



MATER DEI JUAN DIEGO ACADEMY  
HANDBOOK ACKNOWLEDGEMENT AND ACCEPTANCE OF CONTENT

- Parent(s)/guardian(s) and the student (in a developmentally appropriate way) are asked to carefully examine the 2017-2018 Mater Dei Juan Diego Academy Parent/Guardian and Student Handbook together.
- After a thorough review of the Handbook, parent(s)/guardian(s) and the student (if developmentally appropriate) should sign this form and return it to the teacher.

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Print Student's Name: \_\_\_\_\_

Teacher and Grade: \_\_\_\_\_

Date: \_\_\_\_\_

We have carefully read the Parent/Guardian and Student Handbook and will wholeheartedly comply with Mater Dei Juan Diego Academy's mission and vision, goals, expectations, and regulations.

Signature of Father/guardian: \_\_\_\_\_

Signature of Mother/guardian: \_\_\_\_\_

Signature of Student (if developmentally appropriate): \_\_\_\_\_

In addition, parent(s)/ guardian(s) initial each statement:

\_\_\_\_\_ We agree to fulfill the 25 volunteer service hours per school year.

\_\_\_\_\_ We understand and agree to follow the pick-up and drop-off procedures.

\_\_\_\_\_ We agree to abide by the absentee and tardy policy.

\_\_\_\_\_ We agree to abide by the uniform policy.

\_\_\_\_\_ We agree to be positive role models by supporting the school's mission and Catholic identity.

NOTE: Please refer to web page: [www.jdacv.org](http://www.jdacv.org) for a copy.

(For MDJDA office use only)

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_



Mater Dei Juan Diego Academy at Mater Dei Catholic High School 2017-2018  
Parent/Guardian and Student Handbook

Mr. John Rey, President  
Mrs. Leticia Oseguera, Principal

1615 Mater Dei Drive, Chula Vista, CA 91913-3953  
(619) 423-2121 <http://jdacv.org/jd/>

This Parent/Guardian and Student Handbook belongs to:

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**2017 -2018 PARENT/GUARDIAN AND STUDENT HANDBOOK  
FOR MATER DEI JUAN DIEGO ACADEMY AT MATER DEI CATHOLIC HIGH SCHOOL**

- The principal, Leticia Oseguera, retains the duty and right to edit or amend this handbook for just cause. Parents/guardians will be notified of all changes.
- Mater Dei Juan Diego Academy is referred to as MDJDA in this document, and Mater Dei Catholic High School is referred to as MDCHS.

Key Contacts at Mater Dei Juan Diego Academy:

<b>Office/Staff Member/Title</b>	<b>Telephone</b>	<b>Fax</b>	<b>Email</b>
Mrs. Karla Figueroa, Administrative Assistant	619-423-2121 X 131	619-621- 5716	kfigueroa@mdjda.org
Mr. John Rey, President	619-423-2121 X 136	619-423- 6910	jrey@materdeicatholic.org
Leticia Oseguera, Principal	619-423-2121 X 131	619-621- 5716	<a href="mailto:loseguera@mdjda.org">loseguera@mdjda.org</a>

**MDJDA Parent/Guardian Contract and Handbook Acknowledgement:**

When students enroll in Mater Dei Juan Diego Academy, their families agree wholeheartedly to uphold the policies, traditions and programs of the school as outlined in the Parent/Guardian and Student Handbook and other school policy documents. This agreement is formalized each year when Parents/Guardians sign the acknowledgement of receipt and acceptance contract (page 1).

**Our Mission and Vision Drive the School:**

Mission: Mater Dei Juan Diego Academy provides a premier Catholic, bilingual education committed to developing the whole child to live a Christ-centered life through academic excellence and innovation.

Vision: Educate the mind. Nourish the soul. Build the kingdom of God.

**Vision of Parents and Guardians as Our Partners in Catholic Education:**

Mater Dei Juan Diego Academy gratefully acknowledges the labor of love provided by parents/guardians, siblings, and close family members, who, as their children’s first teachers, strive to inculcate them with the Catholic faith and knowledge needed to embrace a changing world. The choice of Mater Dei Juan Diego Academy manifests a strong desire to help your children acknowledge God as the greatest good in their lives. Parents’ and guardians’ meaningful relationships with Jesus, with others, and with their Catholic community directly impact their children’s understanding of God. Values taught in school become securely rooted in children when they are instilled at home by the overt practice of Catholic principles and a strong display of a forthright relationship with God. At MDJDA we support students and their families as they:

- Put God first.
- Serve God, their families, and the world.
- Share God-given gifts and talents.
- Strive for excellence in scholarship and innovation.

