

## MATER DEI CODE OF BEHAVIOR

We believe that membership in our school community is a special privilege. But to create a climate in which real community can take root and grow, we need a code of behavior, a disciplined structure of rules and procedures that will help us to work and interact together.

Here at Mater Dei High School our code of behavior is rooted in our identity as a Catholic High School—a center of learning for those who believe in:

- the sustaining presence of God the Father
  - the redeeming presence of Jesus the Son
  - the energizing presence of the Holy Spirit
- ❖ We accept, therefore, the moral values and responsibilities that challenge us as Christian men and women, as faculty and students.
- ❖ We agree to recognize each person's dignity and to treat all with respect, courtesy, and Christian concern.
- ❖ We agree to cooperate with teachers to create an environment of order that makes learning possible.
- ❖ We agree to care for our learning equipment, our building, our school grounds, and
- ❖ We strive to mesh our individual goals with the goals of our school community.

Beyond these minimum expectations, all are encouraged to maximize their opportunities for friendship, learning, involvement, and spiritual growth.

### Basic Expectations

- Attend class regularly and on time.
- Participate in class and complete assignments.
- Accept direction from faculty and staff **as communicated verbally and in writing.**
- Be courteous and respectful toward teachers, staff, and classmates.
- Maintain self-discipline; e.g., silence when silence is expected.
- Display the highest standard of personal integrity at all times.
- Maintain ethical behavior – respect the rights of others.
- Respond cooperatively to directives given by school faculty and staff members.

## CATHOLICE DIOCESE OF EVANSVILLE CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to: all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal. **Please sign that you agree on the Signature Page found in the Back-to-School Packet.**

## INTERNET ACCEPTABLE USE POLICY CONTRACT

The Catholic Schools in the Diocese of Evansville are committed to the goal of having network/Internet facilities used in a responsible, efficient, ethical, and legal manner in accordance with the Internet Acceptable Use Policy and the Code of Christian Conduct. Users must acknowledge their understanding of the Internet Acceptable Use Policy as a condition to receiving an account or using the network.

**CATHOLIC DIOCESE OF EVANSVILLE  
INTERNET ACCEPTABLE USE POLICY**

We are pleased to bring Internet access to Mater Dei High School and believe that the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of school by mobile devices of any kind (including but not limited to cellular phones, BlackBerrys, Pocket PCs, Sidekicks, pagers, and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process.

Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs, or other representations which communicate, depict, promote, or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another;
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

**Student Agreement**

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the internet and email will be in support of educational research and the education goals and missions and missions of Mater Dei High School

as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. **E-Mail.** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach files from any user or users I am not familiar with.

7. **Copyright.** I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken. **Please sign that you agree on the Signature Page found in the Back-to-School Packet.**

**MDHS SYCAMORE EDUCATION  
ACCEPTABLE USE POLICY**

Mater Dei High School is providing parent access to Sycamore Education to further promote educational excellence and enhance communications with parents. Sycamore Education allows parents to view their child's attendance, schedule, grades and homework assignments anywhere, any time. In response for the privilege of accessing the Sycamore Education, every parent is expected to act in a responsible, ethical and legal manner. Sycamore Education is available to every parent or guardian of a student enrolled at Mater Dei High School.

Users of Sycamore Education are required to adhere to the following guidelines:

1. Parents **will not share their passwords** with anyone, including their children
2. Parents will not attempt to harm or destroy data of their children or of another user, school or district network or the Internet.
3. Parents will not use Sycamore Education for any illegal activity, including violation of data privacy laws. Anyone found to be violating laws will be subject to civil and/or criminal prosecution.
4. Parents will not access data or any account owned by another parent.
5. Parents who identify a security problem with Sycamore Education must notify Mater Dei High School immediately, without demonstrating the problem to anyone else.
6. Parents who are identified as a security risk to the Sycamore Education program or computers or networks will be denied access to Sycamore Education.

**Please sign that you agree on the Signature Page found in the Back-to-School Packet.**

#### **BRING YOUR OWN DEVICE POLICY**

With many students owning computing devices and frequently using these devices for their school work, the school has recognized the need to allow students to utilize their own technology in a more seamless way.

Mater Dei **adheres** to the “Bring Your Own Device” (BYOD) program for all students. This program will require students to bring a laptop to school every day for use with the Mater Dei wireless guest network. The device must meet the following specifications:

- Minimum 10 Inch Screen
- Physical Keyboard
- WiFi Compatible
- Google Chrome Browser
- Enough battery capacity to make it through the school day.

Students using privately owned electronic devices must follow the policies stated in this document while on school property, attending any school-sponsored activity, accessing Mater Dei provided resources, using the Mater Dei network or while interacting in real or delayed time with Mater Dei community members. Use of these devices gives tacit approval for school IT personnel and faculty/administration to observe and utilize the devices to confirm compliance with school policies described.

A filtered Internet connection on our “guest” wireless network will be provided for student use. Students may be asked to use devices for but not limited to; word processing, web-based software, web searches, presentation development/delivery, and recording of audio and video. Students and parents need to be aware of several rules and requirements before a device is brought to school:

1. The student is **solely** responsible for any equipment that he/she brings to school. Personal devices are not to shared with anyone. Mater Dei High School is not liable for lost, stolen, or damaged personal equipment. Students are encouraged to secure any devices in their lockers.
2. Student devices are to be used only in classrooms at the teacher's discretion with a specific educational purpose. In the classroom environment, the teacher or other designated adult determines appropriate and inappropriate use of technology as well as procedures in that classroom. Students must *immediately* comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers. Devices cannot be used during assessments or for non-instructional purposes, unless otherwise directed by a teacher.
3. Inappropriate use of the device may result in confiscation of the device and/or disciplinary action. Teachers may declare technology-free times, and require placing the technology under students' chairs/desks, or in a ready-to-use position as designated by the teacher. It is inappropriate to attempt to covertly or overtly use technology in ways that are inappropriate, not indicated by the instructor or that run counter to the educational purpose of the class. No intra- or inter-class communication such as instant messaging, texting, or any type of social media communication is authorized between students except as designated and/or supervised by an adult for a specific time period.
4. Students must connect via the Mater Dei wireless guest network. Mater Dei High School will not be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action.
5. Devices should come to school charged. Mater Dei High School is not responsible for providing accommodations for charging devices during school hours.
6. The Mater Dei faculty, staff, and administration (Including IT personnel) will not service any non-school technology, which includes troubleshooting, software or hardware issues.

However, the staff will assist in connecting students to the wireless network and printers. Students are responsible for enabling proper security features and making sure that they have up-to-date anti-virus software installed, if applicable.

7. Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is believed to be used as a means that does not support a wholesome and safe educational atmosphere for our students. The confiscated technology will be held by the Principal until the parents have been contacted and make arrangements to pick up the device. Students involved in such acts will be disciplined according to handbook policy. Legal authorities may be contacted if any local, state, federal or FCC policies are broken.

I have read, understand, accept and agree to abide by the Mater Dei BYOD guidelines. I understand any violation of these guidelines may result in termination of my privileges, use of technology equipment, other disciplinary action and/or legal action. I further understand that any violation of these guidelines is unethical and may constitute a criminal offense that could result in prosecution under State and/or Federal laws. **Please sign that you agree on the Signature Page found in the Back-to-School Packet.**

## **SOCIAL MEDIA POLICY**

It is not the responsibility of Mater Dei to monitor what students place on Twitter, Facebook, or any other similar electronic information posting space. However, information brought to the attention of the Administration, that confirms or identifies inappropriate activity/behavior, statements, or threats, directed towards Mater Dei Administration, Faculty, Staff, or Student(s), will be dealt with and could result in disciplinary action and or police notification. Students should be extremely cautious about placing personal information on these types of "easily accessible" sites.

## **ATHLETIC AND EXTRA/CO-CURRICULAR ACTIVITIES CODE OF CONDUCT**

*Adopted by Mater Dei High School for all students  
involved in school activities.*

It is the belief of the Evansville High School Athletic Council *and* Mater Dei High School, that *all* students participating in any school function have certain obligations pertaining to their conduct both in and out of their particular season. Every student is expected to behave in a manner that brings credit to his/her school, squad, and self. When a student's conduct in or out of

school (1) reflects discredit upon the school, (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school, the student may be declared ineligible for further participation.

The *Indiana High School Athletic Association's* rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc.

**School Attendance Requirement:** Students are expected to attend all classes. Students absent from classes will not be allowed to participate in a practice or contest on the day of the absence. **Unless excused by the administration, students must be present for the entire school day to participate in that day's events.** Students who are suspended from school may not practice or participate during the time of suspension.

**Conduct Rules:** All students who choose to participate for Evansville High School Athletic Council member schools shall abide by the rules listed below. These are considered to be minimum standards. Individual coaches and/or sponsors may set standards above these minimums by notifying in writing each student participating and the principal. All accusations of rule violations will be brought to the attention of the athletic director and head coach/sponsor. It is their responsibility to investigate all charges to determine disciplinary action to be taken if necessary.

1. At no time is a student allowed to be under the influence of or be in possession of an alcoholic beverage, tobacco products, or illegal drugs not prescribed by a physician licensed by the State of Indiana, for his or her use. The Code of Conduct is in effect for 365 days and begins with the first day of the first fall sports season of the freshman year.
2. "Possession" is defined as having an alcoholic beverage, tobacco products, or illegal drugs on your person or having an alcoholic beverage, tobacco products, or illegal drug in a vehicle in which the student is driving or is a passenger, or being convicted in a court of law of illegal possession of alcohol, tobacco, or drugs. Student athletes are responsible for the contents of their locker or vehicle in which they are driving.
3. If a student is placed on house arrest, he/she will be suspended during the length of the sentence
4. The Evansville High School Athletic Council, composed of representatives from member schools, believes that athletes representing their

schools have certain obligations pertaining to their conduct both in and out of their particular season. Every student-athlete is expected to behave in a manner that brings credit to his/her school and squad. When an athlete's conduct in or out of school (1) reflects discredit upon the school or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school, the student may be declared ineligible for further athletic participation for the remainder of his/her high school career.

The following penalties will be enforced for a violation of these rules:

**First Offense** – The student-athlete shall be suspended for a minimum of 20% of the scheduled events for that sport/program for that school year. **Scrimmages and jamborees are not considered a contest. Canceled contests will not count toward the suspension.** Before reinstatement to the sport/program, the student must complete a school approved substance abuse program **at student's expense.**

If the suspension falls near enough to the end of a season that the full penalty of 20% of the contests cannot be assessed, the penalty shall carry over to the next sport season/program in which the student participates. If the student is not participating at the time of the violation, the student shall be removed from 20% of the contests of the first sport season/program in which the student would normally participate.

Attempts to circumvent this rule by going out for another sport/program in which the student does not normally participate will not be tolerated.

**Second Offense** – the student-athlete will be suspended from team or teams for 365 consecutive days from the date of suspension.

**Third Offense** – the student-athlete will be denied participation for the remainder of his/her high school career.

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### **MATER DEI HIGH SCHOOL CODE FOR STUDENT BEHAVIOR AT EXTRA-CURRICULAR ACTIVITIES**

Mater Dei students will be seated at away events in the section(s) assigned by the host school and its officials.

