



MATER DEI
CATHOLIC SCHOOL

Seek Jesus in Others

**PARENT AND STUDENT
HANDBOOK
2023-2024**

FAITH

EXCELLENCE

SERVICE

COMMUNITY



Table of Contents

SECTION I – MISSION	7
MISSION STATEMENT	8
PHILOSOPHY OF EDUCATION	8
BELIEFS	9
PROFILE OF GRADUATES	10
SECTION II - POLICIES	11
SACRAMENTS	12
ADMISSION	12
Registration Guidelines	12
Re-Registration (New Policy 2023-2024)	13
Early Childhood	13
Age Requirements	13
Other Requirements:	14
Admission of Non-Catholics into Mater Dei Catholic School	14
Tuition Policy	15
Tuition and Fee Payment Responsibility:	15
New Registration:	16
Re-Registration:	16
Late Re-Registrations:	16
Tuition and Fee Schedule:	16
Home & School Fundraising Commitment:	17
Difficulty in Payment of Tuition:	17
Tuition and Fee Delinquency:	17
Kindergarten Students, Eighth Grade Students, And/or Students Transferring from Mater Dei Catholic School:	17
Tuition Assistance:	18
Books and Supplies:	18
Parish Obligations:	18
Tuition Refunds:	18
ATTENDANCE / ABSENCE	18
Absence Reporting Procedure	18
Leaving School During School Hours	18
Lateness Reporting Procedure	19
Vacations Reporting Procedure	19
SCHOOL HOURS	19
PreK3 and PreK4:	19
Kindergarten:	19
Grades 1 to 8:	19
CARES HOURS	19
DRESS CODE	20
School Uniform	20
Hair Regulations	20
Shoes and Belts	20

Accessories.....	20
Special Notes about Proper Uniform Attire and Supplies	20
PreKindergarten Students (New for 2023-2024).....	21
Kindergarten and Gym Uniforms.....	21
Girls in Grades 1 – 4	21
Girls in Grades 5 – 8	21
Boys in Grades 1 – 8.....	21
Cell Phones and Smartwatches	22
Dress Down Days	22
PERSONAL AND SOCIAL GROWTH.....	22
Personal and Social Growth Rubric for Grades K Through 8	23
Infraction Reporting Forms.....	24
Uniform Slip	25
DISCIPLINE.....	26
Disciplinary Probation Grades K-3	26
Disciplinary Probation Grades 4-8	26
Suspension and Dismissal Policy.....	26
Dismissals.....	27
Violent/Threatening/Harassing Acts by Students and Parents	28
Bullying.....	28
Harassment.....	28
Retaliation	28
Sexual Harassment.....	28
Social Media	28
Cell Phone Use and Smartwatches	29
Student Personal Property Search	29
Child Abuse	29
Protecting God’s Children Program.....	29
SECTION III - CURRICULUM.....	31
ACADEMIC STANDARDS	32
Religion	32
English Language Arts	32
Mathematics	32
Science	32
Social Studies	33
Technology.....	33
STREAM Lab	33
Fine Arts	33
Spanish.....	34
Physical Education.....	34
HOMEWORK.....	34
Homework for Absentees	34
ASSESSMENT/TRIMESTER REPORT CARD	35
FACTS Student Information System.....	35
Parent Teacher Conferences	35
Grades 1-8 Progress Reports.....	35
Trimester Progress Reports	35
Report Cards.....	35
Standardized Testing	36
ACADEMIC HONORS.....	36

ACADEMIC PROBATION.....	36
Academic Responsibilities for Students in Grades 6, 7, and 8	36
PROMOTION / RETENTION.....	37
GRADUATION	37
RECORD DISSEMINATION.....	37
SECTION IV – SPECIAL ACADEMIC PROGRAMS.....	39
ACADEMIC RESOURCE CENTER	40
Accommodation Program	40
HONORS MATHEMATICS.....	40
HONORS ENGLISH	41
NATIONAL JUNIOR HONOR SOCIETY	41
Purpose	41
Eligibility.....	41
Activities.....	41
MONTGOMERY COUNTY INTERMEDIATE UNIT ACT 89 TITLE I	41
Reading Remediation Services.....	41
Mathematics Remediation Services.....	42
Speech and Language Services	42
Counseling and Psychological Services	42
SECTION V - SERVICES.....	43
TRANSPORTATION SERVICES	44
SCHOOL ARRIVAL / DEPARTURE PROCEDURES	44
Arrival Procedures for Pre K3 and Pre K4	44
Dismissal Procedures for Pre K 3 and Pre K 4.....	44
Arrival and Dismissal Procedures for Kindergarten through Grade 8	44
Dismissal Times	45
Walkers	45
Bike Riders	45
Car Riders.....	45
Change in Transportation	45
Dismissal After Special Events	45
Before School Activity Transportation	45
After-School Activity Transportation	46
LUNCH.....	46
Lunch Times:	46
Lunch/Snack	46
Cafeteria Rules	46
Schoolyard Rules	46
Monsignor Murray Playground Rules.....	47
HEALTH SERVICES	47
Health Services	47
Sick Child Procedures	47
Medication	47
SECTION VI - PROCEDURES.....	48
EMERGENCY CLOSINGS	49

<i>One Call Now</i> Notification System.....	49
Emergency Early Dismissals	49
Delayed Openings/Early Closing Due to Inclement Weather.....	49
FAMILY EMERGENCY FORM.....	49
EMERGENCY DRILLS	50
Fire Drill.....	50
Evacuation	50
FACULTY MEETINGS.....	50
RELEASE OF A CHILD	50
PUBLICITY REFUSAL.....	50
TRANSFER	50
FIELD TRIPS.....	51
VISITORS DURING THE SCHOOL DAY.....	51
Visitors	51
Raptor Visitor Management System	51
APPOINTMENTS	51
Administration	51
Teachers.....	51
Conferences	51
BOOKS AND MATERIALS	52
Stationery.....	52
FAMILY INFORMATION	52
COMMUNICATION.....	52
LOST AND FOUND.....	53
SCHOOL TELEPHONE.....	53
ASBESTOS INFORMATION	53
SECTION VII - PARENTAL INVOLVEMENT.....	54
VOLUNTEERS.....	55
Child Protective Services Law	55
Parent Clearances	55
PA State-Mandated Clearances for Volunteers.....	55
SECTION VIII - AUTHORIZATION FORMS AND HANDBOOK AGREEMENT.....	57
RESPONSIBLE USE POLICY FOR TECHNOLOGY	58
Purpose	59
Scope Of Use.....	59
Goals	59
User Responsibilities.....	59
Technology Use Guidelines.....	60
Policy Violations.....	68
Student Internet Access Student Contract	69
Student Internet Access - Parent Guardian	70

Administrators, Faculty and Staff Internet Access Contract	71
Virtual Classroom Video/Audio Recording.....	72
Parent/Guardian Acknowledgment Form	72
G-SUITE FOR EDUCATION USE AGREEMENT	74
Terms Of Use	74
Student Pledge For iPad Use For 1:1 Initiative (Prek To 8).....	74
Best Practices for iPad Use	75
MD AGREEMENT FOR CHROMEBOOK USE FOR GRADES 4-8	76
SAMPLE IPAD INFRACTION REPORT FOR STUDENTS IN GRADES 4-8	77
IPAD AGREEMENT.....	77
SAMPLE TECHNOLOGY INFRACTION REPORT GRADE K TO 8	78
TECHNOLOGY INSURANCE GUIDELINES	79
REQUEST FOR USE OF STATE-FUNDED TEXTBOOKS	80
PUBLICITY REFUSAL FORM	81
MEMORANDUM OF UNDERSTANDING	82
<i>ADDENDUM – CARES PROGRAM</i>	<i>84</i>
Program Coordinator:	85
CARES Phone Number:	85
CARES Location	85
Schedule and Program Hours	85
PAYMENT SCHEDULE	86
CARES Program Fees (2023-2024)	86
Federal Taxes –Child Care Credit	86
Registration Forms	86
Late Reservation Policy:.....	87
Emergency Reservation:	87
Late Fees:	87
Child Protective Service Law:.....	87
Mater Dei Catholic School Handbook:.....	87
Preschool and Kindergarten Children:.....	87
Attendance Procedures	87
Expectations Of Children Attending Cares	88
Crisis Management And Emergency Response Plan	88
CARES Drop-Off/Pickup Procedures	89

SECTION I – MISSION

MISSION STATEMENT

Mater Dei Catholic School inspires children to develop values of FAITH, EXCELLENCE, SERVICE, and COMMUNITY. We recognize the unique nature of each child and strive to educate students to be independent, innovative, and creative learners. In a community filled with spirit and support, we nurture students to become faithful Catholic leaders.

PHILOSOPHY OF EDUCATION

Mater Dei Catholic School is a community of faith. In partnership with parents, Mater Dei instills a strong faith formation and pride in our Catholic heritage. Guided by a clearly communicated mission, our school embraces a Catholic Identity, rooted in Gospel values and centered on the Eucharist in a safe, nurturing, and loving environment.

Mater Dei Catholic School sets high standards for student academic achievement through differentiated instruction, utilizing evolving technology in context, inspiring students to become life-long learners and responsible Catholic citizens. We are committed to the use of technology, in various and emerging formats, as a means of instruction as well as a method of obtaining information and presenting knowledge. A rigorous curriculum and use of technology combine to provide various platforms for students and teachers to express the results of what is learned in a collaborative, creative, and communicative environment using critical thinking skills.

Mater Dei Catholic School recognizes that knowledge is enlightened by faith and realized through service as the heart of Catholic education. As a faith community, we provide an atmosphere that empowers students to achieve their potential as children of God. We encourage students to recognize Christ in others through service to our local and global community in all facets of life.

We dedicate ourselves to Our Lady, the Mother of God, patroness of Mater Dei Catholic School. With Mary as our model, we embrace her attributes of Faith, Excellence, and Service for the good of our Church, our school, and the world around us. The future of our world depends on faith-filled people who are committed to the good of others.

BELIEFS

FAITH

- ❖ We believe Mater Dei instills a strong faith formation and pride in our Catholic heritage.
- ❖ We believe Mater Dei is a faith community educating all God's children in a safe, nurturing, and loving environment.
- ❖ We believe Mater Dei expects respect, empathy, and compassion toward all people.
- ❖ We believe Mater Dei partners with parents in the faith formation of their children through prayer, worship, education, and service.

EXCELLENCE

- ❖ We believe Mater Dei sets high standards for student achievement, through differentiated instruction, preparing students to be contributing members of a global community.
- ❖ We believe Mater Dei challenges students to demonstrate knowledge and skills through innovative and creative thinking.
- ❖ We believe Mater Dei promotes character development, personal integrity, respect, self-reliance, and responsibility.
- ❖ We believe Mater Dei teachers model and teach skills needed to build community and practice clear, direct, and open communication where academic excellence flourishes.

SERVICE

- ❖ We believe Mater Dei reflects Catholic values of social justice and peace instilling in students the value of service to others.
- ❖ We believe Mater Dei provides an atmosphere that empowers students to achieve their potential as children of God who impact the local and global community.
- ❖ We believe Mater Dei recognizes knowledge is enlightened by faith and realized through service as the heart of Catholic Education.
- ❖ We believe Mater Dei encourages students to recognize Christ in others in all facets of life.

COMMUNITY

- ❖ We believe Mater Dei is a nurturing community filled with spirit and support.
- ❖ We believe Mater Dei encourages a partnership between the home and the school, fostering growth and academic excellence.
- ❖ We believe Mater Dei actively seeks and applies technologies in promoting communication with school families and the surrounding communities.
- ❖ We believe Mater Dei values the vital support given by parents, our supporting parishes, and local community members who nurture the mission of our school.

PROFILE OF GRADUATES

Mater Dei Catholic School graduates experience a faith-centered education preparing them spiritually, academically, and socially to succeed in life beyond the classroom. Students are encouraged to develop the values of:

FAITH

By internalizing Gospel values and recognizing their Catholic heritage, students incorporate faith and knowledge, which empower them to become Catholic leaders who respond to God's call to holiness.

EXCELLENCE

By mastering the spiraling levels of the curriculum set by the Archdiocese of Philadelphia and the Pennsylvania State Common Core Curriculum, students become creative and critical readers, writers, and communicators who are technologically competent and use their classroom knowledge to become independent and innovative thinkers.

SERVICE

By participating in activities focused on leadership and service, students develop a social conscience, become problem-solvers, and embark upon a lifetime commitment of service to others.

COMMUNITY

By experiencing the spirit of community, students are empowered with the desire to reflect Catholic values in the local and global community.

SECTION II - POLICIES

SACRAMENTS

The children of Mater Dei Catholic School Parish receive Sacraments as follows:

Grade 2.... Reconciliation

Grade 2.... First Eucharist

Grade 7.... Confirmation

Any child who is a member of a neighboring parish is to receive his/her First Holy Communion, Reconciliation, and Confirmation in his/her own parish church rather than in the church of the host parish that provides the school facility for their Catholic education.

ADMISSION

Mater Dei Catholic School is committed to providing a quality Catholic education for the children in the North Penn area. The following policy applies to Mater Dei Catholic School in coordination with neighboring parish schools.

Registration Guidelines

The policy outlines the order in which families are accepted into Mater Dei Catholic School.

1. Families from St. Stanislaus, St. Rose of Lima, St. Maria Goretti, Saint Agnes, and Our Lady of the Sacred Heart parishes with children currently enrolled in Mater Dei Catholic School
2. Families not from the above-mentioned parishes with children currently registered in Mater Dei Catholic School
3. Families new to Mater Dei Catholic School
 - a) Students transferring from other Catholic schools
 - b) Catholic students coming from a parish without a school
 - c) Catholic students coming from a parish that has closed its school enrollment
 - d) Catholic students coming from another parish school for other reasons
 - e) Non-Catholic students

Registration

Dates for registration for prekindergarten, kindergarten students, and other students new to Mater Dei Catholic School will be published on the school website and respective parish bulletins. This registration is only for **new** students. There is a non-refundable fee due at the time of registration. Registration fees and tuition costs for the following year are published in early spring of the current school year. All financial obligations must be current before re-registration can be processed.

