will not be present for in-class instruction. In addition, the excluded student will remain isolated during lunch and breaks. MDCHS will notify the parent by letter and/or a phone call. A conference may be held with the student, parents, teacher(s), and the Assistant Principal for Safety and Discipline depending on the severity of the behavior. Students Excluded two times in a school year for any reason(s) may face dismissal and/or non-admittance for the following school year.

SUSPENSION – A suspension is the removal of a student from his/her classes for a defined period. MDCHS will notify parents by letter and phone call. A conference may be held with the student, parents, and Assistant Principal for Student Safety and Discipline depending on severity of behavior. Students suspended two times in a school year for any reason(s) may face dismissal and/or non-admittance for the following school year.

DISMISSAL – Dismissal is the permanent removal of a student from school. Dismissal from school will be issued at the discretion of the Administration or recommendation from the Disciplinary Review Board. Students may be dismissed for any serious infraction or an accumulation of less serious infractions. The student and parents are formally notified of this action in writing. Students may appeal the dismissal in a letter addressed to the Principal. Dismissed students may not attend any MDCHS campus activity or function.

DISCIPLINARY REVIEW BOARD (DRB) PROCEDURES

If a student commits a serious infraction or accumulates two or more less serious infractions, he/she is brought to the Disciplinary Review Board for a hearing, unless the Principal determines the matter is not appropriate for review by the Disciplinary Review Board, in which case the Principal shall make the determination as to whether the student committed an infraction and if so, the nature of the infraction, or if more than one, the infractions, and one or more of the following consequences may be imposed on the student.

1. Detention
2. Counseling
3. Disciplinary Probation
4. Community Service
5. Saturday detention

6. Exclusion
7. Suspension
8. Other consequences as necessary
9. Dismissal

The student may receive any combination of the above consequences

The Disciplinary Review Board consists of a counselor, four teachers, and the Assistant Principal for Student Safety and Discipline, who will facilitate the process. The Disciplinary Review Board hears the testimony from the student and the witnesses. The parents may be required to attend. The Disciplinary Review Board may ask to see both the Academic and Disciplinary records of the student. The Disciplinary Review Board may question the student, parents, and any witnesses. The Disciplinary Review Board will determine, whether the student committed one or more infraction and if so, shall determine the nature of the infraction or infractions. If the Disciplinary Review Board determines that the student committed one or more infraction, it may determine if it wishes to make a recommendation to the Principal that one or more of the consequences listed above be imposed on the student and if so, which consequence or consequences to impose:

The student and his/her parents will be notified of the determination of whether the student committed one or more infraction, and if so, of the consequences that will be imposed.

MDCHS STUDENT CODE OF CONDUCT

In addition to abiding by MDCHS's philosophy and core values and all other MDCHS rules, regulations, policies, and standards expressed in the Parent/Guardian and Student Handbook and other MDCHS documents, Mater Dei Catholic High School students must observe the following Code of Conduct:

1. Students must always demonstrate courtesy and respect towards other students, faculty, and staff. Students may not violate others' rights to learn at any time. Insolence, quarrelsome arguing, insubordination (deliberate refusal to obey a reasonable request made by school personnel), or similar misconduct is prohibited and will not be tolerated.
2. Students must not engage in verbal abuse or any physical abuse towards students, faculty, or staff.
3. Students must comply with the MDCHS Drug and Alcohol Free School Policy.
4. Students must not possess incendiary devices like lighters or matches on or near campus or at school-related events held off-campus.
5. Students must not engage in horseplay, fighting, or physical altercations.
6. Students must not make threats of violence.
7. Students must not engage in hazing.
8. Students must abide by the MDCHS Policy Against Bullying.
9. Students must not engage in or be involved in stealing, vandalism, writing on desks or walls, graffiti, tagging, removal or defacing of MDCHS or the personal property of MDCHS, students, faculty, or staff. Students engaging in this conduct must make full restitution to the owner of the property.
10. Students must not engage in any form of gambling.
11. Students must not falsify excuse slips or notes, records or any school documents.
12. Students must not possess or distribute obscene, pornographic or subversive materials.
13. Students must keep skateboards, bikes, skates, scooters, and roller blades locked up. Students must not ride skateboards, bikes, skates, scooters, and roller blades on campus.
14. Students must not leave backpacks, purses, textbooks or any other personal property unattended on campus. Students must not go through any other student's personal property at any time.
15. Students must not enter any room on campus without adult supervision.
16. Students must not bring food or drink (besides water) into any classroom or gymnasium at any time, except when authorized by their class teacher or an administrator. Gum, food and drinks must be discarded before entering classrooms, gym, football field playing surface, and the office.
17. Students must have their MDCHS issued student ID card in their possession at all times.

18. Students must follow chaperone instructions at school events or dances. A student causing a disturbance may be asked to leave. Parents may be called to take the student home.
19. Students must only use elevators if they have prior permission.
20. Students must not make public displays of physical affection while on campus.
21. Students must not engage in prejudicial behavior or harassment. "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.
22. Students must abide by the MDCHS Policy Against Sexual Harassment.
23. Students must not possess a weapon on or near the school campus, or at school-related activities held off-campus. Weapons include but are not limited to knives, firearms, nunchakus and other martial arts weapons, brass knuckles, mace, clubs, stun guns or Taser devices.
24. Students must not post a photograph or image of any MDCHS employee on social media or any similar site without the employee's prior written permission.
25. Students must abide by the Technology Responsible Use Policy.
26. Students must not engage in any behavior that is inconsistent with MDCHS philosophy or core values, violates the policies, rules, guidelines, procedures, and regulations in or referenced in this Parent/Guardian and Student Handbook, or negatively impacts or could foreseeably have a negative impact on MDCHS, its students, employees, or others within the MDCHS community or the Catholic Diocese of San Diego either on campus or off campus.