The following behaviors are **specifically forbidden** at events, both home and away:

- Behaving in such a way during introduction of participants from the opposing school that would be (or appear to be) rude or discourteous.
- Displaying signs, banners, buttons, badges or the like except as approved by the school and its officials.
- Cheers that are in bad taste, suggestive, or otherwise offensive are forbidden. The school officials at Mater Dei reserve the right to make the final decision about the appropriateness of cheers and chants used by the Mater Dei cheering section.
- Inattentive or rude behavior during the playing of the National Anthem is forbidden.

**Students who violate the rules of good conduct at extra-curricular events will be subject to the school's disciplinary action and may be removed from the event and/or future events.**

The following penalties may be imposed on any Mater Dei High School student who is removed from an extra-curricular event by a school official, athletic department representative, or law enforcement official at home or away events:

- Indefinite suspension from attendance at Mater Dei events (home and away).
- Referral to the Principal and/or Board of Discipline for possible detentions suspension, probation or expulsion, depending on the individual case.

### **MATER DEI HIGH SCHOOL DRUG, ALCOHOL, AND TOBACCO USE AND TESTING POLICY**

#### **Introduction and Rationale**

Mater Dei High School is committed to educating the whole person. In an effort to support the spiritual, emotional, mental, and physical well being of all students, Mater Dei adheres to policies and practices to ensure a drug free environment and support healthy behaviors of students and parents. It shall be an expressed condition of enrollment that the parents/guardians of a student shall consent to the policies set forth in this document.

#### **Reasonable Suspicion Drug and Alcohol Testing**

Mater Dei High School reserves the right to require drug and alcohol testing in situations the school deems appropriate. Refusal by any student to submit to a drug or alcohol test when directed will be considered an admission of guilt, and the appropriate consequences for violating the school's drug, alcohol, and tobacco policy will apply, i.e., first offense, second offense, or third offense. Students may be required to undergo drug testing when certain behaviors are observed but is not limited to the following:

- Suspension from school

- Violation of the school’s policy on tobacco, alcohol, intoxicant, or any other unauthorized or illegal substance
- Truancy
- Habitual tardiness
- Exhibition of behavioral patterns associated with substance use/abuse
- Upon administrative discretion

The application of this policy will be broad in scope. Its application may not be limited to the normal school day or the extracurricular activities of school, but extended to include the enrollment period of the student regardless of the geographical location, circumstance, or time of the illegal issue.

### **Process of the Random Drug Testing Program**

On a regular basis, Mater Dei will randomly select students to submit to drug testing. A condition of enrollment includes consenting to the schools' random drug testing program. Refusal by any student to submit to a random drug test when directed will be considered an admission of guilt and the appropriate consequences for violating the school's drug, alcohol, and tobacco policy will apply, i.e., first offense, second offense, or third offense.

Each student will be assigned a number, and the principal or his/her designee will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done randomly on any given day throughout the school year, and the drug testing company will select random numbers from the pool. The company will inform the school of the numbers selected, and the principal or his/her designee will cross reference the numbers selected to the master student list.

All students will remain under school supervision until they have produced an adequate, acceptable urine specimen as required by the drug testing and collection companies. If a student is unable to produce a specimen, the student will be given water until an acceptable specimen is produced.

If student tampering or cheating has occurred during the collection, this action will be considered an admission of guilt and the appropriate consequences for violating the school's drug, alcohol, and tobacco policy will apply.

When students’ test results are complete, the laboratory will report to the principal or his/her designee the results of each test by the identification numbers on the samples. The testing company will only provide specific test results to the principal or his/her designee.

If the results of the test are ‘positive’, that is, if they show drug/alcohol residue, the principal/designee will advise the

student and the student’s parent(s) or guardian(s). Drug testing results will only be confirmed and acted upon by the school under the authority of a Medical Review Officer (MRO) employed by the drug testing company. When notified about a positive test result, the student and student’s custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactorily explained. The principal or his/her designee will notify the student of any consequences and educational requirements, based on the policies/procedures as outlined in this policy. The coach, sponsor, athletic director, and other related staff members will be notified of any suspensions.

### **Financial Responsibility**

Mater Dei High School will pay for all initial random and required probable cause drug tests. Any students required to be drug tested after violating the schools' drug, alcohol, and tobacco policies will be financially responsible for these tests.

### **Consequences for Violation of School Drug, Alcohol, and Tobacco Use Policy**

#### **First Offense**

Students who have violated this policy by consuming, ingesting, or possessing of alcohol, tobacco, or other drugs for the first time during their high school career may receive:

- Saturday School
- Four (4) weeks of disciplinary probation
- Loss of privilege to attend the next school wide dance (Homecoming, Christmas Dance, Prom, etc.)
- Drug/alcohol/tobacco assessment by the school's Youth First social worker and participation in a recommended educational program. Times and types of programs will vary depending on student need. All programs must be completed within six weeks of the date of the offense. Extensions will be granted for longer term programs.
- Student is considered to be in violation of the school’s drug, alcohol, and tobacco policy for extracurricular participation and is subject to the penalties of this policy accordingly (20% of the season).
- Removal from leadership or honor organizations
- The student will be required to submit to drug tests by the school over the next 365 days at the students' cost.

#### **Second Offense**

Students who have violated this policy by consuming, ingesting, or possessing of alcohol, tobacco, or other drugs

for the second time during their high school career may receive:

- Required meeting with the Board of Discipline. If the student is allowed to continue attending the school, a contract with conditions will be drawn up and signed by the parents and students.
- Two (2) Saturday Schools
- Suspension for 1-5 days
- Eight (8) weeks of disciplinary probation
- Loss of privilege to attend the next school wide dance (Homecoming, Christmas Dance, Prom, etc.)
- Drug/alcohol/tobacco assessment by the school's Youth First social worker and participation in a recommended educational program. Times and types of programs will vary depending on student need. Student is considered to be in violation of the school's drug, alcohol, and tobacco policy for extracurricular participation and is subject to the penalties of this policy accordingly (365 days).
- Removal from leadership or honor organizations
- The student will be required to submit to drug tests by the school over the next 365 days at the students' cost.

### **Third Offense**

Students who have consumed, ingested, or are in possession of alcohol, tobacco, or other drugs may receive:

- Immediate expulsion/withdrawal

### **Notes**

- Any student who provides illegal drugs, look alike drugs, alcohol, tobacco, non-authorized prescription drugs to another student or is in possession of illegal drugs, look alike drugs, and alcohol on campus or during a Mater Dei function may be subject to immediate expulsion.
- Any student who is in possession of illegal drugs, look alike drugs, and alcohol on campus or during a Mater Dei function will be turned over to law enforcement authorities.
- Individual coaches and sponsors may impose additional consequences within the context of that activity.

### **Definitions**

- Use shall be defined as consumption or possession. Possession shall mean on the person, or on the property owned and/or used by the person. Property shall include a building, vehicle, or other gathering area.
- Tobacco violation is defined as use or possession of tobacco, nicotine, or electronic cigarettes in any form at any time.

Extracurricular activities include school sponsored teams, clubs, and organizations not directly connected to academic grades

### **ADMISSIONS POLICY**

Mater Dei High School realizes that a student body with varying backgrounds (racial, ethnic, socio-economic, and geographic) provides a full educational experience for all students. Thus, Mater Dei High School admits students of any color, racial or ethnic origin, or faith to all rights, privileges, programs, and activities generally made available to students at the school. Although we try to serve the needs of all types of learners, we may not have the necessary resources to accommodate certain learning disabilities and difficulties. If the school becomes aware of additional information after the student has been admitted that impacts the school's ability to service the student, the school reserves the right to change its admissions decision.

Any student who voluntarily withdraws from Mater Dei High School will not be re-admitted during the same school year.

Mater Dei High School does not accept a second semester senior as a transfer. Mater Dei will only allow transfers at the quarter or semester break unless the student is moving into the area.

### **CRISIS/CONFRONTATION POLICY**

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either occurred, is underway, or may occur absent intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may, or would represent a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not illegal, encourages, invites or entices, by word or example, any other person

to engage in conduct violative of the law or violative of the Code of Christian Conduct;

- D. A student knowingly possessed, used, transmitted or has been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows but fails to disclose to school authorities, that another student either:
  - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

#### **SECLUSION AND RESTRAINT POLICY**

The Diocese of Evansville believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this statement is to insure that all students and staff are safe in school and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral crises interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordinate, out of seat), as a means of coercion or retaliation, or as a convenience.

Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purpose of de-escalating the behavior.

#### **WELLNESS POLICY**

The Catholic Schools of the Diocese of Evansville are committed to providing school environments that promote and protect children's health, well-being, and ability to

learn, by supporting healthy eating and physical activity. The Diocesan Wellness Policy has been updated to reflect the latest requirements of the USDA. Mater Dei High School will continue to implement and annually update this policy for the health and wellness of all students. A detailed copy of the policy may be obtained by contacting the school office.

#### **PEST CONTROL POLICY**

All applications of pesticides will be made in strict compliance with label instructions and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods, and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice shall be given no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application

#### **ELEVATOR POLICY**

The elevator is off limits to students unless the administration or a physician requires the use of the elevator due to injury and/or sickness. A teacher may also grant permission for a student to use the elevator when the student is assisting a school employee. Any student who violates the elevator policy will be referred to the Principal.

#### **VIRTUAL SNOWDAY POLICY**

For times when school is closed for 1-2 days we will utilize the IDOE's virtual option to make up lost instructional time on the actual inclement weather day. Teachers will be required to have assignments posted on Sycamore by 9 AM on the snow day and will be available to answer questions through their Mater Dei email accounts from 9 AM - 2PM on that particular day. When school is cancelled for a single day, work will be due on the next same color day (miss a Red Day, back to school on a Gold Day, turn in assignments on the next Red Day). However, when two days in a row are missed, due dates will be adjusted.

#### **PARENT COMMUNICATION GUIDELINES**

When there is a concern regarding a student grade, homework, or classroom occurrence, communication should be directed to the classroom teacher involved first. If after a reasonable time no response has been received or the situation has not been resolved to mutual satisfaction, then contact the Guidance Office. The School Counselors can be of assistance or direct you through further lines of



communication. We want to assure you that we are here to help in any situation, but often times, there is a delay in resolution and an increase in frustration when those directly involved are by-passed.

### **DRESS CODE**

The Uniform Dress Code for Mater Dei High School is based on our belief that students should present an image that reflects a sense of pride in themselves, their families, and their school. In a society that places much emphasis on fashion, where consumerism attempts to define social position and self-worth by the price, label, or logo which appears on clothing, our dress code stands as a reminder that clothing can be simple and uniform.

The real worth of the individual is in what he or she accomplishes with the gifts and talents God has given. Our students will enter careers and professions where what they wear or their general appearance will not be their choice. We feel that we have an obligation to help them understand and accept those expectations as part of being an adult.

