

# MATER DEI CATHOLIC SCHOOL PARENT & STUDENT HANDBOOK 2016 - 2017



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***Be Holy. Be Excellent. Love One Another.***

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## **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 Advanc-Ed, 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.

## **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](http://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, geography, spelling, English grammar and composition, US history, Kansas history, civil government and the duties of citizenship, health, hygiene and an organized physical education program.

## **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.

## **2016-2017 Staff Directory**

### **Administrative Staff**

Principal	Andrea Hillebert	<a href="mailto:hilleberta@materdeischool.org">hilleberta@materdeischool.org</a>
Admin. Assistant	Lisa Heath	<a href="mailto:heathl@materdeischool.org">heathl@materdeischool.org</a>
Admin. Assistant	Nicki Hidalgo	<a href="mailto:hidalgon@materdeischool.org">hidalgon@materdeischool.org</a>

### **Faculty/Staff**

Preschool/Kindergarten	Jessica Schmitt	<a href="mailto:schmittj@materdeischool.org">schmittj@materdeischool.org</a>
Kindergarten	Lynn Lorenz	<a href="mailto:lorenzl@materdeischool.org">lorenzl@materdeischool.org</a>
First Grade	Mary Louise Totten	<a href="mailto:tottenm@materdeischool.org">tottenm@materdeischool.org</a>
Second Grade	Jeanne Myers	<a href="mailto:myersj@materdeischool.org">myersj@materdeischool.org</a>
Third Grade	Christina Bartlett	<a href="mailto:bartlett@materdeischool.org">bartlett@materdeischool.org</a>
Fourth Grade	Allison Figgs	<a href="mailto:figgsa@materdeischool.org">figgsa@materdeischool.org</a>
Fifth Grade	Rosemary Rocha	<a href="mailto:rochar@materdeischool.org">rochar@materdeischool.org</a>

MS Religion  
INT/MS Math  
MS Math  
MS Literature  
MS Science  
Resource Coordinator  
Technology Education  
Physical Education  
Music  
School Counselor  
Technology Coach  
Network Administrator  
Library Coordinator

Theresa Wicker  
Amanda Harvey  
Mimi Gardner  
Carolyn Kaberline  
Marc Tanking  
Julie Mester  
Andrea Valdivia  
Andie Valdivia  
Janelle Cruz  
Dana Jessup  
Mary Enneking  
Shawn Hillebert  
Chris Blocker

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ennekingm@materdeischool.org  
tech@materdeischool.org  
blockerc@materdeischool.org

#### **Teacher Aides**

Kindergarten  
Grades PK-8  
Grades 1-8  
Grades 1-8

Delphine Anguiano  
PJ Adair  
Denise Meier  
Jane Palubinski

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#### **Cafeteria Staff**

Cafeteria Manager

Michelle White  
Susan Calvin  
Erin Lee

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#### **Facilities and Maintenance**

Morning Maintenance  
Afternoon Maintenance  
Evening Maintenance

Larry Calvin  
Russ Freel  
Gabe Hillebert

#### **School Council**

Pastor  
Principal  
President  
Member  
Member  
Member  
Member  
Member  
Member  
Member  
Athletic Director

Father John Pilcher  
Andrea Hillebert  
Deb Schmitz  
Mark Burenheide  
Paula Droge  
Scarlett Fisher-Herreman  
Joe Friess  
Erin Lee  
Meghan Lojewski  
Angela Stous  
John Anguiano

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#### **PTO**

President  
Vice President  
Treasurer  
Secretary  
Volunteer Coordinator

Melanie Salsbury  
Corey Everett  
Cale Herreman  
Mindy Gillgannon  
Julie Jaramillo

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caleherreman@gmail.com  
Mindy.Gillgannon@bnsf.com  
juliejaramillo4@gmail.com

#### **Mater Dei CCC**

Director

Margaret Lachowsky

materdeiccc@materdeischool.org

## **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 and the school council; 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.

## **School Council**

Mater Dei Parish has a responsibility for the Christian formation and continuing growth in adulthood of its members. Mater Dei Catholic School has a School Council 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 Mater Dei Catholic School Council meets on a monthly basis during the school term, currently the 2<sup>nd</sup> Tuesday of the month, from August to May. There are nine voting members appointed by the Pastor whose duties, in part, consist of preparation of the school budget, policy revision, assisting the principal in carrying out the mission of education for the school.