Re-Registration (New Policy 2023-2024)

Current School Families

Pre K and Kindergarten Students Re-Enrollment for the Next School Year

- Families will complete a FACTS Re-Registration Form in mid-November to be guaranteed a spot in the classroom for the following school year; this form will be available mid-October.
- If the form is completed by mid-November, your child is guaranteed classroom placement for the next school year.

Grades 1 through 8 Students Re-Enrollment for the Next School Year

- In mid-October through mid-November, we will introduce “Continuous Enrollment.”
- The Continuous Enrollment concept assumes that once enrolled, a child will continue their education at Mater Dei each school year until Graduation.
- Since most of our families remain year after year, this will streamline the re-enrollment process for parents, reducing time, and paperwork.
- If your decision is not to reenroll your child, you will have to complete an Opt-Out form which will be available mid-October through mid-November.
- The \$225.00 family re-registration fee for the following school year will be charged at the end of the enrollment period, if you have not completed the Opt-Out form.
- Please Note: If you do not complete the Opt-Out form, you are re-enrolling your child and you will have a guaranteed placement for the following school year.

New Sibling Enrollment for the Next School Year

- Current school families can reenroll new siblings during the October/November re-enrollment period through FACTS.
- A New Student Enrollment Packet must be completed and will be available on the school’s website under the Admissions’ tab.

New Families – New Enrollment for the Next School Year

Pre K, Kindergarten, and Grades 1 through 8

- Pre K 3 applicants can be accepted beginning in October
- Pre K 4, Kindergarten, and Grades 1 through 8 enrollment for new students will begin in November after Mater Dei current families have re-enrolled.

Early Childhood

Early Childhood Education is a journey where children travel at a different pace according to their individual development, background of experience, and needs. The curriculum assists in the development of the total person: spiritually, physically, emotionally, socially, creatively, and intellectually.

Age Requirements

- Mater Dei’s Pre-K 3 will accept students who turn three years old by September 1 of the admission year
- Mater Dei’s Pre-K 4 will accept students who turn four years old by September 1 of the admission year
- Mater Dei’s Kindergarten will accept students who turn five years old by September 1 of the admission year
- Mater Dei’s First Grade will accept students who turn six years old by September 1 of the admission year

Other Requirements:

*All Catholic and Non-Catholic children whose academic, physical, and social development needs can be met, are welcomed at Mater Dei Catholic School. Although Mater Dei serves a variety of purposes for the children who attend, the primary purpose of Mater Dei is to develop faithful, Catholic leaders. Mater Dei provides an atmosphere that empowers students to achieve their potential as children of God who impact the local and global community.

- Children entering the Preschool Program must be able to use the restroom independently
- Catholic students entering Preschool through Grade 8
 - Parish membership verification
 - Birth Certificate
 - Baptismal Certificate
 - Updated Immunization Record
 - Transfer from the previous school with a permanent record card(applyes to Grades 2-8)
- Non-Catholic students entering Preschool through Grade 8
 - Birth Certificate
 - Baptismal Certificate
 - Updated Immunization Record
 - Transfer from the previous school with a permanent record card(applyes to Grades 2-8)

Admission of Non-Catholics into Mater Dei Catholic School

Mater Dei Catholic School serves a variety of purposes, including the academic, social, and physical development of the students. However, the primary purpose of Mater Dei Catholic School is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and the formation of the entire school community of faith. Mater Dei Catholic School offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to Mater Dei Catholic School under the following conditions:

1. The administration obtains the permission of the administrative pastor in each case.
2. Adequate facilities and space are available without denying the admission of eligible Catholic students.
3. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions, which are offered as part of the school program.
4. The parents/guardians commit themselves in writing to accept and promote the philosophy, goals, objectives, and regulations of Mater Dei Catholic School.
5. The parents/guardians agree in writing to assume the responsibility for all financial obligations.

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9. The parents/guardians commit themselves in writing to accept and promote the philosophy, goals, objectives, and regulations of Mater Dei Catholic School.
10. The parents/guardians agree in writing to assume the responsibility for all financial obligations.

Tuition Policy

Mater Dei Catholic School Board (The Board), with the advice and consultation of the President, is responsible for setting the tuition as well as any fees. The Board intends to ensure that sufficient financial resources are available for Mater Dei Catholic School (MDCS) so that tuition is as affordable as possible to all families who desire a Catholic education for their children and are willing to support the mission of MDCS.

The Board has established the following tuition goals:

- To make Catholic education at Mater Dei Catholic School affordable to all who truly desire and value it for their children.
- To foster a trusting, Catholic community relationship among St. Maria Goretti, St. Rose of Lima, St. Stanislaus, St. Agnes, and Our Lady of the Sacred Heart parishes, Mater Dei Catholic School, and each family.
- To generate funds so that Mater Dei Catholic School has a solid financial base in order to improve programs and services to our students effectively.

Tuition and Fee Payment Responsibility:

Parents and/or guardians will be required to arrange payment for the total tuition and fees charged for the current school year through FACTS Tuition Management. Each family's preferred manner of payment must be submitted at the time of student registration. Re-enrolling families will have the opportunity to change their payment plan each school year. Through this plan, the family authorizes the bank to transfer the tuition payment from a checking or savings account, pay by mail, phone, or online using a check or debit/credit card (which has a 2.95% convenience fee set by FACTS Tuition Management).

FACTS Tuition Management offers the following Payment Plan options:

- **Payment in Full:** the entire amount of tuition and fees is paid FACTS Management by July 31. Each family who chooses this option receives a \$250 discount in July.

- 10 Monthly Payments (Invoice): the entire amount of tuition and fees is paid in ten (10) monthly payments beginning in July. Each family may pick a monthly plan and may choose a due date of the 1st, 15th, 22nd or last day of the month.
- 10 Monthly Payments (Automatic/ACH): the entire amount of tuition and fees is paid in ten (10) monthly payments beginning in July through an automatic payment processed through FACTS Tuition Management. Each family who chooses this option receives a \$150 discount in their April Invoice. All 10 monthly payments must have been paid through ACH (savings, checking, debit/credit card) to receive the \$150 discount.

It shall be the responsibility of each parent and/or guardian to keep the Business Manager of the school office informed of their need to make any changes in their preferred tuition payment plan. It shall be the responsibility of each parent and/or guardian to make the necessary arrangements with FACTS Tuition Management to facilitate any changes in their preferred tuition payment plan. It is NOT the responsibility of anyone at the school to change the parent and/or guardian's chosen option with FACTS Tuition Management.

It shall be the responsibility of each parent and/or guardian to review the Payment Plan Agreement Notice and Terms and Conditions on the FACTS Family Portal.

New Registration:

Parents and/or Guardians will be required to complete registration forms for each child. Each registration form must be completed before the start of school at such time as is determined by The Board. The registration fee will be due at the time of registration and will be collected by FACTS Management.

Re-Registration:

Parents and/or Guardians will be required to complete a re-registration form for each child. Each re-registration form must be completed before the start of school at such time as is determined by The Board. The registration fee will be applied to FACTS Management in the month designated on the registration form. Families that have paid their tuition and fees in full will remit their registration fee directly to the school office.

Late Re-Registrations:

Families re-registering after the re-registration deadline shall fulfill their tuition obligations according to the tuition policy stated previously. A late re-registration fee of \$260.00 will apply to families re-registering after the re-registration deadline as established each school year.

Tuition and Fee Schedule:

The Board will determine the Tuition and Fee schedule and then post it on the MDCS website. This includes fees for the CARES Before and After School Program.

- Fees are non-refundable
- Due dates are published on the MDCS website
- Fees charged by FACTS Tuition Management or a financial institution are not controlled or determined by The Board and are the responsibility of each school

family to address without the involvement of the school's administration, staff, or The Board.

Home & School Fundraising Commitment:

All school families must:

- Participate in the Raffle Program
 - Each family must sell or buy \$200 in raffle tickets or make a donation of \$200 to MDCS Home & School Association. This fee of \$200 is added to their FACTS Management account.
- Volunteer or participate in other major fundraising events.

Difficulty in Payment of Tuition:

It is the obligation of each parent and/or guardian to contact the school as soon as possible when they are experiencing economic difficulties or changes in life situations. Families who experience these problems may contact the business manager or president of Mater Dei Catholic School, who will contact their respective pastor (St. Maria Goretti, St. Rose of Lima, St. Stanislaus, St. Agnes, or Our Lady of the Sacred Heart Parishes). The pastor will arrange a confidential meeting with the family to discuss special arrangements. It is not the policy of The Board to turn away families who are genuinely in need. All requests shall be held in strict confidence by the Business Manager, President and Pastor(s). Non-parishioners or Non-Catholics would have a confidential meeting with the MDCS President.

Tuition and Fee Delinquency:

School families know that their child/children will not be allowed to attend our school if they fail to pay tuition according to the agreement, they have made with FACTS Tuition Management and who have been unwilling to make suitable alternative arrangements with the MDCS President. In addition, school families 60 days in arrears for fees or tuition who have not made suitable arrangements with the MDCS President to have the arrears paid in full may be informed that their child/children will not be permitted to attend school.

Kindergarten Students, Eighth Grade Students, And/or Students Transferring from Mater Dei Catholic School:

- Tuition and fee obligations for transferring students must be paid in full before the school will complete and transmit any materials to accomplish the transfer.
- Tuition and fee obligations for kindergarten and eighth-grade students must be paid in full one month before graduation.
- Eighth grade and transferring students whose tuition and fees are not paid in full will have report cards, progress reports, and school records withheld until all tuition and fees are satisfied.
- PreKindergarten, Kindergarten and eighth-grade families in arrears will not have their child/children participate in end of year celebration and graduation activities and ceremonies or receive their diploma until all tuition and fees are satisfied.

Tuition Assistance:

Tuition assistance is available through BLOCS, Mater Dei Catholic School, and some parishes. Families must apply online via the FACTS Grant and Aid Management System to be considered for any tuition assistance or scholarships. Financial aid information is available on the school website.

Books and Supplies:

The cost of summer reading books, notebooks, pens, pencils, paper, and other consumable supplies is not included in the total tuition fee. Mater Dei Catholic School administration may request that parents provide additional supplies specific to their student's grade level. A supply list will be sent to families and posted on the school's website.

Parish Obligations:

Parents and/or guardians are required to check with their parish to determine their parish's financial expectations for families with children enrolled in MDCS.

Tuition Refunds:

Students who leave school prior to November 15th, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after November 15th of the school year since the resources have been allocated for the student's education. All other fees are non-refundable. In the event of a withdrawal, scholarships and grants are pro-rated in the same manner. Refunds are mailed to the home and cannot be issued on the date of withdrawal.

ATTENDANCE / ABSENCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

Absence Reporting Procedure

Student absences must be reported to the school office before 9:00 AM on the day of the student's absence. In addition, on the first day the child returns to school, written notification of the reason for the absence must be presented to the homeroom teacher. A physician's note is required after a 3-day absence.

The administration will contact a parent/guardian when a student has an excessive number of days absent. **Students who miss excessive school days without a physician's note or known valid reason will be considered truant and subject to dismissal.** The local public school will be notified of dismissal for truancy and that the child is no longer on the school roll.

Leaving School During School Hours

Parents must complete the **Transportation and Early Dismissal Form** on the school website to

inform the office. The school office will notify the child's homeroom teacher. The parent/guardian must come into the office to officially sign out the child with a state-issued driver's license or ID. Students leaving for the day before 10:30 AM are charged with a full day's absence. Students leaving after 10:30 AM but before 2:00 PM are charged with a PM absence.

Lateness Reporting Procedure

Students arriving between 8:45 AM and 10:30 AM will be marked "late." If arriving after 8:45 AM, a student must report to the office with a written notification of the reason for lateness. A parent/guardian must accompany the child and sign in the child. Then a late pass will be issued, admitting the student into his/her homeroom. Chronic lateness will result in an administrative review of the situation.

Vacations Reporting Procedure

Vacations during school sessions are strongly discouraged. A written request must be submitted to both the administration and the homeroom teacher. **Missing assignments will be made up after the child returns from the absence.** The teacher and student will determine an appropriate make-up schedule upon the student's return. **Please be aware that Terra Nova Testing is scheduled during the month of March, and it is crucial for all students to be in attendance.**

SCHOOL HOURS

Regular school hours are **8:45 AM to 3:30 PM**. Early dismissals are **11:30 AM**. Early dismissal dates are listed on the school calendar. Arrival time is **8:00 AM to 8:30 AM**. Morning Prayer is at **8:40 AM**. Students must be supervised at all times by an authorized adult designated by the administrator; therefore, **students are not permitted in the school before 8:00 AM unless they are participating in a before-school monitored activity such as band, choir, chimes, tutoring, etc.**

If a child arrives before 8:00 AM, he or she must participate in the CARES program.

PreK3 and PreK4:

Half Day: 8:30 AM – 12:00 PM
Full Day: 8:30 AM - 3:00 PM

Kindergarten:

Half Day: 8:30 AM – 12:00 PM
Full Day: 8:30 AM - 3:15 PM

Grades 1 to 8:

Full Day: 8:30 AM – 3:15 PM
Dismissal of Car Riders: 3:15 PM
Dismissal of Walkers: 3:15 PM
Dismissal of Bus Riders: 3:20 PM

CARES HOURS

A before and after school program is available and **will begin the first full week of school**. Please refer to the

school website under the ***Parents*** tab, ***CARES Program*** for application, fee schedule, and CARES Handbook.

