

MATER DEI ACADEMY

Parent-Student Handbook



3695 Elm Street

Columbus, OH 43213

Office: (614) 231-1984

info@materdeiacademy.org

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I. PHILOSOPHY

The Philosophy of Education at Mater Dei Academy is based on the teachings of the Catholic Church. In the Declaration of Christian Education of Vatican II, Pope Paul VI proclaimed, "A true education aims at the formation of the human person with respect to his ultimate goal, and simultaneously with respect to the good of those societies of which, as a man, he is a member."

According to this document of Vatican II, the school is designed to develop the intellect and the ability to judge rightly: to hand on the cultural legacy; to foster a sense of values; to prepare for an occupation; to promote friendship among pupils of different talents and backgrounds; and to foster cultural, ethnic, and religious life.

The Catholic school, however, has several distinctive functions: to create a special atmosphere by the Gospel spirit of freedom and charity; to help young people grow as the new creatures of God which they became by Baptism; to promote spiritual as well as the temporal goods of the earthly city; and to prepare students for service in the spread of the Kingdom of God.

Pope Pius XI in his great encyclical, *Christian Education of Youth*, states: ". . . since education consists essentially in preparing man for what he must be and for what he must do here below, in order to attain the sublime end for which he was created, it is clear that there can be no true education which is not wholly directed to man's last end . . . since God has revealed Himself to us in the Person of His Only Begotten Son, Who alone, 'is the Way, the Truth and the Life,' there can be no ideally perfect education which is not Christian Education."

"These goals cannot be fulfilled unless the teachers subscribe wholeheartedly to them. Bound by charity to one another and to their students, and penetrated by an apostolic spirit, let them give witness to Christ, the unique Teacher, by their lives as well as by their teachings."

"Above all, let them perform their services as partners of the parents. Let them work strenuously to inspire personal initiative on their students' part."

II. SPIRITUAL LIFE

The foundation of Mater Dei Academy is built on a firm formation in the Catholic faith. The school seeks to develop a strong Catholic identity in students, and immerses them in many of the beautiful traditions of the Church including a deep devotion to the Blessed Virgin Mary through the daily recitation of the rosary and the wearing of the brown scapular. Prayer permeates each school day and by graduation students know from memory all of the prayers in the Mater Dei Academy Prayer Book.

A. Religious Program

Students are trained in spiritual areas including:

1. Attendance and participation in one Religion class per day is required of all students, during which the tenets, doctrines, dogmas, bible history and history of the Roman Catholic Church are to be taught.
2. All students are encouraged to support the Missions under the Magesterium of the Holy Catholic Church
3. Visiting priests and other speakers lecture to enhance our students' knowledge of the Church and our Catholic Faith.

B. School Devotions

1. School opening exercises
2. Pledge of Allegiance
3. Patriotic song
4. Daily Rosary
5. Angelus / Regina Caeli
6. Grace before and after meals
7. Dismissal prayers
8. First Friday Mass
9. Monthly Mass and confession at school
10. Advent devotions
11. Lenten Stations of the Cross
12. May Procession and May Crowning

III. ACADEMICS

A. Evaluation and Intervention Services

1. Mater Dei Academy does not have the resources to provide evaluation and intervention services. Referrals will be made to the student's district of residence.
2. All referrals will be made by the principal to the student's parents, at the recommendation of the teacher.
3. Mater Dei Academy does not have the facilities for students with serious disabilities.
4. Parents may at anytime request evaluation services from their school district of residence.

B. Friday Folders

1. The use of the Friday Folder ensures that all completed papers and communications are received by the parents.
2. The Friday Folder will contain: the student's weekly work and any communications from the teacher or school office.
3. The folder must be signed and returned to school on the next day school is in session.
Your signature indicates that you have:
 - a. Carefully read all materials
 - b. Closely examined your child's work
 - c. Discussed the papers with your child
4. Papers that require a parent's signature should be signed and returned in the Friday Folder.
5. Students who fail to return the Friday Folder on the assigned day may receive a Notice of Concern.

C. Grading System

1. Grading Scale

A+ = 98-100	C+ = 81-83
A = 95-97	C = 77-80
A- = 93-94	C- = 73-76
B+ = 89-92	D = 70-72
B = 86-88	F = 69 and below
B- = 84-86	

2. Interim Reports

- a. All students receive interim reports 1st quarter.
- b. Only students who are below 73% are required to receive interim reports after first quarter.
- c. Interim reports should be signed and returned to the school.

3. Report Cards

- a. Sent home quarterly.
- b. Both parents are requested to sign and return by the due date.
- c. Mater Dei Academy reserves the right to retain the grade card of any student whose family has not paid fees or fines levied by the school.

