

August 2015

Dear Parents,

Welcome to Mater Dei Academy. We are pleased that you have chosen our school for your child’s education.

We are all partners in the education of our children and share a particular concern for their religious and moral education. Your concern is evidenced by your desire to have your child attend Mater Dei Academy. For our part, we are aware of the great responsibility with which you entrust us; the responsibility to educate your sons and daughters in the realities of God as well as those of the world.

You, as parents, are the first educators. We as a school, assist you in the great task of educating your children to live in a global society; to become caring, sharing, moral leaders in today’s world.

This handbook contains information you will need to know as parents of Mater Dei Academy. It contains the answers to many of your questions. Please read it with care and discuss it with your children, so that all will know what is expected.

Complete familiarity with our practices and procedures should inspire your confidence in what we, the faculty, are trying to accomplish. We care about you and your children and are here to help. In return we ask for your cooperation and assistance.

We do our best to provide a quality education for the children. Since we are most conscientious about our accountability to God, to you as parents and students, and to one another in what we do and for the way in which we disperse our resources, we hope that we earn your trust. Show us your trust by communicating directly with us about any problems, rather than with others who may not be familiar with the situation.

The rules and regulations in this handbook are subject to change. These rules and regulations are not all-inclusive. It is the right of the principal, after consultation with the president, to make the final decision about an issue or incidence that may not be specifically stated in these pages.

The administration of Mater Dei Academy reserves the right to amend this handbook at any time.

Thank you for your cooperation and all the help you offer us. We do appreciate you!

God Bless,

Loretta Pilla

**Mater Dei Academy Family Handbook 2015-2016**

**TABLE OF CONTENTS**

**Introduction and Philosophy**

Mission Statement 6

From the Bishops’ Pastoral Letter on Catholic Education 6

School Philosophy 7

Goals and Objective 7

School Personnel 7

**Educational Responsibilities**

School Responsibilities 8

Parent/Guardian Responsibilities 8

Student Responsibilities 8

**Administrative Procedures**

Admission Policy 8

Admission Priority and Procedures 8-9

Withdrawal 9

Office Hours 9

School Hours 10

Compressed Days/Early Dismissal 10

Tardiness 10

Attendance/Reporting Absences 10-11

Truancy 11

Appointments During the School Day 11

Visits to School during Class/Emergency Messages 12

Dismissal due to Illness 12

Make-Up Work Due to Absence/ Vacation 12-13

Emergency Closing Procedure 13

Home-School Communications 14

Procedures to Complaints/Grievances 14

Change of Family Information 14

Family/Custodial Situation Relationship with the School 14-15

**Finances**

Funding 16

Tuition 16

School Fees 16

Educational Grants 16

Volunteering 16

Fundraising 16-17

**Curriculum**

Religious Education and Formation 17

Religious Education Program 17

Liturgy and Sacraments 18

Para-Liturgical Celebrations 18

Minimum Standards 18

Courses of Study 18-19

Textbooks 19

Homework/ Make-up 19

**Student Evaluation**

Grading Scale 20

Report Cards 20

Interims 21

Academic Honors 21

Standardized Testing 21-22

Providing for Individual Differences 22

Retention 22

Parent/Teacher Conferences 22

**Educational Resources**

Auxiliary/Government Programs 23

Library 23

Field Trips 23

High School Visitation 24

**Extra-Curricular Program**

Before and After School Program 24

Server Program 24

Honor Society 24

Special Student Activities 25

Athletics 25

**STUDENT BEHAVIOR CODE**

Minor Infractions 25-26

Major Infractions 27

Suspension 27

Expulsion 28

Grievance Policy 28

School Dress Code 29-33

**Lunch and Recess**

Lunch Program 33

Lunch/Recess 33

Birthday Celebrations 34

**Health and Accident Procedures**

Illness/Medication Guidelines 35

Physical Examination 36

Emergency Medical Forms 36

**SCHOOL POLICIES**

Electronic Devices 36

Internet Rules 36-38

Sexual Harassment and Sexual Violence 39

Bullying/Harassment/Intimidation 39-40

Food Allergy Guidelines 41-42

Substance Abuse 42

Weapons 43

Youth Gangs 43

AIDS 43

Prevention 44

**Transportation and Safety**

Safety Plan 44

Communications 44

Alerts 44

Bicycles 45

Safety 45

**General School Organization**

Mater Dei Academy Faculty and Staff 46-48

**INTRODUCTION AND PHILOSPHY**

This handbook is your guide to the policies and regulations of Mater Dei Academy. Please refer to it frequently and keep it on hand for easy reference. After you have carefully read the contents of this handbook, please go over them with your children so that they will also have the information.

We ask your cooperation in upholding the policies set forth in this handbook, keeping in mind that they will be strictly enforced for the good of the total student body. It is requested that you do not seek exception from the regulations for your child.

We would like to emphasize the fact that the school is concerned with the complete education of your child. A spirit of trust, understanding, harmony, and cooperation must exist between home and school in order that all of us may be effective educators.

Through your cooperation in regard to these policies and regulations we will be better able to make our school the educational institution that can best serve your child.

Many of these policies and regulations are either mandated by the State or set forth by the Office of Catholic Education. Rules and regulations in this handbook are subject to change. They are not all-inclusive.

**MISSION STATEMENT**

**Mater Dei Academy, a Christ centered community working in an**

**atmosphere of mutual respect, guides students to grow in Catholic values, to discover their potential, and to achieve success.**

**FROM THE BISHOP’S PASTORAL LETTER ON CATHOLIC EDUCATION**

“Only if the Catholic community of our nation is fully aware of and committed to various elements of the educational ministry is it likely to provide the resources which are needed.”

“Do everything in your power to strengthen and maintain the Catholic schools.”

“The Catholic school is the most effective means available to the Church for the education of children and young people who thus may grow to maturity according to the measure of Christ.”

**SCHOOL PHILOSOPHY**

Mater Dei Academy exists for the total moral, intellectual, social, and physical development of the child. Christian education is intended to make one’s faith become living, conscious, and active through the light of instruction. In preparing youth for life in our modern, ever-changing society, both parents and teachers must give them more than social and material values. By their lives, as much as by their instruction, parents and teachers must strive to bear witness to the “good news of Christ.”

**GOALS AND OBJECTIVES**

We seek to lead the children:

* To internalize Christian values which will make them secure in their own beliefs, live the Gospel message, and show Christian leadership to resolve the problems of their day.
* To gain and use knowledge, with a mind disciplined to think logically, independently and creatively and thus attain the greatest possible development of their own potential
* To recognize the personal worth and dignity of every person, and acknowledge their obligation of service to others in deeds.
* To develop healthy habits.

It is our aim that through these objectives, the children attain built-in habits of responsible freedom and intellectual virtue.

**SCHOOL PERSONNEL**

Mater Dei Academy is staffed by a qualified faculty. All teachers are certified according to Ohio State standards. The school staff includes a principal, classroom teachers, physical education instructor, music teacher, computer teacher, art teacher, librarian, administrative assistants, a nurse, cafeteria manager, and maintenance personnel.

Professional competency and efficiency are stimulated through attendance at in-service workshops, continuing college education and religious education courses, and faculty meetings.

State auxiliary funding to non-public schools provides speech and language therapy, psychological services, learning disability services, remedial tutoring, a guidance counselor, and a government clerk.

**EDUCATIONAL RESPONSIBILITIES:**

**SCHOOL RESPONSIBILITY**

* + to be your partners in educating your child
  + to exemplify respect for each person
  + to create a climate for learning
  + to help each child develop his/his potential for learning and growing

**PARENT/GUARDIAN RESPONSIBILITY**

* to facilitate the education of all the children of Mater Dei Academy through cooperation with the school and its policies
* to encourage your child to grow in his/her ability to meet the challenges of life in a global society

**STUDENT RESPONSIBILITY**

* to always act in accordance with school and classroom rules and policies
* to be responsible for his/her actions inside and outside of school
* to complete his/her school work
* to be open to learning
* to be cooperative with classmates

**ADMINISTRATIVE PROCEDURES**

**Admission Policy**

Mater Dei Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students.