POLICY AGAINST BULLYING

PURPOSE

Mater Dei Catholic High School believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of MDCHS.

SCOPE

This policy covers conduct that occurs both on and off of the MDCHS campus, and includes use of technology that is not owned by MDCHS. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

PROHIBITED CONDUCT

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Conduct need not be severe or pervasive in order for MDCHS to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property;
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

STUDENT REPORTING

Students are encouraged to and should immediately report any incidents of bullying that either they observe or that is directed towards the student or others, to the Assistant Principal for Student Safety and Discipline, or to any teacher or administrator.

INVESTIGATION

After MDCHS receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the Assistant Principal for Student Safety and Discipline or designee, will determine the appropriate course of action, which may include initiation of an investigation. If MDCHS initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

INTERIM MEASURES

MDCHS will provide appropriate interim support and reasonable protective measures, if and as necessary based on the individual applicable circumstances during the pendency of any investigation. MDCHS will determine the necessity and scope of any interim support or protective measures.

REMEDIAL AND DISCIPLINARY ACTION

Any student determined by MDCHS, in its sole discretion, to have violated this policy will be subject to disciplinary action up to and including dismissal. Any violation of this policy by a parent will be considered a violation of MDCHS's Parent Expectations and Student/Parent Support policies, and may be grounds for dismissal of the offending parent's child(ren).

POLICY AGAINST SEXUAL HARASSMENT

Mater Dei Catholic High School prohibits sexual harassment of or by any student by anyone in or from MDCHS. Conduct, which constitutes sexual harassment of students impairs the ability of students to make full and effective use of MDCHS's instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness.

DEFINITION OF SEXUAL HARASSMENT

California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

EXAMPLES OF SEXUAL HARASSMENT

Sexually harassing conduct can occur between students of the same or different gender. Sexual harassment may include, but is not limited to:

- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

COMPLAINT PROCEDURE

Students and parents who believe that they have experienced, witnessed, or have relevant information about sexual harassment should immediately report the matter to the Principal, an Assistant Principal, or a teacher, either orally or in writing. Alternatively, students and parents may choose to report sexual harassment to any other employee of MDCHS with whom they are comfortable, such as a counselor or coach. While MDCHS does not limit the timeframe for reporting, immediate reporting is important as MDCHS may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

INTERIM MEASURES

MDCHS may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of sexual harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. MDCHS will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

INVESTIGATION PROCESS

If MDCHS has determined that the report pertains to behavior that may be in violation of this Policy, the school will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated MDCHS personnel or by an outside investigator, in the school's sole discretion. Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the President of MDCHS, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

CONFIDENTIALITY

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings, or as otherwise required by law.

NO RETALIATION

MDCHS prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported sexual harassment or participated in an investigation related to a report of sexual harassment.

REMEDIAL AND DISCIPLINARY ACTION

Students who engage in sexual harassment will be subject to disciplinary action up to and including dismissal from MDCHS.

DRUG AND ALCOHOL-FREE SCHOOL POLICY

PROHIBITED CONDUCT

MDCHS prohibits students from possessing, selling, distributing, and/or using illegal drugs, alcohol, and nicotine products on or near campus or at any school-related activity or event held off campus. MDCHS further prohibits students from attending class or any school related activity or event held on or off campus while under the influence of illegal drugs or alcohol. Students are also prohibited from possessing, selling, distributing, or using illegal drug or nicotine paraphernalia including, but not limited to E-cigarettes, vape devices, bongs, and pipes, on or near campus or at any school related activity or event held off campus. If MDCHS has reasonable cause to believe a student is selling or distributing any illegal drugs, alcohol, nicotine product or illegal drug or nicotine paraphernalia to other students – either on or off campus – that student may be subject to immediate disciplinary action up to and including dismissal.

DEFINITION OF ILLEGAL DRUGS

Illegal drugs include any drug forbidden by law, prescription drugs without a valid prescription issued to the student by a licensed medical professional, and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

DRUG AND ALCOHOL TESTING POLICY

If MDCHS has reasonable suspicion to believe a student is under the influence of drugs or alcohol, MDCHS may require the student to submit to a drug and/or alcohol-screening test (e.g. urinalysis, breathalyzer, etc.). “Reasonable Suspicion” shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, staff member, or other employee to suspect that the student is under the influence of drugs or alcohol.

MDCHS will notify parents of the drug and/or alcohol test before administering the test. A student will not be allowed to return to MDCHS if his/her parents(s) refuse to allow the student to be tested. A failure of the parents to permit the student to be tested or, if tested, for MDCHS to receive information regarding whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement. Parents are required to pay for any fees associated with alcohol or drug testing. Any tampering of the collections sample will be considered a positive test. In the event of a positive test, students will be subject to disciplinary action up to and including dismissal.

REMEDIAL AND DISCIPLINARY ACTION

Any failure to abide by MDCHS’s Drug and Alcohol-Free School Policy or failure to reasonably cooperate or support MDCHS’s administration of its Drug and Alcohol-Free School Policy will be subject to disciplinary action up to and including dismissal and MDCHS may contact law enforcement.