4. Honor Roll

- a. Students in grades 5 - 8 with a grade of at least "89" or higher in each subject.
- b. No more than one check mark in study habits, personal growth, or social growth.
- c. No detentions in the current quarter.

5. Merit Roll

- a. Students in grades 5 - 8 with a grade of "84" to "88" in each subject.
- b. No more than one check mark in study habits, personal growth, or social growth.

D. Handwriting

- 1. Students are expected to use neat, legible handwriting on every assignment or may be asked to rewrite it.
- 2. Students in grades 4 - 8 are expected to write all assignments in cursive.
- 3. Blue or black pen is to be used in 4 - 8 grade
- 4. Pencil may be used at the discretion of the teacher.

E. Homework

- 1. Homework is a necessary part of school. Suggested guidelines are:
 - Grades 1 and 2: 20 minutes each day
 - Grades 3 and 4: 45 minutes each day
 - Grades 5 and 6: 60 minutes each day

Grades 7 and 8: 90 minutes each day

(Should your child's study time go beyond this on a continual basis, it is recommended that you discuss the situation with the teacher.)

2. For students in grades 7 - 8 points are deducted from the grade for each day that work is late.
3. A Notice of Concern will be given to students who are habitually late with homework.
4. Long-term projects are part of the school curriculum.

F. Library

1. Reference materials may not be taken home under any circumstances.
2. Students will be fined for late or lost books. A student will not be permitted to check-out additional library materials until all previously borrowed books have been returned or purchased, and all late fees paid.
3. Parents are responsible for the replacement cost of lost books or books damaged beyond repair while checked out by their child.

G. Reading

1. In addition to their regular assignments, students are expected to read a variety of materials. Grades 4 - 8 should read at least one book a month.
2. Book reports are part of the curriculum.

H. Research Projects

1. Research papers may be assigned by teachers throughout the year.
2. Students in grades 5 - 8 are required to complete a science research project each year.
3. The students may be required to complete a written paper and presentation board; other requirements such as note cards and outlines may be assigned.

I. Testing – Achievement

1. Standardized tests are given to all students.
2. Incoming students may be required to take entrance exams before being admitted.

J. Promotion, Acceleration, and Retention

1. It shall be the policy that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.
2. A student will be promoted to the succeeding grade level when s/he has:
 - Ability to read and comprehend material at that level.

- Math skills are mastered for the level.
- No lower than a “D” average in major subjects.
- Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

3. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course.

A student may be retained at his/her current grade level when s/he has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

IV. SCHOOL GUIDELINES AND PROCEDURES

A. General Rules and Regulations

Education is a serious pursuit and students are expected to conduct themselves in a manner that does not interfere with the accomplishment of class objectives. The following are specific guidelines to be followed by Mater Dei students:

1. All students are expected to conduct themselves in an orderly manner in the building so as not to interfere with the pursuits of fellow students. Running or loud play will not be permitted.
2. Students are required to follow all playground rules and respect and obey the adults who enforce them.
3. Vulgar or crude language or actions will not be tolerated.
4. Students are not to leave the building or playground except at regular dismissal times, unless both the office and parents have given permission for an early dismissal.
5. Once a child has been dismissed to his\her car after school, the student is not permitted to re-enter the building to retrieve books or obtain a drink of water.
6. Students are to assist in the maintenance of a clean school by:
 - a. Refraining from the defacement of any school property, including desks and books.
 - b. Maintaining a clean desk.
 - c. Using trash containers and keeping their eating area neat during lunch period.

- d. Keeping hand and feet off the walls.
- 7. Students are not to chew gum, eat candy or food in the classroom or the playground. Food is only permitted in the lunchroom unless the principal gives permission to eat elsewhere.
- 8. Students are to always give proper respect and obedience and in all places to all school personnel and visitors.
 - a. Students should stand when anyone enters the room.
 - b. To any question asked by a priest, answer "Yes Father" or "No Father."
- 9. Destruction of school or church property, or the property of others, will result in the violator having to pay for repair or replacement of the damaged property. Intentional violations will be cause for expulsion.

Attendance

A. Absences

- 1. If a student is going to be absent, please notify the school office before 8:15 a.m. giving the reason for the absence.
- 2. Students may not be in school for 24 hours after vomiting and must be fever free for 24 hours to return to school.
- 3. A note, signed by a parent or guardian, which includes the reason, and the date of absence must be presented to the teacher when the student returns unless an email has already been sent to the office.
- 4. Parents of students with 7 absences in a school quarter, or exceeding 15 days total in a school year, must meet with the teacher and principal to determine grade placement for the following year.
- 5. Students at school but absent from the classroom for over two hours due to illness, will incur a half day's absence.
- 6. Absences due to medical excuses count toward the student's attendance record but do not count toward excessive absence and truancy triggers. A district may consider absences due to a COVID-19 diagnosis or quarantine as medically excused.