**Admission Priority and Procedures**

Mater Dei Academy is deeply interested in promoting equal educational opportunities for all children and providing a Christian environment in which religious truths and values are integrated with every aspect of human life. Religious formation is one of the primary purposes of Catholic education. Parents of students admitted to Mater Dei Academy should subscribe to this concept.

Admission to Mater Dei Academy is gained through formal registration or transfer from another school. The previous school will be contacted for student information. Admission will be based on the following priority:

1. Presently enrolled students in good standing (3-year-old Preschool to Seventh grade)
2. Siblings of families presently enrolled and in good standing
3. New families that are registered, active parishioners. This includes those moving into the parish, transferring from another Catholic school.
4. Non-parishioner Catholic families
5. Non Catholic families

Those applying after the registration dates will be on a first come, first-served basis.

A student may be refused admittance if the class size has been reached and space will not permit added enrollment, or if the school cannot provide for the continued social, physical, or intellectual growth of the student. Transfers will be considered after a thorough study of the student’s scholastic achievement, conduct, and motives for transfer. A conference with principal, parents and child is mandatory for all transfer students.

Any child entering Kindergarten must be five years of age on or before September 30th of that school year. Any child who is six years of age by September 30th of that school year must enter school. He/she may enter the first grade.

**WITHDRAWAL**

When students are transferred to a new school for any reason either during the school year or at the end of the year, the following steps must be taken.

1. Send a letter to the school office stating your intentions, the name and address of the new school, as well as the last date on which the students will be attending Mater Dei Academy.
2. Sign a release of information form before any records can be sent to the new school. Records are withheld until outstanding bills are paid.

**OFFICE HOURS**

The Business Office is open daily from 7:00 a.m. to 3:00 p.m.

**SCHOOL HOURS**

|  |  |  |
| --- | --- | --- |
| **GRADES K – 8** | 7:15  7:30 | Students may be dropped off at Gym Doors  Classroom doors open |
|  | 7:35 | TARDY BELL |
|  | 7:45 | classes begin |
|  | 11:00-11:40 | PreK, K, 1,2 Lunch Period |
|  | 11:30-12:10 | Grades 3,4,5 Lunch Period |
|  | 11:50 -12:20 | Grades 6,7,8 Lunch Period |
|  | 2:00  2:05 | Bus Dismissal  Car-rider Dismissal |

**COMPRESSED DAYS/EARLY DISMISSAL**

There are no early dismissals for faculty meetings.

**TARDINESS**

A pupil is considered tardy if she/he enters homeroom after the 7:35 a.m. bell, unless he/she was tardy because the bus was late. Students must stop in the office to receive a tardy slip before being admitted to class. Tardiness on a regular basis is not acceptable and will be called to the attention of the parents. All instances of tardiness are recorded on the child’s permanent record card.

**ATTENDANCE/REPORTING ABSENCE**

The State of Ohio requires that we keep a record of parents notifying the school of children’s absences and the reason for their absence. The parent/guardian must call school office (440-585-0800) before 8:30 a.m. to report an absence. The parent must give the student’s name, grade and reason for absence. The office is required to contact you if no phone call was received. For the purpose of verification, the student must present a written excuse to his/her teacher signed by the parent/guardian upon returning from an absence.

To prevent the spread of contagious diseases and for a student’s own physical well-being, any student should remain at home if he/she has such symptoms as sore throat, runny nose, rash or eruptions, nausea and vomiting, abdominal pain, fever and/or inflamed eyes. Students should be free from fever, vomiting, or diarrhea for 24 hours before returning to school.

Absences due to contagious disease must have a note of admission from a physician. Re-admission will follow the regulations of the Health Department.

*Ohio Revised Code 3321.04C delegates the decision to determine what are excused and unexcused absences to the governing authority of the private or parochial school. Chronic and/or habitual truancy must be reported to Juvenile Court.*

*Ohio Bill 181 considers truancy to be either chronic or habitual:*

**CHRONIC TRUANCY:**

7 Consecutive unexcused absences

10 Unexcused absences in one month

15 Unexcused absences in a school year

**HABITUAL TRUANCY:**

5 Consecutive unexcused absences

7 Unexcused absences in one month

12 Unexcused absences in a school year

The principal will contact the Department of Local Public Schools concerning certain or dubious causes of truancy.

**APPOINTMENTS DURING THE SCHOOL DAY**

If your child is to be excused from school during any part of the regular school session, a written note stating the reason is required. Please avoid doctor and dental appointments during school hours unless absolutely necessary. When necessary, parents are to come to the school office to pick up and sign out children.

1. A child may be released from school only to his/her parents or to other authorized persons.
2. In case of family difficulties (lawsuit, divorce, etc.), the child may be released only to the parent who is the legal guardian.

**VISITS TO SCHOOL DURING CLASS/EMERGENCY MESSAGES**

During the school day, anyone entering the school property should enter from Mt. Carmel Drive and park behind the Community Center if here to volunteer or will be at school for an extended amount of time. Anyone else that is running a quick errand can park in the front circular entrance. Please be respectful of outside activities. Any person entering the school building should report immediately to the school office.

When a child is taken from or returned to school during the school day, the parent or designated person will meet the child in the school office and sign the child out/in in the book provided for this purpose.

If it is necessary to bring articles of clothing, lunches, etc., to school during the day, they should be left in the school office, not taken to the classroom.

Teachers are not permitted to leave classrooms while classes are in session, either to answer the phone or to confer with parents. Accordingly, no one is permitted to go to a classroom without the permission of the principal.

The school secretary is not permitted to deliver messages to children during school hours except in an extreme emergency. *Give necessary instruction to your child before he/she leaves for school.*

**DISMISSAL DUE TO ILLNESS**

If a child becomes ill at school, he/she will go to the clinic, and parents or emergency contacts will be notified to make arrangements for transportation. In the event that a child is seriously ill and neither the parents nor emergency contacts can be reached, the family doctor will be notified.

Emergency cards **MUST** have current phone numbers and emergency references. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER.**

The school cannot assume responsibility for those who fail to comply with the preceding directions.

**MAKE-UP WORK DUE TO ABSENCE**

When your child is absent due to illness, please allow him/her the opportunity to recuperate without doing schoolwork***.*** Students will be given extra time to make up missed assignments. Your child will not receive credit for homework not completed within the given time allotment. The usual allotment is one (1) day for every day absent. This holds true for all classes including specials. Example: If your child is absent for Spanish, his/her homework is due within the preceding allotted time frame, not a week later. This holds true for exams as well. If a student is absent on the day of an exam, he/she will take the exam upon returning to school the next day. If the student was absent for an extended period of time, he/she will take the exam after completion of all assignments that were missed during the absence. Unusual circumstances may necessitate a different make-up schedule.

**When a student has missed classes, it is the responsibility of the student to find out what assignments need to be made up and when they are due. A grade of ZERO is given for graded work that is left undone.**

**VACATION**

Regular school attendance is imperative to the student’s progress. Assignments may be made-up. However, class discussion, interaction, and teacher instruction cannot be made up. Parents are strongly encouraged not to interrupt their child’s academic schedule for vacations. If at all possible, vacations should be planned so they will not interfere with the school calendar.

Independent study programs cannot be created in advance by teachers to accommodate students who miss class time in order to go on vacation. ***NO ADVANCE WORK WILL BE GIVEN***. *The work missed will be completed by the student upon returning to school within a time specified by the teacher in order to receive credit.*

**EMERGENCY CLOSING PROCEDUE**

If it should be necessary to close Mater Dei Academy because of weather conditions or illness, the announcement will be made over local TV and radio stations.

