

MATER DEI CATHOLIC SCHOOL
PARENT & STUDENT HANDBOOK
2023-2024



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BE HOLY † BE EXCELLENT † LOVE ONE ANOTHER

TABLE OF CONTENTS

2023-2024 Staff Directory 4

Mater Dei Catholic School Leadership 5

Admissions & Withdrawals 7

Accidents 8

After School Study Hall 8

After School Supervision 8

Assemblies 8

Attendance..... 8

Birthday Treats/Shared Snacks 9

Building and Grounds 9

Crisis Plan..... 10

Discipline 10

Dress Code 12

Emergency Safety Interventions (ESI)..... 14

Electives & Specials 15

Elementary Students at School Sponsored & Hayden Events 15

Family Directory 15

Field Trips 16

Financial Information..... 16

Grading 17

Health Services 18

Homework Policy 21

Inspection Policy..... 21

Library / Media Service 22

Lost and Found 22

Lunch Program..... 22

Money	23
Non-School Functions	23
Parental Concerns	23
Parent Service Requirements	23
Parking Before and After School.....	24
Personal Property	24
Playground	24
Policies.....	25
Religious Education.....	25
School Closings	25
School Day Out Program	25
School/Parent Communications & Notices	25
Special Education Services/Tutorial Services	26
Sports Program	26
Student Records	27
Student Service Opportunities	27
Technological Resources	27
Virtus	29
Visitors	29
Weapon Possession	29
APPENDIX A – Mater Dei Anti-Bullying Policy.....	30
APPENDIX B – Athletic Handbook	31

Mater Dei Catholic School

Mater Dei Catholic School is accredited by the Kansas State Department of Education. All faculty members are certified by the Department of Education. Mater Dei Catholic School is also accredited by Cognia, through a continuous improvement process.

Mater Dei Catholic School Mission Statement

Based on the teachings of Christ and the Catholic Church, in partnership with the family and parish community, Mater Dei Catholic School will provide each child the opportunity to reach their potential and to develop the academic, technological and social skills necessary to become lifelong learners who serve God in our community and the world.

Archdiocese of Kansas City in Kansas School Mission Statement

To grow as disciples of Jesus – to make disciples for Jesus, who is the reason for our schools, the unseen but ever present Teacher in our classes, the Model of our faculty and the Inspiration of our students.

Accreditation

Mater Dei Catholic School is accredited by the State of Kansas and Cognia, a global school accreditation organization that utilizes rigorous research-based standards to examine the performance of the entire school.

Curriculum

The curriculum of the Archdiocese of Kansas City in Kansas is compatible with KSDE Standards and incorporates the teachings of the Catholic Church. The curriculum strives to expose students to beauty, truth and goodness so that their souls may be formed in virtue.

There is a comprehensive curriculum that has been written by the teachers and administrators via Subject Area Committees (SAC's) in the Catholic schools in the Archdiocese. The curriculum can be found on the Archdiocesan website: www.archkcks.org.

Mater Dei Catholic School shall teach Religion as part of its regularly scheduled curriculum. Additionally, Mater Dei Catholic School shall teach Reading, Writing, Arithmetic, Social Studies, Spelling, English Grammar and Composition, Technology, Science, Fine Arts, Health, Hygiene and an organized Physical Education program.

Each school shall provide a comprehensive education program in human sexuality that is consistent with Catholic Church teachings standards and values, including information about sexually transmitted diseases, especially acquired immune deficiency syndrome (AIDS). The Archdiocesan Office of Catholic Schools as well as the Archdiocesan consultant for Family Life can provide assistance re: choosing approved materials. N.B. Catholic schools shall teach the virtues (e.g. chastity, modesty, respect) associated with the Church's teaching on human sexuality but shall respect the right and responsibility of parents to be their children's first teachers regarding the biological aspects of sexuality.

Principle of Subsidiary

The Archdiocese Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with the pastor.

2023-2024 Staff Directory

Administrative Staff		
Principal	Andrea Hillebert	hilleberta@materdeischool.org
Administrative Assistant	Monika McCaffrey	mccaffreym@materdeischool.org
Faculty/Staff		
PreK	Delphine Anguiano	anguianod@materdeischool.org
Kindergarten	Jennifer Toenjes	toenjesj@materdeischool.org
First Grade	Mary Louise Totten	tottenm@materdeischool.org
Second Grade	Jeanne Myers	myersj@materdeischool.org
Third Grade	Lauren Tetuan	tetuanl@materdeischool.org
Math Coach & Math 4, 5 & 8	Amanda Harvey	harveya@materdeischool.org
Science & Phys Ed 6,7,8	Josh Benteman	bentemanj@materdeischool.org
ELA Coach & ELA 6,7,8,	Allison Figgs	figgsa@materdeischool.org
Counselor & SS 5,7,8	Sarah Gowen	gowens@materdeischool.org
Religion 4-8, SS 6	Ethan Gentry	gentrye@materdeischool.org
Math 6,7 & ELA, Sci 5	Hannah Carlson	carlsonh@materdeischool.org
K-5 Technology Education	Andrea Valdivia	valdiviaa@materdeischool.org
K-8 Physical Education	Andrea Valdivia	valdiviaa@materdeischool.org
Vocal Music	Janelle Cruz	cruzj@materdeischool.org
Instrumental Music	Josh Benteman	bentemanj@materdeischool.org
Resource Coordinator	Julie Mester	mesterj@materdeischool.org
Enrollment Manager	Mary Enneking	ennekingm@materdeischool.org
STREAM Director	Shawn Hillebert	hilleberts@materdeischool.org
Library Coordinator	Chris Blocker	blockerc@materdeischool.org
Teacher Aides		
Grades K-8	Denise Meier	meierd@materdeischool.org
Grades K-8	Andrea Bair	baira@materdeischool.org
Grades K-8	Megan Gentry	gentrym@materdeischool.org
PreK	Cindy Keeshan	keeshanc@materdeischool.org
Cafeteria Staff		
Cafeteria Manager	Erin Lee	leeer@materdeischool.org
	Elisa Gallegos	gallegose@materdeischool.org
Business Team		
Pastor	Father Matt Nagle	mnagle@archkck.org
Principal	Andrea Hillebert	hilleberta@materdeischool.org
Past President	Deacon Bob Ortiz	ortizdiogm@gmail.com
President	Andrea Bair	andrea.bair@gmail.com
Secretary	Ben Stanton	benjamin.j.stanton@gmail.com
Treasurer	Michael Flax	flaxmichael10@gmail.com
Members:	Candice Schulz	Dan Spindler
	John Lyle	Julie Lyle
PTO		
President	Candice Schulz	candice.d.schulz@gmail.com
Vice President	Kandice Granado	kagranado@gmail.com
Treasurer	Corey Everett	corey715@gmail.com

Mater Dei CCC		
Director	Virginia Cardenas	materdeiccc@materdeischool.org
Mater Dei Athletic Director		
	Kandice Granado	kagranado@gmail.com

Mater Dei Catholic School Leadership

Pastor

The Pastor as shepherd is a symbol: a shepherd cares for others.

The Shepherd, as the spiritual leader of the parish, presents the Vision for the parish community; his co-workers in Mission and Ministry nurture it to bear much fruit. The Shepherd's concerns about the parish school are multifold, but all pertain to relationships; with the total parish community; with parents; with the Principal and faculty. The Pastor inspires new life and hope in the school community, celebrates the Liturgy and the Sacraments with the children, and shares the struggles with the parish finance council.

The Pastor serves with the Principal. Theirs is a cooperative ministry—each supporting the other in their mutual ministry of leadership.

Principal

The school Principal shares leadership with the Pastor as academic and spiritual leader of the school community. He/she is the bridge that relates the mission of the school to the ministers of all other parish ministries.

The responsibility of the Principal is much more than a fulfillment of regulatory norms and educational processes. The ministry of Principal is life giving—a vibrant, faith filled, hopeful Catholic life. The Pastor, parents, faculty and students rightly expect excellence in education. But, excellence in Catholic education places the highest priority on a vision of Catholic life—not merely achievement in techniques and technologies. The Principal's first and greatest service is selecting dedicated, competent, spiritually formed co-workers on the faculty who will build a faith-community by listening, sharing, trusting, risking, and caring.

