



Moral Values • Discovery • Achievement

August 2020

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,

Mrs. Joanie Klemens

Mater Dei Academy Family Handbook 2020-2021

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INTRODUCTION AND PHILOSOPHY

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."

BELIEF STATEMENTS

1. We believe students should become stewards and disciples of Christ through acts of service, prayer, and participation in liturgy.
2. We believe our school community should foster a safe, respectful, and positive learning environment where everyone is welcomed and valued.
3. We believe in empowering students to reach their spiritual, intellectual, social, creative, and physical potential.
4. We believe in creating an environment to stimulate critical thinking and nurture problem solving skills.
5. We believe students should utilize technology to allow them to participate in the ever-changing global community.
6. We believe in meeting the diverse needs of our students by allowing them opportunities to gain and demonstrate knowledge through various modalities.
7. We believe in continuous improvement through research, ongoing professional development, and implementation of best practices.
8. We believe parents are partners in the educational process; open communication between the school and home plays a role in each student's success.

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, assistant principal, classroom teachers, physical education instructor, music teacher, computer teacher, art teacher, Spanish teacher, classroom aides, 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/her 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, religion, 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 Catholic 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 must subscribe to this concept.

Admission to Mater Dei Academy is gained through formal registration. Admission is based on the following order:

1. Presently enrolled students in good standing (preschool through seventh grade)
2. Siblings of families presently enrolled and in good standing
3. New families that are registered, active parishioners at OLMC, IC, SJM, SMM.
4. Catholic families from other parishes
5. Non-Catholic families

Presently enrolled families renewing after March 1st will be accepted based on availability.

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.

New student registrations will be considered after the student has completed a shadow day at our school, has taken a grade level assessment, the school has received a copy of the student's scholastic records, and parents have scheduled a conference with the principal.

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.

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 3:30 p.m.

SCHOOL HOURS

GRADES K-8

7:15	Students may be dropped off at the gym doors
7:20	Classroom doors open
7:35	TARDY BELL
7:45	First class begins
<i>11:00-11:25</i>	<i>Pre4, PreK, K, 1, 2 Lunch period</i>
<i>11:30-11:55</i>	<i>Grades 3, 4, 5 Lunch period</i>
<i>12:00 – 12:25</i>	<i>Grades 6, 7, 8 Lunch period</i>
2:00	Dismissal: Extended Care, Bus riders
2:05	Car riders

*There are 1,050 hours of scheduled instructional time for Mater Dei Academy 2020-2021 school year.

COMPRESSED DAYS/EARLY DISMISSAL

There are no compressed days or early dismissals for faculty meetings
The last day of school for grades K-7 is a half day.
There is no school for 8th grade on Graduation Day

TARDINESS

A student is considered tardy if he/she 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. All instances of tardiness are recorded on the child's permanent record card. Tardiness on a regular basis is not acceptable and will be called to the attention of the parents. We understand that sometimes being tardy is unavoidable due to various circumstances, however habitual tardiness is very disruptive to a child's education. Therefore, after the fourth tardy of the year, a conference must be scheduled to resolve the issue. Tardiness that continues beyond this conference will result in future consequences including detentions.

CONSEQUENCES FOR TARDINESS:

- 1st tardy Verbal warning
- 2nd tardy Conduct referral
- 3rd tardy Letter mailed home regarding tardiness.
- 4th tardy Parent/student conference with teacher/principal to resolve issue.
- 5th tardy Detention and/or other consequences appropriate for student.

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 the school office (440-585-0800) before 8:00 a.m. to report an absence or to report a late arrival** due to a doctor's appointment, etc. 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. The office phone line is open 24 hours a day. You can leave a message at any time.

*** For students participating in Distance Learning- students are expected to be on time for their daily video check-in and complete assignments daily. If your child is too ill to participate in the day's assignment, parents are required to call the school office and report their child as absent for the day.*

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 are to be

free from fever, vomiting, or diarrhea for 48 hours before returning to school without the use of medication.

Absences due to contagious disease must have a note of admission from a physician. Readmission to school following an exposure, quarantine, or confirmed case of COVID will be handled on a case by case basis, per state and local health department guidelines. Contact the school clinic for specific instructions.

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 appointments are necessary, parents are to come to the front circle drive/main entrance and call the school office at 440-585-0800. Your child will be escorted to your vehicle and you will sign them out at that time.*

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

Visitors to the building will be minimized this year. Should you need to drop something off for your child, you need to come to the front circle/main entrance and ring the bell. A staff member will meet you at the door to take the item to your child.