Scheduled meetings are open to parents or guardians of children currently enrolled in Mater Dei Catholic School. Non-members who wish to address the Council shall make the request to the President in writing, at least ten (10) days prior to the end of the month; however, members may waive such notice.

## **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 thru 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 and 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.

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 sixteen 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.

### **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 Supervision**

Parents are asked to provide pick-up of child(ren) no later than 3:35 p.m. **If the child(ren) cannot be picked up by this time they should be enrolled in the Wellness Program (grades K-4) or participate in after school study hall.** If you do not wish to join these programs, please make other arrangements. **THERE IS NO SUPERVISION AFTER 3:35 PM.**

### **Archdiocesan School Policies**

#### **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 re-admitted 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 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.

### **Retention (Definition)**

The child has not completed the requirements of his/her particular grade level and will be retained. Children with excessive absences may be retained.

## **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 a.m. and 9:00 a.m. Parents are urged to schedule medical and dental appointments during non-school time whenever possible.**

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 a.m. 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 wish this service.

### **Birthday Treats**

Students may provide treats for their classmates on birthdays. However, the treats should be simple. 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. Individual juices, popsicles, cookies are acceptable treats. Keeping the treats simple makes for a better spirit than the "can you top this?" philosophy. Make arrangements with the teacher. ***Gum should not to be given as a treat.***

### **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. Request for copies of the management plan shall be made in writing three business days prior to the date the copy is desired. Written request 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 Catholic School 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 School 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 not be charged.
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 \$40.00 per each use. Ninety minutes constitute a session.
7. A fee of \$200.00 per sport will be charged for Topeka Parochial League teams. The payment of this fee is due at the beginning of each season. It should be mailed or taken to the school office.
8. 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.
9. 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.

### **Counseling Services**

Dana Jessup, LCSW, is available to students, faculty and parents, during the weeks of the school year. She is contracted to Mater Dei through Catholic Charities. Mrs. Jessup is available to students on Mondays and Thursdays from 8:00 – 3:30. Students may refer themselves. Teachers and parents may also refer students. Mrs. Jessup meets individually with students, with parent consent, makes classroom presentations, leads small group activities, and works with Special Services in the various districts.

### **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.**

## Dress Code

All the Catholic schools in the Topeka Region have adopted a standardized dress code. Mater Dei Catholic School abides by the 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 the concept that 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 of the area department stores as long as they conform to the dress code. Macbeth plaid, V-neck and Cardigan sweaters, and capris must be purchased at Class Act.

### Uniform Dress Code Attire

#### **Boys**

- **Short or long sleeved shirts** with collars in red, white and navy blue may be worn in the following styles: Oxford, polo, turtleneck, and knit camp.
  - Limited blousing allowed, such blousing must not be used to hide or circumvent the wearing of belts or the tucking in of shirts.
  - Shirts must be tucked in at all times.
  - Only plain white T-shirts are allowed under uniform shirts.
  - Long sleeved undershirts may not be worn with a short-sleeved shirt.
- **V-neck or Cardigan sweaters** styles may be worn in hunter green, navy blue or red.
  - Sweaters must be purchased at Class Act.
- **Slacks and shorts** in cotton twill blend may be worn in either brown khaki, or navy blue.
  - Shorts must be either "walking" or Bermuda styles.
  - No cargo pants or khaki jeans may be worn.
  - Slacks or shorts need to be worn properly at the waistline.
  - Belts must be worn with slacks or shorts that have belt loops (Grades 3 through 8).

#### **General Rules for Boys**

- Shirts do not have to have the Mater Dei Logo. Class Act is the only vendor who produces shirts with approved Mater Dei logos.
- No earrings may be worn and visible body piercings or tattoos are not allowed.
- Boy's hair should be neatly groomed. It may not exceed the eyebrows on the face, the top of the collar in the back or the top of the ears on the side.
- Hair is to be its natural color, not dyed.
- Facial hair must be shaved. Beards and mustaches are not allowed.
- Socks of any length must be solid, matching and in one of the following colors: navy blue, white, red or black. Mismatched socks are not allowed.