Once families elect to join the family of Mater Dei Juan Diego Academy, we rely on them to adhere faithfully to these responsibilities and to regularly volunteer and participate in school-sponsored activities and events.

**About the Mater Dei Juan Diego Academy Family:**

Mater Dei Juan Diego Academy, as a dedicated partner of the Mater Dei educational institution, operates under the auspices of the Diocese of San Diego Office for Schools. Our vision is to be the premier provider of Catholic education in the Diocese of San Diego. Located in the Otay Ranch area of Chula Vista, on the Mater Dei Catholic High School campus, Mater Dei Juan

Diego Academy opened in August of 2015, and currently serves grades TK-4. Each year an additional grade will be added until it becomes a full TK-8 school. Attendance at MDJDA is a privilege, not a right. Because our school is Christ-centered, parents/guardians and students should value and profess their spirituality.

**MDJDA Adheres to a Nondiscrimination Policy:**

The Catholic Schools of the Diocese of San Diego, mindful of their mission to witness the love of Christ for all, admit students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools.

The Catholic Schools in the Diocese of San Diego do not discriminate based on race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any applicant for employment based on sex, age, disability, race, color and national and/or ethnic origin.

**MDJDA Upholds and Cultivates Our Catholic Identity:**

Mater Dei Juan Diego Academy holds itself responsible, relying on the collaboration of our families, to cultivate Catholic faith and Catholic teachings. We realize that 21<sup>st</sup> century learning hinges on innovative and hands-on curriculum, especially in science and technology. We are excited to be the first Catholic School in San Diego to offer a 50/50 dual language Spanish/English immersion curriculum rooted in the S.T.R.E.A.M. education model (Science, Technology, Religion, Engineering, Arts, and Mathematics). This model's goal is to teach the child as a whole person while incorporating spirituality and fostering faith.

**Religion: Our Highest Goal Is to Lead Our Students to Christ:**

The community of Mater Dei Juan Diego Academy is Christ centered, instilling virtues and morals through religious education, the Sacraments, the Mass, and by supporting deep devotion to the Eucharist and the Blessed Virgin Mary.

**Student Drop-off and Pick-up Procedures:**

Student Drop-off and Pick-up Procedures Coordinate with Mater Dei Catholic High School.

The safety of our students is of the utmost importance. Therefore, the following guidelines for pick-up and drop-off have been developed. Please follow these guidelines at all times.

Student Drop-off

- Parents must park at the Mater Dei Church parking lot.
- Parents walk their student to the school, past the De Paul Center in the direction of the Guadalupe Center.
- Parents arrive at the black wrought iron gate, Gate 1, and drop off students at the gate.
- Student supervision will start at 8:00 am. No students should be dropped off prior to this time. Any students who need to be dropped off earlier than 8:00 am must be checked in at Lima 4 for MDJDA's before school care program as part of ECEP (Extended Care Enrichment Program).
- Parents may not drop off students at the roundabout nor park for any amount of time at the roundabout. This is due to safety concerns. Parents are expected to model respect and dignity for all in all their interactions with school personnel tasked with enforcing these guidelines.

Student Pick-up

- Parents must park at the Mater Dei Church parking lot and walk to the front of the Guadalupe Center (MDJDA's main office). Parents can wait outside of the Guadalupe center starting at 3:10 pm, but no earlier. Students will not be dismissed from the classrooms, they will be brought to the area in front of the main office by their teachers at 3:15 pm Monday through Thursday and at 1:00 pm on Fridays and other minimum days.

**School Office Hours and Class Schedule:**

School office: 7:30 am - 4:00 p.m. 619-423-2121 extension 131.

TK Schedule: 8:15 am - 3:10 pm

K-4 Schedule 8:15 am - 3:15 pm

On Fridays and other minimum days, dismissal is at 1:00 pm.

**School Calendar:**

As partners in the same educational institution, Mater Dei High School and Mater Dei Juan Diego Academy coordinate their yearly calendars as much as possible, drawing on the San Diego Diocesan School calendars.

The updated school calendar can always be found on our website at [jdacv.org](http://jdacv.org)

In addition, MDJDA will publish monthly detailed calendars.