7. A student who is quarantined, but not ill, may be able to engage in online education. If a student is participating in online education experiences during a quarantine period, the student should not be considered absent.

Habitual Truancy and Excessively Absent

Section 3321.01 of the Revised Code of Ohio states that a child between six and eighteen years of age is of compulsory school age. Section 3321.04 further stipulates that the parent of any child of compulsory school age must send the child to a school which conforms to the minimum standards prescribed by the State Board of Education.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

1. 'Chronic truant' is removed from the law.
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - Absent 30 or more consecutive hours without a legitimate excuse.
 - Absent 42 or more hours in one school month without a legitimate excuse; or
 - Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
 - Absent 38 or more hours in one school month with or without a legitimate excuse; or absent 65 or more hours in one school year with or without a legitimate excuse.

Excessively Absent: Ohio House Bill 166 updated the definition of excessively absent to include absences with nonmedical excuses or without legitimate excuses for **38 hours in a month or 65 hours in a year.**

In the event a child of compulsory school age is absent with a nonmedical excuse or without legitimate excuse from the public /private school the child is supposed to attend for 38 or more hours in one school month or 65 or more hours in a school year, the following must occur:

The district will notify the student's parents in writing within seven days of the triggering absence if the absences are for nonmedical reasons or without legitimate excuse;

- The student will follow the district's policy for addressing excessive absences; and
- The district may refer the student and family to community resources, as appropriate.

If a student is absent for 38 hours in a month or 65 hours in a year with medical excuses, the district is not required to notify the student's parents in writing.

Chronic Absenteeism

It is important for Ohio's students to be in class every day ready to learn. Ohio defines chronic absenteeism as missing **10 percent or more** of the school year for any reason. A child who is not in school is a child who is missing out on his or her education.

A student is chronically absent if he or she misses as few as two days of school a month.

2 DAYS PER MONTH x 9 MONTHS = CHRONIC ABSENCE

The student's parent, guardian or caretaker is responsible for ensuring that the student attends school. The school district must provide one written notice, warning the student and the student's caretaker of the legal consequences of being a habitual or chronic truant, and insisting that the student be compelled to attend school immediately.

The policy should address habitual truancy and intervention strategies and may include the following actions that could be taken by the school district:

1. Provide a truancy intervention program for a habitual truant.
2. Provide counseling for a habitual truant.
3. Ask or require the parent, guardian, or caretaker to attend parental involvement programs:
4. Ask or require the parent, guardian, or caretaker to attend truancy prevention medication programs
5. Notify the registrar at the Bureau of Motor Vehicles if the student is of driving age.
6. Take legal action against the student's parents, guardian, or caretaker.
7. If the board has created an alternative school, the school district must incorporate assignment of a habitual truant to the alternative school in its truancy policy (as an intervention strategy).

The parent, guardian, or caretaker must see to it that the student attends school immediately. If this does not happen, the school may require the person who is responsible for the student to attend a parental education program, or the school may file a complaint against the parent, guardian or caregiver in juvenile court.

The person or persons responsible for the student may be fined up to \$500, required to perform up to 70 hours of community service, or both. The repeated failure to make sure a truant student attends school also may result in criminal charges, a misdemeanor in the first degree, for contributing to the delinquency of a student.

B. Sickness Policy

Students who are ill should be kept home to help control the spread of germs. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families.

Please follow the guidelines below to help keep our school safe and healthy:

Please report to the school office if your child has a communicable (infectious) disease. Some Examples:

Conjunctivitis (pink eye)	Meningitis
Strep throat	Mononucleosis
Common cold-	Measles
The flu/ Stomach Flu.	Mumps
Pertussis (whooping cough)	chickenpox
Impetigo	Scarlet fever
Lice	Fifth disease
Ringworm	Hand foot and mouth disease

Children are expected to remain home during the communicable period of the disease as indicated by your healthcare provider. Please provide a note from the healthcare provider upon return or a parent note that includes diagnosis, date of diagnosis, date of first symptoms, date of expected return, and best contact number for parent or guardian.

Your child is too ill to go to school if he or she has any of these signs:

- Seems very tired and needs bed rest (this is common with flu symptoms)
- Has vomiting, diarrhea ,and /or stomachache – The students must remain home for 24 – 48 hours after stomachache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
- Becomes short of breath or is wheezing
- Uncontrolled cold symptoms interfering with the student’s ability to learn (i.e., persistent coughing and/or persistent/active runny nose) – Student should stay home until symptoms are improving and he/she can participate in class
- Has distracting pain from earache, headache, or recent injury
- Has yellow or green drainage from eye(s)
- Breaks out in a rash; not all rashes require that a child stay home from school so check with your child’s doctor
- Fever – Fever is defined as having a temperature of 100.4° F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.