#### **Girls**

- **Short or long sleeved shirts** with collars in red, white and navy blue may be worn in the following styles: Oxford, polo, turtleneck, and knit camp.
  - Limited blousing allowed, such blousing must not be used to hide or circumvent the wearing of belts or the tucking in of shirts.
  - Shirts must be tucked in at all times
  - Only plain white T-shirts are allowed under uniform shirts.
  - Long sleeved undershirts may not be worn with a short-sleeved shirt.
  - Uniform blouses (plain) with a Peter Pan collar may be purchased at Class Act. No lace, ruffles, bows, baubles, and bangles, etc.

- **V-neck or Cardigan sweaters** styles may be worn in hunter green, navy blue or red.
  - These sweaters must be purchased at Class Act.
- **Slacks, shorts, skorts**, in cotton twill blend may be worn in either brown khaki or navy blue.
  - Shorts must be either "walking" or Bermuda styles, **no shorter than 2 inches above the knee**.
  - No cargo pants or khaki jeans may be worn.
  - Slacks or shorts need to be worn properly at the waistline.
  - Belts must be worn with slacks or shorts that have belt loops (Grades 3 through 8). No scarves, sashes or similar styles may be worn in place of belt.
- Macbeth **plaid** jumper, skirts, shorts and skorts may be worn, **no shorter than 2 inches above the knee**.
  - Macbeth plaids may be purchased at Class Act.
- Capris may be worn of cotton twill blend in brown khaki or navy blue. Cargo capris are not allowed.

### General Rules for Girls

- Shirts do not have to have the Mater Dei Logo. Class Act is the only vendor who produces shirts with approved Mater Dei logos.
- Socks of any length, leggings and tights must be solid, and in one of the following colors: navy blue, white, red or black. Mismatched socks are not allowed.
- Girls in grades 6-8 may wear light makeup. Dark or heavily applied makeup is not allowed.
- Girls are permitted to wear earrings of moderate length and design. Girls may only wear one earring in each ear.
- No other visible body piercings or tattoos are allowed.
- Hair is to be its natural color, not dyed.
- Hair should be well groomed with no bizarre hairstyles and bangs should not obscure vision.
- **Gym class:** If a girl wears a jumper or skirt on a day when there is physical education, she must wear shorts (any kind) under the jumper/skirt during class time. Skorts are acceptable.

Boys and Girls uniform dress attire should appear neat and well groomed at all times. **Administration reserves the right to determine violations of the uniform dress code.**

### Uniform Dress Code General Rules

**FADS:** No oversized, extra long or baggy pants, shirts or shorts are allowed. No low riders, hip huggers, khaki jeans, cargo pants etc.

**SHOES/SOCKS:** Socks must be worn with all types of shoes. Shoes must be worn at all times.

- Dress shoes, tennis shoes, crocs and sandals may be worn.
- "Heelies" or any type of roller shoe or skate may not be worn.
- Crocs and sandals must have and be worn with back straps.
- **Shoes must be laced or buckled.**
- **During Gym Class:** Tennis Shoes must be worn and tied. No black-soled tennis shoes are allowed, unless they are 'non-marring'. (The shoebox should tell you if the soles are 'non-marring').

**Shorts and skorts** may be worn at any time of year but students must participate in all school activities. **Jackets or coats** must be worn when temperatures are 40° and below. Outerwear must be removed when entering a classroom. No unauthorized sweatshirt shall be worn in the classroom.

**PTO Spiritwear** (Tee shirts, sweatshirts, hoodies and long-sleeved tees) may be ordered online throughout the year. These **tees**, both short and long-sleeved, are not part of the dress code and may only be worn to school on Spirit Days. These **hoodie or crew neck sweatshirts** may be worn in class

with an appropriate uniformed shirt underneath. The collar must be visible and the student must wear a belt. Spirit Days are a part of the school calendar and happen once a month, usually on the third Thursday. Only Mater Dei Catholic School or Parish Spiritwear or Mater Dei athletic wear (including Topeka Saints athletic wear) may be worn on Spirit Days. Students must wear appropriate pants or shorts with their Spirit Wear. Failure to comply with Spirit Day rules may result in the student losing participation privileges.