**School Volunteers:**

As per the MDJDA Financial Plan Agreement, each family agrees to fulfill twenty-five (25) volunteer services hours per school year. Multiple opportunities and options for volunteering include: lunch and recess duty, assisting in P.E. classes, office or library assistant, and volunteering at fund-raising and social events. Regular volunteers and field trip/sports events drivers must be fingerprinted/Live Scanned or go through the background check through the Diocese. In addition, volunteers must watch the video on “safety in our schools” through the Diocese, show proof of TB test, and a statement of good health in compliance with California laws. Volunteers must follow all school guidelines and directions provided by school staff. No photos of students may be taken by volunteers without prior approval from the principal.

**Parents as Their Children’s First Teachers:**

As a Catholic school, MDJDA collaborates with families in their role as the primary educators of their children in the Catholic faith. By enrolling their children in MDJDA, both Catholic and non-Catholic families recognize that our school remains faithful to the teachings of the Roman Catholic Church.

MDJDA cannot accomplish its mission if parents/guardians engage in public behaviors, lifestyles or occupations contrary to Catholic teaching. When on campus, adults have the responsibility to be positive role models by supporting the school’s mission as well as Catholic doctrine.

**Child Abuse Policy:**

As state-mandated reporters, Mater Dei Juan Diego Academy complies with the Child Abuse Policy prescribed by California State Law (Section 10802). Child Abuse includes physical injury which is inflicted on a child by other than accidental means, i.e., sexual exploitation, assault or child neglect. Our concern is for abused children and their families. California State Law requires that known or suspected incidents of child abuse be reported immediately. The Child Protection Agency is normally notified within 24 hours of the incident discovery.

**We Take Pride in Our Pristine Campus:**

Student cooperation is requested to keep our campus clean and trash-free at all times.

- No eating is allowed in school buildings, and chewing gum is not allowed on campus.
- Specific exceptions may be made in advance for lunch meetings in classrooms.

## **Disaster Preparedness / Emergency Procedures:**

Whenever there is an emergency, everyone is expected to follow instructions, remain calm, and know the specific directions for reaching a designated point of safety. The protocols below detail very important and serious instructions designed to save lives and prevent injuries.

In the event of a major disaster during school hours, students remain on campus until a parent/guardian or designee can pick them up. Staff and students follow the procedures outlined below:

1. All students evacuate to the senior lawn when it is safe to do so.
2. First aid is administered as needed.
3. The main entrance/exit is opened for emergency vehicles only.
4. Parents/guardians report to the Birch Road entrance of the school in order to pick up their son/ daughter.
5. A team of teachers meets parents/guardians at that location and checks identification. Please carry a picture ID with you.
6. Students are released to persons designated on their earthquake emergency release form.
7. A disaster survival kit is on campus for all students.

## **Earthquake Procedures:**

- Duck: Take cover under a nearby desk or table, positioning as much of the body as possible under cover.
- If there is no table or desk nearby, but there are chairs (such as an auditorium-style arrangement) Duck, Cover, Hold: take cover under the chairs, if possible, and/or between the rows of chairs, dropping to the floor, holding on, and protecting the eyes with the arm.
- Cover eyes by leaning the face against the arm.
- Hold on to the table legs or side of the desk. Remain in position until the ground stops shaking, objects stop falling, or the teacher indicates that this phase of the drill has ended.
- If there is no table or chair nearby (or not enough): Duck, Cover, Hold: take cover by dropping to the floor, against an interior wall, if possible. Select the closest safe place: between tables or against a wall. The “drop” position is preferred: on the floor, on the knees, leaning over to rest on the elbows, hands clasped behind the neck, face down for protection.

## **In the Hallway:**

- Duck, Cover, Hold: take the “drop” position alongside the walls. Try to avoid earthquake hazards such as unsecured lockers, trophy cases, etc. Choose the closest safe place.

## **Fire Drills Prevent Injuries and Death:**

Fire Drills are necessary for the safety of the students and faculty. Everyone is expected to listen to directions, remain silent, and know the designated route. Fire drill information and evacuation routes are posted in every room and office on campus, and mandatory procedures are listed below:

1. Students follow designated evacuation routes and proceed quietly to the designated areas.
2. The teacher is the last to leave the room, taking keys and attendance roster to the field.
3. The teacher remains with the students at all times.
4. Only the teacher takes attendance upon reaching the designated area. The attendance sheet is collected at that time.
5. The students remain quiet and calm so that all directions are clearly understood and followed.
6. When the “all-clear” bell is sounded, students return to class in an orderly fashion.

**Lock-Down Procedures Prepare Us for an Emergency:**

**Phase One:** Lockdown is called over the PA and/or the sirens ring. In order to make the room appear vacant:

1. Teachers direct students to duck and cover in the room under desks or tables.
2. Teachers lock doors and windows and keep students away from them.
3. Turn off lights and close blinds or shades.
4. Everyone remains absolutely quiet
5. Cell phones should be put on vibrate.

