
2025-2026

PARENT AND STUDENT HANDBOOK



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Updated August 6, 2025



MATER DEI CATHOLIC ELEMENTARY
HANDBOOK ACKNOWLEDGEMENT AND ACCEPTANCE OF CONTENT

- Parent(s)/guardian(s) and the student (if developmentally appropriate) are asked to carefully examine the 2025-2026 Mater Dei Catholic Elementary Parent/Guardian and Student Handbook together.
- **After a thorough review of the Handbook, parent(s)/guardian(s) and the student (if developmentally appropriate) must sign this form and return it to the teacher.** • The principal, Faina Salter, retains the duty and right to edit or amend this handbook for just cause. Parents/guardians will be notified of all changes.

Print Student's Name: _____

Homeroom Teacher: _____ Grade: _____

Date: _____

We have carefully read the Parent/Guardian and Student Handbook and will wholeheartedly comply with Mater Dei Catholic Elementary's mission and vision, goals, expectations, and regulations.

Signature of Father/guardian: _____

Signature of Mother/guardian: _____

Signature of Student (if developmentally appropriate): _____

In addition, parent(s)/ guardian(s) initial each statement:

_____ We understand and agree to follow the pick-up and drop-off procedures.

_____ We agree to abide by the absentee and tardy policy.

_____ We agree to abide by the uniform policy.

_____ We agree to be positive role models by supporting the school's mission and Catholic identity.

_____ We agree to maintain a positive relationship with the school.

NOTE: Please refer to the webpage www.materdeicatholic.org for a copy.

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Located on the campus of Mater Dei Catholic Elementary in East Chula Vista, CA, we are the first Catholic school in San Diego County to offer a 50/50 dual language, Spanish/English immersion curriculum. Students receive 50% of their instruction in Spanish and the other 50% in English. The goals of the dual language immersion program are to develop high levels of proficiency in both languages and for all students to demonstrate cross-cultural knowledge and skills. MDCE hopes to develop fully bilingual, bi-literate, and bicultural global citizens.

The Diocese of San Diego administers Mater Dei Catholic Elementary. Although it is not a parish school, we work closely with the Mater Dei parish under the leadership of Fr. Jovencio Ricafort to meet the spiritual needs of our school community.

MISSION

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

VISION

Mater Dei Catholic Elementary provides a premier bilingual, Catholic education committed to developing the whole child to live a Christ-centered life through academic excellence and innovation.

LEADING OUR STUDENTS TO CHRIST

The community of Mater Dei Catholic Elementary is Christ-Centered, instilling virtues and morals through religious education, the Sacraments, the Mass, and by supporting deep devotion to the Eucharist and the Blessed Virgin Mary, Mother of God, Mater Dei.

CALENDAR

As partners in the same educational institution, Mater Dei Catholic High School and Mater Dei Catholic Elementary coordinate their yearly calendars as much as possible, drawing on the San Diego Diocesan School calendars. The updated school calendar can always be found on our website at materdeicatholic.org. In addition, MDCE will publish monthly newsletters that highlight important dates.

OFFICE HOURS

The school office is open Monday through Friday, except for school and national holidays from 7:30 a.m. - 4:00 p.m. Parents may always call and leave a message at 619-423-2121 x131.

CLASS SCHEDULE

TK: 8:25 am - 3:00 pm

Kindergarten: 8:25 am – 3:00 PM

1st- 3rd Grade: 8:25 am – 3:00 PM

4th – 5th Grade: 8:25 am – 3:00 PM

6th – 8th Grade: 8:25 am – 3:00 PM

On Fridays and other minimum days, dismissal will start at 12:30 PM.

EDUCATIONAL PROGRAM

Dual-Language Immersion

Mater Dei Catholic Elementary follows a 50/50 dual-language immersion model in English and Spanish. This model connects theory to practice by developing multi-literacy and multiculturalism. Language is an asset rather than a deficit and all stakeholders are language learners.

Curriculum

Teachers use CA State Standards for all content areas to create curriculum maps that guide classroom instruction. Teachers use the following resources to support classroom instruction and engage students in rigorous lessons.

ENGLISH COMPONENT		SPANISH COMPONENT	
ELA	TK: Frog Street K- 1st: Benchmark Advance, UFLI 2nd: Benchmark Advance, UFLI, Achieve3000 3rd-5th: Benchmark Advance & Achieve3000 6th-8th: StudySync	SLA	TK: Frog Street K: Benchmark Adelante, Método Integral Minjares 1st - 5th: Benchmark Adelante 2nd - 8th: Achieve3000 6th-8th: Autentico 3, Galería 1, 2
MATH	TK: Frog Street K-8th: I-Ready	SOCIAL STUDIES	TK: Frog Street K-8th: McGraw Hill Impacto
SCIENCE	TK: Frog Street K-5th: Mystery Science & McGraw Hill Inspire 6th-8th: McGraw Hill Inspire	SCIENCE	TK: Frog Street K-5th: Mystery Science & McGraw Hill Inspire 6th-8th: McGraw Hill Inspire
RELIGION	TK: Frog Street K-6: Sadlier We Believe 7-8: Sadlier Living Our Faith	RELIGION	TK: Frog Street K-5: Sadlier Creemos 7-8: Sadlier Vivimos nuestra fe

Standards Referenced Grading

Mater Dei Catholic Elementary is a Standards Referenced Grading school. Standards referenced grading measures student proficiency in the standards that are aligned with the CA Common Core Standards. The grades are based on a student’s ability to apply content knowledge and skills in and/or across content areas. MDCE uses the following scale:

MDCE SRG SCALE	
3	Mastery of grade level standards
2	Progressing towards mastery of grade level standards
1	Initial progress toward grade level standard
.5	No evidence

Student Learning Expectations (SLEs)

Mater Dei Catholic Elementary students are:

1. Christ-Centered Children
2. Bilingual and Biliterate Lifelong Learners
3. Global Ambassadors
4. Social Justice Advocates

Successful Learner Traits

Successful Learner Traits
Develop Self-Management Skills to Achieve School & Life Success
Produce legible work.
Demonstrate organizational skills.
Participates in Class Activities
Complete Assignments/Homework
Use Social Awareness & Interpersonal Skills to Establish & Maintain Positive Relationships
Respect the Feelings & Perspectives of Others Based on Gospel Values
Use Communication & Social Skills to Interact Effectively with Others
Demonstrate an Ability to Prevent, Manage, & Resolve Interpersonal Conflicts in Constructive Ways
Make Relevant Contributions to Class Discussion
Demonstrate Decision-Making Skills & Responsible Behavior
Accept Directions & Follow Rules
Apply Decision-Making Skills Responsibly with Daily Academic & Social Situations
Contribute to the Well-Being of One's School & Community

Academic Contract

High academic expectations are held for all students at Mater Dei Catholic Elementary. If a child is not meeting expectations, MDCE will implement classroom support and ensure clear communication with parents. If the child continues to struggle to meet grade-level expectations, the student will be placed on an academic plan. The plan will explicitly detail supports implemented at school and how learning needs must be supported at home. A child's success also depends on a strong parental commitment.