STUDENT ATTENDANCE AND ABSENCE PROCEDURES

ATTENDANCE

Academic performance at school is directly related to the regular attendance of every student. Any work missed because of excused or unexcused absences must be completed. Any student absent more than two (2) blocks in one school day may not participate in or attend a school event or athletic contest held that same day, unless given permission by the Assistant Principal for Student Safety and Discipline. Students should be seated and ready for work by the time the bell rings to begin class.

PROCEDURE FOR REPORTING ABSENCES

An absence is defined as any student missing more than 40 minutes of any class. A parent must phone the Attendance Office (619-423-2121 extension 115) on the day of the absence between 7:30 a.m. and 9:00 a.m.. If there is no notification from the parent, the absence is unexcused and is considered truancy. Please notify the Attendance Office as soon as possible if your student needs to leave school prior to dismissal for an excused absence such as a medical appointment, funeral, illness, or college visit.

OFF CAMPUS PROCEDURE

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 being truant from school. Students who need to leave campus for an appointment, must present an explanatory note from a parent to the Attendance Office by 7:45 a.m. on the same day that the student has the appointment. In the event the student is too ill to continue classes, the Attendance Office will contact the parent to take the student home.

EXTENDED ABSENCES

Parents should contact the Assistant Principal for Student Safety and Discipline to receive approval for extended absences. A note explaining the absence, written and signed by the parent or doctor/dentist must be brought to the Attendance Office by 7:45 a.m. on the day that the student returns to school. A doctor's note is required for an illness of three or more days. Student should contact their teachers and find posted assignments on Schoology to make up class work. For vacations taken during school time, please see the *Vacations Taken On School Time* section below.

VACATIONS TAKEN ON SCHOOL TIME

Student absences due to vacation are strongly discouraged. However, if a parent wishes to take his/her child on vacation during the school year, the parent must first email the Assistant Principal for Safety and Discipline at least 2 weeks prior to the absence. After the email is received, the student will be instructed to follow the following procedure:

1. The student must obtain an "Extended and Advance Absence Application" from the Attendance Office.
2. The student will then take the application to be signed by the teacher for each class the student intends to miss due to the vacation.
3. The Application must be presented to the Assistant Principal of Student Safety and Discipline for Final Approval at least 3 school days prior to the first expected day of absence.

*Following these procedures does not change the absence from being unexcused. Any student who takes a family vacation is subject to a 10% penalty on all school related work (including test, quizzes, etc.) that are completed while on vacation. In addition, it may be necessary for students to schedule test and/or quizzes prior to their absence. Any Final or Final-style Exam is required to be completed prior to the vacation.

*Any student who does not complete the form prior to their vacation may not be permitted to make up any missed work for credit and will receive zero for the missed work.

ATTENDANCE CONSEQUENCES

Excused Morning Tardy: All entrance gates close at 8:00 am. After that time, all entries throughout the day will be through the DePaul Center. A tardy may be excused by the Attendance Coordinator (x-115), if a phone call is received by 9:00 am. However, an excused tardy will only be approved for valid reasons. Examples: Doctor Appointment, funerals, mechanical problems with a car, etc. Oversleeping or “running late” will not be considered a valid excuse and an unexcused tardy will be issued.

Unexcused Morning Tardy: Arriving to class after the gates close at 8:00 am without an approved reason and phone call will result in an unexcused tardy. Consequences for an accumulation of unexcused morning tardies will be issued as follows:

Morning Tardies:

Number of Tardies	Consequence
1	Verbal Warning
2	Written Warning in the form of an email to student and parent
3	Detention
4	Detention and phone call from the AP of Student Safety and Discipline
5	Detention
6	Detention
7	Detention and a conference with the AP of Student Safety and Discipline
8	Exclusion and an Attendance Contract

Tardies between Classes: Tardy is not being in your seat when class begins. Consequences for an accumulation of Tardies to class will be issued by each individual teacher. The consequences will be issued as follows:

Class Tardies:

Number of Tardies	Consequence
1	Verbal Warning
2	Written Warning in the form of an email to student and parent
3	Detention
4	Detention and email or phone call from the teacher
5	Detention
6	Detention
7	Detention and a conference with the teacher and the AP of Student Safety and Discipline
8	Exclusion and an Attendance Contract

Truancy: Truancy is not being in your seat within 5 minutes after class begins. Truant students will be issued a detention by the teacher. Any student missing more than 30 minutes of any class will be marked as an unexcused absence and may be issued an Exclusion.

Excessive Absence: When a student receives their 8th absence for a class in a semester, the student's teacher may lower a student's grade or deny a student credit for the course. Extraordinary circumstances will be reviewed by MDCHS Administration.

EXCUSED PARTICIPATION FROM PHYSICAL EDUCATION

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. 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.

Students can be granted Physical Education credit after participation in a season of varsity level athletics.

CAMPUS PROCEDURES

STUDENT PARKING

Parking on the MDCHS campus is a privilege. Students who wish to park their vehicles on campus must register their vehicle by completing a Parking Agreement through the MDCHS website by the end of August to receive a parking permit. After a student registers his/her vehicle, the student must pick up their parking permit from the Assistant Principal of Student Safety and Discipline and display the parking permit on their vehicle anytime the student's vehicle is parked on campus. Students may only park in the designated student parking lot located adjacent to the football field. Students who park their vehicles on campus without registering their vehicle by the end of August, who do not display their parking permit on their vehicle, or who park in a lot other than the designated student parking lot will receive consequences determined by Assistant Principal of Student Safety and Discipline.