*We consider proper dress and grooming to be part of the learning process. **Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste.*** Since the Student Handbook cannot make provisions for the continually changing styles, the school administration reserves the right to decide what is acceptable and appropriate dress for school AND school functions.

**Approved providers of the Mater Dei High School monogrammed polos and sweatshirts are Midwest Marketing and Southwest Grafix.**

Uniform dress pants may be purchased through any retail outlet that carries slacks/pants that meet *all regulations* of the school dress code.

The student dress code is outlined in detail on the following pages. Violations of dress code policy may warrant disciplinary action. Disciplinary action includes, but is not limited to detention, changing clothes, **sending students home**, community service, and/or loss of special dress day privileges.

### **GIRLS AND BOYS**

*THE STANDARD DRESS CODE FOR GIRLS AND BOYS CONSISTS OF UNIFORM PANTS, BELT, WHITE, RED, BLACK, OR YELLOW SHORT/LONG SLEEVE MONOGRAMMED POLO SHIRT, SHOES, AND SOCKS.*

### **PANTS**

The uniform pants are solid tan in color. Pants are to be pleated or plain front cotton twill pants. Pants are to be tapered or straight-legged; no flare-bottom, bell-bottom,

Capri pants, or shorts of any kind are permitted. Pants must have belt loops. Pants may not have torn hems, frayed hems, split seams, cuffs, exterior pockets, exterior seams, grippers, rivets, exterior zippers, exterior snaps, excessive stitching, or elastic/drawstring waist.

Pants must fit properly and be worn at the natural waistline. Skinny style or snug fitting pants are not allowed.

### **BELT**

A dress belt, appropriate for school, is required at all times. Dress belts may not have an excessive belt buckle. Not wearing a belt may result in detention.

### **POLO SHIRT**

Polo shirts must be the approved red, white, black, or yellow Mater Dei monogrammed uniform shirt. The polo shirt may be either long or short sleeved. Only the top button may be worn open. Shirts that are the wrong size (too tight/too short) will not be acceptable. **SHIRTS MUST BE PROPERLY TUCKED IN ALL DAY**. Detentions may be issued.

### **LONG SLEEVE OXFORD SHIRT**

The oxford shirt must be an approved red, white, black or yellow Mater Dei monogrammed uniform shirt. Only the top button may be worn open. Shirts that are too tight or short will not be acceptable. **SHIRTS MUST BE PROPERLY TUCKED IN ALL DAY**. Detentions may be issued.

### **SWEATSHIRT/SWEATER**

School sweatshirts must be the approved red, white, black, or yellow Mater Dei monogrammed uniform sweater. **An approved school polo shirt must be worn (collar showing) under the sweater/sweatshirt.** Black fleece jackets, monogrammed and provided by one of our approved vendors, are also permitted. **Any other Mater Dei sweatshirts or team pull-overs are not to be worn.** Detentions may be issued.

### **JEWELRY & OTHER ACCESSORIES**

Body piercing (**any body area other than the ears**) jewelry and/or tattoos are not permitted and are not to be covered with band-aids, tape, etc. **ONLY** girls may wear earrings. Girls may be asked to remove multiple earrings if they are determined to be excessive. Permanent or temporary tattoos or body drawings (writing or drawing on body) of any kind are forbidden. Body piercing, e.g. tongue, nose, etc. is not allowed. Gauges are also not allowed.

### **SHOES**

Black, tan or brown dress shoes appropriate for school are to be worn. Sandals, moccasins, house shoes, or shoes

resembling house shoes, boots of any style (work or western), and athletic shoes or polo tennis shoes are unacceptable for school wear. No open back shoes or shoes resembling athletic shoes will be permitted. Dress shoes must have a closed heel. The wearing of athletic shoes is permitted for medical reasons upon the presentation of a note to the main office from a medical doctor stating their necessity. This permission slip is limited to one week. A parental note is not sufficient.

### **SOCKS**

Socks must be worn at all times.

### **HAIR AND MAKE UP**

*Girls'* hair should be kept clean and properly styled. Hairstyles bordering on the extreme (multiple colors) will not be permitted. Make up, if worn, should be properly applied and not distracting.

*Boys'* hair may not touch the collar in back, should not be over the eyes, and should not be below the ear on the sides. Hair should be kept clean and properly styled. Hairstyles bordering on the extreme (colors, spiked, etc.) will not be permitted.

Students may be granted **three (3) days** to comply with this rule after a verbal warning is given. Failure to do so will result in the student **being suspended** from school until there is compliance

*Boys'* must be *clean-shaven*: long sideburns (below the ear), and beards are not permitted. Boys may be sent to the office to shave for a cost of \$1.00 or one hour detention.

**ID BADGES ARE TO BE WORN BY ALL STUDENTS AND ARE A REQUIRED PART OF THE SCHOOL UNIFORM.**

### **SPECIAL DRESS DAYS**

Your cooperation is essential to make these dress days both meaningful and possible. Failure to comply may result in a dress code violation, detention, and possible loss of continued dress day privileges. Any student may elect to wear their uniform on SPIRIT DAYS. (To be in uniform means to be in compliance with all uniform dress code policies.)

### □ ALTERNATE DRESS DAYS

Used for field trips and other special events. Alternate dress days will be observed only on special occasions determined by the administration. Students are expected to observe the ordinary rules of neatness, cleanliness, *modesty*, and good taste.

**Girls:** Casual attire, including shorts, is not permitted. 'Professional' pants are acceptable. Dress jeans are not acceptable. Skirts/dresses must be **knee length or longer**. Open backs, low-cut fronts, slits of inappropriate length, midriffs, snug-fitting, spaghetti straps, etc. are NOT acceptable. Flip flops are not considered appropriate for dress up days.

**Boys:** A tie must be worn with a solid color shirt, school uniform pants or dress pants, and dress shoes (no athletic shoes). Senior boys are required to wear a sport coat in addition to the above mentioned guidelines on May Day.

### □ SPIRIT DRESS DAYS

The emphasis is on school spirit and *modesty*. A spirit day is designed to promote school spirit by wearing shirts/sweaters that advertise Mater Dei.

Shirts must be professionally and/or commercially made and be promoting Mater Dei, a school organization, or team.

**Jeans or school pants are permitted.** No sweat pants, yoga pants, cargo pants, or other large pocket pants are to be worn. Shorts are not permitted. Jeans/pants must be in good condition; clean and free of holes, no frayed jeans etc. Unsafe or inappropriate foot wear, bare feet, shorts, mini-skirts, tank tops, tube tops, halter tops, inappropriate messages (*satanic musical groups or wording, alcohol advertisements, or suggestive logos*) are not permitted. Hats, head bands, torn, ripped and/or cut clothing, leggings (body hugging slacks) are not acceptable.

**Jackets, sweat shirts, or hooded sweatshirts not promoting Mater Dei may not be worn over a Mater Dei shirt.**

### **SPECIFICALLY PROHIBITED ITEMS**

1. Plain white or black undershirts may be worn under polo shirts. **Undershirts with any type of writing, logos, or pictures are unacceptable.**
2. Shirts or sweaters are not to be tied around the waist.
3. No long-sleeve t-shirts are to be worn under short sleeve polo shirts.
4. No wallet chains or key chains are to be hanging out of the pockets.
5. Torn, ripped, frayed, worn-out, or otherwise altered clothing is not acceptable.
6. Visible tattoos are not acceptable.
7. Visible body piercing jewelry including tongue piercing, nose piercing except earrings on girls, is not acceptable.

### **DISCIPLINARY ACTION FOR UNIFORM DRESS CODE VIOLATIONS**

On alternate dress days/spirit days, students may not be allowed to attend classes until they are in proper attire. Parents may be contacted and the student may be sent home. *Any student sent home because of not following guidelines must return in regulation uniform dress. Time missed will be considered unexcused. Time missed will also be made up in detention after school. Example: If a student is out of the building 20 minutes because of failure to follow dress code, the student will serve 20 minutes in detention after school.*

#### Some reminders:

- Coats/jackets are not to be taken to the last block of the day. If an assembly is the last event of the day, no coats/jackets, books, etc. should be taken to the assembly. Purses and backpacks should be locked in lockers.
- **NEVER** leave your personal laptop, clothes, books, or purses lying in restrooms, locker rooms, classrooms, on the bleachers, in the cafeteria, or on the steps outside the building.
- **NEVER** leave LOCKERS unlocked or carry large amounts of money during the school day. Valuables may be left at the office and picked up after school.

#### REGULATIONS FOR DANCES / EVENTS

*All school rules and regulations apply at dances.*

- Any person whose wearing apparel would prove embarrassing to other students, sponsors, or chaperones will not be admitted. Proper dress length is required for admission.
- Bare midriffs, bare backs, snug-fitting clothing, and halter-tops are not permitted.
- Shirts of any offensive nature will not be permitted, including advertisements, and are to be buttoned.
- Shoes must be worn at all times.
- Dancing deemed inappropriate by school officials may result in the student being asked to leave the event.
- Special permission must be given for students entering a dance one hour after it begins.
- Students must sign out and are not readmitted after leaving a dance.

- Students should leave the premises immediately following a dance.
- Congregating of students on school property after a dance is not permitted.
- Student dates must be in at least 9<sup>th</sup> grade, and under the age of 21.
- Students from other schools are subject to the approval of the Mater Dei administration.

#### SCHOOL COURTESY

##### General Responsibilities

Mater Dei High School is known for its warm friendly spirit. To promote this atmosphere, every student is asked to assume certain responsibilities.

- Shouting, running, whistling, or banging lockers disturbs the atmosphere of quiet that is indispensable in a school building.
- Quiet conversation is permitted in the classroom at the teacher's discretion and between classes; a moderate tone of voice should be used throughout the building.
- An atmosphere of quiet must be maintained in the corridors outside classrooms while classes are in session.
- Loitering in the corridors disrupts effective traffic patterns; do not block the hallway but allow people to pass.
- **Courtesy** requires a proper respect for school offices. Congregating outside an office can interfere with the business of the office. Anyone waiting to see a member of the school staff should stay at an appropriate distance while other business is being transacted.
- **The office phones and classroom phones are for official school business.** Students should get permission to report to the main office any time there is a need to contact a parent.
- **If students elect to not keep their cell phones in their lockers, the individual classroom teacher will require students to turn in cell phones at the beginning of every class.** Any cell phone being used by a student without permission during class will result in the phone being confiscated for up to one week during the school day. All confiscated phones will be kept in the principal's office. Students will be allowed to take their confiscated phones home after school but will be required to turn the same phone into the principal each day before the first bell. The phone will remain in the principal's office and may be picked up by the student each day after school.

