



MATER DEI CATHOLIC HIGH SCHOOL OF SAN DIEGO, INC.

Parent/Guardian and Student Handbook

2026–2027

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Parent/Guardian and Student Handbook

This Parent/Guardian and Student Handbook outlines rules, policies, standards, and philosophical principles of Mater Dei Catholic High School of San Diego (“Mater Dei” or “School”). All students enrolled at Mater Dei and their parents/guardians are responsible for knowing its contents. Please read the Handbook carefully and take time to become familiar with these rules, policies, standards, and philosophical principles which you agreed to accept and abide by when you signed the enrollment agreement with Mater Dei. Parents/guardians and students are encouraged to contact the student’s division principal with any questions or concerns.

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GENERAL INFORMATION AND POLICIES

School Office Hours

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

Emergency Calls and Messages

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

Faith Life

Religion is the foundational strength of the whole educational system. The goal of our educators is to help lead our students to Christ. This is accomplished by instilling virtues and morals through religious education, the Sacraments, the Mass, and by supporting deep devotion to the Eucharist and the Blessed Virgin Mary. Our Blessed Mother, under the title of Mary, Our Lady of Wisdom, is honored as the patroness of our school. She is our true mother and helper; always there to listen, guide, and protect.

The day-to-day prayer life, such as prayers to open the school day, start of each class, before lunch, end of the school day, and days of retreat and recollection, is conducive to instilling a religious spirit necessary for the total education of the young person. This relationship with God has, as its outcome, an attitude of concern and respect for others, the poor, the suffering, and the helpless, both in our country and abroad. Providing opportunities for activities and experiences that help the young person turn outward toward others in loving service is integral to the fostering of a religious spirit.

Notice of Non-Discrimination as to Students

MDCHS, mindful of its mission to be witnesses to the love of Christ for all, admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. MDCHS does not

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discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The MDCHS Crusader Alumni Association

The MDCHS Crusader Alumni Association has been established to maintain a lasting relationship between graduates and the school. Our students will network with alumni following graduation. All students who have graduated from MDCHS are encouraged to become active in the MDCHS Crusader Alumni Association.

Monthly Calendar

A monthly calendar is available on the school website, www.materdeicatholic.org, which includes the most accurate and up-to-date schedule of school events.

Student Lockers

Students may request a locker through the Office of School Culture. The lockers and locks are the property of MDCHS. Students may only use the lock issued through MDCHS. Any other lock will be removed and discarded. Students should keep their student lockers locked at all times when they are not actively accessing them. MDCHS is NOT responsible for the loss or theft of school or personal property stored in a book or gym locker. Replacement locks are \$15.

Gym Lockers

Lockers and locks will be assigned by the Physical Education instructors *upon request*.

Physical Education Classes

PE Students may use a second lock to secure a gym locker during their P.E. class and shall remove the lock from the gym locker after each class.

Student-Athletes

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

Students should keep their lockers locked at all times students are not actively accessing them. MDCHS is NOT responsible for the loss or theft of school or personal property stored in lockers.

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Students should not share lockers with other students. Students who share or change an assigned locker could face disciplinary consequences. Students may only use MDCHS-issued locks to secure school and gym lockers. Students who use a non-MDCHS-issued lock to secure a school or gym locker will have the lock removed and may face disciplinary consequences.

Students are responsible for the costs of removing stickers, graffiti, or any damage to lockers. Students can obtain replacement locks or report problems related to locks and lockers to the Office of School Culture. Students must empty and clean their school locker by the last day of school and/or their gym locker by the end of their athletic season.

Searches

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

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

Lost and Found

Students are encouraged to mark their names on their sweaters, jackets, gym clothes, and other articles of clothing. Found items are taken to the Office of School Culture in the Juan Diego Building. Items remaining for more than one week will be discarded. MDCHS is NOT responsible for lost or stolen items.

Clean Campus

A clean campus is always to be maintained. Each student's cooperation is requested to help keep the campus clean and free of trash. No eating is allowed in school buildings except when authorized by a teacher or MDCHS Administration. Specific exceptions may be made in advance for lunch meetings in classrooms. Gum chewing on campus is prohibited.

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Deliveries

All deliveries to students must be made through the Attendance Office. This service is for emergency purposes only. The Attendance Office will not deliver gifts, flowers, balloons, food, homework, etc., as this becomes an unnecessary interruption to the classroom. No deliveries for students will be accepted from food delivery companies such as DoorDash, Domino's, or similar companies. Food ordered for students by others outside of MDCHS will also be turned away or donated if delivered.

Aquinas Student Center

The Aquinas Student Center is open each school day from 7:00 a.m. to 4:00 p.m. Monday – Friday. Students are encouraged to use the Aquinas Student Center when it is not scheduled for a class or meetings. Students will follow all Aquinas Student Center rules and procedures posted in the Aquinas Student Center.

After School Policy

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

Emergency Guidelines

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

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

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

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

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

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

EVACUATIONS in the case of fires or other emergencies are implemented when conditions make it unsafe to remain in school buildings to promote the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area.

Medical Records/Required Immunizations

MDCHS requires that all incoming freshmen and transfer students submit a complete medical file to MDCHS by June 30th, and before their first day of classes. A complete medical file includes:

- Physical Examination Form
- Emergency Contact Information Form
- Sports Off-Campus Release Form
- Concussion Form
- A copy of the student's current immunization card or a valid exemption from immunizations consistent with State law.

All students must be fully immunized in accordance with the requirements set forth by the State of California, or have a valid exemption from immunization. California School Immunization Records forwarded to MDCHS from the student's previous school are acceptable for immunization clearance. Students without all required immunizations who do not submit proof of a valid exemption covering the missing immunizations will not be

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admitted to class until proof that all required immunizations are completed or a valid exemption covering the missing immunizations is submitted to MDCHS.

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

Medication

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

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

PARENT CONDUCT AND SUPPORT

Parent Expectations

Recognizing the essential role of parents as the primary educators of their children, and acknowledging the importance of building a school community grounded in mutual trust, respect, and collaboration, parents agree in signing an Enrollment Agreement to:

- Work closely with teachers, counselors, and school staff to support the growth and success of all students.
- Participate in parent meetings and school events that strengthen the home–school partnership.
- Replace or pay for stolen, lost, or damaged books, technology, and other school property.

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

Contacting Faculty

All teachers are accessible via email or by calling the front office and leaving a voicemail. In addition, teachers have posted office hours (2 hours per week) on course syllabi, Schoology class pages, and email signatures.

Custody Arrangements and Rights of Non-Custodial Parents

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

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the noncustodial parent's rights. These rights include, but are not limited to,

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accessing their child’s pupil records, participating in school activities, receiving communications from the school, and visiting the child at school. Any custody-related court order binds the parties to the proceedings and not the school. However, MDCHS recognizes that certain court orders affect the child’s educational experience. For that reason, MDCHS requires parents to notify the school’s Registrar in writing of any change in legal or physical custody or any applicable and relevant court orders that affect the child’s educational experience, and to provide copies of such court orders when requested by MDCHS.

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

Student/Parent Support/Law Enforcement Policy

By entering into an Enrollment Agreement with MDCHS, parents and students agree to fully cooperate with Law Enforcement when necessary, as well as abide by MDCHS’s philosophy, rules, regulations, policies, and standards expressed in the Parent/Guardian & Student Handbook, and other MDCHS documents, as they may be revised by MDCHS periodically during the school year.

BELL SCHEDULE 2026-2027

Monday/Friday	
First Class	8:00 - 9:20
Nutrition Break #1	9:20 - 9:45
Second Class	9:50-11:10
Nutrition Break #2	11:10 - 11:35
Third Class	11:40 - 1:00

Tues/Wed/Thurs	
Homeroom	8:00 - 8:10
First Class	8:20 - 9:40
Nutrition Break #1	9:40 - 9:55
Second Class	10:00 - 11:20
Block 7	11:30 - 12:35
Lunch	12:35 - 1:05
Fourth Class	1:10 - 2:30

Mass/Assembly Days	
First Class	8:00 - 9:05
Homeroom	9:10 - 9:20
Mass/Assembly	9:30 - 10:30
Nutrition Break	10:30 - 10:50
Second Class	10:55 - 11:55
Block 7	12:05 - 12:55
Lunch	12:55 - 1:25
Fourth Class	1:30 - 2:30

Monday/Friday Mass Schedule	
First Class	8:00 - 9:05
Mass	9:15 - 10:15
Nutrition Break	10:15 - 10:35
Second Class	10:40 - 11:45
Third Class	11:55 - 1:00

Rally Days	
First Class	8:00 - 9:05
Nutrition Break #1	9:05 - 9:25
Second Class	9:30 - 10:35
Nutrition Break #2	10:35 - 10:55
Third Class	11:00 - 12:05
Rally	12:10 - 1:00

*Please note that while MDCHS publishes standard bell schedules, adjustments may be made throughout the school year as needed. Parents and guardians will be notified in advance of any changes.

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CURRICULUM

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

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

1. Students must carry seven classes (35 units) at a minimum each semester and PASS each class they attempt while in attendance at MDCHS.
2. A student who fails a course (i.e., receives an “F” grade) receives no credit for that course and **must** make up the course in summer school at MDCHS during the following summer. A grade of “D” is unacceptable for colleges and universities. See *Course Failure and Retake Policy* section below.