- Has sore throat – Student should stay home if he/she has a red throat, swollen glands, and /or difficulty swallowing. • Difficulty breathing – Student should stay home until he/she is feeling better and his/her activity level has returned to normal.
- Loss of Taste and Smell – Student should seek medical evaluation.

In the event a child becomes ill during the school day, the parents will be called. If the parent(s) cannot be reached, the emergency contact will be called. Students should be picked up within 30 minutes of notification.

Head Lice

Head lice are a common problem among school-age children. They are spread through close, personal contact with an infested individual, most commonly through sharing combs and brushes; sharing hats, caps, wigs or coats; or through a mix of these items at home, school or other public places. It is not true that only persons who are unclean become infested with head lice. Frequent bathing will not prevent or eliminate head lice.

When a student is sent to the office or clinic for a head lice check, the following procedures are followed:

1. If live lice are discovered, the child is sent home immediately.
2. If nits (lice eggs) are discovered, the student will be sent home. The parent(s)/guardian(s) will be notified and instructions for eliminating the lice will be provided.
3. Students may return to school after the lice are abated; Parents must accompany the child to school to ensure the lice are completely gone.

C. Appointments

1. Appointments during the school day should be avoided whenever possible.
2. Prior notification to the office via email is encouraged. Students must bring a note from home listing the date, time, and nature of the appointment if an email has not already been sent.
3. All missed schoolwork must be made up.
4. Students missing more than two hours of school will incur a half day's absence.
5. Parents must sign the logbook to sign the student out indicating reason, date, and time.

D. Morning Arrival/Dismissal

Arrival

1. Arrival time is between 7:40 a.m. - 8:00 a.m.
2. Parents please drop off students at the front doors and wait with the child until staff opens the door. Students may not be left unattended or dropped off early. Teachers will open the door at arrival time to allow students into the building.
3. Students should go directly to the Common Room and immediately put backpacks and coats away.
4. Opening prayer and pledge begin immediately at the 8:00 a.m. bell.

Dismissal

1. Dismissal is at promptly 3:00 p.m. Please be considerate of MDA Staffs' time.
2. Parents should enter the parking lot on the Elm Street side and exit through the Collingwood exit around the church office entrance.
3. Parents are asked to please line up in front of the school doors and not park in the lot. Staff will only release children to persons listed on the Authorization for Pickup form.
4. Students will be dismissed when there are no cars moving.
5. Students are to go directly to the vehicle in which they will ride. They must stay in the vehicle.
6. Students may not return to the building after they have been dismissed unless a parent accompanies them.
7. Students, and all children, may not play in the parking lot after school hours.
8. Students will be dismissed only to their own vehicle.

E. Make-Up Work

1. Students who are absent from school for any reason are expected to make up missed work.
2. Parents are expected to obtain the missed assignment. The parent must request that the work be left at the school office when the parent calls the school to report the absence before 8:00 am. The work may be picked up at the school office between 2:45 and 3:30 PM. If requested, work may be sent home with the absent student's sibling.
3. The student is given the same number of days to make up the work as they were absent. If a student is absent one day, one day is given for the make-up work to be completed. For a two-day absence, two days are given for the work, etc.
4. Students who are absent on the day a long-term assignment is due, are still required to turn it in on time.
5. It is the responsibility of the students in Grades 5, 6, 7 and 8 to ask the teacher to make up the tests.

F. Tardiness

1. Any student arriving after 8:15 a.m. is considered tardy.
2. Parents must sign-in students on the attendance sheet with the teacher on duty, or in the office if no teacher is on duty.
3. All tardies shall be recorded on the report card.

G. Vacations

1. Vacations during the school year are discouraged because of the rapid progress of instruction. It is extremely difficult for students to catch up after a prolonged absence.
2. Parents and students must realize that it is impossible to duplicate instruction time. The child is responsible for obtaining notes from other students upon their return to school.
3. Parents need to obtain a vacation form from the office and submit it for approval.

Dress Code

- Uniforms need to be cleaned and maintained.
- All items must be marked with the student's name or initials: sneakers, sweatshirts, sweaters, coats, hats, gloves, scarves, etc.