**\*\*\*\*\* IF THE WICKLIFFE CITY SCHOOLS or WILLOUGHBY-EASTLAKE CITY SCHOOLS ARE CLOSED BECAUSE OF WEATHER, MATER DEI ACADEMY WILL BE CLOSED.\*\*\*\*\*** Please do NOT call the rectory or school. These are the stations that will carry that information for us: In the event that your local school district is closed but Mater Dei Academy is open, it is your responsibility to transport your child/children to and from school.

|  |  |
| --- | --- |
| RADIO | 102 FM WDOK |
| RADIO | 99.5 FM WGAR |
| RADIO | 1220 AM |
| TELEVISION: | CHANNELS 3, 5, 8, 19, and 43 |

**HOME-SCHOOL COMMUNICATIONS**

As partners in the education of each student, open communication is vital. Teachers frequently write notes, send e-mails and/or telephone calls if a problem arises, but most information will be posted on Ren Web and on the Mater Dei Academy website. Please check sites frequently and read any information sent home. Please allow at least 24 hours for an e-mail response and as much as 2 days if e-mail is sent during the weekend. E-mails sent during vacations and holidays will be answered when school resumes.

**PROCEDURE FOR COMPLAINTS/GRIEVANCES**

Grievances and problems are solved much better when there is mutual understanding between parent and school. This cannot occur without communication. If/when there is a legitimate complaint/grievance, the following procedure shall be followed:

1. Speak with the teacher/s first.
2. If the problem/situation is not resolved, then see the principal for an appointment.

**CHANGE OF FAMILY INFORMATION**

Please notify the school immediately in writing if you have a change of address, work number, work place, home telephone number, or family situation. Send two (2) copies; one for the office and one for the classroom teacher.

**FAMILY/CUSTODIAL SITUATION RELATIONSHIP WITH THE SCHOOL**

An increasing number of families are experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been changed. For this reason we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. Mater Dei Academy personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared ***by*** the parents and ***between*** the parents. Since this situation frequently impacts a child’s achievement and interactions at school, parents are asked to inform ***both*** the principal and teacher of this fact so that appropriate support can be given to the child. Mater Dei Academy personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving ***clear custody by one parent*,** the Principal is to be informed by the custodial parent of this fact. A copy of the entire decree is to be submitted to the Principal. Unless the decree indicates otherwise, school communications will be sent home to the ***custodial parent*.** Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent’s right to access records, the non-custodial parent has the same right to access student records, under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) as custodial parents do. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. “Records” includes official transcripts, report cards, health records, and referrals for special services. “Records” does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any of his/her child’s school activities, which include sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In case of ‘joint custody’ (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared ***by*** and ***between*** the parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that **one** conference appointment be scheduled ‘jointly’ if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and or misinterpretations.

In cases where joint conferences are ***clearly*** neither possible nor desirable by all parties’ involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Mater Dei Academy’s legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoid duplication of services and excessive demands on the teacher’s time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, please contact the Principal personally.

**FINANCES**

**FUNDING**

Mater Dei Academy is supported through parish grants, tuition, education fees, donations, fund-raising events, and government subsidies.

**TUITION**

Tuition and student education fees at Mater Dei Academy are determined yearly. Tuition rates are issued with the registration letters in February. Our Lady of Mount Carmel, Immaculate Conception, Saint Justin Martyr, and Saint Mary Magdalene subsidize the tuition of children of parish members.

Tuition payment guidelines will be issued with registration packet

**SCHOOL FEES**

Each student is required to pay a non-refundable Educational Fee of $200 at the time of registration. This fee is used to purchase books not permitted through state funding such as religion books, to pay the Diocesan Assessment Fee, to provide art and duplicating materials, and to pay administrative and student services costs.

**EDUCATIONAL GRANTS**

Financial assistance from the Diocese of Cleveland is available to parents who qualify. PSAS applications are handed out with registration packets. Applications are to be completed in full with all necessary information and mailed to the PSAS Office by the date of the deadline.

**VOLUNTEERING**

Traditionally Catholic schools rely on volunteers to help defray the cost of education. There are many parish activities that help provide the financial foundation for our school. As a way of both thanking and assisting the parish for their financial support, each family is encouraged to volunteer at their child’s school as a way to help defray costs as well as a way to be a partner in education.

**FUND RAISING**

Mater Dei Academy sponsors fund raising projects in order to maintain a reasonable tuition rate while continually improving the school’s curriculum and facilities. In order to achieve the quality education we want to see in our school, parents of Preschool and K-8 students **are asked to participate** in the following school fundraisers to the best of their ability:

Walkathon

Reverse Raffle/Auction

Malley’s Chocolates

Greenback’s Program

Other activities, which may result in additional funds, are designed primarily for the service or enrichment of the students (such as those from PTU). All funds raised by the school are used for the school.

**CURRICULUM**

A Christian atmosphere underlines the academic program at Mater Dei Academy. In order to achieve quality education and stimulate intellectual curiosity, the school promotes a diversified program of learning, uses a variety of learning materials, and adapts the curriculum to meet students’ needs.

**RELIGIOUS EDUCATION AND FORMATION**

The academic, physical, social, and spiritual development of the child is rooted in religious formation. This begins early in the child’s life under the supervision of the parent and is nurtured by the school. To foster this growth, Mater Dei Academy offers a planned religious education program with full participation in liturgical and para-liturgical celebrations.

Mater Dei Academy provides its students with the unique experience of learning and growing in the midst of a Catholic Christian Community. The students are urged to be people of faith and prayer, reflecting their Christian values.

Diocesan Policy requires qualified and certified teachers of religion.

The most recent textbook edition published since Vatican II, which bears an imprimatur and is approved as the basic text for teaching of religion by the Diocesan Education Office is used. The Loyola Series, *Finding God,* is presently being used with additional supplemental materials.

**RELIGIOUS EDUCATION PROGRAM**

Formal religious education is offered daily. The total program includes:

Instruction in sacramental/liturgical expression

Study of Scripture

Experience in prayer

Christian values clarification and formation

History, theology and doctrine of the Catholic religion with an application to daily life

**LITURGY AND SACRAMENTS**

All students participate in the Liturgy of the Eucharist weekly as a whole school community. They also participate in Liturgy as a class and attend Mass on other occasions such as Holy Days of Obligation.

Sacramental preparation consists of religious instruction and parental involvement in pre-sacramental programs before children share in the sacraments of Penance, First Communion, and Confirmation. The pre-Sacramental programs are mandatory for parents who are bringing their child for participation in these sacraments.

Parents are urged to instill within their child an appreciation for spiritual values and encourage him/her to be present for the entire Sacrifice of the Mass. Growth in Christian charity depends upon how fully your child actively participates in the Eucharistic celebration.

**PARA-LITURGICAL CELEBRATIONS**

Classroom para-liturgies are woven into the religious instructional program according to the topics being studied. With the help of their teachers, students also plan and participate in the following: Rosary devotions, Advent/Lenten prayer services, Stations of the Cross, May Crowning ceremony and Penance services.

**MINIMUM STANDARDS**

Mater Dei Academy is fully accredited and chartered by the state of Ohio and approved by the Office of Catholic Education regarding:

1. the length of the school year
2. administrative procedures for the school year as they relate to the opening, closing, and emergency closing of schools
3. admission, assignment, and withdrawal of pupils
4. vaccination and immunization of pupils

**COURSES OF STUDY**

To fulfill the state minimum standards, graded courses of study for grades K-12 are published by the Office of Catholic Education. State and Diocesan guidelines are implemented in the schools through the development of instructional programs which meet the needs of the students. Curriculums in all major subjects are revised periodically and are implemented in our school accordingly.

In accordance with the state of Ohio, an official textbook list is published by the Office of Catholic Education for the schools with the diocese. Multi-text adoptions are also encouraged.

Sufficient updated textbooks, supplementary materials, and reference materials are provided on all grade levels in appropriate kinds and amounts to facilitate quality instruction and to meet individual needs in all areas of curriculum.

**TEXTBOOKS & ELECTRONIC DEVICES**

Textbooks & Electronic Devices purchased with state funds are inventoried and the school must account for them to the Wickliffe Board of Education, which is the fiscal agent for the state of Ohio. These items are on loan to us and may not be defaced. When the school is no longer using these items, they are returned to Wickliffe.

Every student must own and use a book bag. School books and other supplies are to be carried to and from school in a book bag. Do not tape or paste anything on the covers of any textbooks or on electronic devices. Provide a specific, safe place at home for school items. **Any lost or damaged book or electronic device must be reimbursed.**

**HOMEWORK**

Homework is meant to provide practice/reinforcement of skills learned in class, to give the child an opportunity to develop research, independent study skills, and to enrich learning.