**Phase Two:** All students and teachers remain in classrooms until the president, principal or deans direct them to evacuate via PA or siren outside.

1. When evacuating, proceed directly to the evacuation site.
2. If we are unable to convene at the evacuation site, stay in the parking lot closest to the school.

**Before/After School Extended Care Enrichment Programs (ECEP) :**

MDJDA school policies, behavioral expectations, and financial obligations apply to all before-school and after-school activities, including the Extended Care Enrichment Program. We appreciate your collaboration in supporting appropriate and consistent student supervision at all times.

Students may participate in one, or both, of our Extended Care Enrichment Programs regularly, or on an as-needed basis. Families are billed monthly for all Extended Care Enrichment Programs fees. We thank you for participating in this program in a responsible manner.

The **before-hours** Extended Care Enrichment Program, located in Room Lima 04, operates from 7:00 m. to 8:00 a.m. Breakfast is provided. Please note, any students arriving on campus prior to 8:00 a.m. should go directly to the school office for before-school care. Families will be billed accordingly.

Our **after-hours** ECEP, also located in Room Lima 04, operates from 3:15 p.m. to 6:00 p.m. Snacks are provided. Non-enrolled students not picked up at the regular dismissal time will be sent to the office for after school care, and families will be billed accordingly. The same guidelines apply on minimum days when dismissal is at 1:00 pm.

Number of Enrollment Days:	Before school ECEP: Breakfast provided.	After School ECEP: Snacks provided.	Both Before and After School ECEP
Full-Time - 4-5 days	\$75	\$150	\$200
Part Time – 2-3 days	\$60	\$120	\$150
Friday only /1 day	\$45	\$75	\$100

**ECEP Before/After School Hours Arrival/Dismissal Supervision Contingencies:**

The Extended Care Enrichment Program (ECEP) closes at 6:00 PM, and we ask that all children be picked up by that time.

- Since staff have evening responsibilities and are not expected to remain after 6:01 PM, a flat fee of \$20 will be assessed for up to twenty (20) minutes after 6:00 PM when a parent is late (e.g., A 6:06 arrival will result in a \$20 fee).
- The ECEP reserves the right to terminate enrollment for recurrent late pick-up.
- The late pick-up fee will also be assessed beginning one hour after the time a parent is contacted to pick up a child for any reason including illness, behavior, etc.

## **Visitor Guidelines**

To ensure the security of the students and staff of Mater Dei Juan Diego Academy:

- All family members and visitors sign in at the school office and receive a name badge before proceeding to any school facility or classroom.
- Before departing, all visitors sign out in the school office.
- Family members and visitors may not make unscheduled visits to classrooms or walk students to classrooms at any time (including arrival and dismissal times) because of any confusion that might arise as teachers give their exclusive attention to the children under their supervision.
- Teachers and staff members have the right to question any person's presence on campus.

## **MDJDA Attendance/Absentee and Tardy Policies Support Student Success:**

Research shows a direct relationship between attendance and academic success: absence from school is often the greatest single cause of poor performance. We are grateful to the families that place a high priority on regular attendance.

When a student is absent, parents/guardians should call or email the office before 9 am at 619-423-2121 x 131, stating a reason for their child's absence and providing a note upon the student's return. Parents/guardians who do not notify the office of an absence will be contacted. Parents must advise the teacher and staff if the student has a contagious illness. Mater Dei Juan Diego Academy retains the right to verify information provided by parents/guardians as a reason for illness (i.e. a physician's note).

### **A student may have at the most three excused absences per trimester.**

The following circumstances are considered excused absences:

- Doctor/Specialist/Dentist/Orthodontist Appointment-**with a physician's note upon return.**
- Funeral/death in family.
- Visa/passport appointment.
- Illness: A physician's note is required for three or more days.
- Sibling graduation.

## **Unexcused Absences**

Habitual truancy is five days per school year of unexcused absences.

Ten unexcused absences in a school year put a student at risk of being held back a grade and or subject to dismissal from the school.

## **Anticipated / Pre-planned absences**

Whenever the family knows of an absence in advanced, the family must complete an anticipated absence form and submit for approval to the principal. These absences are pre-approved at the discretion of the principal who will deem it excused or unexcused. In the event that a family takes a trip or the student is absent for an extended amount of time without prior approval, the absence will be deemed unexcused. Ten unexcused absences in a school year put a student at risk of being held back a grade and or subject to dismissal from the school.