A. Boys

1. Hair: Must be plain and simple, clean, and neat, well-groomed and of natural color. Hair may not extend over the eyebrows or below the earlobes and may not reach the collar of the shirt in the back. Hair length over all may not be more than two inches long.
2. Trousers: Navy blue dress pants or corduroy slacks. No jeans or cargo pants. A black or brown belt must be always worn, with pants or shorts fitted at the natural waistline. Shorts may be worn during the months of September and May.
3. Shirt (1st-8th): Light blue oxford, long or short sleeved, with a button-down collar. Top button must be buttoned. The shirt must be tucked in so that the belt is visible. Undergarments other than a plain white t-shirt may not show through the uniform. Lettering, pictures, or graphics on the undershirt are prohibited. The sleeves of the undershirt must not extend beyond the uniform sleeves.
Shirt: (Kindergarten) – A light blue polo. (long or short sleeve)
4. Sweater: Students may wear a navy-blue vest, cardigan, or pullover.
5. Sweatshirt: School logo apparel only. No hoods on sweaters.

6. Tie: Navy blue. The tie may not be worn loosely at the neck. If the tie is forgotten, a new tie may be purchased in the office, or otherwise a Mater Dei Academy tie needs to be signed out and returned at the end of the day.
7. Shoes: Black, blue, brown, or tan standard dress shoes, solid in color, no more than five eyelets on each side. Heels and soles should be no higher than one inch. Shoes need to stay on the feet and be functional. No athletic shoes or boots are permitted.
8. Socks: Crew socks, white or dark blue. No low cut or no-show athletic socks.

B. Girls

1. Hair: Must be plain and simple, clean and neat, well-groomed and of natural color. Hair must be pulled back and out of the face. Hair fads of any kind will not be tolerated.
2. Jumper: Hem on jumper should be below the knee. During the winter months, girls may wear slacks or leg warmers under their skirts while on the playground. Girls are encouraged to wear long Bermuda shorts under their uniforms. Uniform Style #55; Plaid Knife – Pleat Jumper.
3. Blouse: White regulation with round collar (Peter Pan), long or short sleeve. Blouses must be plain, with no lace, ruffles, pleats, or bows. No Oxford button down collar shirts. Top button must be buttoned. Undergarments must be plain white. Lettering, pictures, or graphics on the undershirt are prohibited. The sleeves of the undershirt may not extend beyond the uniform sleeves.
4. Sweater: Students may wear a navy-blue vest, cardigan, or pullover. No hoods on sweaters.
5. Shoes: Black, brown, blue or tan dress shoes, solid in color, however, Saddle shoes are permitted. Shoes must tie, buckle, or Velcro closed. No slip-ons. Shoes must stay on feet and not slip off. Heels and soles may not be higher than one inch. No athletic shoes, clogs, slides, or hiking shoes permitted.
6. Socks: Plain navy knee socks, navy or white anklets. Navy tights may be worn in cold weather. No low cut or no-show athletic socks.
7. Lipstick, artificial nails, nail polish, and other makeup are not allowed. Girls may wear only one post earring (no larger than the earlobe) per ear. No plastic bracelets allowed.

C. Gym Uniforms: All Students

1. Tennis shoes or sneakers.
2. Navy blue or grey sweatpants/shorts
3. Navy blue or grey sweatshirts
4. Grey t-shirt

Miscellaneous

A. Birthday Celebrations

1. Discuss birthday treats with the teacher prior to bringing them to school.
Consideration needs to be given to students who have allergies.
2. Treats are for the child's particular class only.
3. Birthday treats are to be brought before school begins.
4. If treats must be brought after school is in session, they are to be taken directly to the office.
5. Treats will be shared during the snack or at the end of the day, whichever best fits the teacher's schedule.
6. Keep treats simple, for example, cookies or donuts which tend to be less messy.
Cupcakes are very messy.
7. Birthday party invitations handed out at school need to be given to all students in the class, otherwise use email or mail.

B. Communications

1. The primary means of communicating your child's progress, on a regular basis is the Friday Folder. See page 3.
2. Parent-Teacher Conferences
 - a. Formal Parent-Teacher Conferences are required in the Fall.
 - b. The purpose of the conference is to provide an opportunity to discuss the child's education and spiritual progress
 - c. If necessary, an additional conference may be scheduled in the Spring through the school office.
2. Written notices are usually sent home at the end of the week or just prior to an upcoming event. These are sent home with the eldest child and/or via email.

3. Parents are encouraged to communicate on a regular basis with teachers and vice versa through:

- a. email correspondence
- b. written communications
- c. telephone conversation
- d. face-to-face scheduled meetings made through the school office.

4. Unscheduled meetings disrupt preparation and instruction. Parents may not spontaneously meet with a teacher or the principal before or during school hours.

5. If a parent wants to meet with a teacher, the request can be made in the school office and the teacher will contact the parent. If there is a concern which cannot be settled to the satisfaction of either or both parties, then the parent should contact the principal.

C. Disruptive Adult Behavior

Adults are expected to conduct themselves in a manner worthy of a disciple of Jesus Christ.

Charity should be observed in behavior and written communications with the school.