- Hours of Operation: 7:00 AM to 6:00 PM
- See all CARES related information in the CARES Addendum in the back of the Handbook

DRESS CODE

School Uniform

There is a close relationship between high standards of dignity, pride, and proper grooming. Personal appearance is important. The students at Mater Dei Catholic School and their parents share in this responsibility. Mater Dei Catholic School's dress code is established, so students take pride in themselves and their school. It helps to instill discipline and teaches respect and safety. Mater Dei Catholic School's dress code is defined as follows:

All Students in Grades 1-8

Hair Regulations

- Hair should be neat, clean, and trim.
- Boys' hair needs to be in a traditional cut, kept to the top of the neck and above the collar off the ears, and from mid-forehead to above the eyebrows. Fad or extreme hairstyles, including ponytails and buns, are not permitted.
- Girls' hair must be off their faces. A simple bow or headband is acceptable.
- All hair should be a natural color.

(Please note: Hair regulations for all students will be strictly enforced.)

Shoes and Belts

Solid-color brown or navy blue rubber-soled shoes with backs must be worn. Oxfords, loafers, Docksidors (no sneakers or sneaker-type shoes, chunky or high heel shoes, dress boots, hiking boots, canvas shoes, clogs, or crocs). Sperry brand Top-Sider (solid-color brown or navy) shoes are acceptable. All shoes must have a flat heel. Boots over the ankle are not acceptable.

Accessories

No make-up, nail polish, or unnatural nails are acceptable. One ring may be worn on each hand. Girls may wear only one pair of small post earrings (NO hoops). Boys may not wear earrings to school. Students are permitted to wear a thin necklace with a Christian religious symbol. Watches may be worn, but only ALERT bracelets and necklaces are allowed.

Special Notes about Proper Uniform Attire and Supplies

- All blouses and shirts must be tucked in – not rolled or folded. (*Not gym shirt*)
- Only opaque navy blue tights are acceptable.
- Only plain white undershirts may be worn under a boy's/girl's shirt.
- Uniform length cannot exceed 1 inch above the knee.

- Knee socks must be pulled up to the knee.
- Shoes must be appropriately laced and tied.
- Head coverings are not permitted to be worn with the uniform.
- Toys, skateboards, rollerblades, scooters, wheelies, electronic devices (other than cell phones – see policy below), iPods, iPads, and Air Pods must not be brought to school.

PreKindergarten Students (New for 2023-2024)

- **Fall/Summer:** Light blue t-shirt with the Mater Dei logo. Navy blue shorts or skorts for the girls.
 - White or black socks covering the ankle with sneakers.
- **Winter:** Light blue t-shirts with logo with a navy blue sweat shirt with logo. Navy blue sweatpants or leggings for girls.
 - (Sweatshirts and T-Shirts are purchased at Mater Dei Catholic School. Parents are welcome to purchase navy blue shorts, sweatpants, skorts, or leggings wherever you shop.)

**Uniform Supplier: Flynn O'Hara Springhouse Plaza 901 North Bethlehem Pike
Springhouse, PA 19477 (215-793-9436) www.flynnohara.com**

Kindergarten and Gym Uniforms

- **Fall / Summer:** Grey t-shirt with logo. Navy nylon shorts (no logo). White or black socks must cover the ankle.
- **Winter:** Grey t-shirt with logo. Navy sweatpants (no logo). Navy nylon sweatpants are optional for girls (no logo). Grey crewneck sweatshirt with school name in large letters. White or black socks must cover the ankles.)
- **Shoes:** Sneakers (no lights)

Girls in Grades 1 – 4

- **Fall / Summer:** Navy, White, and Khaki Glen Plaid Jumper, short sleeve white blouse with Peter Pan collar - or - Khaki skort/short with a navy short or long sleeve polo with logo. White socks that cover ankles.
- **Winter:** Navy, White, and Khaki Glen Plaid Jumper - or - Khaki slacks, short sleeve white blouse with Peter Pan collar. Navy three-quarter zip sweater or navy cardigan with logo. Navy tights or navy knee socks.
- **Shoes & Belt:** Solid-color Navy or Brown dress shoes with a non-skid sole. Brown belt with Khaki shorts or slacks.

Girls in Grades 5 – 8

- **Fall / Summer:** Navy, White, and Khaki Glen Plaid Kilt or Khaki skort/short with a navy short or long sleeve polo with logo. White socks that cover ankles.
- **Winter:** Navy, White, and Khaki Glen Plaid Kilt – or – Khaki slacks with a white oxford blouse and navy three-quarter zip sweater or vest with logo. Navy tights or navy knee socks.
- **Shoes & Belt:** Solid-color Navy or Brown dress shoes with a non-skid sole. Brown belt with Khaki shorts or slacks.

Boys in Grades 1 – 8

- **Fall / Summer:** Khaki pants or shorts. Navy short or long sleeve polo with logo. White socks that cover the ankle.

- **Winter:** Khaki pants. White oxford (long or short sleeve). NO polo shirts with winter uniform. Navy three-quarter zip sweater or vest with logo. School tie. Khaki or white socks that cover the ankle.
- **Shoes & Belt:** Solid-color Brown dress shoe with a non-skid sole. Brown belt.

Cell Phones and Smartwatches

Students are permitted to carry cell phones to school, but phones must be turned **off** and stored in the student's backpack during school hours. To keep students safe and protect the learning environment, smartwatches such as an Apple Watch may not be worn to school.

Dress Down Days

On Dress Down Days, students may wear jeans and a polo shirt, blouse, or T-shirt. **Hats are never permitted to be worn during school hours.** In hot weather, a pair of shorts **that cover the thigh** may be worn. No article of clothing may be worn if it is torn or cut off. It may not bear any offensive language or image as determined by the faculty and administration of the school. All attire for such days must be modest (**no bare midriffs or tank tops**).

PERSONAL AND SOCIAL GROWTH

Personal and Social Growth is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian. As Christians, students will respond to their responsibilities and obligations following the two Great Commandments of Jesus. First: "You must love the Lord your God with all your heart, with all your soul, and with all your mind." Second, "You must love your neighbor as yourself." (Matthew 22:37-40)

Living these commandments helps the students develop self-control, a necessary element in personal growth, and raises students' awareness of their relationship with all community members. The observance of school rules is necessary to create an appropriate atmosphere for learning. Faculty and parents must work together to assist the students in their religious, academic, social, and physical development.

We expect the children to grow and develop in the following areas:

RESPECT RESPONSIBILITY COOPERATION SELF-CONTROL

Personal and Social Growth is necessary to foster and develop individual responsibility so all students can take full advantage of the educational programs offered. Teachers and students discuss the necessity for school-wide organization and the need to incorporate school-wide expectations into the program of Personal and Social Growth for Mater Dei Catholic School.

To provide communication between home and school regarding the Personal and Social Growth of the student and to encourage a positive change in behavior, Behavior Warning Reports and Uniform Slips will be issued to grades K to 8. These reports must be signed by a parent/guardian and returned the following day. **The absence of a parental/guardian signature does not negate the issue of the report.** A checkmark will reflect an accumulation of infractions occurring in a specific marking period on the report card.

The grading equivalent for Personal and Social Growth on the report card will be as follows for all students in grades K-8:

Behavior Grade K

3 - Achieving

2 - Growing

1 - Emerging

Behavior Grade 1-8

4 - Exceeding Goals

3 - Developing Appropriately

2 - Needs Improving

1 - Unsatisfactory

The following Archdiocesan rubric will be used to assess each student's Personal and Social Growth:

Personal and Social Growth Rubric for Grades K Through 8

CRITERIA	4	3	2	1
Cooperative	exceedingly considers the needs of the moment	frequently considers the needs of the moment	sometimes considers the needs of the moment	rarely considers the needs of the moment
Respectful	exceedingly listens to, shares with, and supports others	frequently listens to, shares with, and supports others	sometimes listens to, shares with, and supports others	rarely listens to, shares with, or supports others
Responsible	exceedingly fulfills assigned responsibilities with a high degree of effectiveness	fulfills assigned responsibilities effectively	fulfills assigned responsibilities with moderate effectiveness	fulfills assigned responsibilities with minimal effectiveness
Self-Controlled	exceedingly chooses the appropriate behavior for the classroom	frequently chooses the appropriate behavior for the classroom	sometimes chooses the appropriate behavior for the classroom	rarely chooses the appropriate behavior for the classroom

A student who receives an Unsatisfactory (1) or a Needs Improvement (2) on the report card is not eligible for honors in grades 6, 7, and 8.

Infraction Reporting Forms



BEHAVIOR REPORT

In order to provide communication between Home and School in regard to the Personal and Social Growth of the student and to encourage a positive change in behavior, Behavior Warning Reports are issued. **These reports must be signed by a parent/guardian and returned to school the following day. Absence of parent/guardian signature does not negate the issue of the report.**

Date: _____

Name of Student: _____ Grade: _____ Warning # _____

Teacher: _____

Homeroom Teacher: _____

Please be advised that your child is experiencing difficulty in the area(s) identified below:

_____ Cooperation	_____
_____ Responsibility	_____
_____ Respect	_____
_____ Self-Control	_____
_____ Social Media	_____
_____ Other	_____

Previous steps taken by teacher:

Parent's Signature _____ **Date** _____

Uniform Slip



MATER DEI
CATHOLIC SCHOOL

Uniform Slip

To the Parents of:

Student's Name _____ Grade _____ Date _____

Your child was not in compliance with the school dress code as outlined in the Mater Dei Catholic Student and Parent Handbook.

Hair:

____ Length
____ Neatness
____ Color
____ Adornments

Comments: _____

Dress:

____ Out of Regulation Uniform
____ Out of Regulation Gym Uniform
____ Inappropriate jewelry, make-up, nail polish

Comments: _____

Teacher Signature

Principal Signature
(Required after 1st warning)

Homeroom Teacher Signature

Parent Signature
*Please return to school the following day.

8/2017

DISCIPLINE

Discipline is a necessary reflection of the philosophy of a Catholic school. Effective discipline fosters the development of students who respect themselves, other persons, and those in authority. The classroom teacher manages the discipline issues of the class and enlists the help of an administrator in cases involving serious or repeated misbehavior.

Disciplinary Probation Grades K-3

The Personal and Social Growth assessment of a student in grades K-3 may warrant disciplinary probation at the discretion of the administration.

Disciplinary Probation Grades 4-8

An Unsatisfactory (1) in Personal and Social Growth indicates a failure in Personal and Social Growth. If a student receives an Unsatisfactory (1) in Personal and Social Growth for one trimester, the student is placed on disciplinary probation. The parent(s)/ guardian(s) of a student placed on disciplinary probation will conference with the administration, the teacher, and the student at the beginning of the probationary period. The student is to Develop Appropriately (3) in Personal and Social Growth for the following trimester to be removed from probation. A student placed on disciplinary probation may or may not participate in class trips at the discretion of the school administration. If a student receives an Unsatisfactory (1) in Personal and Social Growth for two trimesters in one academic year, the student will be liable for dismissal from Mater Dei Catholic School.

Any student who is suspended from Mater Dei Catholic School for any reason is immediately placed on disciplinary probation and receives an Unsatisfactory (1) in Personal and Social Growth for that trimester.

Suspension and Dismissal Policy

Mater Dei Catholic School follows the Policy and Procedures of the Archdiocese of Philadelphia regarding suspension and dismissal of a student.

Formal suspension is a serious disciplinary action taken by the administration regarding a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal. Therefore, it is the responsibility of the administration to inform the parent(s) / guardian(s) of the seriousness of suspension and to seek close cooperation in a corrective program designed to resolve the student's problems.

Suspension Procedure

- A. Suspension is imposed for major infractions.
- B. A parent/guardian of the student will be informed of the school's actions.
 - 1. If in the judgment of the administration, the student's action warrants removal from the school community for a period of time, a parent/guardian will be notified immediately of the school's intent.
 - 2. For in-school suspensions, those suspensions which do not warrant removal from the school community, the parent(s) / guardian(s) will be informed of the suspension by

either telephone or letter.

C. Following a suspension, the administration will interview the parent(s) / guardian(s).

1. Students removed from the school community cannot be readmitted until the interview occurs.
2. A parent/guardian must sign a formal agreement that signifies an understanding of the problem and must agree to assume responsibility for the student's future behavior.
3. Any student suspended from school will receive an Unsatisfactory (1) in Personal and Social Growth on the trimester report card.
4. The student is readmitted on probation for the next academic trimester.
5. **Suspension results in forfeiture of participation in class trips.**

D. The formal agreement signed by the parent(s) / guardian(s) and a written report of the suspension remain in the student's file for one year after the student leaves Mater Dei Catholic School.

1. Suspension reports are not part of the student's permanent or cumulative record.
2. Reports are only made available to authorized school personnel and parent(s) / guardian(s).

E. A student is liable for dismissal with the second formal suspension.

Dismissals

After two formal suspensions, a student is liable for dismissal. Dismissal is at the discretion of the pastor and administration.

A. Ordinarily, a minimum of two suspensions must be incurred before possible expulsion.

1. If a student is dismissed, a parent/guardian may appeal the decision to the Office of Catholic Education.
 - a) Students who are dismissed may apply for readmission after one full year
2. In extraordinary circumstances, immediate dismissal may be warranted.
 - a) Expulsion from school will not occur without discussion, investigation, and evaluation by the pastor and administration.
 - b) The administrative pastor and administration will inform the parent(s) / guardian(s) personally that such a decision was necessary for the good order and morale of the school.