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Registration For Courses

Registration for courses for the following school year takes place during the third quarter. The student, along with their parents/guardians, prepares their next year's schedule by reading the information in this curriculum guide and reviewing graduation requirements and course requirements for admission to the colleges of their choice. Students must have 7 courses during regular school hours.

Dropping or Adding Courses After the Semester Has Begun

Students may request to drop a class during the **first week of each semester**. The course change form must be completed prior to the deadline with all required signatures. The student is responsible for all work previously assigned in the new course. AP classes may be dropped up to the end of the **SECOND** week of the class. If a student drops an AP class during the semester, the exam fee will NOT be refunded. Students earning 69% or below and who want to drop an AP or Honors course to a Regular course equivalent for the semester may be considered. A course change form needs to be completed with all required signatures and submitted to the AP Coordinator for Approval.

Course Placement

To support academic success, students may not transition from a regular to a higher-level course during the school year. This policy ensures that students are adequately prepared because the curriculum and level of rigor differ significantly across courses, and gaps in knowledge could hinder progress at the next level. If a student does not meet course prerequisites, there is an appeal process that includes the teacher, the department chair, and the AP of Academics.

Student Schedule Changes

Students may change their schedule only during the *FIRST WEEK* of the semester with teacher and parent approval. A one-year course may be dropped at the semester point only with teacher, counselor, and parental permission. Students in Advanced Placement courses have until the end of the *SECOND WEEK* to change courses. An Advanced Placement student may not drop an AP class until the end of the first semester, with the approval of the teacher, counselor, parent, Assistant Principal of Student Support, and Assistant Principal of Academics.

Request for Teacher Changes

All student schedules are generated by MDCHS Student Information Systems. The computer program utilized for scheduling students balances all class sizes and assigns teachers to students in a random manner. To maintain proper class balance and fairness to all, students/parents may not request a schedule change to accommodate a teacher of their choice.

Transfer Credits

MDCHS does not accept credits from extension courses, evening schools, or outside summer schools unless written permission is obtained from the principal and/or Counseling Department PRIOR to enrollment in these courses.

Valedictorian and Salutatorian Policy

Mater Dei Catholic High School recognizes Valedictorian and Salutatorian honors through a holistic, mission-centered process. To be eligible, a student must have attended Mater Dei Catholic High School for at least three academic years, completed all coursework at the school during that time, and earned a minimum cumulative weighted GPA of 4.5 based on coursework completed at Mater Dei Catholic High School from freshman year through the fall semester of senior year. Coursework completed prior to ninth grade or at outside institutions may earn credit, but is not included in the GPA calculation.

Eligibility does not guarantee selection. Valedictorian and Salutatorian are selected through an application-based discernment process that considers academic achievement, leadership, service, integrity, and fidelity to the mission and values of the school. Final selections are made by a committee and affirmed through institutional mission oversight.

Summer Session

Summer session is open to ALL students, including incoming ninth graders. Summer session is also an opportunity for Honors and regular track students to take elective courses to open opportunities to take additional courses. It is also a chance for students to retake courses in which they did not earn a passing grade. **All summer session classes MUST be approved by an MDCHS counselor prior to enrollment for credit to be accepted by MDCHS.**

Communication with the School

We encourage parents to contact teachers as often as necessary to keep abreast of their students' progress by electronic mail or voicemail. When a parent has a concern or question

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about a student's progress, the teacher should be contacted first. If the concern is teacher-related, the parent must contact the department chairperson. Parents are urged to follow this chain of command before contacting the Assistant Principal for Academics or the Principal.

Course Failure

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

Academic Integrity

Mater Dei Catholic believes that academic honesty and personal integrity are fundamental components of a student's education and character development and supports the school's mission of inspiring and educating the hearts, minds, and souls of our students. MDCHS defines plagiarism as "the practice of taking someone else's work or ideas and passing them off as one's own." A student demonstrates academic integrity when he/she produces original work, complete tests and exams without cheating, and acknowledge another's idea by identifying the author and source. MDCHS expects its students to see that honest effort is commendable, and any breach of honesty and cheating in any form is not acceptable. MDCHS expects parents to support this principle. MDCHS asks its teachers to be vigilant in establishing a testing environment that reduces the possibility of cheating and to be careful in their evaluation of written work. If a student displays academic dishonesty in any course, the student will be disqualified to take any Honors and/or AP classes and may become ineligible within the same year of infraction for:

- a. California Scholarship Federation
- b. National Honor Society
- c. Academy of Science Honors Diploma
- d. Any other Academic or Scholastics honor offered by MDCHS

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Grading

All grades for each semester are cumulative; that is, the work of each of the grading periods is counted into the overall average grade of the semester. Semester examinations are required for all students at MDCHS, and they constitute a significant percentage of the semester grade. The grades issued on the report card have the following meanings:

A: Work is excellent. Student consistently demonstrates exceptional understanding of course materials and assumes responsibility for the completion of more than the assigned work. The student shows an ability to integrate classroom learning with other areas of knowledge.

B: Work is above average. Student shows an above-average grasp of course material and can draw insights beyond understanding of factual information alone. This grade shows that a student is a regular contributor to classroom discussion and completes written assignments with more than average skills of interpretation.

C: Work is average. Student's test performance indicates an understanding of the course material. Work is completed regularly and on time and demonstrates a grasp of basic concepts and their application. Student contributes occasionally to classroom discussion.

D: Work is below-average. Test scores indicate less than adequate understanding of course materials. Written and oral performance reveals a need for additional help and/or study skills. Colleges and universities do not accept a "D" grade.

F: Work is below passing. Student is demonstrating an insufficient level of learning to pass the course. This grade indicates that the student has not fulfilled the minimum requirements of the course. A conference with the student's teacher and counselor is strongly recommended. No credit is earned. *For "D" and "F" work, a counseling appointment should be scheduled. These grades are not acceptable for college or university admission. Colleges and universities require a grade of "C" or higher.*

I: An incomplete is a temporary grade, which is given when unavoidable absences prevent a student from finishing coursework before the semester ends. This grade is not given to those who delayed in meeting course requirements. An incomplete must be made up within two weeks after the last day of the grading period, or the grade automatically becomes an "F." Exceptions are cleared through the principal.

Grade Percentage Breakdown

A = 100 – 90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = 59 – 00

Grade Point Average (GPA)

The cumulative grade point average (“GPA”) that appears on the semester report card is the average of all work by the student during his/her time at MDCHS. The cumulative grade point average is based on grades earned in ninth through twelfth grades. This grade point average is based on weighted grades.

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

Grade Weighting

MDCHS has two levels of courses based on content and ability level. A distinction is made in assigning quality points for Advanced Placement Courses and Honors Courses:

A = 5.0 B = 4.0 C = 3.0 D = 1.0 F = 0

Pass/No Pass Classes

There are classes that may receive credit and appear on the transcript but will not be included in the overall GPA. The student may receive a P (Pass) or an NP (No Pass). The following courses are considered Pass/No Pass courses:

- Office TA
- Elementary TA
- Crusader Academic Support (CAS)
- Intern

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Citizenship Grades Rubric:

Citizenship grades are an evaluation of many factors brought together to measure a student's general behavior and effort in class. They are reported in both quarter progress reports and semester report cards.

O	Outstanding	Student displays self-discipline and contributes positively to the class. He/she displays qualities beyond what is expected of the grade level.
G	Good	Student respects others and contributes to building a positive community. Uses school devices, materials, and facilities appropriately. Student displays self-discipline and responsibility daily.
S	Satisfactory	Student displays conduct, attitude and behavior expected of the grade level. He/she responds to an occasional reminder of behavioral expectations.
N	Needs Improvement	At times, student has kind and courteous interactions with peers and adults. Does not always use school devices, materials, and facilities appropriately
U	Unsatisfactory	Student is often off-task and may be disruptive. Often disrespectful to peers and adults. Rarely uses school devices, materials, and facilities appropriately.

Semester Exams

Each semester, a special schedule is set up for the administering of exams in each academic subject. Approximately 15 percent of the semester grade is based on these comprehensive exams. **A student may not take exams outside of the scheduled time.** Failure to take any semester exam will result in a loss of credit or a reduction in grade for that exam. A physician's letter is required to make up a semester exam if the exam was missed because of illness. Students taking extended or advance absences may be subject to a 10% grade penalty on all final exams scheduled during the absence. A student has **ONE WEEK** to make up a semester exam in the event of illness. All students are to be in regular school uniform during final exams, including make-up exams.

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Progress Reports/Report Cards

Progress reports are an evaluation of the work completed during a nine-week grading period. As a school, a 5-week grade check is implemented for those students that may need additional academic support. At the end of the grading period, a progress report will be sent home. This nine-week grade will help determine eligibility, and academic performance. Progress report grades are not part of the official transcript. Only the report card at the end of the semester indicates the official transcript grade for a course.

National Test Day (October)

All ninth through eleventh graders will take the Preliminary Scholastic Aptitude Test (“PSAT”). Score reports will be distributed to and discussed with students in January when the school receives them. MDCHS also offers the SAT for seniors on the same day.

Advanced Placement Courses and Program Guidelines

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

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

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

Please Note: A student’s failure to pay the National Exam Fee by the deadline will result in the removal of the student from that AP course for the semester.

