
2018/2019

PARENT & STUDENT HANDBOOK



Mr. John Rey, President
Mrs. Leticia Oseguera, Principal
Mrs. Cristina Torres, Vice Principal

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www.mdjda.org



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 2018-2019 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.**
- 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.

Print Student's Name: _____

Homeroom Teacher: _____

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.mdjda.org for a copy.

For MDJDA office use only

Received by: _____

Date received: _____

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Mater Dei Juan Diego Academy (MDJDA), 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 (MDCHS) campus, Mater Dei Juan Diego Academy opened in August of 2015, and currently serves grades TK-5.

Each year an additional grade will be added until it becomes a full TK-8 school. Attendance at MDJDA is a privilege. Because our school is Christ-centered, parents/guardians and students should value and profess their spirituality.

VISION

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

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.

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 mdjda.org In addition, MDJDA will publish monthly detailed calendars.

OFFICE HOURS AND CLASS SCHEDULE

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

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

K-5 Schedule 8:15 am - 3:15 p

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

EDUCATIONAL PROGRAM AND CATHOLIC IDENTITY

Dual Language Immersion

Mater Dei Juan Diego Academy is a 50/50 model connecting theory into practice by developing multi-literacy and multiculturalism. Language is an asset rather than a deficit and all stakeholders are language learners.

Curriculum

ENGLISH COMPONENT	SPANISH COMPONENT
ELA: Benchmark Advance	SLA: Benchmark Adelante

Math: Go Math	History: Discover Social Studies
Science: Science Weekly	Science: Science Weekly
Religion: We Believe	Religion: Creemos

Our rigorous curriculum creates students who are:

- Christ-centered
- Bi-lingual, bi-literate and bi-cultural
- Reflective and inquisitive
- Collaborative and independent critical thinkers

Leading 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.

Academic Contract

High academic expectations are held for all students at Mater Dei Juan Diego Academy. If a child is not meeting expectations, the student will be placed on an academic contract to support learning needs at home. A child's success also depends on a strong parent commitment. Teachers will work with parents in the development of an educational learning plan for the student and create some short and long term goals. Monitoring and implementation of the plan will be completed throughout the academic school year by the teacher. It is the parent's responsibility to continue the communication with the teacher to follow the student's progress.

Academic Honesty and Integrity

Students at Mater Dei Juan Diego Academy 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

Homework will be assigned Monday through Thursday. No homework will be assigned on Fridays. Time requirements for homework vary depending on grade level and a student's competency, preparation, and initiative. The following time guidelines are used for homework:

- TK – 10 minutes
- K- 10 minutes
- 1st grade – 20 minutes
- 2nd grade – 20 minutes
- 3rd grade – 30 minutes
- 4th grade – 40 minutes
- 5th grade – 50 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.

Field Trips

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
- documentation of adequate insurance coverage
- Live Scan/fingerprinting
- 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.

Report Cards

Report cards are distributed three times a year at the end of each grading period. 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.

Birthdays and Parties

Large birthday celebrations are not allowed in the classroom. Parents may not bring food or decorations. However, 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 that do not contain 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.

PARENTS AND GUARDIANS AS 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.

As a Catholic school, Mater Dei Juan Diego Academy 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.

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 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.

Volunteers

As per the Mater Dei Juan Diego Academy 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 fundraising and social events. Regular volunteers and field trip/sporting 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.

Communication

In order to be able to achieve our mission, the communication between teachers and parents is critical. We strongly encourage parents to contact teachers whenever a question, concern or comment may arise. Our teacher communication to parents may take the form of newsletters, phone calls, emails, and special notes home. The school asks parents to follow the procedure for teacher parent communication:

- Phone call/email to teacher (allow 48 hours for response) stating question, comment, or concern
 - If there is no resolution/response, contact administration via phone call/email (allow 48 hours for response)
- Parents will receive contact information for their child’s teachers at back to school night. Parents may also check the school website (MDJDA.org) for contact information.