Teachers will work with parents in the development of an educational learning plan for the student and create short- and long-term goals. Monitoring and implementation of the plan will be completed throughout the academic school year by the teacher. It is the parent's responsibility to continue the communication with the teacher to follow the student's progress. A student who does not meet the expectations of the academic plan will be placed on an academic contract. If expectations are still not met by the end of the year, said student may be held back in their current grade or asked not to return for the following school year.

Academic Honesty and Integrity

Students at Mater Dei Catholic Elementary should pursue their education with honesty and integrity. All students' work and achievements should be the fruit of their diligent efforts. The following are examples of academic dishonesty and may result in a loss of credit for any specific assignment:

- Copying from another student.
 - Submitting work done by another, whether from a published source (plagiarism), AI, friend, or relative and claiming it as one's original work.
 - Cheating on quizzes or tests.

Cheating is a Level 3 infraction that could result in suspension or possibly permanent dismissal from school.

Homework

Ensuring that homework is beneficial requires a balanced approach and clear communication between the student, the teacher, and the family. Homework that is assigned should be purposeful and appropriate to the age level of the student.

Reasons for assigning homework include practicing new skills, applying previously learned skills in new contexts, and/or fostering productive study habits and independence. Homework has the additional potential benefit of helping young children understand that learning happens everywhere, while also providing parents with information about our curriculum and opportunities to support their students in their learning.

Mater Dei Catholic Elementary understands and promotes the importance of unstructured play as essential to fostering the cognitive, social, physical, and emotional well-being of children. Therefore, time spent on homework should be in addition to, and never a replacement for free play.

Homework will be assigned Monday through Thursday. No homework will be assigned on Fridays.

With these ideas in mind, we practice the following approach to homework in grades TK-5:

- A minimum of 20 minutes spent reading from self-selected and/or teacher-assigned texts in both languages either independently or with an adult.
- 15-20 minutes spent working on curriculum supplementals such as RazKids and Accelerated Reader or paper homework as assigned by teachers
- Upper elementary students may also be asked to complete research or continue working on a class project at home.

Students in 6th-8th grade are expected to complete:

- A minimum of 20 minutes of reading from self-selected and/or teacher-assigned texts in both languages independently.
- 15-20 minutes on Khan Academy and/or Accelerated Reader
- Any incomplete assignments as assigned by teachers.
- Middle school students may also be asked to complete research and /or continue working on a class project at home

Homework should be completed by the student independently. Learning occurs in a variety of ways outside of school. We encourage students and their families to explore opportunities to foster growth and responsibility in many ways including participating in completing household chores, discussing current and world events, and participating in local community activities.

If you feel that your child regularly spends too much time completing homework, please consult with the teacher to identify the cause and develop a plan to remedy the concern.

Field Trips

As part of the curriculum, teachers plan field trips with specific educational goals. A student's participation in a field trip may be curtailed due to a lack of maturity, responsibility and not meeting behavior and academic expectations. Health and safety restrictions may also play a role in determining the number of field trips students attend. Parent volunteers may be requested, but this number will be limited. Not all parents will be able to participate. If more parents express a desire to participate than there are spots available, a drawing will take place to select the parent volunteers for the field trip.

If parents/guardians participate as drivers, they must present:

- A valid California driver's license
- Documentation of adequate insurance coverage as required by the Office of Schools by the Diocese of San Diego
- Diocesan Background check (\$25 fee)
- Proof of TB test

In addition, parents must watch the safe environment and safety driving video provided by the Diocese. Drivers must ensure seat belts for all passengers, as well as child car seats when appropriate.

All parent volunteers must complete the [Diocesan Volunteer Requirements](#).

Report Cards

Report cards are emailed to families two times a year at the end of each semester. Progress reports will be distributed at the end of the first and third quarters. All reports provide regular cumulative evidence of student performance and progress in scholarship and citizenship.

Birthdays and Parties

Large birthday celebrations are not allowed in the classroom. Parents may not bring food or decorations. However, a parent may drop off “goodie bags” at least 48 hours prior with approval from the teacher. The “goodie bags” for the students may not contain any food items or candy. They may include items such as pencils, crayons, erasers, coloring books, small toys, etc. This must all be discussed with the teacher in advance and the teacher must pre-approve the plans.

Invitations to birthday parties or off-campus festivities may not be distributed at Mater Dei Catholic Elementary unless each student in the classroom is given one. If that’s the case, invitations may be provided to the teacher in advance, after communicating via email.

PARENTS AND GUARDIANS AS PARTNERS IN CATHOLIC EDUCATION

Mater Dei Catholic Elementary gratefully acknowledges the labor of love provided by parents/guardians, siblings, and close family members, who, as their children’s first teachers, strive to inculcate them with the Catholic faith and knowledge needed to embrace a changing world. The choice of Mater Dei Catholic Elementary manifests a strong desire to help your children acknowledge God as the greatest good in their lives. Parents’ and guardians’ meaningful relationships with Jesus, with others, and with their Catholic community directly impact their children’s understanding of God. Values taught in school become securely rooted in children when they are instilled at home by the overt practice of Catholic principles and a strong display of a forthright relationship with God. At MDCE we support students and their families as they:

- Put God first
- Serve God, their families, and the world
- Share God-given gifts and talents
- Strive for excellence in scholarship and innovation

Once families elect to join the family of Mater Dei Catholic Elementary, we rely on them to adhere faithfully to these responsibilities and to regularly volunteer and participate in school-sponsored activities and events.

As a Catholic school, Mater Dei Catholic Elementary collaborates with families in their role as the primary educators of their children in the Catholic faith. By enrolling their children in MDCE, both Catholic and non-Catholic families recognize that our school remains faithful to the teachings of the Roman Catholic Church.

MDCE cannot accomplish its mission if parents/guardians engage in public behaviors, lifestyles, or occupations contrary to Catholic teaching. When on campus, adults have the responsibility to be positive role models by supporting the school’s mission as well as Catholic doctrine.

Visitor Guidelines

To ensure the security of the students and staff of Mater Dei Catholic Elementary:

- All invited family members and visitors sign in at the school office and receive a name badge before proceeding to any school facility or classroom.
- Before departing, all visitors sign out in the school office.
- Family members and visitors may not make unscheduled visits to classrooms or walk students to classrooms at any time during the school day.
- All visitors to classrooms and or school areas where students are regularly present, must fulfill the Diocesan volunteer requirements.
- Teachers and staff members have the right to question any person's presence on campus.