## **Vacations:**

Mater Dei Juan Diego Academy discourages vacations planned during scheduled class days as well as early departures or late returns from vacations occurring during school days.

- Class discussions and student interactions are catalysts for learning and cannot be replicated in independent study.
- When an absence is unavoidable, you must complete an anticipated absence form and submit to the principal for approval. These absences are pre-approved at the discretion of the principal. If the form is not submitted the absence is deemed unexcused.
- Schoolwork is not provided before vacation.

- Upon return, students are responsible for requesting and submitting missing work within a reasonable period of time, based on teacher discretion.
- Teachers are not required to re-teach material missed due to a family trip.
- A student may have up to three excused absences per trimester.

**Tardiness:**

Mater Dei Juan Diego Academy classes begin promptly at 8:15 a.m.

- Students who are not present by 8:15 a.m. are marked tardy.
- Late students should first report to the office for a tardy slip before entering the classroom.
- No student will be admitted in the classroom without a tardy slip.
- After three unexcused tardies within a grading period, a student’s citizenship grade may be marked down.
- Three tardies equal one absence.
- Excessive tardiness may be grounds for dismissal from the school.

**We Need to Know When Parents/Guardians Are out of Town:**

MDJDA asks parents and guardians to inform the school office and their student’s teacher whenever they will be out of town.

- Before leaving, they should come to the school office and submit in writing the following information: The name(s) and phone number(s) of the person(s) in charge of the children.
- Parents should also provide the school a phone number where they can be reached in the event of an emergency while out of town.

**Early Release of Students Is Not Encouraged: Thank you for putting your child first.**

A student will not be released early from Mater Dei Juan Diego Academy except in the company of a parent/guardian, or an adult presenting written parental/guardian approval.

- Parents/guardians must have the prior knowledge and approval of the principal.
- The responsible adult must present a valid photo ID when he/she picks up the child.
- Without this photo ID, the school cannot release the student.

**Dismissal and Parent/Guardian Responsibilities Are Taken Seriously:**

Parents/Guardians should not call the school to give verbal instructions for someone who is not designated on the emergency card or on the release form to pick up their child.

Please be advised that changes and/or additions to the emergency card and designated contacts must be made in person at the school office in order to avoid misunderstandings.

**Custodial Parents Are Subject to the Buckley Amendment:**

Mater Dei Juan Diego Academy complies with the Buckley Amendment, which states that non-custodial parents will be given access to unofficial copies of student records unless a court order stating otherwise is filed with the school. MDJDA voluntarily complies with all provisions of federal law. Non-custodial parents are given access to unofficial copies of student records, and staff is available to discuss the student’s records, unless a notarized court order providing otherwise is filed with the school.

Divorced parents must file a notarized copy of the custody section of the divorce decree with the principal as this safeguards the rights of everyone in the family. If one parent does not want the other parent to receive the school’s communication materials, the school must have a notarized copy of the court order on file in the office.

Sometimes the custodial parent asks the school not to release a child to the other parent. Children are sensitive to disagreements between parents. With clear communication in mind, we ask custodial parents with a court document denying a non-custodial parent access to the child, to submit a notarized copy of this document to the office. Mater Dei Juan Diego Academy adheres to all legal orders.

The transfer of a child/children between a custodial and noncustodial parent, or between parents with alternating days of custody when both are present, is not allowed on school grounds. One parent may transport the child to school and the other parent may pick the child up, as soon as prior approval has been secured from the principal. This request must be submitted in writing to the principal. The purpose of these policies is to preclude the involvement of school personnel in child custody matters, and to minimize disruptions. Your cooperation is appreciated.

### **Communication and Phone Messages between Students and Family Members:**

MDJDA students do not have access to their personal electronic devices during the school day or while in “Before School” or “After School Extended Care Programs.” You should not expect students to check their device for messages. Accordingly, students’ cell phones are stored in their backpacks and powered off. Mater Dei Juan Diego Academy is not responsible if phones or electronic devices brought to school are stolen or lost.

- Emergency calls are always allowed.
- Students may not make or receive telephone calls in the office or classroom during the day.
- The staff of Mater Dei Juan Diego Academy does not interrupt a class that is in session to deliver non-emergency messages.
- Calls for forgotten lunches or for lunch money are not allowed. Students without lunch are provided a healthy snack. School lunches will not be served if they were not ordered in advanced through Aramark. All lunch orders through Aramark should be submitted online by Sunday evening for the following week. The school will not collect money for lunches. Money for lunches should be pre-loaded to the student’s account through Aramark.
- Children cannot telephone for forgotten items or for permission to go home with another student.
- Children staying after school for additional study help or extra-curricular activities should arrange transportation with their parents/guardians the day before.