Any person entering the school building should report immediately to the school office.

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 in writing 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 and required to pick up their child within 30 minutes. 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 which assignments need to be made up and when they are due. Assignments will be posted in Google Classrooms. Classes will be recorded daily and all students in the class will have access.

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.*

Families opting to go on vacation during the school year are expected to inform the school office and school nurse of the family's travel plans. Based upon the information supplied, the family may be expected to quarantine away from school for up to 14 days upon return.

EMERGENCY CLOSING PROCEDURE

If it should be necessary to close Mater Dei Academy because of weather conditions, illness, local or state health mandate, or an emergency, an announcement will be made **through One Call Now**, e-mail message, Facebook and on local TV stations.

***** In the event of inclement weather, it is important that you see/hear
MATER DEI ACADEMY is 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.

TELEVISION: CHANNELS 3, 5, and 8

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 school information will be e-mailed weekly from the principal's office, 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. Students should communicate with their teachers via school emails accounts and Google Classroom.

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 contact 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 renewal packets in January. Our Lady of Mount Carmel, Immaculate Conception, Saint Justin Martyr, and Saint Mary Magdalene subsidize the tuition of children of parish members through parish scholarship applications.

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. FACTS applications are handed out with renewal/registration packets. Applications are to be completed online in full with all necessary information 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.~~

Due to COVID-19, volunteering opportunities in the school will be very limited. We are grateful for the support of parents, grandparents, and others who believe in Catholic education, and we look forward to the day when we can welcome these supporters back into our school.

FUNDRAISING

Fundraising activities are an important aspect of support for our school. At this time, we are limiting the number of fundraising events due COVID-19 and potential exposures. We do hope that families will support the events that are offered.

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:

Fall Frenzy fundraiser
Raffles/Auctions/Giving programs
Malley's Chocolates
Greenback's Program
Community/retailer's programs that give back to schools

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.~~

Celebrating Mass as a school community is a central part of our Catholic school. At this time, we are unable to do this. In its place we are planning to celebrate two Masses specifically for MDA students and closed to the public. One grade level will attend at a time. These Masses will be recorded and shown to students on Friday in their homerooms. When it is deemed safe, we will reinstate our Friday morning all-school Mass and offer the sacraments of reconciliation.

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. Sacramental programs are conducted through the student's home parish.

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.

Parents may request to have their child's chromebook remain at school overnight.

Students may not deface their chromebook, bag, or related part in any way. This includes stickers and graffiti. Students must let their teacher know of damaged or broken chromebooks immediately so that they can be sent out for repair.

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 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.		

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

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

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, and emailed to the 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 HONORS

GPA's are calculated on a straight 4 point scale- an A is equal to 4 points ; B is 3 points; C is 2 points and D is worth 1 point for a full credit class. Fs are worth 0. Plus (+) or minus (-) grades are not weighted. A B+ is still 3 points. Specials classes are worth half credit.

The following is an example of GPA calculation:

One credit classes include the core classes-

Religion **A+** (4)
Reading **B** (3)
English **B+** (3)
Spelling **B+** (3)
Mathematics **B+** (3)
Social Studies **B** (3)
Science/Health **B** (3)

Half credit classes are the Specials

Art **A** (2)
Computer **B+** (1.5)
Music **B** (1.5)
Phys. Ed **A+** (2)
Spanish **A-** (2)

The full credit classes total up to 22 points. The half credit classes equal 9 points for a total of 31points. Depending on the grade level, your child may have a different number of classes. In this scenario, the total possible points (31) are divided by the number of possible credits (9.5) which results in a GPA of 3.2631. The GPA is rounded to the nearest hundredth, and in this case would show up on the report card as a 3.26

ACADEMIC PROBATION

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 quarter 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	Brigance Screening	Fall
Grades K-8	MAP Testing	Fall, Winter, Spring
Grades 5 and 8	ACRE test of Catechesis Religious Education	Spring

PROVIDING FOR INDIVIDUAL DIFFERENCES

Class grouping and flexible grouping of students is one way to provide for individual differences. In some content areas, this is used to better meet individual needs and to offer re-development and re-enforcement for students who can benefit from such assistance. Students who require additional help and have individualized education plans are given support, both individually and in a small group setting, from our intervention department. Remedial help is offered to students who require additional assistance and accommodations.

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.