Homework is not always written; some is to be studied or read. Written assignments can be in two categories—daily or long range. An assignment may be given by the teacher for the following day or a project may be assigned well in advance. The length of homework assignments depends on the initiative and ability of the students and also the type of assignment given.

Parents can help by seeing that the child is responsible in doing his/her daily assignments and by providing a good atmosphere for work. Help your child if necessary but **NEVER DO THE WORK** for him/her. Please check your child’s Homework Planner and encourage your child to read on a daily basis.

**STUDENT EVALUATION**

Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher’s plan for daily instruction. Procedures for evaluating student achievement include the following: teacher’s observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments, and written class work, as well as other appropriate means to measure achievement in a particular subject on a given grade level.

**GRADING SCALE**

The system used for **Kindergarten and in First and Second Grade in some subjects** is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| O | Outstanding | S- | Poor |
| S+ | Excellent | U | Unsatisfactory/Failing |
| S | Satisfactory | N | Needs Improvement |

**The grading scale is as follows for grades 3-8:**

**All Major Subjects and Specials**

|  |  |  |  |
| --- | --- | --- | --- |
| A+ | 98-100 | C+ | 82-84 |
| A | 95-97 | C | 79-81 |
| A- | 93-94 | C- | 77-78 |
| B+ | 90-92 | D+ | 75-76 |
| B | 87-89 | D | 72-74 |
| B- | 85-86 | D- | 70-71 |
| N | Needs Improvement | F | Failing (69 and below) |
| Inc. | Incomplete work caused by extended absences. Must be converted to standard grade within a specified time. | | |

* **Grades one and two receive letter grades for Reading, Phonics, Math, and Spelling**
* **Grade two also receives a letter grade for Religion**

**REPORT CARDS**

Report cards provide parents with tangible evidence of pupil growth and development and promote mutual understanding between home and school. They indicate the over-all academic and social achievement a student has made during a specific time.

Report cards are issued four times a year, usually distributed to the pupil or parent within two weeks following the end of the quarter. (*See school calendar).*  \*If there are tuition and outstanding fees at the end of the school year, your child will not receive his/her final report card.

**INTERIMS**

Interims are a mid-quarter check of a child’s progress. **An Interim report will not be sent home.** Please log on to RenWeb to keep current on your child’s grades which are updated weekly. If you do not have online access, please let the office know that you need a hard copy.

**ACADEMIC HONORS**

**MDA Award:** Quarterly a student must have a G.P.A. of 4.0 (A’s in all subjects)

**First Honors:** Quarterly a student must have a G.P.A. of 3.75-3.99

**Second Honors:** Quarterly a student must have a G.P.A. of 3.50-3.74

**A ‘D’, ‘F’ OR ‘U’ GRADE IN ANY SUBJECT DISQUALIFIES A STUDENT FROM ATTAINING HONOR**

**Students who have a quarter GPA of 1.75 or lower will be placed on academic probation and a conference with parents will be scheduled. Students are given the next semester to return to good standing. If good standing is not achieved, parents will be asked to withdraw their child from Mater Dei Academy.**

**STANDARIZED TESTING**

The testing program is designed to serve the needs of all students and strives to improve the quality of instruction in a school. Both basic skills tests and aptitude tests are administered. The basic skills tests measure the student’s mastery of skills, while the aptitude test seeks to measure the student’s capacity to acquire knowledge and skills. The following testing program is administered:

|  |  |  |
| --- | --- | --- |
| **Grade** | **Test** | **When Given** |
| PreKindergarten | Early Prevention of School Failure | Spring |
| Grade 1 | Cognitive Abilities Test | Fall |
| Grades 1, 2, 4, 6, 8 | Iowa Test of Basic Skills | Spring |
| Grades 3, 5, 7 | Iowa Test of Basic Skills and Cognitive Abilities Test | Spring |

Grades 3,5,7 Ohio Writing Proficiency Test Spring

Grades 5 and 8 ACRE test of Catechesis Religious Education Spring

**PROVIDING FOR INDIVIDUAL DIFFERENCES**

Class grouping is one way to provide for individual differences. In some content areas, this is used to better meet individual needs and to offer the child the most support.

Flexible groupings are used in some disciplines for the purpose of providing re-development and

re-enforcement for students who can benefit from such assistance.

Students in grades 4-8 are given the opportunity to participate in departmental classes. This provides for teachers specializing in content areas; i.e., Mathematics, Science, or Social Studies.

Remedial help is offered to the students who require additional assistance and accommodations.

**RETENTION**

A child may be retained if it is presumed that he/she will profit by it. Retention can be considered for the following reasons:

1. Failure in three or more of the major subjects. Primary grades require only two subject areas. Major subjects are: Reading, Mathematics, English, Social Studies, and Science. Failure in an individual subject is defined as receiving a grade of F for more than two quarters.
2. Failure to master fundamental skills of reading and or math in primary grades.
3. For other good and sufficient reasons, such as immaturity.
4. It is expected that any child who has a failing grade in any major subject area attend summer school or be tutored during the summer and/ or throughout the school year. Failure to do so may result in a denial of admittance for the following school year.

Parents will be notified at the beginning of the third quarter if retention is a possibility.

It is recommended that any child who is to be retained in grades 6, 7, or 8, attend a neighboring Catholic school.

**PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled during the first quarter. **Parents should make every effort to attend their child’s conference during the first quarter, but parents may schedule a conference at any other time during the school year.**  At conferences, parents may discuss any problems relating to their child and have any questions answered.

**EDUCATIONAL RESOURCES**

**AUXILIARY/GOVERNMENT PROGRAMS**

Students at Mater Dei Academy benefit from the following professional services of state funded personnel:

Psychologist for diagnostic and therapeutic services

Guidance Counselor

Speech/Hearing and Language Therapist

Reading and Math Tutor—Title I Program under Federal funds provide these services for eligible students in Grade K-8, as well as an Auxiliary program.

Intervention Specialist

Government Clerk

A child may be referred for services by his/her teacher, parents, or guardians through the principal’s office. Once parents realize the need for services, a consent form must be signed.

Textbooks and consumable workbooks are also funded by the state as long as funds are available.

**LIBRARY**

All students can check out books from the library each week. Responsibility for book care and returning books on the due date provides the student with training for future living. Charges will be incurred for a lost or damaged book. Library privileges are forfeited until the fee for the lost or damaged book has been paid.

**FIELD TRIPS**

Educational field trips are pre-planned, relate to the curriculum, and are a worthwhile learning experience outside of the classroom. A signed standardized permission slip from the parent is necessary before the child may accompany his/her class on the field trip. No verbal permission will be honored. Field trips are planned by the teachers with the principal’s permission.

A reasonable number of adult chaperones will accompany the teacher and class. Parents may be asked to drive on some excursions. Parents will be required to fill out an insurance form that **must be** cleared through the Diocesan Insurance Office and on file in the school office before the trip. Cars must be equipped with seat belts. **All parents must be VIRTUS trained and fingerprinted.**

**Students may be denied participation if they fail to meet academic or behavior requirements.**

**HIGH SCHOOL VISITATION**

Eighth grade students are encouraged to visit prospective high schools to assist in making the best choice for their future education**. Mater Dei Academy will allow one day during the school year for a High School visit to a Catholic H.S. at a date to be determined by the 8th Grade Teachers and Principal.**

All high schools provide open houses annually, usually on the weekends or in the evenings. A letter with all the information regarding open houses is sent home with the sixth, seventh and eighth grade students early in the fall.

**EXTRA-CURRICULAR PROGRAMS**

**BEFORE AND AFTER SCHOOL PROGRAM**

Mater Dei Academy has a Before and After School Care Program designed especially for working parents who wish to have quality, supervised care in a safe setting. It is directed and supervised by school staff and other certified personnel. For further information, contact the school office.

**SERVER PROGRAM**

Boys and girls from grades 4 through 8 may participate in the server program. Interested students may contact the Rectory at their respective parishes for further information.