Harassment in any form is strictly prohibited. Adults who disrupt the operation of the school or behave in a threatening manner, including yelling, toward any student or staff member will be asked to leave the school property immediately. Repeated disruptive behavior of an adult could result in dismissal of the family from the school.

D. Emergency Card Information

- 1. An emergency form for each student must be completed each year by parents and will remain on file in the office.
- 2. Parents are responsible for notifying the office immediately if there are any changes to this information.

E. Emergency Closing

1. If a decision is made to close the school for that day, Channel 10 will be notified. The information will be on their website under “school emergency closing” at www.10tv.com/content/sections/weather/closings.html. Mater Dei Academy will be listed by name.

- 2. Parents will also be notified via email.
- 3. We do not necessarily follow Columbus City Schools or Columbus Catholic Schools.
- 4. Early Emergency Dismissal is handled on a case-by-case basis.

F. Emergency and Safety Procedures

1. Fire drills are conducted once a month.
2. Tornado drills are conducted in March, April, and May.
3. Lock-down drills are conducted once per year.
4. Emergency School Dismissal Procedures

➤ Off-Site Evacuation – Whitehall Church of Christ:

- Before proceeding to our site, a secretary will call or travel to the site to make sure it is safe. We will call ahead and notify them we are leaving Mater Dei Academy. The students will line up in a single file line proceeding out the south exit doors of the classroom.
- The teachers and staff will walk the students to Whitehall Church of Christ. The students should remain with the teacher whose class they were attending prior to the emergency dismissal.
- When the school has arrived at Whitehall Church of Christ, students will go with their homeroom teacher and will remain with that teacher until the students are released to their parents.
- Parents should go to the dismissal table when they arrive at the church. Runners from that table will find the children from the family and bring them to the dismissal table. Students will be dismissed by family.
- Parents should sign out their children on the Emergency Dismissal sign-out sheet located at the Dismissal Table. NO student may leave unless a parent or other authorized adult signs the student out.

5. U.S. Department of Homeland Security-Threat Level of Red:

As defined by the U.S. Department of Homeland Security, a Threat level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the protective measures for a Severe/Red condition are not intended to be sustained for substantial periods of time.

- If Red Alert is issued before school hours:

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen.

- If Red Alert is issued during school hours:

Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means.

G. Field Trips

1. Teachers are responsible for planning and implementing field trips for their students. Two field trips per class are permitted during the school year.
2. Must be approved by the principal and school board.
3. Are designed to enhance the education of the students by providing related experience with the concepts being studied in class.
4. Teachers must have at least one parent volunteer accompanying the class on any field trip.
5. Teachers must make arrangements for adequate transportation.
6. The teacher or principal may prevent a student from attending a field trip because of discipline problems.
7. All adults accompanying a class on a field trip must complete the volunteer requirements.

H. Lost and Found

All student items such as book bags, water bottles, and lunch bags must be clearly marked with the student's name. This will permit the return of these items when they are misplaced.

I. Lunch & Recess

1. Students have forty-five minutes for lunch and recess. Students must bring their lunch from home daily.
2. If a student forgets to bring a lunch, the parent will be contacted and expected to deliver it to the school office. The student can pick it up on the way to lunch.
3. Students are not permitted to bring soft drinks.
4. Students are encouraged to bring a healthy midmorning snack (fruit, veggies, bagels, pretzels, cheese, crackers.)
5. Minimum Temperature to be excused from Recess:
Children will never be required to engage in recess if air temperatures measured at John Glen Columbus International Airport weather station are below 20 degrees Fahrenheit sustained wind chill.

J. Medications

If a child is required to take any medication during school hours, these procedures will be followed:

1. Any medication will be administered to the students by the school staff only with written permission from the parents, using a signed medical authorization form.
2. Any medication administered at school must be in the original container.
3. Any changes in medication administration will require a new form to be completed.
4. All medication must be kept in the school office. Medicine may not be kept in the classroom.
5. Cough drops will be given to the student by the school staff with written permission from the parents.

K. Supplies

1. Mater Dei Academy will supply the basic supplies
2. Teachers may request additional supplies for specific class projects.
3. Book Covers
 - a. All textbooks must be covered with heavy paper.
 - b. Contact paper and cloth covers may not be used.
 - c. No glue or tape should be applied directly to the book.
4. Book bags are to be used by all students to carry books and materials to and from school.

L. Tuition Payments

1. Tuition payments are due on the 5th of the month beginning in August. Late payments may incur a late fee.
2. All tuition must be paid in full by May 5th.
3. Families with outstanding tuition will not receive student grade cards and may be refused re-enrollment.

M. Visitors

1. All visitors must record their signature, date, and time in the logbook upon entering the school building.
2. Upon leaving school visitors need to sign out by writing the time in the logbook.