- **Posters are displayed only with the approval of the Principal or club sponsor.** Posters should be attractive and not in any sense degrading. Posters should be affixed with masking tape only and not placed on painted walls.
- **Students may be permitted to bring a guest to school;** however, permission must be obtained from the Mater Dei administration at least one day before the visitation. Guests should be introduced to the Principal and all teachers whose classes are visited.
- **Visitors must report to the Main Office for clearance** upon entering through the front entrance. All visitors must obtain a visitor's pass from the office upon entering the building. Strangers who drive around campus will be directed to leave and may be subject to trespassing charges.
- No food is allowed in any classroom unless permission is granted by the principal. Clear water is acceptable. However the classroom teacher reserves the right to not allow water in their respective classroom.
- The auditorium is off limits when not in use by school officials. **Food, drinks, and gum are prohibited in the auditorium.**
- Feet should remain on the floor at all times and never be put on the backs or arm rests of other seats.
- **Computer cases or bags are not allowed to be carried to class during the school day,** All students are encouraged to protect their electronic device by using a laptop sleeve. All electronic devices should be marked in such a way for identification purposes.
- Backpacks and purses are not allowed to be carried during the school day. All back packs, duffel bags, purses, and gym bags are to be left in the locker until leaving the premises.
- School lockers are the property of the school. For safety and security, lockers must not be tampered with in any manner. Detentions and loss of locker privileges may result.
- Dignified conduct at assemblies demands attention and courtesy from the entire student body.
- Students **MUST** sit in the space assigned to their homeroom for assemblies.
- Students are subject to detention if not in their proper seats and/or are exhibiting improper behavior.
- Students are allowed to print 100 pages per semester on school printers. Any student printing more than 100 copies will be charged \$.05 per page.

### **THE SCHOOL DAY**

The school day officially begins at 7:25 a.m. (with a warning bell at 7:20 a.m.) and ends at 2:30 p.m. **Students should not report to school before 6:30 a.m. Doors 1 and 3 will be unlocked at 6:30 a.m. Students should leave by 3:30 p.m., with the exception of students**

**participating in supervised and school sponsored clubs, teams, or events.**

**PRAYER:** The school day begins with standing for Morning Prayer and the Pledge of Allegiance to the flag. Teachers will integrate prayer with classroom experiences.

**CAFETERIA:** For the safety and welfare of our students, Mater Dei is a closed campus. Students may not leave for "out to lunch." Reasonably priced, healthy lunches are served in the cafeteria, but students may bring their food from home. Soft drinks may not be brought from home. Open packages of food or open beverages should not be taken from the cafeteria at any time during the day. The vending machines are off limits for students during the school day. Students may **not** order lunch to be delivered to the school. In addition, students returning to school from outside appointments may not bring food into the cafeteria.

**Students are to remain in the cafeteria during assigned lunch periods. Students may be excused by a staff member only.**

Each student is responsible for cleaning his/her space at the lunch table, removing and taking the tray to the designated area, removing and stacking his/her own dishes, and disposing of the paper trash in the proper containers. Be careful NOT to throw-away utensils and other service wares.

Communication in the cafeteria should be kept at a conversational tone. Courtesy and good manners should mark the student's conduct during the lunch period. Prayer before and after lunch is encouraged.

**STUDENT ID:** All students will be issued a student ID to be worn at all times on a school issued lanyard. The ID will be required to purchase lunch, to check out Media Center materials, and to use the schools' laptops. Student IDs are required in all classrooms.

### **TEXTBOOK RENTAL AGREEMENT:**

Outlined below are the guidelines established by Mater Dei High School for the Textbook Rental Program. All textbooks are the property of Mater Dei High School. We expect all students to be responsible and accountable for the books assigned to them.

1. Some of the books your student(s) receive may be more used than others. That has been noted. However, we still expect your student (s) to treat the books properly.
2. Students should refrain from **writing, highlighting in or on** any textbook. This includes writing the student's name in the book.

3. **If any book is lost or damaged to the degree Mater Dei High School can no longer use it, both the student and parent are financially responsible for replacing the book.**
4. There will be a \$15.00 fine issued if any of the barcodes are tampered with.
5. If there is an issue with any textbook, especially the barcode, the student should see Mr. Goedde that day. Do not wait.

Students will verify and sign off on the books they have received in homeroom. The student's signature represents acceptance of terms and conditions outlined above.

### **DRIVING RESPONSIBILITIES**

Due to limited availability of parking, juniors and seniors will have first priority of parking passes. Sophomore drivers **are not guaranteed** a parking permit when they receive their drivers' licenses. Any student registered with a valid Mater Dei parking permit must observe the following regulations:

- A registration form/permission slip with the parents' signature, student signature, current license number, model and color of the vehicle must be returned to the Main Office to be kept on file for the school year.
- A parking permit must be obtained for each vehicle registered. Cost is \$15.00.
- Parking permits must be visibly hanging on the rearview mirror.
- Students driving unregistered vehicles jeopardize their driving privilege.
- Spaces marked for visitors, handicapped, or café are off limits to students.
- The vehicle is to be parked properly in student parking spaces.
- Cars must be locked. The school cannot assume responsibility for thefts.
- **If a student drives recklessly (including speeding) or fails to adhere to the regulations, he/she will not be permitted to drive onto school property or to park on the school campus during the school day or during school activities.**
- **PARKING LOT IS OFF LIMITS DURING SCHOOL HOURS.** Students must seek permission from the main office to return to the parking lot during the school day.
- *The parking lot is considered private property and will be off limits by 10:00 p.m. each evening. Only those persons associated with school sponsored activities will be permitted on school property after hours.*

### **ATTENDANCE POLICY**

**Student attendance is required by law in the State of Indiana.** Parents and students are completely responsible for attendance. Any absence of pupils from regular

classroom learning experiences disrupts the continuity of the instructional process, loses the benefit of interaction with teachers and classmates, and misses the opportunity for guided study. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each student. There is a proven, positive correlation between regular attendance, punctuality, and scholastic performance.

**Vacation Policy:** Mater Dei High School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED**. Days missed during such absences will count toward the three (3) class session limit stated in the attendance policy.

Upon returning from vacation, a student must expect to have class work to make up within five days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

Absences and tardies become part of the students' permanent record. This policy is for the benefit of the pupils, their parents, and the school community at large.

### **PROCEDURES FOR TARDIES**

Students should report to their Block 1/5 class by 7:25A.M. Students who arrive after 7:25 A.M. should report to the office to sign-in and receive a tardy slip. **All tardies to school are unexcused** unless: 1) the student is involved in an auto accident on the way to school or 2) a special exception is made by Mater Dei administration. **Please note that accumulated tardies are counted by the school year NOT by the semester.**

If a student is tardy to class en route from the previous class, the classroom teacher determines whether the student is excused or unexcused.

**A student who receives their-  
3<sup>rd</sup> Accumulated Tardy will get a detention  
4<sup>th</sup> Accumulated Tardy will get a detention  
5<sup>th</sup> Accumulated Tardy will get a detention and a letter sent home to the parent**

6<sup>th</sup> Accumulated Tardy will serve 4 hours at Saturday school

7<sup>th</sup> Accumulated Tardy will result in detention to be served the day of the tardy.

8<sup>th</sup> Accumulated Tardy will result in a detention to be served the day of the tardy.

9<sup>th</sup> Accumulated Tardy will result in a detention to be served the day of the tardy

10<sup>th</sup> Accumulated Tardy will serve Saturday School.

11<sup>th</sup> Accumulated Tardy will serve Saturday School.

12<sup>th</sup> Accumulated Tardy will result in the student being referred to the Principal. A Board of Discipline hearing may be called and may include disciplinary probation.

13<sup>th</sup> Accumulated Tardy will result in a Board of Discipline Hearing to determine consequences for any additional tardies. Consequences could include Disciplinary Probation, in-school or out-of-school suspension.

### CHRONIC TARDINESS

A student who has Chronic Tardiness is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

1. When a student has reached 15 tardies, the parent/guardian will be notified.
2. If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
3. The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

### TRUANCY

Being truant is defined as an absence from school without parental or school knowledge and consent. When the school does not receive a phone call on a day of absence, we assume the student is truant. **A student who arrives thirty minutes after the start of school without a valid reason will automatically receive a detention and be considered truant.** Truancy entails the following disciplinary sanctions:

- *First offense* – double hours of detention for any time missed between 7:30-2:30 (Detentions will count as accumulated hours.)
- *Second offense* – suspension from school pending a conference with parent, student and the Principal.

- *Third offense* – suspension pending a Board of Discipline hearing with possible recommendation for expulsion from school.

Upon arriving at school in the morning until the final dismissal for the day, students are not permitted to leave at any time for any reason without school authorization.

### PROCEDURES FOR ABSENCES

1. If a student is not in attendance, a parent/guardian must call the school office by 8 A.M. each day the student is absent to report an absence along with the reason for the absence. Students must be fever free and non-contagious for 24 hours before returning to school. The school will contact parents if there is reasonable cause to verify the validity of a student called in as absent.
2. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school. **The Main Office should have written notification of scheduled appointments prior to the beginning of the school day of the scheduled appointment.** The students' name will then be placed on the pass list.
3. Notes from doctors, dentists or other health care providers must be received by the Main Office within one week of the date that the student returns to school. *Exceptions may be made by the Mater Dei administration.*
4. Failure to follow the correct procedure may result in a detention.
5. It is the student's responsibility to check Sycamore or to contact the teacher via email to collect homework.
6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office. Students must make arrangements with their teachers regarding tests, class work and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Attendance at a family funeral is an exception; any other exceptions must be approved by the principal.

8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office.

#### **ABSENCES /DENIAL OF CREDIT**

A student who misses more than three sessions of a specific class per quarter may be granted a 68% for that quarter. If the actual grade earned by the student is lower than 68%, then that grade will be used in computing the semester grade. Exceptions to this rule can be allowed by the Mater Dei administration only, not individual class teachers.

A student who fails two or more of his/her classes due to excessive absences may be asked to withdraw from school.

*In order to practice or participate in an extracurricular or athletic practice or event, a student **MUST BE** in school for the **ENTIRE DAY**. Missing more than thirty minutes of class is considered an absence; therefore, the student would not be eligible to practice or participate in after school activities.*

#### **EXCUSED ABSENCES**

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

1. Illness or appointment verified by a note from a physician, dentist, or other qualified professional
2. Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian
3. Extreme illness confirmed by a physician within **one week** of student's return. In order for a doctor's note to be considered valid, the student should be seen by the doctor.
4. Attendance at a family funeral
5. Absences related to deployment and return for military connected families
6. Serving as a page in the general assembly
7. Serving as a verified election worker
8. School related field trips, musical performances, athletic contests, or other approved functions,
9. Suspensions
10. Absences prearranged and approved by the school administration following a conference with student and parents at which time justifiable reasons for the absences are given.

**CLARIFICATION:** *All absences except 6, 7, 8 above are counted as ABSENCES and will be reflected on the student's record. For example, a student who has been hospitalized for fifteen (15) days during the semester will*

*officially have fifteen (15) days of absence recorded; however, he/she will have no days which are considered in the three (3) day unexcused absence policy.*

#### **HABITUAL TRUANCY**

**A student is considered a Habitual Truant when he/she has been absent from school ten (10) days or more without being excused.**

- **When a student has reached 8 unexcused absences, the parent/guardian will be notified.**
- **If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.**
- **A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.**
- **The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.**

#### **CHRONIC ABSENTEEISM**

**A student is considered to have Chronic Absenteeism when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of absences, regardless of whether they are excused or unexcused.**

- **When a student has reached 15 absences, for any reason, the parent/guardian will be notified.**
- **If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.**
- **A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.**
- **The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.**

### College Visits

An absence for a college visit is arranged with the Mater Dei administration in cooperation with the Guidance Office. **Written request and communication with the office is required at least one week in advance.**

The teachers are then notified of the student's intended visit. Arrangements for class work, assignments, quizzes/tests must be made *before leaving on the visit.*

College visits should NOT be scheduled during semester exams. A note from the college or university visited is required upon returning to school.