As the religious leader and creator of the school's environment, the Principal builds the Faith community. As academic leader, the Principal promotes the overall academic goals of the school: the curriculum, supervision and development.

The National Catechetical Directory places a special responsibility on the Catholic School Principal who plays a "critical role in realizing the goals of Catholic Education." The Principal is called upon to exercise a very special kind of Catholic leadership in the parish and inter-parish community.

Teachers

Teachers have a special calling to personal holiness and apostolic mission. They reveal the message of Christ not only by word but also by every action of their lives. A good teacher is an inspiration, a sustainer, a prodder, a puller, a guide and model, a philosopher, sociologist, psychologist, and a loving compassionate mentor.

Parents

Parents must be acknowledged as the first and foremost educators of their children. The Catholic School is in a position to assist parents in fulfilling their sacred duty of the Christian education and formation of their children. It is important that parents cooperate closely with the school and that teachers collaborate closely with parents.

It is an expectation that parents shall:

- Model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- Support the efforts of the school in the education of their child(ren);
- Share time, talent and treasure with their parish and school;
- As the first teacher of their child(ren), encourage and help them to learn;
- Promote regular attendance and punctuality;
- Provide an appropriate environment and schedule adequate time for completion of school work at home;
- Maintain Christian decorum in all manner of communication with school personnel and other members of the school community;
- Ensure home environments that do not create conflict between home and school experiences as described in policy #6000 in the *Handbook of Policies and Procedures For Catholic School in the Archdiocese of Kansas City in Kansas*

Students

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity and potential of each child and young adult at Mater Dei Catholic School.

Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus.

Business Team

Mater Dei Parish has a responsibility for the Christian formation and continuing growth in adulthood of its members. Mater Dei Catholic School has a Business Team to implement the work of the Archdiocesan Council on Schools and to develop policies for its educational endeavors in conjunction and conformity with those policies already formulated by the Archdiocesan Council. The Business Team is composed of local experts in finance, facilities, marketing, and operation systems.

The Mater Dei Catholic School Business Team meets on the third Tuesday of the month.

Parent Teacher Organization (PTO)

All Mater Dei Catholic School parents and guardians are members of the PTO. All families are urged to participate in the scheduled activities. The PTO is designed to assist Mater Dei with community building and stewardship efforts. The PTO supports the school through organizing school activities, fundraisers, educational opportunities and service projects.

Parents, Volunteers & Benefactors

Mater Dei Catholic School is supported financially - through sacrificial giving - by the faith community at Mater Dei Parish. Families and children of our faith community are expected to take an active role in parish life. Parents also agree to contribute to the academic, religious and social education and development of the children by contributing at least twenty (20) hours of volunteer service to our school and parish. Every volunteer activity helps to control costs at our school and lessens our dependence on parish aid.

If anyone can volunteer on a consistent basis for a half day a week, or for longer periods of time, he/she is asked to contact the principal and/or classroom teachers. Volunteers who will be working with the children on a regular basis must complete VIRTUS training. VIRTUS training helps our volunteers recognize the signs of abuse in children. All people benefit from learning the signs of abuse and knowing the proper steps to take if abuse is suspected. VIRTUS training is an Archdiocesan requirement for ALL who volunteer or work with children.

Projects such as painting, simple carpentry, etc. are accomplished through the generosity, caring and sharing of patrons who understand that a Catholic school makes many improvements to the physical plant mainly through volunteers.

Contributions of paper, office items, books, etc., are welcome. It is impossible to list all the usable items that can be used in a classroom situation for art, etc. All types of paper, writing pads, pencils, pens, files, office chairs, computers, etc., are of great value to us, plus games and toys that are workable and in good condition. Remember the school!

Admissions & Withdrawals

Mater Dei Catholic School complies with the Kansas law, which states that a child must be five years of age on or before August 31 to be eligible to enter kindergarten. The school will request birth certificates of children entering school for the first time; Catholics will also submit a baptismal certificate. Mater Dei Catholic School may refuse admittance to new students.

Children who apply for admission to Mater Dei by transfer from public school or non-public school will be placed initially on the grade level they would have reached, pending evaluation by classroom teachers, guidance personnel, and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to Mater Dei who have been homeschooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Every student up to the age of nine years old who is new to Mater Dei will present the results of a health assessment to the school, prior to admission and attendance.

Mater Dei Catholic School complies with the Kansas compulsory school attendance law, which states that a child who has reached the age of seven years and is under the age of eighteen years must attend school every day it is in session unless excused by the proper school authority.

A family should contact the principal if they find it necessary to change schools.

Continued Enrollment of All Students

Acceptance for any continuing students for the following year may be granted if:

- The student receives passing grades in all core subjects
- The student demonstrates acceptable behavior and effort
- Attendance meets the requirements set forth by the State of Kansas
- All financial obligations have been met
- There is evidence of parental support and cooperation with the school
- The student is clearly benefitting from placement at Mater Dei Catholic School
- The school is benefitting from its relationship with the student and the family

Non-Discrimination Policy

Mater Dei Catholic School admits students of any race, religion, color, national or ethnic origin and gender to all the rights, programs, and activities generally accorded or made available to students at the school. Preference in admissions is given to members of Mater Dei Catholic Parish, Mother Teresa of Calcutta Catholic Parish and members of the Catholic faith; secondly to non-Catholics.

Accidents

In the event of a serious accident or illness, the school will make every effort to contact the parents immediately. If this is not possible, we will contact the persons named on the Emergency Form as the emergency contact. For this reason, it is very important that any changes are sent to the office as soon as they occur.

After School Study Hall

An after school study hall is available to all students in grades PK through 8th. The daily rate is \$10.00 per student and is open until 6:00 PM. Please note that the after school study hall will not be available on half days of school.

After School Supervision

Parents are asked to provide pick-up of child(ren) no later than 3:25 PM. **If the child(ren) cannot be picked up by this time they should be enrolled in the after school study hall.** If you do not wish to join this program, please make other arrangements.

Children who have not been picked up by 3:25 PM will join the after school study hall. Parents will be charged the full daily rate.

Assemblies

Honors assemblies are held to give special note of scholastic excellence and improvements as well as honoring students who manifest effort, good manners, generosity, citizenship, and Christian behavior.

Proper and mannerly behavior is expected of all students at any type of assembly, play, other entertainment, or field trips. Our greatest advertisement is the Christian behavior of our children.

Attendance

If a student is absent from school, **parents should contact the school by phone to report the absence between 7:30 AM and 9:00 AM. Parents are urged to schedule medical and dental appointments during non-school time whenever possible.**

Mater Dei Catholic School begins at 7:50 AM each day. Students who arrive after 8:00 AM are counted tardy. If a student arrives after 10:00 AM or leaves before 1:00 PM, the student is considered ½ day absent. If a student leaves before 2:45 PM, the student will be considered to have left early. Students who are absent are not allowed to participate in any school-sponsored activity on that date.

When absence from school is known in advance, the student will present a **written request** from the parent or guardian asking that he/she be excused from the school for the necessary time. This should be given to the classroom teacher. Children may be excused because of the death of a relative on the day of the funeral and will not be counted absent.

The school day begins at 7:50 AM. Children who have excessive absences or tardies may be reported to DCF. More than 5 days of absence or tardy is considered excessive for a semester. **Students who have excessive absences may be retained; exception is serious illness.** Parents must notify the office if they wish to take their student off campus during school hours. The parent or parent designee who picks up the student must sign the student out in the office before the student is allowed to leave. Pupils will be allowed to leave the school with an adult other than parent or guardian only if the custodial parent has supplied authentic identification and authorization. The secretary will page the classroom for student(s) who will meet his/her parent at the office.

Schoolwork for any child who is absent may be picked up at the office after dismissal. Please make a request in the morning if you want to collect homework.