Key Contacts at Mater Dei Juan Diego Academy:

Title	Telephone	Email
Mr. John Rey, President	619-423-2121 x136	jrey@materdeicatholic.org
Mrs. Leticia Oseguera, Principal	619-423-2121 x131	loseguera@mdjda.org
Mrs. Cristina Torres, Vice Principal	619-423-2121 x131	ctorres@mdjda.org
Mrs. Karla Figueroa, Administrative Assistant	619-423-2121 x131	kfigueroa@mdjda.org

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.

Parent Concerns

Should a conflict or concern arise, parents must begin by addressing the person with whom they have a concern. If this is a classroom matter, it should be brought first to the attention of the teacher. Parents may make an appointment to meet with their child's teacher. It is imperative to share the concern as soon as possible. If it is not resolved at the classroom level, it can be referred to the vice principal and then the principal.

Parents 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. Prior to their departure, parents 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.
- A phone number where they can be reached in the event of an emergency while out of town.

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.

SCHOOL ATTENDANCE

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. Should your child's absence exceed two days, a physician's note is required 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.

Following ten unexcused absences in a school year, the student will be placed on an attendance contract and placed on probation. *This may also put a student at risk of being retained in their current grade and/or subject to dismissal from the school.*

Anticipated Absences

Whenever the family knows of an absence in advance, 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 may not be 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.

Leaving School Grounds During the School Day

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.

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 to avoid misunderstandings.

Tardies

It is very important that students arrive to school on time. 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. Should your child arrive late to school, they must first report to the office for a tardy slip. *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. Additionally, three tardies are the equivalent of one absence. *Excessive tardiness may be grounds for dismissal from the school.*

CODE OF CONDUCT

All students and faculty members at Mater Dei Juan Diego Academy believe that a positive school climate is important to a child's learning in the classroom and to his or her growth as a Christ-centered citizen. 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.

Classroom Behavior

Appropriate behavior in the classroom maximizes the teaching and learning process, accordingly students should be seated and ready for work upon entering the classroom.

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. To resolve discipline related issues in a fair and consistent manner, we rely on wholehearted support from parents, students, and staff.

Behavior Plan

Behavior that is not in line with our values may result in the following:

- 1st offense: Warning – the student will receive a verbal warning; the teacher will document the event.
- 2nd 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.
- 3rd 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.
- 4th offense: Referral to the Vice Principal and, if deemed necessary, the Principal. The student will be referred to the Vice Principal. The Vice Principal will meet with student and parents.
- The Vice Principal and 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

If inappropriate behavior persists, students may be placed on a behavior contract. Failure to comply with the contract may result in dismissal from the school.

These procedures are kept confidential 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.

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

Pristine Campus

Mater Dei Juan Diego Academy, along with Mater Dei Catholic High School, takes pride in the 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.

Rules While at the Tables

While at the tables, students must:

- Remain seated
- Ask permission to use the restroom or drink water
- Raise their hand for help
- Throw away their trash at the end of the lunch period with permission (they may not get up continuously)

When the whistle blows at the end of snack, the students must freeze (stop and listen). The teachers will call on a grade level to throw their trash away and walk to the recess area (no screaming nor running).

When the whistle blows at the end of lunch, the students must freeze (stop and listen). The teachers will call on a grade level to throw their trash away. They must quietly put their things away and walk to line-up.

Students must walk at all times, from the lunch area to the play area and from the play to the classroom.

Playground Rules

Students:

- Must show respect for each other and for teachers
- May not play or loiter in the restrooms
- Who need to go to the office or Health Room must have an office pass from a teacher

Jump ropes are used only for jumping. No gymnastics allowed on campus.

When the whistle blows at the end of recess, the students must freeze (stop and listen). Student take a knee and wait to be called by grade. The teachers will call each group to put away any items and line up.

1. Those students holding a ball, jump rope, etc. will place the items in the wagon and then walk to line up
2. The teachers will call on the remaining students by grade, beginning with Kindergarten, to lineup.

When the students are in line, they must remain quiet and wait for the lunch prayer to begin.