Ohio's **Third Grade Reading Guarantee** is a program to identify students from kindergarten through **grade 3** that are behind in **reading**. Schools will provide help and support to make sure students are on track for **reading** success by the end of **third grade**. Any student who attends Mater Dei Academy on a state scholarship must take state mandated progress tests each year. Students who do not pass the ELA(Reading) test in 3rd grade are subject to retention. Mater Dei Academy will work with students and parents to create a plan for progress as well as provide multiple opportunities to pass.

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. It is highly encouraged that the student attend the conference as well.

Fall 2020 Parent-Teacher Conferences, and most other parent conferences, will be held remotely this year.

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 and are responsible for book care and returning books on the due date. 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.

Families can support the MDA library by participating in yearly book fairs and our Birthday Club program.

Students will not attend Library at this time. A selection of library books will be brought to classes and students will have the opportunity to borrow them for a week. Upon return, books will be taken out of rotation for at least one week before being put back into circulation.

FIELD TRIPS

Due to COVID-19, field trips for the 2020-21 school year have been suspended.

~~Educational field trips are pre-planned 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.~~

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

~~A reasonable number of adult chaperones may accompany the teacher and class. On the rare occasion that parents may be asked to drive, they 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.**~~

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

EXTENDED CARE PROGRAM

Mater Dei Academy has an Extended 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.

SPECIAL STUDENT ACTIVITIES*

The following special activities are available to students:

Band	Invention Convention
Choir	Kindness Club
CYO	MDA Drama Club
Field Trips	Religious Retreats
Fine Arts Evening	Science Fair
Geography Bee	Service Projects
Grade Level Performances	Spelling Bees
Guitar Lessons	Student Ambassadors
	Student Council

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

**These activities are suspended until the environment is deemed safe to reinstate.*

ATHLETICS

In conjunction with CYO, a sports program is offered for all seasons to students in grades 3 through 8. Some sports are offered to students in grade K-2.

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 Conduct Referral 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. Unwanted teasing, being rude or unkind
11. Failure to observe and respect cafeteria rules and supervisors
12. 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 Conduct Referral. 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, including vaping 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
 - a. Parish, teacher, student properties
 - b. 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. Repeated 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 2:00pm-3:00pm on assigned day

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.

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.

BUS/ THIRD PARTY TRANSPORTATION

Should an issue occur on the bus, students should immediately notify the bus driver or parents may call the bus garage. Mater Dei will only become involved if we are notified by the bus garage.

GRIEVANCE POLICY

If there is a question or concern with a decision, the person who made the decision should be contacted first. If a parent cannot accept the explanation given, they should take the matter to the principal. If the matter is still unresolved, it can be brought to the attention of Father Michael Troha, Administrator.

Meetings with teachers, the principal, or the president must 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 students 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 clothing**

Girls Grades K-3

- Jumper: Plaid# 847 V-neck or Drop waist, length to top of knee must be purchased from Schoolbelles.
- Pants: Khaki twill or corduroy. No stretch, cargo style or painter style pants. No cuffed or elasticized ankles.
- 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 Schoolbelles.

- Socks: Cuffed, knee highs, or tights in solid white, maroon, black or gray. No designs or symbols are permitted on socks or tights. (ex. Nike swoosh)
- Shoes: Sturdy "traditional" school shoes with heels no higher than 1" in solid colors of black, brown, or tan with closed toe and heel. No embellishments. Students may wear solid color black or white, low-cut sport shoes. Logos must be the same color as the shoe.

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 stretch, cargo style or painter style pants. No cuffed or elasticized ankles.
- 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: Grades 4 & 5: Knee highs or tights in solid white, maroon, black or gray. No designs or symbols are permitted on socks or tights. (ie. Nike swoosh) No footless tights.

Grades 6-8: Tights in solid white, maroon, black or gray. No designs or symbols are permitted on tights. No footless tights.
- Shoes: Sturdy "traditional" school shoes with heels no higher than 1" in solid colors of black, brown, or tan with closed toe and heel. No embellishments. Students may wear solid color black or white, low-cut sport shoes. Logos must be the same color as the shoe.

Boys Grades K-5

- Pants: Khaki or Black twill or corduroy. No cargo style or painter style pants. No cuffed or elasticized ankles. Pants must be worn at the waist with a black or brown belt. Grades K-2 are not required to wear a belt.