Unidentified vehicles without a visible parking permit may be towed at the owner's expense. Students attempting to access their vehicles without permission during school hours, driving over 5 MPH, engaging in horseplay, driving recklessly, or playing music loudly or disruptively may lose parking privileges and/or receive further disciplinary action. Students parking their vehicles at MDCHS accept full responsibility for their vehicles, and are advised to take appropriate precautions to protect their property from theft and vandalism. Mater Dei Catholic High School is not responsible for loss, damage, or theft of vehicle or vehicle contents. Student vehicles may be subject to search by Mater Dei Catholic High School security, MDCHS administration, and drug detection dogs if there is reasonable suspicion to believe that weapons or illegal drugs as defined in the MDCHS Drug and Alcohol Free School Policy are located in a student's vehicle. MDCHS security and administration will notify law enforcement if weapons or illegal drugs are found in a student's vehicle.

USE OF CELL PHONES/ELECTRONIC DEVICES

Cell phones or electronic devices are not to be seen, heard, or used in the classroom without the teacher's permission. Students must leave cell phones and electronic devices in the classroom while using the restroom during instructional time. Possession or usage of a cell phone or electronic device outside of the classroom during instructional time or during class without a teacher's permission will result in confiscation of the cell phone and a detention. Confiscated cell phones and electronic devices can be reclaimed only by a parent from the Assistant Principal for Student Safety and Discipline.

Cell phones and electronic devices may be used at break and lunchtime. MDCHS is not responsible for lost, damaged or stolen cell phones or electronic devices. Students may use cell phones for emergencies only and in the main school office only, but such use must be in the presence of a teacher, administrator or the Attendance Coordinator.

- 1st cell phone/electronic device offense: Conference with Teacher and Student. Assistant Principal of Student Safety and Discipline notified by the Teacher.
- 2nd cell phone/electronic device offense: Conference with Teacher, Assistant Principal of Student Safety and Discipline, and student and Detention
- 3rd cell phone/electronic device offense: Conference with Teacher, Assistant Principal of Student Safety and Discipline, student, and parent and Detention
- 4th cell phone/electronic device offense: Parent needs to pick up the phone from the Assistant Principal of Student Safety and Discipline

RESTRICTED AREAS

Students are prohibited from entering restricted areas during the school day without advanced permission from an MDCHS faculty member or employee. If a student is in a restricted area without permission, he/she is subject to disciplinary action. Students are prohibited from entering the following restricted areas during the school day without advanced permission:

1. Pool
2. Restrooms located near Lima and at the Dr. Kassebaum Theater
3. All athletic fields, gym locker rooms, gym, weight room, and multi-purpose room, except when taking a P.E. class or during special assemblies
4. Vending machines, snack bar, except at break, lunch, and after school
5. Off campus locations
6. Designated student parking lot, other on-campus parking lots, or students' vehicles, except with advanced permission

VISITORS AND GUEST REGISTRATION

MDCHS maintains a closed campus. Visitors to the school campus 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. All visitors must have an appointment to meet with anyone outside the DePaul Center.

All visiting guests including substitute teachers, volunteers, parents, alumni, relatives and vendors are required a one-

time registration and daily sign-in through RaptorTech for a guest sticker displaying their name and photograph. Security registration will scan driver's licenses and state identification cards for all guests on campus. All employees and part time coaches who are not wearing their identification lanyard will also be required to sign in.

CRUSADER FOR A DAY (SHADOWING)

Crusader for a Day (shadowing) is open to any prospective student (9th-11th grade). Prospective students wishing to participate in Crusader for a Day must complete the Inquiry form online under the Admissions tab on the MDCHS website. The prospective student is paired with a MDCHS student for the day to attend classes. Prospective students are not allowed during final exams. Prospective students must be appropriately dressed by wearing clothing that is in close compliance with our school dress code. The MDCHS Administration reserves the right to determine appropriate dress.

STUDENT DRESS CODE RULES AND EXPECTATIONS

DRESS CODE RULES AND EXPECTATIONS

MDCHS believes that a student's personal appearance has an impact on their attitude, behavior and scholastic performance. Uniforms are mandatory and must be in good condition, must be clean without holes/tears, and must be worn in the correct size (e.g. not tight or baggy). Respect for both the individual and the school is manifested by dressing in proper uniform. In general, the school depends on the good judgment of parents and students where appearance is concerned. Students can never wear any clothing depicting alcohol, drugs or other content deemed inappropriate by MDCHS. Tattoos or other markings, temporary or permanent, are not permitted. Body piercing is not permitted.

UNIFORM PURCHASE INFORMATION

All school apparel must be MDCHS approved apparel and can be purchased from the UNIFORM store.

Myschooluniform.com

Address: 8160 La Mesa Blvd., La Mesa, CA 91942 / Phone: 619-461-4112

GIRLS UNIFORM EXPECTATIONS

Skirts, pants, shorts, blouses and polo shirts must be purchased from Educational Outfitters. The MDCHS Administration reserves the right to determine appropriateness in all matters pertaining to the Dress Code.