Birthday Treats/Shared Snacks

Snacks or treats sent for sharing, such as daily snacks, birthday and classroom party snacks, must be in **prepackaged wrappers with the ingredients listed**. These snacks must be peanut free/dairy free for classrooms that are peanut/dairy free. **Home baked items are not allowed**. Pizza parties, piñatas, or elaborate treats are not permitted. Balloon-a-grams, flowers, etc. will be kept in the office until dismissal time. Birthday treats should be given close to dismissal time. Please make arrangements with the classroom teacher for special treats.

Building and Grounds

Management Plan for the Building:

As required by 40 CFR art. 763, you are hereby notified of the activities relating to the presence of asbestos-containing building materials in your school building.

A management plan has been developed which contains the results of these activities. The activities involve inspections, periodic surveillance, re-inspections and all actions dealing with the asbestos containing materials.

This notification and the management plan are routine documents required by law for all schools and their preparation does not mean that an asbestos problem exists at the school.

In accordance with paragraph 763.84 (f), the management plan is available for inspection during regular business hours of the school or the administrative office. Copies of the plan are available at a cost of 25 cents per page. Requests for copies of the management plan shall be made in writing three business days prior to the date the copy is desired. Written requests must specify which pages are desired.

Materials and Facilities:

The upkeep of our school materials and facilities should be the concern of all who are involved; students, staff, and parents. Parents assume liability for the willful or negligent destruction of school property by their child.

All books should be carried to and from school in a book bag or backpack. Students will be held responsible to reimburse the school for losses or careless damage to books and materials, including technological resources.

Bicycles are to have locks and are to be chained in a designated area on the school grounds.

Skateboards and skates are not permitted on the school playground.

Gym Use:

The Mater Dei Parish Finance Council has set the following policies regarding use and scheduling of the school gymnasium:

1. Scheduling of all school teams' practices will be made through the Athletic Director who will in turn coordinate the schedule with the school office.
2. The school office and the athletic directors will coordinate the scheduling for all other uses of the gym.
3. The primary use of the gym will be for Mater Dei Catholic School and Parish activities.

4. In the event of any damage occurring during the scheduled use of the gym, the Finance Council will hold the scheduled party responsible.
5. Any team requesting use of the gym that is composed of all Mater Dei players and coaches will be charged \$3 per player.
6. Any team requesting use of the gym that consists of Mater Dei coaches and consists of at least half of students from Mater Dei may use the gym for \$25.00 per use. All other groups may use the gym for \$45.00 per each use. Ninety minutes constitute a session.
7. If the team is not a Mater Dei team, a list of coaches and players must be attached to the use form. All non-Topeka Parochial Team members and non-Mater Dei team/events member/s participants must have a "Hold Harmless/Indemnity Agreement" on file. These may be obtained from the parish office.
8. All players who use the Mater Dei gym must be covered for personal injury or accident by their own health insurance policy. Mater Dei is not liable for accident or injury incurred on their property. The adult in charge must acquire this information from each member playing on Mater Dei property.

The signed request form and applicable fee for the gym must be on file in the parish office before the gym may be used. All coaches, supervisors, and volunteers must abide by VIRTUS training and values of the Catholic Church.

Crisis Plan

Mater Dei Catholic School has a crisis plan. Parents may ask to see a copy of the school crisis plan at the school office.

Current, accurate information e.g. cell phone numbers, business phone, e-mail addresses etc. should be on file in the school office in the event of an emergency.

Discipline

Discipline is attained and maintained in a classroom or school when pupils work cooperatively and happily with the faculty, staff, students and principal.

In order to build a community that reflects Gospel Values, we have three rules for all students:

1. Be holy – work to grow closer to God every day.
2. Be excellent – do your best at all times.
3. Love one another – treat others as you would treat Jesus.

Individual classroom discipline is handled by the teacher through:

- positive-action planning
- positive reinforcement of appropriate behavior
- time-out practices
- student-teacher conferences
- parent-teacher communications
- referral to the principal

Mater Dei faculty members are known for their integrity and understanding of students, thus when a problem arises, contact is made with the parents so that remediation of behavior may take place. All persons have a right to be treated with dignity. Demeaning behavior is prohibited.

Discretion should be used when discussing school matters and faculty in front of your children.

INAPPROPRIATE BEHAVIOR IS NOT ACCEPTABLE IN A CLASSROOM OR ON THE PLAYGROUND:

1. excessive talking or disruptive behavior to students or teachers
2. talking back, arguing, showing disrespect
3. making fun of, "put downs," ridiculing students or teachers
4. profanity, inappropriate language
5. dishonesty, excessive roughness
6. any action that interferes with students' right to learn and teachers' to teach
7. cheating on daily work, tests, or in games
8. chewing gum on school premises

Probation, Suspension and Expulsion

Probation, suspension and expulsion may be made for the following offenses if they occur during school time, on school property, or at a school sponsored activity:

1. Carrying or using weapons (this includes laser pointers, pocket knives, large scissors)
2. Carrying or using matches or lighters, fireworks etc.
3. Possession or use of cigarettes, narcotics or alcoholic beverages
4. Willful defacing or damaging school property, e.g. books, walls, etc.
5. Habitual or continued possession or use of tobacco
6. Forged notes for excuses for absences
7. Profanity or vulgarity on playground or in classroom
8. Commission of serious acts of defiance against a teacher either in actions or words
9. Continued willful disobedience
10. Direct and intentional or verbal abuse towards other children, in school or on the playground.
11. Threatening statements or behavior that poses a threat for any student, faculty or staff.
12. Harassment or bullying

In the event a substitute teacher is needed and leaves a student's name for misbehavior, that student will receive detention. Parents will be informed of this consequence of their child's behavior.

Students whose behavior is consistently inappropriate will have a conference with parents, student, principal, and teachers involved; may receive a detention (an after school period of one hour as needed) or a suspension from school. Middle school students may also have an ineligibility period from participating in Topeka Parochial League.

Short-term Isolation/Short-Term Suspension

Suspension is a temporary withholding of the privilege of attending class/school. A suspension may be an in-school suspension in which case the student will be admitted to school but not to class or it may be an out-of-school suspension. Schoolwork, eligibility, credit of a class will be determined by the administration on a case-by-case basis.

Suspension Procedure

A suspension may be imposed on a student only after giving the student oral or written notice of the charges against him/her and affording the student a hearing thereon. However, if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school, the Principal may suspend the student forthwith without a hearing for a term not to exceed five (5) school days.

A written notice of any intent to impose a long-term suspension and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of said suspension and a hearing shall be afforded the student not later than seventy-two (72) hours after said suspension has been imposed. Included in the notice shall be the date, time and place of the hearing.

The principal or designee shall conduct the hearing specified herein. A student may be readmitted to school on a probationary basis.

Expulsion Procedure

Expulsion is the termination of enrollment permanently or for the remainder of the school year. Expulsion shall be imposed on a student only after the student has been afforded an opportunity for a formal hearing. In all cases wherein a student might be expelled, she/he shall first be suspended for a term not to exceed five (5) school days. Written notice of any intent to expel and the charges upon which the same is based shall be given to the student and his/her parents or guardians within seventy-two (72) hours after the student has been suspended. The notice shall also contain the date, time and place that the student will be afforded an opportunity for a formal hearing. This date shall be no later than the last day of the five (5) school day suspension.

Report of a Formal Hearing

Upon the conclusion of any formal hearing which results in a long-term suspension (exceeding five (5) days) or expulsion, the principal or person(s) conducting the hearing shall make a written report of the findings and results of the hearing. Such a report shall be at the school and shall be open to inspection of the student and his/her counselor or other advisor. The principal shall also send a copy of such report to the Archdiocesan Superintendent of Schools.

Appeal Procedure

Any parent or guardian of an elementary student who has been given a long-term suspension/expulsion, may make a written request for a formal review of the procedures regarding such action. The appeal is made to the Appeal Panel of the Archdiocesan Commission on Schools. The appeal must be made within five (5) calendar days after the decision of the Hearing Team.