**VIOLATIONS:** Students violating Mater Dei's Uniform 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.

### **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 everyday.
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 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.**

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.**

### **Emergency Safety Interventions**

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. On these 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**. 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 Safe Crisis Management (SCM) program. Karen Kroh is a certified trainer in SCM and 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 supervised by a school employee at all times.**

Time-out is not seclusion. Time out is defined in the regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined.

In-school suspension is not seclusion. In-school suspension does not involve the student being isolated from adults and peers and thus does not meet the definition of seclusion.

In the event a parent is concerned about the use or implementation of Emergency Safety Interventions on their child, the parent has the right to file a formal complaint with the Principal, Pastor or School resident. Upon receipt of a complaint, the Principal will schedule a hearing.

## **Electives and 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, library and physical education will be offered to all students each week. Students in fifth grade may 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, but be sure to indicate a second and third choice for each time slot, just in case classes become filled or if there is a lack of enrollment.

## **Elementary Students at School Sponsored and 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 fax transmission of the permission form is acceptable.  
**Our fax number is found on the front cover of this handbook.**

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 \$5,448.00. However, it is the philosophy of the school that we try and offer a Catholic Education to all of God's children.

The Archdiocesan school office requires a fee of \$25.00 for each student enrolled in the Catholic School system.

Tuition for registered active members of Mater Dei Parish or Mother Teresa of Calcutta Parish is \$1,700 for each student, with a maximum charge of \$3,400 per family (this includes the \$25.00 Archdiocesan fee). Non Catholic families and Catholic families who are parishioners at other parishes with elementary

schools are assessed the cost per student, \$5,448. All tuition payments are made through our partnership with SmartTuition.

Additional fees may be required for field trips or special events.

### **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 Smart Tuition Aid. Smart Tuition Aid 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 Smart Tuition Aid Application on or before the stated deadline.
2. Smart Tuition Aid will review your application and your documentation and 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 teacher, 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%
B	93%-87%
C	86%-75%
D	74%-68%
F	67% and below

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.

## **Health Services**

Mater Dei Catholic School does not have a nurse on campus. Parent volunteers with a background in health care supervise 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.

### **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 greater 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 of 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 life long 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 a lunch from home, or purchase a hot lunch ticket at school. If a student chooses to bring a lunch from home, they may purchase a 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 "offer program". Each meal includes a meat serving, at least one bread serving, at least 2 servings of fruits and/or vegetables and one milk. Students must take at least 3 of the items being served. The Mater Dei cooks take great care in preparing the lunch. Although we encourage the students to try everything, we do not want them to waste food. The slogan "take what you want, but eat what you take" has real merit.

Appropriate behavior in the cafeteria 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 your 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 lunch is \$2.75 per meal (reduced price is \$.40 per meal). Extra milks are .35 each. We do 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).

A monthly statement that includes the balance in your family lunch account will be sent home on the last school day of the month. If there is a problem with your lunch balances report, please contact Michelle White.

Parents and other adults are always welcome to eat lunch with us. 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 \$3.45 and may be charged out of your child's account if you wish. You are also welcome to sit with your child and not purchase a lunch, but we ask that you not bring fast food or soda into the cafeteria.

Lunch is scheduled from 11:25 – 12:25 daily and is split into two sessions.

### **Money**

Students should not bring money to school except when sending payments for lunches, activities, StuCo snack cart, 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 parent, teacher, and principal. If the concern is directed toward school policy, suggestions may be made to the School Council.

### **Parking Before and After School**

- Cars should not be parked on the school grounds between 7:15 AM and 4:00 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 two 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.** Students will wait in the foyer and begin homework after 3:25 pm.

### **Personal Property**

Cell phones must be in book bags and OFF. They 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, 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.

Mater Dei Catholic School has opened its campus to certain personal devices, which will be used for educational purposes. This initiative includes tablets, book readers and laptops. At this time, cell phones will not be used as educational tools during the school day. Students who bring devices will be instructed on the proper care of the device. Please encourage the same level of responsibility at home. Content filters will be available and specific procedures will be implemented to insure that devices are handled with care and that appropriate security measures are followed at school.