- * A navy blue or white MDCHS polo shirt must be worn
- * Skirts/Shorts must **not** be shorter than 3 inches from the top of the kneecap
- * Pants/Skirts must **not** be unhemmed or below the waist
- * Modest jewelry is permitted, while garish jewelry (i.e., bold, overstated, lacking in good taste) is **not** permitted
- * Makeup, if used, is to be worn in moderation
- * Hair must be well groomed and have a neat appearance without lines/zig zags, bleach or dyed colors
- * Sheer knee socks and thigh high socks and tights are **not** permitted
- * Solid, plain blue or black leggings or tights are permitted under skirts. Leggings or tights with mesh, advertising, brand names, etc. are **not** permitted. No sweatpants or warm-ups permitted under skirts.
- * Tennis shoes are permitted
- * Platform shoes are **not** permitted
- * A maximum of two earrings per ear are permitted
- * Only MDCHS outerwear is permitted

GIRLS FORMAL ATTIRE FOR SPECIAL OCCASIONS AND MASS DAYS

- * White, oxford shirt
- * Black tights under plaid skirt. Leggings or tights with mesh, advertising, brand names, etc. are **not** permitted. No sweatpants under skirts.
- * Only MDCHS outerwear is permitted
- * Non-athletic dress shoes. Platform shoes and high heels are **not** permitted

GIRLS ATTIRE FOR FREE DRESS DAYS AND SCHOOL EVENTS

Students are expected to wear clothing that is neat in appearance and appropriate for our school environment. Flip-flops, open toe shoes, steel toe shoes, platform shoes, high heel boots, thigh-high boots, and knee-high boots are never permitted. Students cannot wear leggings as pants, yoga pants, jeggings/very skinny/tight jeans, pants that are slit at the bottom, or pants that have rips or cuts. Students cannot wear shorts that have rips or cuts, shorts that are cut-off, shorts that extend below the knee, or shorts or skirts that are shorter than three inches above the knee. Students also cannot wear half shirts, crop tops, midriff halter tops, backless shirts, strapless shirts, or shirts with a low neckline. Headgear of any type is never permitted on campus during the school day. Student cannot wear blankets as sweaters.

GIRLS DRESS GUIDELINES FOR FORMAL DANCES

- Attire must be modest and appropriate
- NO skin-tight/tube-style dresses
- NO strapless dresses
- Dresses should be no shorter than three inches from the knees
- Dresses cannot be more than three inches below the collarbone
- Dresses cannot be backless below the middle of the back
- Dresses cannot be see-through
- Dresses cannot have mid-section cut-outs
- Sunglasses are **not** permitted

BOYS UNIFORM EXPECTATIONS

Pants, shorts and polo shirts must be purchased from The Uniform Store. The MDCHS Administration reserves the right to determine appropriateness in all matters pertaining to the Dress Code.

- A navy blue or white MDCHS polo shirt must be worn
- Slacks and shorts in khaki and navy blue are permitted
- Pant legs with elastic bottoms are **not** permitted
- Tennis shoes are permitted
- Only MDCHS outerwear is permitted
- Garish jewelry (i.e., bold, overstated, and lacking in good taste) is **not** permitted
- Sweatshirts are **not** to be worn underneath polo shirts. Sweatshirts are outer garments and are to be worn on top of polo shirts only
- Hair must be well groomed and have a neat appearance without lines/zig zags, bleach, or dyed colors
- Hair must be no longer than mid-ear on sides, not touching the collar in the back, or past eyebrows in the front
- A well groomed mustache will be permitted. However, no other facial hair will be permitted; sideburns cannot extend lower than the ear, and eyebrows are not to be altered.
- Earrings can never be worn on campus during the day, during athletic events or during any school related events held on or off campus

BOYS FORMAL ATTIRE FOR SPECIAL OCCASIONS AND MASS DAYS

- Navy blue dress slacks
- White, oxford shirt
- MDCHS uniform tie, which **MUST** be purchased through Educational Outfitters
- Non-athletic dress shoes
- Only MDCHS outerwear

BOYS ATTIRE FOR FREE DRESS DAYS AND SCHOOL EVENTS

Students are expected to wear clothing that is neat in appearance and appropriate for our school environment. Flip flops, steel toe and high boots are never permitted. Students cannot wear tight jeans or pants that are slit at the bottom or have rips or cuts including shorts that are cut-off, extend below the knee, or shorter than three inches from the knee. Headgear of any type is never permitted on campus during the school day. Students cannot wear blankets as sweaters.

BOYS DRESS GUIDELINES FOR FORMAL DANCES

- Must wear a button up collared shirt with regular tie or bow tie
- Must wear long pants; cannot wear jeans
- Must always wear shirt tucked in
- Must **not** wear sunglasses
- Must wear a vest, blazer or formal cardigan/sweater

FRIDAY SPIRIT DAYS

- MDCHS shirts or polo shirts in lieu of a collared shirt
- On Fridays, seniors (12th graders) may wear sweatshirts from any college
- Spirit Day gear can be purchased from the online student store

TEAM DRESS FOR GAME DAY ATHLETES

Any team wishing to wear a game day jersey must first have the approval of the Athletic Director and the Assistant Principal for Student Safety and Discipline. Game Day Dress is defined as the team sweater, sweatshirt or jersey. Students must still wear MDCHS uniform bottoms. Sweats, warm-up pants or team bottoms are not permitted.

DRESS CODE VIOLATION CONSEQUENCES

A dress code warning is a disciplinary action issued by any member of the faculty to a student. Students who receive three documented dress code warnings, will serve a detention on the fourth notice and an additional detention for each subsequent offense. However, MDCHS reserves the right to send students home for a mandatory clothing change, issue a detention, and notify parents for dress code violations deemed inappropriate enough to warrant such corrective action.

TECHNOLOGY RESPONSIBLE USE POLICY

MATER DEI CATHOLIC HIGH SCHOOL TECHNOLOGY 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. MDCHS students have no expectation of privacy in the MDCHS network, email system, computers, laptops, or electronic devices or in any personal electronic devices connected to the school network. Below you will see the rules and regulations for the Mater Dei Technology Department which will be outlined in great detail when you follow the link to Mater Dei Catholic High School's website: <https://materdeicatholic.org/information-technology/responsible-use-agreement/>

These rules are put in place to protect the students and to ensure the integrity of our network. Any violation of the Technology Responsible Use Policy, including loss or damage to the MDCHS network or MDCHS property may result in severe disciplinary action up to and including dismissal.