### Field Trips

All students attending school related field trips (away from school premises) must have a permission slip turned into the main office prior to leaving on the trip. Written permission must be secured from the parents of all students planning to attend the scheduled trip. **No student is permitted to call home for permission to go on a field trip. A Fax of the original permission slip is acceptable, but email or a phone call is NOT. The Teachers/Administration reserve the right to deny a student from attending a field trip due to excessive absences, poor grades, discipline issues, or missing assignments.**

### Appointments

Missing school for appointments can lead to excessive absences. While such appointments are sometimes necessary, parents and students should attempt to schedule them in such a way that classes are not missed. **Appointments for non-emergencies are not allowed during the weeks of semester examinations and will be counted as absences.**

**Parents must send a note ahead of time for students to be excused for appointments.** Students must sign out in the Main Office just in time for the appointment and sign back in immediately upon returning. Students are expected to return for classes if there is time remaining in the school day. Likewise, students are expected to attend morning classes if an appointment is scheduled later in the day. **Students must submit a Health Care Professional's Statement when they return to school.**

### Student/Class Retreats

Retreat days are an important part of the spiritual life of our school. All students are expected to participate in scheduled retreats. Retreat days are counted for attendance purposes.

### Illness (During the School Day)

If a student becomes ill during the school day, the classroom teacher should be notified and the student should then report to the Main Office. If it becomes necessary for the student to go home, a parent/guardian must be contacted by office staff before the student is allowed to leave the building. We require students to call their parent from the main office to discuss leaving school. Students are NOT to phone parents on cell phones.

## DISCIPLINARY PROCEDURES AND ACTIONS

Being a private Catholic educational institution, Mater Dei High School operates under contractual law. Thus, students who attend Mater Dei are expected to follow the rules and procedures that are expressed in the Student Agenda/Handbook or the requests made by the faculty and administration. Students who do not do this will not be allowed to attend Mater Dei. *Because of the uniqueness of being a private Catholic educational institution, students are not guaranteed constitutional due process rights, as are students who attend public schools.*

The administration and faculty guarantee that all students will be treated by the dictates of Christian thought and teachings. Mater Dei also follows the INPEA guidelines on seclusion and restraint. Please contact the school with questions or go to [www.INPEA.org](http://www.INPEA.org).

*Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement any offense involving possession or use of any illegal substance, or of any threat of violence or use of a weapon.*

### Disciplinary Procedures

Each student has the responsibility to know and to follow the rules and procedures of our community. In the case of misconduct each faculty and staff person has the right and the responsibility to deal with a situation as it presents itself.

Blatant disrespect and disobedience are referred to the Principal. The Principal is charged with the responsibility of handling the normal disciplinary problems and referrals. Each severe disciplinary problem is referred to the Principal.

The **Board of Discipline** is an advisory committee which makes recommendations to the Principal concerning handbook policies in general or concerning individual students who appear before the Board for a hearing that concerns attendance or behavior. The Principal notifies the student, the parents, and others involved of the time and place of the hearing.



Faculty members on the Board of Discipline, along with the Principal, will meet to deal with disciplinary or attendance problems. Board hearings may be called by the Principal, Assistant Principal, School Counselor(s), a Board of Discipline member, or by the student with the approval of the Principal. The Board of Discipline makes recommendations to the Principal. The Principal makes the final decision; all involved will be informed of the decision.

### **Inappropriate Behavior**

Sometimes a student's behavior is inappropriate and needs correction. The following disciplinary actions are designed to correct and deter misbehavior. The actions taken by faculty or staff are listed in order of severity. The entire disciplinary program is under the direction of the Principal.

- **Reminder/Warning**

A reminder of a rule or procedure may be given to a student in order to make the necessary correction of misbehavior. Reminders/warnings are not always given and should be viewed as an opportunity to be utilized.

- **Detention**

The Principal in consultation with the teacher may modify the disciplinary penalty. The issuing and reception of a detention means that the student is required to serve one hour in study after school.

Students who are in violation of school rules or procedures will receive a disciplinary referral from the teacher or administrator who observed the violation (within 48 hours). The student will report to the detention room and sign in with the supervising teacher, who will turn in the list of student signatures to the Principal.

If a student does not serve his/her time in the two-day period, another disciplinary referral will be issued, and the student will be assigned to another detention.

The Principal will enter disciplinary referrals into the computer and monitor the number and nature of the violations. The Principal will conference with students who commit more serious violations. The Principal will notify parents of accumulated disciplinary detentions. Detentions are categorized according to the violation. Infractions are considered to be either a 'procedural violation' or a 'behavioral violation'.

### **Levels of Detention**

- At *five detentions* the Principal will notify the parents in writing.

- Any serious behavioral violation will automatically result in a phone call to the parents from the Principal.
- At *ten detentions*, the student will be placed "on report." Parents, teachers, and coaches will be notified of students on report.
- THIS LEVEL OF INAPPROPRIATE BEHAVIOR MAY WARRANT REMOVAL FROM ANY PRESENT LEADERSHIP POSITION, AND COULD PREVENT STUDENTS FROM BEING ELIGIBLE FOR LEADERSHIP POSITIONS FOR THE NEXT SCHOOL YEAR.
- A student incurring *fifteen) detentions* in a year may be suspended from school pending a Board of Discipline hearing. Disciplinary probation may be recommended at this level.

Detention will be served on school days Monday through Thursday, and will begin five minutes after the end of school. Violations occurring on Thursday/Friday will be served on Thursday or Monday.

*The student is required to serve their detention within the next two days.* Students serving detention must be dressed in accordance with Mater Dei's dress code for the day. A 'skipped' detention will warrant another hour of detention.

### **Referral**

A written referral is made by a faculty member or staff member and is given to the Principal. The Principal may refer the student to our counseling program.

If a student is removed from class and the Principal is unavailable, the student should report to the main office and meet with the Assistant Principal for Student Services.

**Community Service Hours** are given for more serious infractions involving disrespect, harassment, gambling, detentions, tardies, refusal to serve detentions, etc. The student is assigned to the Principal who determines the number of community service hours and the extent of work detail.

**Saturday School** program will be set up on an 'as needed' basis to deal with special disciplinary and/or attendance problems. Saturday School may be set up for infractions dealing with cheating, harassment, bullying, defacing another's property, etc. The Principal determines the time and date on which Saturday School is served.

**Disciplinary Probation** is imposed on a student because he/she has forfeited the confidence of the school community. The student is required to restore the confidence through his/her future behavior. The

Principal and/or the Board of Discipline determine the length, the restrictions, and the details of probation.

Disciplinary Probation usually entails exclusion from ALL EXTRA-CURRICULAR ACTIVITIES and loss of privileges such as loss of spirit/free dress days, assemblies, etc.

**Suspension** is temporary exclusion from the school community. *In-school or out-of-school suspensions* may last from one (1) to five (5) days. Any student that is suspended may appear before the Board of Discipline or the Principal BEFORE they are allowed to return to the school community.

**Out-of-School Suspension** may be given for serious infractions such as theft, fighting, violation of probation, illegal drug-related activities, damaging or destroying another's property or school property, vandalism, refusal to serve detention, etc. The student is suspended from all school-related activities and is not allowed on school property. Parents are notified and assume responsibility for the student.

Work missed during a suspension must be made up within two (2) school days of the student returning to regular classes. After that, a grade of "0" is given.

REMOVAL FROM ANY LEADERSHIP POSITION IS POSSIBLE, AS IS POSSIBLE INELIGIBILITY FOR THE FOLLOWING SCHOOL YEAR.

**Exclusion:** a student may be excluded from school in the following circumstances:

1. If the student's immediate removal is necessary to keep or restore order or to protect other persons or school property.
2. If he/she appears mentally or physically unfit for school environment/activities.
3. If he/she has a dangerous communicable disease which poses a substantial threat to the health or safety of the school community.

**Unacceptable Conduct Policy:** Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from diocesan schools.

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes.
2. Damaging or stealing property of another.

3. Threatening or intimidating any student for the purpose of obtaining money or anything else of value.
4. Doing harm to a fellow student.
5. Threatening or doing harm to a school employee.
6. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
7. Engaging in any unlawful activity that interferes with the school process.
8. Insubordinate conduct.
9. Violation of school attendance policies.

## MAJOR OFFENSES

### **Cheating/Plagiarism**

To share or take and use another person's disks, files, assignments, writings, etc. and submit it as one's own work is a violation. The classroom teacher may decide the consequences for cheating on minor assignments.

- **First Offense-** 0% for the assignment, Saturday School
- **Second Offense-** 0% for the assignment, student will receive a failing grade for the Quarter, the student will lose 20% of their extra-curricular activities, including athletic events and school sponsored field trips.
- **Third Offense-** Referral to Board of Discipline and may result in Expulsion

**Electronic Items: Cameras, cellular phones, laser pointers, computer games, headphones, radios** may be confiscated and disciplinary action, other than detention, may follow if used inappropriately

### **Gambling**

Gambling for money is forbidden at school and disciplinary action may be assigned.

### **Gang Affiliation**

Any suspected or known gang affiliation, which may or may not affect the school climate, is forbidden at Mater Dei High School. This includes the use of signals, written codes, language, distinct apparel, etc. Gang affiliation is grounds for immediate expulsion.

### **Sexual Harassment**

Sexual Harassment is a kind of discrimination as defined as a violation of Title VII of the Civil Rights Act of 1964. It is behaviors (jokes, gestures) that are UNINVITED, UNWELCOMED, UNWANTED, and/or UNPLEASANT. This may be a repeated offense or it may be very offensive on a one-time basis and will not be tolerated. Harassment is forbidden and suspension/exclusion may be assigned until the investigation is complete.

❑ **Harassment/Bullying**

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms; physical (hitting, kicking, shoving, spitting); verbal (taunting, teasing, degrading social or sexual comments, rumor spreading); non-verbal (threatening gestures, exclusion, Internet, text messaging, instant messaging). Harassment/Bullying of any kind, including but not limited to sexual, racial, or ethnic harassment, directed toward anyone will not be tolerated. **Bullying may constitute grounds for detention, suspension, or expulsion.**

Our school embraces the following as school rules against bullying:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are easily left out.
4. When we know someone who is being bullied, we will tell an adult at school and an adult at home.

❑ **Vandalism/ Theft**

Stealing school property or defacing personal property or school property, inclusive of painting the side hill or any surface of the building or adjacent property, may subject violator to expulsion and civil prosecution.