Every student is different and at a different stage of maturity. Therefore, each student needs individual consideration in matters of discipline. Parents and students should not equate "fairness" with "being treated the same." Parents should contact the teacher regarding concerns about school. If the concern is not resolved to the parents' satisfaction, the principal should be consulted. The pastor may become involved if a satisfactory solution is not obtained.

Any Mater Dei student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school's officials.

Dress Code

All the Catholic Schools in the Topeka Region have adopted a standardized dress code and Mater Dei Catholic School abides by the regional regulations. The purpose of a uniform dress code is to foster self-respect, modesty, and appropriate behavior, which promote a positive Christian image. The uniform dress code also reinforces that a person is defined by who they are, not what they wear. A student's appearance should not detract from nor disrupt the educational process.

Purchase of new uniforms can be from any area department store as long as they conform to the dress code. Macbeth plaid, V-neck, and cardigan sweaters must be purchased at Class Act.

Students	Item	Guidelines
Boys and Girls	Shirts – Long or Short Sleeved	<ul style="list-style-type: none"> • Red, white, or navy blue shirts in the following styles: Oxford, polo, knit camp, or dry-fit material • Shirts do not have to have the Mater Dei logo. Collared shirts with the Mater Dei logo may be purchased at Class Act. • Shirts must be tucked in at all times • Only short sleeved plain white t-shirts are allowed under uniform shirts and cannot be visible on the arms.
Boys and Girls	Sweaters – V-Neck or Cardigan	<ul style="list-style-type: none"> • Hunter Green, navy blue, and red sweaters may be worn • Sweaters must be purchased at Class Act
Boys	Slacks and Shorts	<ul style="list-style-type: none"> • Navy blue or brown khaki shorts or pants in a cotton twill blend • No cargo pants or khaki jeans may be worn. Shorts and pants can have an internal side pocket with a slit in the side of the pant, but the pockets cannot be on the outside of the pant. • Slacks and shorts must be worn properly at the waistline • Belts must be worn with slacks or shorts that have belt loops (grades 3-8)
Girls	Slacks, shorts, skorts, jumpers, and Capri pants	<ul style="list-style-type: none"> • Navy blue or brown khaki shorts, pants, Capri pants, skorts, or jumpers on cotton twill or poly-blend • Shorts, skorts, and jumpers in the Macbeth Plaid. Macbeth Plaid items must be purchased from Class Act. • No cargo pants or khaki jeans may be worn. Shorts and pants can have an internal side pocket with a slit in the side of the pant, but the pockets cannot be on the outside of the pant. • Slacks, shorts, skorts, and Capri pants must be worn properly at the waistline • Belts must be worn with slacks or shorts that have belt loops (grades 3-8) • Shorts and skorts must be modest in length
Boys and Girls	Socks and shoes	<ul style="list-style-type: none"> • Socks of any length must be solid in one of the following colors: navy, white, black, brown, or gray. Girls leggings must also be solid and in the same colors listed above • Both socks must match • Dress shoes, tennis shoes, crocs (with backs) and sandals (with backs) are allowed • All shoes must be work with socks and must be properly laced • Non-marring tennis shoes are required for PE
Boys	Personal Grooming and Piercings	<ul style="list-style-type: none"> • Hair should be neatly groomed and cannot exceed the eyebrows on the face, the top of the collar on the back. Or the top of the ears on the side • Hair must be its natural color and not dyed • Facial hair must be shaved • Boys may not wear earrings or any other visible piercings; tattoos are not allowed

Girls	Personal Grooming and Piercings	<ul style="list-style-type: none"> • Hair should be well-groomed and bangs may not obscure vision. Bangs that exceed the eyebrows should be secured • Hair must be its natural color and not dyed • Girls are permitted to wear earrings of moderate length. No other visible piercings are allowed; tattoos are not allowed • Girls in grades 6-8 may wear light makeup
Girls and Boys	Spirit Wear	<ul style="list-style-type: none"> • Spirit Wear is available through Lands End. • Spirit shirts may be worn on Spirit Days • Crew neck and hooded sweatshirts purchased through Lands End may be worn in the classroom when the temperature is less than 75 degrees. A collared uniform shirt must be worn underneath and visible. • Personally created spirit wear can only be worn in school on Spirit Days.
Boys and Girls	Jackets or coats	<ul style="list-style-type: none"> • Required when the temperature is below 40 degrees

Violations: students violating Mater Dei's Uniform Dress Code in any grade will receive a warning. Parents will be notified if the student is consistently violating the policy and the student is subject to further discipline.

The Administration reserves the right to determine violations of the uniform dress code.

Emergency Safety Interventions (ESI)

The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student at some point in time could manifest problem behaviors. Creating a safe and faith filled environment for all our students is a primary concern. Through the implementation of best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student's behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or students in the classroom. Before using an ESI, a school employee witnessing the student's behavior must have determined that less restrictive alternatives to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances. Emergency Safety Interventions must not be used for discipline, punishment, or the convenience of a school employee.

On extremely rare occasions, Emergency Safety Interventions (ESI) may be required. The only time the use of ESI (seclusion or physical restraint) is permitted in Catholic Schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student's behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Physical restraint means bodily force used to substantially limit a student's movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student's primary mode of communication is **PROHIBITED**. The term physical restraint does not include the use of a physical escort. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is **PROHIBITED** in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee must be trained in a technique consistent with a nationally-recognized training program to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Mandt System. The Archdiocese of Kansas City in Kansas has a certified trainer in the Mandt System who is available to train school employees as requested by the principal.

Seclusion, when used with a student, means **ALL of** the following conditions are met:

1. The student is placed in an enclosed area by school personnel.
2. The student is purposefully isolated from adults and peers.
3. The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

No student may be put in seclusion unless a school employee can see and hear the student at all times.

Electives & Specials

Elementary Policy (K – 5)

All specials are an integral part of our curriculum; therefore, full and complete participation is expected from all students. Music, computer (grades K-5), library and physical education will be offered to all students each week. Students in fifth grade participate in band. The school has several instruments for the use of those interested. Any student who joins the band is recommended to practice at least fifteen minutes per day. Exceptions can be made at the discretion of the administration.

Middle School Policy (6 – 8)

A variety of courses are offered to help enhance and accentuate the curriculum. Every effort will be made to honor your first choices, with preference given to eighth graders who submit their form on time.

Elementary Students at School Sponsored & Hayden Events

The five Catholic elementary schools in Topeka form a close unit with Hayden High School and are the main source of Hayden's future school population. In order to develop a healthy Faith community, participation in school-sponsored and Hayden events is encouraged. **Parents are encouraged to accompany their students to football and basketball games and other school functions and remain with them at these activities for proper supervision.** Neither Hayden nor the elementary schools approve of sending grade school students to these events without having the parents stay to supervise. This will permit everyone to enjoy the events without worrying about students who are misbehaving. Together we can help our children present themselves as good examples to our community.

Any Mater Dei student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school's officials.

Family Directory

A Family Directory is available to all families and to parish organizations. This includes information that is general in nature: parent names, student names and grades, addresses and phone numbers. Prior to publication, parents are given an opportunity to request that specific information, such as phone numbers, not be listed.

Field Trips

Field trips are school-sponsored events, which are extensions of the instructional process. Such activities are encouraged, provided that these guidelines are followed:

1. The field trip shall have stated educational outcomes;
2. The students shall be prepared for the observations they will make on the trip;
3. The students shall participate in a follow-up assignment which will help them assimilate the knowledge they have gained from the trip;
4. Field trips are privileges given to students. No student has a right to a field trip. Students may be denied participation if they fail to meet academic and/or behavioral requirements.
5. All applicable Archdiocesan policies are followed
6. Instructions will be given to volunteers that describe their responsibilities. Field trip volunteers must be VIRTUS trained.

A driver information sheet for those who drive the students on field trips must be completed. The school will keep these forms on file. Archdiocesan Insurance regulations require that drivers must have a valid license, be 21 or older, and have liability insurance for a minimum coverage of \$100,000 to \$300,000. All field trip drivers must be VIRTUS trained.

Children under 12 should not sit in the front seat of the car. Children under 8 must be in a Booster Seat, provided by the parents.