Academy of Science

MDCHS’ Academy of Science is a comprehensive, educational track specifically designed for academically motivated students interested in pursuing STEAM: Science, Technology, Engineering, Arts, and Mathematics. MDCHS’ primary goal for Academy graduates is to become thoughtful and productive members of an increasingly global and technologically forward society. MDCHS’ secondary goal for Academy graduates is to promote success and preparedness in a freshman-level University of California (UC) science class and lab section. The Academy’s academically rigorous STEAM-based learning environment addresses these goals by offering diverse coursework and emphasizing a culture of innovation grounded in leadership, social justice, and community service.

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Upon completing the Academy of Science academic track, students may earn an Academy of Science diploma with the potential for a "with Honors" distinction and be better prepared to pursue courses at the collegiate level or in a future career. However, more importantly, students will have the opportunity to develop their mastery of soft skills (i.e., creativity and collaboration), scientific inquiry, critical thinking, problem-solving, and interpersonal communication.

**Students interested in participating in the Academy of Science should read the detailed information about entrance and diploma requirements outlined in the Curriculum Guide-APPENDIX C on Pages 78–82.*

Aquinas Center for Learning

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

Language Academy

The Language Academy provides additional instruction and support for students who are English Language Learners. The program was developed to assist students in achieving the academic English proficiency necessary for success in a college-preparatory high school environment.

Students will gain proficiency in English and receive additional academic support. Students are placed in the Language Academy based on High School Placement Test language scores. An interview with the Language Academy Coordinator takes place during the summer before the student begins at MDCHS.

National Honor Society (NHS)/California Scholarship Federation (CSF)

MDCHS offers membership in the National Honor Society ("NHS") and the California Scholarship Federation ("CSF"). By selectively awarding its students' membership in these

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nationally acclaimed organizations, MDCHS recognizes outstanding scholarship, leadership, character, and exceptional service to the school.

Transcripts

A transcript is the official record of a student's semester grades, standardized test scores, and other records. Transcript requests are made to the Registrar's office. The student or parent may request copies of the permanent record. Any request for a transcript from the school Registrar must be in writing. Requests need to be submitted twenty-four (24) hours in advance of the request date.

Student Withdrawal

If parent(s) decide to withdraw their son/daughter from MDCHS prior to the end of the school year, the procedure is as follows:

1. Notify the Principal and Registrar of the withdrawal in writing.
2. Clear all financial obligations.
3. Return all books and electronic devices provided by MDCHS to the library and IT, and clear lockers with the Assistant Principal of School Culture.
4. Return all athletic uniforms to the Athletic Director.

ACADEMIC HONESTY AND INTEGRITY

MDCHS Academic Integrity Honor Code

At MDCHS, we strive to form individuals of character and faith who lead lives of integrity, service, and academic excellence. Our commitment to academic integrity reflects our belief in the dignity of every person, the value of honest effort, and the importance of mutual trust within our Crusader community. MDCHS expects parents to support this principle. MDCHS asks its teachers to be vigilant in establishing a testing environment that reduces the possibility of cheating and to be careful in their evaluation of written work.

Honor Code Pledge:

As a student of MDCHS, I pledge to uphold the highest standards of academic integrity. I will complete my work honestly, take responsibility for my actions, and contribute to a culture of trust, respect, and excellence.

Principles of Academic Integrity:

1. **Honesty**
 - a. I will truthfully represent my work, avoiding plagiarism, cheating, or any form of dishonesty in my academic endeavors.
 - b. I will give proper credit for all sources and ideas that are not my own.
2. **Responsibility**
 - a. I will take ownership of my learning and actions, understanding that my academic success is rooted in my own effort.
 - b. I will not assist others in dishonest acts or tolerate violations of academic integrity.
3. **Respect**
 - a. I will honor the hard work and creativity of my peers, teachers, and community by valuing fairness and upholding ethical standards.
4. **Accountability**
 - a. I will acknowledge and learn from my mistakes, accepting the consequences of any violation of this Honor Code.
 - b. I will report any instances of academic dishonesty that I witness to preserve the integrity of our community.

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Responsible Use of Artificial Intelligence (AI):

The use of AI tools in academic work is permitted only when it aligns with the guidelines provided by the teacher or school. To maintain academic integrity:

- I will use AI tools as a resource to enhance my learning, not as a means to bypass genuine effort or critical thinking.
- I will clearly disclose when and how AI tools are used in my assignments or projects, including citing AI-generated content where appropriate.
- I will not submit AI-generated work as entirely my own without prior permission from my teacher.
- I understand that misuse of AI tools—such as generating essays, problem sets, or other content without proper acknowledgment—constitutes academic dishonesty.

Violations of the Honor Code:

Acts that violate the Honor Code include, but are not limited to:

- **Cheating:** Copying or sharing answers during exams, using unauthorized materials, or obtaining test information in advance.
- **Plagiarism:** Submitting work that is not entirely your own or failing to properly cite sources, including AI-generated content.
- **Fabrication:** Falsifying information, data, or research.
- **Collusion:** Assisting another student in dishonest practices.
- **AI Misuse:** Using AI tools to generate content dishonestly or without proper disclosure.

The following are more examples of offenses of academic dishonesty:

- Submitting work from one class as original work for another class
- Using material from outside sources without proper citation
- Sharing or using work from another student
- Communication (without teacher permission) to any student for any reason during a testing period
- Accessing/viewing a cell phone, smartwatch, cheat sheet, or similar device during a testing period
- Using a calculator or other electronic device that has stored information

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- Taking, giving, circulating and/or receiving a picture of any assessment (quiz, test, final exam, etc.) that gives the recipient an advantage in the testing situation.
- Altering a returned assessment or assignment with the purpose of deceiving the teacher about the student's performance on that assignment.
- Altering grades on a computer database or in a grade book.
- Submitting plagiarized work via any internet source or between students. If it is not clear which student did the original work, and which student plagiarized the work, both students are guilty.
- A violation involving artificial intelligence (AI) includes using AI tools to generate assignments, essays, or projects without proper disclosure or teacher approval, or presenting AI-generated work as one's own original effort.

Consequences of Violations:

MDCHS takes violations of the Honor Code seriously. Consequences may include:

- A meeting with the student, parents, and administration.
- Academic penalties, such as a zero on the assignment or exam.
- Reflection activities or workshops to foster ethical decision-making.
- Academic dishonesty in one or multiple classes is not permitted and may result in a loss of credit.
- Additional disciplinary actions as outlined in the school's academic and disciplinary policies.

TurnItIn.com

MDCHS uses a plagiarism prevention service from TurnItIn.com. Teachers will discuss the logistics of how students are to use the service at the beginning of the school year. Parents should review this section carefully in the teacher's syllabi.

Eligibility

Eligible students may participate in extracurricular activities (holding office or campaigning for office in the Associated Student Body, school clubs, plays, or participating in athletics).

Any student who fails to meet the minimum 2.00 GPA, earns 2 "F" grades, and/or earns 2 "U's" for Citizenship at the end of each quarter/semester will be deemed ineligible and will be prohibited from participating in extracurricular activities until the next grade check.

The student must meet with their academic counselor and/or the Assistant Principal for Academics, who will recommend and authorize the required summer coursework. When new courses are taken in summer school, all grades received in the semester, together with all summer session grades, shall be counted in the computation of a GPA. If the average is 2.00 or better, the student shall be eligible for the first quarter of the next school year.

Ineligibility does not apply to school events, such as dances, or to attendance at athletic events as a spectator. Students will be deemed ineligible during any nine-week grading period in which ANY of the following criteria are met:

Citizenship is an indication of a student's general classroom behavior, including participation, AM and Class tardies, etc. Excessive tardies may result in a U grade in citizenship. Ineligibility includes all extra-curricular activities including participation in athletics and clubs, attending school-sponsored events such as dances, or any other activity outside of the normal school day.

Standards for athletic eligibility have been set aside by the California Interscholastic Federation Office (CIF-SDS). Athletic eligibility is determined each quarter. Student eligibility includes having a 2.00 GPA at the end of each quarter.

Academic Review Board

The Academic Review Board ("ARB") consists of five current MDCHS faculty members and is facilitated by the Assistant Principal of Academics. The ARB will convene at the end of each academic year to review the progress of every student who has been on Academic Probation for at least two consecutive semesters, or any student whose total weighted cumulative GPA is below 1.75. The ARB will then make recommendations to the principal to retain or dismiss these students.

Academic Dismissal

In the following cases, a student is subject to academic dismissal:

1. Student has been notified by ARB and does not raise his/her overall G.P.A. above 2.0
2. Student has not satisfied the summer school requirements to return for the following year
3. Student has not met academic requirements to make up an "F" grade

4. Ninth grade students with two (2) or more F's at the end of the first year must attend summer school. Failure to do so may result in not being allowed to return for their sophomore year (tenth grade)
5. Students who have not fulfilled the requirements listed above, may not graduate from MDCHS.

Procedures to Address Questions or Concerns

MDCHS encourages parents and students to use direct communication as the first step in resolving questions or concerns. Whenever an issue arises, it should be addressed with the faculty or staff member most directly involved. If the concern is not resolved, it should then be taken to the next person on the Organizational Chart.

For example, if a parent feels that a concern was not adequately addressed by a teacher, the next point of contact would be the Department Chair.