We kindly request that families anticipate changes in their schedules, etc. and remind their children about them the night before their departure for the next school day.

### **The Physical Education Program Wants to Know of Student Needs:**

- Students may be excused from participation in physical education activities due to illness or injury for one day with a written notice from a parent/guardian.
- If a student needs to be excused for two days or longer, parents/guardians must provide a physician’s note.

### **MDJDA Physical Education and MDJDA School Uniforms: Dress for Success:**

All MDJDA students are required to wear a gym uniform for P.E. class with all black tennis shoes and white or navy blue socks. A P.E. order form is available online. The choices are: royal blue shorts, gray tee, royal blue sweatpants, royal blue sweatshirt, and/or a royal blue waterproof jacket. PE uniforms may be purchased at: A&M’s 2252 Main Street #2 Chula Vista store, (619) 425-1200.

School Uniforms can be purchased at the Educational Outfitters. Located at 8160 La Mesa Blvd, La Mesa, CA 91942 is the approved source for uniform apparel for Mater Dei Juan Diego Academy. If there are questions, please call (619) 466-5437 or email [customerservice@eosandiego.com](mailto:customerservice@eosandiego.com). In order to avoid confusion, all student clothing is to be clearly marked with the student’s first and last names. The school is not responsible for lost items.

#### Boys Uniforms:

- Boys may wear grey pants or shorts and royal blue or yellow polo shirts in short or long sleeve.
- Boys are required to wear a white Oxford shirt, grey pants and a sweater. In addition, students must wear a plaid tie for Mass.
- Starting in the second grade, all boys wearing pants with belt loops will have to wear belts.

#### Girls Uniforms:

- Girls may wear a plaid skort or jumper and royal blue or yellow polo shirts in short or long sleeve.
- Girls are required to wear a plaid bottom (skort or jumper), a white peter pan blouse and a sweater for Mass.
- During cold weather girls may wear navy blue tights with navy blue socks.

- Accessories: Only royal blue or yellow bows may be worn. Hair accessories sold by Educational Outfitters for MDJDA are approved and can also be worn as part of the uniform.

Outerwear is the same for boys and girls. These include the fleece jacket and the windbreaker.

Note that both of our uniform providers sell spirit wear, however none of those items are part of the school uniform and should not be worn during school hours.

### **Footwear:**

Boys:

- Classic black dress shoes
- Laced or Velcro
- Black dress socks

Girls:

- Classic black “Mary-Jane” styled shoes
- Buckled or Velcro
- White dress socks Boys and

Athletic Footwear:

- All black athletic shoes
- Laced or Velcro
- White or navy blue socks

### **Uniform Violations**

Uniform violations include, but are not limited to:

- Wearing nail polish
- Wearing jewelry other than studs for girls
- Wearing the wrong color socks, pants, bows
- Not wearing formal uniform on Mass days
- Not wearing belts for boys in second grade and up who are wearing pants with belt loops
- Wearing non-uniform items

### **Consequences for Uniform Violations**

The following steps will be taken when a student violates the uniform policy.

- Students will receive an infraction for uniform violations.
- The school will send home a uniform violation note. Parents must sign this form and return to the school.
- Three violations / infractions will result in a call home from the school and or an email.
- After a second call home, a meeting with the principal will be scheduled to discuss the family’s commitment to the school.

### **Health, Immunizations, and Medications Ensure Student Well-Being:**

All students entering MDJDA must be fully immunized according to requirements set forth by the State of California. Without proper immunizations completed, students are not admitted to class. Children entering kindergarten need the following immunizations.

Students Admitted at Ages 4-6 years Need These Immunizations:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) —5 doses (4 doses OK if one was given on or after 4th birthday)
- Polio (OPV or IPV)—4 doses (3 doses OK if one was given on or after 4th birthday)
- Hepatitis B—3 doses

- Measles, Mumps, and Rubella (MMR)—2 doses (Both given on or after 1st birthday)
- Varicella (Chickenpox)—2 doses (for all age groups)
- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, Tdap, or Td)—3 doses (4 doses required if last one was given before 2<sup>nd</sup> birthday)
- Polio (OPV or IPV)—4 doses  
3) doses OK if one was given on or after 2<sup>nd</sup> birthday)
- Measles, Mumps, and Rubella (MMR) -2 doses (for all age groups)
- Varicella (chickenpox) – 2 doses (for al age groups)
- Tetanus, Diphtheria ,and Pertussis (Tdap) (1 booster on or after the 7th birthday)
- You must show your child's Immunization Record as proof of immunizations upon enrollment.
- The only exemption granted per the state of California is if the student has a medical condition which permanently rules out one or more vaccines. Your child can be exempted for that specific immunization(s) requirement.
- A written note by a United States licensed M.D. or D.O. on a letterhead paper must be presented at the time of registration. It must state that there is a medical condition which permanently rules out immunization (s), and which immunization(s) your child cannot receive. It must be signed by the physician.