Examples of major disciplinary infractions

- Immoral behavior
- Possession of dangerous or disruptive devices or substances (alcohol, drugs, etc.)
- Gross defiance
- Conduct failure
- Theft
- Vandalism
- Truancy
- Forgery
- Fighting
- Sexual harassment
- Leaving school grounds without permission
- Smoking or having cigarettes or tobacco products in possession
- Verbal or physical threats, i.e., bullying

- Inappropriate use of computers or the internet
- Any other serious or dangerous infraction

Violent/Threatening/Harassing Acts by Students and Parents

In accord with the policies and procedures outlined by the Archdiocese of Philadelphia, Mater Dei Catholic School will not tolerate violence, threatening behavior, or any harassing acts.

A student or parent who engages in any threatening, harassing, bullying, name-calling, or violent acts may be liable for dismissal. The school will investigate all such incidents promptly and confidentially. A student under investigation will be released to his/her parents or legal guardians and removed from the school pending the investigation.

If the acts involve a weapon, the school will report the incident to the Lansdale Police Department. Items that are not by their nature weapons may become weapons depending on how they are used. For example, a baseball bat, if used to strike someone, can be a deadly weapon. Where physical harm results, the Lansdale Police will be informed. A threat of violence by the use of a weapon is a crime.

Bullying

Bullying is not a mistake or an accident. It is intentional behavior that hurts, harms, or humiliates another physically or emotionally and can happen in school, the community, or online. Though most commonly defined as a continued attempt to intimidate others through strength or power, bullying can also be a one-time incident. Verbal, psychological, emotional, and cyber abuse denies the dignity and respect deserving to all individuals. Therefore, this behavior is strictly prohibited. Mater Dei Catholic School considers this behavior a major disciplinary infraction that may lead to dismissal.

Harassment

Harassment occurs when the bullying behavior directed at another is based on race, color, sex, age, national origin, religion, or disability and unreasonably interferes with another's school performance or creates an intimidating, hostile, or offensive school environment. Therefore, this behavior is strictly prohibited. Mater Dei Catholic School considers this behavior a major disciplinary infraction that may lead to dismissal.

Retaliation

Retaliation in any form against a student who exercises his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for disciplinary action. This behavior will not be tolerated at Mater Dei Catholic School.

Sexual Harassment

The term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, and other verbal, visible, or physical conduct of a sexual nature. Therefore, this behavior is strictly prohibited. Mater Dei Catholic School considers this behavior a major disciplinary infraction that may lead to dismissal.

Social Media

A student of Mater Dei Catholic School represents our school, whether on or off school property. Engagement in cellular phone texting or online blogs (such as but not limited to Facebook, Twitter,

Snapchat, Instagram, etc.), which include defamatory comments regarding the school, the faculty or staff, other students, or parishes, demonstrate a lack of respect and an exercise in poor judgment. Therefore, this behavior is strictly prohibited. Mater Dei Catholic School considers this behavior a major disciplinary infraction that may lead to dismissal and/or legal action by the school, law enforcement, or other involved parties.

Cell Phone Use and Smartwatches

We recognize that cell phones have become a standard tool for communication and safety. However, they can become a major distraction to the learning environment. Students are not permitted to wear a smartwatch such as an Apple Watch to school for liability purposes. Students are permitted to carry cell phones to school, but phones must be turned off and stored in the student's backpack during school hours. Phones may not be used to text, talk, take pictures, play games, or record during school hours, including recesses. If a student violates the cell phone policy, they will have the following consequences:

- **First Infraction**-Students will have their cell phone taken away and returned at the end of the day.
- **Second Infraction**-Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- **Third Infraction**-Students will no longer be permitted to bring a cell phone to school until a parent conference with the principal is held.

Mater Dei Catholic School is not responsible for lost, damaged, or stolen phones.

Student Personal Property Search

The school has the right to search desks, coat closets, and lockers which are property of the school. The school understands and upholds the right of privacy that a student has regarding his/her bag. In circumstances of probable cause, the administrative pastor and administrator may need to conduct a search of the student's school bag. An attempt will be made to obtain the student's consent and to have a witness present.

Child Abuse

The protection and welfare of the students are the goals and responsibilities to which the administrator, teachers, and school staff willingly dedicate daily efforts. The fulfillment of this responsibility requires constant vigilance and concern in all areas of the school operation. This is particularly true in the very sensitive area of child abuse. Because of daily interaction with students, volunteers, teachers, and the administration are in a position that permits the identification of children who may be abused or neglected. Under Pennsylvania law, any person, paid or unpaid, who works, volunteers, or comes in contact with children in a program, activity, or service is a mandated reporter and must immediately report suspicions of child abuse or neglect.

Protecting God's Children Program

The document Charter for the Protection of Children and Young People was developed by the Ad Hoc Committee on Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its November 2002 General Meeting and was authorized for publication. Article 12 of the Charter calls for all dioceses to establish "safe environment" programs. Our Archdiocese is called upon to cooperate with parents, civil authorities,

educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about making and maintaining a safe environment.

The parish elementary schools, Prep programs, schools of special education, and secondary schools will provide ongoing education to the students under their care around the issues of respect for oneself and body and assist our children in realizing what constitutes the many aspects of a safe environment. Parents will be given insights into these instructional programs as we work together to educate the whole child.

SECTION III - CURRICULUM

ACADEMIC STANDARDS

Mater Dei Catholic School complies with the philosophy and guidelines of the Archdiocese of Philadelphia and the regulations of the Commonwealth of Pennsylvania regarding the content and format of curriculum. The foundation of the educational program is based on the Rigor and Relevance Framework, which provides a means of designing an effective curriculum, measuring individual learners' progress, and ultimately delivering a more meaningful educational experience to the student.

Religion

Mater Dei Catholic School's primary message to the students is the Gospel message of hope and salvation fully proclaimed in the person of Jesus Christ. The goals and objectives for catechetical instruction for the various grade levels are based on the Religion Curriculum Guidelines of the Archdiocese of Philadelphia, the National Catechetical Directory, and the Catechism of the Catholic Church. Prayer and worship are an integral part of the religious education program.

English Language Arts

The Elementary English Language Arts Curriculum (ELA) reflects the standards of the Common Core State Standards (CCSS) in the four literary disciplines:

- *Reading* - a balance of literature with informational texts
- *Writing* - an emphasis on writing argumentative, informative/explanatory, and narrative texts with the inclusion of research
- *Speaking and Listening* – an inclusion of formal with informal speech
- *Language* - a combination of general academic and domain-specific vocabulary emphasizing the conventions of English and the effective use of language

Mathematics

The Elementary Mathematics Curriculum is a carefully planned program aligned with the Common Core State Standards (CCSS). The Mathematics curriculum:

- Focuses on key topics at each grade level and coherently progresses across grade levels.
- Requires both conceptual understanding and procedural fluency
- Promotes mathematical proficiency, reasoning, problem-solving, modeling, communicating mathematically, decision making, and engagement

Science

The Elementary Science Curriculum aligns with the Next Generation Science Standards. Next Generation Science Standards are based on the "Framework K–12 Science Education" created by the National Research Council. They have three dimensions that are integrated with instruction at all levels. The first is core ideas, which consist of specific content and subject areas. The second is science and engineering practices. Students are expected not just to learn content but to understand the methods of scientists and engineers. The third is cross-cutting concepts: key underlying ideas that are common to a number of topics. The NGSS gives equal emphasis to engineering design and scientific inquiry.

Social Studies

The Elementary Social Studies Curriculum is based upon the National Council for the Social Studies Scope and Sequence. The goals of the Social Studies Curriculum include the development of knowledge, skills, values, and social participation appropriate to the children's age and grade level. The content of the Social Studies Program is interdisciplinary, with an emphasis on history and geography. Following the directives of the school philosophy, students are prepared to identify and understand the lessons of history and the challenges of a rapidly developing world within the context of our Christian beliefs.

Technology

Students need to be computer competent and develop information-age skills. These skills include the knowledge and ability to access, organize, analyze, and communicate information and data. Computers and related technologies are utilized to motivate and empower students, encourage active learning, address different learning styles, and enrich traditional teaching styles.

The computer curriculum focuses on two (2) goals: the development of basic skills related to the use of technology and the integration of technology across the curriculum. The classroom teachers and computer teacher work together to ensure that computers in the classroom are integrated into classroom instruction. Applications taught in the computer lab are guided by the whole educational program. The students have a responsibility to use the computer and related technology properly. For this reason, a ***Responsible Use Policy*** is enforced. The RUP document and authorization forms for Google Apps and the iPads are listed in Section VIII of the Handbook.

STREAM Lab

The Mater Dei Catholic School STREAM Lab is based on the "Maker Movement." The "Maker Movement" is designed to allow a student-centered approach in the areas of Science, Technology, Religion, Engineering, Art, and Mathematics.

The STREAM Lab allows students to flourish in an environment where they tinker, create, invent, build, and interact with each other within the curriculum. Students will build confidence in their capabilities and explore the world they live in to develop an attitude to fix, make, change, modify, and customize their world.

Fine Arts

The Fine Arts Program at Mater Dei Catholic School provides students with a solid foundation in music and art concepts through creative experiences and study of the masters. Appreciation for the Fine Arts is interwoven throughout the curriculum.

Music

The goals of the music program are to enhance the knowledge of basic music concepts through study and performance, foster and develop an appreciation for all styles of music, and develop basic vocal techniques by singing the music of all periods. Music is related to the students' curriculum for that grade level.

Art

The goals of the art department are to develop skills in using art materials through experimentation, manipulation, and practice, to encourage individual expression, and to develop sensitivity to the

artistic creations of others throughout history.

Spanish

Mater Dei Catholic School offers a Spanish class each week.

Physical Education

The PE program at Mater Dei Catholic School fosters the physical, spiritual, intellectual, social, and emotional development of the child. The program develops Christian values at all levels of instruction. Students grow in concern and sensitivity for the well-being of each other, learn to respect their bodies, and respect others as gifts from God. The underlying concept of the physical education program is cooperation, which stresses sportsmanship and self-esteem rather than competition.

HOMEWORK

The purpose of homework is to provide reinforcement and practice skills previously taught. It affords a parent/guardian the opportunity to be aware of material that has been presented. The amount of parental interaction in the completion of homework should be appropriate with the age/grade level of the student. Students are expected to work to the best of their ability. All class and homework assignments are to be completed carefully and submitted to the teacher on time. **Chronic lateness with assignments will result in a parent conference. Subsequent lateness will result in disciplinary consequences.**

To encourage students to accept academic responsibilities, all students in Grades 6-7-8 must abide by the following policy to achieve academic success. Students are responsible for completing all assigned homework, classwork, graded assignments, and projects according to the specifications below:

4. Teachers will provide students with a reasonable period of time to complete graded assignments and projects.
5. Students are expected to submit graded assignments and projects on specified due dates.
6. Test folders will be sent home periodically for parents' review.
7. The student is responsible for securing a parent's signature.

The following time allotment per night is suggested for homework, including **written and study assignments.**

Grades 1-2	30 minutes
Grades 3-4	60 minutes
Grades 5-6	90 minutes
Grades 7-8	120 minutes

Homework for Absentees

A parent/guardian may view all necessary assignments on the school website if a student is absent due to illness or a family emergency. If a text is required to complete an assignment, a parent/guardian may call the office to request and obtain the material from the front office after 3:15 PM.

Vacation –

Missing assignments will be made up after the child returns from the absence. **The teacher and student**

will determine an appropriate make-up schedule upon the student's return.

ASSESSMENT/TRIMESTER REPORT CARD

FACTS Student Information System

FACTS Student Information System is a web-based system that provides parents online access to their student's academic progress. The system will generate progress reports, report cards, and attendance records.

The faculty page on the school website lists all classroom teachers and "specials" teachers and links to their web pages and email addresses.

Parent Teacher Conferences

Parent/guardian and teacher communication are vital to a child's progress. Conferences are held for all grades Pre-K through Grade 8 students during the first trimester, and conferences will be held in the fall. **See the school calendar for scheduled dates.**

Parents/guardians may schedule individual conferences anytime during the school year. Scheduling should be initiated through email or written request. The teacher will contact the parent/guardian to confirm the date and time of the conference. A teacher may request a conference as the need arises. Due to the daily responsibilities of the teacher, unscheduled conferences are not permitted.

Pre K Progress Reports

Mater Dei Catholic School issues trimester Progress Reports to Pre K3 and Pre K 4 students.

Grades 1-8 Progress Reports

A student's progress is based on both formal and informal assessments by the teacher. Grades will reflect scores on classwork, class participation, independent projects, and various assessment practices. A test folder is maintained for all students and sent home for parental review and signature. Parents/guardians are apprised of their child(ren)'s performance by **mid-trimester progress reports**.

Trimester Progress Reports

Trimester Progress Reports are issued to students in Pre-K through Grade 8 three times during the school year for parents to review a child's academic progress.

Report Cards

Report cards are issued to students three times during the school year. The report card is a reflection of all formal and informal assessments and is designed to inform the parent(s) / guardian(s) of the progress of the student during a period of time.

Primary Report

The philosophy of the primary report is to report the progress of the young child. No numerical values will appear on the primary report card. The verbal interpretation of the letters will be emphasized with the parents. O (Outstanding) and U (Unsatisfactory) will not be used with great frequency.

Report Grades 4-8

Numerical grades will appear on the report cards of students in grades 4 through 8. No grades

below 70 will appear on the report card. Failures of any grade below 70 will be indicated by “F.”

Standardized Testing

Mater Dei Catholic School adheres to the program for standardized testing as determined by the Archdiocese of Philadelphia.

ACADEMIC HONORS

Students in grades 6, 7, and 8 are eligible to receive honors for their achievement provided they receive a 3 or better in Personal Growth, the special subjects: music, art, PE, Spanish, computer, and the proper grade level for the particular honor.

Principal’s Honors are awarded to students attaining a grade of 95 or above in all subject areas.

First Honors are awarded to students attaining a grade of 90 or above in all subject areas.