Permission Forms

In order to participate in school-sponsored field trips, students must be in good academic and disciplinary standing. A request for participation form signed by parent and teachers must be on file in the office for each school-sponsored field trip. If the student does not have the form provided by the school, the parent may sign a note authorizing participation.

Archdiocesan-approved forms will be available in the office and given at the beginning of the school year. Note: Verbal permission cannot be accepted but digital transmission of the permission form is acceptable for students who intend to participate in co-curricular and extra-curricular programs, both student and parent or guardian must sign a SCHOOL TRANSPORTATION RELEASE.

Financial Information

Tuition

A Catholic school education calls for a commitment on the part of parents to be active in the development of their child(ren), spiritually as well as in the classroom. Consistency in fulfilling the financial commitment outlined below must be maintained for the benefit of the school.

The cost of educating a child at Mater Dei is approximately \$7,600. However, it is the philosophy of the school that we try to offer a Catholic Education to all of God's children.

The Archdiocesan school office requires a fee of \$28.00 for each student enrolled in the Catholic School system. Additional fees may be required for field trips or special events.

Tuition for registered active members of Mater Dei Parish or Mother Teresa of Calcutta Parish is \$2,700 for each student, with a maximum charge of \$5,400 per family for students in grades K-8 (this includes the \$28.00 Archdiocesan fee). Non Catholic families and Catholic families who are parishioners at other parishes with elementary schools are assessed the cost per student, \$7,600. All tuition payments are made through our partnership with FACTS.

Mater Dei PreK tuition is \$4,400 per student for the regular school day. This tuition includes lunch through the Mater Dei Cafeteria.

Active School Families meet the following criteria:

- Attend Mass every Sunday and on Holy Days of Obligation
- Spend time daily in personal and family prayer
- Strive to be good Catholics at home and in the community
- Share their time, talent, and treasure with the Mater Dei Parish community through active involvement in parish ministries.
- Make a financial commitment to support Mater Dei Parish.

Need-Based Financial Assistance Policy (in conjunction with the Catholic Education Foundation)

Purpose

It is our mission to provide a Catholic education to all Catholic families who want one. Therefore, the purpose of the Need-Based Financial Assistance Policy is to reduce the financial barriers for our families, thereby, enabling students to enroll whose families could not otherwise afford to attend the school. Financial assistance can only be used to offset tuition, not tithing to Mater Dei Parish.

Financial Assistance Process

Any family requesting financial assistance will complete the necessary requirements through Mater Dei School. Mater Dei will provide a 3rd party analysis of need and make a preliminary recommendation for disbursement of our scholarship dollars. The final amount awarded will be determined by the administration.

Confidentiality

1. All financial information regarding individual students and their families is confidential.
2. Financial assistance families also must maintain confidentiality.

Process

1. Complete the Mater Dei Financial Aid Application on or before the stated deadline.
2. Your application and documentation will be reviewed and the committee will recommend a scholarship amount to the administration of the school.
3. Mater Dei Catholic School will contact you to inform you of your awarded amount.

Grading

The primary purpose of any report is to communicate to the parent and child the school's assessment of the student's progress. It is very important that everyone concerned – parents, students and teachers, understand this system. Mater Dei Catholic School maintains high standards for student achievement. The grading system reflects these high standards.

The following items are considered in grading subject areas:

- Daily assignments and participation
- Tests
- Quizzes
- Projects

The following scale will be used when percentages are appropriate:

A	100%-94%	D	74%-68%
B	93%-87%	F	67% and below
C	86%-75%		

The K – 2 report card grading system reflects the teacher’s evaluation of the student’s ability, behavior, attitude, and level of participation:

- + An above average effort indicates the student is working consistently in an exceptional manner
- S A satisfactory effort indicates that the student is working up to ability and making a sincere attempt to master the subject.
- / An unsatisfactory effort indicates a need for improvement because the student is working at a level below ability and shows a less than average attempt to master the subject.

The following areas are considered when evaluating:

- Displays study skills
- Preparation for class
- Strives to do the best possible work by completing assignments neatly, accurately, and on time
- Ability to work without disturbing others
- Strives to make positive contributions by participating in group discussions, sharing ideas, and asking questions
- Displays initiative and responsibility
- Ability to stay on task until it is completed

Pupil Progress

The school sends quarterly report cards in October, January, March and May. Mid-quarter reports are sent home in the fifth week of each quarter.

Parent-teacher conferences are scheduled in October and February.

Student grades are visible through our website with a personal log in. These gradebooks are updated as soon as new information is entered.

In all grades, the student’s work is assembled over a period of time and sent home with the child. It is the responsibility of each student to take papers, grade cards and evaluations home.

Graduation

Students are eligible to receive a certificate and/or a diploma from the elementary and secondary schools in the Archdiocese of Kansas City in Kansas after a satisfactory completion of the required studies and after all tuition and fee obligations to the school have been met.

Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic education.

Health Services

Mater Dei Catholic School does not have a nurse on campus. USD 501 partners with Mater Dei to provide annual screenings for vision and hearing. Dispensing medication and evaluation of student health needs is delegated to designated school personnel.

Medications at School Policy

The school medication policy of our school is guided by the policies approved by the Archdiocese of Kansas City, Kansas (#7200), the Kansas Board of Education (#92-31-3(f)), the Kansas Nurse Practice Act, and regulations mandated by the State of Kansas.

We cannot dispense medications at school unless the following requirements are met:

1. No medication will be given at school without parental/guardian consent. Only the school nurse or her designee will dispense medications.
2. All medication must arrive at school in the original containers. The school nurse or her designee cannot dispense any medication that arrives in envelopes or in containers containing multiple medications, as they cannot assure the identity of the medication or its safety. Should a medication arrive at the school in an unlabeled container, and the nurse or her designee is unable to reach the parent/guardian to bring in an appropriately labeled substitute, the medication *will not be given*.
3. **Prescription medication that must be given at school, including inhalers, will be in a pharmacy labeled container, dated within the time period for which the medication is to be dispensed, and will have specific directions for use.** Should a physician change a medication order from what is on the pharmacy labeled container, a physician's order must be obtained before the medication will be dispensed differently from the labeled container. The parent may bring in written physician documentation of the change, or the school nurse may contact the physician directly.
4. **No student is to carry medicine to class.** All over-the-counter medications, including cough drops, pain relievers, etc., are to be taken to the school office upon arrival and checked in either by the school nurse or her designee. The school health program will provide Acetaminophen and Ibuprofen in a variety of forms as stock medication. Unless a student requires a specialized formulation, it is not necessary for individual families to provide such medication to the school.
5. **The first dose of a medicine new to the student will not be given at school,** due to complications of a potential reaction.
6. Parents are to avoid scheduling medicine given at school when possible. Medication prescribed three times a day does not need to be given at school **unless otherwise specified by the physician.**
7. **Prescribed inhalers: it is preferred that the school designees supervise students during the administration of inhaled medications.** It is recommended that any student requiring rescue medications via the inhaled route have a supply of medication in the "Asthma Box" maintained in the office. **Students may self-carry their inhalers if consent from the parent/guardian is documented in the health file.** Students must be responsible for carrying their inhaler at all times as the need for rescue medication is unpredictable.
8. Although the school health program works diligently to provide appropriate and necessary interventions to the students, **it is the responsibility of the student** to report to the office when a medication dose is due.
9. This policy only pertains to the school day. It does not cover extracurricular activities.

Food Allergies and Other Dietary Restrictions

Any student diagnosed with a serious allergy must have an Action Plan, provided by the student's physician, to assist school personnel in recognizing and providing appropriate reaction prevention and intervention strategies for the student.

Prior to beginning every school year, the school administrator will review with the student's parents/guardians the Food Allergy Assessment form (submitted by the parents/guardians; Appendix Form C146) and the Action Plan (provided by the physician) and will update student health information and school plan as needed.

School administrators and classroom teacher will be responsible for communicating student allergy information to substitute teachers. The Substitute Teacher Letter (Appendix, Form C145) may be used to communicate classroom allergy information.