California's Child Health and Disability Prevention (CHDP) Program requires all school-aged children to have a physical exam on record with the school.

- Please submit a copy of your child's medical check-up to the school when registering for kindergarten, or as soon as it is completed during kindergarten.
- Transitional Kindergarten students who submit a physical exam record can fulfill this requirement for Kindergarten.

Parents/guardians should communicate in writing with the principal and teacher clearly identifying any allergies, sensitivities, hearing or vision matters regarding their student, and include this information on the student's emergency card.

**Student Medication Is Carefully Monitored:**

- No student is allowed any medication of any kind on his/her person.
- All medication, in its original bottle, is to be presented and left at the MDJDA office immediately upon arrival.
- No medication is given without written instructions from a physician.
- A doctor's note with the student's name and the indicated dosage and time must accompany the medication. The parent / guardian must administer the medication.

### **Steps to take when there is a concern:**

- If you have questions or concerns regarding your child, you should begin with the person with whom you have a concern.
- If this is a classroom matter, it should be brought first to the attention of the teacher.
- You can always make an appointment to see your child's teacher.
- It is important to share your concern as soon as possible.
- If it is not resolved at the classroom level, it can be referred to the principal.

### **Behavioral Expectations and Discipline Set the Stage for Learning:**

Mater Dei Juan Diego Academy expects students and staff to be:

- Kind and Gentle
- Respectful and Tolerant
- Responsible and Caring
- Treat everyone with dignity and respect

Because making mistakes is a normal part of a child's development, our first response is to help students learn from these experiences.

### **Student Discipline**

Appropriate behavior in the classroom maximizes the teaching and learning process, accordingly students should be seated and ready for work when the bell rings. Consideration for teachers and fellow students is expected at all times. Students may not violate others' right to learn. Insolence, (quarrelsome arguments or "sassing"), insubordination (deliberate refusal to obey a reasonable request made by school personnel), or similar misconduct is not tolerated.

Student behavioral expectations at Mater Dei Juan Diego Academy reflect Diocesan and Mater Dei policies. In order to resolve discipline related issues in a fair and consistent manner, we rely on wholehearted support from parents, students, and staff.

### **Consequences for Student Discipline Violations**

Students who behave in a manner that is not appropriate will receive an infraction.

**Infractions will be given for, but are not limited to, the following actions:**

- Running
- Playing / loitering in the bathroom
- Using bad / inappropriate language (verbal and non-verbal)
- Name calling, teasing, bullying
- Disrespecting school property
- Inappropriate touching
- Fighting or physical aggression (pushing, hitting)
- Inside voice vs outside voice
- Disrespecting faculty and staff

### **When a student misbehaves, the following steps will be taken:**

1<sup>st</sup> offense: Warning – the student will receive a verbal warning, the teacher will document the event.

2<sup>nd</sup> offense: Student-Teacher Meeting –The teacher will meet with the student, discuss the situation and send a note home. The teacher will document the meeting and keep a copy of the note.

3<sup>rd</sup> offense: Parent-Student-Teacher Meeting –The teacher will contact the parents to set up a student parent, teacher conference. The team will create a student behavior contract. Everyone will sign the contract. The teacher will document the meeting and keep a copy of the contract.

4<sup>th</sup> offense: Referral to the Principal. The student will be referred to the principal. The principal will meet with student and parents. The principal will determine the best course of action, including, but not limited to the following:

- Suspension of privileges
- Assignment of special duties
- Probation
- Suspension
- Expulsion

These procedures are kept confidential in order to facilitate reconciliation and communication, as well as to strengthen the school community. If a concern remains unresolved, the Principal and/or President may make a resolution as they deem appropriate.

### **Academic Honesty and Integrity Build Character:**

Students at MDJDA should pursue their education with honesty and integrity. All students' work and achievements should be the fruit of their own diligent efforts. The following are examples of academic dishonesty and may result in a loss of credit for any specific assignment:

- Copying from another student.
- Submitting work done by another, whether from a published source (plagiarism), friend, or relative, and claiming it as one's original work.
- Cheating on quizzes or tests.