Volunteers

As per the family's commitment to support their child's education, multiple opportunities and options for volunteering are available throughout the school year. These can include providing classroom support for teachers as needed, office support, and volunteering at fundraising and social events. Regular volunteers and field trip/sporting events drivers must fulfill the [Diocesan volunteer requirements](#). In addition, volunteers must watch the video on "safety in our schools" through the Diocese, show proof of TB test, and a statement of good health in compliance with California laws. Volunteers must follow all school guidelines and directions provided by school staff. Volunteers are on campus to support students and staff. No photos of students of any kind may be taken by volunteers without prior approval from the principal. No photos taken of students while on campus volunteering may be shared with other parents or posted on social media without prior approval from the principal. Taking pictures of students (even if it's one's own children) and/or sharing photos or posting on social media, without prior approval, while volunteering on campus, may result in withdrawal of volunteering privileges.

Communication

In order to be able to achieve our mission, communication between teachers and parents is critical. We strongly encourage parents to contact teachers whenever a question, concern, or comment may arise and be solution-oriented in their communication. Our school communication with parents may take the form of newsletters, phone calls, emails, and special notes sent home. The school asks parents to follow the procedure for teacher-parent communication:

- Phone call/email to teacher (allow 48 hours for a response) stating question, comment, or concern
- If there is no resolution/response, contact administration via phone call/email (allow 48 hours for a response)

Parents will receive contact information for their child's teachers at back to school night. Parents may also check the school website (materdeicatholic.org) for contact information.

Key Contacts at Mater Dei Catholic Elementary:

Title	Telephone	Email
Fr. Martinez, President	619-423-2121 x136	bmartinez@materdeicatholic.org

Mrs. Faina Salter, Principal	619-423-2121 x131	fsalter@materdeicatholic.org
Mrs. Laura Bistrić, Assistant Principal for Academics	619-423-2121 x131	lbistic@materdeicatholic.org
Mr. Ron Smith, Assistant Principal for School Culture	619-423-2121 x131	rsmith@materdeicatholic.org
Ms. Karla Figueroa, Principal's Executive Assistant	619-423-2121 x131	kfigueroa@materdeicatholic.org
Mrs. Gilda Marin Administrative Assistant	619-423-2121 x355	gmarin@materdeicatholic.org

Student Phone Calls

Students may not make or receive telephone calls in the office or classroom during the day. The staff of Mater Dei Catholic Elementary does not interrupt a class that is in session to deliver non-emergency messages. Students without lunch are provided a healthy snack and parents are notified. Children staying after school for additional study help or extra-curricular activities should arrange transportation with their parents/guardians the day before. We kindly request that families anticipate changes in their schedules, etc., and remind their children about them the night before they depart for the next school day.

School Lunches

Parents may only drop off forgotten lunches. Lunch from fast food or other restaurants is not permitted. If you wish to provide your child with a hot lunch, please order [MDCE Cafe](#). School lunches will not be served if they were not ordered in advance. All lunch orders should be submitted online by Sunday evening for the following week or by 9:00 AM for same day delivery. The school will not collect money for lunches. Food sharing is not allowed because that can potentially hurt our students who have minor to severe food allergies.

Parent Concerns

Should a conflict or concern arise, parents must begin by addressing the faculty or staff member with whom they have a concern. If this is a classroom matter, it should be brought first to the attention of the teacher. Parents may make an appointment to meet virtually or in person with their child's teacher. It is imperative to share the concern as soon as possible. Teachers should be allowed to resolve the matter. If it is not resolved at the classroom level, parents may contact administration via phone call/email (allow 48 hours for response).

Parents Out of Town

MDCE asks parents and guardians to inform the school office and their student's teacher whenever they will be out of town. Before their departure, parents email the school office the following information:

- The name(s) and phone number(s) of the person(s) in charge of the children.
- A phone number where they can be reached in the event of an emergency while out of town.

Buckley Amendment

Mater Dei Catholic Elementary complies with the Buckley Amendment, which states that non-custodial parents will be given access to unofficial copies of student records unless a court order stating otherwise is filed with the school. MDCE voluntarily complies with all provisions of federal law. Non-custodial parents are given access to unofficial copies of student records, and staff is available to discuss the student's records unless a notarized court order providing otherwise is filed with the school.

Divorced parents must file a notarized copy of the custody section of the divorce decree with the principal as this safeguards the rights of everyone in the family. If one parent does not want the other parent to receive the school's communication materials, the school must have a notarized copy of the court order on file in the office.

Sometimes the custodial parent asks the school not to release a child to the other parent. Children are sensitive to disagreements between parents. With clear communication in mind, we ask custodial parents with a court document denying a non-custodial parent access to the child, to submit a notarized copy of this document to the office. Mater Dei Catholic Elementary adheres to all legal orders.

The transfer of a child/children between a custodial and noncustodial parent, or between parents with alternating days of custody when both are present, is not allowed on school grounds. One parent may transport the child to school and the other parent may pick the child up, as soon as prior approval has been secured from the principal. This request must be submitted in writing to the principal. The purpose of these policies is to preclude the involvement of school personnel in child custody matters and to minimize disruptions.

SCHOOL ATTENDANCE

Research shows a direct relationship between attendance and academic success: absence from school is often the greatest single cause of poor performance. We are grateful to the families that place a high priority on regular attendance.

When a student is absent, parents/guardians must call the office before 8:00 am at 619-423-2121 x 355 or email Mrs. Marin at gmarin@materdeicatholic.org and your child's homeroom teachers stating a reason for their child's absence.

Parents/guardians who do not notify the office of an absence will be contacted after the second day of absence. Parents must advise the teacher and staff if the student has a contagious illness. Mater Dei Catholic Elementary retains the right to verify information provided by parents/guardians as a reason for illness (i.e. a physician's note).

Unverified Absence

For each student absence, parents/guardians are required to provide a written or verbal explanation to the school office. An automated email will be sent as a reminder if an explanation has not been received.

Absences not verified by a parent/guardian within two school days will be considered unverified.

If a student has three or more unverified absences in a quarter, parents will be contacted by administration. Continued unverified absences may impact eligibility for extracurricular activities for the remainder of the quarter or the following quarter.