- Shirts:** 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.
- Sweater:** Cardigan, pullover, or vest in gray or maroon with school logo. Must be purchased from Schoolbelles.
- Socks:** Visible socks in solid white or black must always be worn with pants or shorts. Socks must be above the ankle.
- Shoes:** Sturdy "traditional" school shoes with heels no higher than 1" in solid colors of black, brown, or tan with closed toe and heel. Students may wear solid color black or white, low-cut sport shoes. Logos must be the same color as the shoe.

Boys Grades 6-8

- Pants:** Khaki or Black twill or corduroy. No cargo style or painter style pants. No cuffed or elasticized ankles. Pants must be worn at the waist and if designed with loops must be worn with a black or brown belt.
- Shirt:** Polo or dress shirts in 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. Bow ties may be worn.~~
Ties are not required this year.
- Sweater:** Cardigan, pullover, or vest in gray or maroon with school logo. Must be purchased from Schoolbelles.
- Socks:** Visible socks in solid white or black must always be worn with pants or shorts. Socks must be above the ankle.
- Shoes:** Sturdy "traditional" school shoes with heels no higher than 1" in solid colors of black, brown, or tan with closed toe and heel. Students may wear solid color black or white, low-cut sport shoes. Logos must be the same color as the shoe.

All Students K-8

Sweater: Not required for the 2020-21 school year. Only MDA school sweaters may be worn during the school day.
~~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 7th 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 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 times

Optional: (Fall/ Spring uniform) **Worn in August, September, May, and June**

Khaki or black walking shorts. Refer to Schoolbelles buying guide.

*Tennis shoes may be only worn with walking shorts.

No High Top Tennis Shoes.

**6-8 grade boys who choose to wear walking shorts may wear a white or maroon polo shirt instead of dress shirt with tie. Polo shirts may be worn all year.*

Phys-Ed : Students may wear the gray Mater Dei gym shirt or any MDA spirit shirt with solid micro mesh maroon gym shorts, socks above the ankle, and tennis shoes. The gym uniform is ordered through the school office.
All students in K-8 will wear their gym uniform to school on their designated gym days.

Out of Uniform Days, including field trips and birthdays

When students are permitted to be out of uniform, these rules must be followed.

- No tank tops or sleeveless or thin narrow top straps.
- No tops that are revealing, have low cut necklines, or expose bare midriffs when sitting, stretching, bending over, or stooping.
- No 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 sagging.
- No skirts or dresses shorter than top of knee.
- Leggings are not considered “pants”. Leggings may only be worn under a skirt or dress. Leggings may not be worn with just a blouse or sweater top.
- 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 clothing.
- On 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 shoes.
- No flip-flops, slides, sandals of any kind, no work boots, or shoes with heels.

Add-on Days

On occasions where students may add-on to the uniform, the following must be observed: Students will wear their usual lower half of the uniform, including skirts or khaki pants. They may wear low-cut tennis shoes. Depending on the theme of the day, students may add an appropriate tee shirt or hoodie.

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.

8/21/2020

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 Pre4 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.

OUTDOOR TIME

Each child in grades K-8 will participate in outdoor time for approximately 15-20 minutes each day. The children have the chance for fresh air and exercise each day unless the temperature or wind chill is **below 25 degrees**. Proper outdoor clothing is required.

Students are to be respectful and follow the directions of the teacher or adult taking the student outside. Rough play is never acceptable. Snowballs may never be thrown on school property.

LUNCH RULES

Lunch will be conducted in the homeroom. Students will be expected to remain in their seats unless directed otherwise by their teacher or room supervisor.

BIRTHDAY CELEBRATIONS

Students can celebrate their birthday by dressing out of uniform. Please follow the Out of Uniform policy.

Due to 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.

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. The child is required to be picked up within 30 minutes.

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, diarrhea, and/or vomiting for 48 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:
 - a. Physician's statement for child to take medication at school.
 - b. 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.

**Should a child exhibit symptoms of COVID-related illness, appropriate precautions will be taken and parents will be given further directions from the clinic.*

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 and other devices 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 Academy makes 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.

Definition of school technology system: The school systems and networks (system) are any configuration of hardware and software. The system includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi; and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy. The use of the network is a privilege, not a right, and may be

revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct.

Privilege: Access to the School's computer/network/Internet is a privilege, not a right.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

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;
- other inappropriate use of technology such as e-mail, social networking, web pages, blog posts, web posts, or discussion forum/replies posted to the Internet;
- copyrighted material, plagiarized material or materials protected by trade;
- 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).