Second Honors are awarded to students attaining a grade of 85 or above in all subject areas.

ACADEMIC PROBATION

The mission of Mater Dei Catholic School encourages all students to reach their fullest potential through our academic program.

Academic Responsibilities for Students in Grades 6, 7, and 8

A student in Mater Dei Catholic School is responsible for the satisfactory completion of projects, classwork, and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student’s ability.

A student who does not fulfill his / her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester of the school year. Academic probation is a designated time period of one trimester, during which evaluation of a student’s progress is monitored. The terms of this agreement are outlined below:

1. The teachers will note the student is experiencing academic difficulties in either assignments or test scores and contact the parent(s) / guardian(s) to inform them of the possibility of academic probation.
2. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
3. Written verification that the child will be on academic probation for the next trimester will be issued following receipt of the trimester report card.

Conditions and Consequences of Academic Probation

1. The parent(s)/guardian(s) and student will conference with the administration and the classroom teacher. The teacher will outline the student’s program for improvement.
2. The teacher will inform the parent(s) / guardian(s) of the student’s progress. The process will follow the stated format:
 - parent contact
 - trimester progress report

- periodic meetings with the student
 - trimester report card
3. If a student successfully meets the academic responsibilities of Mater Dei Catholic School, the student will be removed from academic probation.
 4. If the student is unsuccessful in meeting the academic responsibilities of Mater Dei Catholic School, the administration will review the student's continued enrollment in Mater Dei Catholic School.
 5. If a failure occurs in the final grade average in any subject, the student and parent/guardian must consult with the teacher, and the student must complete the suggested summer program. Promotion to the next grade is contingent upon satisfactory evaluation.
 6. A Mater Dei Catholic School diploma will be awarded to the eighth-grade student who completes the requirements for promotion.

Note: Third-trimester failures result in Academic Probation for the first trimester of the next year.

PROMOTION / RETENTION

Teachers will keep parent(s) / guardian(s) informed of the student's academic, social, and emotional progress throughout the school year. If a student experiences difficulty, the teacher will contact the parent(s) / guardian(s) to work towards prevention rather than retention. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s) / guardian(s). If retention is advised and agreed upon, the parent(s) / guardian(s) will receive an official notification to be signed and returned to the school administration.

Any eighth (8th) grade student who fails at least two (2) of the three (3) basic skills (Reading / Writing / Math), or who has a failing end-of-year average, is required to attend summer school provided by the Archdiocese of Philadelphia if they wish to attend an Archdiocesan High School in the Fall (Policies and Procedures / Archdiocese of Philadelphia). The school administration and teacher make the final decision regarding non-promotion.

GRADUATION

A student who has not completed the requirements to remove him/herself from academic and/or disciplinary probation by the end of the third (3rd) trimester will not be eligible to participate in graduation ceremonies. Financial obligations must be satisfied before participation in graduation ceremonies. The administration and the eighth-grade teachers determine procedures for graduation.

RECORD DISSEMINATION

All information regarding students must be protected to safeguard the rights of the students against infringements of privacy, misinterpretation of data, and inappropriate use. Unless a court or custody agreement otherwise specifies, each parent/guardian is legally entitled to access to all school records of the child(ren). Only the parent/guardian or parent(s) / guardian(s) having "legal custody" of the child(ren) have the legal right to make religious and educational decisions. If there is joint custody, then both parents must agree on life decisions.

Non-custodial parent(s) / guardian(s) who have legal custody and therefore have the right to participate in the educational decisions affecting the child are generally entitled to school-related

information. **All requests for this information must be submitted to the school office in writing with a self-addressed stamped envelope.**

SECTION IV – SPECIAL ACADEMIC PROGRAMS

ACADEMIC RESOURCE CENTER

The Academic Resource Center is designed to enable students with unique learning needs to participate in Mater Dei Catholic School. Placement in the Academic Resource Center is determined by classroom performance, extensive testing, teacher recommendation, and consultation with parents. Students who qualify for the program are eligible beginning in grade one (1) for English Language Arts. In grades five (5) through eight (8), the students participate in the program for English Language Arts and/or Mathematics. The Academic Resource Center teachers employ cooperative learning techniques, partner activities, hands-on activities, and individual small group instruction. A multi-sensory approach to language arts and mathematics is employed to respond to each student's individual strengths and weaknesses. For the integrity of the grading system as well as the clarity of intention, the indication "M" will be noted on records that a student has received a modified curriculum and grades.

Accommodation Program

Mater Dei Catholic School is committed to providing for the needs of individual students. The Accommodation Program is designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The administration, faculty, Academic Resource Center teachers, and Intermediate Unit personnel work in consultation with the student's parent to determine the need for classroom accommodations.

Parents are required to sign a permission slip before a student will receive classroom accommodations. Any student who participates in the Accommodation Program will receive a formal Accommodation Sheet on each trimester report card. A copy of the Accommodation Sheet will be placed in the student's confidential file.

HONORS MATHEMATICS

The Elementary Honors Mathematics Program is intended to meet the needs of those students who can complete the prescribed curriculum in seven (7) instead of eight (8) years. The students in this program are identified in grade three (3) and begin formal instruction in grade four (4). An Honors Mathematics teacher will instruct identified students in grades four (4) through eight (8). The Algebra I course used by the secondary schools in the Archdiocese of Philadelphia is the eighth (8th) grade honors curriculum.

The criteria for admission to this program, as stated in the Archdiocesan guidelines for the Honors Math Program, include:

- Terra Nova (CSI or Cognitive Skills Index falling in the range of 125)
 - Mathematics Composite of 90% or above
 - Reading Composite of 85% or above
- End of-year test grade of 85 or above
- Final grade average of 90 or above
- Teacher recommendation based on classwork
 - Periodic evaluation will be used to determine continued participation in this program.
 - **Participation in the Honors Math Program is contingent upon the approval of the Archdiocesan Mathematics Committee.**

HONORS ENGLISH

Honors English is available in grades 7 and 8. You will be notified if your child qualifies for Honors English. Your child's eligibility for Honors English is based on multiple factors:

- Terra Nova (CSI or Cognitive Skills Index falling in the range of 125)
 - Reading and Language Composite of 90 % or above
 - Mathematics Composite of 85% or above
- Final grade average of 90 or above
- Teacher recommendation based on classwork

NATIONAL JUNIOR HONOR SOCIETY

Mater Dei Catholic School sponsors a chapter of the National Junior Honor Society.

Purpose

- to create enthusiasm for scholarship
- to stimulate a desire to render service
- to promote worthy leadership and citizenship and
- to encourage the development of character in the students

Eligibility

- Candidates must be second-semester seventh graders.
- Candidates must have been in attendance for a period of 1 semester.
- Candidates must have a minimum cumulative general average of 92 with no grade less than 90.
- Candidates who meet the above criteria will be considered based on their service, leadership, citizenship, and character.

Activities

- A school-wide service project planned by the members of the Junior Honor Society

An individual service project planned and performed by each member consisting of at least 10 service hours.

MONTGOMERY COUNTY INTERMEDIATE UNIT ACT 89 TITLE I

Reading Remediation Services

Remedial, corrective, and developmental reading reinforcement is provided by reading specialists. These services are administered by Mater Dei Catholic School staff and the Montgomery County Intermediate Unit (Act 89/ Title 1). Students are considered for these programs based on their performance in the Terra Nova Test and classroom teacher recommendation or parental request. These services are coordinated with the classroom teacher to maximize student reading, thinking, and learning potential.

Mathematics Remediation Services

Remedial math services are provided by Act 89 through the Montgomery County Intermediate Unit. Students are considered for this program based upon classroom teacher recommendation, performance in the Terra Nova Test, and informal diagnostic tests administered by the I. U. teacher. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent/guardian.

Speech and Language Services

Speech and language services are provided by Act 89 through the Montgomery County Intermediate Unit. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below average standards for the child's age and ability. Referrals for evaluations are initiated by staff, parents/guardians, or the children themselves. Evaluation and treatment are only provided following the consent of the parent/guardian.

Counseling and Psychological Services

The Commonwealth of Pennsylvania provides counseling and psychological services through the Montgomery County Intermediate Unit.

The school counselor provides quality service to Mater Dei Catholic School community by consulting with the school administration, faculty, and parents/guardians regarding individual students. Individual and group counseling is available to students. The counselor recommends suitable referrals when needed.

After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the school administration, faculty, and parents/guardians to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parents/guardians to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty to provide the student with the assistance needed.

SECTION V - SERVICES

TRANSPORTATION SERVICES

The First Student Transportation Company, contracted by the North Penn School District, provides transportation services to Mater Dei Catholic School. This publicly funded service is available to families who reside outside a 1.5-mile radius of Mater Dei Catholic School. Transportation for students who reside in a school district other than North Penn is handled by their respective school district. The students are greeted by staff members in the morning and escorted from the schoolyard to the bus in the afternoons. **To ensure each child's safety, Mater Dei will not release any adult from the bus line.** Children are expected to display safe and courteous behavior while traveling to and from school. Mater Dei Catholic School reserves the right to suspend any student from the bus for inappropriate behavior.

Bus procedures and evacuation drills are established by the school and the bus company and practiced throughout the year. Transportation for field trips and other outside activities is chartered with a private bus company. This fee is assumed by the students(s).

SCHOOL ARRIVAL / DEPARTURE PROCEDURES

For the safety of all students, **no student may be dropped off in the schoolyard or at the front door** before the start of the school day. (Siblings arriving with students participating in before-school activities must receive special permission from the school administration to arrive before 8:00 AM.)

*****For the safety of all students, no student may be dropped off in the schoolyard, back teacher parking lot, or Third Street. Any parent who does not adhere to this safety precaution will need to meet school administration.**

Arrival Procedures for Pre K3 and Pre K4

Pre-K3 students and their siblings may be dropped off in the front of the school beginning at 8:00 AM. Cars will enter the property off Lansdale Avenue and proceed to the Main Door of School. Faculty and staff will escort the children to the classrooms.

Pre K4 students will enter the property off Third Street. Parents will drive the schoolyard to the ramp door C8 off the gym. Faculty and staff will escort the children to the classrooms.

Dismissal Procedures for Pre K 3 and Pre K 4

Pre K3 and Pre K4 will follow the same procedure for dismissal as outlined in the arrival procedure.

Arrival and Dismissal Procedures for Kindergarten through Grade 8

All car riders in Kindergarten through Grade 8 are **dropped off** and **picked up** in the Church parking lot. The crossing guard will see that the children cross Lansdale Avenue safely. Faculty and staff members will supervise the students in the Church parking lot and Door C11 (bus door). Students who are late must report to the Main Entrance, and a parent is required to sign in the student.

School **buses pick up** and **drop off students** on Third Street. All bus rider students in Kindergarten through Grade 8 will enter the building at C11 (Bus door) off the schoolyard. Faculty members are assigned to supervise arrival and dismissal procedures as students enter and leave the building.

Dismissal Times

- Pre-K3 and Pre-K4 dismissal - 3:00 PM (Follow AM procedure at dismissal.)
- K-8 car riders Church parking lot/walkers' dismissal - 3:15 PM (Parents should park and meet the children next to the Parish Center.)
- K-8 bus riders' dismissal - 3:20 PM
- To ensure the safety of all students, siblings in Grades K through 8 of Pre K students will be dismissed with Pre K. Families are encouraged to pick up a Pre K 3 student in the front of school and Pre K 4 students in the schoolyard.

Walkers

At dismissal, walkers are escorted by a teacher to Lansdale Avenue, Main Street, and Third Street, where they are crossed by a designated crossing guard.

Bike Riders

Fifth to eighth-grade students are permitted to ride bikes to school. Bike locks are required. Students must follow state and local bicycle laws, including the wearing of an appropriately sized helmet. A teacher escorts bike riders to the designated crossing guard at dismissal.

Car Riders

Only PreK3 students and their siblings may be picked up and dropped off in front of the school. It is imperative for your child's safety that all other car riders must always be **dropped off and picked up in the church parking lot.** At dismissal, car riders are escorted by a teacher to the church parking lot. The teacher and the students will line up along the fence opposite the parish center to wait for parents. **Any adult picking up a student must leave the car and proceed to the line-up area to pick up their children.** There is to be no parking in the fire zones or reserved areas.

Change in Transportation

At the beginning of the school year, parents/guardians are asked to indicate how their child(ren) will arrive and leave school. If you need to change your child's transportation, we ask you to complete the **Transportation and Early Dismissal Form** on the school website. Please refrain from emailing individual teachers about these changes. The office will convey changes in transportation to the appropriate teachers. Transportation changes made over the phone will be verified.

Dismissal After Special Events

On school days when special activities occur in the afternoon, the administration will not dismiss students to their parents individually before dismissal time. Standard dismissal procedure (i.e., notes and car riders in the Church parking lot) will be followed. If a parent chooses to transport their child home, a **Transportation and Early Dismissal Form** must be filled out that morning, and pick-up must take place in the Church parking lot.

Before School Activity Transportation

Students attending a **supervised before-school activity** that starts **before 8:00 AM** may be dropped off in the schoolyard at the C11 Door under the directions of the faculty moderator. **After 8:00 AM**, all students must be dropped off in the church parking lot. They will be escorted across

Lansdale Avenue by the crossing guard, and then they must enter the school building through the Lower Cahill schoolyard doors.

After-School Activity Transportation

Students attending any after-school activity will be dismissed to the designated location outlined by the faculty moderator running the activity. Parents must wait in the lower parking lot if the cones are set up for the CARES Program.

LUNCH

Lunch Times:

- **Full Day Pre-K and Kindergarten - 12:00 PM to 1:00 PM**
- **Grades 1 to 4 – 12:00 PM – 12:40 PM**
- **Grades 5 through 8 - 1:00 to 1:40 PM**

Lunch/Snack

Parents are responsible for providing a morning snack, a lunch, and a beverage. Soft pretzels will be available to purchase for \$1.00 (using cash). Filling stations will be available for students using reusable water bottles.

