



Mater Dei High School
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ATTENTION: Mater Dei Parents and Students

The new **2009-2010** Mater Dei Parent-Student Handbook will be included in the Student Planner. **All students are required to purchase a Student Planner from the Bookstore.**

Each Student Planner/Parent-Student Handbook contains a tear-out signature page, which must be signed by the Parent/Guardian and the student and returned to the student's Homeroom teacher on the students respective Orientation Day. Your signature on this form acknowledges that you and your student have read, understand and agree to comply with the philosophy of the school, the policies and regulations of the school's mandatory random drug testing program (*as listed on Page 23 of the Planner*) and the policies and regulations of the Parent/Student Handbook.

Outlined below, please find the key student attendance, dress and behavior code points of emphasis and/or changes to the Parent/Student Handbook for next year. The changes to the **2009-2010** Handbook were ratified by the Administrative Board, following recommendations made by the Disciplinary Review Council, the Mater Dei Deans of Students and the Faculty Council at the end of the 2007-2008 school year.

The following new policies or points of emphasis pertaining to student attendance, dress code and behavior will go into effect beginning on August 25, 2009 at Mater Dei High School. (See 2009-2010 Parent-Student Handbook for details).

I. ATTENDANCE REGULATIONS

Extracurricular Attendance

In order to participate in or attend an extra or co-curricular event a student must attend at least 3 classes on regular class days and 2 classes on block days (or on the Friday before a weekend event).

Tardiness

A tardy student may be excused when the reason for being tardy is beyond his/her control. All unexcused tardies will receive a disciplinary consequence. Excessive tardies will result in students being placed on tardy probation. (Carpools or problems with a commute are not considered beyond control).

Excessive Absences

If a student's total number of class absences reaches 10 (ten) in a semester he/she will lose a unit of academic credit for that specific class.

Medical Appointments

Please try to make medical appointments after school as often as possible.

If a student is leaving school for an appointment, he or she should bring a note to the Attendance Office in the morning and receive an off-campus slip. **If a student has a medical or dental appointment during school hours, he/she must bring a verification form of the appointment from the doctor's or dentist's office.** The doctor's note must be submitted to the attendance office within ten (10) days of the appointment in order to be considered as a medical excuse by the school.

Trip Request Policy

We advise all families to plan their vacations during the vacation time outlined on the school calendar. We strongly discourage families from taking recreational trips during the school year. Absences due to family trips will count towards possible loss of credit (section 408).

II. STUDENT REGULATIONS

Lockers

Students must keep books and materials in the lockers assigned by the Deans' Office and students must not change lockers on their own. Locker changes may be requested through the Deans' Office.

Classroom

Eating and/or drinking are not allowed in the classroom without permission. **Gum chewing is not permitted anywhere on the Mater Dei campus.**

The following are not allowed to be worn or used in the classroom: Cell phones, digital music players, Walkman players, laser pointers, electronic devices/games or tape recorders.

Cell Phones

Students may only use cell phones in the Shamrock Plaza/LeVecke area before school begins. If a student has a zero period. "before school" ends for him/her once the class period begins.

Students may use cell phones after school. Which ends after 6th period, in the parking lot, Heisman Lane, Shamrock Plaza and LeVecke.

During the school day, students are to keep cell phones and any other electronic devices secured in their locker.

The following uses of cell phones constitute level offenses:

Level I - detention

- Possession of cell phone in any part of the school during school hours

Level II – referral; 4-hour Saturday

- Using the cell phone for any purpose during school hours which includes but is not limited to ringing
- Using the cell phone for any purpose after school hours in the library, chapel or other areas of the school where such use is forbidden
- A second Level II = Level III

Level III – contract; 4-hour Saturday; 10 work details

- Using the cell phone while in the classroom. This would include but is not limited to: talking, texting, taking pictures, videos, email, internet, games, etc.
- Using a cell phone at any time, while on campus, to send messages which the administration considers to be of a harassing, threatening, or inappropriate type/manner. DRC meeting.
- Second Level 3 = 10 work detail and turn in phone for five (5) days.

NOTE: Cell phones are taken away for all levels of infractions and will be returned the next day to the parent/guardian only.

Continued disregard for the above rules may result in a student being placed on Disciplinary Probation and/or the loss of the privilege of having a cell phone on campus.