1. Student meets and/or emails teacher to discuss concerns
2. Student, and parent email and/or meets with the teacher to discuss and address concerns
3. Student, and parent contact Department Chair to address concern
4. Student, parent, Department Chair and counselor meet with the teacher to discuss and address concerns
5. Student, parent, counselor, teacher, then administrator meets to discuss concerns (*this meeting happens after all avenues have been exhausted*)

STUDENT EXPECTATIONS AND SCHOOL CULTURE

Our approach to discipline nurtures a positive and supportive school culture by guiding students in making moral choices through the teachings of the Catholic Church and by promoting the growth of self-discipline inspired by Christian values. Respect for others and respect for property are important student attributes. The common good of the school requires conduct conducive to the fulfillment of spiritual, academic, and social goals, as well as the preservation of good order. The MDCHS Administration maintains the authority to make discretionary and final judgments regarding the behavioral expectations for and discipline of MDCHS students. Parents and students agree to uphold MDCHS's philosophy, core values, rules, regulations, policies, and standards by signing the Enrollment Agreement.

MDCHS reserves the right to impose disciplinary action, up to and including dismissal, for behavior that violates MDCHS's philosophy, core values, or policies. This includes any conduct that goes against the rules, procedures, and guidelines outlined in this Parent/Guardian and Student Handbook, including the MDCHS Code of Conduct. Disciplinary action may be taken whether the behavior occurs on or off campus, if it impacts, or could reasonably be expected to impact, MDCHS, its students, employees, the broader school community, or the Roman Catholic Diocese of San Diego.

Disciplinary Actions

Detention

Detention is a disciplinary consequence that may be assigned by any faculty or staff member when a student violates school behavioral expectations. Examples include, but are not limited to, showing disrespect toward another student, faculty member, or engaging in other behavior deemed inappropriate by an MDCHS employee.

The Administration will determine additional consequences for students who accumulate excessive detentions within a semester.

Detentions are held for 45 minutes after school. If a student fails to serve a detention on the assigned date, an additional detention may be assigned.

Saturday School

Saturday school is a disciplinary action issued by an Administrator for violation of school behavioral expectations. Students will serve 2–4 hours on a Saturday designated by the

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School Administrator. Students will not have access to cell phones, computers, or any other electronic devices during that time. This can be a valuable time for students to get caught up on their schoolwork/homework.

Administrative

Leave

In the case of any conduct requiring a thorough investigation, a student may be placed on administrative leave. Students on leave are expected to keep up with their schoolwork by using Schoology and emailing teachers with academic-only questions. Students will remain out of school on leave until the conduct investigation is completed. Students on administrative leave may have their absence coded as excused or as a retroactive out of school suspension, depending on the conclusion of the investigation.

In-School Suspension

An In-School Suspension is a disciplinary action issued by an Administrator for serious violations of MDCHS behavioral expectations. Students will stay after school for 3 hours on a Monday designated by the School Administrator. Students will not have access to cell phones, computers, or any other electronic devices for the duration of the time.

Suspension

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

Dismissal

Dismissal is the permanent removal of a student from MDCHS. This action may be taken at the discretion of the Administration or upon recommendation from the Disciplinary Review Board. Dismissal may result from a single serious infraction or a pattern of repeated, less serious violations.

The student and their parents/guardians will receive formal written notification of the dismissal. Students have the right to appeal this decision by submitting a written letter to the Principal.

Once dismissed, a student is no longer permitted to attend or participate in any MDCHS campus activity or function.

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Disciplinary Review Board (DRB) Procedures

If a student commits a serious infraction or repeatedly violates school rules in a way that may warrant dismissal, the student will be required to appear before the Disciplinary Review Board. The Board serves in an advisory capacity to the Principal when the Administration determines that a potentially dismissible offense has occurred.

- The Disciplinary Review Board may include a counselor and up to four teachers.
- The Board will be provided with the student's academic and disciplinary records.
- Parents/guardians are required to attend the hearing.
- The Board may question the student and parents/guardians.
- The student will have the opportunity to present any additional information to the Board.
- At the conclusion of the hearing, the Board will make a recommendation regarding disciplinary consequences to the Principal.
- The Principal will make the final decision as to what consequences are necessary.

MDCHS Student Code of Conduct

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

Code of Conduct

Students are expected to uphold the values of mutual respect, safety, and responsibility at all times. The following expectations apply on campus, during school activities, and at school-sponsored events off campus.

1. Respect & Safety

- a. Treat all students, faculty, staff, and visitors with courtesy and respect.
- b. Do not engage in bullying, harassment (including sexual harassment), hazing, prejudicial behavior, or any form of verbal or physical abuse.
- c. Threats of violence, insolence, quarrelsome arguing, or insubordination will not be tolerated.

2. Violence & Dangerous Items

- a. No fighting, horseplay, or physical altercations.
- b. Weapons of any kind (e.g., knives, firearms, martial arts weapons, brass knuckles, explosives, mace, stun guns) are prohibited.

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- c. Incendiary or disruptive devices (e.g., lighters, smoke bombs, confetti launchers, powder cannons) are not allowed.

3. Property & Facilities Responsibility

- a. Respect all school and personal property. Theft, vandalism, graffiti, tagging, or defacing property is prohibited and requires restitution.
- b. Keep personal belongings secure. Do not go through or tamper with another student's property.
- c. Skateboards, bikes, scooters, and rollerblades must be locked up and not used on campus.
- d. Students may not enter classrooms or other facilities without adult supervision.

4. Substance Use & Gambling

- a. Comply fully with the MDCHS Drug and Alcohol-Free Policy.
- b. Gambling is not permitted.
- c. Students may not sell or distribute items on campus, including snacks, vape pens, tobacco products, or other unauthorized goods.
- d. Students may not possess controlled substances, drug paraphernalia, alcohol, medication, vape products, or tobacco products; nor may they sell, give away, solicit, or be under the influence of controlled substances.

5. Academic & Personal Integrity

- a. Do not falsify notes, excuse slips, records, or any school documents.
- b. Students must not distribute obscene, pornographic, or otherwise inappropriate materials.

6. Technology & Media Use

- a. Abide by the MDCHS Technology Responsible Use Policy.
- b. Do not impersonate or post unauthorized photographs or images of MDCHS employees or community members on social media or similar platforms.

7. School Procedures & Expectations

- a. Carry your MDCHS-issued student ID card at all times.
- b. Follow the directions of chaperones and school staff at events and activities.
- c. Food and drinks (other than water) are not permitted in classrooms, the gym, or on playing surfaces unless authorized.
- d. Public displays of affection are not appropriate on campus.
- e. Use elevators only with prior permission.

POLICY AGAINST BULLYING

Purpose

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

Scope

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

Prohibited Conduct

Bullying is defined by this policy as:

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

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

Conduct need not be severe or pervasive for MDCHS to determine a violation of this policy.

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

- Social exclusion;
- Threats and intimidation;
- Stalking;

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

Student Reporting

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

Investigation

Once MDCHS receives an oral report, written complaint, or otherwise becomes aware of an alleged violation of this policy—and any necessary clarification has been obtained—the Assistant Principal of School Culture (or designee) will determine the appropriate course of action. This may include initiating an investigation. If an investigation is initiated, MDCHS will conduct it at its sole discretion and in the manner it deems appropriate.

Interim Measures

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

Remedial and Disciplinary Action

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

POLICY AGAINST SEXUAL HARASSMENT

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

Definition of Sexual Harassment

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

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

Examples of Sexual Harassment

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

- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.

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- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, 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 to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Complaint Procedure

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

Interim Measures

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

Investigation Process

If MDCHS has determined that the report pertains to behavior that may be in violation of this Policy, the school will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated MDCHS personnel or by an outside investigator, 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 MDCHS, as necessary in relation

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

Confidentiality

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

No Retaliation

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

Remedial and Disciplinary Action

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

DRUG AND ALCOHOL-FREE SCHOOL POLICY

Prohibited Conduct

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

Definition of Illegal Drugs

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

Drug and Alcohol Testing Policy

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

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

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positive test result, students will be subject to disciplinary action, up to and including dismissal.

Remedial and Disciplinary Action

Any failure to abide by MDCHS's Drug and Alcohol-Free School Policy or failure to reasonably cooperate or support MDCHS's administration of its Drug and Alcohol-Free School Policy will be subject to disciplinary action up to and including dismissal, and MDCHS may contact law enforcement. In order to continue at MDCHS, drug and alcohol rehabilitation may be recommended or required.

STUDENT ATTENDANCE AND ABSENCE PROCEDURES

Attendance

Regular and consistent attendance is essential for academic and personal success. Students are expected to be present for all classes and school obligations, as instructional time is lost due to absence, whether excused or unexcused, affects learning, skill development, and continuity within the classroom community. Attendance is required in all classes, including Homeroom. In addition, attendance is required for all assemblies, Masses, and community activities that have been identified as mandatory for some segment of or the entire student body

Any work missed due to absence must be completed in accordance with teacher guidelines and school policy. Students are responsible for checking Schoology, communicating with teachers, and completing missed assignments, assessments, and activities in a timely manner.

Students must be seated and prepared to learn when the bell rings. **A student is deemed tardy if they are not seated when the bell rings to begin class.** Instruction begins promptly, and students arriving after the bell may be marked tardy in accordance with school procedures.