❑ **Weapons**

Any type of weapon or item that resembles a weapon is absolutely forbidden at Mater Dei High School. It is sometimes difficult to define exactly what a weapon is; therefore, the Administration reserves the right to make those determinations. Any student possessing or using a weapon will be suspended immediately. Expulsion may follow.

**Possession or Use of:** Use or possession of alcohol or other illegal drugs, look alike drugs, **tobacco** products, e-cigs, vapor devices, or any other drug or alcohol paraphernalia or the improper use of prescription drugs is never permitted on or near school property or at or near school functions/events. Students who have consumed, ingested, or are in possession of alcohol, tobacco, or other drugs will be suspended. Any student who provides illegal drugs, look alike drugs, alcohol, tobacco, non-authorized prescription drugs to another student may be subject to expulsion. Continued membership in our school community will be determined by the Principal in accordance with our disciplinary code.

**The exact specifications for various infractions cannot be completely outlined. Therefore, the Administration, in its discretion reserves the right to interpret each**

**case. The following are guidelines to assist the Administration.**

**First Offense for all major offenses:**

- ❑ Suspension (in or out of school)
- ❑ Disciplinary Probation, including school sponsored extra-curricular activities, athletic contests, and dances.
- ❑ Detentions
- ❑ Community Service hours
- ❑ Expulsion if brought into our building or events.

**Second Offense for any major offense:**

Board of Discipline/Exclusion/Expulsion

**SCHOOL SAFETY GUIDELINES**

**Medication/Drugs:** Students needing to take medication (prescription, OTC/non-prescription) are mandated by state law to keep these in the Main Office. The physician's authorization, parent's signature and the prescription instructions must accompany the medication.

**Alcohol/Drugs:** Alcohol is a drug. Inherent in alcohol use is the possibility of abuse, including driving while under the influence. Also, none of our students are old enough to use alcohol legally. Therefore, we as a school and parent community must make sure that we do not sponsor activities with students where alcohol is being served. Parents sponsoring student parties have a legal obligation and responsibility to insure that alcohol and/or other drugs are not present.

**School K-9 Drug Program:** In order to provide a safe drug-free environment and to utilize a safe and effective method of determining the presence of illegal drugs on the school campus, Mater Dei High School participates in the K-9 drug program. A K-9 team of the Evansville Police Department will make a random search and alert school authorities, who will then make a manual search.

Any suspected controlled substance found will be turned over to the police for testing. Any detected violation of school rules will be handled using school policies found in the handbook. Any detected violation of laws will be handled by, and at the discretion of, investigating law enforcement officers. The school will assure that there is no interaction between students and the K-9 teams during the search.

**Student Searches:** The Principal, Assistant Principal, School Counselor(s), and teachers may search students and their personal belongings. If they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student

has violated or is violating either the law or school rules, parents and law enforcement officials will be contacted.

**Locker Searches:** A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school Principal or administrative designee may search student lockers at any time. The Principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

Items forbidden by civil law or school rules which cause or which can be reasonably foreseen to cause an interference with the school climate or educational function must not be stored in school lockers.

#### **Disaster Drills**

- Drills are held periodically; proper procedures are posted in classrooms.
- Drills are not meaningless, but are meant to teach safe, orderly, and quiet methods of seeking protection and/or evacuation.
- SILENCE MUST BE OBSERVED AT ALL TIMES THROUGHOUT THE DRILLS.

### **ACADEMIC POLICIES**

#### **Academic Integrity policy**

All work for any class or school activity, unless otherwise specified, is to be the student's own work, and the work should be specifically created for that class, not recycled from elsewhere. Students are expected to do their own work on everything from doing workbook pages, to taking test, to writing major research papers, and creating projects; and not share their work, unless assigned to work in a group by the teacher.

Students are also expected to follow accepted conventions for writing papers and producing projects, and not to plagiarize other writers' or artist work. Academic work is to be taken seriously, and students should show pride in their own work.

Any student violating the Academic Integrity Policy will be subject to punishment including a zero on the assignment, and depending upon the severity of the offense, may include additional punishment.

#### **Academic Eligibility for Student Activities**

Our goal is learning, and this must be a prerequisite to participation in after-school activities (e. g. *athletics, drama, speech, band, student council, etc.*). Eligibility for participation requires that students pass 70% of subjects per grading period and be in good standing in the Mater Dei community. (i.e. Students taking 8 classes must pass 6,

and students taking 7 classes and a study hall must pass 6 to meet the 70% state requirement.)

#### **All School Late Work Policy**

This policy applies to larger assessments, not small homework assignments.

- 1 day late -20% deduction
- For every day after the first – 10% deduction for each day late.
- If a student is out sick on the day the assignment is due, they **MUST** email the work to the teacher during the time the class meets or have the paper or project delivered to school.
- If a student is absent on a red day, but returns to school on the next gold day and does not turn in the work, the assignment from red day is due on the gold day they return or a late penalty of 30% will result.
- If a student returns to school on the day the assignment is due but after the class has met, the student is still required to turn in the assignment that day or a late penalty of 20% will result unless it is an excused absence. For example, if a student misses block 1 due to an excused absence, the assignment can be turned in with no penalty.
- If the student misses a test on the day he or she is absent, the test must be made up in two days. This can be done after school in DT or the student can report to the classroom teacher during HR to begin the test and finish it after the 2:30 bell.

#### **Incomplete Grades**

An incomplete grade is defined as a grade that indicates a student has not completed enough of a project or coursework to justify a grade. Students should experience the consequences of a late assignment. Any incomplete reported on a report card must follow school rules.

Incomplete work must be finished within two weeks. After two weeks, the "I" is converted to an "F" if work is not finished satisfactorily. All incomplete grades must be approved through the School Counselor's office.

#### **Concussion Policy**

The effects of concussion on a student's return-to- school experience are unique to each student. In most cases, a concussion will not significantly limit a student's participation in school; however, in some cases, a concussion can affect multiple aspects of a student's ability to participate, learn, and perform well in school. Therefore, supporting a student recovering from a concussion requires a collaborative approach among school professionals, health care providers, and parents. Students may need both

academic and physical limitations in place while recovering from a concussion.

A student with a concussion should be seen by a health care professional experienced in evaluating for a concussion. The health care professional can make decisions about a student's readiness to return to school based on the number, type and severity of symptoms experienced by the student. Once a health care professional has given permission for the student to return to the classroom, school professionals can help monitor the student. With proper permission, school professionals can confer on their observations and share those observations with the family and other professional involved in the student's recovery.

Upon returning to school, the student and parent are required to meet with the Principal or designee, to document restrictions and communicate any needed academic accommodations for the student to the teachers of record. **Mater Dei High School reserves the right to define what activities a student is allowed to participate in and/or school events to be attended while under the care of a health care professional for a concussion.**

#### Early Graduation Requirement Policy

Mater Dei High School is accredited by the Indiana Department of Education. As a result, Mater Dei follows the state's academic requirements for diplomas and also requires students to complete theology courses.

All students are expected to complete their senior year at Mater Dei High School to be eligible for a diploma. In addition to the academic requirements for graduation, Mater Dei places a high value on the important out of class experiences that occur throughout the senior year.

However, there may be circumstances when the student is able to begin college a semester early. These requests will be evaluated on an individual basis by the administration. To be considered for this option, the following criteria must be met:

- A written request from the student's college of choice must be sent to the principal.
- The student must be in good academic standing and otherwise eligible for graduation
- The student must be no more than four second semester courses away from graduating

Students who graduate early or do not complete their final semester as a full time student at Mater Dei will only be eligible for a Core 40 diploma. These individual situations require a great deal of planning and effort on the part of the administration and teachers who may be asked to teach independent study courses. As a result, the family will be

charged for a full year of tuition and fees even if they choose to graduate a semester early.

#### Diploma

Mater Dei High School awards two diplomas to our graduates. The Core 40 Diploma is designed for those seeking post-secondary education after graduation. The Academic Honor's Diploma is an extension of Core 40 and is the highest achievement diploma. Please refer to the [Mater Dei Course Curriculum Guide on the school website](#) for additional information.

#### Graduation Ceremony

To participate in the graduation ceremony, a student must be within two credits of the required credits needed. A student must also not have any unresolved disciplinary or financial issues.

#### Grading System

Specific dates can be found in the school calendar.

- ✓ Academic grades: the percentage system is the basis for all grades; letter grades are used for reporting purposes.

The percentage for letter grades is as follows:

A	94%-100% (4.0)	C+	82%-83% (2.5)
A-	92%-93% (3.75)	C	77%-81% (2.0)
B+	90%-91% (3.5)	C-	75%-76% (1.75)
B	86%-89% (3.0)	D+	73%-74% (1.5)
B-	84%-85% (2.75)	D	69%-72% (1.0)
		F	Below 69%

#### AP GRADING SCALE

A	92%-100%	C+	78%-79%
A-	90%-91%	C	72%-77%
B+	88%-89%	C-	70%-71%
B	82%-87%	D+	68%-69%
B-	80%-81%	D	60%-67%
		F	Below 60%

- ✓ A student's GPA is computed on a four point scale using semester grades in all classes. The value of each letter grade on the four point scale is listed above in parenthesis.
- ✓ Final Assessments will be given in all classes and are a comprehensive review of the semester's work and may comprise up to 20% of the student's grade.
- ✓ Effort and conduct are reported to parents by means of coded comments on the report card.
- ✓ Students repeating a class must have the prior approval of the School Counselor. The grade received for repeating a course will be the one used in computation of the student's GPA.
- ✓ Classes taken online will not count toward an Academic Honors diploma. Online classes must also be approved by the principal, counselor, and department head.

### **Calculators**

All math and certain science classes require the use of TI calculators. Each class has various formulas, definitions, and information for the particular class that the students are required to memorize and be able to use. This data is NOT to be downloaded/entered into the calculators unless the teacher allows it. Calculators may be checked on test day to make sure that no information is in the calculators that should not be there. Any student caught with the information in their calculator will be given a failing grade for the test. **THIS IS CHEATING!** Any inappropriate information may be deleted from the calculator. The calculators are to be a tool to help the students learn and understand math and science. Calculators are not to be used for playing games at school.

### **Grade Changes**

Grade change is defined as a change of grade on the report card, and subsequently, the permanent record. Any grade change because of error by the teacher must be approved by the Principal. Classroom teachers will determine their evaluation methods within the schools guidelines and are responsible for assigning student grades. If a dispute arises over a student grade, the Principal has final authority to sustain or overrule student grades. Grades reported on the permanent record at the end of each semester, and all grades are considered final *thirty days* after the semester ends.

### **Scheduling Policies and Procedures**

Students will be notified of the times and dates for developing their class schedules for succeeding terms. At these schedule-planning sessions, ample opportunities for counseling will be available. Students are urged to take advantage of these planning opportunities in order to make expected progress toward graduation. Schedules for the upcoming year will be made available in advance of the beginning of school.