**HONOR SOCIETY**

Honor society exists to honor those students who, in addition to maintaining a scholastic GPA average of 3.5, also stand out from the crowd as models of leadership, service, character, and citizenship.

Each student in 7th and 8th grade is thoughtfully evaluated by all junior high teachers in accordance with the above requirements. Students who receive a majority vote are then asked to complete an application packet.

**SPECIAL STUDENT ACTIVITIES**

The following special activities are available to students:

|  |  |
| --- | --- |
| Band  Boy Scouts and Girl Scouts  CYO  Eucharistic Server  Field Trips  Geography Bee  Guitar Lessons | Junior High Dances  MDA Drama Club  Service Programs  Spelling Bee  Student Ambassadors  Student Council  Vocation Awareness |

**For a small fee, students can also participate in a variety of afterschool activities.**

**ATHLETICS**

In conjunction with CYO, a sports program is offered for all seasons to students in grades 4 through 8. Some sports are offered to students in grade 3.

The primary purpose for the existence of our school is to provide an atmosphere wherein children are given the best possible opportunities to grow into the fullness of who they are as God created them. We look to the formation of the whole person, body and soul. We feel that academics are of primary importance and that an excellent sports program should work hand-in-hand complementing our academic standards.

**STUDENT BEHAVIOR CODE**

Discipline is the companion and result of good teaching. It is recognition of human dignity and of the rights of others. Children must be convinced that the rules of the school aim at safeguarding liberties rather than curbing them. The school regulations are not an unfair personal restraint on freedom but rather a necessary check on the use of freedom so that others may enjoy their full rights. Action will be taken if a child seriously interferes with the work, play, and activities of other children, or if a child destroys or defaces school property.

A student comes to school so that he/she may develop his/her individual capacities to their fullest and become for his/her benefit and that of others, the best person that is possible for him/her to become. To achieve this, the student must:

1. Accept responsibilities for his/her own actions.
2. Develop a basic attitude of thoughtfulness and consideration; to show respect.
3. Remember that manners, courtesy, and good language are a way of showing consideration of others.
4. Take good care of books, lockers, classroom materials, and all school property.

Teachers will have specific classroom rules patterned after the general school rules. A Discipline Notice will be sent home as notification of the infraction of specific rule(s). If you are notified that your child has misbehaved in the classroom or anywhere in the school, we expect that you will back us up at home and provide a meaningful consequence for your child. It is important that our children know that both the home and school are working together to influence their behavior.

Everything we are doing is aimed at creating the ideal atmosphere for your children. We want a safe, orderly school in which your children can receive the type of education they deserve.

**MINOR INFRACTIONS**

1. Disorderly conduct in the classroom

2. Lack of courtesy in speech or action

3. Failure to be in full uniform

4. Chronic tardiness

5. Disturbances in the hallways, lavatory, and library

6. Failure to be prepared for class

7. Gum chewing anywhere on school premises

8. Damage to books and other school property

9. Littering

10. Failure to observe and respect cafeteria rules and supervisors

11. Failure to observe and respect playground rules and supervisors

***These are just examples and do not encompass all possible infractions***

Disciplinary options range from a verbal reprimand, to teacher–student conference, to parent conference, to detention. Parents are notified of minor infractions with a Discipline Notice. When a child accumulates three discipline notices, a parent conference will be required. After a child accumulates three discipline notices, the fourth notice will result in an automatic after school detention. Detentions are served after school from 2:00pm-3:00pm on assigned day.

**MAJOR INFRACTIONS**

Actions considered serious violations of the discipline policies include, but are not limited to the following:

1. Smoking or carrying smoking materials, illegal substances, fireworks or weapons.
2. Leaving the school grounds without permission during the school hours, including the lunch period.
3. Malicious destruction, vandalism, or misuse of
   1. Parish, teacher, student properties
   2. Other properties, such as automobiles parked on school property.
4. Repeated violation of discipline and classroom rules.
5. **Possession of illegal drugs, unauthorized** use of stimulants, depressants, medications (over the counter or prescriptions) or alcoholic beverages. The selling of or passing of these to other individuals.
6. Defiance, profanity, fighting, physical assault, or any inappropriate behavior
7. Possession of questionable materials; written or printed
8. Plagiarism, cheating, or forgery
9. Bullying, taunting, harassment
10. Unauthorized use of cell phones and other electronic devices
11. Misuse of internet privileges

A major infraction requires immediate communication between the principal or principal designee, and parents. Depending on the severity, the consequence of the infraction will be either a detention or a suspension. A conference with student, parents, teachers, principal, and pastor may be required. Police department may be notified in certain situations. Detentions are served after school from 2:00-3:00 on Tuesdays and Thursdays.

**SUSPENSION**

The principal has the right to suspend a student from school for any major infraction of school regulations at the school, at a school function, or on any Church property.

Suspension is the exclusion of a student from school for specified time, lasting from one to ten days. The act of suspension would also exclude the student from extracurricular activities such as athletics or cheerleading for a period of not less than one week. Classwork must be completed; ½ credit will be received.

Parents will be called when a child is to be suspended. A student will not be re-admitted to class until the parents of the suspended student meet with the teacher and principal.

A second suspension will merit a conference with the parent, principal and president to discuss whether the student should continue at Mater Dei Academy.

**EXPULSION**

There is a difference between public and private school when it comes to expulsion. **Private schools are a privilege and not a right.**

Expulsion of a student from school is a serious matter and will only be used when absolutely necessary. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or president.

**Grievance Policy**

If a parent has a question or concern, they should first meet with the teacher. If a parent cannot accept the decision or explanation given by the teacher, they should take the matter to the principal. In meeting with the teacher or principal, an appointment is to be scheduled in advance.

**SCHOOL DRESS CODE**

The dress code is offered with the following considerations in mind:

1. We request a standard from our students which will assist in establishing an atmosphere for each student individually, and in the school as a whole, which is conducive to good conduct and study habits and personal respect for all.
2. We assist parents in the purpose and selection of clothing which will not encourage an atmosphere of competition in student dress.
3. We help students develop a good sense of tasteful and attractive dress.
4. We offer clear directives which can be easily interpreted by parents in purchasing clothing by following the dress code and by the faculty in enforcing the dress code.
5. The dress code is in effect from the first day until the last day of school.

**We believe that there is a direct relationship between being well-groomed and properly dressed and productive work habits for school. We take into consideration personal hygiene, development of good habits of grooming and property, or that which is correct and in good taste for a particular situation. We stress that:**

1. Uniforms should be worn proudly and students should enter and leave the building attired in proper uniform, and student should strive for a neat and clean appearance at all times.
2. A parent note is required if it is necessary for a child to be out of proper uniform.

**DRESS CODE**

Uniform is worn daily in grades K-8 -- **Please label all of your child's clothingGirls Grades K-3**Jumper: Plaid # 847 V-neck or Dropwaist, length to top of knee

must be purchased from Schoolbelles

Pants: Khaki twill or corduroy. No cargo style or painter style pants.

Tops: Blouse, knit polo, or turtleneck in white or maroon, short or long sleeve. Plain white tee shirt should be worn under tops if not wearing a jumper.

Sweater: \*Cardigan, pullover, or vest in gray or maroon with school logo Must be purchased from SchoolbellesSocks: Cuffed, knee highs, or tights in white, maroon or gray

Shoes: Sturdy “traditional” school shoes with heels no higher than 1” in solid colors of black, brown, or tan with closed toe and heel. Saddle shoes in black and white may also be worn.

**Girls Grades 4-8**

Skirt: Plaid # 847 Classic pleated, kilt, or skort styles length to top of knee, must be purchased from Schoolbelles. Dark colored shorts may be worn under skirts.

Pants: Khaki twill or corduroy. No cargo style or painter style pants.

Tops: Banded bottom polo in white or maroon in short or long sleeve. This design gives a” tucked in” look. **Plain white tee shirt or camisole must be worn under polos.**

Sweater: \*Cardigan, pullover, or vest in gray or maroon with school logo Must be purchased from Schoolbelles

Socks: Knee highs or tights in white, maroon or gray

Shoes: Sturdy “traditional” school shoes with heels no higher than 1” in solid colors of black, brown, or tan with closed toe and heel. Saddle shoes in black and white may also be worn.