Attendance also directly impacts eligibility for participation in extra-curricular and athletic activities. Students who are absent for more than two (2) class blocks in a single school day may not participate in or attend school-sponsored events, activities, or athletic contests held that same day, unless prior approval is granted by the Assistant Principal of School Culture. **For the purposes of attendance and activity eligibility, an absence is defined as missing more than 30 minutes of any class period.**

Procedure for Reporting Absences

Parents/guardians must notify the Attendance Office **on the day of the absence** between **7:30 a.m. and 9:00 a.m.** Notification may be made by phone or email:

Attendance Office Contact Information:

Phone: 619-423-2121 ext. 115

Email: attendance@materdeicatholic.org

If the school does not receive notification from a parent/guardian by 9:00 a.m., the absence will be recorded as unexcused and considered truant. Work missed during an unexcused

absence may receive a grade of “0” and may be made up only at the teacher's discretion, according to school academic policy.

Upon returning to school, students must provide the Attendance Office with proper documentation explaining the reason for their absence by 7:45 a.m. Acceptable documentation includes:

- an email or signed note from a parent/guardian, or
- a medical/dental note from a licensed health provider

For absences lasting three (3) or more consecutive days, medical documentation from a licensed provider is required. Based on the school nurse's review, the school reserves the right to request additional documentation as needed.

Early Student Release

Students may not leave campus during the school day without official authorization from the Attendance Office. An Off-Campus Permit must be issued prior to any early dismissal. Leaving campus without an Off-Campus Permit is a violation of school policy and may be treated as truancy, which may result in disciplinary consequences, including suspension.

For any scheduled appointment or early release, parents/guardians must contact the Attendance Office no later than 9:00 a.m. on the day of dismissal. Notification may be made by email, phone call, or written explanatory note.

All early dismissals must occur through the Attendance Office. Students may not leave directly from class or any other part of campus. A parent/guardian must enter the Main Office, present a valid government-issued ID, and sign the student out before the student is released.

If a student is authorized to drive themselves off campus, the parent/guardian must first provide approval by email or phone to the Attendance Office. Once the permit is issued, the student must still sign out through the Main Office prior to departure.

Extended and Planned Absences

Parents/guardians must contact the Assistant Principal of School Culture at least two (2) weeks in advance to request approval for any extended absence of three (3) or more consecutive school days.

Student absences due to vacation during the academic year are strongly discouraged. However, if a parent/guardian chooses to remove a student from school for vacation

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purposes, the parent/guardian must email the Office of School Culture at least two (2) weeks prior to the anticipated absence. Upon receipt of the request, the student will be required to complete the following process:

1. The student must obtain an Extended and Advanced Absence Application from the Assistant Principal of School Culture.
2. The student must have the application reviewed and signed by each teacher for the classes that will be missed.
3. The completed application must be submitted to the Assistant Principal of School Culture for final approval no later than three (3) school days prior to the first day of the absence.

Completion and approval of the Extended and Advance Absence Application does not change the status of the absence, which will remain unexcused.

Students taking extended or advanced absences may be subject to a 10% grade penalty on all school-related work (including tests, quizzes, projects, and final exams) scheduled during the absence. Teachers may also require that assignments be submitted and assessments be completed prior to the absence, at their discretion.

Any student who fails to complete and submit the required application before the absence may forfeit the opportunity to make up missed work for credit and may receive a grade of zero for assignments, assessments, or instructional activities missed during that time.

Excused Absences

Certain absences are considered part of the school's instructional program and are school-sponsored. These include, but are not limited to, MDCHS Athletics/CIF competitions, retreats, music performances, field trips, on-campus college representative visits, counseling appointments, and service-related meetings. **School-sponsored absences do not count toward the school's excessive absence policy.**

Absences for other reasons, such as illness and bereavement, must be verified by a parent/guardian, either in advance when possible or within 48 hours of the student's return, in order to be marked as excused. In accordance with the State of California attendance requirements, all absences, excused and unexcused, are included in a student's total number of absences for the semester, even when they do not count toward school-based excessive absence thresholds.

Absences Requiring Advanced Official Documentation

The following types of absences require official documentation in advance to be considered excused and to verify the approved dates:

- College visits
- College recruiting activities
- Non-MDCHS/CIF athletic competitions (including, but not limited to, tournaments, meets, and multi-day events)

Make-Up Work for Excused Absences

Students with excused absences may make up missed work without academic penalty, provided they follow school procedures.

Whenever possible, students should notify their teachers in advance of a planned absence to arrange for missed instruction and assessments. Major assignments, such as projects, papers, and known homework, should be submitted before the absence or by the original due date, unless otherwise directed by the teacher.

Upon returning to school, students are responsible for promptly following up with their teachers to make up any missed classwork, assessments, or instructional activities. Tests and quizzes must be completed in accordance with each teacher's specific make-up policy. If a student is absent for more than two consecutive class meetings, the student must meet with their teachers immediately upon return to establish a clear plan for completing missed work.

Students are responsible for checking **Schoology** and communicating directly with teachers regarding all missed assignments.

While occasional absences are sometimes unavoidable, students are strongly encouraged to be present for tests, quizzes, and collaborative classroom experiences whenever possible. The Assistant Principal of Academics will monitor patterns of test-day absences and may intervene if make-up policies are being misused.

Excessive Absences

Excessive absences are defined as a total of five or more absences (excused or unexcused) in any single class per semester.

To receive full credit for a course, students must be present for a sufficient number of class sessions. While assessments and completed work are essential components of academic success, regular class attendance is equally vital. Meaningful participation in classroom discussions, collaborative projects, and instructional time is an irreplaceable part of the learning process.

Regular attendance is essential to student learning and academic success. When a student develops a pattern of excessive absences, whether across the school day or within an individual class period, the administration will review the circumstances and communicate with the student's family.

The school's response will be based on the frequency and impact of the absences, the student's academic progress, and any relevant individual circumstances. Interventions or consequences may include a family conference, an attendance improvement plan or contract, probation, limitations on participation in extracurricular activities, loss of course credit, withdrawal from an individual course, or withdrawal from Mater Dei Catholic High School.

Even if a student is performing proficiently on assignments and assessments, course credit may be withheld due to excessive absences.

The administration reserves the right to determine the appropriate response in each situation in accordance with school policy.

Attendance Consequences

Excused Morning Tardy

School begins with the 8:00 AM bell. All entrance gates close at 8:10 a.m. After that time, all entries throughout the day will be through the DePaul Center Attendance Office. A tardy may be excused by the Attendance Coordinator (x-115) if a phone call is received by **9:00 am**. However, an excused tardy will only be approved for valid reasons. *Examples:* Doctor Appointments, funerals, mechanical problems with a car, etc.

While parents are encouraged to communicate the reasons for any student's tardiness, the final decision on whether the tardiness is excused rests with the school administration. Oversleeping, traffic, or "running late" will not be considered a valid excuse, and an unexcused tardy will be issued.

Unexcused Morning Tardy

Arriving at homeroom or class after the 8:00 a.m. bell without an approved reason and phone call will result in an unexcused tardy. An accumulation of tardies may result in escalating disciplinary actions, which can include (but are not limited to): detention, Saturday school, in-school suspension, referral to the Disciplinary Review Board, formal suspension, and/or dismissal from school.

Tardies between Classes

A student is considered tardy if they are not seated in their assigned place when class begins. Consequences for repeated tardiness will be issued by individual teachers in collaboration with the Office of School Culture, in alignment with established school policies.

An accumulation of tardies may result in escalating disciplinary actions, which can include (but are not limited to): detention, Saturday school, in-school suspension, referral to the Disciplinary Review Board, formal suspension, and/or dismissal from school.

Truancy

Any student who misses more than 30 minutes of a class without a verified excuse will be considered truant and will receive an unexcused absence. For a first offense, the student will be assigned one session of Saturday School.

Excused Participation from Physical Education

A student may be excused from participating in Physical Education classes due to illness/injury for one day with a written notice from a parent. If a student needs to be excused for two days or longer, he/she must bring a physician's note or have a note from the Attendance Office.

CAMPUS PROCEDURES

Student Parking

Parking on the MDCHS campus is a privilege. Students who wish to park their vehicles on campus must register their vehicle by completing a **Parking Agreement** through the FACTS Family Portal by the end of August or upon receiving their driver's license to receive a parking permit. After a student registers their vehicle, they must pick up their parking permit from the Office of School Culture and display it on their vehicle whenever the vehicle is parked on campus.

Students are permitted to park only in the designated student parking lot. Any student who parks on campus without registering their vehicle within the first two weeks of school or upon receiving their license, fails to display a valid parking permit, or parks in an unauthorized area will be subject to disciplinary consequences as determined by the Assistant Principal of School Culture.

Vehicles without a visible parking permit may be towed at the vehicle owner's expense. Students may only access their cars during the school day with permission from the Office of School Culture. Students who go to their cars without permission, who drive over 5 MPH, engage in horseplay, drive recklessly, or play music loudly or disruptively may lose parking privileges and/or receive further disciplinary action.

Students parking their vehicles at MDCHS accept full responsibility for their vehicles and are advised to take appropriate precautions to protect their property from theft and vandalism. MDCHS is not responsible for loss, damage, or theft of the vehicle or vehicle contents. Student vehicles may be subject to search by MDCHS security, MDCHS administration, and drug detection dogs as defined in the **MDCHS Drug and Alcohol-Free School Policy** on page 34 of this handbook. If there is reasonable suspicion to believe that weapons or illegal drugs are in a student's vehicle. MDCHS security and administration will notify law enforcement if weapons or illegal drugs are found in a student's vehicle.