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 and the School Council retain 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 a.m. If no announcement is made, school is in session.**

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

### **School/Parent Communications and Notices**

Communications from the school will include the School Messenger System, Weekly Notes, Monthly Communications, and the school web site. 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 insure 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 on going 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 participating in this program receive a free lunch on the days they are on duty. 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 secret.
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 nonschool 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 A.M. or near dismissal. Preparations to begin classes or getting ready for dismissal are "teacher-student times."**

#### **Wellness Program**

The Wellness Program is run through the Mater Dei Child Care Center and is open to students in grades K-4. The purpose of the program is to offer a variety of opportunities for students by enhancing their

physical, emotional and intellectual well being in a safe and nurturing environment. Through their programming, students have a wonderful array of after-school enrichment opportunities. This is a state licensed program. For more information, contact the CCC at 232-1603.

Students in grades 5-8 may enroll in our after school study hall, which is offered in the school building.

*The school and/or principal retain the right to amend this handbook at any time. Parents will be notified if changes are made.*

## **APPENDIX A – Prayers**

### **Mater Dei Catholic School Prayer – The Angelus**

***\*The Angelus will be said daily at noon by a segment of the student body.***

Leader: The angel of the Lord declared unto Mary:  
Response: And she conceived of the Holy Spirit. Hail, Mary, full of grace....  
Leader: Behold the handmaid of the Lord:  
Response: Be it done unto me according to Your word. Hail, Mary....  
Leader: And Word was made flesh:  
Response: And dwells among us. Hail, Mary...  
Leader: Pray for us, O Holy Mother of God,  
Response: That we may be made worthy of the promises of Christ.  
Leader: Let us pray. Pour forth, we beseech thee, O Lord, thy grace into our hearts, that we, to whom the incarnation of Christ thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection, through the same Christ our Lord.  
Response: Amen  
Leader: May the divine assistance always remain with us.  
Response: Amen  
Leader: May the souls of the faithful departed, through the mercy of God, rest in peace.  
Response: Amen

### **Short Morning Offering**

My God I offer You this day all I shall think or do or say, uniting it with what was done on earth by Jesus Christ, Your Son.

### **Our Father**

Our Father who art in heaven, hallowed be Thy name; Thy Kingdom come; Thy will be done, on earth, as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

### **Hail Mary**

Hail Mary, full of grace, the Lord is with you; blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

### **Glory Be**

Glory be to the Father and to the Son, and to the Holy Spirit. As it was in the beginning, is now and ever shall be, world without end. Amen.

### **Apostles' Creed**

I believe in God, the Father Almighty, creator of heaven and earth; and in Jesus Christ, His only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended to hell; the third day He arose again from the dead; He ascended into heaven, sits at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

### **Act of Contrition (traditional)**

O my God, I am heartily sorry for having offended You. I detest all my sins because of Your just punishments. But most of all, because I offend You, my God, who are all good and deserving of all my love. I firmly resolve with the help of Your grace, to sin no more and to avoid the near occasions of sin.

### **Act of Contrition (alternate)**

My God, I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against You, whom I should love above all things. I firmly intend, with Your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Amen.

### **Jesus Prayer (say 3 times)**

Lord Jesus Christ, Son of God, have mercy on me, a sinner.

### **Short Act of Faith, Hope and Love**

O my God, I firmly believe in You, hope in You, love You. I ask pardon for all those who do not believe in You, do not hope in You, do not love You.

### **Prayer to Guardian Angel**

Angel of God, my guardian dear. To whom His love commits me here. Ever this day be at my side, to light, to guard, to rule and guide.

### **Hail Holy Queen**

Hail, holy Queen, Mother of Mercy! Our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve, to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn, then, most gracious advocate, thine eyes of mercy toward us; and after this our exile show unto us the blessed fruit of thy womb Jesus;  
O clement, O loving, O sweet virgin Mary. Pray for us, O holy Mother of God That we may be made worthy of the promises of Christ.