List of Excused Absences

- Personal illness or injury of the student
 - Students missing three (3) consecutive days of school due to illness will require a healthcare provider's note to return to school.
- Medical, dental, optometric, or chiropractic appointment-with a physician's note upon return.
- Attendance at funeral services for a member of the immediate family.
- Visa/Passport Appointment
- Exclusion for failure to present evidence of immunization
- Exclusion from school because the student is either the carrier of a contagious disease or not immunized for a contagious disease.
- The student was sent home ill by the school health office, provided that student was in class for roll call.
- Upon written request of the parent or guardian and prior approval of the Principal, a student's absence may be excused. Reasons include, but not limited to:
 - Appearance in court
 - Sibling Graduation
 - Attendance at funeral services for someone that is not a member of the immediate family.
 - Parent returning from active military deployment.
 - Any other special circumstances deemed excusable by the Principal

Unexcused Absence

An absence is considered unexcused when the reason provided is not on the excused absence list.

Anticipated Absences

Whenever the family knows of an absence in advance, the family must complete an anticipated absence form and submit it for approval. Please submit these forms to Mrs. Marin either in person or by email at gmarin@materdeicatholic.org. These absences are pre-approved at the discretion of the principal who will deem them excused or unexcused. Assigned coursework and make-up tests will be up to the teacher's discretion. In the event that a family takes a trip, or the student is absent for an extended amount of time without prior approval, the absence will be deemed unexcused.

Vacations

Mater Dei Catholic Elementary discourages vacations planned during scheduled class days as well as early departures or late returns from vacations occurring during school days.

- Class discussions and student interactions are catalysts for learning and cannot be replicated in independent study.
- When an absence is unavoidable, you must complete an anticipated absence form and submit it to the principal for approval. These absences are pre-approved at the discretion of the principal. If the form is not submitted the absence is deemed unexcused.

- Teachers are not required to re-teach material missed due to a family trip. It is incumbent upon the student to make-up any missed work, assessments and projects. Failure to meet the make-up deadlines will result in a grade of zero (0).

Tardies and Early Dismissals

It is very important that students arrive at school on time. Mater Dei Catholic Elementary classes begin promptly at 8:25 a.m. Students who are not present **inside their classroom** by 8:25 a.m. are marked tardy. The gates to the school will close at 8:20 so students should be inside of the gates by that time. Should your child arrive late to school, they must first report to the office.

Students leaving early must be signed out by a parent/guardian, or authorized adult. To limit the disruption of learning time, it is encouraged to plan dental/medical appointments outside of school hours.

- Parents should email front office staff, Mrs. Marin and Ms. Figueroa, **and** the student's homeroom teachers to notify the school of an early dismissal. In the email, include the pick-up time, and whether or not the student will be returning to campus.
- Students will only be released from the classroom once the authorized adult has arrived and checked into the main office, so please factor this into your pick-up process.
- The responsible adult must present a valid photo ID when he/she picks up the child.
- Students will not be released within 15 minutes of the scheduled dismissal time unless prior approval is given from the principal.

Please be advised that changes and/or additions to the emergency card and designated contacts must be made in person or via email with the school office to avoid misunderstandings. Verbal instructions to release a student to someone who is not designated on the emergency card or on the release form to pick up their child will not be honored.

Persistent tardiness and early departures can affect your student's academic performance, and disrupts the learning environment. If a pattern occurs, parents will be contacted.

Excessive Absences

Regular attendance is essential to student learning, personal growth, and community engagement.

5+ unexcused absences in a Semester or 8+ total absences (excused or unexcused) will result in an Attendance Notice from the school. This notification is to make parents aware of the absence count. There is no penalty or consequence associated with this notification.

10+ unexcused absences in the school year or 17+ total absences (excused or unexcused) is considered excessive and will result in a meeting with the family, the Assistant Principal of School Culture, and/or the Principal. Excessive absences may result in ineligibility for extracurricular activities, ineligibility for End of Year Awards, being retained in their current grade level, or attending mandatory summer school.

Families who demonstrate a continued pattern of absenteeism without actively partnering with the school to address attendance concerns may be subject to a review of their enrollment status.

All interventions will focus on supporting the student, understanding barriers, and developing strategies in partnership with families. We are committed to working collaboratively with families to support student success, and we expect families to share in that commitment.

CODE OF CONDUCT

Mater Dei Catholic Elementary believes that a positive school climate is important to a child's learning in the classroom and to his or her growth as a Christ-Centered individual. Mater Dei Catholic Elementary expects students and staff to be:

- Respectful
- Responsible
- Kind
- Problem Solvers

Because making mistakes is a normal part of a child's development, our first response is to help students learn from these experiences.

Classroom Behavior

Appropriate behavior in the classroom maximizes the teaching and learning process, accordingly, students should be seated and ready for work upon entering the classroom. Consideration for teachers and fellow students is expected at all times. Students may not violate others' right to learn. Insolence (quarrelsome arguments or "sassing"), insubordination (deliberate refusal to obey a reasonable request made by school personnel), or similar misconduct is not tolerated.

Student behavioral expectations at Mater Dei Catholic Elementary reflect Diocesan and Mater Dei policies. To resolve discipline-related issues fairly and consistently, we rely on wholehearted support from parents, students, and staff.

School Culture and Discipline Plan

Mater Dei Catholic Elementary believes in maximizing student success through the Positive Behavioral Interventions and Supports (PBIS) system, which promotes a positive environment by reinforcing expected behavior and addressing challenges effectively. PBIS focuses on encouraging positive actions while teaching clear rules, aiming for a balance of praise and corrections. Key strategies include establishing routines, teaching school-wide expectations, actively engaging students, and using effective methods to respond to behavior.

There will always be situations where discipline is required in schools. While PBIS focuses on positive behaviors in order to limit the need to correct behavior, there will be times where discipline is needed. Our beliefs related to discipline are:

- Every discipline situation is an opportunity to teach expected behavior.
- Expected behaviors must be communicated, taught, and modeled throughout the school year.
- Parents in collaboration with school staff have a responsibility to ensure that student's behavior does not take away from a safe, orderly, and academically productive learning environment for others.
- The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.

Inappropriate Behaviors

Inappropriate behaviors that do not meet the school's expectations fall into three categories:

Level 1

- Minor misbehavior that is low intensity and can be handled in the classroom environment.
- These behaviors include, but are not limited to:
 - Not following instructions from an adult, calling out, talking over others, not maintaining the expected noise levels, incomplete work due to talking/disruption, distracting other students, refusing to attempt work, minor failure to keep hands to self, minor teasing/name calling.
- Level 1 behaviors are handled by the teacher. Repeated offenses are documented and communicated with parents.