- **Laws and School Policies and Rules**
- **Universal Principles of Safer Internet Use**
- **Respect and Protect the Privacy of Others**
- **Respect and Protect the Integrity, Availability, and Security of all Electronic Resources**
- **Respect and Protect the Intellectual Property of Others**
- **Respect and Protect the Practices of the Community**
- **Mater Dei Catholic High School's Rights and Responsibilities**
- **Consequences for Violations**
- **Reporting Computing Abuse and Irresponsible Behavior**
- **Equipment Subject to Agreement**
- **Loaner Laptop Agreement**
- **Ownership**
- **Term Equipment Use**
- **Equipment Storage and Use At School**
- **Responsible Use of Equipment**
- **Compliance with Software Licenses**
- **Backup Requirements**
- **Software**
- **Care of Equipment**
- **Right of Inspection**
- **Loss of Equipment**
- **Responsible Use Policy Consent**

SOCIAL MEDIA POLICY

SCOPE

This policy applies to all students of Mater Dei Catholic High School in their use of the internet, social media, and electronic communications, regardless of whether that use is through devices and resources of MDCHS or any personal devices or resources. As members of the MDCHS community, students are expected to treat each other and others in the MDCHS community with dignity and respect, which includes interactions that happen over social media sites, and on student's personal electronic devices.

ADHERE TO SCHOOL POLICIES AND REGULATIONS

The following rules apply to all students' use of the internet, social media, or electronic communications, regardless of whether that use is through devices and resources of the School or any personal devices or resources.

- **No Prohibited Harassment or Threats:** Students cannot post statements, photographs, video or audio that reasonably could be viewed as harassment or otherwise threatening conduct. Examples of threatening conduct include posting material that would make a reasonable person afraid for his/her safety or the safety of his/her family.
- **No Bullying of Fellow Students:** Students are prohibited from engaging in conduct that violates MDCHS's Policy Against Bullying.
- **No Inaccurate or Defamatory Statements:** Students must never communicate any information or rumors that they know to be false about fellow students, faculty, or employees of MDCHS, or anyone. Students must strive for accuracy in any communication, be it a blog entry, post, or comment. Students can include a link to sources of information. If students make a mistake, they should correct the information, or retract it promptly.
- **Do Not Infringe Others' Rights or Privacy:** Students must not disclose information that may violate student, MDCHS family, or employee rights. For example, students must not disclose another individual's social security number, medical information or financial information in a manner that violates that person's privacy rights.

Moreover, students are required to follow all MDCHS rules and policies in their use of the internet, social media, or electronic communications, including adherence to the MDCHS Student Code of Conduct, MDCHS's Policy Against Bullying, its Policy Against Sexual Harassment, and its Technology Responsible Use Policy.

REMEDIAL AND DISCIPLINARY ACTION

Students who violate this Social Media Policy will be subject to disciplinary action up to and including dismissal. Further, to the extent that students engage in any use of the internet, social media, or electronic communications that creates a substantial disruption at MDCHS or materially interferes with MDCHS activities, that reasonably leads MDCHS to foresee such disruption or interference, or which interferes with the rights of students, employees, or school families, MDCHS may take disciplinary action against students, regardless of whether that use is through devices and resources of MDCHS or any personal devices or resources.

PERSONAL INFORMATION

It is not the responsibility of MDCHS to monitor what students place on social media or blog sites. However, students should be extremely cautious about placing personal information on "easily accessible" sites. As a recommendation, if a student would like to keep his/her personal life separate from school life, the use of privacy settings should be used to restrict personal information on social networking or public sites. Also, students should consider whom they invite or accept to join their social network, as those individuals will have access to their profile, photographs, etc. Even if a student implements privacy settings, those whom the student invites into his/her social network can easily, print, save, cut, paste, modify or publish anything the student posts. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life. Material can be archived on the internet even after students remove it, and search engines can turn up posts many years after they are created. For all these reasons, it is best to use discretion and judgment in student's online posting and activity.

UNAUTHORIZED PUBLICATIONS

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

STUDENT LIFE AND ACTIVITIES

SCHOOL SPIRIT

School spirit includes:

1. **Courtesy:** to teachers, school employees, other students and visitors.
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.

ASSOCIATED STUDENT BODY (ASB)

The Associated Student Body of Mater Dei Catholic High School ("ASB") 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 MDCHS are members of the ASB. The ASB consists of elected ASB officers, elected class officers and commissioners, representatives and the presidents of recognized clubs.

CLUBS

The ASB sponsors a variety of clubs at Mater Dei Catholic High School. Each club offers students the opportunity to participate fully in the academic, spiritual and social life of the school.

CAMPUS MINISTRY

Campus Ministry 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. Campus Ministry accomplishes these goals 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 Campus Ministry. Mater Dei Catholic High School believes that retreats are an important part of the growth of our students.

STUDENT ACTIVITIES

Student activities may be religious, cultural, athletic and/or non-athletic. Participation provides the opportunity to 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 their 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 good standing within the school. All Ambassadors for Christ pledge to obey the Ten Commandments, the rules of MDCHS and of the community, and accept Jesus Christ as a role model. Membership in the Ambassador for Christ Corps is an honor and considered a ministry. Student Ambassadors inform prospective students and other interested individuals about MDCHS and serve as hosts/hostesses for school events.