All school parents/guardians should be notified of allergens that may be serious to students in the school. Confidentiality of the students must be protected by listing serious allergens rather than student

names. A School Letter to All Parents is included in the appendix (Form #C144) as an example of how to communicate serious allergen information to school parents/guardians.

Snacks or treats sent for sharing, such as birthday and classroom party snacks must be in prepackaged wrappers with the ingredients listed. For classrooms with students with a peanut or dairy allergy, snacks must be peanut and dairy-free. Home baked food items are not allowed.

Schools will monitor for allergens; however, an allergy free environment cannot be guaranteed. Staff, students, and parents/guardians have a responsibility to help ensure the safety of students with serious allergies.

Teacher Responsibilities

- Know the Student Action Plans and classroom protocols
- Know the location of all emergency information and medications
- Be trained on how to administer epinephrine
- Inform substitute teacher of the Student Action Plans
- Establish a plan for student(s) to inform you if they are having a reaction
- Help educate the classroom about allergies
- Be prepared for special events, parties, field trips (e.g., contact parent prior to the events)
- Instruct students not to share food and/or eating and drinking utensils
- Read contents of instructional materials, such as science kits, to identify potential allergens

School Leader Responsibilities

- Ensure the school has an Action Plan for each student with a serious allergy prior to the students coming to school
- Review the eating arrangement for the student, e.g., allergen safe table, table wipe down, etc.
- Ensure training for school staff and students (awareness of allergens, allergic symptoms, Action Plans, mock drill)
- Ensure training for school staff in the location and administration of emergency medications

Parent/Guardian Responsibilities

- Provide Epi-pen/epinephrine and/or other prescribed medications with the school's Medication Authorization Form
- Inform school of any changes or allergic/anaphylactic episodes
- Provide a list of safe snacks to the teacher
- Provide the teacher with snacks to keep on hand for your student to have for class celebrations, parties, etc.

Schools with student identified with serious allergies will participate in annual Allergy and Anaphylaxis Training. This training will include: Defining anaphylaxis, identifying signs and symptoms of an allergic reaction and anaphylaxis, and a review of the location and administration of emergency medications. This training may be provided by a school nurse, local physician, or student's county health department staff. If a student has an allergic reaction at school, the Action Plan provided by the student's physician will be followed.

General Health Policies

To maintain a healthy learning environment for all students and staff, it is necessary to implement the following guidelines:

Children must be excluded from school if the following symptoms are present or have occurred within the previous 24 hours:

- Fever greater than 100 degrees F
- Suspected contagious disease as outlined by the *Communicable Disease Handbook for the State of Kansas*
- Vomiting

- Diarrhea
- If he or she is too ill to function at school

Students should remain out of school until they are symptom-free without medication for 24 hours. It is recommended that a student be seen by his or her physician if the symptoms persist for more than three days without improving or sooner if the symptoms appear to be worsening.

The management of events at school will be guided by the protocols found in the *Injuries and Illnesses for Kansas Schools Handbook*.

It is critical for all students who have chronic or life-threatening health conditions to have an emergency plan on file with the school. This information is confidential and is only shared with necessary personnel to keep the student safe. It is the responsibility of the parent/guardian to coordinate the appropriate plan with school personnel. It is the school's responsibility to educate the appropriate staff.

Parents/guardians are notified as soon as possible in the event of a serious accident or illness. It is imperative that the school has current phone numbers and contact information for such emergencies. Physician name and telephone number as well as hospital preference should be indicated as well.

Should you have any concerns regarding school health policies, please contact the office.

Immunization

Mater Dei Catholic School requires all pupils entering a Kansas school for the first time a record of Immunization on an official form. This is to comply with the Kansas Law.

No pupil shall be allowed to enroll or to attend any classes at the beginning of any school year without having first presented evidence that at least one dose of each vaccine entity; diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, Hepatitis B, varicella, mumps, rubella (German measles), and measles, has been received or that a medical or religious exemption has been claimed. The only exception allowed will be for children who have already moved into the community (within three months) and who are awaiting transfer records, thus, for new students a Kansas Certification of Immunization form will be necessary to be admitted.

Medical exemptions from immunizations will be granted by the school, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional. Religious exemptions may also be granted.

Homework Policy

Students benefit from extra practice with the material presented in class. To that end, Mater Dei students will have homework consistently. Parents should establish a place at home to complete homework, free from distraction. Parents will need to prioritize adequate time for study at home. Extra-curricular activities, e.g., athletics/practices should not take precedence over schoolwork. Adequate sleep, plus a nutritious breakfast, assist students to be awake and alert during class time. Studies show that students need to have at least eight hours sleep nightly because of their growth and maturity patterns.

Inspection Policy

The principal and faculty may exercise the right of inspection of student backpacks, and his/her personal belongings in the interest of maintenance, health and safety of all children. The school will employ every safeguard to protect the well-being of the children. Students should not keep valuable items or large amounts of money at school.

Library / Media Service

The purpose of a school library is to support the curriculum of the school and to help students become lifelong learners. Using a variety of formats, students will learn how to pose questions and answer them with the use of all types of media and sources.

Mater Dei Catholic School library is available to all students. Each child may check out library books every week. These books are to be returned within a week and may be checked out for a second week. Parents are urged to read to the younger children and encourage the older students to read worthwhile books and literature. The Mater Dei Catholic School library collection has selections in most areas of interest.

Criteria used in selecting items for the library is based on need and funding. Materials must be age-appropriate and in conformity with the beliefs and tenets of the Catholic Church. Parent's interest, donations, and comments are welcomed.

Volunteers have staffed the libraries for many years donating their time, talent, and monetary contributions in order that our library facility can be an integral part of our educational program. The library staff assists the students in procuring books that are educational and enjoyable. Mater Dei Catholic School utilizes the consultative expertise of a certified librarian from the faculty at Hayden.

Lost and Found

There is a box for lost and found items in the main office. Students should check after school for any lost belongings. Items not claimed will be donated to the poor.

Lunch Program

Students may either bring lunch from home, or purchase a hot lunch ticket at school. If a student chooses to bring lunch from home, they may purchase milk to go with the cold lunch or bring a drink from home. **Soda pop is not allowed in the school cafeteria during lunch time.** Our cafeteria follows federal guidelines for the "serve program". Each meal includes a protein serving, at least one bread serving, at least 2 servings of fruits and/or vegetables and one milk. Students will receive all items being served. The Mater Dei cooks take great care in preparing the lunch.

Appropriate behavior during lunch is expected at all times and students are to:

- Wait in a single line, keeping voices low
- Walk at all times
- Use good manners when eating
- Raise hand and wait to be dismissed to turn in their tray
- Empty tray in trash bin and stack trays neatly
- Clean table after eating & make sure it is ready for other students
- Wait at table for cafeteria monitor to dismiss all students to recess or class

Failure to demonstrate the expected behavior in the cafeteria is an infraction of the behavioral guidelines. Flicking or throwing food will result in an automatic detention.

If a student has a food allergy or intolerance, a note from the doctor must be in the child's health folder. We need a new doctor's note each year.

Applications for free and reduced lunches are available before registration or may be requested from the school office or cafeteria manager at any time during the school year.

The cost of a student lunch is \$3.10 per meal (reduced price is \$.40 per meal). Extra milks are \$0.50 each. We have family accounts set up so there is no need to send money for each child. Place

payments in an envelope marked with the students' names and grades. (Tickets remain at school and are passed out by teachers before lunch).

Parents and other adults are welcome to eat lunch with us, unless we are in specific protocols which prohibit visitors. Parents wishing to eat with their children should make a reservation at least one day before they plan to come. **Reservations cannot be accepted after 9:00 AM for the same day.** This allows us to fix a meal for you and not run out of food for the children. Their meals are our first priority. The payment for all adult and guest lunches is \$4.50 and may be charged out of your child's account if you wish.

Lunch is scheduled from 11:05 – 12:05 daily and is split into two sessions.

Money

Students should not bring money to school except when sending payments for lunches, activities, etc. It must be in an envelope marked clearly with the following: Student's name, grade, amount enclosed, and what it is for. Money may be sent home if the above information is not included.