Level 2

- Recurring minor misbehavior, or moderate misbehavior that requires parental involvement.
- These behaviors include, but are not limited to:
 - Repeated level 1 behaviors that make learning difficult and in which there has been no response to teacher interventions, lack of respect to adults, throwing/misuse of materials, leaving the room without permission/absence for longer than permitted, mild horseplay that disturbs the learning environment and/or risks the safety of self or others, inappropriate physical contact, inappropriate technology usage.
- Level 2 behaviors are documented and include parent communication. Level 2 behaviors are generally handled by the teacher and parents, but are at times supported by members of the Student Support Team.

Level 3

- Major misbehavior that requires administrative intervention. These behaviors require parental notification.
- These behaviors include, but are not limited to:
 - Violent behavior/fighting, harmful/offensive name calling, causing deliberate damage to school property, aggressive behavior, stealing, cheating, bullying, any form of discriminatory language/insult, harassment, inappropriate touching, weapons/drugs/alcohol/tobacco/vape, vulgar or unacceptable language either verbally or in writing.
- Level 3 behaviors require immediate administrative referral and are subject to consequences based on the child's age and severity.

Mater Dei Catholic Elementary uses a restorative approach to prevent future negative behavior and repair relationships affected by poor decisions. Instead of just punishing, we focus on understanding, healing, and learning to create a more caring school community. In some cases, severe or repeated behavior with little-to-no response to interventions may require temporary or permanent exclusion from school activities and/or MDCE. Each decision considers the child's age, social-emotional and educational needs to be fair and appropriate.

Pristine Campus

Mater Dei Catholic Elementary, along with Mater Dei Catholic High School, takes pride in the pristine campus that we have. Student cooperation is requested to keep our campus clean and trash-free at all times. No eating is allowed in school buildings, and bringing gum/chewing gum is not allowed on campus. Specific exceptions may be made in advance for lunch meetings in classrooms.

Rules While at the Lunch Tables

While at the tables, students must:

- Remain seated
- Ask permission to use the restroom, drink water, or refill water bottles
- Raise hand for help
- Throw away trash at the end of the lunch period with permission (they may not get up continuously)

When the whistle blows at the end of snack, the students must stop and listen. The teachers will inform students to throw their trash away and walk to the recess area (no screaming nor running).

When the whistle blows at the end of lunch, the students must stop and listen. The teachers will inform students to throw their trash away. They must quietly put their things away and walk to line-up.

Students must walk at all times, from the lunch area to the play area and from the play to the classroom.

Rules While at the Playground/Field

Students:

- Show respect for each other and for the adults supervising.
- Take turns with equipment and balls.
- Keep hands and feet to self.
- Use kind words
- May not play or loiter in the restrooms
- Who need to go to the office during recess must check-in with the aide or teacher assigned to the area. The aide or teacher will determine next steps if necessary, walk the student to the office, or provide the student with a pass to the office.
- May not play or loiter in the hallways or visit classrooms.
- May not do gymnastics.

Students who are playing on the field must freeze (stop in place and listen) when the whistle blows at the end of recess, Students will be called to do the following:

1. Students holding a ball, jump rope, etc. will put the item away and then walk to line up.
2. The teachers will call on the remaining students by grade to line up.
3. The students should remain in line until they are asked by the teachers to be seated to eat lunch or while they go back to class.

Personal Items from Home:

All sports equipment, including baseball bats, hardballs, and frisbees, must be provided by the school.

- Prohibited Items: Electronic devices, trading cards, and toys with small or moving parts are not

- permitted during outdoor supervision periods.
- Students may earn the right to bring sports equipment from home as a reward. This is at the discretion of the teacher, and must be approved. If equipment is brought to school without prior approval, it will be confiscated.
- Student Responsibility: The school is not responsible for any personal items that are lost, damaged, or stolen. Students who choose to bring approved items do so at their own risk.

Policy Against Bullying

Purpose

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

Scope

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

Prohibited Conduct

Bullying is defined by this policy as:

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

- Placing a student in reasonable fear or harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School. Conduct need not be severe or pervasive in order for MDCE to determine that there has been a violation of this policy.

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

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

Student Reporting

Students are encouraged to and should immediately report any incidents of bullying that either they observe or that are directed towards the student or others, to the AP of School Culture, or to any teacher or administrator.

Investigation

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

Interim Measures

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

Remedial and Disciplinary Action

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

Policy Against Sexual Harassment

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

Definition of Sexual Harassment

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

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

activities available at or through the educational institution.

Examples of Sexual Harassment

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

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

Complaint Procedure

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

Interim Measures

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

Investigation Process

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

by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

Confidentiality

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

No Retaliation

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

Remedial and Disciplinary Action

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

DRESS CODE

Uniform Guidelines

Wearing the proper school uniform should reflect a sense of pride and help strengthen student's connection to the Mater Dei community.

School uniforms can be purchased at sales@materdeiuniforms.com and [The Uniform Store](#). Both are approved sources for uniform apparel for Mater Dei Catholic Elementary.

PE uniforms may be purchased at: A&M's 2252 Main Street #2 Chula Vista store, (619) 425-1200 and at sales@materdeiuniforms.com.

MDCE Spirit wear can be purchased at our school store on campus.

To avoid confusion, all student clothing is to be clearly marked with the student's first and last names. The school is not responsible for lost items. We will return all items marked with students' names to their respective classrooms. All unclaimed clothing will be placed in our Lost and Found Bins by the hallway next to Guadalupe Center.

If there is an emergency where a student cannot be in full uniform, parents are required to email the student's homeroom teacher and AP of School Culture explaining the reason for the non-compliance and stating when the matter will be resolved.

- Students must wear the appropriate Mater Dei Catholic Elementary school uniform.

- Boys and girls may wear the same outerwear or spirit wear which includes the fleece jacket, windbreaker, MDC spirit sweatshirts and any other items sold by our school store on campus.
 - Spirit outerwear may not be worn with the Mass Uniform. Only the vest, cardigan, or pullover sweater are acceptable. In cold or rainy weather, jackets can be worn outdoors over the acceptable mass attire, and must be removed in the classroom or church.
- Non-uniform jackets without prior approval are not allowed.
- Students can wear MD hats or beanies outside of the classrooms. Hats, beanies and hoodies must be taken off inside the classroom.
 - Hats and beanies are not allowed with the Mass Uniform.
- In the Daily and Mass uniforms, shirts must be tucked in at all times. Exceptions are made during recess and outdoor play, but shirts must be tucked in once returning to the classroom. Shirts do not need to be tucked in for the PE uniform.
- For the sake of student safety, only uniform or athletic shoes are allowed. Flip flops, open toe, steel toe, platform shoes, and high boots are not permitted.
- Shoes may not include any colors other than white and black, with black being the predominant color. The soles and logo of the shoe may be white. Shoe laces and toe of the shoe must be black. Socks must go above the ankle.