Consequences During Recess and Lunch

If a student breaks a rule or does something that is potentially dangerous, he/she will be stopped and a playground report will be given to the respective teacher at the end of the period. The student may:

- Lose recess time that same day (in 5 minute increments depending on the severity of the violation).
- Lose recess time the next day (in 5 minute increments depending on the severity of the violation).
- Lose class related privileges (determined by the classroom teacher)
- Be referred to the vice principal, or if necessary, the principal

DRESS CODE

Uniform Guidelines

Students must wear the appropriate Mater Dei Juan Diego school uniform. 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. All MDJDA students are also 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.

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.

Boy's Uniform:

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

Boy's Footwear:

- Classic black dress shoes
- Laced or Velcro
- Navy blue dress socks

Girl's Uniform:

- Plaid skort or jumper and royal blue or yellow polo shirts with short or long sleeve.
- Plaid bottom (skort or jumper), a white peter pan blouse and a sweater for Mass.
- Biker shorts that coordinate with the uniform colors must be worn under the jumper
- 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.

Girl's Footwear:

- Classic black "Mary-Jane" styled shoes

- Buckled or Velcro
- White dress socks

Boys and girls may wear the same outerwear which includes the fleece jacket and the windbreaker.

Athletic Footwear:

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

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.

Uniform Violations and Consequences

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

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.

DROP-OFF AND PICK-UP PROCEDURE

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 and 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 may drop off students at the gate or walk them to their classroom. Parents may also drop off students at the roundabout. However, parking is not permitted for any amount of time at the roundabout. Parents are expected to model respect and dignity for all in all their interactions with school personnel tasked with enforcing these guidelines.

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). If for any reason a student is dropped off prior to 8:00 am, they will be walked to ECEP and a fee will be assessed.

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). The gate will open at 3:15 pm, at which point parents will walk to their child's classroom for pick-up. Students will be dismissed from the classrooms at 3:15 pm Monday through Thursday and at 1:00 pm on Fridays and other minimum days.

EXTENDED CARE ENRICHMENT PROGRAM (ECEP)

Mater Dei Juan Diego Academy 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 a.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

Late ECEP Pick-up

The Extended Care Enrichment Program (ECEP) closes at 6:00 PM, and we ask that all children be picked up by that time. ECEP staff are not expected to remain after 6:01 PM,

therefor 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). 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.

HEALTH AND SAFETY

Illness

A student must be without a fever or vomit for 24 hours prior to their return to school.

Immunizations

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 (ages 4-6) must have the following immunizations.

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

Parent 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. A signed 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.

Physical Exam

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.

Medications

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. In order for the medication to be administered to the student, parents must provide written instruction

from a physician. The physician's note must include the student's name, indicated dosage and time to be administered. The parent / guardian must administer the medication.

Limited Physical Activity

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.

DISASTER PREPAREDNESS

Parents are encouraged to speak with their child about the importance of safety precautions, such as: no automobile rides from strangers, speak to an adult employee if he/she senses danger, stay away from unsupervised locations.

Should an emergency arise, 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 to pick up their son/ daughter.
5. A team of teachers meets parents/guardians at that location and check 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.

Should you find yourself 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 Procedures

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

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 silent.

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

1. When evacuating, proceed directly to the evacuation site.
2. If you are unable to convene at the evacuation site, follow directions given by school or emergency personnel.

SAFEGUARDING STUDENT SUPPLIES

We ask that 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. Students should not 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.

Lost and Found

Items that are clearly labeled with the student's name will be taken to the school office where they can be easily claimed.

ELECTRONIC DEVICES

Mater Dei Juan Diego Academy students may not bring any electronic devices to school including but not limited to:

- Cell phones
- iPads or other tablets
- Smart watches

Should a student bring a device to school, the device will be confiscated and held in the office for the parent to pick up. Additionally, Mater Dei Juan Diego Academy is not responsible if it is lost or stolen.

FINANCE

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.

No personal checks are accepted at any time.

STUDENT WITHDRAWAL PROCEDURES

If parent(s)/guardian(s) withdraw their child from Mater Dei Juan Diego Academy 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.

POLICIES

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).

Non-Discrimination 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.

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.