### **Grace Before Meals**

Bless us, O Lord, and these Your gifts which we are about to receive from Your bounty, through Christ our Lord. Amen

### **Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

## **APPENDIX B – 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. camera's 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 maybe 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 C – Athletic Handbook**

### **I. CODE OF ETHICS**

- a. I will place the emotional and physical well being of the student ahead of any personal desire to win.
- b. I will treat each student as an individual, and will pay particular attention to the large spread of emotional and physical development that may be present for each age and grade group.
- c. I will exert every effort to provide for a safe playing environment for all students.
- d. I will organize practices that are fun and challenging.
- e. I will lead by example, in demonstrating ethics, morality and sportsmanship to all students.
- f. I will be knowledgeable in the fundamentals and rules of the sport and will teach those fundamentals and rules to the students.
- g. I will use coaching techniques appropriate for the skill and ability level of the individual student.

Through the competition of sport, young students will develop morally. The lessons learned with involvement in sports provide a basic part of ethics that will be applied in the development of their own moral code in life. When winning is kept in perspective, athletic programs produce young people who enjoy sports, strive for excellence, dare to risk error in the pursuit of knowledge and emotionally grow with praise, positive reinforcement and constructive criticism.

### **II. GENERAL**

- a. The following “Athletic Handbook” is adopted as the Mater Dei Catholic School philosophy and objective which conform with the Archdiocese of Kansas City in Kansas and the Topeka Parochial League (TPL) and its’ governing body, the All City Athletic Committee (ACAC).
- b. Athletic participation can and should be a contributing factor in the development of the complete student. Each student is an individual, and as such, the benefits to be derived from athletic participation by each must necessarily differ.
- c. Athletic participation should be a strong supplement to the development of the students’ mental, moral, and physical disciplines relative to themselves and those around them.
- d. The TPL is more advanced than playground or intramural activities, but is not structured to accommodate only the more athletically proficient students, nor do they unduly penalize such students.
- e. The TPL is not a member of the Kansas State High School Activities Association (KSHSAA) but has adopted their rules governing each sport. Special supplementary rules for TPL play are made by the League Director and all school Athletic Directors during seasonal organizational meetings.
- f. Objectives and Functions
  1. Provide participation for boys and girls in athletics.
  2. To develop the mental, physical and moral abilities of young students.
  3. Develop sportsmanship.
  4. Develop teamwork and the spirit of cooperation between members of a team.

5. Develop individual skills and talents.
  6. Prepare the student for the transition from adolescence to adult Christian living.
  7. Create a feeling of mutual respect for opponents and officials.
  8. Develop a sense of unity, pride and cooperation, through athletics, among the Catholic youth in Topeka.
- g. Assembly of Teams
1. The number of teams sponsored by Mater Dei Catholic School in some sports is all-important in providing students with the opportunity for game participation.
  2. The Principal and Athletic Director(s) must anticipate well in advance of the respective season, the number of students that will probably be interested in a specific sport. Then, additional teams will be created if it appears there will be more students than can be accommodated by the existing number of teams. For example, if 15 or more boys are expected for the 6<sup>th</sup> grade basketball team, another team will be created. Team rosters will be determined at the discretion of the Athletic Director(s) and coaches. In keeping with the TPL philosophy of keeping the two teams from competing with each other, utmost consideration will be given to avoid all contact of the two teams during season and tournament play.
- h. Athletic participation
1. The Athletic Director and coaches will make every effort to insure that fundamentals of each sport are taught to each student and that the fun aspects of game competition are stressed. Each student shall participate in regular games and meets as much as reasonably possible, provided that they are complying with the requirements of the coach such as: practicing sportsmanship, practice attendance and conduct.
  2. At the grade school level, the learning of fundamentals and the experience of game competition should take precedence over a "winning at all cost" philosophy. The "professionalization" of grade school athletics should be avoided.
  3. Playing time requirements:
    - a. Basketball – Every student should play a minimum of one quarter per game.
    - b. Soccer – Every student should play a minimum of 15 minutes playing time per game.
    - c. Volleyball – Every student should play a minimum of one set per game.
  4. Academic Suspension from Participation:
    - a. Any student failing to meet the academic standard set forth by the faculty and Principal shall be declared academically ineligible to participate in practices and games. The period of academic suspension shall be seven (7) days in length and will begin on Monday and terminate the following Sunday. The suspension period can always be renewed for an additional seven (7) days if the student does not meet the academic standard within the previous week.
    - b. Academic suspension shall apply to all sports beginning at the start of the school year and terminate at the end of the school year.