Boy's Uniform:

Tk-5th Grade

- Daily Uniform: Gray pants or shorts and navy blue or white polo shirts with short or long sleeves.
- Mass Uniform: White Oxford Dress Shirt, gray pants and a navy blue cardigan, pullover sweater or vest. In addition, students must wear a plaid tie for Mass. No shorts for mass days.
- PE Uniform: Navy blue gym shorts, gray t-shirt, navy blue sweatpants, navy blue hoodie sweatshirt, navy blue quarter-zip and/or a navy blue waterproof jacket.
- Beginning in second grade, all boys wearing pants/shorts with belt loops must wear a belt.

6th - 8th Grade

- Daily Uniform: Gray pants or shorts and a light blue polo shirt with short or long sleeves. All boys are required to wear a belt.
- Mass Uniform: White Oxford Dress Shirt, gray pants and a gray cardigan, pullover sweater or vest. In addition, students must wear a plaid tie for Mass. No shorts for mass days.
- PE Uniform: Navy blue gym shorts, gray t-shirt, navy blue sweatpants, navy blue hoodie sweatshirt, navy blue quarter-zip and/or a navy blue waterproof jacket.

Boy's Footwear:

- Daily Uniform and PE uniform: All black athletic shoes or black athletic shoes with white soles and logos. No Converse, slip ons or high top shoes. Navy blue, black, or white socks.
- Mass Uniform: Classic boy's leather dress shoes that have laces or Velcro and navy blue, black, or white dress socks.

Boy's Grooming and Appearance:

- Hair must be well-groomed and have a neat appearance without lines/zig zags, designs, bleached or dyed colors. Hair length should not interfere with vision or learning.

Boy's Accessories

- Earrings can never be worn on campus during the day, during sporting events or any school related events on or off campus.
- Only religious necklaces are permitted. The school will not be responsible for any lost, stolen or broken jewelry

- One watch without technological capabilities or one bracelet may be worn.
- No rings are permitted.

Girl's Uniform:

TK-5th Grade

- Daily Uniform: Plaid skirt or jumper and navy blue or white polo shirts with short or long sleeves. Girls are also allowed to wear gray pants or shorts.
- Mass Uniform: Plaid bottom (skirt or jumper), a White Peter Pan blouse and a navy blue cardigan, pullover sweater or vest.
- PE Uniform: Navy blue gym shorts, gray t-shirt, navy blue sweatpants, navy blue hoodie sweatshirt, navy blue quarter-zip and/or a navy blue waterproof jacket.

TK-5th Girl's Footwear:

- Daily Uniform: Classic black "Mary-Jane" style shoes with buckle/ velcro, all black athletic shoes or black athletic shoes with white soles and logos.
- Mass Uniform: Classic black "Mary-Jane" style shoes with buckle or velcro.
- PE Uniform: All black athletic shoes or black athletic shoes with white soles and logos.
- Navy blue, black or white socks. Navy blue or White knee highs.

6th - 8th Grade: Girls Uniform

- Daily Uniform: Gray skirt, pants or shorts with light blue polo shirt with short or long sleeves
- Mass Uniform: Gray skirt, white peter pan blouse and gray cardigan, pullover sweater or vest.
- PE Uniform: Navy blue gym shorts, gray t-shirt, navy blue sweatpants, navy blue hoodie sweatshirt, navy blue quarter-zip and/or a navy blue waterproof jacket.

6th - 8th Girl's Footwear:

- Daily Uniform: Classic black "Mary-Jane" style shoes with buckle/ velcro, all black athletic shoes or black athletic shoes with white soles and logos. No Converse, slip ons or high top shoes.
- Mass Uniform: Classic black "Mary-Jane" style shoes or black ballet flats.
- PE Uniform: All black athletic shoes or black athletic shoes with white soles and logos.
- Navy blue, black or white socks. Navy blue or White knee highs.

Girl's Grooming and Appearance:

- Skirts/skorts must not be shorter than 3 inches from the top of the knee cap on any day.
- Biker shorts that coordinate with the uniform colors must be worn under the jumper at all times.
- Leggings or yoga pants under the skirt are not allowed. During cold weather, girls may wear navy blue tights with navy blue socks. Leg warmers are not allowed.
- Hair must be well-groomed and have a neat appearance without lines/zig zags, designs, bleached or dyed colors.
- No face or eye make-up at school or school related activities unless permission is given by the principal.
- Clear sunscreen may be worn. Pigmented sunscreen is not allowed.
- No nail polish

Girl's Accessories

- Only navy blue or gold bows may be worn. Hair accessories sold by the uniform store for MDCE are approved and can also be worn as part of the uniform.

- Only stud earrings may be worn and a maximum of one earring per bottom of the ear is allowed. Hoops and dangle earrings may not be worn.
- Only religious necklaces are permitted. The school will not be responsible for any lost, stolen or broken jewelry.
- One watch without technological capabilities or one bracelet may be worn.
- No rings are permitted.

Free Dress Guidelines for Birthdays and Special Events

Students are expected to wear clothing that is neat in appearance and appropriate for our school environment. Flip flops, open toe, steel toe, platform shoes, and high boots are never permitted. Students **cannot** wear leggings as pants, Yoga pants, jeggings/very skinny/tight jeans or pants that are slit at the bottom or have rips or cuts including shorts that are cut-off, or skirts and shorts shorter than three inches from the knee. Half shirts, crop tops, midriff, halters, backless, spaghetti strap, strapless or low neckline shirts are not allowed.

Uniform Violations and Consequences

The following steps will be taken when a student violates the dress code policy.

- If the item can be removed, the student will be told to remove the item and put it in their backpack.
- If a uniform item is missing or cannot be changed, the student will be informed of the violation and given a Behavior Notice marked “Uniform Violation.” The parent must sign and return the notice by the next school day.
- Repetitive requests from a teacher to remove an item will result in a Behavior Notice as well.
- Three violations will result in an email notification.
- Four violations will result in a lower grade in the “Accepts Directions and Follows Rules” section of the successful learner traits on the report card.
- Persistent uniform violations will be addressed individually by the AP of School Culture.

DROP-OFF AND PICK-UP PROCEDURE

Student Drop-off and Pick-up Procedures coordinate with Mater Dei Catholic High School. The safety of our students is of the utmost importance. Therefore, the following guidelines for pick-up and drop-off have been developed. Please follow these guidelines at all times.