*Students will have five school days at the beginning of each semester to request schedule changes. After that time, no schedule changes will be permitted.*

**A student may not drop a class after first semester unless the semester grade is D+ or lower.**

*The administration reserves the right to deny any schedule change or to change a student's schedule at any time if it is deemed educationally inappropriate.*

### **Correspondence Courses**

Courses taken through night school, correspondence, or summer school must have the approval of the School Counselor to be applied to Mater Dei graduation

requirements. Approval should be obtained prior to registering. Students taking online courses for credit recovery will be given the average of the transcribed course grade and the online grade.

### **Online/Independent Study**

Any independent study course taught by a Mater Dei staff member for credit recovery for graduation will result in a \$100.00 fee being charged to the family.

### **ACT/SAT Testing**

The Guidance Department strongly recommends that all college-bound students take both the SAT and ACT. All juniors will take the ACT and SAT through Mater Dei. Please see your School Counselor for registration information, study help, and further advisement.

### **2019-2020 TESTING DATES**

**PSAT/NMSQT:** Oct 16 (Grades 9,10,11)

**ACT** (MD Hosting) February 25

**SAT** (MD Hosting) March 4

#### **AP Exam:**

May 5 - Calculus  
May 6 – English Literature  
May 6 - European History  
May 8 – Computer Science  
May 11 – Biology  
May 14 – World History  
May 14 – Macroeconomics  
May 15 - Statistics

### **RECOGNITION AND AWARDS**

#### **HONOR ROLL**

At the end of each grading period the honor roll is prepared. **All courses, including Physical Education, are considered in determining honor roll status.**

A grade of “D” or “F” disqualifies a student from any Honor distinction for the grading period (quarter) in which the “D” or “F” is earned.

A grade of “C” disqualifies a shared-time student from Honor Roll distinction.

#### **MAGNA CUM LAUDE**

This distinction is awarded to those students who achieve a 3.5 GPA for any quarter.

### **CUM LAUDE**

This distinction is awarded to those students who achieve a 3.0 GPA for any quarter.

### **SCHOLARSHIP MONOGRAMS**

An honor monogram is to be awarded to a student who has attained honor roll recognition for any **two consecutive grading periods of the school year, provided he/she has earned MAGNA CUM LAUDE recognition during one of the two quarters.**

After having initially obtained a monogram, the student is awarded an additional bar for the monogram each time the honor monogram requirements are met. Honor monograms may be worn on regulation school sweaters.

### **SPECIAL ACHIEVEMENTS**

#### **VALEDICTORIAN/SALUTATORIAN**

The Valedictorian for a graduating class of Mater Dei is the highest-ranking senior based on cumulative GPA over the entire high school career. Salutatorian is the second highest-ranking senior based on the same criteria. To be named valedictorian or salutatorian, a student must have completed the junior year and three quarters of the senior year at Mater Dei and be on the Academic Honors diploma track. The valedictorian and salutatorian will be named at the end of the third grading period, with the third quarter grade being given weight as a semester grade.

Note: If more than one student is named valedictorian, then no student will be named salutatorian.

#### **NATIONAL HONOR SOCIETY**

The National Honor Society is an honorary organization that stresses the four qualities of scholarship, leadership, service, and character. Membership is an honor; however, it carries with it a responsibility, and students who are inducted into the NHS must continue to adhere to the standards and regulations set forth by the National Honor Society Constitution. Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period of two consecutive semesters at Mater Dei High School. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.7 on a 4.0 scale. Additionally, all juniors must be enrolled in and complete at least one college credit and/or advanced placement course, and all seniors must be enrolled in and complete at least two college credit and/or advanced placement courses. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

The selection of members to this chapter shall be by a majority vote of the administration, campus minister, athletic director, and a rotation of two department chairs each semester chosen by the principal. The chapter adviser(s) shall be the tenth, nonvoting, ex officio member of the council. The application process shall be held once a year during second semester with notification letters sent during the summer. at the end of each semester. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate application and introduction video for further consideration.

Prior to the final selection, the following shall occur:

Students' academic records shall be reviewed to determine scholastic eligibility. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input rubric provided by the chapter adviser. The voting council shall review the candidate applications and videos, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Candidates become members when inducted at a special ceremony held at MDHS in August.

An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

An active member of the National Honor Society who transfers to this school will be accepted in this chapter as a probationary member for one semester. The council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership. A one-time chapter induction due of \$20 shall be payable to the chapter within 30 days of induction. Each member's dues will be applied toward his/her graduation honor cord.

For more information refer to the chapter bylaws.

### **SCHOOL SERVICES**

#### **COUNSELING**

Counseling is an important part of Mater Dei's educational program. But counseling uses a different approach from that of teaching. Teaching attempts to **diversify** a student's interests; counseling attempts to **integrate** students' interest into their daily life. In the classroom, the teacher has the primary responsibility of determining what is to be discussed; in the counseling situation, the student has this responsibility.

After the student has requested counseling, a counseling pass is issued to excuse him/her from class at the time of the conference.

Students may see the Youth First counselor, the school counselors, or members of the Religion Department for personal guidance, spiritual direction, or discussion about problems that concern them.

### **SCHOOL SOCIAL WORKER**

The school has a full-time social worker through the Youth First Organization. Services are available with recommendations and/or referrals through the guidance office and/or administrative staff. Parents may inquire by contacting their son/daughter's school counselor.

### **LIBRARY/MEDIA CENTER**

#### ◆ ETIQUETTE

Students using the Library/Media Center should not disturb other students. Students must check out materials that will be used outside the library. Students should return materials when no longer needed, or renew them if necessary.

Students will take care of furniture, equipment, facilities, and materials. No food or drink will be allowed in the library.

Failure to follow these guidelines will result in the student's loss of library privileges and/or disciplinary action.

◆ Student IDs are required to check out all books, chrome books, and other materials.

#### ◆ CIRCULATION PROCEDURES

Books have a three-week loan period.

#### ◆ LIBRARY FINES

Fines are 25 cents per item, per day for overdue materials. Fines not paid within FIVE school days after notification will double with each successive notice. Students not returning materials will bear the cost of replacing the materials.

Senior caps and gowns, schedules, grades, and records (including diplomas) may be held until all library fines are paid.

Each student who uses the Library/Media Center is responsible for following all guidelines and procedures, including the prompt return of all materials so other students can benefit from our services.

### **STUDENT GOVERNMENT**

In order to prepare students for the responsibilities of self-government, Mater Dei has a Student Civic

Government, modeled after the administrative setup of the City of Evansville, with Mayor, Clerk, City Judge, Council Persons, and Boards and Commissions proper to the good government of the city.

The school supports laws and regulations passed by the Student Council as well as promoting strict enforcement. The Student Council processes all violations.

The election process for student officials is accomplished through nomination and ballot. Nominations and elections are conducted in the *spring* of the year; Inauguration Ceremonies are observed in the *fall* on a date approved by the Principal. Each homeroom is represented by one councilperson. Each class is represented by the Class President.

There are, in addition, four council persons-at-large chosen from the sophomore (1), junior (1), and senior (2) classes. Appointments of Boards and Commissions are made by the Mayor, with approval of the Council and Principal.

#### **Class Officers**

Each class has four student officers chosen by their classmates through nomination and election after the election of the Mayor and other student government officials. Officers for the senior, junior and sophomore classes are chosen in May for the next school year.

Officers for the freshman class are chosen in the *fall*. Each class has a president, vice-president, secretary, and treasurer.

Because of the responsibilities entrusted to the major student government officials, those officials, namely the Mayor, Clerk, and Judge, will not be eligible to hold any class office.

Normally these officials will not be eligible to be elected to a school club presidency; however, the club sponsor, at their discretion, may permit exceptions to this policy.

Class officer elections will be conducted as follows:

- After a slate of nominees is prepared, a preliminary Run-off election will be held.
- If no one receives a majority vote, the top two vote getters for each office will run against each other for the office of: President, Vice-President, Secretary, and Treasurer.

Class officers serve as liaisons between the school and their classmates in all matters pertaining to the class as a unit. They conduct all business for the class under the faculty sponsor appointed by the Principal.



The school considers it an honor for any student to be chosen as a class officer and consequently expects each class to select such students as will best represent the class and bring honor to the school.

*Students applying for any leadership positions must be in 'good standing' in academics, attendance, and discipline. (Failing grades, excessive absences, and/or five detentions are examples of unacceptable levels.)*

### **SCHOOL ACTIVITIES**

School and recreational programs are encouraged to foster school and class spirit.

Students who participate in any extra-curricular activities are expected to attend all classes. *Students absent from classes will not be allowed to participate in a practice or contest on the day of the absence.* The latest a student may arrive at school and be eligible to participate in extra-curricular activity that day is 8:00 am. The Principal must approve exceptions to this rule. Students who are suspended from school may not practice or participate during the time of suspension.

**Likewise, students who are too ill to be in school are not allowed to participate in or attend extra-curricular activities including athletics on the day of the absence.**

Most social functions of the school close by 11:00 p.m. All activities and entertainment of dramatic, musical, or other nature must maintain a standard of harmony with our Christian values.

**It is a policy of Mater Dei High School that a student be a sophomore or older to attend Prom. Any guest at a Mater Dei social function may be requested to provide a photo/picture I.D.**

*Students who are eighth grade or younger are not permitted at Mater Dei dances. Guests 21 years of age or older may not attend Mater Dei High School social functions/dances.*

**Students may not be admitted to school social affairs after the first hour of the activity has passed.** Deviations from this rule must be pre-arranged between the student and the Principal who will then notify the chaperones and/or moderator. A Sign In-Out sheet will be used at school social activities.

**Student I.D.'s will be issued early in the school year and should be carried by the student at all times in their original form or as a photo on a cell phone**

### **GOOD SPORTSMANSHIP**

#### **What is a good sport?**

The term *good sportsmanship* has been defined as conduct becoming to a sportsman. A true sportsman exhibits fairness, courteous behavior, and graceful acceptance of the results. Sportsmanship has also been defined as the quality of responsible behavior, which is characterized by a spirit of benevolence and genuine concern for an opponent. A good sport exercises the "fair play" ethic in every facet of life—business, commerce, law, education, and all other human interaction. Sportsmanship applies to all of our students whether they represent our school as an **academic scholar, a fine arts participant, an athlete or spectator.**

#### **The Participants**

The participants' responsibility in displaying good sportsmanship is second only to that of the coach or sponsor. Because participants are admired and respected, they carry a great deal of influence over the actions and behavior of spectators. Therefore, participants should:

- Live up to the high standards of sportsmanship established by their coaches and sponsors.
- Remember that, as participants, they are representing not only themselves, but also their school, family, and community.
- Practice self-control in adversity or success.
- Treat opponents with respect.
- Respect the officials and judges, accepting their decisions without undue emotion.
- Display positive public action at all times—shaking hands with opponents, showing concern for other participants, and asking fans to display good sportsmanship.

#### **The Fans**

The spectators at an extra-curricular event also have an important role in displaying good sportsmanship. The habits and reactions reflect directly upon the reputation of the school and community.

Fans should:

- Show respect for the opponent in every possible way.
- Positively support their teams, coaches, and sponsors in every manner possible—including the content of their cheers and pep signs.
- Maintain self-control at all times.
- Recognize and acknowledge good performance by the opposing participants.
- Give support to those participating in and/or conducting the event.