**Boys K-5**Pants: Khaki or Black twill or corduroy. No cargo style or painter style pants. Pants must be worn

at the waist with a black or brown belt.Shirt: knit polo in white or maroon in short or long sleeve

Sweater: \*Cardigan, pullover, or vest in gray or maroon with school logo Must be purchased from SchoolbellesSocks: Visible socks in white or black must always be worn with pants or shorts.

No ankle socks.

Shoes: Sturdy “traditional” school shoes with heels no higher than 1” in solid colors, black, brown, or tan with closed toe and heel

**Boys 6-8**Pants: Khaki or Black twill or corduroy. No cargo style or painter style pants. Pants must be worn at

the waist and if designed with loops must be worn with a black or brown belt.Shirt: Solid white or maroon with no logos in long or short sleeve. Shirts must be worn tucked inside

pants. Plain white tee shirt may be worn underneath. Ties: Any solid color or appropriate print worn daily

Sweater: \*Cardigan, pullover, or vest in gray or maroon with school logo Must be purchased from SchoolbellesSocks: Visible socks in white or black must always be worn with pants or shorts.

No ankle socks.

Shoes: Sturdy “traditional” school shoes with heels no higher than 1” in solid colors, black, brown, or tan with closed toe and heel.

**All Students K-8**

\*Sweater: All students must purchase a uniform sweater with school logo from Schoolbelles. Sweater will be mandatory on special occasion days such as all school Mass days between October 1st and May 1st of each school year. Students are allowed to wear their sweaters on any other day that they choose.

Jewelry and Accessories:

Students are permitted to wear **one** watch and **one** bracelet, **one** ring, and **one** religious necklace tucked into blouse or shirt. No hats, bandannas, or headscarves. Students may not mark, write, draw, color or have stickers or tattoos on their skin.

Girls: may wear **one pair** of small post earrings on **ear** **lobe**. No dangling earrings are allowed.

Boys: May not wear earrings to school or school functions.

**No other body piercings are permitted.**

Hair: Must be neatly groomed with no extreme hairstyles or unnatural coloring. Hair should not be tinted, dyed, highlighted, or bleached. Hair may not be worn covering eyes and face.

**Boys:** must be of a reasonable length that is out of the eyes and no longer than shirt collar.

Make-up: K-5: No make-up is allowed. Only clear or light nail polish. No fake nails or acrylic nails are permitted.6-8: Girls may wear a **small amount of natural looking make-up** and may wear light pastel or clear nail polish. No fake nails or acrylic nails are permitted.

**Principal, teachers, and staff have the right to decide what is natural looking make-up.**

**Non-dress uniform:** worn during designated timesPhys Ed: Students may wear a gray Mater Dei tee shirt with solid micro mesh

maroon shorts, tennis shoes and socks.

Optional: **Worn in August, September, May, and June**

khaki or black walking shorts. Refer to Schoolbelles buying guide. \*Tennis shoes may be worn with walking shorts. **No High Top Tennis Shoes**

\* 6-8 grade boys who choose to wear walking shorts may wear a white ormaroon polo shirt instead of dress shirt with tie. Polo shirts are to be worn only with shorts

**Out of Uniform Days:**

*When students are permitted to be out of uniform, these rules must be followed.*No tank tops or sleeveless or thin narrow top strapsNo tops that are revealing, have low cut necklines, or expose bare midriffs when sitting, stretching, bending

over, or stoopingNo sweatpants, pajama pants, “tear-away” pants, pants with rips or holes or any pants with writing on the back.Pants may not be worn low or saggingNo skirts or dresses shorter than top of knee unless worn with leggings.Leggings may not be worn with just a blouse or sweater top. Leggings may only be worn under a skirt or dress.No shorts may be worn unless they are **knee length such as Bermuda shorts**

Capri style pants may be worn

No inappropriate words, designs, or pictures on any clothingOn spirit days or other special celebrations, school spirit wear may be worn. Students who do not have spirit wear, may wear shirts with school colors.Shoes may be tennis, school, or dress shoesNo flip-flops, slides, sandals of any kind, no work boots, or shoes with heels

On special occasions students will have the option to dress up.

**Parents understand that once they enroll at Mater Dei Academy a school uniform is mandatory and is to be worn properly. Parents are not required to purchase all items from Schoolbelles, but are responsible to purchase items that are the same as the ones sold at Schoolbelles. When students wear clothing that does not meet the dress code or uniform regulations, parents will be contacted by phone or in writing, and they may be required to provide regulation clothing immediately by bringing it up to the school. It is the responsibility of the parents to make sure their children are wearing the uniform and wearing it properly. Principal’s decision is final.**

**LUNCH AND RECESS**

**LUNCH PROGRAM**

Mater Dei Academy sponsors a hot lunch program through the Federal government and the Diocese of Cleveland. Menus are sent home monthly for advance purchasing for children in grades PreK to 8. **No daily lunch orders will be accepted.** All students receive a menu, lunch ticket and milk ticket every month. Students mark their lunch tickets for the days in which they want a hot lunch. Milk is always included in the price of a hot lunch. Students who carry their lunch may order milk. The price of the lunch and milk is determined by the Federal government on a yearly basis.

All families may apply for free or reduced lunch. It is based on financial need. Forms for this purpose are available in the school business office. There is no difference between paid, reduced or free lunch. Requests for free or reduced lunch must be made each year.

**LUNCH RECESS**

Each child in grades K-5 will participate in outdoor activity for approximately 15-20 minutes after lunch. The children have the chance for fresh air and exercise each day unless the temperature or wind chill is **below 20 degrees**. Proper outdoor clothing will enable the children to enjoy and benefit from this recreation. Students in grades 6-8 can choose to participate in an outdoor activity or remain in the cafeteria to socialize with friends.

Students are to be respectful and follow the directions of the playground supervisors. Only soft balls (Nerf style) are permitted for playground use. Rough play is never acceptable. Snowballs may never be thrown on school property.

**LUNCHROOM/LUNCH RECESS RULES**

The lunch and recess period should be a pleasant time for all. This can be achieved only by proper manners and courteous behavior.

**BIRTHDAY CELEBRATIONS**

Students can celebrate their birthday by dressing out of uniform and may bring in a **non-edible** treat for their classmates.

**Due to the new state law, Ohio Revised Code 3313.816, which places specific limits on the school’s ability to sell or serve treats and beverages on campus, we are not allowing edible treats to be distributed for birthday celebrations.**

If you feel that you must send in a treat for your child’s birthday, please send in a novelty item such as pencils, erasers, stickers, bookmarks, activity books, etc. Providing these types of treats also helps to eliminate potential food allergy issues.

Students may dress down on their birthday. June, July, or August birthdays may be celebrated as un-birthdays during the school year.

**Students may not dress down on a Mass day. If birthday falls on a Mass day, students can choose another day for their dress down.**

Parents may not bring in a special lunch, balloons, etc. for their child’s birthday.

**Party invitations that do not include the entire class may not be passed out in school.**

**HEALTH AND ACCIDENT PROCEDURES**

**ILLNESS/MEDICATION GUIDELINES**

Please be sure your child is not ill when he/she leaves for school in the morning. The school is not the place to determine an illness. When a child becomes ill at school, he/she may report to the nurse only after notifying the teacher. Parents will be called to take the child home.

When your children contract a communicable disease, please notify the school office. The school must make a report to the county Board of Health. The school requires a release from the doctor before re-admission. **Children must be free of fever for 24 hours in order to return to school.**

State law prohibits us from administering any medication to any student without the signed directive from physician and parent(s). First-aid may be given.

ALL MEDICATIONS MUST BE KEPT IN THE CLINIC ONLY. **No child can self-medicate**!

Following are the laws pertaining to the administration of **any** medication to a student.