3. Parents and visitors may not be in the hallways or near the classrooms after 8:15 a.m. and while school is in session.
4. No one may interrupt a class while in session.

N. Volunteers

The help of volunteers is vital. Your skills and talents are needed for working in the library, assisting with lunch and recess, art classes, music classes, and sports activities. We welcome and deeply appreciate parental involvement. Please see additional guidelines for each position.

1. All volunteers need to sign in at the office upon arrival.
2. All volunteers must have a Protecting God's Children certificate as well as a background check on file in the school office. The background check is good for five years.
3. Fees for the background checks are the responsibility of the volunteer.
4. Lunch and recess supervision requires the full attention of the volunteer on duty, therefore siblings or non-students may not be present.
5. Drivers for field trips must also provide a copy of their driver's license, proof of insurance and sign the Volunteer Driver Form. All non-student children must remain under the direct supervision of their parents.
6. Parents making a presentation in a class as a guest speaker are considered visitors and do not have the same requirements as volunteers.

V. DISCIPLINE

Self-control is the highest form of discipline. To help the students acquire this virtue, the school regulations need to be enforced.

A. Code of Conduct

1. Mater Dei Academy's Code of Conduct is based on the Ten Commandments and the teachings of the Catholic Church. An attitude of Christian discipleship should permeate the academic, behavioral, and spiritual aspect of student life.
2. Education is a serious pursuit and students are expected to conduct themselves in a manner that does not interfere with the instructional process.
3. Maintenance of discipline in the school results from the combined efforts of every student, parent, and teacher. For teachers to maintain a learning atmosphere in the classroom, it is

essential that children be taught Christian responsibility and respect for others at home, as well as school.

Overall class discipline continues to remain at the discretion of each teacher. Parents/guardians should use the following avenues when needing to communicate their concerns about their student's behavior or homework needs:

1. Communicate and meet with the teacher.
2. Communicate and meet with the principal, only after first communicating with the teacher and you are not satisfied.
3. Contact the board only if you have first communicated and met with the teacher and the principal and are not satisfied.

Expectations for Students:

With Christ as our model, we maintain the following standards for behavior:

1. Students are expected to treat students and adults alike, with respect and courtesy.
2. Students are expected to respond to teachers and adults in a positive, obedient and respectful manner.
3. Students are expected to be respectful of the building, supplies, materials and facilities.
4. Students are expected to conduct themselves in a manner that respects the learning environment, characterized by a quiet, orderly building.
5. Students are expected to be reverent and give meaningful participation in liturgy and other religious activities. This is expected without exception.
6. Students are expected to be in uniform according to the dress code with all necessary supplies and materials, books and assignments prepared to meet the demands of the day.
7. Students are expected to participate in the learning process of the classroom, complete assignments on time and in an acceptable manner. They are also expected to cooperate with teachers and others in getting the best advantage from their education.
8. Students are expected to conduct themselves with dignity at all times in and out of the classroom, library, lunchroom, gymnasium, etc..
9. Students are expected to use recess in a manner that demonstrates respect for others, fair play, and concern for safety.
10. Students are expected to resolve problems in peace, with justice and dignity. When problems cannot be settled, the involved parties are to seek the intervention of the principal, teacher or adult in charge.

11. Students are expected to accept correction with respect.
12. Students who are aware of serious violations of the school rules are expected to report this to the principal or teacher in an honest and direct manner.
13. Students are expected to use acceptable language. Obscene language and disrespectful tone of voice is unacceptable.

Safety Rules for MDA Students:

1. Students can't be in any classroom, computer lab, library, or common room alone. Students may not return to a room for any reason without a designated adult present.
2. Students can't hurt others with behaviors: Punch, hit, slap, kick, spit, grab, throw at, bite, pull hair, body slam, jump on, dig fingernails, scratch trip, etc.
3. Students can't touch others.

Do not write on another person's skin or on your own skin

4. Students can't damage other's property: Knock over toys, write on walls/furniture, tear up, pull down, throw, steal, break, rip pages in a book, magazine, throw spitballs or any object, chewing gum on school grounds or in the building.
5. No opening the outside school door into the building. GET a staff or faculty member to answer the door.
6. Students can't use hurtful words: profanity, "Don't like you", "Hate you", "Won't play...", call names, put downs....
7. No bullying or intimidating behavior/gestures.

Bullying is when one person uses power in a willful manner with the aim of hurting another individual repeatedly. MDA will NOT tolerate any bullying on school grounds. This includes cyber bullying. Cyber bullying will include text messages and social media postings. Any information that is brought into school as a result of a text message or social media posting will be investigated and will receive consequences.