GUEST POLICY FOR SOCIAL EVENTS

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

1. MDCHS students wishing to bring a student from another high school to an MDCHS social function must complete a Guest Pass Form and submit the form to the Assistant Principal of Student Services.
2. The proposed guest must obtain an endorsement from the Principal, Assistant Principal of the proposed guest's current high school on the Guest Pass Form. The business card must be submitted along with the Guest Pass Form.
3. If the Guest Pass Form is approved, the MDCHS student must obtain the guest pass from the Assistant Principal of Student Service's office prior to the event.
4. The guest must present a valid photo ID, guest pass, and a ticket, and be accompanied by the student who obtained the pass.

5. The MDCHS student must inform the guest of the regulations, which govern the event. The MDCHS student is responsible for the conduct of the guest.
6. Each student is limited to one guest per event.
7. Only dates of the opposite gender are allowed as guests.
8. Guests must not be over the age of **19**.
9. The supervisors/administrators of the function may refuse to admit any student or guest.

INTERSCHOLASTIC ATHLETICS

MDCHS offers a full athletic program for its students. The athletic 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 ("CIF"). MDCHS is affiliated with the Metropolitan Conference.

Students and parents are responsible for returning all MDCHS issued uniforms and equipment. Students that fail to do so will have a hold on their student account until items are returned or the cost of the unreturned items is paid in full.

MATER DEI CATHOLIC HIGH SCHOOL 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. Parents, players and coaches all understand that communicating and acting positively can have a positive effect on the team.

The procedure for resolving issues in the Mater Dei Catholic High School Athletic Department is as follows:

1. Parents must first 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 at the discretion of the Athletic Director and/or School Administration.

INELIGIBILITY

Participation in athletic activities is a privilege. Ineligible students may not participate in athletics. Ineligibility does not pertain to attendance at athletic events as a spectator. Students will be deemed ineligible during each nine-week grading period in which ANY of the following criteria are met:

1. Weighted GPA for the grading period is below 2.0
2. Student earns 2 "U's" for Citizenship
3. Student earns 2 "F" grades

CRUSADER ATHLETE CODE OF ETHICS

1. Prayer is the center of MDCHS's athletic tradition. All athletic events on campus will begin with a prayer.
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. Abide by MDCHS's Drug and Alcohol Free School Policy and refrain from the use of alcohol and illegal drugs as defined in MDCHS's Drug and Alcohol Policy.
9. Agree to build strength naturally through weight training and a healthy diet and agree to refrain from using performance enhancing drugs and performance enhancing supplements.
10. If a student-athlete is absent from school due to illness, he/she cannot compete in a game, match, or other athletic event on the day he/she is absent from school. If a student-athlete is absent from more than two blocks in a school day for an unexcused reason, he/she will not be able to compete in games, matches, or other athletic events on that day.

CIF ETHICS IN SPORTS

The CIF, San Diego Section ("CIFSDS") Board of Managers requires that each student-athlete, parent, coach, and

officials' association receive and sign the following CIF Code of Ethics, as a guide to govern their behavior. Failure to abide by the CIF Code of Ethics may result in discipline. Penalties for failure to submit a signed CIF Code of Ethics are:

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

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

1. Comply with the Six Pillars of Character and 16 Principles of the Pursuing Victory With Honor program as outlined on the CIFSDS website link:
http://www.cifsd.org/uploads/2/3/3/6/23368454/3-ethics_in_sports-athlete-parent_2021-2022.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 not provide any muscle-building nutritional supplements to student-athletes at any time. 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.
9. Win with character; lose with dignity.

UNRULY FANS

Mater Dei Catholic High School prohibits unsportsmanlike conduct by fans at MDCHS athletic events including, but not limited to verbally abusing or confronting officials, scorekeepers and timers, booing, taunting players, heckling, and other unruly behavior. MDCHS reserves the right to remove any fans from MDCHS athletic events that MDCHS, in its sole discretion, deems unruly. In addition, MDCHS reserves the right to suspend, expel, or otherwise remove any student or parent from MDCHS if the actions of the student's parents, or other individuals interacting with MDCHS and/or the MDCHS community by virtue of their relationship with the student, impede MDCHS's ability to meet its educational objectives or mission, disrupt MDCHS operations, or are uncooperative, unreasonable, or unsupportive of MDCHS, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards or make it difficult to have a positive or constructive relationship with the student's parents.

BUSINESS PRACTICES

ADDITIONAL FEES AND CHARGES

Beyond tuition, MDCHS may charge additional fees and charges for school services during the school year. These may include, but are not limited to fees for: field trips, overnight retreats, service trips, hot lunch meals, bus transportation, interscholastic athletics, materials, and after-school enrichment classes. Parents must pay for these additional fees and charges directly to the MDCHS Finance Office in the form of a Cashier's Check, Money Order, Credit Card, or Cash. No personal checks will be 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 semester. Hard cover books shall be covered with book covers. 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 Finance Office will determine the cost of the replacement book.

TUITION COVERED TECHNOLOGY PACKAGE

Tuition Covered Technology Package- Bring Your Own Device ("BYOL") Program: Students in the BYOL program include freshmen, sophomores, juniors and new students in grades 10-12. MDCHS provides Norton Symantec Endpoint Protection (Antivirus/Malware), Office 365 and limited-service technical support and troubleshooting to students in the BYOL program. Students must also sign and agree to abide by the Technology Responsible Use Policy.