1. MEDICATION prescribed by physician or over the counter medication for a student SHALL NOT be administered to that student unless the designated person HAS ON FILE the official written forms:
   1. Physician’s statement for child to take medication at school
   2. Parent statement granting permission for child to take medication at school
2. All drugs must be received by the person authorized to administer the medication in the container in which they were dispensed by the prescribing physician or licensed pharmacist. Over the counter medication must be in the original packaging.

If a child becomes ill at school, he/she will go to the clinic, and parents or emergency contacts will be notified to make arrangements for transportation. In the event that a child is seriously ill and neither the parents nor emergency contacts can be reached, the family doctor will be notified.

Emergency cards MUST have current phone numbers and emergency references. PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGE IN ADDRESS OR PHONE NUMBER.

The school cannot assume responsibility for those who fail to comply with the preceding directions.

**PHYSICAL EXAMINATION**

The Department of Public Health and the Ohio Schools Code require a physical examination of all pupils prior to or upon their entrance into first grade *(unless this was done for Kindergarten).* Children must have the immunization shots required by the State; this information must be recorded in your child’s health card. Students entering seventh grade are required to have a second MMR. Failure to complete the proper immunization is basis for exclusion of children from school.

**EMERGENCY MEDICAL FORMS**

Required by the Ohio Revised Code, Section 3313.712, the purpose of this form is to enable parents and guardians to authorize the provision of emergency medical treatment for all children who become ill or injured while under school authority when parents or guardians cannot be reached.

**School Policies**

**Electronic Devices**

Personal electronic devices such as cell phones, personal game systems, IPods, IPads or other electronic devices are not permitted for use in school unless directed by a teacher. Cell phones must be turned in to the homeroom teacher each morning and can be picked up at dismissal. The school is not responsible for lost or stolen electronic devices. Mater Dei Academy will supply technology and or electronic devices to be used in classrooms.

All parents of students who are issued an electronic device will be asked to sign a user agreement and to purchase insurance for the device.

**Internet Acceptable Use Policy**

Mater Dei Academymakes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Mater Dei Academy students and setting standards which will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

All users are expected to use the technology available at Mater Dei Academy in a manner that is consistent with the teachings and mission of the Catholic Church and the school’s academic programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access.

Actions considered inappropriate are prohibited and will result in revocation of the student’s access to the computer/network/Internet.

**Inappropriate Use:** Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Students must:**

**1.** Respect and protect the privacy of others.

a. Use only assigned accounts.

b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.

c. Avoid distribution of private information about others or themselves.

**2.** Respect and protect the integrity, availability, and security of all electronic resources.

a. Observe all network security practices as posted.

b. Report security risks or violations to a school administrator, teacher or network administrator.

c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.

d. Conserve, protect, and share these resources with other students and Internet users.

e. Refrain from accessing the network with personal devices without approval of school administration.

f. Abstain from overriding the Internet content filtering system.

**3.** Respect and protect the intellectual property of others.

a. Refrain from copyright infringement (making illegal copies of music, games, or movies).

b. Avoid plagiarism.

**4.** Respect and practice the principles of parish and school community.

a. Communicate only in ways that are kind and respectful.

b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.

c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.

f. Avoid sending spam, chain letters, or other mass unsolicited mailings.

g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or

visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**Consequences for Violation**: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Supervision and Monitoring**: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Mater Dei Academybefore Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

**SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

**Purpose**

Mater Dei Academy is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason and in keeping with the goals and objectives of Catholic education, Mater Dei Academy expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. **The full copy of the Sexual Harassment and Sexual Violence Policy is on file in the principal’s office.**

**BULLYING/HARASSMENT/INTIMIDATION**

The pastors, administration, and staff of Mater Dei Academy believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of bullying, harassment or threats. Mater Dei Academy will not tolerate this type of behavior.

Mater Dei Academy teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Mater Dei Academy will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school sponsored events, or from any computer not on school property.

***Definition***

“Harassment, intimidation or bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibits toward another student, school employee or volunteer more than once and the behavior:

1. Causes mental or physical harm to the other; and

2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks

2. Threats, taunts and intimidation through words and/or gestures

3. Extortion, damage or stealing of money and/or possessions

4. Spreading rumors

5. Offensive jokes, stories, pictures, cartoons, drawings, and objects that tend to alarm, annoy, abuse, or demean an individual or group

1. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries); Sending abusive or threatening instant messages; Using camera phones to take embarrassing photographs of students and posting them online; and, Using Web sites to circulate gossip and rumors to other students.

***Disciplinary Action***

Harassment, intimidation or bullying constitutes a major infraction under the student behavior code. A major infraction requires immediate communication between the principal or principal designee, and parents. Depending on the severity, the consequence of the infraction will be either a detention or a suspension. A conference with student, parents, teachers, principal, and pastor may be required. Police department may be notified in certain situations. Detentions are served after school from 2:15-3:00 on designated day.

***Procedure for the Alleged Victim***

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.

2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

* Tell a teacher, counselor or principal; and
* Write down exactly what happened, keep a copy and give another copy to

the teacher, counselor or principal including:

* What, when and where it happened;
* Who was involved;
* Exactly what was said or what the harasser did;
* Witnesses to the harassment;
* What the student said or did, either at the time or later;
* How the student felt; and
* How the harasser responded.

Mater Dei Academy prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Upon receiving a complaint, the principal will notify parents or guardians of involved parties. Any person who engages in bullying may be subject to disciplinary action as stated in the school handbook, up to and including expulsion.

**FOOD ALLERGY GUIDELINES**

The purpose of these guidelines is to:

* Provide a safe and healthy learning environment
* Reduce the likelihood of a severe or potentially life – threatening allergic reaction
* Ensure a rapid and effective response in the case of an allergic reaction

**Parent/Guardian Responsibilities**

* Provide the school with up to date information regarding their child’s allergy and specific accommodations they require as soon as possible
* Provide written medical documentation, instructions and medications as directed by a physician. Medication permission forms and Allergy Action Plans can be obtained through the school clinic
* Follow the recommendations of the school and communicate concerns with the school as soon as they arise
* Educate the child in the self-management of their food allergy including: safe and unsafe foods, avoiding exposure, symptoms of a reaction, how and when to tell an adult they may be having a problem, how to read food labels (age appropriate)
* No parent is to send nut products into the classrooms for morning snack or any other event; Nuts and peanut butter products are allowed in the cafeteria
* Provide the school with “safe snacks” that the allergic child can have in the classroom when factory cross contamination is a concern
* Communicate and coordinate appropriate measures with the school district providing the transportation to school when a child has medical concerns or allergies
* Be prepared to pick up your child from school if they ingest an allergen or they have even a mild reaction, as symptoms can become worse with time or each given exposure

**Student Responsibilities**

* Take as much responsibility as possible for avoiding food allergens
* Should not trade or share food
* Should not eat anything with unknown ingredients or known to contain any allergen
* Wash hands before and after eating
* Learn about your allergies and learn to recognize symptoms of a reaction
* Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic

**School Responsibilities**

* Make medication forms and care plans available to parents and review health records submitted by parents and healthcare providers
* Training and practice in the use of an Epi- pen and education in symptoms of an allergic reaction will be provided for all school personnel who may be involved in managing an allergic reaction during the school day; training will take place annually and reviewed when needed
* Students will be allowed to carry their Epi-pen if they have the appropriate parent and healthcare provider documentation
* Inform parent/ guardian if any student experiences a reaction for the first time at school as well as any subsequent reactions
* Clinic will inform staff of serious medical issues and allergies that may affect a child during the school day
* Teachers will inform classroom students about safe eating procedures within the classroom when appropriate
* Teachers will communicate with classroom parents/ room parents to inform them of a specific allergy in that class while maintaining the confidentiality of the student
* Staff will communicate any questions/ concerns regarding allergies and food being brought into the classroom with the clinic
* Teachers will not allow nuts or nut products to be eaten in the classroom; foods that do not contain nuts, but are processed in factories that also produce nut products (therefore inadvertently may contain traces of nuts) are allowed
* An allergy “safe” table will be provided in the cafeteria upon need and by request of a parent in consultation with principal and clinic staff
* Upon the request of a parent /guardian, if the school chooses and is able to accommodate, a classroom can be designated “nut-free”. There will be a sign posted at the classroom door and no nut products can be consumed for snacks. Snacks that are processed in a factory where cross contamination could occur, but is not made with nut products, are not banned.
* Any threats or bullying of a student with food allergies will be taken seriously

**SUBSTANCE ABUSE**

The Cleveland Catholic Diocesan School Board recognizes that alcohol and drug abuse is a serious societal problem which does not respect any group or age and that the dependency state of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the Church, we in an effort to provide a drug-free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as the individual welfare of our pupils. Continuing educational programs for parents, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances.