### III. RESPONSIBILITIES OF THE PARENT/GUARDIAN AND STUDENT

- a. Each student participating in the TPL will, along with their parent/guardian, sign the “Warning, Agreement to Obey Instructions, and Release” form and turned in before the first practice. This form details that all parties are fully aware of the injuries that may result in participation in sports and also be aware of their responsibilities as it regards the authority of the Athletic Director and coaches.
- b. In addition, the student will, along with their parent/guardian, sign the “Pre-Participation Physical Evaluation”. This form should be completed prior to the physical examination.
- c. Each student must also have a physical examination completed by a physician and turned in before the student is allowed to participate in their first practice.
- d. It is up to the parent/guardian and student to comply with academic standard set forth by the faculty and Principal and abide by the regulations of eligibility for participation in the TPL as stated in the Parent-Student Handbook.
- e. The parent/guardian and student shall abide and support the “Code of Ethics” listed in the front of the “Athletic Handbook”.
- f. Profane or abusive language or actions will not be tolerated in any form and will be grounds for immediate dismissal and subsequent review by the Athletic Director.
- g. All complaints between the parent/guardian and/or student with any member of the coaching staff should be brought to the attention of the Athletic Director immediately. Discussion of such complaint will be via hearing process with parent/guardian, coach(es) and the Athletic Director. Should the hearing fail to rectify the situation, all parties will meet with the Principal.

#### **IV. RESPONSIBILITIES OF THE SCHOOL COUNCIL**

- a. The School Council shall conduct a review to approve or disapprove of the coach selections based on recommendations provided by the Athletic Director. In the event of non-concurrence or a disagreement regarding a recommendation, the School Council shall pursue a discussion and can vote to provide a new recommendation or selection. A review of the selections will be accomplished in a timely manner to allow for an appeal process to occur prior to the beginning of the particular sport season.
- b. The School Council shall forward recommendations and selections to the Principal for final approval or denial.
- c. The School Council shall conduct an appeals board comprised of the School Council, Athletic Director and Principal at the earliest opportunity.
- d. The School Council shall conduct a review of dismissal, based upon a recommendation by the Athletic Director or Principal; at any time, it may be deemed necessary to dismiss a coach from their duties.
- e. The President of the School Council or designated representative will assist the Athletic Director in notifying any coach of a decision for dismissal from their coaching duties at any time such dismissal is affirmed by the School Council and the Principal. The coach shall also be notified of the right to appeal such a decision.
- f. The Athletic Director will be appointed or re-appointed by the School Council each year at the May meeting. During the April meeting each year, the School Council will review the work of the Athletic Director for the previous year and then notify them if their appointment will be continued.

#### **V. RESPONSIBILITIES OF THE ATHLETIC DIRECTOR**

- a. The Athletic Director shall advertise and receive applications from individuals requesting to be considered for coaching positions.
- b. The Athletic Director shall review the coaching applications and make recommendations to the School Council for selection of coaches. Recommendations for coaching positions will be forwarded to the School Council as soon as possible to allow for review, selection and/or appeals to be completed prior to the beginning of the particular sport season.