Hot lunch will be catered by Chef Chipper at AAA Catering on most school days. Pre-order surveys will be sent to parents each month with a menu. This process will help us to order the lunches but lunches will only be charged to your FACTS Tuition Account when your student receives a lunch. The lunches will cost \$4.50 and will include a beverage. Monthly Lunch menus will be available on the school website and in the FACTS Family Portal.

Teachers, staff, and parent volunteers monitor the cafeteria and schoolyard during the lunch periods. Lunch parents must have all clearances before volunteering for lunchroom duties.

The students are expected to treat one another and the lunch monitors with kindness and respect. The cafeteria and playground rules are as follows:

Cafeteria Rules

1. Everyone is to remain seated during lunch.
2. Conversation must be in a moderate tone.
3. Students are responsible for cleaning up their own lunch area.
4. Students are expected to follow the directions of teachers and lunch moderators.

Schoolyard Rules

1. Students are permitted to use equipment provided by the lunch program.
2. Physical aggression and fighting are forbidden.
3. Excessive running, pushing, or shoving is unacceptable.
4. Students will observe the boundaries of assigned play areas per grade level.
5. No student may leave the playground without the permission of a teacher or lunch moderator.
6. When the lunch bell rings, students are to stop playing and line up in a designated location.

Monsignor Murray Playground Rules

1. Use equipment cautiously and safely.
2. No throwing mulch or digging in the mulch.
3. No running or tag games.
4. Age limits for the equipment will be strictly enforced.

HEALTH SERVICES

Health Services

The North Penn School District provides our school with nursing services on Tuesdays. Mater Dei Catholic School employs a school nurse on the other four days of the school week. The school nurse provides first aid and assists the students when they are not feeling well. The nurse checks the heights and weights of the students in all grades. Scoliosis screening is provided for children in the seventh (7th) grade. Vision screening and auditory testing are administered according to state mandates. Physical and dental examinations can be performed by your health care provider or by a professional supplied by North Penn School District. The physical and dental forms to be completed by your health care provider are available for download from the school website. Please refer to the school website under the *Parents* tab, then *Health and Wellness*.

Sick Child Procedures

You may leave a message on the school messaging system before school opens to let the office know your child will not be in school for the day. Children must be free of fever, cough, shortness of breath, fatigue, loss of taste or smell, sore throat, nasal congestion, chills, runny nose, vomiting, or diarrhea for 24 hours before attending school.

Medication

No student may carry any type of prescription or over-the-counter medication.

If a student needs to take medication during the school day, a parent/guardian must bring the medication to the nurse's office accompanied by a signed note from the doctor or parent/guardian, with complete instructions for dispensing the medication. Prescription medication and over-the-counter medication must be brought to school in the original container along with a completed form "Request for School to Administer Medication," which is found on our school website. <https://www.materdeicatholic.com/parents/health-and-wellness> **Note: Two (2) bottles should be requested from the pharmacy - one for home and one for school. Over-the-counter medication must be in the original container, labeled with the student's name.**

SECTION VI - PROCEDURES

EMERGENCY CLOSINGS

School may be closed in the event of severe, inclement weather. School closings will be announced using the *One Call Now Alert* system.

The CARES Program will not operate if the school is closed. In the event of a two (2) hour delayed opening, the CARES Program will begin at 8:00 AM.

One Call Now Notification System

One Call Now is the parent notification system currently used by Mater Dei Catholic School. The *One Call Now* system will be used to notify parents of school cancellations, early dismissals, and late openings. The *One Call Now* system may also be used to alert families of other important information related to Mater Dei Catholic School. Registration information for the notification system will be provided to all families.

Emergency Early Dismissals

If an unexpected early dismissal is necessary, the ***One Call Now Alert System*** will be activated. Parents/guardians must establish an emergency plan for their child(ren), instructing them (a) where to go and (b) what to do if school is closed for an emergency. Each student should know the emergency contacts on file, and no last-minute changes can be made. Individuals are contacted according to the order they are listed on the Emergency Form. **If the school cannot make contact, students will remain in school until they are picked up by a parent/guardian.**

Delayed Openings/Early Closing Due to Inclement Weather

Mater Dei Catholic School follows the decision of the North Penn School District regarding a delayed opening or early closing due to inclement weather. If North Penn has a two-hour delay, Mater Dei Catholic School has a two-hour delayed opening. The school day would begin at 10:45 AM. If North Penn dismisses early due to inclement weather, Mater Dei will dismiss when the District buses pick-up the children. Mater Dei will dismiss all other districts' children, when the District buses pick-up the children. If North Penn School District issues a Virtual Snow Day, the Mater Dei Administration will communicate whether the students will have a virtual instructional day or traditional snow day with no online instruction.

PLEASE NOTE: If North Penn School District calls a three (3) hour delayed opening, Mater Dei Catholic School will operate on the same schedule as a two (2) hour delay. Students arriving on North Penn buses will not be marked as late arrivals.

FAMILY EMERGENCY FORM

A parent/guardian must complete a Family Emergency Form. This information is required in case of an accident or an emergency closing. The form is available on the website, and once completed on the computer, it will be emailed to the main office and the nurse's office.

Emergency cards are due by the end of August. Students will not be admitted to school unless the Emergency Card is on file. The forms are filed in both the main office and the nurse's office. If a parent/guardian cannot be reached, the office will contact the person(s) indicated on the Emergency Form in the order specified. It is imperative that the Emergency Form be complete and current. **For the safety of each student, the office should be notified immediately of any changes.**

EMERGENCY DRILLS

Procedures are in place in the event of an emergency, such as **Lock Down, Evacuation, and Shelter in Place**. Emergency procedures are on file in the school office.

Fire Drill

Safeguarding human life takes precedence over all other considerations. Students and personnel are trained to leave the building in an orderly manner and proceed to their assigned posts. These locations are posted in classrooms, gym, and other rooms. Fire drills are practiced frequently to ensure the highest degree of obedience, order, and control in the mass evacuation of the building. Periodically, fire drills are observed by the local fire department. Students with disabilities have specific routes assigned to them for safe and easy evacuation.

Evacuation

In the event, Mater Dei Catholic School would need to be evacuated, the children would walk to Lansdale Catholic High School to gather until parents arrive to pick up students.

FACULTY MEETINGS

Faculty meetings are scheduled throughout the school year. The dates are posted on the monthly calendar. The children are dismissed at 11:30 AM.

RELEASE OF A CHILD

A child will not be released to a non-custodial parent/guardian without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, Mater Dei Catholic School requests, from all separated or divorced parents of children enrolled in the parish school, a copy of the Court Order adjudicating the determination of custody. This Court Order is placed in a confidential file.

PUBLICITY REFUSAL

To promote and market Mater Dei Catholic School, contact with the local media may occur. Parent(s) / guardian(s) must complete a Publicity Refusal Form **ONLY** if permission is **NOT** granted. **The form is available on the school website and must be completed and submitted by Monday, September 12, 2022.**

TRANSFER

Parents/ guardians should notify the administration in advance of their plans to transfer students. Name, address, and telephone number of the new residence and school are needed to complete transfer papers. It is also necessary to sign a release of records form and to state the reason for withdrawal. Records will be mailed to the receiving school upon request. Parents/guardians are expected to reconcile all financial obligations before school records can be forwarded to the receiving school.

FIELD TRIPS

Each student must have a signed permission form on file to attend a class trip.

VISITORS DURING THE SCHOOL DAY

Visitors

Anyone visiting the school during the day must enter through the door to the **Main Office**, which is monitored by a **security system**. Visitors will be required to provide their driver's license and receive an identification badge before proceeding to their destination. Out of respect for the learning process, **teachers or students may not be disturbed during the day unless there is an urgent reason cleared with administration or main office personnel.**

Volunteers are most welcome and needed in our school. All volunteers must have the proper clearances on file in the main office (*see Parental Involvement – Volunteers and Clearances*). All volunteers must report to the Main Office, provide their driver's license, and receive an identification badge before proceeding to their destination. (*See Raptor System Information* below.)

Raptor Visitor Management System

Mater Dei Catholic School is committed to providing a safe learning environment for all our students. All volunteers, school visitors, and parents signing their children out during the school day will be required to present their driver's license upon entering the school. The licenses are then scanned to provide a quick background check. Their name and date of birth will then be entered into a database, which allows the school administration to manage and track visitors in the school. Additional features include the ability to perform an on-site check from the national sex offender database, create visitor badges, track custody agreements, and flag anyone who isn't allowed on school property.

APPOINTMENTS

Administration

All requests for an appointment with the president/principal must be scheduled through the school office via note or phone call. Every effort should be made to resolve student problems with the appropriate teacher before seeking an appointment with the administration.

Teachers

Parents/guardians may schedule individual conferences anytime during the school year. Scheduling should be initiated through email or written request. The teacher will contact the parent/guardian to confirm both the date and time of the conference. A teacher may request a conference as the need arises. Due to the daily responsibilities of the teacher, unscheduled conferences are not permitted.

Conferences

Communication between parent/guardian and teacher is vitally important to a child's progress. Mandatory conferences are held for all students in Pre-K through eight (8) during the first trimester.

Parents/guardians are welcome to conference with administrators (See "Appointments with Administration" and "Appointments with Teachers").

BOOKS AND MATERIALS

Books and materials must be carried in a school bag both to and from school. Books are to be covered. It is suggested that workbooks be covered with clear contact paper, while textbooks must be covered with removable paper materials or book socks. Students are not permitted to write, draw, or deface in any manner, copybooks, book covers, pencil cases, or any other school supplies. Lost or damaged textbooks or library books are the responsibility of the student and must be replaced at the student's expense.

Stationery

During the summer before the new school year, stationery lists are posted on the school website. Any startup supplies not listed on the individual grade stationery lists are included in the tuition fees. All supplies are needed by the first Monday of the school year.

FAMILY INFORMATION

A parent/guardian must notify the school office immediately of any change in address, telephone number(s), employment, or any other information changes on the Family Emergency Form.

COMMUNICATION

Good communication between home and school is vital to the success of Mater Dei Catholic School programs. General communication from the school will be posted on the school website, and a weekly email will be sent to each family. Any communication coming from home should be in a properly labeled envelope and given to the homeroom teacher.

Email communication between parents and teachers is also a viable option. The school website provides a list of faculty members with their individual email addresses and webpage link. Email may be a fast and convenient way for you to communicate, but this may not be the case for many of our teachers. Some teachers read their emails in the morning before school, others read them at the end of the day, and some may read them during their lunch break. Many teachers prefer to use the phone to speak directly to parents about certain issues.

For these reasons, please note that should you choose to communicate with your child's teacher through email, you may not get an immediate reply. In fact, you may not get an email reply at all since the teacher will determine how best to speak with you: by email, by phone, or to schedule a personal meeting.

Please follow these guidelines when choosing email to communicate with the staff:

- Identify yourself in the subject line of your email message and, if appropriate, your child's name.
- Send only non-vital messages through email. For example, DO NOT use a teacher's email to inform the teacher of a transportation change. A teacher may not have time to read your message in a timely manner. Please use the Transportation Form and Early Dismissal Form on the school website. The school handbook outlines the procedure for such notifications.
- Your child's academic progress, learning expectations, or behavioral issues are best

addressed through a phone conversation or in person. An email message on these matters is not appropriate.

- Please contact the school nurse by phone for all medical or health concerns.
- Keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- Remember that email is NOT confidential. Therefore, any confidential information should be conveyed by phone or in person.
- A good example of an email would be a request for a phone call or personal meeting with the teacher in which you suggest times and dates you are available.
- Mass emails are prohibited.

LOST AND FOUND

Any removable pieces of clothing (sweaters, sweatshirts, etc.) or any piece of school equipment (lunch boxes, pencil cases, etc.) must be labeled with the student's name. Identified items will be returned promptly to the student. Unidentified items will be kept in the Lost and Found box in the cafeteria.

SCHOOL TELEPHONE

The school telephone is for official use only. Students will be permitted to use the telephone only in case of emergency. Any student who wishes to use the school telephone must present a note from the teacher before the administration/office staff grants permission for the student to use the telephone. It is the student's responsibility to check school supplies before leaving home. A student will not be permitted to call home for books, lunch, gym supplies, homework, musical instruments, school, and/or extracurricular-related materials.

ASBESTOS INFORMATION

Please be advised that we are required to notify all employees and parents yearly that Mater Dei Catholic School has and maintains an asbestos program as required by the Asbestos Emergency Response Act of 1986. Mater Dei Catholic School has developed and maintains an Asbestos Inspection and Management Plan. A copy of the plan is available for inspection at the school during regular office hours in our business office. Our Asbestos Program manager is Mr. Terence McKenna. All inquiries regarding the plan may be addressed to:

Keating Environmental Management, Inc.

Contact: Mr. Terence McKenna

Phone: 610-594-2600 ext. 203

SECTION VII - PARENTAL INVOLVEMENT

VOLUNTEERS

Volunteers are vital to the community life of Mater Dei Catholic School. Adult volunteers are welcome to work with the school as aides in the library, and classroom, and as members of the Home and School Association. Volunteers may sign up for a variety of activities at Registration, September Back-to-School Night, or by calling the school office. Coordinators of these activities will contact volunteers as the need arises. There is no special training needed to be a volunteer. Volunteers participating in school activities on a regular basis must obtain a Pennsylvania State Police Criminal Record Check, a Child Abuse Record Check, and a Safe Environment Certificate. Information on obtaining the documentation is available on the school website. Volunteers must enter the building through the Main Entrance to provide their driver's license and obtain an ID badge. **Volunteers should not interrupt the learning process by unscheduled conferences and visits to the classroom (See "Visitors during School Hours").**

Child Protective Services Law

Updates for 2015 PA Clearances:

The State of Pennsylvania has strengthened the Child Protective Services Law (CPSL). Effective July 1, 2015, absolutely no person is permitted to volunteer in any capacity, including lunch duty, parties, field trips, etc... unless the required clearances are on file in the school office.