No breath sprays are permitted. Students cannot bring alcohol on the premises for a school activity or school sponsored activity. Any use, attempted use, sale, attempted sale, transmission, attempted transmission, possession, or attempted possession of drugs or alcohol will be considered a serious infraction and will be disciplined accordingly.

**Weapons**

In accordance with overall philosophy, goals and objectives of the Catholic educational experience, the policy adopted by Mater Dei Academy expressly prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, dangerous ordinances and instruments or explosive devices in the school, on school grounds, or at school/parish sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, volunteers and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicates that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. A deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed and used as a weapon” (O.R.C. 2923.211A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy usually warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or designee will immediately contact the police department and the area assistant superintendent before confronting the individual. If it is determined that this policy has been violated, the parents of the offender will be immediately contacted and must cooperate with the disciplinary process.

**Youth Gangs**

YOUTH GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. **The full policy on Youth Gangs is on file in the Principal’s office**.

**AIDS**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in grade K through 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting with specific provisions.  **The full copy of the Student’s AIDS Policy is on file in the Principal’s office**.

**PREVENTION**

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, appropriate educational programs and activities will be provided. These may include but are not limited to guidance programs, parent education programs, social activities that foster positive group identification and behavior, CYO and parish-based youth ministry activities, etc.

**Violations of any of the above policies require immediate communication between the principal or principal designee, and parents. Depending on the severity, the consequence of the infraction will be either a detention or a suspension. Additionally, a conference with student, parents, teacher, principal, and pastor may be required and monetary restitution will be expected for vandalism. Police department may be notified in certain situations.**

**Detentions are served after school from 2:00-3:00 on designated day.**

**TRANSPORTATION AND SAFETY**

**Safety Plan**

Mater Dei Academy has a safety plan that is available in the school office and in every classroom. This plan covers scenarios including building security, potentially dangerous school incidents, bomb threat, and suspicious package and/or substance, serious crime/illness/injury, tornado, fire, lockdown, utility emergency, and evacuation procedures. In case of a crisis, a crisis management team is activated under the direction of the diocese/city school district, which works with local and state law enforcement and emergency personnel. In the event of an act of terrorism or bioterrorism, the school would follow the orders of emergency management organizations and local EMS/fire departments.

**Communications**

Parents will be notified of any emergency that necessitates early release, evacuation, or any variance from typical dismissal time by the One Call System.

**Alerts**

A severe Threat Level Red declared before school hours by the US Department of Homeland Security, may necessitate the cancellation of school and school activities. In the event that a Threat Level Red is declared during school hours, school will remain open until regular dismissal times unless otherwise directed by state and local emergency management organizations.

**BICYCLES**

Children who ride bicycles should have and use locks for them. Bicycles are not permitted in the building. Bicycles racks are provided. No mopeds are permitted on the premises.

**SAFETY**

To build good safety habits, parent cooperation is needed. Please discuss with your children the following:

1. Children who ride bikes to school should be instructed concerning safe and proper use of such a vehicle. All bikes are to be locked. The school does not assume responsibility for bikes.
2. In an effort to prevent accidents, students should not engage in body-contact games or roughness of any kind. What can be fun for two or three children can be dangerous when ten or more are around. Games, such as tackle football or keep away are not to be played. “Fun-fighting” is not an acceptable form of play.
3. According to state law, a fire drill must be conducted during each month that school is in session. Children must leave the building orderly and quickly in absolute silence and remain so in ranks outside.
4. Tornado, evacuation, and lockdown drills are also practiced as required by state law. These are serious drills and must be handled as such.



MATER DEI STAFF FOR THE 2015-2016 SCHOOL YEAR

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| **President** |  | Father Thomas Behrend |
| **Principal** |  | Mrs. Loretta Pilla |
| **Administrative Assistants**  **Tuition Assistance** |  | Mrs. Lisa Greger  Mrs. Kay Vrban    Mrs. Joanie Klemens |
| **Before/Aftercare Director** |  | Denise Smith |
|  |  |  |
| **Preschool Pre3/4** |  | Mrs. Monika Richards |
| **Pre3/4 Teacher’s Aide** |  |  |
|  |  |  |
| **PreKindergarten**  **PreK Teacher’s Aide** |  | Miss Erin Fitzgerald  Mrs. Claudia Cogan |
| **PreKindergarten**  **PreK Teacher’s Aide** |  | Mrs. Jennifer Braddock  Mrs. Sandy Ford |
| **Kindergarten** |  | Mrs. Jennifer Boehmer  Mrs. Ginger Hartman |
| **Kindergarten Aides** |  | Mrs. Darlene Telzerow  Mrs. Mary Beth MacKenzie |
| **Grade 1** |  | Miss Mary Mularo  Mrs. Diane Troha |
| **Grades 1 Aide** |  | Mrs. Mary Ann Sergovic |
| **Grade 2** |  | Mrs. Bridget Hosey  Mrs. Debby Shure  Miss Kendell Mastrangelo |
| **Grade 2 Aide** |  | Mrs. Diane Garner |
| **Grade 3** |  | Miss Sarah Grassi  Mrs. Deanna Soriano |
|  |  |  |
| **Grade 4** |  | Miss Jessica Kirsch  Mrs. Angela Lewis |
|  |  |  |
| **Grade 5** |  | Miss Danielle Hanson  Mrs. Laura Urban |
| **Grade 6** |  | Mrs. Rochelle Campbell  Miss Mary Anne Okey |
| **Junior High Social Studies**  **Grade 7 Homeroom Teacher** |  | Mr. John Sciulla |
| **Junior High Mathematics**  **Grade 8 Homeroom Teacher** |  | Mr. Rodney Daugherty |
| **Junior High Religion**  **Grade 7 Homeroom Teacher** |  | Mr. Tim Sheridan |
|  |  |  |
| **Junior High Science**  **Grade 7 Homeroom Teacher**  **Junior High Language Arts**  **Grade 8 Homeroom Teacher** |  | Mrs. Mary Ridler  Mrs. Kim Porter |
|  |  |  |
| **Music** |  | Mrs. Heather Liuzzo |
|  |  |  |
| **Physical Education** |  | Mr. David Fulton |
|  |  |  |
|  |  |  |
| **Art**  **Computer Instruction**  **Director of Advancement** |  | Miss Tina Meeks  Mrs. Maureen Frydl |
|  |  |  |
|  |  |  |
| **Spanish preschool-8th grade** |  | Mrs. Marcela Rodriguez |
| **Library** |  | Mrs. Marietta Hrach |
| **Guitar**  **Band** |  | Mr. Denny Carleton  Mr. David Littman |
| **Nurse** |  | Mrs. Chrissy Palumbo |
| **Auxiliary Services** |  |  |
| **Clerk/Secretary** |  | Mrs. Norma Davis |
| **Intervention Specialist** |  | Mrs. Theresa Sill and Mrs. Marina Katz |
| **Speech Therapist** |  | Mrs. Jennifer Huge |
| **Psychologist/Guidance Counselor** |  | Mrs. Libby Ashdown |
| **Title I/Remedial Teacher** |  | Mrs. Holly Curtis |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Cafeteria Manager** |  |  |
| **Cafeteria Assistant** |  | Mrs. Carol Hartman |
| **Maintenance Coordinator** |  | Mr. Bob Crosby |
|  |  |  |
| **Maintenance Staff** |  | Mrs. Chris Balogh |
|  |  | Mr. Daniel Grubiss  Mrs. Monica Wilson |