Parking

- **Students being dropped off before school and picked up after school must exit or enter vehicles on Monarch Way. No drop-offs will be allowed in the Bristol Street parking lot.**
- All unauthorized parking or failure to follow directions by the Security Staff or parking lot violations will result in work detention for the first offense. Saturday detention for the second offense, loss of

parking privilege for the third offense. Should a student park in any lot after the third offense; the car will be towed at the owner's expense.

Closed Campus

- Once students arrive on campus in the morning, they may not leave the campus without special permission. **An Off-Campus Permit must be obtained from the Attendance Office.**
- **If students become ill and need to go home, they must 1) go through the Health Office; 2) parents must be contacted; and 3) the student signed out through the Attendance Office.**
- All visitors (including student visitors) must sign in to be on campus by Campus Security.
 1. Adult visitors must report to the Security Guard to sign in and be directed to the appropriate location. A visitor's pass will be issued from the Security Office (or with a Security Officer) in order to be on campus.

Prescription Medication

Students are not allowed to take any medication unless supervised by the Health Services Coordinator. All prescription medicine must be turned into the Health Services Coordinator with a "Parent Request for Administration of Medication" form.

School Dances

- No outside guests are allowed at on-campus dances.
- Off campus dances (Homecoming, Winter Formal and Prom) are open to off campus guests authorized by Mater Dei. Requests to bring an off-campus guest may be obtained from the Activities Office. Requests must be completed and returned to the Activities Office one week before the dance. Current students must also fill out a parent permission form to attend off-campus dances. Students who have been asked to withdraw from Mater Dei for disciplinary reasons are not eligible to attend Mater Dei High School dances. **Guests must not exceed 20 years of age. GUESTS MUST CONFORM TO ALL MATER DEI STUDENT CONDUCT, GRADE, AND DRESS REGULATIONS.**
- Only sophomores, juniors, and seniors may attend Homecoming and Winter Formal. Only juniors and seniors may bring outside guests. It is Mater Dei policy that only juniors and seniors may attend Prom. Guests for Prom must be juniors/seniors and may not exceed 20 years of age. Freshmen and sophomores may not attend Prom as guests.

III. DRESS AND GROOMING CODE

ANY UNIFORM AND/OR GROOMING QUESTIONS SHOULD BE DIRECTED TO THE DEANS' OFFICE PRIOR TO ANY UNIFORM OR GROOMING DECISIONS.

General

Any clothing or accessories that are, in the opinion of the Administration, Security, or Deans, gang/tag crew related are not permitted on the Mater Dei campus or at any Mater Dei functions.

Students may wear solid color navy, light gray, or light khaki (tan) slacks that must cover the top of the shoes and be worn at the natural waist. Only properly fitted slacks will be allowed, oversized pants are not permitted. Only Vicki Marsha pants or the Dockers brand may be worn. These can be pleated or flat. No Dickies style or Dickies brand may be worn. No denim or jeans type material will be permitted. Leg pockets of any kind will not be permitted. Slacks that comply with these regulations may be purchased from Vicki Marsha Uniform Company (or other stores). The Deans have sole discretion and final judgment regarding the appropriateness of any slacks. If the slacks are considered by the Deans to be too baggy, or in any way inappropriate, students will not be allowed to wear them to school or to extracurricular events. Please consult the Deans' Office if you have any questions.

- **Sweatshirts worn on Spirit Dress days must be in the school colors of red, white or gray and include the Mater Dei name or logo.**
- Socks: Socks must be worn.

- No thermals are permitted.
- No tongue or nose rings are permitted.

Sweatshirts: Students may wear College logo sweatshirts and Mater Dei logo sweatshirts. No other sweatshirts will be permitted. Hoods on hooded sweatshirts may only be worn outdoors in times of inclement weather.

Sweaters: Sweaters must be in the school colors of red, gray or white only. They may be solid color, V-neck, vest or crew neck pullovers.

T-shirts: T-shirts with logos are not permitted under the uniform shirt. Only white, short-sleeved t-shirts may be worn. No long-sleeved t-shirts. No thermals. No tank tops.

Jackets: Only Mater Dei logo or team jackets can be worn to school or to Mater Dei functions.

Girls

All girls must remember to wear their skirts no shorter than 3 inches above the knee. After the third detention for a short skirt or rolled skirt infraction that student will lose the privilege of wearing a skirt.