### **Homework Policy:**

- Time requirements for homework vary depending on grade level and a student's competency, preparation, and initiative.
- Homework will be assigned Monday through Thursday. No homework will be assigned on Fridays.
- The following time guidelines are used for homework:
  - TK – 10 minutes
  - K- 10 minutes
  - 1<sup>st</sup> grade – 20 minutes
  - 2<sup>nd</sup> grade – 20 minutes
  - 3<sup>rd</sup> grade – 30 minutes
  - 4<sup>th</sup> grade – 40 minutes
- In addition, all students are asked to complete **15 minutes of reading in each language**, 15 minutes in Spanish and 15 minutes in English, on a daily basis. The parent may read to the younger student while older students are expected to read to the parents. If the parent is monolingual, assistive technology (apps, supplemental programs, etc.) or a friend or family member may be used to assist in the reading of the second language.
- If you feel that your child regularly spends too much time completing homework, you should consult with the teacher to identify the cause and develop a plan to remedy the concern.

### **Report Cards Communicate Student Progress in a Timely Manner:**

Report cards are distributed at the end of each grading period three times a year. They provide regular cumulative evidence of student performance and progress in scholarship and citizenship. The Diocesan Office of Schools mandates the format and grading scales.

### **Field Trips Cultivate an Appreciation of Religion, Science, History, Math, Arts, and Culture:**

As part of the curriculum, teachers plan field trips with specific educational goals.

- A student's participation in a field trip may be curtailed due to a lack of maturity or responsibility.
- Parent volunteers may be requested, but this number will be limited. Not all parents will be able to participate. If more parents express a desire to participate than there are spots available, a drawing will take place to select the parent volunteers for the field trip.
- If parents/guardians participate as drivers, they must present a valid California driver's license, supply documentation of adequate insurance coverage, Live Scan/fingerprinting, and proof of TB clearance. In addition, parents must watch the safety driving video provided by the Diocese.
- Drivers must ensure seat belts for all passengers, as well as child car seats when appropriate.

### **Lost and Found:**

Parents/Guardians should clearly mark students' names on sweaters, jackets, P.E. clothes, and other personal belongings. Thus, when found items are taken to the office, they can be easily reclaimed.

The school is not responsible for any lost items.

### **By Safeguarding Students' Personal Supplies and Belongings, Losses Are Pre-empted:**

- Make sure the student's name is clearly marked on books, notebooks and personal school supplies.
- Students should not take valuable items or large sums of money to school.
- Never leave school items and belongings, including purses, books, notebooks, book bags, and clothing, laying around unattended.
- The school is not responsible for any lost items.

### **Birthdays and Parties Guidelines:**

Birthdays:

- Parties are not allowed in the classroom. Please do not bring food. Decorations are not permitted.
- However, a small celebration is allowed. A parent may visit the class the last 15 minutes of the day, with prior approval from the teacher. The parent may bring "goodie bags" for the children, but these cannot include any food items or candy. They may include items such as: pencils, crayons, erasers, coloring books, small toys, etc. Another option is for the parents to read a story to the class, give a book to each child, have the students engage in a small craft activity, etc. This must all be discussed with the teacher in advance and the teacher must pre-approve the plans.

Invitations to birthday parties or off-campus festivities may not be distributed at Mater Dei Juan Diego Academy unless each student in the classroom is given one.

### **Finance Policies:**

Tuition is collected through FACTS Management, an automatic withdrawal system. There is an annual fee for this program. The fee varies depending on the method selected. Specific tuition information is given each year at the time of registration or re-registration.

### **Tuition Payment Policy:**

There are four approved methods of tuition payment:

- Plan 1: Full payment of tuition may be paid through FACTS, or at the school on or before June 5, 2017.
- Plan 2: Two automatic payments paid June 5, 2017 and December 5, 2017 through FACTS.

- Plan 3: Four automatic payments paid June 5, 2017, September 5, 2017, December 5, 2017, March 5, 2018 through FACTS.
- Plan 4: Twelve automatic monthly payments paid June 5, 2017 through May 5, 2018 through FACTS.

All families are required to sign up with FACTS Management regardless of the method selected.  
**No personal checks are accepted.**

**Student Withdrawal Procedures:**

If parent(s)/guardian(s) withdraw their child from MDJDA before the end of the school year, the procedure is as follows:

- Contact the Office and provide a letter or email explaining the reason for withdrawal to the principal and Office.
- Clear all financial obligations.
- Return items that are the property of MDJDA.
- Inform the MDJDA office of the new school address and phone number for forwarding transcripts and other required documents.