Student Drop-off

Parents have three options for drop off:

- Parents can drop off students at the top parking lot (entrance off Birch) in front of the white canopy by the solar panels beginning at 8am. However, parking is not permitted for any amount of time at this location. Failure to do so can result in the loss of privilege to drop off students at this location. After drop-off, parents exit through Birch.
- The second option is to drop off students at the roundabout in front of gate 2. This option is only for students who can get out of the car without assistance. Parents can not stop at the roundabout to assist students. Failure to do so can result in the loss of privilege to use the roundabout.
- The third option is for parents particularly in grades TK and K to enter through Magadalena, park at the Mater Dei Church parking lot and walk their student to the school, past the De Paul

Center in the direction of the Guadalupe Center. Parents arrive at the black wrought iron gate, Gate 1, and drop off students at the gate. Parents are not allowed to walk their students to their classrooms.

Parents are expected to model respect and dignity for all in all their interactions with school personnel tasked with enforcing these guidelines. Parents have to follow the designated speed limits and traffic routes to ensure safety for all.

Student supervision will start at 8:00 am. No students should be dropped off prior to this time. If families arrive prior to 8:00am, parents must remain with their children. Any students who need to be dropped off earlier than 8:00 am must enroll in the before school care program with Open Minds.

Student Pick-up

Families in Grades TK-5 have the option to download DASHPASS to their phones. This is a dismissal app that sends an alert directly to the classroom once a family drives past the designated perimeter in our parking lots. The student is then escorted to the designated waiting area for each grade level in front of the Guadalupe Center to wait for pick-up.

TK- 5 parents must park at the Mater Dei Church parking lot and walk to Gate 2. Gate 2 will open at 3:00 pm for all parents. They can proceed to pick up from the student lines per grade level. Everyone will exit through Gate 1 immediately after pick up. Loitering or visiting among friends is highly discouraged in order to have an orderly and safe dismissal.

Parents who do not want to use the dismissal app, will line-up in front of Gate 2 and provide their student's name to the staff in-charge of dismissal. They will wait for the student to be dismissed from the classroom to line up with their class before walking out with the student through Gate 1.

Parents of students in 6th through 8th grade may sign a walking waiver to give consent for their child to be released from class and leave campus unaccompanied to a designated meeting area in one of the Mater Dei parking lots.

See below for specific end times by grade level for Monday through Thursday.

TK 8:25 am - 3:00 pm (Class will line up in front of the Guadalupe Center front office.)

K-5 8:25 am - 3:00 pm (Classes will line up in front of the theater.)

6-8: 8:25 am - 3:00 pm (Students with walking passes will leave campus right after dismissal.)

On Fridays and other minimum days, dismissal will be at 12:30pm for all grade levels.

HEALTH AND SAFETY

Illness

Any student who shows symptoms of illness at school will be evaluated by the school nurse or health technician. Together with the school nurse, Mater Dei Catholic Elementary will determine if the student will need to be tested for COVID-19, require a doctor's visit, or go home for rest and observation. and when they will be able to return to campus. Students who are out sick for 3 days or

longer will require a doctor's note upon their return. Please note that the physician must be licensed to practice medicine in the state of California. Parents who are licensed physicians in California cannot provide a "return to school" letter for their own student; this note must come from a separate California licensed physician.

A student who is sick must be without a fever or have not vomited for 24-48 hours prior to their return to school. Students must be fever-free and without medication for at least 24 hours before returning to school. Student return is at the discretion of the school nurse/health technician.

Immunizations

All students entering Mater Dei Catholic Elementary must be fully immunized according to requirements set forth by the State of California. Without proper immunizations completed, students are not admitted to class.

Children entering school must have the following immunizations.

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) —5 doses (4 doses okay if one was given on or after 4th birthday)
- Polio (OPV or IPV)—4 doses (3 doses okay if one was given on or after 4th birthday)
- Hepatitis B—3 doses
- Measles, Mumps, and Rubella (MMR)—2 doses (Both given on or after 1st birthday)
- Varicella (Chickenpox)—2 doses (for all age groups)

Before entering 7th grade, students are required to show proof of a TDAP booster.

Parents must submit a copy of their child's Immunization Record to the Health Technician as proof of immunizations upon enrollment and upload the immunization record to Magnus. The only exemption granted per the state of California is if the student has a medical condition which permanently rules out one or more vaccines. A signed written note by a United States licensed M.D. or D.O. on a letterhead paper must be presented at the time of registration. It must state that there is a medical condition which permanently rules out immunization (s), and which immunization (s) your child cannot receive.

Physical Exam

California's Child Health and Disability Prevention (CHDP) Program requires all school-aged children to have a physical exam on record with the school. Students are required to submit a physical exam every 3 years if they are not participating in sports and every 1 year if they are participating in sports.

- Please submit a copy of your child's medical check-up to the school when registering or as soon as it is completed and upload it to Magnus.
- Transitional Kindergarten students who submit a physical exam record can fulfill this requirement for Kindergarten.

Parents/guardians should communicate in writing with the administration and teacher clearly identifying any allergies, sensitivities, hearing or vision matters regarding their student, and include this information on the student's emergency card and Magnus.

Medications

No student is allowed any medication of any kind, including over-the-counter medication, on his/her person. All medication, in its original bottle, is to be presented and left at the MDCE office

immediately upon arrival. In order for the medication to be administered to the student, parents must provide written instruction from a physician. The physician's note must include the student's name, indicated dosage and time to be administered. The parent/guardian must administer the medication. The school nurse must approve any medication prior to it being administered at school. Each situation will be evaluated independently.

Limited Physical Activity

Students may be excused from participation in physical education activities due to illness or injury for one day with a written notice from a parent/guardian. If a student needs to be excused for two days or longer, parents/guardians must provide a physician's note.

Counseling Services

Students having concerns or questions regarding school work, grades or personal issues may make an appointment to see the school counselor. Parents may also refer their child to counseling by completing the Parent/Guardian Counseling Referral Form located on the MDCE Website. School counselors keep information confidential unless legal requirements demand that confidential information be revealed or a breach is required to prevent serious and foreseeable harm to the student. Serious and foreseeable harm is different for each minor in schools and is determined by students' developmental and chronological age, the setting, parental rights and the nature of the harm.

Confidentiality is critical to developing trusting relationships with students. Access to highly sensitive information is kept to a very limited number of educators on a need-to-know basis.

DISASTER PREPAREDNESS

Parents are encouraged to speak with their child about the importance of safety precautions, such as: no automobile rides from strangers, speaking to an adult employee if he/she senses danger, staying away from unsupervised locations, etc.

Should an emergency arise, everyone is expected to follow instructions, remain calm, and know the specific directions for reaching a designated point of safety. Emergency drills (Fire, Earthquake, Lockdown, etc.) are practiced on a regular basis, sometimes in conjunction with the high school, to ensure students and staff know the appropriate protocols. The protocols below detail very important and serious instructions designed to save lives and prevent injuries.