Tuition Covered Technology Package (Current year Returning Students Grade 12): Returning students in grade 12 receive an MDCHS issued Lenovo ThinkPad 260 YOGA or Microsoft Surface Pro, Accidental Damage Protection, Norton Symantec Endpoint Protection (Antivirus/ Malware), Office 365 and full- service technical support and troubleshooting. Students withdrawing from MDCHS before graduation may purchase the school issued device. Please contact the Finance Office for laptop cost. Students must also sign and agree to abide by the Technology Responsible Use Policy.

DELINQUENT ACCOUNTS

Students will not be allowed to attend school in August 2021, December 2021 and May 2022, unless accounts are current by August 10, 2021, December 10, 2021 and May 26, 2022 respectively. Student accounts will be deemed delinquent after two (2) missed tuition payments. Students whose accounts are *delinquent* will not be allowed to attend school until the account is current. If a student misses exams due to a delinquent account and later makes up the exam, the exam scored may be docked. Seniors with delinquent accounts will not be permitted to participate in graduation exercises.

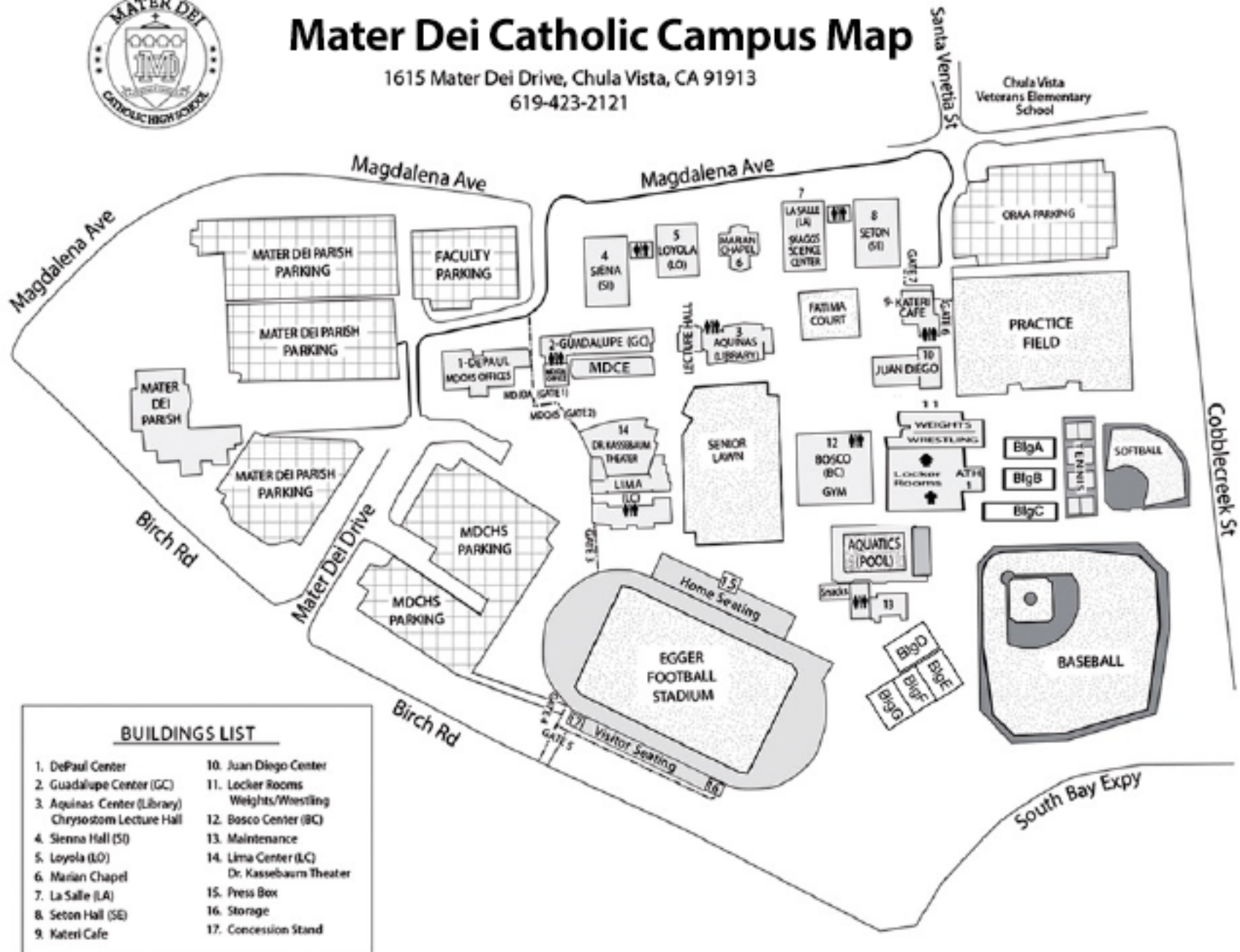
TUITION ASSISTANCE AND SCHOLARSHIP GPA REQUIREMENTS

All students receiving tuition assistance are required to maintain a GPA of 2.0 or higher. All students receiving an academic scholarship are required to maintain a GPA of 3.5 or higher. If a student's GPA falls below the required minimum at the end of a semester, the family will be notified and the student will be expected to raise his/her GPA above the required minimum. If the student fails to meet the minimum GPA requirement by the end of the following semester, he/she may lose the tuition assistance or academic scholarship.



Mater Dei Catholic Campus Map

1615 Mater Dei Drive, Chula Vista, CA 91913
619-423-2121





Mater Dei Catholic Campus Buildings Map

1615 Mater Dei Drive, Chula Vista, CA 91913

619-423-2121

See reverse side for
full campus map

(Room numbers that begin with
2 are on the second floor)