Non-School Functions

In accordance with Archdiocesan recommendations and the recommendations of the Topeka Parochial School Principals, parents are requested neither to sponsor nor to permit their children to attend parties/functions that are not appropriately supervised and/or promote values that are consistent with the Catholic Church, particularly within the middle school years. Many problems experienced at these functions filter into the school and may hinder student progress such as unhealthy competition, cliquishness, pettiness and other undesirable habits. We are grateful to those parents who do not permit their children to attend these functions and/or sponsor appropriate activities for their children.

IF INVITATIONS TO A CHILD'S PARTY ARE NOT INCLUSIVE OF ALL THE GIRLS AND/OR BOYS IN A PARTICULAR CLASS, INVITATIONS MUST BE MAILED RATHER THAN DISTRIBUTED IN THE CLASSROOM. EXCLUSIVITY/SELECTIVITY MAY CAUSE HURT FEELINGS, CLIQUISHNESS AND ALIENATION AMONG THE STUDENTS.

Parental Concerns

Both teachers and parents must maintain a strong support system in order for the educational process to be effective and worthwhile. Cooperation and communication between the home and school is vital in providing quality education. In order to maintain this communication between parents and teachers, the following steps will be taken: If the concern involves a child, a conference with the teacher and parent is held. Then if there are still concerns, a conference is held with the parent, teacher, and principal. If the concern is directed toward school policy, suggestions may be made to the Principal.

Parent Service Requirements

Each Mater Dei family is required to serve 3 Mater Dei Bingo sessions, which are held on Mondays from 5:30 - 9:30 PM at Hayden High School. A family may choose to buy out its Bingo service requirement by paying \$100 for each session not worked.

Parking Before and After School

- Cars should not be parked on the school grounds between 7:15 AM and 3:00 PM. For the safety of all children, parents are asked to comply with the following:
 - Drivers traveling north are asked to pull into the two Clay Street parking areas parallel to the sidewalk to let children out.
 - Drivers traveling south are asked to pull into the south Clay Street parking area parallel to the sidewalk next to the church to let children out.
 - **PLEASE DO NOT MAKE U-TURNS ON CLAY STREET.**
 - Parents picking up children in the lot between the Church and the Day Care Center are asked to have the children go directly to the cars and avoid the danger of playing near the cars on the lot. Go into the lot from Clay Street and exit through the alley.
 - If the main gate is open at dismissal time, parents are allowed to pull onto the main playground area and exit through the alley. If the gate is not opened, please do not open it.
 - Parents and students must obey the directives of the safety patrol students and staff.
 - **ALL STUDENTS ARE TO CROSS AT THE CROSSWALKS.** Parents, help us set a good example for your child so s/he will cross at the corner when you are not there.
 - The parking lot east of the school is private and is not to be used at any time.
 - **Please be patient and remain aware! Student safety is our first priority!**

Students should not remain on the playground after school to play or socialize. Supervision is for those students whose parents find it impossible to pick them up promptly at dismissal. Students riding the city bus or students who walk to their parent's place of work should leave the playground at dismissal.

THERE IS NO SUPERVISION ON THE PLAYGROUND AFTER 3:25 PM. At 3:25, students will be directed to the homework room.

Personal Property

Cell phones must be in book bags and OFF, as electronic devices cannot be permitted to disrupt our day, and they will be confiscated when they are disruptive. It is especially critical that cell phones are off if the student wishes to wear a smart watch. If the student is able to receive contact from a parent, he or she is also able to be contacted by other people throughout the course of the day. Cell phones and smart watches may not be used between 7:30 AM and 4:00 PM. A permission form, which includes the student's cell phone number, must be on file in the school office. This privilege should not be abused.

Electronic items, including, but not limited to: MP3 players, Game Boys, DVD's, I-Pods, Smart watches, etc. should not be brought to school. In the event these items are in the book bags, the school **will not be responsible** for damage or theft to them. If such a device is used during the school day, the teacher may confiscate the item, which will be picked up in the office by a parent or student.

Please mark coats, jackets, hats, raincoats, boots, and lunch boxes with the student's name.

No faculty member or student will be called to the phone during school hours unless there is an emergency. Messages may be left with the school secretary. If a student needs to use the phone, the teacher must give permission.

Playground

Christian behavior is one of peace, caring and sharing. Recess is a very integral part of the school program. Reverence and respect for oneself and others excludes fighting, pushing, bullying, inappropriate language, interrupting other student's games, excessive roughness in any manner and insubordination. Children who display unruly or disruptive behavior will have appropriate consequences

Policies

The policies contained in this handbook are in accordance with those of the Archdiocesan School Office. The principal retains the right to amend this handbook.

Religious Education

1. Parents are reminded that the Christian home is the first school where discipline, values, prayer, religious ideals, accountability and manners are inculcated. The religious formation of each child depends on the modeling and nurturing begun at home by the parents. The celebration of the Holy Eucharist is the source and substance of our faith.
2. It is expected that all Mater Dei families will attend Mass each Sunday and on Holy Days and participate in other parish activities. We ask parents to be faithful to their responsibility as Catholics and as the primary religious educators of their children. It is their example that will make the difference.
3. To assist parents in developing and implementing the religious and moral formation of their child(ren), formal and spontaneous prayer, morals, ethics, as well as the Church's teachings on the social and cultural issues of today, e.g. peace, justice, consumerism etc. are integrated into the total educational program. Emphasis is stressed on responsible choices and accountability to God, society and to one's friends. To counteract the violence and insensitivity in today's culture the children are constantly reminded of the importance of Christian behavior and manners.
4. Weekly Eucharistic liturgies, prayer services, paraliturgical functions enrich the spiritual growth of students and faculty. A weekly Eucharist will be celebrated. Parents and friends are invited to participate in these special liturgies. **Please know that this does not fulfill your family's Sabbath obligation.**

School Closings

When snow, ice or extreme cold weather comes after the students are in school, they will remain for the day. Individual students will be dismissed when requested by the parent. Please call the office to make these arrangements. Closings are determined by collaboration between the public schools and Topeka Catholic Schools Institute.

In the event of school cancellation, the local radio and TV stations will be notified by 6 AM. If no announcement is made, school is in session.

Mater Dei Parents will receive notification through the School Messenger System if school is canceled.

School Day Out Program

The Mater Dei Child Care Center will offer School Day Out for students in grades PK through 5th when school is closed for longer breaks, such as Spring Break and Christmas Break. The cost is \$30 per day or \$15 for half days. This is a state licensed program. For more information, contact the CCC at 232-1603.

School/Parent Communications & Notices

Communications from the school will include the School Messenger System, Weekly Notes, Monthly Communications, and the school website. Teachers will also send papers and notes home as needed. It is the responsibility of the children to take the letters home and give them to parents. Parents should consistently check book bags.

Whenever any written notice is required to be given to the parents or guardians of a student, it shall be sufficient if the same is mailed to the residence of such parents or guardians at the address on file in the school records of such student. In lieu of mailing such written notice, the same may be personally delivered.

Special Education Services/Tutorial Services

A child who has exceptional needs may receive special educational services from the public school district in which he/she resides, e.g., Topeka Public Schools U.S.D. # 501. The principal or resource coordinator initiates requests for most of these services. A representative of the public school district provides a screening. The follow-up meeting involves personnel on the educational staff who are working with and familiar with the student, the principal or resource coordinator, a representative from the public school district involved in the assessment process, and the student's parents.

The special education services are usually not given on-site. Transportation is only provided for a child who lives within the Topeka Public Schools U.S.D. #501 boundaries. Parents of a student residing in a different public school district must make transportation arrangements with that district's school authorities.

Mater Dei, under the direction of the resource coordinator, offers tutorial services during school hours for students needing additional help.

Mater Dei Catholic School is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources.

Sports Program

Mater Dei students in grades six, seven and eight may participate in the Topeka Parochial League. Schedules of games for boys and girls will be sent home before each season begins. Boys may participate in soccer, basketball, volleyball, and track; girls may participate in soccer, volleyball, basketball, and track.