In the event of a major disaster during school hours, students remain on campus until a parent/guardian or designee can pick them up. Staff and students follow the procedures outlined below:

1. All students evacuate to the stadium when it is safe to do so.
2. First aid is administered as needed.
3. The main entrance/exit is opened for emergency vehicles only.
4. Parents/guardians report to the Birch Road entrance of the school to pick up their son/daughter.
5. A team of teachers meets parents/guardians at that location and checks identification. Please carry a picture ID with you.
6. Students are released to persons designated on their earthquake emergency release form.
7. A disaster survival kit is on campus for all students.

Earthquake Procedures

- Duck: Take cover under a nearby desk or table, positioning as much of the body as possible under cover.
- If there is no table or desk nearby, but there are chairs (such as an auditorium-style arrangement) Duck, Cover, Hold: take cover under the chairs, if possible, and/or between the rows of chairs, dropping to the floor, holding on, and protecting the eyes with the arm. ● Cover eyes by leaning the face against the arm.
- Hold on to the table legs or side of the desk. Remain in position until the ground stops shaking, objects stop falling, or the teacher indicates that this phase of the drill has ended. ● If there is no table or chair nearby (or not enough): Duck, Cover, Hold: take cover by dropping to the floor, against an interior wall, if possible. Select the closest safe place: between tables or against a wall. The “drop” position is preferred: on the floor, on the knees, leaning over to rest on the elbows, hands clasped behind the neck, face down for protection.

Should you find yourself in the hallway:

- Duck, Cover, Hold: take the “drop” position alongside the walls. Try to avoid earthquake hazards such as unsecured lockers, trophy cases, etc. Choose the closest safe place.

Fire Procedures

Fire Drills are necessary for the safety of the students and faculty. Everyone is expected to listen to directions, remain silent, and know the designated route. Fire drill information and evacuation routes are posted in every room and office on campus, and mandatory procedures are listed below:

1. Students follow designated evacuation routes and proceed quietly to the designated areas.
2. The teacher is the last to leave the room, taking keys and attendance roster to the field.
3. The teacher remains with the students at all times.
4. Only the teacher takes attendance upon reaching the designated area. The attendance sheet is collected at that time.
5. The students remain quiet and calm so that all directions are clearly understood and followed.
6. When the “all-clear” bell is sounded, students return to class in an orderly fashion.

Lock-Down Procedures

Phase One: Lockdown is called over the PA and/or the sirens ring. In order to make the room appear vacant:

1. Teachers direct students to duck and cover in the room under desks or tables.
2. Teachers lock doors and windows and keep students away from them.
3. Turn off lights and close blinds or shades.
4. Everyone remains absolutely quiet.
5. Cell phones should be put on silent.

Phase Two: All students and teachers remain in classrooms until the door is unlocked by law enforcement personnel and/or a school administrator.

1. When evacuating, proceed directly to the evacuation site.

2. If you are unable to convene at the evacuation site, follow directions given by school or emergency personnel.

SAFEGUARDING STUDENT SUPPLIES

We ask that the student's name is clearly marked on books, notebooks and personal school supplies. Students should not take valuable items or money to school unless authorized by school administration for Field Trips or ASB sponsored school activities. Students should not leave school items and belongings, including purses, books, notebooks, book bags, and clothing laying around unattended. The school is not responsible for any lost items.

Lost and Found

Items that are clearly labeled with the student's name will be taken to the school office where they can be claimed. All unclaimed items that are in good condition will be donated after 2 weeks. All unclaimed items that are in bad condition will be thrown away.

ELECTRONIC DEVICES

Mater Dei Catholic Elementary students may not bring any electronic devices to school including but not limited to:

- Cell phones
- iPads or other tablets
- Smart watches

Students in 6th-8th grade may bring a cell phone to school to communicate with parents after school. All phones must be turned off and safely turned over to the homeroom teacher at the beginning of the day for safe keeping. Cell phones are then returned before dismissal. Should a cell phone not be turned over and is used during the school day, the phone will be confiscated and held in the office for the parent to pick up.

Should a student in TK-5th grade bring a device to school, the device will be confiscated and held in the office for the parent to pick up. Additionally, Mater Dei Catholic Elementary is not responsible for lost or stolen items/devices.

FINANCE

Tuition is collected through FACTS Management, an automatic withdrawal system. There is an annual fee for this program. The fee varies depending on the method selected. Specific tuition information is given each year at the time of registration or re-registration.

No personal checks are accepted at any time.

STUDENT WITHDRAWAL PROCEDURES

If parent(s)/guardian(s) withdraw their child from Mater Dei Catholic Elementary before the end of the school year, the procedure is as follows:

- Contact the Office and provide a letter or email explaining the reason for withdrawal to the principal and Office.
- Clear all financial obligations.
- Return items that are the property of MDCE.
- Inform the MDCE office of the new school address and phone number for forwarding transcripts and other required documents.

POLICIES

When students enroll in Mater Dei Catholic Elementary, their families agree wholeheartedly to uphold the policies, traditions and programs of the school as outlined in the Parent/Guardian and Student Handbook and other school policy documents. This agreement is formalized each year when Parents/Guardians sign the acknowledgement of receipt and acceptance contract (page 1).

Non-Discrimination Policy

The Catholic Schools of the Diocese of San Diego, mindful of their mission to witness the love of Christ for all, admit students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools.

The Catholic Schools in the Diocese of San Diego do not discriminate based on race, color, and nationality and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment based on sex, age, disability, race, color, and national and/or ethnic origin.

Child Abuse Policy

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

Textbook, Workbook, and novels Check-Out Policies

It is Mater Dei Catholic School's goal to provide students with the necessary textbook(s) for their success in each course. The library checks out textbooks to students and provides access to textbooks digitally. Each student will be issued a textbook that has a unique barcode number and students must return that textbook with the same barcode number in as close to the physical condition in which it was provided.

Students are responsible for the care of any textbook, workbook, and book that is assigned to them; at school and at home. If an item is damaged, lost, or stolen, the student will be responsible to pay the replacement costs for each item. Damage may consist of, but is not limited to: liquid damage, spine damage, missing or torn pages, excessive markings and notes. Any student with an outstanding balance for unpaid damaged or lost books will not be cleared to start the coming school year.

Students may not write, underline, or highlight textbooks, including novels checked out for class assignments (please use sticky notes) unless the instructor indicates that the workbook or novel is a consumable and will not return to the library as a circulating item. Remember, students are responsible for the item checked out on their student account; They should not let friends borrow the textbook or leave them outside of the designated classroom area. Any damaged or lost item will ultimately be your responsibility to pay.