Vandalism or Mischief: Tampering with or theft of components from school systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited.

Students Access: Computer/Network/Internet access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Students Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following:

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. Get appropriate approval before accessing the network with personal devices.
 - 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.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to the above mentioned rules.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- a. Internet access is filtered by Mater Dei Academy on personal telecommunication devices in the same manner as Mater Dei Academy owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate

- stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
 - d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not diagnose, repair, or work on a student's personal telecommunication device.
 - e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
 - f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
 - g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All Mater Dei Academy network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. Mater Dei Academy reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of Mater Dei Academy for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action which may include 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. In addition to school disciplinary action appropriate legal action may be taken.

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 Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Mater Dei Academy before 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.
6. 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 2:00-3:00 on designated days.

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 the 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
- All classrooms are nut-free. Snacks and lunches may not contain any items that may contain nuts; this includes Nutella. 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.

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 days.

COVID POLICY 2020-2021

The welfare and health of the students and staff of Mater Dei Academy is our highest priority. As a result, and in accordance with the State of Ohio COVID-19 Health and Prevention Guidance for Ohio K-12 Schools, all students will be expected to comply with the following policies and instructions, the purpose of which is to reduce the risk of exposure to COVID-19 and to help prevent its spread.

1. **Daily Health Check at Home.** Prior to coming to school each and every day, parents shall conduct a health check of their child to assess whether the child is experiencing symptoms of COVID-19. The daily health check shall consist of the following:

- a. Taking the child's temperature.
- b. Through discussion with the child and personal observation of the parent, assess if the child is experiencing one or more of the following symptoms:
 - i. Fever of over 100 °F
 - ii. Chills
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body aches
 - vi. Headache
 - vii. Loss of taste or smell
 - viii. Sore throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea

For up to date information about COVID-19 symptoms and for an interactive symptom checker/self-assessment tool, parents and guardians should visit the website of the Center for Disease Control ("CDC") at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If the child has a fever of greater than 100°F or is experiencing any other symptom listed above (or as updated from time to time by the School), the child must stay home from school and the parent must notify the school.

Pursuant to Ohio Department of Health guidelines, families, caregivers and staff shall, as soon as possible, notify the school if (i) they have been exposed to COVID-19, (ii) they, or any members of their households, have been diagnosed with or presumed to have COVID-19, or (iii) they are quarantined. Personnel and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days or as otherwise advised or instructed by the local health department. Students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

For a list of COVID-19 testing facilities, please consult your health care professional or go to <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/testing-ch-centers/>.

2. **Temperature Check at School.** Student temperatures will be taken each day as students enter the building. Students who have a fever of greater than 100°F or who have other symptoms may not remain at school. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home.
3. **Hand Washing & Sanitizing.** Students are expected to wash their hands frequently for at least 20 seconds, including if their hands are dirty, before and after eating, after using the restroom, at other appropriate times (e.g., after blowing their nose/coughing/sneezing, and after touching garbage), and as otherwise instructed. Hand sanitizer, provided by the school at various places around the school, should be used by students to supplement hand washing, including when entering the school or entering or exiting a classroom. Parents and

guardians should discuss handwashing with their child. For instructions and information about hand washing and sanitizing, parents and guardians should visit the CDC website at <https://www.cdc.gov/healthyschools/bam/child-development/how-to-wash-hands.htm>.

4. **Social Distancing**. Students must practice social distancing whenever possible. Social distancing means:
 - a. Maintaining six feet of space between oneself and others at all times possible, including in classrooms, hallways, restrooms, cafeteria, and pick-up and drop-off areas.
 - b. If maintaining six feet of space is not possible, maintaining as much space between oneself and others.
 - c. Following all directions and instructions given or posted regarding social distancing.
 - d. Follow all floor or other markings indicating the designated flow of traffic in hallways, rooms, and elsewhere.
 - e. Avoid when possible sharing items, materials, and spaces with others.
 - f. Maintain social distancing if possible on the bus to and from school.
5. **Face Masks and Coverings**. All students are required to wear face masks throughout the school day as well as when being transported to and from school on the bus unless the student is unable to do so for health, safety, developmental, or practical reasons. Students in preschool are highly encouraged to wear face masks if possible, taking into consideration each student's development and tolerance for wearing a mask. To be effective, face masks should cover the nose, mouth, and chin of the student and should be made of cloth. Parents and guardians are expected to talk with their child about the importance of wearing masks and to instruct the child on the proper wearing of a mask.
6. **Students who become Sick at School**. A student who, while at school, develops a fever of greater than 100°F or exhibits any one or more of the symptoms of COVID-19 (not including anything that the school administration reasonably believes to be unrelated to illness, such as seasonal allergies, or isolated incidents of coughing or sneezing) may not remain at school and must be picked up and taken home at the earliest opportunity. Such students will be immediately directed to a designated spot to be isolated from others except for the staff designated to monitor and care for such students until they go home. In the case of a suspected or confirmed COVID-19 case, the school will call local health department to report the matter and obtain guidance. Any student who has a suspected or confirmed case of COVID-19 may not return to school until such student meets the CDC's criteria for returning to school. Others who may have been potentially exposed will be notified in accordance with the directives or advice of the local health department.