Consequences may include counseling, a parent/teacher conference, a detention, a suspension and/or an expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

Physical Bullying Behaviors:

- hitting fighting writing graffiti
- poking unwanted touching pinching
- shoving blocking chasing and cornering

- jabbing stealing from tripping
- vandalizing

Emotional Bullying Behaviors:

- making fun of making offensive racial Ignoring
- incessant teasing making sexual comments lying
- name-calling ganging up on threatening
- belittling mocking putting down
- shunning punching

B. Academic Integrity Policy

MDA Administration recognizes and values the importance of introducing and educating students on cheating and plagiarism. This includes defining what cheating and plagiarism are and informing students of the potential consequences when cheating and plagiarism occur. Students in fourth grade will be introduced to the concept of cheating and plagiarism through classroom teachers and media center. Students will review these concepts in fifth grade to fully understand the consequences of such acts.

For students to understand the difference between cheating and plagiarism, the teacher will introduce “common” definitions and “examples” of both.

Cheat: “To violate rules and regulations. To act in a dishonest way”.

Some examples of cheating include:

- Giving or receiving answers during a test
- Directly copying assignments from other students (including homework)
- Turning in class work or homework as your work that is actually the work of others
- Giving your work to another student that will be copied or used

Plagiarism – representing someone else’s work, words, images, data or ideas as your own without properly citing the source.

Some examples of plagiarism include:

- Copying or paraphrasing someone else’s words or ideas from the internet, books, magazine articles or directly from a person
- Copying or presenting someone else’s work as if it were your own
- Giving your work to another student whether or not you believe it will be copied.

What are consequences for cheating and plagiarism? Some samples may include but are not limited to:

- Reviewing the definitions of cheating and plagiarism
- Parent notification
- Requiring students to complete an alternative assignment
- Meeting with principal, teacher and parent
- Receiving no credit or grade for the assignment, project, test or quiz

C. Discipline Policy

The following outlines Mater Dei Academy's discipline policy and how it will be enforced.

Notice of Concern slips will be sent home when a faculty member sees that a student is having difficulty in one of the following areas:

1. Offensive language
2. Aggressive or disruptive behavior
3. Failure to complete homework or class work
4. Dress code violations
5. Failure to observe class, school, or playground rules

Two copies of the discipline slip will be sent home. Parents should sign and return one copy the next school day, and the second is to be kept home for parent's records.

When a student receives three discipline slips, he/she will serve a one-hour after school detention. These detentions will be served on Wednesday afternoons.

After the initial detention, when a student receives two additional slips (five total), a conference will be scheduled between the parents, teacher, and principal. The student will also serve a second one-hour after school detention.

If the student receives another discipline slip after this (six total), a one-day, at-home suspension will be served the next school day. The student will receive zeros on all tests and assignments missed while serving the suspension. Upon returning to school, the student will be required to make up all assignments and tests that were missed while serving the suspension, but grades will not be recorded.

At this point, one more slip (seven total) will result in a meeting being scheduled with the teacher, principal, board of directors, and parents. Pending the outcome of the meeting, the board of directors reserves the right to expel the student at this time.

One of the goals of the Mater Dei Academy disciplinary policy is to communicate with parents regarding the conduct of their children at school. Parents' signatures are required on the following forms to assist in the communication process between the school and home.

1. Notice of Concern

- a. If the rules are not followed, as outlined in the parent-student handbook a Notice of Concern will be issued.
- b. The Notice of Concern must be signed and returned to the teacher on the following day.
- c. A student who habitually lacks proper preparation for class will be given a Notice of Concern.

2. Discipline Form

- a. Students who continue to misbehave or commit a serious offense will be issued a Discipline Form. All Discipline Forms must be signed and returned to the teacher on the following day.
- b. If the situation continues, the teacher, principal and parent(s) shall meet to discuss possible methods for the correction of the student's behavior. A designated period of time shall be established by the parties for the student to demonstrate a sustained improvement and correction of the behavior.
- c. If the student's corrected behavior is not sustained, the Mater Dei Academy Board of Directors will be informed of the matter and a probationary period shall be determined for the student.
- d. Expulsion will be the final result if the student fails to cooperate.
- e. The determination to expel a student is made by the Board of Directors and the principal.

Right to Amend:

The Mater Dei Academy Board of Directors or principal has the right to amend the discipline policy for just cause; parents will be given prompt notification if changes are made.

Rev. 8/22

Mater Dei Academy
HANDBOOK ACCEPTANCE FORM

We acknowledge that we have read the Mater Dei Academy Handbook
and agree to abide by all rules, regulations, and procedures contained
therein.

Mother / Guardian's Signature

Date

Father / Guardian's Signature

Date

1st Student's Signature and Grade

2nd Student's Signature and Grade

3rd Student's Signature and Grade

4th Student's Signature and Grade

Return this form to the school office.