Use of Cell Phones and Electronic Devices

Phone-Free School Day

Personal electronic devices will remain secured during the following times:

- Mondays and Fridays: 8:00 a.m. – 1:00 p.m.
- Tuesdays, Wednesdays, and Thursdays: 8:00 a.m. – 2:30 p.m.

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Yondr Program Procedures and Expectations

The Yondr Program supports Mater Dei Catholic High School's commitment to providing a distraction-free learning environment where students can be fully present in their learning, relationships, and school community.

How the Yondr Program Works

Each student will be issued a personally assigned Yondr pouch to securely store their personal electronic device during the instructional day.

Students are expected to:

- Power off their personal electronic device before arriving on campus.
- Place their device inside their assigned Yondr pouch.
- Secure the pouch at a designated locking station before the start of the school day.
- Keep the locked pouch in their backpack throughout the school day.
- Unlock the pouch and retrieve their device at the end of the school day before leaving campus.

Students will maintain possession of their personal electronic devices at all times; however, devices must remain securely locked inside the Yondr pouch throughout the instructional day.

Students are expected to bring their assigned Yondr pouch to school each day and care for it throughout the school year. Families are responsible for the replacement cost of any pouch that is lost, stolen, or damaged.

Communication During the School Day

If you need to contact your student during the school day, please call the Attendance Office at (619) 423-2121, ext. 115. We ask that this be reserved for emergencies or other time-sensitive matters.

Students who need to contact a parent or guardian during the school day may do so through the Attendance Office with administrator approval.

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Personal Electronic Devices

For the purposes of this policy, personal electronic devices include, but are not limited to:

- Cell phones and smartphones
- Smartwatches or wearable devices with communication or internet capabilities
- Smart glasses or connected eyewear capable of taking photos, recording video, making calls, sending messages, or accessing the internet
- Earbuds, wireless headphones, or similar personal listening devices if connected to cell-phone
- Tablets, handheld gaming devices, or other personal devices capable of communication, internet access, or media playback

School-issued instructional technology used under the direction of a teacher is not considered a personal electronic device for purposes of this policy.

Phone-Free School Day Violations

A violation of the Phone-Free School Day policy includes, but is not limited to, any of the following:

- Possessing or using a personal electronic device during restricted hours.
- Failing to secure a personal electronic device in the assigned Yondr pouch before the start of the school day.
- Opening or attempting to open a Yondr pouch during the instructional day without administrative authorization.
- Tampering with, damaging, or attempting to bypass the Yondr pouch or locking mechanism.
- Using another student's personal electronic device or Yondr pouch.
- Possessing a second or undisclosed personal electronic device during the school day.
- Refusing to comply with a faculty or administrator's request regarding the Yondr Program or Phone-Free School Day expectations.

Students are expected to follow all procedures outlined in the Yondr Program. Failure to do so may result in the progressive disciplinary consequences outlined below.

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Consequences for Phone-Free School Day Violations

The following consequences are designed to support students in developing responsible habits while maintaining the integrity of our Phone-Free School Day.

First Violation

- Personal electronic device confiscated and turned in to the Dean's Office.
- Device returned to the student at the end of the school day.
- Parent/guardian notified by an administrator.

Second Violation

- Personal electronic device confiscated and turned in to the Dean's Office.
- Student conference with an administrator to review expectations.
- Parent/guardian notified.
- Device returned to the student at the end of the school day.

Third Violation

- Saturday School assigned.
- Parent-administrator conference required.
- Personal electronic device released only to a parent or guardian

Fourth Violation

- Student and parent/guardian conference with administration.
- Student Phone-Free School Day Agreement completed and signed.
- Additional disciplinary consequences may be assigned, including suspension, if warranted.

Chronic or Continued Violations

- Student may be required to check their personal electronic device into the Dean's Office each morning for a designated period of time.
- Continued violations may result in referral to the Discipline Review Board and additional disciplinary action, including expulsion.

Positive Reinforcement

We believe in recognizing students who consistently demonstrate responsibility and support our school community. Throughout the school year, Crusaders who consistently follow the expectations of our Phone-Free School Day may be recognized and rewarded through periodic incentives and other forms of positive recognition.

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Equity and Student Support

Students who require access to a personal electronic device because of a documented medical condition or an approved accommodation through an IEP Plan will be provided appropriate accommodations in accordance with their documented needs.

Other Phone-Related Policies

Unauthorized recording or photographing of others is considered a serious violation of school policy and may result in disciplinary consequences.

School administrators reserve the right to search a student's electronic device when there is reasonable suspicion that it contains evidence of a violation of school rules or policies. Any evidence of illegal activity may be referred to the School Resource Officer of the Chula Vista Police Department or other law enforcement agencies as necessary.

Restricted Areas

For student safety, privacy, and campus security, students are prohibited from entering restricted areas during the school day without prior permission and direct supervision from an MDCHS faculty or staff member. Students found in restricted areas without authorization are subject to disciplinary action.

Students may only access the following areas when accompanied by and under the supervision of an MDCHS faculty or staff member:

- Pool
- All athletic fields
- Gym and locker rooms
- Weight room
- Theater
- Lecture Hall

The Snack Bar is considered a restricted area outside of designated times and may only be accessed during break, lunch, and after school, unless otherwise supervised by a faculty or staff member.

Restrooms are private spaces. Students are expected to respect the privacy and safety of others, and only one student is permitted in a restroom stall at a time. Misuse of restroom spaces or failure to follow this expectation may result in disciplinary consequences.

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Visitors and Guest Registration

MDCHS maintains a closed campus to ensure the safety and security of students, staff, and visitors. All visitors must report directly to the Front Office upon arrival and obtain proper authorization before entering any campus area. Individuals may not proceed beyond the Front Office without approval.

Visitors must have a scheduled appointment to meet with any student, faculty member, or staff member outside the DePaul Center, unless otherwise authorized by the school administration.

All visitors—including substitute teachers, volunteers, parents/guardians, alumni, relatives, and vendors—are required to complete a one-time security registration and wear a guest identification sticker displaying their name and photograph while on campus. As part of the registration process, valid government-issued identification (driver's license or state ID) will be scanned for all guests.

All employees, volunteers, and part-time coaches are required to wear visible MDCHS identification badges while on campus. Those who do not wear proper identification will be required to report to the Front Office to sign in and obtain appropriate credentials.

Failure to comply with visitor registration procedures may result in removal from campus and/or restriction of future access.

STUDENT DRESS CODE RULES AND EXPECTATIONS

MDCHS (MDCHS) believes that student appearance should reflect the Catholic values we strive to instill—modesty, respect, integrity, and solidarity. A thoughtful approach to dress promotes self-worth, supports an inclusive learning environment, and aligns with our commitment to academic excellence.

Studies show that personal appearance can influence a student's attitude, behavior, and performance. Our dress code is designed to help students understand that different situations require different standards of dress. It encourages students to present themselves with dignity and integrity, preparing them for the expectations of future academic, professional, and social settings.

Uniform Purchase Information

All school apparel must be MDCHS-approved apparel and can be purchased from:

- **Crusader Corner Campus Store**
 - 1615 Mater Dei Dr. Chula Vista, CA 19193
- **A&M Team Sales Inc.**
 - Phone: 619-425-1200
 - www.amteamsales.com
 - 2252 Main St. Suite #2 Chula Vista, CA 91911
- **My School Uniform**
 - Phone: 619-461-4112
 - www.myschooluniform.com
 - Address: 8160 La Mesa Blvd., La Mesa, CA 91942

General Uniform Expectations: Boys & Girls

- An MDCHS polo must be worn during school hours and remain visible under all outerwear.
- Sweatshirts may not be layered under polo shirts.
- Only MDCHS-approved outerwear may be worn.
- A plain, long-sleeve white shirt may be worn under an MDCHS polo.
- Clothing with references to alcohol, drugs, or any content deemed inappropriate by MDCHS is not allowed.
- Headwear is not allowed during the school day unless approved by the Assistant Principal of School Culture.

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- Only modest jewelry is permitted; jewelry that is excessive or distracting is not allowed.
- Earrings are limited to two per ear; no other body piercings are allowed.
- Only tennis shoes or leather/leather-like dress shoes are permitted for daily wear. On Mass days, non-athletic, closed-toe dress shoes only. Shoes such as Crocs, sandals, open-toed shoes, platforms, high heels, slippers, or combat-style boots are not permitted.
- Blankets may not be worn in place of sweaters or jackets.
- Pants with elastic cuffs and flared leggings/tights are not permitted.
- Rain and cold-weather jackets must be MDCHS-sponsored or plain, solid-colored with minimal logos and no advertising.
- Hair must be neat, clean, and well-groomed. Lines, designs, and unnatural colors (including bleached or dyed tones) are not permitted. Hair may not cover the ears and must remain above the eyebrows in the front.
- Students should wear uniform-approved pants, shorts, or skirts. Sweatpants are not part of the dress code and may not be worn as pants or underneath shorts or skirts.
- While tattoos are discouraged for high school students, we recognize that some may hold cultural or personal significance. Visible tattoos must have written parental consent on file and must be appropriate for a Catholic school environment. Tattoos that include profane, offensive, or inappropriate images or language are not permitted and will be required to be covered.