- c. The Athletic Director shall notify all individuals submitting an application if their request is disapproved by either the School Council or Principal, including their right to appeal such a decision and the procedures necessary to conduct an appeal.
- d. The Athletic Director shall insure equitable practice times are available for all teams and coordinate with the parish office for scheduling. A copy of the practice schedule shall be provided to the school office.
- e. The Athletic Director shall insure all coaches are informed of Diocesan and parish policies and regulations concerning the Athletic Program.
- f. The Athletic Director shall inform all coaches of the policies and regulations of the TPL by providing them with a copy of the current TPL Handbook and a current copy of the Mater Dei Athletic Handbook.
- g. The Athletic Director shall help educate coaches by coordinating a coaching clinic with a certified athletics instructor.
- h. The Athletic Director shall attend TPL meetings when scheduled and notify particular coaches if they are to attend. If the Athletic Director is unable to attend the TPL meeting, then it is their responsibility to arrange for a representative to attend for them and to insure information from that meeting is distributed.
- i. The Athletic Director shall attend School Council meetings when scheduled and invited by the Council President or Principal.
- j. The Athletic Director shall observe the conduct of coaches during practice sessions and competition.
- k. The Athletic Director shall report infractions of policies or regulations by coaches, parents and/or students to the Principal.
- l. The Athletic Director is not restricted from applying for a coaching position.
- m. The Athletic Director shall insure all coaches understand the objective of playing time requirements for all students and to insure all coaches are meeting this objective.
- n. The Athletic Director will notify the Principal and School Council at any time it becomes necessary to dismiss a coach from their duties and provide proper justification with the notification.
- o. The Athletic Director shall coordinate with each coach to keep a record of all equipment and uniforms issued.
- p. The Athletic Director shall verify that all students planning to participate in any sport shall have a current physical examination completed by a physician on file in the school office. In addition, they shall verify that the "Warning, Agreement to Obey Instructions, and Release" and "Pre-Participation Physical Evaluation" forms are on file in the school office.
- q. The Athletics Director, at their discretion, with the approval of the School Council and Principal, obtain a qualified person to assist them in their duties.
- r. The Athletic Director shall be required to attend a VIRTUS "Protecting God's Children" awareness session. This program is an awareness forum on child sexual abuse dedicated to making our church, school and community a safe environment for all children, and meets the guidelines for safe environments as required by the United States Conference of Catholic Bishops.

## **VI. RESPONSIBILITIES OF THE COACH**

- a. Coaches, first and foremost, are responsible to remember that TPL sports are for the student to participate, not to satisfy their own ego and desires or those of a parent.
- b. Each individual desiring to serve as a Head Coach or Assistant Coach is responsible to submit an application to the Athletic Director. After selection by the School Council and Principal, they shall assume their duties and responsibilities as a coach.
- c. Each coach is responsible for the supervision and instruction of the students participating in the sport they are coaching. They shall adhere to the Diocesan and parish policies and regulations concerning the Athletic Program.
- d. Each coach shall adhere to the policies and regulations of the TPL, as noted in the TPL Handbook, and the school, as noted in the Mater Dei Athletic Handbook.

- e. Each coach shall provide a list of player names to the school office and the Athletic Director prior to the first practice.
- f. The coach shall issue uniforms and equipment to team members and coordinate with the Athletic Director to keep a record of what was issued, to whom and insure that it is returned at the end of the season.
- g. The coach shall inform all students that they are expected to conform to the Mater Dei "Athletic Handbook" and the TPL Handbook regarding philosophy, policy and regulation.
- h. Each coach shall encourage good sportsmanship.
- i. Each coach shall attend coaching clinics as directed by the TPL, Athletic Director and/or Principal. They shall receive proper certification as required by the TPL. Attendance at coaching clinics or certification courses will be a requirement prior to assuming coaching duties.
- j. Each coach shall insure practice times are established and adhered to with minimal deviation. Notification of any changes to the practice schedule will be made at the earliest opportunity to the school office and the Athletic Director.
- k. Each coach shall be responsible that the gym, locker rooms and other facilities used by the students during practice and games are left in good order and locked. A coach shall notify the Athletic Director and/or Principal if they find an issue with any of the Mater Dei facilities prior to their practice or game.
- l. Coaches shall not leave practice and games until all students have left the premises. At no time will students be without adult supervision. Refer to the VIRTUS session information.
- m. Each coach will insure that their personal conduct at practice and games is of the highest integrity. It should be an example to the students they are coaching as well as in keeping with the objectives of the policies and objectives of the athletics program as a whole.
- n. Each coach shall maintain a high standard of composure and demeanor during competition, especially when dealing with officials, parents and fans.
- o. Profane or abusive language or actions will not be tolerated in any form and will be grounds for immediate dismissal and subsequent review by the Athletic Director.
- p. Each coach shall consult with the Athletic Director on any problems that may arise. If additional consultation is necessary, the Principal will be contacted and then the School Council if required.

Each coach/volunteer shall be required to attend a VIRTUS "Protecting God's Children" awareness session. This program is an awareness forum on child sexual abuse dedicated to making our church, school and community a safe environment for all children, and meets the guidelines for safe environments as required by the United States Conference of Catholic Bishops.