Parent Clearances

PA State-Mandated Clearances for Volunteers

(Anyone volunteering in the building when the children are present)

Procedure and Requirements

All clearances must be submitted PRIOR to volunteer service.

Volunteers who have lived in PA **continuously** for ten years or more:

1. **Pennsylvania State Police Clearance** – <https://epatch.state.pa.us/Home.jsp>
2. **Pennsylvania Child Abuse History Clearance** – <https://www.compass.state.pa.us/cwis/public/home>
3. Certificate of Completion of the **Safe Environment/Protecting God's Children Course**
 - a. YOU MUST ATTEND A CLASS – Register online for a class at a convenient time and location for you at <https://learning.childyouthprotection.org/login/index.php>
 - b. If you attended a class prior to 2007, there is additional paperwork in the school office that refers to the technology clearance and needs to be signed.
4. Certificate of Completion of the **Safe Environment/Mandated Reporting of Child Abuse Course**
 - a. Training is online at <https://learning.childyouthprotection.org/login/index.php>
 - b. After completing the training, answer all questions and print the certificate.
5. **Disclosure Statement** (included in the PDF file available below for download) – Two-page document for you to read and sign. Return signed statement to the school office.

All potential volunteers who have lived in PA for less than ten years and all paid employees must satisfy the five criteria listed above AND need a Federal Bureau of Investigation fingerprint clearance.

You can refer to the following website for a full explanation of what is required of all volunteers:
<https://childyouthprotection.org/index.php/staff-volunteers/checks-and-clearances>

If you have any questions, please contact Dr. Judith A. Caviston in the school office:
jcaviston@materdeicatholic.com or 215.368.0995

******* If you have lived in the state of PA for less than ten years*******

You must have Federal Bureau of Investigation fingerprint clearance in addition to all of the above clearances.

**SECTION VIII -
AUTHORIZATION
FORMS AND
HANDBOOK
AGREEMENT**

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2023

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

Purpose

Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

Scope Of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

Goals

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

User Responsibilities

Our schools will make every effort to provide a safe environment for learning with technology

including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia (AoP), we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AoP-owned resources, computers or networks.

Technology Use Guidelines

Educational Purpose/ Responsible Use:

Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity:

All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Responsible Use of School Hardware/Devices:

All AoP users are responsible for the general care of School issued hardware/devices. Users must report any damage to the school's hardware/device. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

Communications:

Electronic and/or Digital communications with students should be conducted for educationally

appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Digital Security:

Digital security must be at the forefront of every user's mindset. Users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access.

Storage Devices:

Use of external removable hard drives, flash or "thumb" drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

Artificial Intelligence:

Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action.

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use. The AoPTech Team is happy to help evaluate any AI tools or programs.

Electronic and Mobile Devices, Cell phone/Wearable technology:

Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers:

Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/Distance Learning:

Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or

threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.

- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- The following activities are strictly prohibited, with no exceptions:
 - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 - Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the users normal job/duty.
 - Circumventing user authentication or security of any host, network or account.
 - Any virus or phishing protection software installed on school or school issued devices must not be disabled or bypassed .
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Any attempt to alter data, the configuration of a school issued device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting:

Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights:

The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All school personnel are reminded that all computer, network, and Internet use will be monitored and there is no assurance of privacy or warranty of any kind, either expressed or implied.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

• Examples:

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.

“Friending” or “Following” of current students by teachers is forbidden on a teacher’s personal social media site. Teachers should also not ‘friend’ former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student’s face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day and / or school sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school sanctioned accounts should refer to students by using their first name, last initial. Schools should avoid linking posts to students’ personal accounts.

School sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school issued account. Accounts should be maintained and controlled by a minimum of two school appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.
- Students should never include their email nor their cellphone number in their social media bios.
- Coaches should never tag a student’s account when posting social media messages. Coaches may want to post specific highlights, game / season achievements or accolades on either the coach’s professional page or on a school’s social media page. Students should be mentioned by name only.
- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

Esports — “electronic sports” — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events. Though relatively young compared to other popular sports, the esports industry

may be a viable career option for avid gamers, and is gaining participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

School sanctioned programs and gaming sessions should have, at minimum, one adult coordinator supervising the session both if the team is meeting in person and when the team is meeting virtually.

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of - E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they may contain content that is only suitable for students ages 13 and over. Games rated as Teen, may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club - Game title, ESRB rating and link to Common Sense Media review or the ESRB rating review.

Games rated higher than Teen are not recommended for Elementary school students.

For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration, and the club supervisor and / or students' parents and guardians prior to approval. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature (17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature.

Some examples of popular esports games include:

(The following are examples only, and their appearance here should not be considered as approval or endorsement.)

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS:GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023)	Everyone	Elementary/Secondary
Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary

Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org .		

All school sponsored esports activities should have appropriate parental consent forms in relation to the activity.

The following permission forms are offered as templates that schools may use, and maybe customized for their specific needs.

Link to Sample Permission Form ([Elementary](#))

Link to Sample Permission Form ([Secondary](#))

Link to Sample Permission Form for specific games ([K-12](#))

Parent permission must be granted for titles outside of the recommended ratings, and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esports club participation.

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and / or posts that are not school appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech team prior to the start of any esports program. The setup and network configuration process takes both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network / firewall setup and configuration. **Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.**

Schools should adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- [NASEF Code of Conduct](#) (PDF Download)
- [Code of Conduct NASEF](#) (Webpage)

Within their esports code of conduct, schools need to include the following topics:

- In-game chat, game message boards, screen names and player avatars must be school appropriate, may not contain language or images that are harmful, defamatory or otherwise offensive.
- The misuse of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

Policy Violations

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

Student Internet Access Student Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Mater Dei Catholic School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name/ID _____

Student Signature _____

Date _____ / _____ / _____

Graduation Year _____

Room Number (if elementary) _____

Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access - Parent Guardian

I hereby release Mater Dei Catholic School and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Mater Dei Catholic School.

I hereby give my permission for my child to use the Internet and will not hold Mater Dei Catholic School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature_____

Date_____

Administrators, Faculty and Staff

Internet Access Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for education, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications devices, I must adhere to all rules of courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Federal, State, Local laws, the Archdiocese of Philadelphia and Mater Dei Catholic School.

My signature below indicates that I agree to follow the guidelines of this Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Administrator/Teacher's Signature

Date: _____

N.B. This is available for school use as deemed necessary.

Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

In order to provide continuity of instruction during flexible instructional days, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child's instructor may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School's instructor or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Office of Catholic Education for the Archdiocese of Philadelphia.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's instructor or -----.

I hereby consent to the School's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class related use.

Archdiocese of Philadelphia

Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

By signing below, I acknowledge that my child's name, image, likeness, speech, their typed or written content, as well as their grade and course information may be transmitted during video portions of remote learning and online instruction.

Student's Name:

Classroom Teacher's Name:

School:

Parent/Guardian Signature: _

Parent/Guardian Name (Please print):

Date:

G-SUITE FOR EDUCATION USE AGREEMENT

In the interests of furthering the educational goals of Mater Dei Catholic School, the school will make available for use by the student a G-Suite for Education account. It is a google account with -- “@materdeicatholic.com” not “@gmail.com”.

The account is intended for educational purposes and will be issued upon the student’s and parent/guardian’s signed acceptance of the terms of this agreement as stated for all forms in the handbook.

Terms Of Use

- 1.Mater Dei School will provide an account for G-Suite for Education within the @materdeicatholic.com domain.
- 2.This will include an email address. It will be an assigned Gmail, but they must put in their full name: **username@materdeicatholic.com** with an assigned password.
- 3.The email address will work between students and teachers within the @materdeicatholic.com domain, only. Restrictions are in place to limit to receiving and sending within the materdei domain only.
- 4.Student will be able to log on and access G-Suite for education (i.e. Google Docs and email) from any computer or web device both on school property and off.
- 5.Student will be able to share files and documents with other students and teachers within Google Drive.
- 6.Email and related apps should never be used for purposes for which they were never intended or authorized. Students can only use this account for teacher-designated purposes.
- 7.Student will be able to use this email account to sign up for other teacher-designated internet accounts such as Seesaw or Zoom(for remote learning only).

Student Pledge For iPad Use For 1:1 Initiative (Prek To 8)

Expectations and Pledge:

- The iPads will be used as an academic learning tool.
- I will take good care of the iPad. I will only charge it with the parts given with the iPad.
- I will clean the screen with a soft, antistatic cloth.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not permanently alter the iPad in any way. Protective covers and screen protectors will be on the iPad at all times.

Understandings:

- The iPads are being loaned to students and they are an Academic Tool.

- I agree that the iPads are for school use and it is a privilege to use them at home and at school.
- Mater Dei Administration and Teachers have the right to take the iPad away if a student is not treating the iPad properly.
- The iPad is subject to inspection at any time without notice and remains the property of the school.
- I will use appropriate language when using e-mails, journals, blogs, or any other forms of communication.

Rules:

- Never record anyone (audio or video) without your teacher's permission.
- Do not open your iPad in class unless instructed to do so.
- Only use your iPad in ways that are appropriate.
- Never leave the iPad unattended and know where it is at all times.
- Follow the policies outlined in the iPad Acceptable Use Policy and general Responsibility Use Policy of the Archdiocese of Philadelphia while at school and at home during all times.
- I will not create or encourage others to create discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- The only tablet allowed for use in school is the school-owned iPad.

Students are responsible for:

- Keeping the iPad safe and well protected in the sturdy iPad case.
- Charging the iPad each evening and bringing the iPad to school each day fully charged.
- Using the Apple charger with the cable that was distributed from school. If damaged buy new Apple brand cable or cord.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will file a police report in case of theft, vandalism, and inform the Administration of school.
- I will be responsible for all damage or loss caused by neglect or abuse.

No iPad Use Zones:

- Anywhere in the school not actively supervised by an authorized adult: president, principal, teachers, or your parent/guardian.
- After school while waiting for the bus or during after school activities.
- On the bus going to or coming home from school.

Best Practices for iPad Use

Choosing Apps for iPad Users

- Apps are downloaded through a Self-Service App in a Mobile Device Management System run at school. The students cannot download Apps. Students need the permission of teachers to request that the class receive any new Apps for iPads.
- Teachers will make an announcement to students when to update iPad IOS. Most times it will be required homework. Students can tap the "Dismiss" button if the update message appears when the iPad is turned on and it needs to be done later. The iPad needs to be plugged into the charger and left on overnight for the update to occur.
- Students need the permission of teachers to download music (and pictures.)
- Students can set Passcodes. They need to tell the teacher when they do. Restriction codes are set automatically with the Mobile Device Management System. There is a firewall that restricts sites, also.
- Students may not share passwords or passcodes with fellow students for any device or

application. Only parents and teachers have the right to know the codes. It is grounds restricting iPad use.

Agreement Form

Students know the Acceptable Use Policies and G-Suite for Education and iPad policies. This is acknowledged by signing the Handbook Agreement. Students who break the agreement will receive a form for you to review and sign.

MD AGREEMENT FOR CHROMEBOOK USE FOR GRADES 4-8

The Philadelphia Archdiocesan Office recommends Chromebooks for Technology for Grades 3-12 for a variety of reasons. These devices are low cost and durable while supporting the robust research and word processing needs of students. The ease of use, configuration, and management of Chromebooks also lends itself to this recommendation. Finally, because Chromebooks utilize Google Apps for Education and cloud-based storage, students will have the ability to access materials easily from outside of the school building.

The students must still abide by the expectations, responsibilities, and rules that align with the ethical practices set for iPads and Chromebooks.



SAMPLE iPad INFRACTION REPORT FOR STUDENTS IN GRADES 4-8

iPAD AGREEMENT

- _____ Brings iPad to school daily
- _____ Charges iPad at home to 100% each night
- _____ Uses the charger provided by school
- _____ Brings earbuds to school daily
- _____ Handles and cares for iPad properly
- _____ Takes pictures or video with permission from a teacher
- _____ Obtains permission from a teacher to use the internet
- _____ Uses the iPad as directed by a teacher
- _____ Keeps iPad in school bag during bus rides and as a car rider
- _____ Updates operating system with permission from the teacher

** A check mark indicates a broken agreement.*

Name: _____

Date: _____

Teacher Name: _____

Parent Signature: _____

Student Signature: _____



SAMPLE TECHNOLOGY INFRACTION REPORT GRADE K TO 8

School Year 2023-2024

- _____ Brings earbuds to school daily
- _____ Handles and cares for the device properly
- _____ Takes pictures or videos with permission from a teacher
- _____ Obtains permission from a teacher to use the internet
- _____ Uses the device as directed by a teacher
- _____ Keeps settings on devices

** A checkmark indicates a broken agreement.*

Name: _____

Date: _____

Teacher Name: _____

Parent Signature: _____

Student Signature: _____

TECHNOLOGY INSURANCE GUIDELINES

_____ I agree to Mater Dei Catholic School's damage, repair, & replacement plan for coverage or damage of my student's school-owned iPad or any device such as Chromebooks or Desktops.

_____ Mater Dei Catholic School does provide insurance for theft, burglary or robbery, accidental damage, fire, power surge, vandalism, and natural disasters. There is no deductible.

_____ At this time, Mater Dei Catholic School does have a limited number of iPads to loan students. If your child's iPad needs service and we do have a loaner, the child will receive one. If not, the child will wait for a loaner or for the completed repair.