Team Dress for Student-Athletes on Game Day

- Receive approval from the Athletic Director and Assistant Principal of School Culture
- Students must still wear MDCHS uniform bottoms.
- Game Day Dress: Team sweater, Sweatshirt, Jersey

Specific Uniform Expectations for Girls and Boys

Boys

- Slacks in khaki, dark grey and navy blue are permitted
- Shorts in khaki and navy are permitted
- Any facial hair must be well- groomed.
- Eyebrows are not to be altered.
- Boys may NOT wear makeup

Girls

- Skirts/Shorts must not be shorter than 3 inches from the top of the kneecap
- Skirts/Skorts are khaki or blue (green plaid is also ok, but is no longer sold) in color. Pants/shorts are navy, khaki, or dark grey.
- Makeup is to be worn in moderation
- Solid, plain black leggings or tights are permitted under skirts on non-Mass days. Leggings or tights with mesh, flared bottoms are NOT permitted.

Special Occasions & Mass Day

Boys

- Navy blue, khaki or grey dress slacks
- White, Oxford button-down shirt
- MDCHS uniform tie
- MDCHS Mass sweater must be worn over Oxford shirt and tie
- Non-athletic solid color dress shoes

Girls

- White, Oxford button-down shirt
- MDCHS uniform tie (optional)
- MDCHS Mass sweater must be worn over Oxford shirt and tie
- Uniform skirts/skorts/pants
- Black tights under skirt.
- Non-athletic solid color dress shoes

Modified Dress Code & School-Sponsored Events

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Students are expected to wear clothing that is neat in appearance and appropriate for our school environment.

The following are NOT allowed during the school day:

Flip flops, steel toe, open toe shoes, crocs, slipper style, high boots, tight jeans, pants that are slit at the bottom, pleather pants, Camouflage pants, pants that have ANY rips or cuts, shorts that have rips or cuts and do not extend to 3” above knee, shorts that are cut-off, extend below the knee, or shorter than three inches from the knee, sweatpants or warm-ups permitted, any type of Headgear.

Students are expected to wear clothing that is neat in appearance and appropriate for our school environment.

The following are NOT allowed during the school day:

Flip-flops, open toe shoes, crocs, slipper style, steel toe shoes, platform shoes, high heel boots, thigh-high boots, knee-high boots, leggings as pants, yoga pants, jeggings/very skinny/tight jeans, pleather pants, Camouflage pants, pants that are slit at the bottom, pants that have ANY rips or cuts, sweatpants or warm-ups, shorts that have rips or cuts and do not extend to 3” above knee, cut-off shorts, shorts that extend below the knee, or shorts OR skirts shorter than three inches above the knee, half shirts, crop tops, midriff halter tops, backless shirts, spaghetti strap shirts, strapless shirts, shirts with a low neckline, any type of Headgear.

**Formal Dress attire for Homecoming and Prom will be defined prior to each occasion and will be attached to the dance agreement.*

Dress Code Violation Consequences

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

Any student in violation of the dress code is subject to the following:

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- Students are sent to the Office of School Culture, and all efforts will be made to place students in proper dress attire.
- Non-MDCHS-approved clothing may be confiscated by the Office of School Culture and/or Campus Supervisors. Confiscated clothing cannot be picked up until the end of the school day. MDCHS is not responsible for the loss of any confiscated items.
- Parents/Guardians may be called to bring proper garments.
- Consequences for uniform violation(s) can include any of the following:
 - Warning
 - Detention: 45 Minutes
 - Saturday School

Excessive uniform violations can include any of the following:

- Saturday School: 2 Hours
- In-school Suspension (Mondays): 3 Hours
- Conference(s)
- Suspension
- DRB/Dismissal

***MDCHS Administration reserves the right to determine appropriateness in all matters pertaining to the Dress Code and to remove students from class for flagrant or repeated violations of Dress Code expectations.*

TECHNOLOGY RESPONSIBLE USE POLICY

Technology resources at MDCHS are provided for educational purposes only. Use of school technology is a privilege, not a right, and may be restricted or revoked if policies are violated.

Students have no expectation of privacy when using the MDCHS network, email system, computers, laptops, or other electronic devices. This applies to school-issued and personal devices connected to the MDCHS network or used on campus.

Laws, School Policies, and Rules

Students are expected to:

- comply with all local, state, and federal laws when using technology
- respect copyright laws and intellectual property rights
- refrain from plagiarism
- follow MDCHS philosophy, core values, and all policies, rules, procedures, and regulations outlined in or referenced by this Parent/Guardian and Student Handbook, including the MDCHS Code of Conduct

Appropriate Use of Technology

Students are expected to:

- refrain from downloading or installing peer-to-peer file-sharing software or seeding/leeching torrents
- refrain from playing games, instant messaging, chatting, or posting to online social networks during the school day
- use technology only for instructional purposes as directed by teachers

Respect and Digital Conduct

Students are expected to:

- protect the personal and confidential information of teachers, classmates, and others within the MDCHS community
- refrain from posting or sharing identifying information about themselves or others online
- remain on task during instructional time
- refrain from accessing email or the internet during class without teacher permission
- avoid profane, obscene, or otherwise inappropriate content

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- use respectful and appropriate language in all digital communications
- read Schoology and school email communications from teachers daily
- refrain from sending spam, chain mail, or mass unsolicited messages using MDCHS email accounts
- refrain from requesting to follow or be followed by teachers or staff members on social media

Passwords, Security, and Privacy

Students are expected to:

- keep passwords confidential and refrain from sharing login credentials
- refrain from using another person's account or accessing another user's files or settings
- refrain from attempting to access restricted or unauthorized areas of the school network
- As stated above, MDCHS administration and parents/guardians may access student data at any time when school technology resources are used.

Student Responsibility for Devices

Students are expected to:

- bring their laptop to school each day in proper working condition
- ensure devices are fully charged, sound is muted, and required educational software is operational
- seek assistance or repairs through the Crusader Digital Lounge when devices are not functioning properly
- store laptops securely, such as in lockers, when not in use

Academic Work and File Storage

Students are expected to:

- save all school-related files to the school-issued Microsoft OneDrive
- manage personal files responsibly and purchase additional storage if needed

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Scope and Consequences

This policy applies to all laptops and electronic devices used on the MDCHS campus, including personally owned devices connected to the MDCHS network or physically present on campus.

Compliance with this policy is required. These expectations exist to protect students and maintain the security and integrity of the MDCHS network. Violations of this policy, including damage to the network or MDCHS property, may result in disciplinary action up to and including dismissal.

SOCIAL MEDIA POLICY

Scope

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

Adherence to School Policies and Regulations

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

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

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

Remedial and Disciplinary Action

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

Personal Information

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

Unauthorized Publications

Students of MDCHS may not initiate, write, publish, or disseminate any unauthorized advertisements, fliers, documents, publications, drawings, mailing lists, or items representing MDCHS without the advance approval of the President.

STUDENT LIFE AND ACTIVITIES

School Spirit

School spirit includes:

- **Courtesy:** to teachers, school employees, other students and visitors.
- **Pride:** in everything our school endeavors to accomplish and has accomplished.
- **Loyalty:** to all functions of the school, including doing one's best to keep his/her scholastic and activity standards high.
- **Sportsmanship:** should be maintained by both players and spectators. Booing, disorderly conduct, or carrying the competitive aspects of the game beyond the court/playing field, cannot be tolerated.

Associated Student Body (ASB)

The Associated Student Body of MDCHS ("ASB") is an important organization for student participation and is a means of voicing student opinion. The ASB sponsors social activities and clubs. All students of MDCHS are members of the ASB. The elected members of ASB will maintain a 3.0 while in office and remain in good academic and disciplinary standing. The ASB consists of elected ASB officers, elected class officers and commissioners, representatives and the presidents of recognized clubs. For more information on ASB applications, see [ASB Elections 2025–2026](#).

Ambassador for Christ Corps

The MDCHS Ambassador for Christ Corps is a student service, public relations, and recruiting program that represents MDCHS. This group consists of sophomore, junior, and senior students. These students must possess Christian values, leadership potential, school pride, citizenship, and have good standing within the school. All Ambassadors for Christ pledge to obey the Ten Commandments, the rules of MDCHS and of the community, and accept Jesus Christ as a role model. Membership in the Ambassador for Christ Corps is an honor and considered a ministry. Student Ambassadors inform prospective students and other interested individuals about MDCHS and serve as hosts/hostesses for school events.

Clubs

The ASB sponsors a variety of clubs at MDCHS. Each club offers students the opportunity to participate fully in the academic, spiritual, and social life of the school. Both new and

returning clubs must submit an annual club application, which is subject to approval each year. [List of Current Clubs at MDCHS](#)

Student Activities

Student activities may be religious, cultural, athletic and/or non-athletic. Participation provides the opportunity to develop intellectual, athletic, and artistic talents. Efforts to excel and compete as an individual or as a team member builds personal pride and gives the student the opportunity to test his/her abilities and talents in challenging situations.