#### **ALL-SPORTS TROPHY**

To merit an all-sports trophy, a student must accumulate 42 points in the sports as follows:

**BOYS**

**GIRLS**

Baseball	5	Basketball	5
Basketball	5	Cross Country	5
Cross Country	5	Golf	5
Football	5	Soccer	5
Golf	5	Softball	5
Soccer	5	Swimming	5
Swimming	5	Tennis	5
Tennis	5	Track	5
Track	5	Volleyball	5
Wrestling	5	Frosh Certificate	2
Freshman Cert.	2	Reserve Cert.	2
Reserve Cert.	2		

**Boys or Girls Team Manager – ½ point**

### MATER DEI FAITH COMMUNITY

Mater Dei High School strives to build a faith community that loves God above all and loves neighbor as self. We strive to reverence the dignity of all members of our community, recognizing the presence of Christ within ourselves and within others.

Building a community of faith involves all of us in all aspects of our responsibilities. It is a process of growth that calls for persistent effort and patience. There are three key and overlapping dimensions in the process of building this faith community.

#### Teaching Theology

- Students learn about God within the framework of the Catholic Tradition. Students are required to have 8 credits in religion.

#### Nurturing Spirituality

- Mater Dei offers many opportunities for spiritual development, growing in one’s relationship with God:

- \* Morning Prayer each day
- \* All-school Mass every month and holy days
- \* Penance Services – Advent and Lent
- \* Class retreat day each year \*
- \* Prayer service for special occasions and special liturgical seasons
- \*Environment that offers symbolic reminders of liturgical seasons and special events
- \*Spiritual counseling
- \*Integration of faith and learning through the curriculum

### PROMOTING SERVICE

Living a Christian lifestyle involves a loving response to the needs of others. All members of the Faith Community are challenged to honor and promote the dignity of all persons. Students are **encouraged** to “give something back” in service to their school, their parish, and to the larger community.

Our expectations are as follows:

Freshmen	5 hours
Sophomore	10 hours
Juniors	15 hours
Seniors	20 hours

Students are required to have an *authorized signature* verifying the number of hours is necessary for each project.

**Documentation of service hours is necessary, and may become criteria for awards and honors.**

Students are expected to complete all information requested on the Stewardship/Service Record form. It is their responsibility to see that the paperwork is completed within the time limits. At the end of each year a summary report will be sent to the feeder parishes.

\*Retreat days are considered regular school days, and all students must be in attendance.

### TUITION AND WITHDRAWAL/REFUND POLICY

Tuition arrangements for the 2019-2020 school year are due by July 18, 2019. In the event a student voluntarily withdraws during the school year, a parent/guardian may apply for a partial refund of tuition. To apply for a refund, a parent/guardian must complete a Student Withdrawal Form available in the Main Office.

The school’s President is responsible for authorizing all Student Withdrawal refund requests. Parents/Guardians who wish to appeal the President’s decision must submit their appeal in writing to the Chairman of the Mater Dei Board of Trustees within 30 days of being informed of the President’s decision.

*There will be no refund if a student is forced to withdraw or is expelled from Mater Dei High School. If the President approves of a refund due to voluntary withdrawal, the following schedule will be utilized to calculate fees.*

### DELINQUENT TUITION AND FEES

Student records, schedules, report cards, and graduation caps and gowns will not be released for any students that has delinquent tuition and fees. This includes lunch balances. All questions should be directed to the business manager and the OIA Office.

### CAREER/TECHNOLOGY FEES

The amount of tuition and fees will be determined annually by the Evansville Catholic High School Coordinating Council. Keeping current with the tuition payment is required. High school students enrolled in the public school Career and Technology (S.I.C.T.C) program will receive the following tuition reduction:

- 10% if enrolled in a 1-hour C&T
- 20% if enrolled in a 2-hour C&T
- 30% if enrolled in a 3-hour C&T

Students must have the approval of the President for this tuition reduction. This tuition reduction applies to all students—active Catholic, non-active parishioner, or non-Catholic student.

Participation in the C&T program is secondary to the schedules, activities, and requirements of Mater Dei High School. *When schedules conflict, Mater Dei as the 'home school' takes precedence. This includes all prayer services and class liturgies.*

**All C&T students must ride the EVSC bus to and from S.I.C.T.C. unless approval is given by the Mater Dei administration.**

#### **EXCHANGE STUDENTS**

Mater Dei H.S. is proud of the many exchange students that we have hosted and encourages the continuation of these programs. To better facilitate this experience, the following guidelines have been implemented:

- Families hosting an exchange student that enrolls at Mater Dei for an entire school year will receive a \$1000.00 rebate for tuition.
- Exchange students must be participating through an accredited program and must be enrolled at MD by August 1.
- Enrollment may be for either one or two semesters.
- Full tuition is required, unless staying with a family from an assessed parish.
- They may not take a “world language” course in their native tongue.
- No one who has already graduated from high school may enroll as an exchange student.
- Exchange students may not be classified higher than the eleventh grade level.

#### **2019-2020 Important Dates**

##### **First Semester**

August 8: Meet the Teacher Night  
August 13: School Pictures

Sept 2: Labor Day- No School  
Sept 6 : Midterms  
Sept 20: Fall Homecoming  
Sept 25: Freshman Retreat  
Sept 26: Dismissal at 2:05 PM  
Sept 30: Mass with Bishop 9:15 AM  
Oct 10: Tomorrow's Workforce Luncheon  
End of Quarter One  
Oct 11-14: Fall Break  
Oct 16: PSAT Grades 9-11  
Oct 17: Dismissal at 2:05 PM  
Oct 24: Open House  
Oct 31: Junior Retreat  
Nov 1: All Saints' Day Liturgy 9:15 AM  
Nov 14,15: Fall Play  
Nov 15: Midterms  
Nov 21: Dismissal at 2:05 PM  
Nov 27-29: Thanksgiving Break  
Dec 11: Band Christmas Concert  
Dec 14: Christmas Dance  
Dec 17: Finals Blocks 6/8  
Dec 18: Finals Blocks 2/4  
Dec 19: Finals Blocks 5/7  
Dismissal at 1:35  
Dec. 20: Finals Blocks 1/3  
Dismissal at 10:35  
Dec 21: Christmas Break Begins

##### **Second Semester**

Jan 6: Return to School  
Jan 10: Grade Reports MAILED  
Jan 16: School Dismissal 2:05 PM  
Jan 15: Mass 9:15 AM  
Jan 20: MLK Day  
Jan 23 Dismissal at 2:05  
Jan 28: Senior Mass at St Ben's  
Feb 1: Winter Homecoming  
Feb 7: Midterms  
Feb 17: Presidents' Day  
Feb 20: Dismissal at 2:05 PM  
Feb 26: Ash Wednesday Mass  
March 4: SAT (MD Only Administration)  
March 4: Sophomore Retreat  
March 6: End of Quarter 3  
March 18: Grandparents' Mass  
March 19: Dismissal 2:05 PM  
March 19-21: Spring Musical  
March 23-27: Spring Break  
March 30: School Resumes  
March 31: Senior Retreat  
April 15: Band/Feeder Band Concert  
April 17: Midterms  
April 23: Dismissal at 2:05 PM  
April 23, 24: Stage Show  
April 25: Prom

May 1: Riley Dance Marathon  
May 8: Honors Day/ May Day  
May 12: Finals Blocks 6/8  
May 13: Finals Blocks 2/4  
May 14: Finals Blocks 5/7  
May 15: Finals Blocks 1/3  
Dismiss 10:35 AM  
Baccalaureate 6 PM  
May 17: Graduation 1 PM

### **REGULAR DAILY SCHEDULE #1**

7:20 Warning Bell  
7:25 – 9:00 Blocks 1/5  
9:05 – 10:35 Blocks 2/6

#### **LUNCH A**

10:40 – 11:05 Lunch  
11:10 – 12:35 Block 3/7

#### **LUNCH B**

10:40 – 11:10 Block 3/7  
11:15 – 11:40 Lunch  
11:45 – 12:35 Block 3/7

#### **LUNCH C**

10:40 – 11:45 Block 3/7  
11:50 – 12:15 Lunch

12:20 – 12:35 Block 3/7  
12:40 – 2:05 Block 4/8  
2:10 – 2:30 Homeroom

### **ONE HOUR DELAY SCHEDULE #2**

8:20 Warning Bell  
8:25 – 9:35 Block 1/5  
9:40 – 10:50 Block 2/6

#### **LUNCH A**

10:55 – 11:20 Lunch A  
11:25 – 12:55 Block 3/7

#### **LUNCH B**

10:55 – 11:25 Block 3/7  
11:30 – 11:55 Lunch B  
12:00 – 12:55 Block 3/7

#### **LUNCH C**

10:55 – 12:00 Block 3/7  
12:05 – 12:30 Lunch C

12:35 – 12:55 Block 3/7  
1:00 – 2:30 Block 4/8

### **TWO HOUR DELAY SCHEDULE #3**

9:20 Warning Bell  
9:25 – 10:35 Block 1/5

#### **LUNCH A**

10:40 – 11:05 Lunch A

11:10 -12:15 Block 2/6

#### **LUNCH B**

10:40 – 11:10 Block 1  
11:15 – 11:40 Lunch B  
11:45 – 12:15 Block 1/6

#### **LUNCH C**

10:40 – 11:45 Block 1/6  
11:50 - 12:15 Lunch C

12:20 – 1:20 Block 3/7  
1:25 – 2:30 Block 4/8

### **MASS SCHEDULE #4**

7:20 Warning Bell  
7:25 – 8:40 Block 1/5  
8:45 – 9:10 Block 2/6  
9:15 – 10:15 Mass  
10:20 – 11:05 Block 2/6

#### **LUNCH A**

11:10 – 11:35 Lunch A  
11:40 – 1:05 Block 3/7

#### **LUNCH B**

11:10 – 11:40 Block 3/7  
11:45 – 12:10 Lunch B  
12:15 – 1:05 Block 3/7

#### **LUNCH C**

11:10 – 12:15 Block 3/7  
12:20 – 12:45 Lunch C  
12:50 – 1:05 Block 3/7

1:10 – 2:30 Block 4/8

### **ACTIVITY SCHEDULE #5**

7:20 Warning Bell  
7:25-8:45 Block 1/5  
8:50-9:35 Activity  
9:40-10:55 Block 2/6

#### **LUNCH A**

11:00-11:25 Lunch A  
11:30-12:45 Block 3/7

#### **LUNCH B**

11:00-11:30 Block 3/7  
11:35-12:00 Lunch B  
12:05-12:45 Block 3/7

#### **LUNCH C**

11:00-12:15 Block 3/7  
12:20-12:45 Lunch C

12:50-2:05 Block 4/8  
2:10-2:30 Homeroom

If additional makeup days are needed, they will be added to the end of the school year. 180 Instructional Days are required by the Department of Education.

**The Administration reserves the right to amend the handbook at anytime during the school year. Parents and students will be notified of any changes.**

**Any provision not covered in the handbook or any interpretation will be the administration's responsibility.**