1. For each student participating in the League and or Saints' football the participant and parent/guardian must sign two forms: **WARNING AGREEMENT TO OBEY INSTRUCTIONS, AND A RELEASE AND CONSENT FOR TREATMENT.**
2. All students must have a physical examination and a permission form to play sports.
3. **As important as students think sports are, the first priority of students must be schoolwork.** Proper use of time in school and at home should ensure that all homework is completed.
4. **Students are expected to maintain acceptable behavioral and academic standards.** Teachers and coaches will establish effective methods of communication to determine students' ongoing eligibility for participation. Judgment of academic effectiveness shall be based on effort, cooperation, and satisfactory scholastic performance.
5. **Any student whose academic performance is below 70% in one or more subjects becomes ineligible to practice or play in whatever sport is being played at the time. Incomplete or missing assignments, unacceptable or disruptive behavior, disrespect in word or action for others, self, property, may result in a student's ineligibility for League/Saints' sports. If a student has 3 consecutive or 5 total weeks of ineligibility during a sport season, the student will be benched for the remainder of the season.**
6. Early dismissal and absence from school due to participation in football is discouraged. Students who leave school before dismissal are required to turn in all assignments for that day and are to have the next day's assignments when due.
7. Parents and students' attendance at the various activities during the year encourages our teams, supports our coaches, and enriches school spirit. Our coaches are a most dedicated sacrificing group of men and women, who give freely of their time and talent to the Mater Dei students.

8. Good sportsmanship on the part of students, coaches and parents, indicates Christian values as well as good manners. **Loud and/or rude criticism of coaches, referees, and their decisions by parents or spectators is never acceptable.** It is distracting to the players who are trying their best; it is demeaning to coaches and referees, and does not reflect the philosophy of the Mater Dei Catholic School or the Topeka Parochial League.

Uniforms worn for particular sports not returned, lost or damaged will be replaced at the expense of the individual player.

Schools differ regarding concessions. Some do not permit eating and/or drinking. Please abide by the rules stipulated in the various schools, e.g. Christ the King, MPH, St. Matthew, Holy Family etc.

Student Records

Parents are entitled to have access to their child's school records upon request. This school abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Request for Records

Official student records may be released to other educational institutions upon written request of a parent or guardian, or upon the written request of the student when 18 years of age, or upon the written request of the receiving educational institution, only after all tuition and fee requirements of the sending institution have been met. In addition, records may be released to other agencies or institutions upon written request of the parent or guardian, upon written request of the student when 18 years of age, or upon receipt of a court order. (#7510.1 Archdiocesan Policies). An exception to this could be in cases where bankruptcy has been filed. Upon compliance with an institutional request, the parents must be notified in writing that the records have been transferred.

Student Service Opportunities

The school encourages students to perform services to the Church, the school, and the community:

Boys and girls in grades four through eight have the privilege of assisting the priest at Mass and other Church functions. They are expected to be punctual and faithful in their assignments.

Students in grades six, seven, and eight assist with cafeteria service. Students in grades six, seven and eight also have the opportunity to serve as crossing guards after school. Each student is asked to serve on the same day as their lunch service.

All students are encouraged to offer their talents in service to other students, teachers, classroom, and school projects.

Technological Resources

Technological resources, including the Internet, are provided to support and enhance educational goals and objectives. Internet access is a privilege not a right. Mater Dei Catholic School will provide a written copy of our guidelines for Internet and computer use to all users. Users must give written agreement to the terms and conditions as stated. Parents will receive a copy of our guidelines at the time of student enrollment each year and must acknowledge in writing that they have received the guidelines. Mater Dei Catholic School will comply with applicable federal and state laws regarding the duplication of materials. Mater Dei Catholic School will abide by software and hardware agreements.

Parameters for Acceptable Use of Technological Resources

All users will be held accountable for the rules and guidelines set forth in this document

1. The technological resources of Mater Dei Catholic School are the property of the school. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of school technological resources.
3. No student of the school may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. Mater Dei Catholic School is not responsible for damages to any party arising from the use of any school technological resource.
6. All student access to technological resources is subject to the school's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the school.
7. Usage of technological resources for unacceptable and/or, non-school approved purposes is prohibited.
8. Mater Dei Catholic School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. Mater Dei Catholic School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. Mater Dei Catholic School's technological resources are to be used for school purposes and not for the promotion of non-school matters or self-promotion.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secrets.
12. It is the responsibility of all parents, students and employees of the Mater Dei Catholic School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate Mater Dei Catholic School authority.
13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

Parameters for acceptable use of non-school technological resources

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources. Because such use is not considered private, schools may become aware of use and/or content related to non-school technological resources. If this occurs, schools reserve the right to address any inappropriate content or use.

Any Mater Dei student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by the school's officials.

Virtus

In response to the USCCB mandate to provide safe environment programs, the Archdiocese of Kansas City in Kansas expects the Virtus Program to be used in all diocesan schools and parishes. The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers and students are to be trained.

Catholic Schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults towards students, as well as students towards each other.

Visitors

Parents and other visitors are welcome to visit the school. However, arrangements should be made with the principal and/or classroom teachers at least 24 hours prior to the visitation. *Teachers are not to have conferences with parents during school hours* unless during a scheduled planning period. As students are easily distracted, particularly the smaller children, visits should be brief. **Parents are requested not to “drop in” the classroom in the early AM or near dismissal. Preparations to begin classes or getting ready for dismissal are “teacher-student times.”**

Weapon Possession

A student shall not possess weapon(s) at school, on school property, or at a school supervised or sponsored activity.

Expulsion for Weapon Possession

If it is determined in accordance with the policies concerning long term suspension/expulsion that a student knowingly possessed a weapon at school, on school property, or at a school supervised or sponsored activity, the student shall be expelled from the school for not less than one calendar year. The principal has sole discretion to modify such expulsion.

Reports of Weapon Possession

A student determined to be in possession of a weapon (as defined in the Handbook of Policies and Procedures of the Archdiocese of Kansas City in Kansas #7140.3) at school, on school property, or at a school supervised activity shall be referred to local law enforcement and, if under 18 years of age, shall also be referred to the Department for Children and Families (DCF).

Appendix B – The Athletic Handbook, is available on our website and will be printed for athletes at the beginning of each season.

The school principal retains the right to amend this handbook at any time. Parents will be notified if changes are made.

APPENDIX A – Mater Dei Anti-Bullying Policy

Mater Dei Catholic School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional gesture or any intentional written, verbal, electronic or physical act or threat, that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Excluding or isolating a student within the school community;
- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member;
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions and actions commonly understood as "cyber bullying." Cyber bullying includes, but is not limited to the misuse of any area of the Internet (i.e. email, chat rooms, social networking sites); mobile threats by text messaging or telephone calls; the misuse of peripheral technologies (i.e. cameras and video recorders or video recording facilities). "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports of or retaliation for reporting harassment, intimidation or bullying also constitutes violations of this policy.

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Informal reports may be made to any staff member. Staff shall inform an appropriate supervisor when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct. Informal remedies include an opportunity for the complainant(s) to explain that the conduct is unwelcome, disruptive, or inappropriate. A staff member may explain that the conduct is not appropriate and could lead to discipline if proven or repeated. A meeting with the school administrator, the involved student(s) and parents may be necessary.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying. The following process shall be followed:

- A. All formal complaints shall be in writing and shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The complainant will review and sign the document.
- B. Regardless of the complainant's interest in filing a formal complaint, a complaint may be drafted based on the information presented to the administration.
- C. The administration shall investigate all formal, written complaints of harassment, intimidation or bullying.
- D. When the investigation is completed the administration shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, a meeting with the Pastor may be required.
- E. Corrective measures deemed necessary will be instituted as quickly as possible.

Students will be provided with age appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities when they witness acts of harassment, intimidation or bullying.

APPENDIX B – Athletic Handbook

<https://sites.google.com/materdeischool.org/materdeihandbook/appendix-c-athletic-handbook>