Damage Deductible

_____ Intentional Damage: Students/Parents are responsible for full payment of intentional damages to the device. Warranty and insurance protection does not cover intentional damage of the device.

_____ "Jailbreaking" the device (To modify the firmware of an electronic device, especially a mobile phone, in order to remove restrictions that prevent it from running unofficial software.) results in the loss of warranties and is a violation of the terms of use. Students/parents will then be responsible for any and all fees and/or replacement of the device.

_____ Insurance Limits – There is a maximum of three occurrences total per student covered by insurance. Insurance will not be available for subsequent occurrences, and the family will be required to pay for their own replacement device.

I agree to return the school-owned iPad to Mater Dei Catholic School at the conclusion of the student's educational relationship with Mater Dei Catholic School, as requested, or at the end of the school year.

_____ I agree to the above terms of the Mater Dei Catholic School Insurance Program.

Decline of Insurance

If I do not wish my child to participate in the Mater Dei Catholic School insurance program, I will contact the school office to decline. I will take full financial responsibility for repairs. Repairs for damages will be billed to me at actual cost, and I will be responsible for full replacement costs of the iPad.

The individual replacement or repair costs of items are outlined below:

- **iPad** \$329.00 Charger - \$20.00 Sync Cable - \$20.00 Case – \$30.00
- Cracked or Broken Screen - \$249.00
- **Chromebook** - \$279.00 Chromebook Cable only - \$25.00
- **Desktop PC** – To be determined at the time of damage



REQUEST FOR USE OF STATE-FUNDED TEXTBOOKS

I hereby request of the Secretary of Education of Pennsylvania the loan of instructional materials and textbooks in accordance with Act 90 (1975), Act 195 (1972), and Act 88 (1975), for my child and/or children attending. Mater Dei Catholic School in Lansdale, Montgomery County, Pennsylvania.

PUBLICITY REFUSAL FORM

The image below is a snapshot of the form, located on the school website, which a parent/guardian would complete and submit ONLY if a student is to be excluded from any school publicity.

Publicity Refusal Form 2023–2024 (This only needs to be completed if you do NOT want your child's photo/video taken.)

As a student of Mater Dei Catholic School, your child's image may be used in a photo or video posted on:

- School website and/or communications
- Archdiocesan or Office of Catholic Education website and/or communications
- Parish website and/or communication
- Local news media concerning events related to the school and its programs

When photos are used in almost all cases last names are not included. First Names will be included with photos rarely and only in cases where there is special recognition such as with academic or sport awards/recognition. Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by parish and school administrators.

A separate form MUST be submitted for each child in a family, if you are opting out as a family.

ALL starred fields MUST be completed in order to submit your form.

I DO NOT want my child's photo to be used in any public forum, nor do I want my child to be interviewed. *

☐ OPT OUT of any publicity

Student Name *

Grade *

Parent/Guardian Name *

Email *

Date *

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	
MM		DD		YYYY	



MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Handbook Agreement Form

The image below is a snapshot example of the Handbook Agreement, located on the school website that must be signed by all families.

Handbook and Authorization Forms Agreement 2023–2024

HANDBOOK AMENDMENTS

The administration retains the right to amend the handbook for just cause. Parents / guardians will be notified if changes are made through the school website.

HANDBOOK AND AUTHORIZATION FORMS AGREEMENT

Dear Parents / Guardians:

You are requested to read this handbook carefully and to go over the contents with your child(ren). Having read it, you are asked to complete this form and click Submit. The form will be emailed directly to the school office. This agreement will be kept on file in the main office. The Mater Dei Catholic School Handbook is intended to enhance the communication between home and school. Thank you for your commitment to Catholic education.

NOTE: Children in grades Pre-K to Grade 3 are not expected to sign the form; however, the parent's / guardian's signature indicates agreement.

ALL starred fields MUST be completed in order to submit your form.

Family Name *

Email Address

We have read and agree to be governed by this handbook and the following authorizations: *

☐ Responsible Use Policy for Technology

☐ Student Internet Access – Student Contract

☐ Student Internet Access – Parent Contract

☐ Virtual Classroom Parent Acknowledgment Form

☐ G-Suite for Education Use Agreement

☐ Student Pledge for iPad Use 1:1 Initiative & Carts (all grades)

☐ MD Agreement for Chromebook Use – Gr. 4–8

☐ Agreement for Students Using iPads or Chromebooks

☐ Technology Insurance Guidelines

☐ Request for Use of State-Funded Textbooks

☐ Memorandum of Understanding

If applicable:

☐ Publicity Refusal Form (submit individual document ONLY if permission is not granted)

Parent/Guardian Name *

First

Last

Parent/Guardian: By checking this box, you are indicating that you have read and reviewed with your student(s) the Handbook and Authorizations. Furthermore, you agree to the policies stated. *

☐ Yes

ADDENDUM – CARES PROGRAM

CARES PROGRAM

Program Coordinator:

Miss Diane Chowanes

dchawanes@materdeicatholic.com

CARES Phone Number:

The number is 267-642-3615 for use during CARES hours. Please put this number in your cell phone. If you need to leave a message for the CARES Coordinator during regular school hours, please use the school phone number: 215-368-0995.

Mater Dei Catholic School provides a CARES Program (Children Are Receiving Extended Services) to serve working families who desire parochial school education and supplementary before and after-school care in a Catholic environment. The program is designed to care for students enrolled in Pre K3 full day through eighth grade. This program is limited to the students enrolled in Mater Dei Catholic School.

The program operates on all school days except early dismissal days. CARES will only be available for the 7:00-8:00 AM session on early dismissal days. The program does not operate on teacher in-service days, Holy Days, National Holidays, Christmas and Easter vacations, and snow days.

The CARES Program is professionally operated by experienced teachers and school staff. The program allows the children to experience a rich diversity of activities within a Catholic school atmosphere. The CARES Program strives to provide individual attention, security, consistency, and care for children of working parents.

CARES Location

AM CARES for Pre K-grade 8 and PM CARES for grades K-8 will be held in the cafeteria. PM CARES for Pre K will be in Mrs. Delp's room, the classroom to the left of the gym ramp doors.

Schedule and Program Hours

Before School: 7:00 AM to 8:00 AM

After School: Dismissal to 6:00 PM

Early Dismissal 11:30 AM: CARES will only be open for the 7:00- 8:00 AM Session on early dismissal days. There will be no afternoon CARES session.

Late Openings Due to Snow: The CARES Program will open at **8:00 AM**. Payment is broken into two sessions. If you arrive between 8:00-9:00, the cost is \$16.00. If you come after 9:00, the fee is \$8.00. (Mater Dei Catholic School follows the North Penn School District decision regarding inclement weather.)

Early Dismissal Due to Inclement Weather: The CARES Program will operate until 6:00 PM unless the storm's severity warrants an earlier closing. You will be alerted through the One Call Now alert system regarding the closing of CARES. **The After CARES fees will be in effect.**

PAYMENT SCHEDULE

Yearly Registration Fee: Each family will pay a \$25.00 per family nonrefundable registration fee. This fee entitles the use of the CARES program whenever you need it. Each family must submit a registration form. This form is available on the Mater Dei Catholic School Website. **The \$25 registration fee will be added to your FACTS Management account by the end of September or the end of the month you register.** Please do not send a check. No child may attend CARES without these necessary forms on file.

All CARES Daily Fees are billed to your FACTS Management Account.

CARES Program Fees (2023-2024)

Rates for one child:

Daily Rates:

Before and After CARES	\$20.00/daily
CARES	\$8.00/daily
After CARES	\$12.00/daily

Rates for two or more children: Daily Rates:

Before and After CARES	\$40.00/daily
Before CARES	\$16.00/daily
After CARES	\$24.00/daily

The spreadsheet created by Google Forms will be used as the official attendance for the AM sessions. The roll slips the CARES teachers use to check in your child/ren at the beginning of the PM session will be used as the official attendance for the PM sessions.

Mater Dei Catholic School will only bill you for the days your child(ren) attends the CARES. This eliminates the need for issuing credit. Your fees for the week's attendance will be entered into your FACTS Management Account.

Federal Taxes –Child Care Credit

The CARES tax-exempt number is 800795247.

Registration Forms

A monthly CARES calendar will be emailed to parents of children registered for CARES if you provide an email address on the yearly registration form. You can also find the CARES calendar on the Mater Dei Catholic School website. www.materdeicatholic.com The calendar may be submitted monthly or weekly but must be received the Friday before services are needed. Parents must submit the calendar so the CARES Coordinator can arrange sufficient staff. You may send the calendar through your child's

homeroom teacher, give it to the CARES Program Coordinator, or email mdcares@materdeicatholic.com. Please make a copy of the CARES calendar for your child's homeroom teacher.

Late Reservation Policy:

For the PM session, parents will be billed at a rate of \$15.00 for one child and \$30.00 for two children in the following situations:

- Children who attend afternoon CARES without submitting a calendar will be charged \$15.00/\$30.00

Emergency Reservation:

We understand that you may need us for additional days. If your child is scheduled during a particular week and you need to add another day during that week, this above policy will not apply. You will be charged the standard daily rate. Please remember to send a note to CARES and the homeroom teacher. It is also advisable for you to call CARES around 3:45 to make sure your child is in CARES. CARES will not expect your child if your child forgets to turn in the form and note.

Late Fees:

Please call CARES if you are running late.

After 6:00 PM, the late fee is \$1.00 a minute. The time stamp on the Google Form is the official clock. **Payment is due upon arrival.** (Calling to inform us you will be late does not waive the late fee.)

Any late fees from the previous week that are not paid by Monday morning will be entered into your FACTS Management account at a rate of \$2.00 a minute.

Child Protective Service Law:

All CARES staff members comply with the regulations indicated under the law.

Mater Dei Catholic School Handbook:

CARES follows all procedures and policies outlined in the Mater Dei Handbook. The signed "Handbook and Authorization Form Agreement" form extends to the CARES program.

Preschool and Kindergarten Children:

Please send in an extra set of clothes in a bag labeled with your child's name.

Attendance Procedures

Your child/children's safety is **most** important. The following procedures must be strictly adhered to at all times:

Before School Session

Parent/guardian will scan the QR code to access a Google Form to sign in their child/ren.

After-School Session

The CARES Teachers will take roll at the beginning of the after-school session. When picking up children parent/guardian is required to enter the gym using the back steps. Parents will scan a QR code to access a Google Form to sign out their children.

Parents/guardians may not take the children from the schoolyard or other areas without notifying the CARES staff and without signing out the child. Parents/guardians should not send persons whose signatures are not on the CARES Emergency Card to ask for the release of their child/children. For the child's safety, we will not release your child/children to anyone not listed on the Emergency Card.

Notifying Homeroom Teachers:

You must notify your child's homeroom teacher via a note or a copy of the CARES calendar of your child's CARES schedule on a daily/weekly/ monthly basis. Since CARES enrollment changes daily, the CARES staff cannot communicate the students' reservations to every homeroom teacher.

Expectations Of Children Attending Cares

The child/children participating in the CARES Program are/are expected to respect the staff, each other, and the materials provided for the child/children's use. The student/students must never leave the building or schoolyard without permission. Any child who does not conform to the policies and regulations of the CARES Program is liable for dismissal.

Crisis Management And Emergency Response Plan**Fire Drill:**

Safeguarding human life takes precedence over all other considerations. Students and personnel are trained to leave the building orderly and proceed to their assigned posts. These locations are posted in classrooms, gym, and other rooms. Fire drills are practiced frequently to ensure the highest degree of obedience, order, and control in the mass evacuation of the building. Periodically, fire drills are observed by the local fire department. Disabled students have specific routes assigned to them for safe and easy evacuation.

Emergency Situation:

Procedures are in place in the event of an emergency Lock Down, Evacuation, Medical Emergency, and Shelter in Place. CARES follows the same procedures in Mater Dei Catholic School. In the event of an emergency, parents will be contacted via the One Call alert system.

Emergency Card:

The CARES Coordinator will print the Emergency Card from your FACTS Management account. Please keep this information up to date.

Illness and Accidents:

In cases that appear to be minor, First Aid will be administered on the premises. (Medication will not be

administered by mouth unless a written statement from a physician detailing method, amount, and schedule are on a written statement from a parent/guardian authorizing the CARES Staff to assist a child in such medication.)

In the case of a severe injury, the CARES Director will make every effort to carry out the instructions as given on the Emergency Card. Any parent who does not wish their child treated in any way should indicate this on the Emergency Card. If the home does not supply adequate emergency instructions, or if the instructions cannot be followed during the emergency, the CARES staff will act according to their best judgment for the child's welfare.

CARES Drop-Off/Pickup Procedures

Morning Drop-off:

Pre K – Grade 8 will be in the cafeteria. Please use the back steps (Door C5). Ring the doorbell. A staff member will talk to you through the speaker. Please say your child's name, and we will unlatch the door. (The system will work like the doors at the Main Office.) You may drive to a parking spot near the cafeteria door if the gate is open.

If the gate is closed, please park in the spots along the cemetery fence. If you arrive after **8:00 AM**, you must drop off your child in the church parking lot. (Preschool at the preschool entrance.)

Afternoon Pickup:

Kindergarten-Grade 8 CARES will be held in the cafeteria. Please use the morning drop-off procedures.

PM CARES for Pre K will be in Mrs. Delp's room to the left of the gym ramp doors. (Door C7). Please knock on the door. If the gate is open, you may drive to a parking spot closest to her door. (If you arrive after 5:30, your child will be in the cafeteria with the older CARES children.)

No cars will be permitted in the driveway from 8:00 AM -3:50 PM.

Please remember to complete the CARES Registration Form.

Thank you for your participation in the CARES Program. We look forward to working with you by providing this extended school program. If you have any further questions, please do not hesitate to ask.