Guest Policy for Social Events

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

1. MDCHS students wishing to bring a student from another high school to an MDCHS social function must complete a Guest Pass Form and submit the form to the Assistant Principal of Student Life.
2. The proposed guest must obtain an endorsement from the Principal, Assistant Principal, Counselor, or ASB Moderator of the proposed guest's current high school on the Guest Pass Form.
3. If the Guest Pass Form is approved, the MDCHS student must obtain the guest pass from the Assistant Principal of Student Life's office prior to the event.
4. The guest must present a valid ASB card, guest pass, and a ticket, and be accompanied by the student who obtained the pass.
5. The MDCHS student must inform the guest of the regulations that govern the event. The MDCHS student is responsible for the conduct of the guest.
6. Each student is limited to one guest per event.
7. Guests must not be over the age of **19** and/or be a current High School student.
8. The supervisors/administrators of the function may refuse to admit any student or guest.
9. Attendance at any MDCHS social events is a privilege and may be revoked at any time.

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CAMPUS MINISTRY

Campus Ministry Service Requirements

The Christian service learning program is a call to serve others as Jesus did. It includes more than simply fulfilling required service hours and encourages encountering Christ in one's neighbor.

The program is developmental, guiding each student through four stages:

1. Learning to reach beyond oneself to serve others.
2. Learning that those in need or on the margins are no different from oneself, just living in different circumstances.
3. Seeing and loving Jesus in the other and seeking the intrinsic goodness of love for others, especially the poor and sick.
4. Developing a life mission of service to others through the dedication of one's God-given
5. talents to the building of God's Kingdom of love and peace.

General information regarding service

- All Christian Service should be pre-approved by the Christian Service Coordinator through our electronic form on our website.
- X2vol is our 3rd party tracking system. You can find the link on the MD website or visit <https://www.x2vol.com>.
- Be sure to sign in using the "Continue with Microsoft"
- Once hours are completed at a site, the hours should be submitted within a week using x2vol.

Grade	Requirement	Theme
9 th Grade	10 Hours	Yourself as a Living Sacrifice

Scripture Verse for the Year: *"I urge you, then, brothers, remembering the mercies of God, to offer your bodies as a living sacrifice, dedicated and acceptable to God; that is the kind of worship for you, as sensible people."* Romans 12:1

Grade	Requirement	Theme
10 th Grade	15 Hours	Who is My Neighbor

Scripture Verse for the Year: *"But the man was anxious to justify himself and said to Jesus, 'And who is my neighbor?'"* Luke 10:29

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Grade	Requirement	Theme
11 th Grade	25 Hours	See Christ in Those in Need
Scripture Verse for the Year: <i>“The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’”</i> Matthew 25:40		

Grade	Requirement	Theme
12 th Grade	25 Hours	Talents in Service of Others
Scripture Verse for the Year: <i>“Well done, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master’s happiness!”</i> Matthew 25:23		

Spiritual Guidance

Spiritual guidance is offered by our chaplains on campus for any students who are interested in growing deeper in their faith. Interested students meet with the chaplains once a month during their Theology classes. Students can schedule an appointment through the MDCHS website under [Campus Ministry](#).

Retreats

Freshmen and sophomores attend a mandatory, one-day on-campus retreat. Special retreats for juniors and seniors are arranged by Campus Ministry. MDCHS believes that retreats are an important part of the growth of our students. To find more information on student retreats, visit the MDCHS website under [Campus Ministry](#).

INTERSCHOLASTIC ATHLETICS

MDCHS offers a full athletic program for its students. The athletic program is designed to promote a spirit of competition and fair play, as well as physical endurance and mental well-being. All athletic events and teams are subject to the rules and regulations of the California Interscholastic Federation (“CIF”). MDCHS is affiliated with the Metropolitan Conference.

MDCHS Athletic Department Purpose & Philosophy

The purpose of the Mater Dei Catholic Athletics Department is to further the mission of Mater Dei Catholic by using sports as a way to develop young people who are committed to excellence, have strong moral character, and have the interpersonal skills to be outstanding citizens of the world.

Coaches, players, and parents should all agree that our teams at MDCHS are focused on good sportsmanship, sacrificing personally for the good of the team, and taking responsibility for the team’s performance. Commitment, buy-in, and creating environments where sportsmanship is valued and celebrated.

Code of Conduct & MDCHS Expectations

Crusader Athlete Code of Conduct

1. Prayer is the center of MDCHS’ athletic tradition; consequently, a prayer will start all athletic events on campus.
2. Always be courteous with school officials, opponents, game officials, and fans.
3. Exercise self-control.
4. Adhere to the [CIF Pursue Victory with Honor](#) principles.
5. Abide by [CIFSDS Code of Ethics](#) policies.
6. Show respect to players, officials, and other coaches.
7. Refrain from the use of foul and abusive language.
8. Respect the integrity and judgment of game officials.

CIF Ethics In Sports

The CIF, San Diego Section (“CIFSDS”) Board of Managers requires that each student-athlete, parent, coach, and officials’ association receive and sign the following CIF Code of Ethics, as a guide to govern their behavior. Failure to abide by the CIF Code of Ethics may result in discipline. You can find the complete document [HERE](#). Penalties for failure to submit a signed CIF Code of Ethics are:

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

The use of illegal and nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, your personal physician and the Surgeon General is strictly prohibited.

If a student-athlete misses school for illness, they cannot compete in a game/match on the day they are absent from school. If a student-athlete misses more than two blocks for an unexcused reason, they will not be able to compete in sports on that day.

Student-Athlete

Players are expected to communicate directly with their coaches when there is an issue. Players take responsibility for their teams, never blaming others (referees, playing time, etc.) for undesired outcomes. We are responsible for our own actions and take ownership of our attitudes and effort.

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

Parent

Parents support the team, understanding that their athlete is asked to make sacrifices for the benefit of the team. Parents shall allow and encourage their athletes to speak directly with the coach to resolve issues and avoid discussions with the coaches about playing time. Parents should refrain from second guessing the coaches, comparing players, or complaining about team or game situations. Coaches should provide an open line of communication to student-athletes and allow student-athletes to discuss their roles on the team, assess their performances, and create improvement plans, without fear of retribution on or off the field of play.

If there is an issue, the following is the procedure for the MDCHS Athletic Department:

1. Parents will suggest a meeting between the player and the coach.
2. If the problem persists, the parent and player will meet with the coach.

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3. If the matter is unresolved, the Director of Athletics, at their discretion and/or in consultation with School Administration, may convene a meeting with the parent, student-athlete, and coach.

MDCHS Coaches

All coaches pledge to be organized, knowledgeable, communicative, and life-long learners. They will provide a positive and engaging environment for the team and will communicate with each player about their role on the team. The coaches will be models of good sportsmanship and will take responsibility for the team's performance, attitude, and culture.

MDCHS Coaches will always conduct themselves in a manner that aligns with MDC and Diocese of San Diego ethics and morals as representatives of the institution.

Spectators

Schools are embarrassed by the unsportsmanlike conduct of adult fans. In some cases, the actions of the fans become serious when officials, scorekeepers and timers are verbally abused or confronted by adults. Attorneys have advised that a school may ban a fan if there is reason to believe his/her presence will have adverse effects upon inter-scholastic activities. MDCHS discourages booing and jeers by adults and students alike. MDCHS reserves the right to remove rowdy spectators from campus, as well as suspend, expel, or otherwise remove Student from School if the actions of Parents, or other individuals interacting with School and/or the School community by virtue of their relationship with Student, impede the School's ability to meet its educational objectives or mission, disrupt School operations, or are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards or make it difficult to have a positive or constructive relationship with Parents. (Penal Code 415.5a; 626.8)

Eligibility

Participation in extra-curricular activities is a privilege. Ineligible students may not participate in athletics. Students that are ineligible are unable to participate in any contest, nor are they permitted to practice with the team. Students will be deemed ineligible for each nine-week Grading Period if ANY of the following criteria are met:

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

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BUSINESS PRACTICES

Additional Fees and Charges

Beyond tuition, MDCHS may charge additional fees and charges for school services during the school year. These may include, but are not limited to, fees for: field trips, overnight retreats, service trips, hot lunch meals, bus transportation, interscholastic athletics, materials, and after-school enrichment classes. Parents must pay these additional fees and charges directly to the MDCHS Finance Office by Cashier's Check, Money Order, Credit Card, or Cash. No personal checks will be accepted.

Books

Textbooks are issued to the students at the beginning of the year. It is the student's responsibility to cover and care for school books and return them in good condition before the end of the semester and /or school year. Hardcover books shall be covered with book covers. If a book appears to have been abused or the student loses a book, the parents will be required to pay for the replacement book. The Finance Office will determine the cost of the replacement book.

Delinquent Accounts

Students will not be allowed to attend school at the beginning of the school year in **August or at the semester in January**, unless accounts are current by **August 1st and December 15**, respectively. Student accounts will be deemed delinquent after two (2) missed tuition payments. Students with delinquent accounts will not be allowed to attend school until their accounts are current. If a student misses an exam due to a delinquent account and later makes up the exam, the exam score may be docked. **Seniors with delinquent accounts will not be permitted to participate in graduation exercises.**

Tuition Assistance and Scholarship GPA Requirements

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



ACKNOWLEDGEMENT AND SIGNATURE PAGE

I have read the Parent/Guardian and Student Handbook and understand and agree that I and my child(ren) who attend Mater Dei Catholic High School are required to accept and abide by the rules, policies, standards, and philosophical principles in this Handbook. I have also reviewed the School's rules, policies, standards, and philosophical principles with my child(ren) who attends Mater Dei Catholic High School. I understand that the School reserves the right to make changes to this Handbook with or without notice.

Parent Name

Parent Signature

Date

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date

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