The Lake County General Health District operates the county's COVID-19 Hotline and encourages residents to call with questions, They can be reached (440) 350-2188 or covid19@lcghd.org

TRANSPORTATION AND SAFETY

BUSES /THIRD PARTY TRANSPORTATION

Local districts transport many MDA students to and from school daily. Children using this method of transportation are to follow the rules that are explained to them by the driver. Failure to do so may result in a written report by the driver and forwarded to the school for possible disciplinary action. Incidents occurring on the bus should be reported to the driver and/or bus garage, not the school.

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 or local authorities, 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. Children who have parental permission to walk to or from school must have a written note for the office. Further directions will be communicated to these students regarding which doors to use.
3. 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.
4. According to state law, a fire drill must be conducted during each month that school is in session. The first drill must be conducted within the first ten (10) days of school. Children must leave the building orderly and quickly in absolute silence and remain so in ranks outside.
5. 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 2020-2021 SCHOOL YEAR

Administrator	Father Michael Troha
Principal	Mrs. Joanie Klemens
Assistant Principal	Mrs. Ginger Hartman
Administrative Assistants	Mrs. Kay Vrban
Tuition	Mrs. Lori Conley
School Nurse	Mrs. Chrissy Palumbo
Extended Care Director	Ms. Denise Smith
Preschool Pre3/4	Miss Jennifer Ranells
Pre3/4 Teacher's Aide	Mrs. Sandy Ford
Pre Kindergarten/Pre4	Miss Erin Ford
PreK/Pre4 Teacher's Aide	Mrs. Claudia Cogan
Kindergarten	Mrs. Bridget Hosey
Kindergarten Aide	Mrs. Darlene Telzerow
Grade 1	Miss Mary Mularo
Grade 1 Aide	Miss Rebecca Regnier
Grade 2	Mrs. Karla Sweet
Grade 2 Aide	Mrs. Debby Shure
Grade 3	Miss Emily Velichka
Grade 4	Mrs. Diane Garner
Grade 5	Ms. Conniedee Everett
Grade 6	Miss Rachel Elwer
	Miss Susan Homa
	Mrs. Rochelle Campbell
	Mrs. Jackie Hart
	Miss Mary Anne Okey
	Mrs. Gina Palmer

Junior High Social Studies Grade 7 Homeroom	Mr. John Sciulla
Junior High Religion Grade 7 Homeroom	Miss Sarah Reed
Junior High Science Grade 7 Homeroom	Mrs. Mary Ridler
Junior High Mathematics Grade 8 Homeroom	Mr. Rodney Daugherty
Junior High Language Arts Grade 8 Homeroom	Mrs. Kim Porter
Art	Mrs. Erica Cogan
Computer	Mrs. Maureen Frydl
Music	Mrs. Heather Liuzzo
Physical Education	Mr. Thomas Kump
Spanish	Mrs. Analida Rollet
Library	Mrs. Sherry Koski
Band	Mr. David Littman
Guitar	Mr. Denny Carleton
Auxiliary Services	
Intervention Specialist	Mrs. Theresa Sill
Speech Therapist	Mrs. Jen Huge
Psychologist/Guidance	Mrs. Libby Ashdown
Title I/Remedial Teacher	
Clerk/Secretary	Mrs. Janet Strukel
Educational Aides/JP	
	Mrs. Jeanie Bittance
	Mrs. Christa Garman
	Mrs. Susan Goth
	Mrs. Katie Hoose
	Mrs. Melissa Morton
	Mrs. Katie Shininger
Cafeteria Manager	
Maintenance	Mr. Bob Crosby, Coordinator
	Mrs. Chris Balogh
	Mr. Daniel Grubiss