Vicki Marsha skorts may be worn. They must be khaki or navy. All girls must remember to wear their skorts no shorter than 3 inches above the knee.

Boys Hair and Grooming Code

- Those with inappropriate hair color, hairstyle, or grooming could be suspended from classes until the infraction is corrected.
- Hair must be neat and evenly tapered to short on the side. **Step haircuts ARE NOT PERMITTED.** If hair is worn spiked it may not be more than 1 ½ inch in length. Hair cannot cover the eyes, ears or top of the collar. Sideburns may not extend below the ear or be flared. Extreme or faddish hairstyles are not permitted.
- Unshaven students will receive a detention and be required to purchase a razor from the Deans' office at a nominal fee and will be required to shave before attending classes.

Girls Hair and Grooming Code

Those with inappropriate hair color, hairstyle, or grooming will be suspended from classes until the infraction is corrected.

*******Dress for Mass and Special Days (as announced)*******

BOYS

- Khaki pants/shorts or dress pants
- Dress shirt – white long sleeved or white short sleeved oxford shirt
- Tie
- Dress shoes or Tennis Shoes in good repair
- Sweater or vest in school colors red, white or grey; NO sweatshirts
- Earrings and tongue rings are NEVER permitted
- Jeans, corduroys, cargo/carpenter and Dickies are NOT permitted

GIRLS

- Any uniform skirt
- White ¾ sleeve shirt or white short sleeved oxford shirt
- Sweater or vest in school colors red, white or grey; NO sweatshirts
- Minis and/or jean skirts, skorts or pants are NOT permitted
- Dress flat shoes or Tennis Shoes in good repair
- NO flip-flops

Formal

GIRLS

- **Floor length dresses ONLY**
- Only dresses with conservative, modest and non-revealing tops are allowed (i.e. no low-cut tops or exposed midriffs)
- Dress shoes are required

- Hair must be neat and well groomed
- Hair may not be dyed unnatural colors
- No visible body piercings, tattoos or tongue rings

BOYS

- Full Tuxedo, tie, dress shoes and socks must be worn
- Earrings or tongue rings are NEVER permitted
- Hair must be neat and well groomed
- Hair may not be dyed unnatural colors
- No visible body piercings or tattoos

In the event that a Mater Dei student, or their guest, does not comply with any of the Semi-Formal or Formal Dress Code specifications, they will be given a plain colored t-shirt to wear over their clothing so that they conform to appropriate modesty standards of Mater Dei High School.

Spirit Dress

- Students may wear school uniform pants, shorts, skirts, skorts, and long denim jeans in good condition, or walking length denim jeans shorts.
- Jean Capri pants are allowed.
- Cut off jeans are NOT permitted.
- No denim skirts of any kind are permitted.
- Overalls and oversized jeans are NOT permitted.
- Hip-hugger style jeans are NOT permitted.
- Pants with leg pockets of any kind are NOT permitted.
- *Any shirts or sweatshirts worn by students in spirit dress must be in the school colors of red, white or gray and include the Mater Dei name or logo. Vicki Marsha uniform shirts may be worn on spirit dress days.*

IV. DISCIPLINE CODE

Detention

Detention will be held every Monday, Tuesday and Wednesday after school beginning 10 minutes after the last class period. Detention will also be held every Wednesday morning beginning @ 7:30 a.m. All detentions last 60 minutes (1 hour). A student must report to detention within three detention days after the detention is issued. **Detentions will be served in school uniform.**

If a student misses a scheduled detention, he/she will receive an additional detention. When a student misses subsequent detentions, consequences will be increased.

Zero Tolerance Policy

Mater Dei High School has adopted a zero tolerance policy for certain behaviors deemed a danger to the Mater Dei community. Any student directly involved in, associated with, or conspiring in any of the following will be expelled from Mater Dei High School:

- 1. Gang affiliation**
- 2. Bringing a firearm or weapon onto or near the Mater Dei campus or to any Mater Dei function or activity**
- 3. Selling or providing drugs on or near the Mater Dei campus or at any Mater Dei function or activity**
- 4. Serious threat or physical violence, bullying or harassment.**

The Principal of Mater Dei High School in consultation with the President makes the final decision on Zero Tolerance.